

POLICIES, PROCEDURES AND GUIDELINES

Baylor
College of
Medicine®

NATIONAL SCHOOL OF
TROPICAL
MEDICINE



April 29, 2015

Approved by NSTM faculty: 1/14/14; 9/5/2014; 3/17/2015

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EXECUTIVE SUMMARY
POLICIES, PROCEDURES AND GUIDELINES
NATIONAL SCHOOL OF TROPICAL MEDICINE
BAYLOR COLLEGE OF MEDICINE

The National School of Tropical Medicine (NSTM and School) established in August 2011 is one of the four schools of Baylor College of Medicine (BCM). The mission of the NSTM is to train health scientists and providers, develop new technologies (e.g., vaccines, drugs and diagnostics) to treat and prevent Neglected Tropical Diseases (NTDs), and shape global public policies to effectively deliver new and appropriate technologies for diseases affecting the poorest people around the world, including those in Texas and the United States.

These guidelines (Guidelines) describe the basic principles by which the NSTM achieves its objectives and the processes established to ensure those principles are consistently carried out. The Guidelines are divided into three major sections:

Section I: Administration and Governance: This section includes the NSTM mission, vision, external advisory board, organizational structure, and committee composition within the academic governance structure and committees' responsibilities.

Section II: Academic Programs, Regulations, and Student Conduct: This section describes the academic programs including those under development, admissions requirements, academic regulations (e.g., attendance, grade changes, withdrawal from the program, and student grievance policy), and student conduct.

Section III: Faculty Responsibilities and Appointments: This section covers faculty responsibilities in education, research, and clinical services. It also includes specifics of NSTM faculty membership (i.e., core, affiliate, and collaborative) and, primary, secondary, and adjunct appointments.

The newly established School is in the process of developing a variety of basic, clinical, biotechnology educational programs to train a new generation of scientists and health professionals. As the School continues to grow, the Guidelines will evolve to reflect changes in administration, governance, academic programs, academic regulations, as well as student, faculty, and staff responsibilities. The Guidelines aim to provide a framework in which the NSTM operates and is not meant to be comprehensive in describing all BCM policies and procedures; hence, readers should refer to the Student Handbook, Faculty Handbook, Faculty Bylaws, and other BCM policies and procedures publications for items not covered in the Guidelines.

POLICIES, PROCEDURES AND GUIDELINES
NATIONAL SCHOOL OF TROPICAL MEDICINE
BAYLOR COLLEGE OF MEDICINE

The National School of Tropical Medicine (NSTM) at Baylor College of Medicine is the first school in the United States solely committed to addressing the world's most pressing tropical disease issues. The School applies strong traditions in basic, translational, and applied biotechnology research by the BCM faculty and staff with the newly affiliated Sabin Vaccine Institute Product Development Partnership (Sabin-PDP). The NSTM works in partnership with Texas Children's Hospital, home of the Sabin Vaccine Institute & Texas Children's Hospital Center for Vaccine Development and the Department of Pediatrics, Section of Pediatric Tropical Medicine.

The NSTM embraces diversity among its students, faculty, and staff as a prerequisite to achieving its goal in education, research, and policy making. As the School continues to develop, its commitment to incorporate diversity of all aspects will continue to be reflected in its administration, organizational structure, faculty/staff appointments and retention, committee appointments, and student recruitment efforts.

SECTION I: ADMINISTRATION AND GOVERNANCE

ARTICLE 1 ADMINISTRATION

1.1 Vision – The vision of the National School of Tropical Medicine at Baylor College of Medicine is to harness the scientific capacity of the Texas Medical Center and apply it towards solving global health problems affecting the world's poorest people, including inhabitants of Texas and the United States.

1.2 Mission – The mission of the National School of Tropical Medicine, the first school in the U.S. solely committed to solving the world's most pressing tropical disease issues is to:

- Train the next generation of global health scientists and global health care providers in the area of tropical medicine.
- Establish capabilities and core competencies for the discovery, development and delivery of a new generation of appropriate global health technologies - vaccines, drugs and diagnostics -for the world's major tropical diseases, NTDs, and other neglected infections of poverty.
- Establish and enhance capabilities to treat and prevent NTDs including NTDs in Texas.
- Provide training that will lead to the shaping of public policy around the delivery of new and appropriate technologies for tropical diseases affecting the poorest people in low income countries.

