

**Certificate Program in Clinical Genetics
Handbook**



Virginia Commonwealth University
Department of Human and Molecular Genetics
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New Student Checklist

NOTE: DUE TO COVID19, THESE PROCESSES MAY CHANGE. MONITOR YOUR STUDENT EMAIL FOR INSTRUCTIONS

- Obtain your VCU eID. Your eID is an alphanumeric set of characters. Your eID is not your student or employee number (also known as your V-number, vID, or Banner number). The VCU eID allows you to access VCU resources such as myVCU Portal, VCU Mail, Blackboard, VCU Libraries resources, eServices, VCU SafeNet, and other central and departmental applications. The VCU eID vision is to provide all VCU affiliates with authenticated secure access to the information they need through the web using a simple, single sign-on process. My eID allows all VCU Staff, faculty, Students, Affiliates to update personal email and mobile phone number, reset known and forgotten passwords, and retrieve your forgotten eID. To Claim your eID, visit <https://myeid.vcu.edu>
- Obtain your VCUCard. The VCUCard is the official identification card for the Virginia Commonwealth University and Health System. While on the Monroe Park or MCV campuses, all students, faculty and staff are required to carry their VCUCard. In addition to identification, your VCUCard can be used at select businesses for purchases, to print and copy in computer labs and at print stations, to access the VCU recreational centers, and for entrance into athletic events and other activities. For more information on how to obtain your VCUCard, visit <https://vcucard.vcu.edu/services/vcucard/>.
- Request after hours Sanger Hall building access. In order to get after-hours access to Sanger Hall, a Service Desk Ticket must be entered into the system. Administration must approve of the request. Please visit <https://itsupport.vcu.edu/> to submit the request. VCU cards can take up to 2 weeks to become activated. Activated cards must be swiped for the first time within 2 weeks or will become inactive. Cards not used often enough will become inactive (so swipe cards every month or so). If you have questions, see Suzanne Finley 804-628-3265 or catherine.finley@vcuhealth.org.
- Request VCU GC Student Room Access Code. Student room access code can be requested from Heather Creswick.

VCU MEDICAL CAMPUS



The majority of your time spent at VCU as a graduate student will be on the MCV Campus and in Sanger Hall. However, you may travel to the Monroe Park classes for your electives. Follow this link for an interactive map of both the Monroe Park and MCV Campuses, including a printable PDF:
<https://maps.vcu.edu/>

Virginia Commonwealth University

MCV Campus

Map Legend

	VCU Parking Decks		Non VCU Parking
	VCU Parking Lots		Non VCU Buildings
	VCU Residence Halls		Public Parking
	VCU Buildings		Rambikes
	Visitors Parking		VCU Transit Stops



VCU Parking & Transportation
 659 North 8th Street
 8:30 a.m. – 4:30 p.m.
 Phone: (804) 828-7275
www.parking.vcu.edu

Updated 2020

VCU Student Services

There are a variety of services available for students during their time at VCU. These services include:

- University Counseling Services: <https://counseling.vcu.edu/>
- VCU Student Health Services: <https://health.students.vcu.edu/>
- Hunton Student Center: <https://usca.vcu.edu/facilities-operations/hunton-student-center/>
- Records and Registration: www.rar.vcu.edu
- Office for Multicultural Student Affairs: <http://omsa.vcu.edu>
- VCU Police/Public Safety: <https://police.vcu.edu>
- Safety Advisories: www.alert.vcu.edu
- RamSafe and MCV Campus Escort: <https://parking.vcu.edu/transportation/ramsafe/>
- GRTC Partnership: <https://parking.vcu.edu/transportation/grtc/>
- VCU RAM guide: <https://www.vcu.edu/life-at-vcu/>

Health Insurance Requirement

All School of Medicine graduate students are required to have a health insurance plan that meets the following criteria:

- The plan is provided by a company licensed to do business in the United States with U.S. claims payment office and a U.S. phone number
- The plan includes prescription drug coverage
- The plan is active and provides coverage through July 31 of the academic year in which the student is enrolled
- The plan provides coverage for pre-existing conditions.

