



University of Cincinnati Medical Scientist Training Program Student Handbook

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Prologue

The College of Medicine and Medical Scientist Training Program (MSTP) reserve the right to make changes in policies and regulations as circumstances dictate, subsequent to publication. The College and Program expect students to have knowledge of the information presented in this document and in other University publications. MSTP students will follow the Medical Student Handbook while they are in their MD years (M1, M2, M3, and M4) and will follow the UC Graduate School Handbook while in their PhD years. Students must also follow the rules and requirements of the College and Department in which they are completing their graduate work.

UC College of Medicine Medical Student Handbook:

<https://med.uc.edu/education/medical-student-education/office-of-medical-education/student-handbook>

UC Graduate School Handbook:

<https://grad.uc.edu/content/dam/refresh/grad-62/docs/policy/handbook.pdf>

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I. MSTP Curriculum

- a. Summer Research Rotations: Students will rotate in 2-4 laboratories of MSTP faculty prior to selecting a PhD dissertation advisor. These rotations take place in the summer prior to the M1 year and the summer between the M1 and M2 years.
- b. Basic Science years (M1 and M2): Training includes organ system blocks, Physician and Society, Longitudinal Primary Care Clerkship, Clinical Skills, Learning Communities and Interprofessional Experience.
- c. Graduate years: PhD work. Typically 3-5 years.
- d. Clinical Years (M3 and M4):
 - i. The M3 year consists of 7 core clerkships and two 2 week specialty clerkships. The core clerkships include Family Medicine, Neuroscience, Psychiatry, Internal Medicine, Surgery, Obstetrics and Gynecology, and Pediatrics.
 - ii. The M4 year consists of an acting internship in IM, and acting internship in a specialty of interest, 12 weeks of Intensive Clinical Experiences, 4 weeks of IM, and 12 weeks of electives.
 - iii. Senior Research Project: Students are highly encouraged to complete 4-12 weeks of a senior research project. 12 weeks are required for students with F-awards.

II. Monitoring of Academic and Professional Progress

While on the medical years, the primary responsibility for monitoring of academic and professional progress will lie with the College of Medicine Promotion and Advancement Committees (PAC). There is one PAC for the M1/M2 years and a second PAC for the M3/M4 years. The MSTP Academic Progress Committee (APC) has primary responsibility during the graduate years. The APC will also monitor required MSTP activities in the medical years outside of the normal MD requirements.

- a. MSTP Academic Progress Committee (APC)
 - i. Membership
 1. Voting Members: 9 including the chair, basic science faculty member, MD clinical faculty, MD/PhD faculty, PhD faculty.
 2. Non-voting Members: Program Director, Associate Program Director for Graduate and Medical Studies, COM Senior Associate Dean for Medical Education, COM Associate Dean for Graduate Studies, COM Registrar.
 3. The Dean of the College will appoint all faculty members of the Medical Scientist APC.
 4. Members will be appointed for 3-year terms with no term limits.
 - ii. Voting: a quorum of at least 5 voting members are needed to take any official action.
 - iii. Communication

