



Preparing people to lead extraordinary lives

STRITCH SCHOOL OF MEDICINE

STUDENT HANDBOOK

2024-2025

Updated 8/22/24

UNIVERSITY NON-DISCRIMINATORY POLICY

Loyola adheres to all applicable federal and state civil rights laws and regulations prohibiting discrimination in private institutions of higher education. Loyola does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, religion, sex, age, sexual orientation, gender identity or expression, national or ethnic origin, ancestry, disability, marital status, parental status, military/veteran status, or any other characteristic protected by applicable law.

This Nondiscrimination Policy prohibits discrimination in employment and in providing access to educational opportunities. Therefore, any member of the Loyola community who acts to deny, deprive, or limit the educational or employment benefits or opportunities of any student, employee, guest, or visitor on the basis of their actual or perceived membership in the protected classes listed above is in violation of the Nondiscrimination Policy.

This Nondiscrimination Policy also includes protections for those opposing discrimination or participating in any University resolution process or within the Equal Employment Opportunity Commission or other human rights agencies.

If you have questions about this Nondiscrimination Policy, Title IX, Title VI of the Civil Rights Act of 1964 ("Title VI"), Title VII of the Civil Rights Act of 1964 ("Title VII"), the Americans with Disabilities Act of 1990 ("ADA"), or Section 504 of the Rehabilitation Act of 1973 ("Section 504"), or if you believe you have been discriminated against based on your membership in a protected class, please contact Tim Love, Executive Director for Equity & Compliance, or another member of the Office for Equity & Compliance, at (773) 508-7766 or equity@LUC.edu, and/or submit a report online at LUC.edu/equity.

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MISSION STATEMENT

Loyola University Chicago Stritch School of Medicine (SSOM) is committed to helping its students achieve academic excellence in an environment of *cura personalis* (care of the whole person). This unique community of students, faculty, and staff learns, teaches, and works within the framework of our Ignatian heritage: a profound commitment to the poor, to service, and to issues of social responsibility and justice. Our graduates pursue a wide range of careers in the ever-changing world of health care.

A MESSAGE FROM THE DEAN

Dear Stritch Students,

Welcome to Loyola University Chicago Stritch School of Medicine.

Thirty-four years ago, I was reading a copy of my Stritch student handbook. Today, I am one of the thousands of very proud Stritch alumni ('91). And it is my honor to be your Dean.

For more than 100 years, our graduates have been caring for others and changing the face of medicine in extraordinary ways. Soon, you will join the thousands of Stritch physician innovators who seek to improve the lives of patients and communities by providing excellent care, reaching out, and advancing clinical and basic translational research.

As a Catholic Jesuit institution, we are called to serve. We seek to provide an outstanding education in all areas of medicine and surgery. We encourage you to explore all of the wonderful specialties and sub-specialties during your training and we will do all that we can to make sure you enter the residency of your choice upon graduation. Please take advantage of the many opportunities to personalize your educational experience through service programs (such as the Ignatian Service Immersion trips) and academic programs in research, public health, global health, and/or bioethics.

I look forward to the experiences we will share, and I wish you all the best as you continue your journey to becoming a physician.

Sincerely,

Sam J. Marzo, MD (SSOM Class of 1991)
Dean SSOM
Professor Otolaryngology - Head and Neck Surgery & Neurosurgery

HSC CONTACT INFORMATION

SSOM ADMINISTRATIVE UNITS

Admissions

708.216.3229

Alumni Relations

708.216.6937

Bursar

708.216.3228

Educational Affairs

708.216.8192

Financial Aid

708.216.3227

Registration and Records

708.216.3222

Student Affairs

708.216.8140

COURSE DIRECTORS

First Year

Molecular Cell Biology & Genetics_83558

Structure of Human Body_____61127

Function of Human Body_____61181

Host Defense_____73325

Host Pathogens_____66195

Behavioral Med & Development___66200

Health Systems Science_____65402

Patient Centered Medicine 1_708-531-5200

Second Year

Mechanism of Human Disease_65118

Pharmacology & Therapeutics____66195

Patient Centered Medicine 2_____72549

CLERKSHIP DIRECTORS

Emergency Medicine_____72549

Family Medicine_____77000

Medicine_____68757

Neurology_____65350

OB/Gyn_____65443

Patient Centered Medicine 3_708-531-5200

Patient Centered Medicine 4_____62583

Pediatrics_____63282

Psychiatry_____62068

Sub I-Wards_____65118

Sub I-ICU_____65402

Surgery_____72889

SSOM SERVICES

Academic Center for Excellence and
Accessibility (ACE)

708.216.8166

Informatics

708.216.3727

Campus Safety

*On-Campus Emergency House Phone: 911
or 773.508.SAFE(7233)*

Hospital Safety

On-Campus Emergency House Phone: 911

Non-Emergency 708.216.9077

Center for Health & Fitness

708.327.BFIT

Center for Community and Global Health

708.216.6318

Computer Aided Learning Laboratory (CALL
Lab)

708.216.5207

Diversity, Equity, and Inclusion

708.216.2481

Dining Services Stritch

708.216.8677

Information Commons (Libraries)

Health Sciences Campus

708.216.9192

Lake Shore Campus

773.508.2632

Water Tower Campus

312.915.6216

Parking Services

708.216.9092

Security Escort Service

708.216.9077

Student Activities Center

708.216.5549

University Ministry

708.216.3245

UNIVERSITY SERVICES

Office for Equity & Compliance (OEC)
773.508.7766

CURA Network
773-508-8840

Wellness Center
773-508-2530

ACADEMIC DEPARTMENT CONTACTS

MEDICAL SCHOOL

Anesthesiology
708.216.4015

Family Medicine
708.216.5475

Medicine
708.216.9453

Neurological Surgery
708.216.8235

Neurology
708.216.6831

Obstetrics & Gynecology
708.216.5423

Ophthalmology
708.216.8643

Orthopedic Surgery & Rehabilitation
708.216.3475

Otolaryngology
708.216.8526

Pathology
708.216.8106

Pediatrics
708.327.9128

Preventive Medicine & Epidemiology
708.327.9018

Psychiatry & Behavioral Neurosciences
708.216.3276

Radiology
708.216.8401

Radiation Oncology
708.216.2562

Surgery
708.327.2705

Thoracic & CV Surgery
708.327.2465

Urology
708.216.5405

GRADUATE SCHOOL

Administrative Secretary
Margarita Quesada
708-216-3532

Bioethics and Health Policy
708.216.9219

Cell and Molecular Physiology
708.216.1017

Integrated Cell Biology
708.216.3353

Integrated Program in Biomedical Sciences
708.216.3353

MD/PhD
708.216.3650

Microbiology & Immunology
708.216.3385

Molecular Biology
708.216.3650

Neuroscience
708.216.3361

Pharmacology and Experimental Therapeutics
708.216.5773

Preventive Medicine & Epidemiology in Clinical
Research Methods
708.327.9018

STRITCH SCHOOL OF MEDICINE OFFICES

ACADEMIC CENTER FOR EXCELLENCE AND ACCESSIBILITY

Vera Schalansky, JD – Director

Saadia Rafiq, MA – Senior Academic Support Advisor

Tina Calcagno, MEd – Academic Support Advisor

The Academic Center for Excellence and Accessibility (ACE) provides academic and accessibility support. The mission of ACE is to enhance the academic performance of all students in the Stritch School of Medicine by providing evidence-based advising and support for coursework, USMLE preparation, and clerkships through individual and group services.

Evidence Based Academic Support

Advanced Study Strategies	Peer Tutoring
Career Advising	Test Taking Strategies
CVs and Personal Statements	Text Lending Library
Developing Study Plans	Time Management
Individual Advising	USMLE Prep: Steps 1 and 2
Memory Techniques	Workshops and Assessments

ADMISSIONS

Darrell Nabers, MSc – Assistant Dean of Admissions

Melissa Wergin –Assistant Director of Admissions

Lauren Marin –Admissions Administrator

Josephine Navas – Admissions Counselor

The work of the Office of Medical School Admissions is an on-going process, even after your acceptance. Student participation is vital to our overall success at Stritch. We have several opportunities for students to get involved with the admissions process and look forward to your participation.

Admissions Committee

Our Admissions Committee consists of four parallel committees; the Recruitment and Outreach Committee, Review Committee, Interview Committee, and Selection Committee. The Committee on Admissions is led by the admissions staff and a group of faculty who make up the Executive Admissions Committee. We involve students at every level and welcome first-year medical students who are interested in joining our Recruitment and Outreach Committee. Those who wish to join other committees may apply as early as the second semester of their first year, as long as they have good academic standing and have been involved in the admissions process.

Recruitment and Outreach Committee

The Recruitment and Outreach Committee, or ROC, is responsible for supporting recruitment initiatives both online and in-person. These initiatives include hosting tables at fairs and venues, teaching workshops, conducting campus tours and panel discussions. At every interview day, ROC engages with prospective students who are interested in medical school through virtual or in-person panels. ROC also gives campus tours to prospective students at In-Person Interview days and accepted candidates during Second Look and throughout the summer. ROC members act as ambassadors for SSOM during school or program visits, as well as outreach programs like PULSE, ASPIRE, and HPREP. Their activities take place year-round, locally, regionally, and nationally. The committee's focus is on providing formative feedback and program information to applicants during the preparation and application phases. ROC members also assist with Second Look every spring and participate in the interview day process. If you're interested, please don't hesitate to let us know!

If you have any questions please feel free to contact the Office of Admissions at ssom-admissions@luc.edu.

ADVANCEMENT AND ALUMNI RELATIONS

Cassandra Smith – Senior Associate Director of Professional and Regional Alumni Engagement for the Health Science Campus

Parker Lanigan – Director of Professional and Regional Engagement

Liv Medina – Director of Annual Giving

Saidouri Zomaya – Assistant Director of Mentorship and Engagement (LoyolaLinked)

The Stritch Office of Advancement & Alumni Relations sponsors activities to engage alumni in the activities of the school and to benefit students across class years. It is our goal to nurture the lifelong relationships of Stritch alumni locally, nationally, and internationally. Our office also directly supports students, education, and research by raising funds for endowed scholarships, professorships, lectureships, and research funds.

The office strives to build relationships with future alumni through participation in the Alumni to Student Knowledge (ASK) Nights, Alumni/Student Networking events, Stritch Reunion, and Legacy Brunch. The office also will be working to facilitate alumni and student networking through [LoyolaLinked](#).

Stritch students are involved in Advancement and Alumni Relations activities by attending any of the

alumni and student events throughout the year. Additionally, the M4 Class Board includes an elected Alumni Relations Liaison position(s) that work directly with the Office of Advancement and Alumni Relations to encourage student attendance at alumni events.

On the day students graduate from the Stritch School of Medicine, they join a network, part of the more than 7,500 members of the Stritch School of Medicine alumni community.

You can reach the Office of Advancement & Alumni Relations at 312-915-7687 or StritchAlumni@luc.edu.

OFFICE OF THE BURSAR

Laura Zaucha – Assistant Bursar

The Office of the Bursar is committed to excellence and strives to offer efficient and courteous service to students and their families, faculty, staff, and other Loyola partners. In serving others, we align our work with the Jesuit mission and vision of the University, focusing on “personal integrity, ethical behavior, and an appropriate balance between justice and fairness.”

The Office of the Bursar is responsible for the billing of tuition and fees, collecting payments, processing refunds, and enrolling students in Loyola’s Student Health Insurance plan. The office is located in SSOM Room 204, 2160 S. First Avenue in Maywood, IL 60153.

Questions? Email us at bursar@luc.edu or call 708.216.3228.

Website: LUC.edu/bursar

LOCUS

LOCUS is Loyola’s online connection to University services. All financial functions are located in LOCUS under Financial Account.

Website: LUC.edu/LOCUS

Electronic Bills

Electronic Bills (e-bills) are generated around the 15th of each month and are snapshots of your account at the time they are sent. An email notification will be sent to your official campus (@luc.edu) email address and to those granted access when your e-bill has been generated.

<u>Term</u>	<u>Level</u>	<u>e-Bill Generated</u>	<u>Tuition Due</u>
Fall	M3 & M4	June 15 th *	July 5th
Fall	M1 & M2	July 15 th *	August 5th
Spring	M1-M4	December 15th	January 5th

*May be earlier (TBD) for M2, M3 and M4 students based on new academic schedule/calendar.

To review a summary of your account activity online, please refer to your Account Summary in LOCUS.