Note that having health insurance is a national law/obligation in the United States. Failure to hold health insurance can result in the application of penalties and a loss of visa status for international visitors. For more information, please see: University Student Health Services - Health Insurance

Technology Use Guidelines—Certificate in Clinical Genetics

Cell phone use, including texting, emailing, social networking, etc. is strongly discouraged in classroom, clinical areas, or education conferences (e.g. Wednesday's clinical and/or noon conference). Unless a student has been asked to check for messages or to use the internet to answer a question, cell phone use is not permitted. We recognize that emergencies and exceptions do happen. In those cases, we ask that you step out of the room if necessary to accept a phone call. Laptops are permitted be brought to class and clinic, but again are to be used for participation in these activities only, not for personal use during academic and clinical time. Emails from clinical supervisors and faculty should be returned promptly (within one business day if not sooner), even if you are just acknowledging receipt of the email with additional information to come. Students are not expected to respond to emails on weekends. Similarly, students should not expect supervisors or faculty to check and respond to emails on weekends.

Standards of Professional Behavior

These standards describe behaviors expected from all members of the School of Medicine (SOM) community, in educational, clinical, research and administrative settings. Professionalism is expected during all interactions, whether face-to-face or via telephone, video, email, or social networking technologies.

Members of the SOM Community will:

- Recognize their positions as role models for others in all settings.
- Carry out academic, clinical and research responsibilities in a conscientious manner, make every effort to exceed expectations and make a commitment to life-long learning.
- Treat everyone in the SOM community with sensitivity to diversity in culture, age, gender, disability, social and economic status, sexual orientation, and other personal characteristics without discrimination, bias or harassment.
- Maintain patient, research subject, and student confidentiality.
- Be respectful of the privacy of all members of the SOM community and avoid promoting gossip and rumor.
- Interact with all other members of the SOM community in a helpful and supportive fashion without arrogance and with respect and recognition of the roles played by each individual.
- Provide help or seek assistance for any member of the SOM community who is recognized as impaired in his/her ability to perform his/her professional obligations.
- Be mindful of the limits of one's knowledge and abilities and seek help from others whenever appropriate.
- Abide by accepted ethical standards in scholarship, research and standards of patient care.
- Abide by the guidelines of the VCU Honor System

Informal Process for Addressing School of Medicine Concerns Regarding Professionalism

If you perceive or experience instances of personal abuse or some other form of what you view as unprofessional behavior on the part of your teachers or colleagues, you are encouraged to report such incidents through normal channels for counsel and possible rectification. If this route is awkward for you, an alternative approach is consultation with a member of the SOM Professionalism Committee. For a full description of the latter process and the persons to contact (current members of the SOM Professionalism Committee, as well as the most up to date information on how to file a professionalism concern, please see the SOM Professional website: VCU SOM Professionalism Committee

Students' Bill of Rights and Responsibilities and Mistreatment Prevention Policies

For policies and guidelines governing many aspects of the learning environment that were developed by Virginia Commonwealth University and the VCU School of Medicine and help define student rights and responsibilities please visit: https://medschool.vcu.edu/about/deans-office/studentaffairs/mistreat_prevention/

Student Advocate

All Health Sciences students have access to a student advocate in to assist you in navigating issues you may be facing such as customer service issues, communication disconnects, or the inability to access student services in a timely manner. He/she will address your problem by clarifying university policy, making appropriate referrals, and helping you to develop options in an effort to find solutions. If you are seeking an informal means for resolving an issue, the student advocate can help.