1. The MD/PhD Program Director or a designee shall have responsibility for agendas, minutes, letters to students, and all other administrative aspects of the APC functioning. Correspondence to students from the APC must have the signatures of the APC chair and the Program Director. Copies are to be forwarded to the MD clinical advisor and to the PhD dissertation advisor.
 2. It is the responsibility of the Program Director to make information from the appropriate sources available to the APC in a timely manner.
- iv. Frequency of Meetings
1. The Medical Scientist APC will meet four times a year: July, October, January, and March. Dates of all meetings for the academic year are to be announced to all students by July 1st.
 2. A simple majority of the voting members must be present to hold a Board meeting.
- b. Nature of APC Deliberations
- i. All deliberations of the APC are confidential. Minutes of the proceedings are maintained by the MSTP office.
 - ii. The ACP has responsibility for reviewing the progress of each student in the MD/PhD Program. It determines whether a student has met the minimum criteria to advance and/or be retained in the program. The Board may offer counsel and recommend action by a student.
 - iii. All recommendations by the APC for dismissal of a student from the MD/PhD Program are made to the Dean of the College. The student may appeal the decision of dismissal following the medical school appeal process that can be found in the Medical Student Handbook.
 - iv. It is the role of the Promotion Board to determine if a student has achieved preparation at a level sufficient to enter the next stage of professional development based on Requirements for Retention and Advancement including both academic and professional performance.
 - v. An APC member who has a conflict of interest in the matter shall remove themselves from the deliberation and any potential vote of action concerning the student. A conflict of interest is determined to exist in instances where the APC member: 1. is related to the student; 2. is or has been in a significant mentoring or social relationship with the student or student's family; 3. believes s/he cannot be completely impartial in his/her consideration of the matter regarding the student or 4. has previously given a grade of Failure to the student in a course or clerkship that is an integral component of the decision that is currently before the APC pertaining to this student.
- c. Personal Appearance Before the APC
- i. A student whose advancement and/or academic or professional performance is in question may be requested to appear before the APC. This includes students

for whom actions such as dismissal, repetition of a course or other component of the curriculum, or other alterations in progress are likely possibilities. Repeated instances of marginal grades or other poor academic or professional performance may lead to a request by the APC for the student to appear. The APC also reserves the right to mandate a student's appearance. Failure of a student to attend a mandated APC appearance will be grounds for disciplinary action up to and including dismissal from the College of Medicine.

- ii. The APC must provide notice to the student via email at least 48 hours prior to the meeting at which the student is requested to appear to allow the student sufficient time to make alternations in his or her schedule.
- iii. A student may request an appearance before the APC to discuss requests for Leaves of Absence, participation in Program Related Activities, or other extenuating or unusual requests. Students wishing to appear before the APC must provide notice to the APC at least 48 hours prior to the regularly scheduled meeting of the APC. Any such appearance by a student is at the sole discretion of the APC.
- iv. A student may bring an advisor to the meeting with the committee. The APC, at its discretion, may also meet with the advisor in the absence of the student. When the student is present the advisor may advise the student, but not directly interact with the APC. Once the meeting with the student is over, and the APC has no questions for the advisor, the advisor will leave the meeting before APC deliberations begin.

III. Grading System

Students in the MD/PhD program will enroll in their medical basic science courses and graduate courses through the Graduate School. They will enroll in their clinical courses through the College of Medicine. A student will have two transcripts. A Graduate School transcript will record coursework for the M1/M2 and graduate years. The College of Medicine transcript will record coursework for the M3/M4 years, but it will also show grades for the medical basic science courses.

- a. Course Grading Policies: The requirements to earn various grades (A, B or H, HP, P, etc.) shall be stated in the descriptive materials given to each student at the start of each course
- b. The M1/M2 and graduate years will follow the Graduate School Handbook and the M3/M4 years will follow the Medical Student Handbook. See the COM and Graduate School Handbooks for grading system specifics
- c. Grade Changes or Appeals: See the appropriate handbook for grade change rules and procedures.
- d. Transcripts: Students will be awarded two transcripts from their tenure in the program:
 - i. University of Cincinnati Graduate School transcript will include all grades received during the pre-clinical years. The transcript is maintained by the Graduate School and requests must be made through the registrar's office.
 - ii. University of Cincinnati Medical School transcript will include all grades received during the clinical years. This transcript is maintained by the College of Medicine

office of academic affairs.

IV. Requirements for Retention and Advancement

The Medical Scientist Promotion Board has specified the minimum requirements for advancement, as well as the minimum requirements to maintain enrollment. Failure to meet any one of these requirements will result in recommendation of dismissal for poor scholarship from the Medical Scientist Training Program and/or the College of Medicine. The decision to dismiss a student is the responsibility of the Dean of the College of Medicine.