1.3 External Advisory Committee – The External Advisory Committee is comprised of members from leading academic organizations (e.g., top-tier higher education institutions and the Association of American Medical Colleges) and tropical medicine physician scientists and researchers as well as biotechnology scientists and policy makers. The committee members assist the NSTM in accomplishing its mission to solve the world’s most pressing tropical disease issues. The charter of the members of the External Advisory Board includes:

- Acting as advocates for the NSTM.
- Bringing perspectives from the public sector, industry, national laboratory, or university they represent to the NSTM strategic planning process.
- Assisting the NSTM in the continuous evaluation of objectives.
- Providing feedback on student learning outcomes assessment.
- Evaluating curricula and provide suggestions for improvement.
- Partnering with the NSTM as guest lecturers and seminar participants.

1.4 Organizational Structure – The NSTM is the academic home for tropical medicine education, clinical, and research programs (see figure 1: NSTM Organization Chart).

1.4.1 Dean – The Dean is the chief executive officer of the NSTM. The Dean:

- Serves as a leader and the international face of the School.
- Represents the NSTM in Academic Council.
- Appoints committees (e.g., Education Executive Committee, Admissions Committee, and Curriculum Committee) within the NSTM academic governance structure.
- Recommends new NSTM programs or significant changes in existing programs to the Academic Council for consideration.
- Provides a letter of support to department for the nomination of individuals for faculty appointments and promotions to the College Faculty Appointments and Promotions Committee.
- Collaborates with the Office of Public Affairs to promote NSTM internally and externally.
- Collaborates with the Office of Development, Center for Globalization, Office of Dean of Academic Affairs, and various departments to obtain financial support from public and private sources for the NSTM and its programs.
- Develops and evaluates all components of the NSTM budgets.
- Pursues extramural grants and contracts in support of the mission of the NSTM.
- Serves as a liaison between the NSTM, the medical, graduate and allied health schools within Baylor College of Medicine and other programs within the Texas Medical Center, the State, the United States, and internationally.

1.4.2 Associate Dean – The Associate Dean, the chief operating officer, supports the Dean and leads the implementation and evaluation of the mission of the NSTM. The Associate Dean:

- Assumes administrative responsibilities for the education, research, and clinical programs.
- Reviews all policies on a regular basis to ensure relevance and continued applicability to changing circumstances and recommends needed changes.
- Manages space allocated to the NSTM.
- Implements and administers the budgets.
- Represents the NSTM in various College committees.
- Represents the Dean in his or her absence.

1.4.3 Assistant Dean, Faculty & Academic Development – The Assistant Dean provides vision and oversight of faculty development, including determining appropriate resources and training to facilitate faculty growth. The Assistant Dean:

- Provides leadership in faculty development by designing a program to assist faculty at all career stages.
- Plans, develops, and manages faculty initiatives incorporating the latest research in teaching and learning.
- Identifies and develops faculty development events, workshops, programs, seminars, faculty learning communities, and conferences designed to improve teaching and learning.
- Creates a culture of teaching excellence.
- Consults with Dean, Associate Dean, and faculty members regarding faculty development issues and needs.
- Works collaboratively with the other leadership in Baylor College of Medicine to identify faculty development and training opportunities.

1.4.4 Assistant Dean, Education & Student Affairs – The Assistant Dean oversees academic program development and student life. The Assistant Dean:

- Conducts needs assessment to identify academic programs that align with the mission of the School.
- Develops academic programs and collaborates with faculty to design curriculum.
- Works collaboratively with Marketing/Communications to promote academic programs locally and internationally.
- Supports student learning outcomes assessment for continuous improvement
- Represents NSTM in various committees.
- Provides academic advising, counseling, and resources to promote academic, intellectual, and personal well-being of all students.

- Collaborates with college level Student Affairs Office to respond to personal, health, psychological, and academic problems as needed
- Maintains discipline in the programs and handles student complaints and emergencies.