The Office of the Bursar maintains the right to assess a late payment fee of 1.5% to any past due balances on a student's account

Website: LUC.edu/bursar/billing

LOCUS>FINANCIAL ACCOUNT>VIEW E-BILL(S)

Payment Methods

For your convenience, Loyola University Chicago offers the following ways to pay your tuition:

1. Cash, check or money order
 - In person: Bursar's office – SSOM Room 204
 - By Mail: Loyola University Chicago, 3953 Solutions Center, Chicago, IL 60677-3009
2. E-Check (Electronic Check or ACH)
 - Online in LOCUS drawn from a checking or savings account (no fee)
3. Credit Card
 - Online in LOCUS: American Express, Discover, MasterCard or Visa
 - 2.95% non-refundable service fee (\$3.00 minimum) added to the amount paid
4. Wire Transfers

Website: LUC.edu/bursar/payment_options

LOCUS>FINANCIAL ACCOUNT>MAKE A PAYMENT

Direct Deposit Refunds

Loyola University Chicago Stritch School of Medicine highly recommends the direct deposit method for all student refunds. If you have received financial aid funds in excess of the charges on your LOCUS account, you may qualify for a refund. Complete your direct deposit profile in LOCUS with a valid checking or savings account, and your refund will be deposited into your bank account within two banking days after the refund is generated in LOCUS. You only have to set up your direct deposit profile once, but you can update it at any time if your account information changes.

Website: LUC.edu/bursar/refunds

LOCUS>FINANCIAL ACCOUNT>REFUND DIRECT DEPOSIT PROFILE

Parent/Guest Access

If a parent, grandparent or another person will be helping you manage your Loyola finances, you can grant them access to your financial account in LOCUS. During setup you may select the areas your parent or guest will be able to access and those they cannot. You decide!

Website: LUC.edu/bursar/parent_access

LOCUS>PROFILE>PARENT/GUEST ACCESS

Student Health Insurance

Your LOCUS account will automatically be billed for the annual premium for Loyola's Student Health Insurance. You must take one of the following actions before the deadline date:

- Opt out: Provide proof of alternate coverage by submitting a waiver in LOCUS
- Fast Track: Confirms that you want to be enrolled in Loyola's health plan.

Note: Students must be actively enrolled for at least the first 45 days after the date for which coverage is purchased. The Insurance Company maintains its right to investigate student status and attendance records to verify that the policy eligibility requirements have been met. If the Insurance Company discovers the eligibility requirements have not been met, its only obligation is to refund the premium. Otherwise, refunds of premiums are allowed only upon entry into the armed forces.

Website: LUC.edu/bursar/insurance

LOCUS>FINANCIAL ACCOUNT>STUDENT HEALTH INSURANCE

1098-T

The 1098-T form reports payments received over the course of the previous calendar year that may qualify for a tax deduction or tax credit. Its purpose is to help you and/or your tax professional determine if you are eligible for the American Opportunity Credit or the Lifetime Learning Credit on your income taxes.

Website: LUC.edu/bursar/1098t

LOCUS>FINANCIAL ACCOUNT>VIEW 1098T

Student Disability Insurance

All Loyola medical students have been covered by this mandatory plan since 1995. Disability insurance is a necessity for all medical students as a source of income to pay living expenses, loan repayment, etc., in the event of disability.

The Stritch School of Medicine disability program has been specifically designed for the Consortium of Illinois Medical Schools. Unum Corporation underwrites the policy and Rx Financial Resources, Inc./KME Insurance Brokerage, Inc. will provide service to you.

Once enrolled in the Unum insurance policy, students will receive an individual policy outlining coverage and a "service packet" containing more detailed information.

Note: In the event of an approved leave of absence/withdrawal from the Stritch School of Medicine, unearned premiums will be refunded to the student, based on the date of withdrawal. *Students have the option of paying the premium for the Disability Insurance directly to Rx Financial Resources, Inc./KME*

Insurance Brokerage, Inc. Students are encouraged to maintain continuous coverage. Interruptions in coverage may cause a student to see a change in their plan upon resuming coverage of the mandatory insurance.

Questions: please call KME Insurance Brokerage, Inc. at (312)-374-1328.

Website: LUC.edu/bursar/medicalstudentdisabilityinsurance/

Tuition and Fees

It is the responsibility of each student to keep their financial account (LOCUS) in good standing. By enrolling at the Stritch School of Medicine, the student acknowledges that he or she is responsible for paying all tuition and fees associated with the coursework for the MD degree. Failure to pay tuition and fees may result in suspension of the student's registration for the current semester. Any work done during this period will not be awarded credit until all financial obligations are satisfactorily resolved.

Mandatory Fees Include:

- **Disability Insurance:**
A necessary source of income to pay living expenses, loan repayments, etc. in the event of a disability.

- **Development Fee:**
Used to support student activities throughout the year (managed by the Medical Student Union, Student Affairs and the Dean's Office) and primary care medical services within the Student Health Service(SHS) facility.

- **Technology Fee:**
Mandatory fee required for the use of the computer lab and computer based services.

- **Medical Equipment Fee:**
Diagnostic set, Blood pressure cuffs, Stethoscope, etc.

- **Fitness Center Fee:**
Fitness center membership to Loyola Center for Health & Fitness.

For a complete list of Tuition and fees, please visit: LUC.edu/bursar/tuition.

Withdrawal Policy

Complete withdrawal before the beginning of the session start date will result in no financial responsibility.

Students who completely withdraw from all classes after the session start date will have their tuition adjusted according to the withdrawal schedule. All fees are non-refundable; the student will retain the amenities, services, and privileges allowed through the Stritch service fees structure through the end of the semester.

Adjustments and refunds of tuition are authorized only after the Senior Associate Dean for Student Affairs has officially approved a withdrawal from the Medical School. All graduating students and students who withdraw or transfer must have their accounts paid in full. An encumbrance is placed upon the student's records until the account is cleared of all indebtedness.

TIME OF WITHDRAWAL	CREDIT
First week of term	90%
Second week of term	80%
Third week of term	60%
Fourth week of term	40%
Fifth week of term	20%
Sixth week of term, or later	0%

The Federal Department of Education has established the "Return of Title IV Funds" regulation (34 CFR 668.22), which must be calculated prior to using the Stritch refund policy. For a detailed description of the "Return of Title IV Funds," refer to www.ed.gov. The Financial Aid office will return unearned Title IV funds to outstanding Title IV loans:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal Perkins Loans

Academic Leave of Absence Policy

The Withdrawal Refund Schedule also applies to an approved leave of absence. The Senior Associate Dean for Student Affairs has to officially approve any withdrawal or leave of absence from SSOM. Student Affairs Officials at Stritch School of Medicine reserve the right to recommend other options to students based on their particular situation. During an approved leave of absence, students may have the option of paying the premiums for Disability Insurance and Hospitalization Insurance directly to the vendor.

Students who return from leave before the beginning of the next school year are required to provide proof of coverage for the Hospitalization Insurance.

Website: LUC.edu/bursar/withdrawal_policy

Tuition Payment Exemption Policy

Medical students at Loyola University Stritch School of Medicine (SSOM) who progress through the medical school curriculum in the usual manner stipulated in the SSOM Academic Policy Manual will pay at least four years of tuition billed twice annually by semester. If a student is required to attend Stritch Medical School more than four years due to "allowable events" and not due to academic failure, the student may submit a petition to the Associate Dean of Student Affairs requesting to be exempted from paying additional tuition that would amount to more than eight (8) semesters of tuition charges. The petition must be submitted at least two months prior to the tuition and fees deadline of the first semester of tuition adjustment requested. All graduating students and students who withdraw or begin a leave of

absence must have their accounts paid in full. Students with outstanding balances will have an encumbrance placed upon their records until the account is cleared of all indebtedness.

Petitions for tuition exemption must be approved by the Associate Dean of Student Affairs and the SSOM Dean in order for the student's medical school tuition to be considered "paid in full."

"Allowable Events" are defined as follows:

1. An approved educational leave of absence for standardized exam study or to complete an approved outside program of study, relevant to their MD degree.
2. An approved medical or personal leave of absence.

No tuition exemption can occur without formal written approval by the Senior Associate Dean of Student Affairs. Also, the Senior Associate Dean of Student Affairs has to officially approve any withdrawal or leave of absence from SSOM.

For SSOM students who have received a tuition refund based on the Tuition Policy outlined above, the student will have the next tuition charge prorated (if applicable) upon his/her return to school to complete a full semester of tuition paid (100% tuition charge).

OFFICE OF DIVERSITY, EQUITY, AND INCLUSION (ODEI)

Tracy Boykin-Wilson, MD – Assistant Dean

Monica Maalouf, MD – Assistant Dean

Freager Williams, MD – Assistant Dean

Mark Anthony Torrez, MEd – Program Manager

Chelsea Valencia Hernandez – Adm. Program Coordinator

Mission Commitment

The Stritch School of Medicine (SSOM) is committed to building a diverse and inclusive community that upholds access, equity, and excellence as core values. We believe diversity and inclusion are essential to fulfilling our mission of *transformative education, innovative discovery, and service to others*.

Our Jesuit tradition calls all faculty, students, and staff to intentionally honor the dignity of all persons—regardless of social, cultural, religious or political background or affiliation—and to promote social justice.

In congress with Loyola policy, the Stritch School of Medicine strictly prohibits harassment, discrimination, and mistreatment of any kind. These behaviors are unacceptable, inconsistent with the University's mission, and incompatible with the vocation of medical professionals. Members of the Stritch Community are expected to act in service of others, maintain dignity and respect for all, and continually strive to promote a healthier, more just, caring, and thriving world.

Key Resources

Office of Diversity, Equity and Inclusion (ODEI)

Stritch's Office of Diversity, Equity & Inclusion was created to foster the optimal learning environment and help achieve Stritch's overall mission as stated above. The Dean serves as the Chief Diversity Officer and is supported by the Assistant Deans of DEI. Members of the ODEI sit on multiple committees including admissions, curricular, wellness, and administrative and leadership committees in service of SSOM

community and diversity mission commitments.

- **DEI Advocates Program.** The “DEI Advocates” Program establishes an appointed faculty advocate leader within 23 clinical and basic science departments to foster various diversity initiatives throughout Loyola, gather data for each department, participate in data-driven departmental planning to improve diversity, create yearly reports, and share best practices. Altogether, the vision of the DEIA is to advance a stronger, more diverse, equitable, and inclusive SSOM.
- **Housestaff Diversity Council.** The Housestaff Diversity Council serves as a space for programming, support, education and mentorship for all Loyola Housestaff. It helps bridge relationships with all Loyola faculty.
- **Student Advisory Council on Diversity & Inclusion (SACDI).** The Student Advisory Council on Diversity and Inclusion (SACDI) serves as a central forum for medical students to discuss and address issues related to social identity, power, bias, and cultural competency training needs at Stritch. SACDI regularly convenes a diverse and representative body of student voices to provide insight and leadership in Stritch’s ongoing efforts to cultivate a more diverse, equitable, and inclusive school of medicine. The Council directly advises the Office of Diversity, Equity, & Inclusion (ODEI) and Chief Diversity Officer/Dean of School of the Medicine.
- **Health Equity in the Curriculum Committee.** The Health Equity in the Curriculum Committee (HECC) develops, implements, and maintains processes to minimize bias in the Stritch curriculum. The committee meets regularly with student participation to review, advise, and establish specific guidelines; this committee reports to the SSOM Central Curricular Authority (CCA)

More information about the Office of Diversity, Equity & Inclusion’s mission, strategic drivers, programs and initiatives can be found by visiting ssom.luc.edu/diversity or by emailing ssom-diversity@luc.edu.

OFFICE OF EDUCATIONAL AFFAIRS

Amy Blair, MD – Assistant Dean for Health Advocacy

Theresa Nguyen, MD – Director of the Center for Community and Global Health

Kevin Boblick, MD - Assistant Director, Center for Community and Global Health

Justin Harbison, PhD – Director of Community and Global Health Research

Evelyn Gonzalez – Program Manager - Center for Community and Global Health

Mary Boyle, MD – Assistant Dean for Clinical Formation

Neil Clipstone PhD – Associate Dean of Biomedical and Translational Science

Gregory Gruener, MD, MBA, MHPE – Vice Dean for Education

Adam Kabaker, MD – Assistant Dean for Clinical Development

Theresa Kristopaitis, MD – Associate Dean for Curriculum Integration

Laura Ozark, MD - Assistant Dean for Clinical Transformation

Trent Reed, DO, MS, MEd – Chair, Department of Medical Education; Assistant Dean and Director,

Simulation Education; Director, Continuing Medical Education

Margaret (Stephani) Higgins – Medical Education Coordinator

Renata Barylowicz – Senior Medical Education Coordinator

Jessica Bumaris, MA – Medical Education Coordinator

Rina Goslawski – Administrative Director of the Office of Medical Education

Natalie Hiller, Medical Education Coordinator

Kelly Larkin – Senior Medical Education Coordinator

Maureen Locklund – Senior Medical Education Coordinator

Alison McComb – Medical Education Coordinator
Diane M. Stancik, MS (ABT) – Senior Medical Education Coordinator
Vivian Ortiz – Medical Education Coordinator
Vera Schalansky, JD – Director, Academic Center for Excellence and Accessibility
Tina Calcagno, MEd – Academic Support Advisor
Saadia Rafiq, MA – Senior Academic Support Advisor

The Office of Educational Affairs is an administrative area responsible for curriculum development, implementation, management, review, and associated support services (educational technology incorporation in the curriculum, cadaveric anatomy, simulation, and clinical performance laboratories). Medical education coordinators participate in the management and administration of courses and clerkships.