- a. The MSTP students will follow the Medical school policy during the medical years and the graduate school policy while in the graduate years. They are also to follow program, department and college policies in which they are doing their PhD work.
- b. In addition, MSTP students are subject to the following MSTP requirements
 - i. Students have a maximum of 6 years to complete their PhD work and a total of 10 years to complete the entire MSTP. Time spent on Leave of Absence does not count toward these limits. Students may appeal for additional time under extenuating circumstances to the MSTP APC. In accordance with the medical degree policy, students may take no more than 15 semesters of academic enrollment to complete the medical degree program. A student can take no more than six academic semesters to complete M1/2, and no more than nine academic semesters to complete M3/4. PAC approval is also required if the request involves exceeding the medical degree limits.
 - ii. A minimum 3.0 grade point average must be maintained. Should the student's grade point average be less than 3.0 for two consecutive semesters, a recommendation of dismissal is in order.
 - iii. The student must have taken and passed USMLE Step 1 by December 1st following completion of the M2 year.
 - iv. Regarding dissertation committees, students must follow all guidelines for their specific PhD program as well as including faculty who meet the following requirements:
 1. Faculty member who holds an MD
 2. One member of the MSTP faculty (other than mentor)
 - v. Research progress is documented by a minimum of two written reports annually from the student's PhD dissertation committee to the MD/PhD Program Director. The student is expected to meet with their committee every six months. Progress forms should be submitted to the MSTP office within 2 weeks of the committee meeting. All reports are transmitted to the MSTP APC. The reports will be placed in the student's file. Receipt of two unsatisfactory reviews by the PhD dissertation advisor and two unsatisfactory final ratings from the PhD dissertation committee will result in a recommendation of dismissal by the APC.
 - vi. Dismissal from a lab or graduate program is grounds for dismissal from the MSTP program.

- c. Advancement to Doctoral Candidacy
By the end of the fifth year in the program (G3 year), excluding any Leave of Absence, a student must have completed the following requirements to permit advancement to candidacy. Failure to complete any one of the following will result in a recommendation of dismissal from the MD/PhD Program.
- i. A student must have completed all required didactic coursework with a minimum grade point average of 3.0 or above.
 - ii. The student must have taken and passed all qualifying examinations and have been admitted to candidacy for the PhD.
 - iii. A student will have only two attempts to pass the PhD qualifying examination. Failure to pass on the second attempt will result in a recommendation of dismissal from the MD/PhD Program.
- d. Advancement to Clinical Coursework
- i. Passed the PhD qualifying exam.
 - ii. All dissertation research must be completed to advance to M3 year. The decision as to whether research is completed is made by the student's PhD dissertation advisor and committee and must be conveyed in a letter from the PhD dissertation advisor to the MD/PhD Program Director who forwards it to the MSTP Steering Committee for approval
 - iii. MSTP students must have a minimum of one **peer-reviewed** first author paper containing original scholarship published before their return to M3. Reviews, preprints, overlay journals, and journals with optional response to peer-review (e.g. eLife) do not fulfill this requirement. Dissertations must be written and defended prior to reentry into clinical work. Special cases will be considered individually by the MSTP Program Director.
 - iv. Students wanting to re-enter medical school must complete the following items before approval for re-entry can be approved by the Steering Committee.
 1. The student must submit a formal letter of intent to the MSTP Office by July 15th during the summer prior to re-entry. The letter must include the following:
 - a. Timeline for completing PhD work and defending
 - b. Intentions to complete a longitudinal clerkship
 - c. CV – including publications
 2. It is encouraged that students meet with the Director of Graduate Studies by August 31st during the summer prior to re-entry to discuss intent to re-enter.
 3. The student must meet with their committee by November prior to re-entry and they must sign off that the student will be able to complete all requirements by the end of June.
 4. Re-entry application is due by January 3rd.
 5. Re-entry must be approved by the steering committee before the student can enter the M3 Lottery