1.4.5 Director of Medical Education – The Director of Medical Education oversees the development, direction, and coordination of all medical education activities. The Director of Medical Education:

- Administers the medical education programs in accordance with the overall objectives of the NSTM.
- Aligns programs that enroll medical students with medical school policies and mission.
- Promotes assessment of student learning outcomes and works with faculty members to identify changes to improve student learning.
- Provides leadership in the development of medical education and recommends policies.
- Participates in academic program review.
- Selects and recruits speakers to meet specific educational needs.

1.4.6 Director of Tropical Medicine Teaching Laboratory – The Director of Tropical Medicine Teaching Laboratory oversees the general operation of the teaching laboratory. The Director of Tropical Medicine Teaching Laboratory:

- Oversees health and safety standards in the teaching lab.
- Ensures proper and safe operation of equipment.
- Ensures laboratory spaces comply with appropriate health and safety regulations.
- Evaluates the needs for supplies and coordinate with teaching lab manager to order laboratory and teaching supplies.
- Designs and sets up laboratory exercise; consults with faculty on demonstration needs and initiates setups.
- Supervises lab teaching assistants/interns or other support staff.
- Advises students on proper techniques for laboratory analyses.

1.4.7 Director of Undergraduate and Graduate Education – The Director of Undergraduate and Graduate Education oversees the success of undergraduate and graduate education. The Director of Undergraduate and Graduate Education:

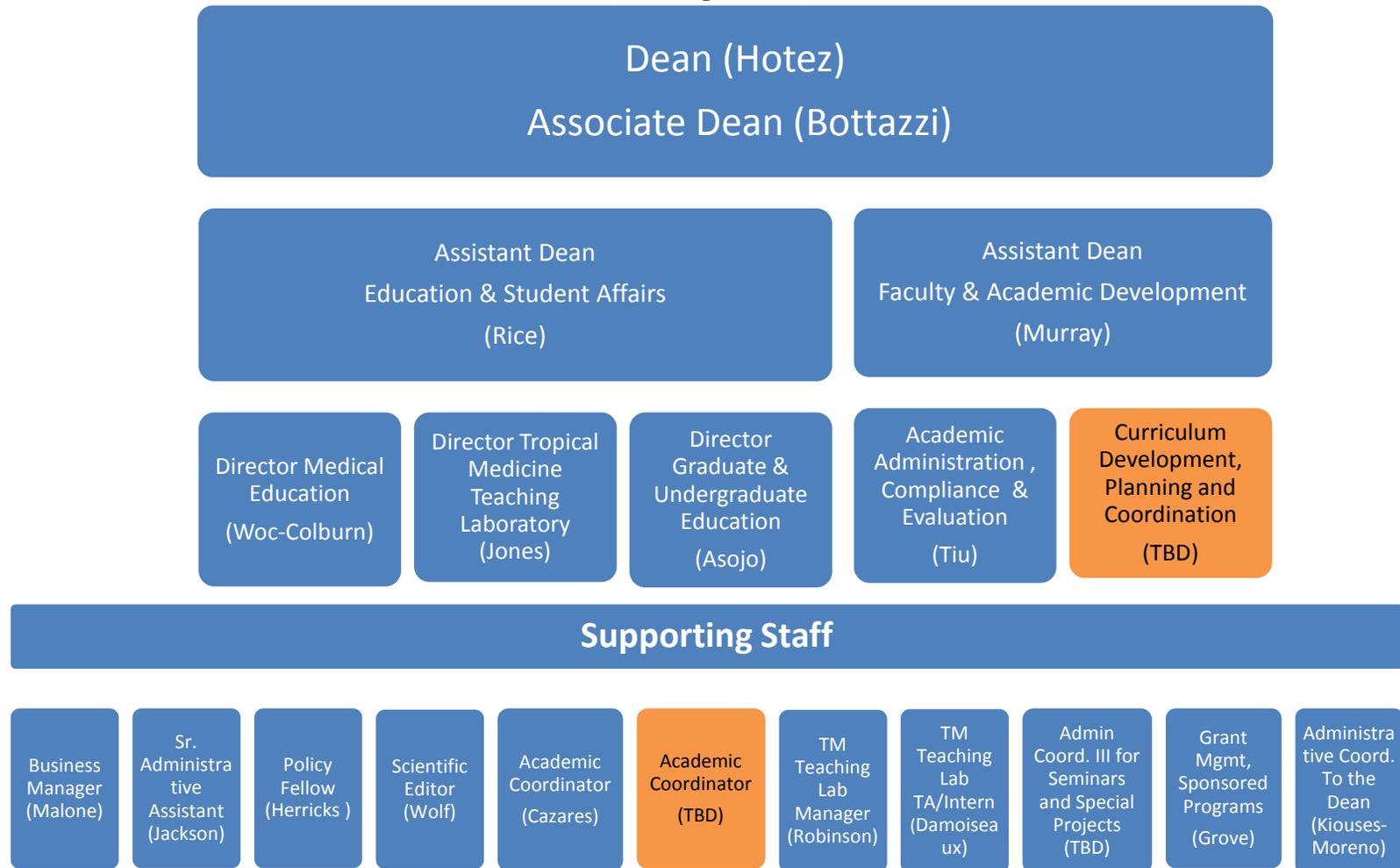
- Acts as a liaison with regional undergraduate institutions to develop educational programs in tropical medicine.
- Coordinates research activities for undergraduate visitors to NSTM.
- Administers graduate programs in accordance with the overall objectives of the NSTM.