FINANCIAL AID

Tammy West, MBA, MPA – Senior Associate Director of Financial Aid
Lynn Wawrzyniak, MBA- Assistant Director of Financial Aid

The Financial Aid Office, in Room 210, provides guidance and counseling to medical students seeking federal financial assistance. The office administers financial aid to students through a variety of funding sources. We also help you navigate any financial concerns you may be experiencing. If you have questions, please stop by the office, email, call 708-216-3227, or refer to the Financial Aid website at <http://luc.edu/finaid/>.

SSOM Financial Aid Eligibility

Introduction

This document clarifies federal financial aid eligibility requirements for all Stritch School of Medicine (SSOM) students.

Federal financial aid eligibility, in general terms, follows the [Academic Policy Manual](#) for student progression and graduation. The information below is a guide and does not include all student-related circumstances.

This policy may change without notice to ensure ongoing compliance with Title IV regulations.

Federal Aid Eligibility Requirements

The Financial Aid Office (FAO) uses enrollment information as reported by the SSOM Registration and Records Office in LOCUS each term. Students enrolled in LOCUS are assumed to be taking eligible courses toward degree completion.

Failure to take courses toward degree completion will result in the immediate removal of all federal aid. Additionally, students are expected to complete all coursework during the reported terms of enrollment. A student will not be eligible for federal aid if they are not enrolled at the start of the term. Aid may be awarded once the student is enrolled in full-time, eligible course work as confirmed by Registration and Records.

Per federal regulations, the FAO is required to recalculate financial aid eligibility for students who completely withdraw, drop out, are dismissed, or take a leave of absence prior to completing more than 60% of a term, and for those who do not successfully complete at least one course in a term. It is imperative that all students are aware of their responsibilities for the receipt of federal financial aid.

“Study time” or “discretionary time” do not count as degree completion coursework, and students are not eligible for federal aid. Students who are enrolled but are later approved to be on “Study time” or “discretionary time”, and are no longer enrolled, are subject to a [Return of Title IV](#) review.

<https://www.luc.edu/finaid/withdrawal.shtml>

A student who has failed a course, clerkship, or elective, and is needing to retake a course, clerkship, or elective is eligible to receive federal financial aid for one additional attempt.

Students must pass their United States Medical Licensing Examination (USMLE) Step 1 by the final month of the Year 3 curriculum. Students who do not pass Step 1 by the final month of the Year 3 curriculum will not be eligible for federal financial aid until Step 1 has been passed. This will be verified by the SSOM Registration and Records Office.

Students must pass Step 2 CK no later than two months before the end of the Year 4 academic calendar. Students who do not pass Step 2 CK by the final month of the Year 4 curriculum will not be eligible for federal financial aid until Step 2 has been passed. This will be verified by the SSOM Registration and Records Office.

OFFICE OF MEDICAL EDUCATION

Gregory Gruener, MD, MBA, MHPE – Vice Dean for Education, Ralph P. Leischner, Jr., MD Professor of Medical Education

Neil Clipstone, PhD - Associate Dean for Biomedical and Translational Science

Claudia Kubnick – Executive Assistant to Gregory Gruener, MD, MBA, MHPE

Rina Goslawski – Manager of the Office of Medical Education

The Office of Medical Education is an administrative area with oversight of the Office of Educational Affairs, Center for Community and Global Health, and the Academic Center for Excellence and Accessibility. It has responsibility for the medical student educational program and, in participation with the Ralph P. Leischner, Jr. Department of Medical Education (DOME), supports faculty scholarship and professional development within medical education.

REGISTRATION AND RECORDS

Agape Lamberis – Director (Registrar)

Julie Steinecker – Assistant Director (Assistant Registrar)

Rosemary Calcagno – Registration Specialist

Claire Manor – Records Coordinator

The Office of Registration and Records (ORR), located in Room 220, handles the following services:

- Academic calendars
- Change of name
- Class rosters
- Degree verification
- Diploma certification
- Elective catalog
- FERPA requests
- Grade processing and verification
- Graduation preparation and approval

- Letters of good standing/Verification of enrollment
- Licensure applications
- Lost/damaged diploma replacement
- Registration and enrollment
- Student scheduling, including clerkship lottery and away rotation applications
- Transcripts
- USMLE registration and liaison with NBME
- Visiting Student Learning Opportunities (VSLO)

If you need more information or assistance with any of the above, call 708-216-3222 or email ssomregrec@luc.edu.

STUDENT AFFAIRS

James Mendez, PhD – Senior Associate Dean of Student Affairs

Vacant – Assistant Dean of Student Affairs

Guadalupe Zarco, MA – Assistant Director, M3 & M4 Years, Student Affairs

Tina Marino-Misura, MEd – Assistant Director, M1 & M2 Years, Student Affairs

JoAnne Kremske, MA – Executive Administrative Assistant for Student Affairs

The Office of Student Affairs provides leadership in the development of services and programs that enrich student life, extend and enhance the academic experience, and contribute to an environment that encourages personal growth and development. The Senior Associate Dean, Assistant Dean, administrators, and staff manage all departments within Student Affairs and act as a liaison with other administrative offices and the faculty. The Office of Student Affairs also is a central source of information about university policies and procedures that affect students and about co-curricular services and programs.

As you progress through your studies, you may need advising to resolve an academic issue, a recommendation for a summer research program, or direction in planning your schedule. Student Affairs Deans and Assistant Directors are available to meet with you regarding any issues or problems that arise during your enrollment at Stritch.

The Office of Student Affairs, located in Room 220, is open from 8:30 am to 5:00 pm, Monday through Friday. Call or email JoAnne Kremske at 708-216-8140 or jkremske@luc.edu to schedule an appointment.

STUDENT LIFE

Catherine Jardien, MA – Assistant Director of Student Life

Sabrina Bynum, MHA – Student Life Administrative Coordinator

Alissa Orozco, MA – Student Life Coordinator

Student Life at Stritch provides a vibrant array of programming, co-curricular activities, and support services delivered in an inclusive community. Our Medical Student Union (MSU) leads the way working closely with Student Life to plan and execute activities and traditions such as St. Luke's festivities, Stritch Bowl, and Spring Formal. Among the MSU groups, you will find engaged student leaders across many identities, interests, and affinities. The Student Wellness Advisory Group (SWAG) also operates under Student Life. SWAG provides leadership for comprehensive wellness programming at Stritch that includes

guest speakers, group meetings, wellness incentives, SWAG Fairy, Trick-or-Treat Yourself, and much more. In our tradition of caring for the whole person, SWAG is at the forefront of helping students develop skills and awareness for self-care, balance, fitness, and stress management.

Our goal is to provide resources and avenues for students to thrive at Stritch. From conference planning, special events, and student group events to guest speakers, community partnerships and service learning, Student Life is there to facilitate success every step of the way.

STRITCH SCHOOL OF MEDICINE SERVICES

BICYCLES ON CAMPUS

Bicycle racks have been provided for use around campus. You must provide your own lock. Bikes may not be brought into the any building on campus, including the student communities.

CENTER FOR COMMUNITY AND GLOBAL HEALTH

Theresa Nguyen, MD – Director

Kevin Boblick, MD – Assistant Director/Director of the Graduate Medical Education Certificate Program in Community and Global Health

Evelyn Gonzalez – Program Manager

Justin Harbison, PhD – Director of Community and Global Health Research

The Center for Community and Global Health (CCGH) at Loyola supports a service-learning framework for future health care providers who aspire to improve the health of underserved communities locally, nationally, and globally. The CCGH strives to prepare students in the Jesuit tradition of advocacy, solidarity, and a passion for social justice.

Global health refers to health and health disparities across borders and is not limited to international settings. The Center for Community and Global Health supports programs for medical students who seek advanced education and training in health disparities at the local and international levels. These programs include:

- Community and Global Health Honors Program: This program is aimed at students who seek to include community and global health in their professional career. It includes a four-year curriculum that focuses on core topics in global health through a diverse seminar series. The most impactful part of the honors program is the field experience, which can be done with local underserved populations either locally or internationally. The Honors Program culminates in a scholarly project that is presented at the end of the fourth year just prior to graduation. Limited funding is available to support honors students' projects through the *Field Experience and Scholarly Project (FESP)* grant program.
- Global Health Scholars Program: This fellowship program is for students between their third and fourth year of medical school who plan a career in global health and wish to pursue rigorous independent scholarship. Students are supported with a stipend and spend one year as coordinators at a clinic in a low-income country after their third year and are mentored in a scholarly project.

- Local and International Underserved Electives: Electives in an international setting or in domestic underserved population settings are managed through the CCGH. Please note that these opportunities are available to all students in their fourth year, as well as select third year electives and are not exclusive to students in the Honors Program.
- Peer-led Medical Spanish and Medical Polish Programs: These programs were founded by students and continues to be led by students. The CCGH advises the Elective Director and student leadership team.
- Global Health Exchange Program: The CCGH provides an international exchange program with students at Kwame Nkrumah University of Science and Technology (KNUST) in Kumasi, Ghana.

COMMUNITIES AND MAILBOXES

The Stritch School of Medicine designed the John and Herta Cuneo Medical Building with quality of student life in mind. Students, faculty, and staff who participated in the planning of this school building strongly advanced the idea that students should have a social “home base” at the school and a place to intermingle with all levels of students to better share the medical school experience across the four years.

The Student Communities were designed with this in mind. There are three communities: Curie (Room 230), de Porres (Room 240) and Osler (Room 260). These communities are located along the perimeter of the Atrium, the “Town Square” of the building. Each community has one third of the student body assigned to it from each of the four classes. Student mailboxes and lockers are located in the communities along with a bulletin board area. There is a casual seating area adjacent to the mailboxes. The back of the communities includes a study/reading area for individual or group studying and individual faculty/staff offices.

Community Guidelines:

- Dispose of leftover food, drink, and their containers in the receptacles provided.
- Furniture should remain in the communities and not be moved into the Atrium or other student areas.
- Communities are accessible 24 hours a day for study; however, no overnight sleeping is permitted.
- Note that mailboxes are not lockable and therefore not totally secure.
- Community lockers are not for anatomy garb and limited anatomy lockers are available for this clothing.
- Students who wish to switch to a different locker must talk to Alissa Orozco in the Student Life office. Any locker discovered to have someone else’s lock and/or belongings in and on it will be opened and the contents discarded. No reimbursement for the lock or the items within will be forthcoming.
- Prior to beginning M4 year, students will be emailed and asked to clear their items out of their community locker. They may move their items to a locker in the basement. Any items not cleared from M3 lockers by the deadline in the email will be brought to the student life office. They will be kept for 2 weeks for students to claim any items that belong to them. Any items not claimed in that 2 week time frame will be discarded.
- The university is not responsible for any items lost or stolen from the mailboxes, lockers, or public spaces.

- Respect the rights of those wishing for a quiet space in the study room of the Community.
- Please recycle.
- Books, notebooks, papers, book bags, gym bags, backpacks and other personal belongings should be placed in your personal locker. They should not be left out on the tables, floor, or windowsills.
- Bicycles, plants, exercise equipment, personal refrigerators, microwaves, and hot plates are not allowed in the Communities.
- Police the bulletin board in your Community. Dispose of outdated or inappropriate postings.
- Common study space cannot be claimed as one's own.
- Students and student organizations are not allowed to store any items in the common student areas.

Medical Student Mailbox

U.S. mail and intercampus mail are placed in the student mailboxes daily. The faculty and administration of the medical school utilize these mailboxes (along with email) as the secondary mode of contacting students (email is primary) instead of through the more costly U.S. Post Office. Therefore, it is imperative that you check your mailbox regularly.