Title IX

Virginia Commonwealth University is committed to providing an environment free from sexual misconduct, assault, harassment or any sex/gender discrimination that may violate Title IX of the Education Amendments of 1972 and other state and federal laws. For more information about how to report an incident and to review the process once an incident is reported, please visit: <https://equity.vcu.edu/titleix/>

Expectations for All School of Medicine Graduate Students

Expectations include, but are not limited to, the following:

- Exhibit professional behavior and treat all faculty members, staff and fellow students with honesty, dignity, respect and fairness
- Be fully committed to and give full effort on all aspects of their training
- Follow all VCU, Graduate School, School of Medicine and program guidelines and policies Work with graduate program directors, counselors and advisors to enroll in appropriate coursework for their programs and strive to achieve all training benchmarks
- As required by their programs, identify (with guidance) and work collaboratively with advisors for thesis, dissertation, capstone and other projects
- Maintain an overall GPA ≥ 3.0 in graded coursework and grades of 'S' in S/U/F coursework
- Reach out for guidance, advice and input from program directors, advisors and others when needed
- Participate when possible in the recruitment of future School of Medicine graduate students
- Adhere to the VCU Student Conduct and Academic Integrity policies
- Follow additional expectations described in the VCU Bulletin, on the School of Medicine Education website, School of Medicine Professionalism Committee Guidelines, on the VCU Student Conduct and Academic Integrity website, and in Program materials.

ACADEMICS



Division for Academic Success

The Division of Academic Success offers disability and academic support services to students in the VCU Health Sciences schools. Those schools include the College of Health Professions, Dentistry, Medicine, Nursing, and Pharmacy. Their mission is to create inclusive and accessible learning environments while facilitating academic success.

The Division for Academic Success (DAS) offers an array of services to students on the medical campus. Students with disabilities work with us to receive academic accommodations. Even if a student has been previously enrolled on the Monroe Park Campus and received accommodations there, he or she will need to contact DAS in order to receive accommodations on the medical campus. All students, regardless of disability status, may meet with DAS to get help with learning strategies, study or test-taking skills, time management, and other issues affecting their academic performance.

Disability support services are provided for documented disabilities and can include academic and/or clinical accommodations, as well as consultations. Meetings are confidential and your specific disability information is not discussed with your professors or department.

It is important to note that academic accommodations are NOT retroactive. This means that any work completed or turned in prior to sharing your accommodations letter with the professor/instructor will not be included in your accommodations. This is one important reason why it is best to register with DAS early, even if you do not utilize accommodations at the beginning of the semester. If you do wish to use accommodations later in the semester, beginning the process then may take longer than you anticipate and delay any potential academic accommodations.

For more information or to register with DAS, please visit <https://das.vcu.edu>.

Standards and Retention Policy: Certificate in Clinical Genetics

This document outlines the standards for academic and clinical performance and professional conduct for students in this program.

Student Code of Conduct

Students are required to satisfy Virginia Commonwealth University general standards of conduct, as discussed in the VCU Student Code of Conduct: <https://conduct.students.vcu.edu/student-code-of-conduct/>

Student Academic Standards

Students are required to satisfy Virginia Commonwealth University general academic requirements for graduate degrees. The Certificate program also follows additional standards specific to the School of Medicine. Please see the Graduate Students Policies and forms section at <https://medschool.vcu.edu/current-students/>.

Satisfactory Academic Progress and Review of Student Progress

Satisfactory academic progress consists of maintaining a cumulative graduate GPA ≥ 3.0 , exclusively receiving grades of S in S/U/F coursework, passing any and all proposal, thesis and/or dissertation defenses, following all VCU/Graduate School/School of Medicine/Program guidelines, and meeting all program requirements in a timely fashion. Students are reviewed twice annually by their graduate program.