- Aligns programs that enroll graduate students with Graduate School policies and mission.
- Aligns programs that enroll allied health students with Allied Health school policies and mission.
- Provides leadership in the development of graduate programs and recommends policies.
- Promotes assessment of student learning outcomes and works with faculty members to identify changes to improve student learning.
- Participates in academic program review of graduate programs.
- Serves on the Education Executive Committee.

1.4.8 Academic Administrator – The Academic Administrator oversees various administrative functions of the NSTM. The Academic Administrator:

- Develops policies and procedures within NSTM that coincide with the mission of Baylor College of Medicine.
- Works with all the directors to develop the assessment process, collects assessment data, and prepares assessment reports.
- Provides advisory recommendations to the Dean and Associate Dean on all academic curriculum matters.
- Oversees the development and implementation of academic strategic planning.
- Coordinates academic program review, assessment, and accreditation, and works with the Dean and Associate Dean in the review, study, and development of curriculum and in the improvement of instruction.
- Works in close cooperation with the faculty and any faculty governance bodies within NSTM, as well as with members of the College.
- Acts as a liaison with internal and external constituents in order to accomplish educational goals in the recruitments and retention of students and faculty.
- Develops processes that align with the accreditation standards established by the Southern Association of Colleges and Schools (SACS).

Figure 1. NSTM Organization Chart
(As of April 2015)



ARTICLE 2. ACADEMIC GOVERNANCE

The various committees described below represent the academic governance structure of NSTM. In order to properly conduct business in the name of a committee, the chair or co-chair via delegation by the chair and a quorum defined as a simple majority of the entire membership must be present. As the School continues to grow, committee composition and responsibilities will evolve to respond to the changing needs of the School.

2.1 Education Executive Committee – The Education Executive Committee is chaired by the Assistant Dean of Education and Student Affairs and includes the Director of Medical Education, Director of Undergraduate and Graduate Education, Director of Tropical Medicine Teaching Laboratory, Program Directors, Chairs of the Admissions Committee and Faculty Appointments, Promotion and Tenure Committee, faculty members, and Academic Administrator. The Committee:

- Sets academic standards for all education programs in alliance with BCM’s policies.
- Recommends policies regarding the governance of education programs.
- Monitors the quality of existing programs and identifies areas for improvement.
- Oversees the assessment of student learning outcomes to ensure continuous improvement.
- Develops new programs and recommends strategies to promote new programs internally and externally.
- Reviews student appeals and grievances as specified in the NSTM Policies, Procedures and Guidelines.