The mailboxes are not lockable and therefore are not totally secure. If you plan to receive U.S. mail in care of your mailbox, such mail must include your mailbox number as part of the address. Failure to include your medical school mailbox number will cause delays in receiving your mail. Your address should read as follows:

John Doe, CURIE COMMUNITY, MB 015
 Loyola University Chicago
 Stritch School of Medicine
 Cuneo Center, Dock 8
 2160 S. First Ave
 Maywood, IL 60153

Please note: The mailbox number is located on the left side of the mailbox. A directory is posted in each Community. ***The school or university is not responsible for any items lost or stolen from the mailboxes.*** Outgoing stamped U.S. letter mail may be dropped in the U.S. postal mailbox located in the corridor at the northeast entrance of the medical school. Packages cannot be handled and should be taken to your local post office.

COMPUTER AIDED LEARNING LABORATORY (CALL)

Greg Small, Digital Media Lab Supervisor HSC – office in CALL 256

Digital Media Services oversees CALL (Room 254), which serves as the primary on-campus computer lab, offering 31 PC workstations and is available 24/7 for student use, when the space is not reserved or used for exams. Photocopying and printing in both Black & White and Color is available at this location, as well as the ease of print via email/wirelessly. Print/copy cards are required for printing and can be purchased or reloaded with cash at the terminal beside the printer/copier. Digital Media Services also oversees the Sit-Down Lab (SDL) locations throughout the building. To learn more about our HSC Lab and SDL locations, software applications, printing, and more visit: <https://www.luc.edu/its/dms/digitalmedialabs/lablocations/hsccomputerlabs/>

Specific policies regarding the appropriate use of university email and technology can be viewed at <https://www.luc.edu/its/aboutus/itspoliciesguidelines/>.

During the academic year, staff is available to assist students in the CALL between 9:00-5:00PM. Concerns or questions can be submitted to the LUC Service Desk – ITServiceDesk@luc.edu or 773.508.4487.

DINING SERVICES

Keira Powe – General Manager

The Kitchen at SSOM is operated by HandCut Foods that is located on the first floor of the Cuneo Building. It is open Monday through Friday from 7:00 am until 2:00 pm.

Breakfast **7:00 am - 10:15**

Includes breakfast burritos, English muffins, sandwiches, muffins, croissants, and coffee, plus a live omelet station

Lunch **11:00 am – 2:00 pm**

- Street food station
- Taqueria & burrito station
- “Feel Good Fare” healthy station
- Deli counter
- Soup & salad bar

Grab ‘N Go **7:00 am – 2:00 pm M-F**

HandCut Café located in Marcella Niehoff School of Nursing on the 1st floor

Coffee, Espressos, Lattes, Muffins, Croissants, Desserts, Grab & Go Sandwiches, Salads, and Daily Specials

Catering is available for all occasions: ***Special Events, Corporate Events, Conferences, Breakfast & Brunches, Lunches, Dinner, Graduations, Small or Large Gatherings, Birthday Cakes, Snacks and more!***

For questions, contact Keira Powe, General Manager at 773-272-1978 or keira.powe@compass-usa.com.

Additional dining choices on the Health Sciences Campus include:

LUMC Cafeteria

Panera (Hospital and Outpatient Center)

Fitness Center Café

Starbucks (Hospital Tower 1st floor)

CLASSROOM TECHNOLOGY SERVICES (CTS)

Kathy Chavez Dominik – Manager

Classroom Technology Services at the Health Sciences Campus is located in Cuneo/SSOM 180. The staff’s primary responsibility is to provide maintenance and support for classroom audio-visual (AV) equipment as well as operational support and technical expertise to faculty, staff, and students in the delivery of medical education and research.

We maintain and support the AV equipment throughout the Loyola University Chicago HSC (CTRE, Cuneo/SSOM, and MNSON) lecture halls, classrooms, seminar rooms, and conference rooms. On request, we will consult and make recommendations regarding AV equipment for purchase/use within a specific department. We also assist with operating high-fidelity simulations, recording lecture videos or tutorials via Camtasia or Panopto, supporting video and audio conferences, podcasting, streaming, and supporting other academic special events at the HSC. We also have a digital video recording studio with a green screen to create content for class lectures, tutorials, training videos, and other presentations. CTS has partnered with Digital Media Services (DMS) on a loan program with a limited number of laptops, projectors, cameras, and speakers available for short-term loans. Please see their website for more information: <https://www.luc.edu/its/dms/>.

Classroom AV

All HSC classrooms are equipped with a computer and projector/screen or large flat panel TV. Larger classrooms may have integrated microphones, speakers, web conferencing, and touch panel control systems. Please see our website for a list of spaces: <https://www.luc.edu/its/classroomtechnologies/>

For additional information or requests, please use the [self-service form for ITS](#) or email the Service Desk at ITSServiceDesk@luc.edu.

EMAIL

Students can access email through www.outlook.luc.edu. Password issues should be addressed through the [password self-serve page](#) or directed to the LUC IT Help Desk at 773-508-4487 or helpdesk@luc.edu. The university's email protection and anti-spam resources can be found [here](#). Guidance on responsible use of LUC emails can be found [here](#).

LOYOLA CENTER FOR FITNESS

Joe Berg – Center Director

Loyola Center for Fitness is a beautiful, open, state-of-the-art fitness club adjacent to the SSOM with endless amenities and services to fit your needs and the only certified Medical Fitness Association (MFA) facility in the area.

With your fitness club membership, you have access to over 70 weekly group exercise classes as well as the most up to date fitness equipment, 25-yard lap pool, warm water therapy pool, indoor running track and much more. Our educated, experienced and professional staff will guide you through a complimentary health assessment and provide you with a plan to assist you in reaching your goals. We believe that Loyola Center for Fitness is unique in its commitment to meeting each member's needs. We want you to be successful in reaching your health and fitness goals.

The Center Hours are:

Monday – Friday: 5:00 AM – 10:00 PM

Saturday – Sunday: 7:00 AM – 5:00 PM

Go to www.loyolafitness.org for details on services and the schedule of classes and events.

Center for Fitness Scrub Policy

In accordance with Loyola University Medical Center policy, “misty green” scrubs are not allowed in the Center nor may any person change into or out of them within the Center.

HEALTH SCIENCES LIBRARY

Jonna Peterson, MLIS, AHIP – Interim Director

Policies

- Loyola ID must be worn and visible
- Covered beverages permitted

Information Commons

- Marcella Niehoff School of Nursing, 1st floor
- 24/7 access
- Card swipe after 7pm weekdays, Saturdays and Sundays
- Staffed hours: Monday through Friday: 8:30am –5pm
- Four group study rooms and Quiet Study room available
- Printing, copying and scanning available
- Charging stations

Librarian Assistance

- Research and reference service to support course work, patient care, and research
- Interlibrary loan service to request articles and books from an international network of libraries. Articles delivered online within 24 hours at no cost to you.
- Curated subject/topic guides to the library’s licensed resources. Course textbook links to required readings and pre-clinical and clinical resources.
- Scholarly publishing support
- Consults delivered via email, telephone, Zoom, or in person

Library Resources

- Electronic collection includes point-of-care tools, article and index databases, journals, books, and exam preparation
- Required Books for courses
- Login to HSL resources with your UVID/password from any device, anywhere
- Anatomical models and bone boxes available to borrow
- Citation management software (EndNote)
- Chargers (laptop and phone), headphones, calculators, dry erase markers available to borrow

Library Events

- Pawsitive Pet Therapy Troupe visits every first Wednesday at 12:45pm
- Library workshops on a variety of information resource and scholarly publishing topics

Just for Fun

- Need a break? Sports equipment available to borrow for up to three hours: soccer balls and collapsible net, yoga balls, Frisbees, and more.

Contact Us

- Email us: hsl@luc.edu

- Call us: 708-216-9192
- <https://hsl.luc.edu/home>

PAGERS

Stritch School of Medicine uses a messaging platform called AMS Connect, provided by American Messaging, our paging vendor. AMS Connect is a HIPAA compliant secure messaging platform that offers mobile applications for Apple and Android devices and a web application for desktops. Among its many features, AMS Connect provides secure, peer-to-peer texting as well as pager integration, which offers backup and redundancy to your pages. With AMS Connect, third and fourth year medical students are able to communicate securely with not only one another but also with the residents and attendings within the Loyola University Health System. For any issues regarding AMS Connect, please contact the parking office at 708-216-9092.

PARKING

Prior to the start of each academic year, Stritch students are given the opportunity to purchase parking, which allows access to designated parking garages using your Loyola ID card. Parking is not billed, so you must go to the Parking Office to pay. You can prepay for the upcoming academic year over the summer, if you wish, to avoid the rush at the beginning of the academic year. The parking fee for all students is currently \$26/month and is subject to change. Due to the great demand for on-campus parking, the parking fee gives students access to the garage but does not guarantee a parking space.

All medical students have parking in Deck C. If Deck C fills up, parking attendants will direct you where to park. Deck C assigned students are allowed to park in Deck B after 2 pm, M-F, and 24 hours on Saturdays and Sundays.

Parking may be purchased at any time of year from the Parking Office in room 1606 just inside the front entrance to the Mulcahy Building. The Parking Office is open weekdays from 7:00 am until 3:30 pm. You must present a valid Loyola ID with the make, year, color, and license plate number of the vehicle for which you are purchasing parking.

Students and staff are expected to follow all parking rules and regulations and are prohibited from parking in the patient and visitor lots.

Parking Office Phone – 708-216-9092

Parking Email – LUHSParking@lumc.edu

Campus Shuttle Bus – Students are encouraged to use the free shuttle bus on campus. Shuttle bus service is available around the HSC from 6:00 am to 6:00 pm, Monday through Friday excluding holidays. The shuttle bus stops at the various buildings and bus stops on campus.

Public Safety Escort Service – Dial 6-9077 (708-216-9077) to request a security escort to and from their vehicle after 6:00 pm and on weekends and holidays or whenever the Campus Shuttle Bus is not operating.

Blue Line Shuttle Bus service – Free Weekdays, 6:00 am – 8:00 pm. Pick up locations: Southside Forest Park CTA Blue Line Station and on campus across from CTRE (last pick up from campus at 5:40 pm).

Motorist Assistance – Dial Parking at 6-9092 during weekday hours of 6:30 am – 3:30 pm, Public Safety at 6-9077 outside of those hours, or use an emergency telephone in the parking garage to obtain assistance for a dead battery. Public Safety can also provide phone numbers for additional assistance including flat tires, locked keys, and vehicle towing.

SAFETY AND SECURITY

Security services are available to students on the Health Sciences Campus 24 hours per day, 7 days per week. Police and security service for the University buildings is handled by LUCPD. Security for the greater medical campus is provided by the Loyola University Medical center, Department of Public Safety.

Emergency Assistance – dial 911 (on any Medical Center house phone)

General Security Assistance –

- 773.508.SAFE (7233) from any cell phone or landline will connect you with Campus Safety dispatch.
- dial 69077 (on any Medical Center house phone)
- dial 708-216-9077 (from a cell phone or outside phone)

Emergency telephones are also located throughout the campus, in each elevator, in parking lots, and parking garages. To use an emergency telephone, simply open the box and/or press the button to be directly connected to the Campus Safety Dispatcher. The button you press automatically provides the dispatcher with your location.

LYNX Panic System – Should a security emergency arise, any person can quickly and easily notify Campus Safety via workstation keyboards by pressing the F9 and F11 keys simultaneously. Doing so will send an immediate and discrete alert to campus police, who will dispatch officers to the room. No audible or visible alarm will be made inside the classroom with the exception of a small popup window appearing on the task bar of the classroom computer. The classroom workstation does not need to be logged in for the notification to be sent, just powered on. Workstations equipped with this feature will have red stickers on the F9 and F11 keys. For more information visit

<https://www.luc.edu/safety/emergencies/classroomalarm/>

Loyola Alert - FOR IMMEDIATE AND IMMINENT THREATS, text and phone messages titled Loyola Alert are exclusively used for incidents occurring on University property that pose a significant threat to life or bodily harm and require immediate action, including weather emergencies, civil emergencies, active shooters, and health emergencies as ordered by public health authorities. Loyola Alert will be used to send messages in accordance with the emergency notification requirement of the Clery Act. Current faculty, staff, and students are enrolled in Loyola Alert by default based on the information the University has on file. For more information visit <https://www.luc.edu/emergencycommunications/>

Loyola Advisory- for significant, disruptive incidents that are non-life-threatening, messages titled Loyola Advisory are used to keep you informed of important occurrences that may not require immediate action but still require your attention, including technology outages, utility failures, disruptions to

campus operations, significant hazardous materials or chemical spills, and fires. Current faculty, staff, and students are enrolled in Loyola Advisory by default based on the information the University has on file.