- e. Non-cognitive Requirements for All Years
 - i. The APC avers that on occasion events other than course grades may raise doubts about a student's suitability for earning the faculty recommendation that he/she is progressing satisfactorily toward becoming a physician-scientist. The APC expects MSTP students to meet high professional standards in congruence with the professional standards set forth by the [College of Medicine Student Handbook](#). To meet these standards, the following are requirements of an MD/PhD student in the College of Medicine:
 1. A student shall assume personal responsibility for his/her medical education. He/she must be punctual, reliable and conscientious in fulfilling professional duties, including attendance at required course activities, examinations and clinical rotations.
 2. A student shall seek appropriate consultation with faculty, staff and other support sources with respect to his/her academics and patient care responsibilities when so directed by the APC, course directors and/or administration.
 3. A student is expected to be responsive to communication from faculty, the APC and administration, and to accept responsibility to access those resources available to aid a student in meeting academic requirements.
 4. A student shall maintain professional demeanor, hygiene and appearance when in a patient care setting, while presenting oneself as an MD/PhD student, or otherwise representing the College of Medicine. The medical student must adhere to the dress code of the facility at which he/she is rotating.
 5. A student who fails to maintain the highest degree of personal and professional standards deemed essential for all MD/PhD students by the APC is subject to a recommendation of dismissal from the MSTP and the College of Medicine.

V. Requirements for Graduation

- a. Successfully complete the designated program for the PhD.
- b. Successfully complete the designated program for the MD.
- c. Successfully complete all MSTP requirements.
- d. Discharge all financial obligations to the University at least four weeks prior to Commencement Day.

VI. Academic Deficiencies

- a. Letter of Concern
 - i. The APC may issue a Letter of Concern if, in its judgment, the student is at academic risk. The decision to issue a Letter of Concern is a matter of discretion of the APC and is not a prerequisite or condition to later action, adverse or otherwise, regarding a student. An unsatisfactory performance, whether interim or final, may

result in the APC sending a Letter of Concern to a student, e.g. course failure or unsatisfactory report from a dissertation advisor.

- ii. The nature of the Letter of Concern status is meant to alert the student that he or she is in significant academic or professional difficulty. It is not recorded on the student's official transcript and does not affect financial aid. Receipt of a Letter of Concern cannot be appealed.
- iii. To have the Letter of Concern status removed, a student must maintain two successive semesters with passing grades in all courses and demonstrates improvement in the noted deficiency, e.g., receive no Failures or Conditionals. The passing grades may be interim grades. However, the APC may retain a student's Letter of Concern status for a period longer than two semesters, if the APC believes that extending the Letter of Concern would be beneficial to the student's academic progress.

VII. Professionalism

- a. The APC recognizes the range and degrees of behavior that encompass professionalism. However, a medical student who fails to maintain the degree of personal and professional standards deemed essential for all medical students is subject to actions which may include a recommendation of dismissal.
- b. An individual who has concerns about the professionalism exhibited by an MSTP student may express concerns to the APC, MSTP Program Director, MSTP Associate Director for Graduate and Medical Studies, or the Associate Dean for Student Affairs. The APC or the appropriate PAC if the student is in the medical years will be informed of the behavior and, if applicable, take any action to correct the behavior. The APC may do further investigations which may include a required student appearance at an APC meeting and communication with involved parties.
- c. After deliberation, the APC will summarize its findings in the official minutes and communicate its findings and decisions to the student in writing. The committee may choose to do any or a combination of the following:
 - i. Take no action
 - ii. Place the student on a Professional Warning status. A simple majority of the voting members in attendance at the APC meeting must agree to the placement of the student on Professional Warning. In placing a student on Professional Warning, the PAC will specify the corrective actions, activities and parameters that the student will be required to demonstrate or perform. These may include, but are not limited to, monitoring of performance; a Leave of Absence; specifications regarding the student's academic program and schedule; periodic updates or appearances before the APC; consultation and advising, or other actions. The APC will also delineate specific timelines as applicable for resolution of the Professional Warning. A student in Professional Warning status will undergo regular reviews by the APC to assure that progress is being made by the student in addressing the concerns that led to the Professional Warning status. Removal of Professional Warning Status is at the discretion of the APC and requires a simple majority vote of APC members.
 - iii. Inform others, such as appropriate course directors and members of the COM administration, of the student's need to engage in corrective actions so that appropriate monitoring can be provided. In addition, the APC may work with the course directors, advisors and COM administration to arrange for alterations of

instructional situations and/or mentoring to assist the student in correcting the deficiencies.