Students who have a GPA < 3.0 , or receive a grade of U, or fail a qualifying or comprehensive examination, or fail a proposal, thesis or dissertation defense, or fail to secure a thesis or dissertation advisor, or have violated a VCU/Graduate School/School of Medicine/Program policy or guideline, or are not making timely progress toward their degree can be considered for dismissal from their program. Students who receive 3 grades of U will be dismissed according to the policies of the Graduate School. Students should see the VCU Bulletin for additional information

Academic Dismissal and Appeal

Students who fail to meet and/or maintain the above academic and conduct standards are subject to VCU penalties and other disciplinary actions, including dismissal from the program. For more information about satisfactory academic progress, dismissal, and appeal processes, please see the following:

- Satisfactory Academic Progress
- Dismissal from a Graduate Program and Appeal Process
- Termination of Enrollment and Appeal

Evaluation of Student Progress

Formative assessment occurs throughout student training. If a faculty member has reason to believe that a student is in violation of any of the student conduct of performance standards, action will be taken by the Program. Such action may include, but is not limited to, the following:

- 1) A Program faculty member will speak directly to the student as well as any other parties, as appropriate.
- 2) All core Program faculty will be informed of the violations(s).
- 3) Program faculty will determine the steps necessary for the student to rectify the violations(s) or to terminate the student from the program. In the former case, faculty may require as appropriate, additional coursework, psychological evaluation and/or counseling, or leave of absence. The student will receive written notification of the violation(s) and the plan to address the violation(s). In the event that a student is not terminated from the Program, a written contract between the student and the Program detailing a plan of action and timeline for completion of the action plan will be formulated.
- 4) Disagreements about the resolution of any issue may be handled through the VCU Rules and Procedures guidelines for grievances. Reporting Graduate Student Training Concerns ([link](#))

Remediation

Students may be subject to remediation should they fail to meet minimum satisfactory progress requirements. Please see satisfactory academic and clinical progress statement for additional details.

Student Mediation

Should Mediation be required, VCU provides these services. These policies help protect students and faculty alike. <https://ombudsperson.vcu.edu/>

Certificate in Clinical Genetics Curriculum

Fall Semester

HGEN 501 Introduction to Human Genetics (3 credit hours)

BIOS 543 Graduate Research Methods I (3 credit hours)

Elective (2-3 credit hours)

Spring Semester

HGEN 502 Advanced Human Genetics (3 credit hours)

HGEN 606 Introduction to Clinical Genetics (1 credit hour)

Clinical Genomics (2 credit hours)

Elective (2-3 credit hours)

Electives

Please select one elective per semester. The following list is not inclusive.

ALHP 708 Ethics and Health Care

ANAT 612 Human Embryology

BIOC 503 Biochemistry, Cell and Molecular Biology

BIOS 544 Graduate Research Methods II

BNFO 508 Intro to Bioinformatic research

CCTR 640 Team Science: Theories and Practice

EPID 645 Public Health Genomics

ECSE 541 infants and young children with special needs

ECSE 542 Family professional partnership

GRAD 615 Biomedical Science Careers Seminar Series

HADM 611 Health Care Law and Bioethics

HADM 615 Health Care Politics and Policy

HADM 646 Health Care Organization and Leadership

HADM 681 Clinical Concepts and Relationships

HCPR 601 Introduction to Health Policy

HGEN 527 Medical Genetics

HGEN 528 Medical Genetics

HGEN 611 Data Science I

HGEN 612 Data Science II

HGEN 620 Principles of Human Behavioral Genetics

HGEN 631 Advanced Dental Genetics

IDDS 600 Interdisciplinary Studies in Developmental Disabilities: Teamwork in Serving Persons with Developmental Disabilities

NURS 772 Qualitative Research

PATC 635 Clinical Ethics

PHIL 602 Biomedical Ethics

PSYC 603 Developmental Processes

PSYC 619 Learning and Cognition

PSYC 620 Design and Analysis of Psychological Research

PSYC 629 Biological Basis of Behavior

PSYC 630 Social Psychology

PSYC 660 Health Psychology

SBHD 611 Health Literacy

Clinical Case Conference

Certificate students are invited to attend the Clinical Case Conference which takes place each Wednesday from 11am-12pm (Zoom meeting during COVID19). This meeting is to facilitate conversation about interesting cases among students, fellows, genetic counselors, and physicians. Typically, the second year Genetic Counseling students will each give a verbal presentation discussing an interesting case they have been recently involved with. Clinical conference is a learning process..