Emergency Broadcast Alert (EBA) system is a system managed by Trinity Health Systems and is designed to be used in emergency situations that have a significant threat to personal safety on the Health Sciences Division campus. In the event of an emergency, a brief text message will be sent to your registered cell phone number containing important instructions for you to follow to stay safe. Subsequent messages may provide further updates, directions to relevant sources of information and an indication that the emergency is over.

To ensure that you have access to SSOM EBA, please check that your cell phone number is registered and up-to-date by logging into the Emergency Broadcast Alert system at:

<https://portal.luhs.org/template/dean/luhs/lebs/frames.cfm>

Lockdown Hardware – Most University classrooms and meeting rooms are equipped with lockdown hardware to be used if there is ever a need to secure a space. For more information visit

<https://www.luc.edu/safety/emergencies/lockdownhardware/>

LUHS Photo ID – Must be worn in a visible manner at all times while on campus. Your Loyola photo ID is needed to gain access to all Medical Center buildings and entrances, Stritch School of Medicine (SSOM), Marcella Niehoff School of Nursing (MNSON), and to use the HSC Library. To ensure the safety of the University community, every registered student is required to carry a LUHS identification card (“student ID” or “Campus Card”) at all times while on-campus. IDs are issued to individual students and are non-transferable. Permitting another to use one’s own LUHS ID is also a violation, and when used fraudulently may also constitute a violation of Loyola’s Community Standards. Hospital policy requires the ID to be worn on the outer garment of clothing at lapel level at all times while on campus. The ID is obtained at the Parking/ID Office located in the Mulcahy Building, room 1606 just inside the front door. The office is open weekdays from 7:45 am until 4:45 pm.

Suspicious Persons or Activity – Please assist Public Safety (Campus Safety) by reporting any suspicious persons or activity on or near the HSC as soon as possible by calling 773.508.SAFE (7233), 69077 or 708-216-9077.

Building Access – University buildings are for the exclusive use of Loyola students, faculty, staff and authorized guests. Allowing someone to enter through a secure entrance such as a door or gate or propping open doors is a safety risk and may be a violation of Loyola’s Community Standards.

Preventing Theft – Avoid leaving personal valuables, e.g., purses, backpacks, electronic devices, etc. unattended. Use a locker to secure your valuables.

Laboratory Safety – Dial 66738 to obtain assistance from the Office of Research Services’ Director of Research Safety regarding laboratory safety and the handling of chemicals and other hazardous substances Monday through Friday from 8:30 am until 5:00 pm.

STUDENT ACTIVITY CENTER

The Student Activity Center is located in Room 275 and consists of two separate areas. The southern room has a large flat-screen TV, lounge furniture, foosball table, and ping pong tables. It also has a take-a-book, leave-a-book bookcase and board games.

The northern room offers students a multi-purpose area for dining, meetings, and other events approved by Student Affairs. The room consists of 30 chairs, 8 tables (three of which has access to data/power jacks by the windows), four industrial microwaves, and two restaurant quality refrigerators to store student lunches. **The refrigerators are emptied and cleaned every other Friday evening and the Fridays before breaks and vacations.** Any items in the refrigerators when cleaned are disposed of. A sink, icemaker, and vending machines are also located in this area.

Students are expected to maintain a respectful appreciation of the Center and to demonstrate such by keeping it clean and organized (do not move the furniture) and to refrain from intentionally damaging school property.

STUDENT HEALTH AND COUNSELING SERVICES

Mission and Vision

The [Wellness Center](#) is committed to helping students reach and maintain their optimal level of wellness by providing medical, counseling, and health promotion services. Our work is guided by our beliefs and commitment to:

- **High-quality, interdisciplinary** care that is **evidence-based**
- **Diversity, equity, and inclusion** in our organizational practices, policies, services, and programs. We celebrate and promote diversity in all of its forms.
- **Prevention** of negative health outcomes and the **promotion** of wellness resources and opportunities for positive health changes.
- **Collaboration** with campus and community partners toward shared goals of personal and community health and wellness

Staffing

- The HSC Center is staffed by an inter-disciplinary team of health care professionals, including an advanced practice nurse, a registered nurse, a medical assistant, two mental health professionals, and an administrative support staff. Information about [Wellness Center staff is here](#).

Eligibility, Location, Hours, and Access

- Students enrolled at the Health Sciences Campuses (HSC) and at the Downers Grove campus are served primarily by the HSC clinic in Ste 400 of Cuneo. However, students may also access care in person at our clinics on the Lakeshore and Water Tower campus if that is more convenient for you. In addition, some of our services are offered through telehealth.
- Hours of operation are 8:30-5:00, Monday through Friday.
- 24/7 mental health crisis support, call 773-508-2530, select option 3
- Students can make an appointment for medical or mental health services [online](#) or by calling Dial-a-Nurse at 773-508-8883.
- Students seeking support around sexual and relationship violence can call The Line at 773-494-3810.

- *Insurance and fees:* Loyola students can access Wellness Center services at no cost. We do not bill insurance. Some lab tests, immunizations, prescription medications, and materials are provided for an additional fee. Your provider will let you know about these costs during your visit. Visit [Eligibility and Fees](#) for more information.
- Mental health counseling services will be available in-person and via telehealth (psychiatric and dietetic appointments will be available via telehealth only).

Counseling and Mental Health Services provided at the Wellness Center

- Assessment, urgent and crisis care, brief individual counseling, group counseling, and psychiatric medication care are offered.
- The Wellness Center has a full-time care manager who can help students connect with long term or specialty care through local providers for both medical and mental health needs.
- Providers can provide consultation to faculty and staff on how to best support the mental health and well-being of students.
- 24/7 mental health crisis support, call 773-508-2530, select option 3

Health Services provided at the Wellness Center

Office Visit

- Appointments for acute illnesses and conditions are available with a Registered Nurse, Nurse Practitioner or Medical Doctor at the Lake Shore campus, Water Tower campus, and the Health Sciences Campus location.
- Examples of acute illnesses and conditions include: respiratory infections, urinary tract infections, headaches, abdominal pain, sexually transmitted infections and dermatologic conditions. Please call [Dial-A-Nurse](#) at 773-508-8883 to schedule an appointment or click here to make a web booked appointment. [Web-based appointments](#) are limited per provider each day.

Urgent Problems

- Please call [Dial-A-Nurse](#) during business hours to speak with a Registered Nurse who will triage your concern and schedule an appointment with the most appropriate provider.
- The triage nurse typically is able to accommodate same-day appointments for urgent medical problems.
- For any life-threatening emergency, please dial 911 or 4911 from a campus phone.
- If you have a non-emergency medical concern when the Wellness Center is closed, **most insurance providers have an after hours nurse call line. Please visit your insurer's website to find the correct nurse line number.** If you don't have access to a nurse line, please visit our urgent care referral sites [here](#). If you have United Healthcare (Loyola's student insurance), you are eligible to use [Healthiest You](#), an after hours service. Students who do not have this insurance would have to pay a fee.

Immediate Care Services

- Students who require urgent medical services after Wellness Center hours or on the weekend can be seen at:
- **Loyola Center for Health at Oakbrook Terrace Immediate Care**, 1S260 Summit Ave., (630) 953-6690 Monday-Friday 8AM-5PM; Closed Saturday and Sunday
- **Loyola Center for Health at River Forest Immediate Care**, 7617 W. North Ave., (708) 771-1300
- **Loyola Center for Health at Burr Ridge Immediate Care**, 6800 N Frontage Rd., (708) 327-1064
- Weekdays open 8AM- 8PM.; Weekends and Holidays, 8AM to 3PM (closed Christmas day)
- **(Note: This is not covered** by the student health fee but may be covered by your health insurance).

Emergency Services

- Students who require emergency medical services should go to Loyola University Health System Emergency Department or the closest ER or urgent care clinic. (**Note:** This may be covered by your private insurance but is not covered by the student health fee).
- Students who wish to speak to a mental health counselor about acute distress after hours may call 773 508-2530, Option 3, to be connected to our after-hours counselor, 24-7, 365 days a year. More information about emergency care is found [here](#).

Prevention

- Examples of preventive services include gynecologic exams, [immunizations](#), and TB screening.
- Please call [Dial-A-Nurse](#) for assistance in finding a primary care physician.

Laboratory

- Lab tests may be ordered by a provider during a medical visit. Examples of common lab tests include: rapid strep, rapid mononucleosis, pregnancy, urinalysis, sexually transmitted infection screening, and basic serum blood tests.
- You may also be able to have lab work ordered by your primary care provider drawn at the Wellness Center
- All lab appointments should be scheduled by calling Dial-A-Nurse.
- The Wellness Center does not submit claims to insurance for lab fee reimbursement.
- If labs are drawn during your visit, you will be informed on how you will receive your results (secure message, phone call or at the follow-up visit).

Procedures

- Examples of procedures include: fit testing, suture removal, ear irrigation, and wound care. Please Call Dial-A-Nurse to schedule an appointment.

Specialist Referrals

- If you are in need of a specialist (ex: gastroenterologist, ear nose & throat, orthopedic), please call Dial-A-Nurse and we will be happy to help provide a referral.

Pharmacy

- If you are prescribed a medication during your visit, you will have the opportunity to select your preferred pharmacy and have the medication order sent electronically.
- Your insurance may be used to help pay for medications filled at a pharmacy.
- The Wellness Center has a limited supply of medications available on-site for a fee (see [Eligibility & Fees](#)). The Wellness Center does not submit claims to insurance for medications purchased on-site.

Off-campus COVID Testing

- Please review this [Updated off-campus testing options](#) near all three Loyola campuses. Free, rapid, at-home COVID tests may also be obtained through <https://www.covid.gov/tests>, <https://special.usps.com/testkits>, your insurance, or you may ask your local pharmacy.
- Students with active symptoms of COVID-19 may schedule testing at the Wellness Center.

Nutrition

- Nutrition appointments at the HSC campus are through zoom only.
- To schedule an appointment please call Dial-A-Nurse at 773.508.8883 or [schedule online](#). The Registered Dietitian will provide you with a unique zoom link prior to your scheduled appointment time.

Gender Based Violence Services at the Wellness Center

- Gender-based violence includes dating violence/domestic violence, sexual assault, sexual harassment/exploitation, and stalking. There are resources, reporting options, and support services here on campus to help any students who are directly or indirectly affected by gender-based violence.

- To connect with a confidential advocate at Loyola, call The Line at 773-494-3810. The Line is open Monday-Friday during business hours and 24 hours on the weekend when classes are in session. During most breaks (summer, spring, etc.), advocacy services are available Monday-Friday during business hours. The Line is typically closed on university holidays. If The Line is closed and you would like to speak to someone right away, please call the Chicago Rape Crisis Hotline at 888-293-2080.

Staying connected to the Wellness Center

- [Sign up](#) for the weekly Wellness Center Newsletter.
- Follow the Wellness Center on Instagram [@loyolawellnesscenter](#)
- Providers are available to provide workshops and presentations on a variety of health related topics. To request a program from staff at the Wellness Center, please complete this [program request form](#).

STUDENT ORGANIZATIONS

Students should not email class listservs without the permission of the Assistant Director of Student Life.

See Student Leadership Guide, found on the MSU website under Resources:

<https://www.luc.edu/stritch/loyolamsu/resources/index.shtml>

The current list of student organizations is on the MSU website:

<https://www.luc.edu/stritch/loyolamsu/studentorganizations/>

Stritch students are also members of Loyola's Graduate, Professional, and Adult Student Life Community and are invited to participate in any GPASL events/student organizations throughout the year. The GPASL student handbook can be found [here](#) for reference.

UNIVERSITY MINISTRY

Ann Hillman, MDiv. – Director

Health Sciences Campus (HSC) Ministry serves students, faculty, and staff of diverse backgrounds and religious traditions by affirming their quest for personal development, the practice of faith, and spiritual growth in various ways. This is accomplished through the presence and programming of University Ministry Chaplains in the areas of hospitality, community building, faith development, community service, and values-education.

Health Sciences Campus Ministry provides a space for students to socialize and relax in the general lounge area of the office, with snacks and refreshments, and with staff members present for conversation, support, and counsel in a safe place. We strive to be a community of welcome and engagement regardless of one's religious tradition or belief in God. Office space is utilized by staff and students to meet privately or to plan and organize events. Students are helped to reflect on their daily experiences and are offered opportunities to develop their spiritual life through communal offerings of prayer, small reflection groups, retreats, Catholic liturgy, and one-on-one spiritual direction. Catholic Mass is offered during several special moments throughout the year, including at the Feast of St. Ignatius, Feast of St. Luke, and Blessing and Sending Mass before commencement.