- iv. Determine if a statement regarding the professionalism problem should be placed in the student's MSPE; or, if the MSPE has been sent, to send out an addendum to the MSPE to the student's matched residency program or programs to which the student is applying of the specific needs which the student has regarding professional guidance.
- v. Determine that dismissal is appropriate due to unprofessional behavior.

VIII. Leave of Absence

- a. The MSTP will follow the College of Medicine Leave of Absence Policy. See the student handbook for details.
- b. During the graduate years, the MSTP Academic Progress Committee will decide if a leave of absence is approved for the MSTP; students will also have to request a leave of absence from their Graduate Program, following the guidelines provided in the Graduate School Handbook
 - i. Request for Leave of Absence
 1. A student may request a leave of absence in writing through the program directors office. The program director will forward this quest to the APC who will approve or deny the request.
 2. A student may be placed on emergency Leave of Absence by the program director, if circumstances warrant. The MSTP Director will notify, the appropriate course director and PhD advisor that the student is on leave. The APC will determine final approval of the Leave of Absence.
 3. On occasion, a student who requests a Leave of Absence may be asked to be present for the Promotion Board meeting at which the request is heard.
 - ii. The student's grade at the time a Leave of Absence begins will be recorded on the student's official transcript.
 - iii. A Leave of Absence will include that semester in which the leave began. Withdrawal from all or a portion of the curriculum without approval through an official Leave of Absence will result in an automatic grade(s) of Failure (F). All programmatic alterations for academic reasons must be reviewed with the MSTP APC for its approval.
 - iv. Starting on the first day of the Leave of Absence the student's stipend will be terminated until they return to the program.
 - v. Length of Leave
 1. The maximum length of a Leave of Absence is typically one year. However, a student may petition the MSTP Promotion Board for a second year for extenuating circumstances.
 2. If a leave is taken for greater than one year, upon return a student may

be required to audit coursework for which he/she holds credit to ensure up-to-date knowledge.

- vi. While on Leave of Absence, a student is not permitted to audit a required course at the College of Medicine.
- vii. During a Leave of Absence, the time-related requirements for meeting the minimum standards of the College are temporarily suspended. The semester in which the leave is undertaken does not count toward the total time allotted in which to meet the minimum requirements.
- viii. Re-entry Following a Leave
 - 1. Reentry will be granted upon the condition that the circumstances precipitating the leave have been ameliorated.
 - 2. The student must request in writing and needs approval by the APC to return to the curriculum. If a student does not respond in writing by the deadline stipulated in the Leave of Absence approval letter, the student will be withdrawn from the MD/PhD Program and the College of Medicine.
 - 3. The letter of quest to return must explain how the need for a Leave of Absence has been resolved. The APC may specify any documentation to support the student's readiness to resume coursework. Reentry may be granted by the APC if it is determined that the circumstances precipitating the Leave have been ameliorated.

IX. Academic Rights of Students

a. Grievances

- i. For grievances related to graduate coursework, issues of discrimination, or rights to review records, the guidelines and procedures are outlined in the [Graduate Student Grievance Procedures](#).
- ii. For grievances related to medical coursework, the guidelines and procedures are outlined in the [Medical Student Handbook](#).
 - 1. Appeal of MSTP APC, PAC, and Honor Council decisions may not be heard or appealed through the grievance procedure, but are heard through other designated procedures outlined in the [Medical Student Handbook](#).

b. Academic Appeal

- i. A student recommended for dismissal from the MD/PhD Program may appeal the APC or PAC decision. The request to appeal must be made in writing to the Senior Associate Dean for Educational Affairs within 5 business days of receipt of the written termination notice, or any right of appeal is forfeited. If no appeal is sought, the APC/PAC recommendation of dismissal stands and is transmitted to the Dean of the College for a final decision.
- ii. See the Medical Student Handbook for further details under the Academic Status

Appeal Process section. Appeal of a recommendation for dismissal from the MSTP will follow this process whether the student is in the medical or graduate years.