HSC Ministry hosts community building events such as a series of dinners early in the school year that welcome each first-year medical student to Stritch and provide everyone the opportunity to meet faculty and administration in an easy, social setting. Events held by HSC Ministry extend the offer of hospitality and community at Stritch to the spouses and families of medical students.

We understand the profession of medicine as an act of service and seek opportunities to foster this way of being in the world. We offer local, national and international service immersion opportunities, advocacy and social justice initiatives, and opportunities to work alongside community partners who serve within the Chicagoland area and beyond.

HSC Ministry understands moral formation and professional formation as an integrated project in a person's life. We attend to this with the support of the Stritch community through programming that considers questions of meaning and purpose, ethics, justice, virtue and faith. Our programming offers a privileged place to the Jesuit tradition of higher education and the tenets of Ignatian spirituality. Our Chaplain Mentor program for first-year medical students, Advent and Lenten programming, communal opportunities for ritual and reflection at significant junctures of progression through medical school, lecture series and discussion groups, in addition to others, are at the service of these goals.

We encourage and support students and student groups of various religious traditions, including the Catholic Medical Association, the Jewish Student Association, the Muslim Medical Student Association, the Christian Medical and Dental Association, and the South Asian Medical Student Association, as well as offer a variety of ecumenical and interfaith prayer services throughout the year. Stritch is an academic community that takes questions and the practice of faith from all religious traditions seriously. In learning about one another, we know that we better come to know ourselves and our beliefs.

The offices of HSC Ministry are located in the Stritch School of Medicine (rooms 270 and 250). All are welcome in the Ministry offices at any time.

You can also reach Health Sciences Campus Ministry by email at HSCMinistry@luc.edu, on Facebook at HSC Ministry, on Twitter and Instagram via @HSCMinistry, or by phone (708) 216-3245.

- Ann Hillman, MDiv, Director ahillman@luc.edu
- Ramona Bamgbose, MA, Chaplain rbamgbose@luc.edu
- David DeMarco, SJ, MD, Chaplain dademarco@luc.edu
- Justin Hoch, MA, LSW, Chaplain jhoch@luc.edu
- Ana Koulouris, Department Coordinator akoulouris@luc.edu

WIRELESS NETWORKS

Secure Wi-Fi Access

LUC is a secure wireless network providing access to campus resources for all users with valid UVIDs and passwords. Only 802.1X-capable devices will work on LUC. Use this network for all official University business when you are on a campus wireless connection. Windows Vista and later, Mac OS 10.4+, and recent versions of Linux/Unix should all work on this network. Most mobile devices with WiFi will also work.

What is 802.1x?

802.1x is an authentication framework for wireless network access. It enables Loyola's networks to automatically identify endpoint devices and place them into an appropriate network and security context. 802.1x authentication enables wireless encryption and is the recommended method for connecting to campus wireless networks. Encryption allows faculty and staff access to secure resources without requiring Loyola Secure Access (LSA). (Students are still required to use Loyola Secure Access - LSA.)

When searching for available networks, choose 'LUC'.

More information can be found at: <https://www.luc.edu/its/services/wirelessconnect/>

The FAQ page is: <https://www.luc.edu/its/services/wirelessconnect/wirelessfaq/>

POLICIES, PROCEDURES, AND STANDARDS

COMMUNITY STANDARDS

All students of Loyola University Chicago are expected to uphold the [Community Standards](#) (Loyola's Student Code of Conduct). Students are expected to abide by all university policies, including but not limited to the policies outlined in this document. All students have the responsibility to familiarize themselves with the *Community Standards*, as they will be held accountable to them. The *Community Standards* provide a simple baseline for acceptable student conduct. It is the hope of our entire university community that students will far exceed these minimum standards for just, respectful, and caring conduct towards one another.

For a complete list of policies, please refer to the [Loyola Community Standards](#) or visit LUC.edu/communitystandards.

To file an incident referral regarding alleged misconduct by a Loyola student or to request conflict resolution services, contact the Office of the Dean of Students (ODOS) or visit the website at LUC.edu/communitystandards. For any questions related to or falling under the Community Standards, please contact the Student Rights, Responsibilities and Conflict Resolution area in the ODOS directly at

CommunityStandards@luc.edu or 773-508-8890.

HAZING POLICY

Per Loyola's Community Standards, hazing is a broad term encompassing actions or activities often associated with initiation or group associations which inflict or attempt to cause mental or physical harm or anxiety, or which demean, degrade, or disgrace any person, regardless of location, intent, or consent of participants. Hazing can also be defined as any behavior that intentionally or unintentionally endangers the physical or mental health of a student for the purpose of initiation, full admission, or affiliation with any organization or group. Any activity that promotes a class system or subjects a certain sub-group to subservience in any form may also be considered hazing.

Hazing is expressly prohibited by the University and by Illinois law (720 ILCS 120). The full hazing policy, as well as resources and other information, can be found in the Community Standards at LUC.edu/communitystandards. Resources are also available at www.hazingprevention.org.

LOYOLA'S COMPREHENSIVE POLICY AND PROCEDURES FOR ADDRESSING DISCRIMINATION, SEXUAL MISCONDUCT, AND RETALIATION

Loyola University Chicago is committed to providing an education and employment environment that is free from discrimination based on protected characteristic(s), harassment, and retaliation for engaging in protected activity. Furthermore, consistent with our institutional values and mission as "Chicago's Jesuit, Catholic University", Loyola values and upholds the equal dignity of all members of its community and strives to balance the rights of parties involved in any resolution process.

To ensure compliance with federal, state, and/or local civil rights laws and regulations (including those referenced in the *University Nondiscrimination Policy* referenced above), Loyola maintains the Comprehensive Policy and Procedures for Addressing Discrimination, Sexual Misconduct, and Retaliation ("Comprehensive Policy"), which provides for the prompt, fair, and impartial resolution of allegations of discrimination, sexual misconduct, retaliation, and other related offenses. Where the Comprehensive Policy may conflict with other policies or provisions provided in this Handbook, the Comprehensive Policy always takes precedence.

The most current and complete version of the Comprehensive Policy can always be found at LUC.edu/comprehensivepolicy. To file a report or complaint of discrimination, sexual misconduct, or equity-based retaliation, contact the Office for Equity & Compliance ("OEC") or visit the OEC website at LUC.edu/equity. For any questions or concerns related to or falling under the Comprehensive Policy, please contact the OEC staff directly at equity@luc.edu or 773.508.7766.

ETHICSLINE REPORTING

EthicsLine is a centralized and confidential 24/7 web and phone reporting system to report incidents that may involve misconduct by faculty, staff, and/or students, including misconduct under the following categories: Academic & Student Affairs, Accounting and Financial, Athletics, Human Resources, Information Technology, Medical, Research, Risk and Safety Matters, and Other.

The university is committed to the highest ethical and professional standards of conduct. To fulfill this commitment, the University relies on each community member's ethical behavior, honesty, integrity, and good judgement.

Reports submitted via the EthicsLine Reporting Hotline will be handled as promptly and discreetly as possible. Loyola is committed to safeguarding the confidentiality of individuals who submit reports and encourages reporting of misconduct by providing whistleblower protections for good-faith reports.

To Make a Report:

- File a report online at Luc.edu/ethicsline or by calling 855.603.6988
- Follow up within 3-5 business days of filling a report.
- At this time, you may receive additional follow-up questions or updates.

PROFESSIONAL BEHAVIOR – *Expectations for Medical Students*

Stritch School of Medicine students are expected to grow in the knowledge, skills, attitudes, and behaviors expected of individuals who are training to become physicians. Our mission requires respecting all individuals, creating and maintaining a positive learning environment, and consciously adhering to model standards of behavior and interaction that are consistent with our institution's Catholic and Jesuit heritage.

Our students are assumed to be of high moral character, expected to conduct themselves in a professional manner, and behave as socially responsible citizens in keeping with the professional norms of medicine. Students also are expected to maintain high ethical standards and practice academic honesty in all of their educational endeavors. These actions are echoed in our competencies - eight areas of performance and behavior that students must successfully meet in order to be eligible for promotion and graduation. Competencies are assessed in all courses and are components of the evaluation process.

To maintain a learning environment where individuals are encouraged and expected to perform to high standards, certain behaviors are considered unprofessional and unacceptable including but not limited to:

- accepting assistance from or giving assistance to another student during an exam or in the preparation of any graded material;
- plagiarism;
- inappropriate access to, misuse of, or theft of academic related information or records;
- inappropriate access to, misuse of, or theft of medical information or records, including electronic medical records;
- sabotaging another student's laboratory experiment;
- misusing another person's signature;
- falsifying academic grades or clinical evaluations, research data and/or results;
- physical and verbal intimidation, bullying, or harassment; more information can be found in the [Community Standards](#)
- lying, cheating, and fabricating information;
- harassment (both sexual and non-sexual), patterns of sexual innuendo, obscenity, and defamation; more information can be found in the [Comprehensive Policy](#) and [Community Standards](#).
- discriminatory actions based on race, gender, ethnicity, sexual orientation, and religion or other status protected by law; more information can be found in the [Comprehensive Policy](#).

The following statements are expectations for all students at the Stritch School of Medicine. Professionalism is considered in determining satisfactory academic progress. Failure to meet these expectations is grounds for consideration of suspension or dismissal. These guidelines are not exhaustive

but represent the kind of conduct and professional behavior that is mandatory in the educational and clinical environment.

- Conducting oneself in a manner that is appropriate for the learning and patient care environments with suitable dress and grooming;
- Practicing academic honesty in all examinations, course, clerkship, and elective assignments;
- Being punctual and reliable in meeting obligations for courses and clerkships, including timeliness on rounds, lectures, and small-group experiences; meeting on-call requirements; seeking permission for any required days off; and providing proper notification for absence due to illness or true personal emergency;
- Telling the truth at all times, but especially concerning patient care matters, such as correctly reporting history, physical, laboratory, and other examination findings. Responding to a question with “I don’t know” when that is the truth, is always the best answer;
- Behaving in a collegial way that enhances the ability of others to learn or care for patients. Verbal or physical abuse of other students, employees, faculty, and healthcare professionals; sexual harassment; a pattern of offensive comments; and other improper and disruptive behaviors are unprofessional and unacceptable;
- Using the highest standards of professional, ethical, and moral conduct and conscientiously caring for patients under all circumstances associated with their illnesses;
- Relating in a proper and professional manner to patient families, especially under the always emotional and often tragic circumstances of a patient’s illness;
- Refraining from any action or conduct that may be considered unprofessional or unethical or embarrassing or detracting in any manner from the reputation of our school, faculty, and students.
- These professionalisms expectations are relevant to both students and student organizations.

Expectations for the Use of Artificial Intelligence (AI) Tools in Education and Training

A student’s presentation of academic work, in whole or part from any source (e.g., published literature, web resources, generative AI, third parties such as ghostwriters) as their own (whether paraphrased or copied in verbatim) is unacceptable and constitutes an academic integrity violation.

Failure to disclose the unapproved use of AI is a violation of our professional standards. The Student Promotion Committee will review those violations for further intervention.

When permissible by the faculty of a course/clerkship or elective, students can use generative AI tools to complete their assignments.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law that provides for the protection and privacy of personal health information. The Privacy Rule and the Security Rule of this law affect health care providers, including students enrolled in clinical education activities. The [Privacy Rule of the HIPAA](#) defines protected health information as:

“...information, including demographic data, that relates to the individual’s past, present, or future physical or mental health or condition; the provision of health care to the individual; or the past, present, or future payment for the provision of health care to the individual; and, that identifies the individual or for which there is a reasonable basis to believe it can be used to identify the individual.”

All Stritch students must follow the HIPAA Privacy Rules and Guidelines when participating in clinical educational activities. Compliance with these rules and guidelines includes, but is not limited to, maintaining confidentiality of paper and electronic health records and protected health information.

All students are required to complete HIPAA training. In addition to program-specific training, all students are required to complete any additional training mandated by the clinical facility where their clinical education is occurring.

When a concern is raised that a student has violated the confidentiality and privacy of patient information, the concern is addressed through the formal disciplinary process of the Stritch School of Medicine.

Conduct Procedures for Academic Dishonesty

All allegations of academic dishonesty must be documented and submitted to the Senior Associate Dean for Student Affairs within a reasonable period of time after the alleged incident. The Senior Associate Dean for Student Affairs will take the following actions:

1. notify the student(s) in writing of the allegation and documentation;
2. request a written response; and
3. inform the student(s) of the review process and appeal procedures to be followed.