X. Withdrawal or Dismissal from the MD/PhD Program

- a. Withdrawal or Dismissal
 - i. In rare instances where a student does not find compatibility with both areas, a student may choose to withdraw from the program. When a student cannot meet the minimum standards for academic performance, he/she may leave the program through dismissal. Upon withdrawal or dismissal from the MD/PhD Program, a student may desire to continue in either the MD or the PhD track. Continuance in either program is not automatic. At the time of withdrawal or dismissal the student's stipend will be terminated immediately. Tuition coverage will only be extended through the end of the current semester in which the student is enrolled.
- b. Transfer to MD Program
 - i. A student who withdraws or is dismissed from the MD/PhD Program may seek entry into the MD Program as a transfer student. The student would need to apply for a transfer with the COM Admissions Office. This is not an option if the recommendation of dismissal came from the PAC.
- c. Transfer to PhD Program
 - i. If, while in the MD/PhD Program, the student has selected a PhD-granting department/program and has been accepted to that program and is in good standing with that program, the student may continue as a graduate student and complete the PhD. If the MD/PhD student has not been accepted into a PhD-granting department or program, the student must apply directly to the department of his/her choice.

XI. Class Ranking & MSPE

- a. Refer to the Class Rank System portion of the [Medical Student Handbook](#).

XII. Participation in Scheduled Activities

- a. Excused and Unexcused Absences
 - i. Medical years: refer to the absence policy portion of the Medical Student Handbook.
 - ii. Graduate years: refer to the Graduate School Handbook as well as Department and Programs specific policies.
- b. Enrollment Status
 - i. A student's enrollment status must be known at all times, and a student's whereabouts at all scheduled academic times must be available to the MSTP Director. A student is to record any change in status on a MSSF Form, secure the appropriate signatures, and submit the form to the Registrar of the College of

Medicine.

c. Participation in required MSTP Activities

i. Student attendance is required at the following Events/Activities

1. Fall Retreat
2. Spring Retreat
3. Program Meetings (6 per year)
4. Transition Series Meetings

ii. Journal Club

1. Attendance

- a) Students must complete 6 semesters of Journal Club for credit.
- b) Students must sign-up for FS of M1, SS of M1, US M2, FS of M2, and SS of M2 (5 total).
- c) Students must sign-up and lead during one semester of graduate school (1 total).
- d) Incoming M1 students are encouraged to attend all sessions after their start of July 1st of their start year, however cannot receive credit.
- e) Meeting attendance is mandatory. Excused absences are for unavoidable academic conflicts and excused absences for reasons that comply with UC College of Medicine M1/M2 excused absence criteria (see Medical Student Handbook).
- f) Requests for excused absences from Journal Club Meetings need to be submitted to the MSTP Office as much in advance as possible. MSTP Leadership will then decide on whether the requested absences will be excused (the request should include reason for the needed absence, conference meeting dates, etc). Requests submitted less than a week before the absence will not be considered unless under extraordinary circumstance such as illness or death of a family member.
- g) Work for absences (excused or unexcused) that results in an attendance rate below 78% is required to be made up. The type and process of the make-up work is at the discretion of the journal club leaders. No credit will be given for unexcused absences even if that work is made up.

2. Grading

- a) Journal club will be graded as a Pass/Fail course.
- b) Students must attend 78% of sessions held during each semester of JC to receive credit; students who cannot attend 78% of sessions due to excused absences may make up the session at the journal club leaders' discretion.
- c) At least 14 Journal Club sessions must be held during the course of the fall and spring semesters, and at least 9 sessions are to be held during the summer semester.
- d) It is within the purview of the Journal Club leaders to require a certain levels of participation including presentations of enrolled

students.