Upon receipt of all pertinent materials, the Associate or Assistant Dean for Student Affairs notifies the Chair of the Student Promotion Committee, relevant Course/Clerkship/Elective Director(s), and relevant teaching department(s) of the allegations and provides all the submitted information. The Chair of the Student Promotion Committee determines if there appears to be sufficient substance to the allegations and that academic dishonesty may have occurred.

The following actions will be taken:

- The Chair convenes a meeting of the Student Promotion Committee to discuss the allegations;
- The Committee will make a judgement as to what actions will be taken.
- The student is notified in writing by the Chair of the Student Promotion Committee as to the decision of the committee, within 45 days of the student being notified of the allegation.

The student(s) has the right of an appeal of the decision to the Student Appeal Board within 30 days of the notification. A student who is dissatisfied with the action of the Student Appeal Board may submit a petition for a single appeal to Loyola University Chicago through the Provost within 30 days of the Student Appeal Board's recommendation. All decisions of the Student Promotion Committee, Student Appeal Board, and the Provost are documented in the student's official academic file. In the event allegations are dismissed, no actions are recorded in a student's official academic file. PLEASE NOTE: Stritch reserves the right to seize a student's ID badge(s) due to academic dishonesty until the school deems it appropriate to return the item(s) to the student.

Student Wellness

As future physicians, medical students have a responsibility to maintain their own health, which includes preventing or addressing acute or chronic disease, including mental illness, disabilities, and occupational

stress. When a student's wellness is compromised so then is the safety and effectiveness of the medical care she or he provides. "When failing physical or mental health reaches the point of interfering with a physician's ability to engage safely in professional activities, the physician is said to be impaired."

If a student's health is compromised, she or he needs to take measures to address the problem by seeking appropriate help and engaging in an honest self-assessment of one's own ability to continue in education or clinical training. The medical profession that the student is now joining has an obligation to ensure that its physicians, as well as all learners, are able to provide safe and effective care for others and to avoid unreasonably disrupting the normal education processes and orderly operation of Stritch. This obligation is fulfilled by promoting health and wellness among all members of the health care team, including oneself. At times, an intervention may be needed when the wellness of a colleague appears to have become compromised.

Students will not participate in patient care or school related activities when physical, mental, or emotional lack of fitness could interfere with the quality of that care or disrupt the school community. It is a student's own responsibility that if such a situation occurs to notify her or his clerkship (or elective) director or the Assistant Dean of the third or fourth year so that the student can leave those clinical responsibilities and an appropriate, but confidential intervention can occur. The misuse of any potentially addictive, abusive, or illicit drugs is strictly forbidden, regardless of year of training, and is incompatible with safe clinical performance. If such a problem is identified, the student will be removed from clinical (or curricular) activities and an appropriate, confidential referral made to help her or him to address and effectively manage this illness. Finally, students must not use alcohol or other drugs when they are expected to be participating in patient care, patient settings or curricular related activities. Non-compliance with the aforementioned may also result in a referral to the University's student conduct process for potential violations of the [Community Standards](#).

Any student who considers him/herself too tired or fatigued to drive home safely and is unable to obtain other alternative transportation should call a taxi or ride share. Reimbursement for a round trip between the clerkship site and student's local address and back to the clerkship site for the next clerkship day is provided through Stritch. The student should promptly submit the original fare receipt to the Vice Dean for Medical Education's office at Stritch for processing a reimbursement.

SSOM's goal is to ensure that students are engaged in a process that maintains their wellness, and when necessary, helps students to effectively address any situations when they are demonstrating behavior that creates a direct threat to the safety or health of others or unreasonably disrupts the normal education processes and orderly operation of Stritch. In these cases, students will be referred to the University's Behavioral Concerns Team (BCT) for assessment, support, and resolution.

STUDENT MISTREATMENT AND HARASSMENT

The Stritch School of Medicine does not tolerate mistreatment by or of its students, faculty, and staff. Loyola University Chicago has implemented the EthicsLine Reporting Hotline, through a third-party internet and telephone hotline provider, to provide the University community with an automated and, if desired, anonymous way to report activities that may involve misconduct. Students may file an anonymous report through the website at www.luc.edu/ethicsline or by dialing (855) 603-6933.

The University strongly encourages all faculty, staff, students, administrators or other concerned parties to notify the Senior Associate Dean of Student Affairs or use this EthicsLine system to report suspected or wrongful acts of conduct by SSOM community members. No SSOM administrator, faculty, staff or student

may interfere with the good faith reporting of suspected or actual wrongful conduct; no individual who makes such a good faith report shall be subject to retaliation, including harassment or any adverse employment, academic, or educational consequence, because of making a report.

It is critically important that the SSOM community be free to report information that helps to ensure the safety and well-being of the community. SSOM will make every effort to ensure that no student will be subject to any adverse action (either by SSOM or by another person or group) because they report what they honestly believe to be a violation of SSOM/University policies.

Accordingly, any act of retaliation by a student taken against a complainant, witness, reporter, or other individual in response to the reporting or investigation of an allegation of misconduct is a serious violation of the SSOM Academic Policy and will result in expedited and serious disciplinary action up to and including dismissal.

Also, no officer, employee, or agent of SSOM, may retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for reporting an incident to SSOM or otherwise exercising their rights or responsibilities in the conduct process in good faith. Any individual who experiences retaliation by a member of the SSOM community is encouraged to report it directly to the EthicsLine.

PREGNANCY AND PARENT SUPPORT POLICY

I. PURPOSE AND SCOPE

As a Jesuit, Catholic medical school, we seek to support mothers and families. This policy offers medical students who are or who become parents while enrolled at the Stritch School of Medicine various options for requesting planned absences from school and accommodations for pregnancy and parenting related responsibilities. The policy applies to all full time, registered medical students, and is intended to ensure compliance with [Title IX](#) and any other applicable laws.

II. DEFINITIONS

Parent shall be defined as having full time custody of a biological child, adopted child, step child, or foster child. In some instances it may apply to parents with part time custody.

III. POLICY FOR BIRTH OR ADOPTION OF A CHILD

Planned absences should be requested as soon as possible, with at least a 30-day notice. In the instance of an anticipated future absence whose date is only approximate (ie. due date) students should notify the Office of Student Affairs (OSA) of the impending event immediately. Student Affairs will develop a plan to include contingencies for when the birth/adoption occurs that will adapt for the unknown timing.

Medical students in years 1 and 2 may request permission to be excused from mandatory sessions. The student must communicate the need for a planned absence at least 30 days in advance with OSA. The student must make up all required work as determined by the course directors and/or OSA deans.

Medical students in years 3 and 4 may request an accommodation in their schedule to take parental absence. The planned absence must be requested at least 30 days in advance and coordinated with Student Affairs. Planned absences may vary in length from 1 day to 6 months. Clerkships may allow up to 3 days of excused absence time during a clerkship, provided there are no other absences. Clerkships have the right to limit or extend excused absences based on individual student learning objectives & performance. Absences beyond 6 months may require a formal leave of absence. Students are expected to be in communication with OSA to coordinate their impending absences.

If the birth or adoption happens during a clerkship, the student may take an immediate planned absence with the understanding that if completion requirements are not met credit will not be given.

In all cases specific provisions of the planned absence will vary based on the student's situation and the student's requests. Stritch will make every possible effort to accommodate requested absence, but there may be circumstances where absence may incur delays in educational progress that are unavoidable. Students will be advised of the ramifications of their planned absence requests, including the impact on financial aid. Students taking planned absences may be asked to sign an acknowledgment of the terms of the absence. Students taking formal leave (more than 6 months) will follow the protocol for a leave of absence. Please refer to the Academic Policy Manual for further details on leaves.

During parental absences, the student may continue to use university facilities including the fitness center. The student will continue to have access to libraries and all online resources per usual enrollment. The SSOM Office of Student Financial Aid and/or the SSOM Bursary Office will advise the student of financial aid, tuition and fee, and health insurance ramifications of their planned absence.

IV. POLICY FOR PARENTAL SICK TIME

Students who need to be absent to care for a sick child should notify the Office of Student Affairs immediately. Students are required to make up any coursework or time lost at the discretion of the course or clerkship director. Students urgently needing to care for a sick child may be accommodated for attendance using alternate means (video conferencing, for example), if approved by an OSA dean and/or a course director. Students may not take parental absence on exam days unless circumstances are incredibly extenuating. If a student needs to take a parental absence on an exam day for an emergency, they must make every effort to notify OSA prior to the start of the exam.

Students are allowed excused absences to care for a sick child. These absences must be coordinated with OSA. Absences taken to care for a sick child count toward total missed clerkship/instruction time and are subject to attendance guidelines. The Office of Student Affairs reserves the right to ask for a doctor's note documenting the medical necessity for the absence. Missed time without notice, even with appropriate reason, may result in professionalism concerns and review by the Student Promotion Committee (SPC).

Any student needing additional time to care for a sick child should contact OSA immediately so that appropriate adjustments can be made with minimal disruption to educational progress. Students requesting additional break time for lactation during exams should notify the SSOM Academic Center for Excellence (ACE).

V. POLICY FOR LACTATION

Students who are lactating may request an accommodation for adequate break time as M3 and M4 students (and as applicable during M1 and M2). Request for accommodation should be made to OSA at least 30 days in advance. Lactation time must be planned in advance in order to limit disruption to educational objectives for the student. In general, accommodations should be similar to breaks given during an 8-hour workday (around 60 minutes total for every 8 hours). Students may request additional secure storage space for lactation equipment if necessary. Students have a right to utilize clean, private space with adequate electricity, sanitation and lighting for lactation at their clerkship or education site.

Bathrooms are not acceptable as a provision for lactation. If proper lactation accommodations are not being met, students should notify Student Affairs immediately. If students take lactation time without appropriate notification and arrangements with their current supervisor it may result in professionalism

concerns. Personal Wellness Rooms in Cuneo are #440 and at the CTRE are #139, #240, #340, #440 and #540.

Additional information regarding the Illinois Nursing Mothers in the Workplace Act, please visit the Illinois General Assembly:

<https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=2429&ChapterID=68#:~:text=An%20employer%20s hall%20provide%20reasonable,already%20provided%20to%20the%20employee.>

VI. POLICY FOR CHILDREN IN EDUCATIONAL SETTINGS

As a general rule, students may not bring children to classes, clerkships, small groups, or academic co-curricular activities (such as lectures or conferences). Children are permitted at social events (where allowed by the venue) and must be supervised at all times. Students are expected to exercise their judgment in determining if a school social event is appropriate for children.

VII. POLICY FOR CLERKSHIP SCHEDULING

For M3 and M4 clerkship scheduling there are 3 categories under which a student may qualify for a scheduling accommodation: 1) students who are parents as defined in this policy, 2) students serving in the military, 3) students with declared disabilities currently under accommodation. Students will receive a lottery assignment and should go through the scheduling process per usual. Accommodations/alterations will be handled on a case by case basis by OSA. Students may be asked to provide documentation for their request as appropriate.

VIII. POLICY FOR ACCOMMODATIONS FOR PREGNANT STUDENTS

The School of Medicine complies with the **Federal Pregnancy Discrimination Act (PL95-555)** which has as its basic principle that **pregnancy and related conditions must be treated the same as any other disability or medical condition**. The school accepts the responsibility for alterations in the academic program, if necessary, to protect the health of the pregnant student and their fetus. Academic standards will not be altered and if course work, either pre-clinical or clinical, is missed because of any disability, arrangements will be made to permit the student to make up the deficiency.

Exposures to any hazardous materials or compounds are no different than those of other professionals working full time in the hospital or school environment, so a normal pregnancy in a healthy medical student would require no alteration of the academic program. If the medical student has another health problem or a complicated pregnancy, alteration of the academic program would be individualized based on the student's physician's recommendations. The pregnant medical student will be permitted class or clerkship release time for regular supervision by their physician, provided relevant supervisors and deans are notified in advance per the aforementioned absence policies.

The responsibilities of the pregnant medical student include the following:

- 1) Seeking medical care as early in pregnancy as possible and meeting all recommended appointments.
- 2) Taking appropriate precautions:
 - a. In radiology areas, wearing protective shielding
 - b. In clerkships, avoiding contact with identified patients who have cytomegalovirus, varicella-zoster and herpes simplex infections. The student should know their rubella immune status as required for matriculation in the School of Medicine.
- 3) Reporting pregnancy and confirming that they are receiving medical care to the Office of Student Affairs.
- 4) Arranging leave time in accordance with this policy with the Office of Student Affairs, which will notify department(s).

- 5) Notifying the Office of Student Affairs of date of return to school duties. If this is less than or greater than six weeks postpartum, documentation of approval from the student's physician may be required.

FREE EXPRESSION: STUDENT DEMONSTRATION AND FIXED EXHIBIT POLICY

Per the Community Standards, Loyola is an institution committed to higher education in the Jesuit tradition, and as such, Loyola University Chicago recognizes the importance of its role as a marketplace of ideas, where freedom of inquiry and open exchange of conflicting viewpoints is supported and encouraged. Such discourse supported by reasoned arguments and factual evidence is essential for the University to uphold the Jesuit mission of "service of faith and promotion of justice."

Accordingly, all Loyola students have the right to freedom of speech, expression, and assembly, including but not limited to, timely demonstrations in response to current events.

Students are free to express their views individually or in organized groups, on any topic, subject only to rules necessary to preserve the equal rights of others and the other functions of the University.

For more detailed information about the Free Expression: Student Demonstration and Fixed Exhibit Policy, please refer to section 603 of the [Community Standards](#).

ALCOHOL AND DRUGS

General Standards of Conduct for Alcohol

Per section 201(2) of Loyola's Community Standards, the following conduct is expressly prohibited regardless of age, except where otherwise specified:

- a. Consuming or possessing alcohol while under 21 years of age (A)
- b. Possessing an open alcohol container in public view (A)
- c. Disruptive activity due to intoxication (B)
- d. Manufacture, sale, or unauthorized distribution of alcohol (B)
- e. Public intoxication on University property or at University-sponsored events (B)
- f. Severe intoxication resulting in concern for student's well-being (C) (Degree of intoxication constituting "of concern" is at the reasonable discretion of the SRCR Team of the DOS.) Students under the age of 21 and who are determined to be intoxicated do not have the right to refuse medical care under Illinois law.

General Standards of Conduct for Drugs

Per section 201(6) of Loyola's Community Standards, possession, use, transfer, distribution, manufacture, or sale of illicit drugs is prohibited. Illicit drugs include both illegal drugs and legal substances used outside the directions of a valid prescription. Students may not possess any form of drug paraphernalia (any items or articles needed for, intended for, or typically associated with illicit drug use), even if the paraphernalia has never been used. The following conduct is expressly prohibited:

- a. Being in the presence of illicit drugs (A)
- b. Possession of drug paraphernalia (A)
- c. Possession or use of illicit drugs (B)

- d. Manufacture, sale, transfer, or distribution of illicit drugs (including “sharing” or otherwise distributing prescription drugs) (C)
- e. Severe intoxication resulting in concern for student’s well-being (C) (Degree of intoxication constituting “of concern” is at the reasonable discretion of the SRCR Team of the DOS.)

A number of states, including Illinois, have passed laws that make the use of cannabis for some medical conditions legitimate under the law of that state. Furthermore, the state of Illinois made non-medicinal use of cannabis legal at the state-level for those over the age of 21. However, the possession or use of cannabis remains an offense under the Controlled Substances Act, a federal law.

Loyola University Chicago is obligated to comply with all federal laws and regulations. In order to remain in compliance, Loyola will not permit the possession or use of cannabis at educational or other activities sponsored, conducted, or authorized by Loyola or its student organizations, whether on or off campus, in any on campus housing, or in any other Loyola buildings or other property.

For more detailed information about the Student Code of Conduct, drugs, and alcohol, please refer to the [Community Standards](#).

Marketing and Communications

The following guidelines must be followed for all marketing practices involving alcohol and other drugs messaging at Loyola University Chicago. For further guidance regarding advertising standards and specific logo use, please contact your departmental chair or [University Marketing and Communication](#). All recognized student organizations must also follow additional guidelines, which can be viewed at LUC.edu/studentengagement.

- The marketing of illegal substances is not permitted
- Advertisements that encourage excessive or unhealthy consumption of alcohol or other drugs will not be permitted
- Departments and organizations may not accept or create advertising that:
 - Encourages alcohol or other drug over-use (abuse) or emphasizes quantity and frequency of use
 - Portrays alcohol or other drugs as a solution to problems or necessary for stress relief or for social gatherings
 - Depicts images suggesting alcoholic beverages, such as a martini glass, umbrellas in drinks, beer bottles or kegs
 - Contains the price of alcohol, such as “\$2.50 well drinks” or “dollar shots”
 - Includes such phrases as “all you can drink,” “drink specials” or “unlimited drinks”
 - Violates local, state, or federal laws, or supplemental University policies
- Acceptable alcohol advertisements must carry a disclaimer promoting responsible and sensible drinking practices. Advertisements from liquor stores or establishments where alcohol is served must contain a proof-of-age policy.

Students

All students enrolled at Loyola are expected to follow local, state, and federal laws concerning

alcohol and other drugs. Students are also subject to additional, University-specific regulations on alcohol and other drugs, as stated in the Community Standards (which includes Loyola's "Student Code of Conduct"). For example, the Community Standards include special regulations on possession of alcohol in the residence halls, while studying abroad, and while off-campus. All students are accountable to the Community Standards at all times and are expected to be familiar with these policies. The complete Community Standards can be found at LUC.edu/communitystandards.

Student Organizations

All recognized student organizations (SSOs and RSOs) are subject to regulations concerning alcohol when hosting sponsored events on or off-campus. It is a privilege to be a student organization that is recognized by Loyola University Chicago. Student organizations are expected to exercise good judgment in planning and promoting their activities, including any event an observer would associate with the student organization. Student organizations are also responsible for assuring compliance with procedures and policies as outlined in the Student Organization Handbook, Community Standards, and Loyola University Chicago Alcohol and Other Drugs Policy. Recognized student organizations (RSO or SSO) may only sponsor events where alcohol is present as provided in the Center for Student Engagement's Alcohol Guidelines. Complete guidelines can be viewed by visiting LUC.edu/studentengagement/.

Facilities and Events

All events on University property must comply with the LUC Alcohol and Other Drugs Policy, all other applicable University policies, and all applicable laws. Additional regulations may apply to events held on certain campuses or University facilities. Please contact the aforementioned areas for additional information and/or restrictions.

Prevention, Treatment, and Support Services

In keeping with its promise of preparing people to lead extraordinary lives, the University offers resources for students (through the Wellness Center) and staff/faculty (through the Employee Assistance Program) that may seek or require assistance with alcohol or other drug (AOD) problems. Faculty, staff, and students are encouraged to attend seminars and information sessions on the health risks of alcohol and other drug abuse available to the University community. These programs are designed to educate students, staff, and faculty on substance use, its health risks, and identifying signs of overuse and abuse.

Self-help support groups for dealing with alcohol or other drug dependence bring together people with common experiences and similar needs. In general, self-help groups are: facilitated by a lay person, free, informal, voluntary, and anonymous. Please see the resources below to identify meeting times and dates of local area meetings, other self-help sites, and for more information on substance abuse.

Additional details pertaining to LUC's alcohol and drug policies for students can be found here: LUC.edu/communitystandards

DRESS CODE, APPEARANCE, AND SCRUB ATTIRE

Students are expected to comply with the following appearance and uniform standards of the Stritch School of Medicine, which are in accord with the uniform policy of Loyola University Medical Center and **appropriately represent SSOM to the public**. *Students assigned to clinical sites other than LUMC are responsible for learning and following the clinical site's policies and procedures concerning scrub attire.*

General Dress Standards

Preclinical

- During the preclinical years, students are expected to dress appropriately in the academic, business, and clinical areas on campus. Necklines and hemlines should be conservative.
- Shirt and shoes are required in educational, administrative, and clinical buildings and on the property that is adjacent to them. Gym clothes and bathing suits (except inside the Fitness Center), are not suitable inside or outside of campus buildings.
- Closed toe shoes are required in laboratory areas for safety.

Clinical

- Students are expected to maintain a professional appearance in the clinical settings. Clothing should be business-like; necklines and hemlines should be conservative.
- Students should wear clean, pressed, well-fitting personal attire, and undergarments should be worn.
- Daily hygiene must include clean body, teeth, and clothes. Heavily scented fragrances should be avoided. [Perfume, cologne or aftershave, may not be used in those cases where it causes adverse physiological symptoms for others in the work environment.]
- Hair should be clean, well-groomed and tied back when engaging in patient care activities or operating machinery and should not obstruct vision or limit eye contact.
- Well-groomed beards, sideburns, mustaches are allowed, but may not interfere with personal protective face gear. If a student needs to wear facial hair for religious reasons, they may be required to provide documentation from clergy. [Nothing in this Policy is intended to prevent a hair or facial hairstyle that is consistent with cultural, ethnic, or racial heritage or identity, except for safety reasons that cannot be reasonably accommodated.]
- All cosmetic products, including make-up and lotions, must be fragrance free. Make-up must be applied conservatively and in a manner that does not detract from the professionalism.
- Fingernails will be clean and well-manicured. Nail length should not interfere with clinical activities and polish color, if worn, should be conservative. Per hospital policy due to bacterial colonization concerns, artificial nails and overlays (including, but not limited to, acrylics, overlays, wraps, tips, gels, or bonding) are not permitted.
- Body piercing must be small and minimal. Jewelry should be discreet and is not permitted in operating rooms. Any tattoos that may be offensive to others must always be covered.
- Shoes should be clean and in good condition with closed toes per OSHA requirements (flip flops are not allowed).
- T-shirts, cropped tops, very short skirts, spaghetti strap tops, flip flops, jeans, shorts, sweatshirts, and sweat pants are not acceptable. Appropriate underclothing is required. Patterned and colored underclothing is not permitted when visible through clothing.
- Buttons, pins, ribbons, stickers, or any items that are not part of an authorized uniform or that alter the professional image are not permitted. Outside of approved messaging, no other logos or writing may be displayed on any clothing item, mask, or lanyard.

Identification Badges

Students must wear a Loyola photo ID badge along with the Stritch student nametag on the vest pocket of their white coat. ID badges issued at other clinical teaching sites should be worn in addition to the Loyola ID when at the other clinical site.

PLEASE NOTE: Stritch reserves the right to deactivate or seize a student's ID badge(s) due to academic dishonesty and/or unprofessional behavior until the school deems it appropriate to reactivate or return the item(s) to the student. A dismissed student is required to immediately return their student ID badge(s) to the SSOM Office of Registration and Records.

White Coat

Students should wear a clean, pressed, **short** white coat in clinical areas. Coats should be plain, white, with an official LUMC patch may be sewn on the sleeve. A **long** white coat **must** be worn in lieu of a short coat at LUMC whenever scrub attire also is worn (*see Scrub Attire section*). No buttons or pins should be attached to the white coat.

All M3 and M4 students on clinical rotations **must** wear a short white coat with the exception of students wearing misty green surgical scrubs needing to wear a long white coat.

Scrub Attire

- Students should arrive at the medical center campus in appropriate street clothing. Misty green surgical scrubs may not be worn outside of the medical center. Scrubs can be worn where performance of procedures is a major component of the patient care activities (e.g., operating rooms, trauma bay/emergency room, burn center, and surgical intensive care). Scrub attire must be restricted to the designated areas specified by the medical center. Students are expected to change from scrub attire as soon as possible when it is no longer necessary to wear such garb as a uniform.
- Scrub attire provided by the medical center is their property and must be returned immediately after use. Please note: scrubs cannot be disposed of or stored anywhere in the Cuneo Center/SSOM.
- After use, scrubs are not to be worn if they have bodily fluids on them. Scrubs should be changed immediately if they become contaminated.
- Misty green scrubs worn outside of procedure areas are to be covered with a long lab coat that must remain buttoned at all times. Do not sit in the cafeteria or other areas with an unbuttoned lab coat if wearing misty green scrubs.
- Surgical hats, booties, or masks are not to be worn outside of the operating room or procedure areas.

IMMUNIZATION POLICY

Proof of immunity is an Illinois state requirement. All enrolled Stritch students must complete the process to verify proof of immunity. Incomplete immunization information **will result in being reported to Student Affairs for professionalism concerns, having your access to campus (ID badge) shut off, and/or being referred through the University's student conduct process under section 201(8) of the Community Standards**. All Stritch students must enter immunization requirements into CastleBranch and upload supporting documents **by July 1 of their entering year**.

The following items are required to be uploaded to your CastleBranch account:

- positive titers for Measles, Mumps, Rubella, and Varicella
- vaccination record showing a complete series for Hepatitis B along with a positive titer
- TDAP vaccine within the last 10 years
- negative Quantiferon Gold test.
- If under the age of 22 prior to matriculation, a Meningococcal ACWY vaccine that was given four days before your 16th birthday or after is required. Meningitis B does NOT meet this requirement.

All immunization records must be in English or accompanied by a certified translation or they will not be approved.