- e) Any students that do not complete the requirements outlined above will receive a failing grade.
- f) All decisions regarding final grades lie with the MSTP director or their designee.

iii. Program Meetings

- 1. Students are required to attend bi-monthly Program Meetings.
- 2. Students are required to present their research at least 1 time at a Program Meeting.

iv. Program Retreats

- 1. Students are required to attend all retreats sponsored by the program.
- 2. If students are unable to attend a retreat or will arrive late, they should notify the MSTP Associate Director of Curriculum Development and the MSTP Office at least 4 weeks prior to the event.

v. Lab Rotations

- 1. Summer prior to M1 students must complete one 4-week lab rotation.
- 2. Summer prior to M2 students must complete eight weeks of lab rotations.
 - a. Typically this is split into two 4-week rotations.
 - b. Students must receive permission from the MSTP Director or her/his designee to alter this guideline.
- 3. All summer lab rotations must be approved by the MSTP Director or his/her designee

vi. Individual Development Plans (IDP)

- 1. Students are required to submit annual IDPs through Greentracks
- 2. Students are required to update their Greentracks account in advance of each APC meeting.

XIII. Financial Considerations and Requirements

- a. All offers of financial support (tuition and stipend payments) are contingent upon a student remaining in good academic standing with the program.
- b. Ohio Residency
 - i. The program will cover the cost of out-of-state tuition and fees only during the first year of participation in the program.
 - ii. Non-Ohio Residents are required to become Ohio residents following the first year in the program and should ensure their Ohio Residency status remains active during their time in the program.
 - iii. If a student does not become an Ohio resident the student will be responsible for the differences in fees.
 - iv. Students eligible for the "Metropolitan Rate" are not required to become Ohio residents; however, they will be responsible for any difference in cost from the in-state tuition rate (i.e. surcharge) while in their medical school years.

XIV. Updates to Handbook

- a. Proposal of Updates
 - i. Updates can be proposed by the APC and the Steering Committee.
 - ii. Student requests for changes should be directed through the student members of the Steering Committee.
- b. Approval of Updates
 - i. All updates must be approved the by the Steering Committee
 - ii. Approved updates will be added by the MSTP Staff
- c. Distribution of Updates
 - i. All students, Steering Committee, and APC Members will be notified of updates.

Notice of Non-Discrimination

The University of Cincinnati does not discriminate on the basis of disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, parental status (including status as a foster parent), sex, age, sexual orientation, veteran status, military status (past, present, or future), or gender identity and expression in its programs and activities.

The university does not tolerate discrimination, harassment, or retaliation on these bases and takes steps to ensure that students, employees, and third parties are not subject to a hostile environment in University programs or activities.

The university responds promptly and effectively to allegations of discrimination, harassment, and retaliation. It promptly conducts investigations and takes appropriate action, including disciplinary action, against individuals found to have violated its policies, as well as provides appropriate remedies to complainants and the campus community. The university takes immediate action to end a hostile environment if one has been created, prevent its recurrence, and remedy the effects of any hostile environment on affected members of the campus community.

UC is committed to the ideal of universal Web accessibility and strives to provide an accessible Web presence that enables all university community members and visitors full access to information provided on its websites. Every effort has been made to make these pages as accessible as possible in accordance with the applicable guidelines.

The University of Cincinnati provides free aids and services to people with disabilities to communicate effectively with us, such as qualified sign language interpreters and written information in other formats (large print, audio, accessible electronic formats, other formats). The University of Cincinnati also provides free language services to people whose primary language is not English, such as qualified interpreters (call 513-556-5503) and information written in other languages. If you need these services, please tell any employee of a University of Cincinnati health program or activity.

If you believe that the University of Cincinnati has failed to provide these services or discriminated in another way, you can file a grievance with the [Office of Equal Opportunity and Access](#) and/or [Office of Gender Equity & Inclusion](#). You can file a grievance in person, by mail or by email. If you need help filing a grievance, the Office of Equal Opportunity & Access and Office of Gender Equity & Inclusion staff are available to help you.