2.2 Research Executive Committee – The Research Executive Committee is chaired by the Dean and co-chaired by the Associate Dean and includes the Assistant Dean for Faculty & Academic Development, and faculty representatives from Field Research, NSTM Research, and Pediatrics Tropical Medicine Research. The Committee:

- Ensures all research activities comply with the Office of Research policies.
- Assesses research and laboratory space and equipment needs as part of capital planning.
- Evaluates research and laboratory space needs to ensure flexibility and efficient use of existing space as well as proposed new space.
- Evaluates potential students/researchers on their skills, aptitudes, field of study, rotations, and thesis/dissertation.

2.3 Clinical Executive Committee – The Clinical Executive Committee is chaired by the Director of Medical Education and includes physicians from BCM and TCH. The Committee:

- Develops benchmarks to measure the effectiveness of clinical outcomes provided by the Tropical Medicine Clinic.
- Recommends changes to improve clinical outcomes.
- Reviews operation of the clinic and recommends changes to improve efficiency.

2.4 Admissions Committee – The Admission Committee is comprised of senior NSTM faculty members appointed by the Dean. The Admissions Committee:

- Reviews applications and recommends acceptance to the Dean.
- Makes recommendations on policies concerning the admissions process and aligned to BCM’s policies and procedures.
- Reviews admissions requirements as outlined in the application materials for accuracy and consistency.

2.5 Curriculum Committee – The Curriculum Committee is chaired by the Assistant Dean for Education & Student Affairs and is comprised of the Director of Medical Education, NSTM faculty and an interdisciplinary cross section of BCM faculty members with teaching responsibilities in NSTM. The Curriculum Committee Chair reports to the Education Executive Committee. The Curriculum Committee:

- Provides oversight, guidance, and evaluation of the curricula for NSTM programs.
- Reviews all course changes, including the creation of new courses and modification or deletion of existing courses.
- Oversees curriculum planning, scheduling, and development.
- Reviews results of course assessments and recommends programmatic changes and/or changes involving significant budget implications to the Education Executive Committee.

2.6 Faculty Appointments, Promotion and Tenure Committee – The Faculty Appointments, Promotion and Tenure Committee is comprised of faculty members appointed by the Dean. The Faculty Appointments, Promotion and Tenure Committee makes recommendations to the Dean in accordance with the current BCM Faculty Handbook on issues related to appointments, promotions, tenure, and termination.

Complete information on policies and procedures regarding appointments, promotions, tenure, and terminations is available on the Office of Faculty Affairs website on the BCM intranet.

2.7 Administrative and Policy Committee – The Policy Committee is chaired by the Dean and includes chairs of the NSTM committees, and Academic Administrator. The Administrative and Policy Committee:

- Reviews recommendations of new NSTM policies and policy changes.
- Approves new policies and changes with input and support from faculty members.
- Ensures that the NSTM Guidelines are up-to-date and reviewed regularly.

SECTION II: ACADEMIC PROGRAMS, REGULATIONS, AND STUDENT CONDUCT

ARTICLE 3. ACADEMIC PROGRAMS

3.1 Medical Education

3.1.1 Diploma in Tropical Medicine – The Diploma in Tropical Medicine coordinated with the medical school is an eight-week program (non-degree course) consisting of four two-week modules; all four modules are offered in the winter session (January-February); modules 3 and 4 are offered in the summer session (July). The diploma program is aimed towards healthcare professionals and students pursuing related degree programs who would like to practice or do research in tropical medicine here in the United States or internationally. It also serves as an educational tool for physicians already practicing in developing countries who require an update on infectious, parasitic and other health problems, and for doctors in developed countries who need to diagnose and manage imported infections. Completion of this program will prepare health care professionals to sit for the CTropMed®--Certificate of Knowledge in Clinical Tropical Medicine and Travelers' Health. The program can be individualized by taking fewer than four modules per session. However, to earn the diploma all four modules must be successfully completed within three years from the completion of the initial module.

3.2 Graduate Education

3.2.1 Certificate in Vaccine Biotechnology – Under development.

3.2.2 Master of Science in Vaccine Biotechnology – Under development.

3.2.3 Doctor of Philosophy in Global Health Technology – Under development.

3.2.4 Diploma in Tropical Nursing – Under development.

3.2.5 Master of Science in Tropical Medicine – Under development.

3.2.6 Doctor of Philosophy in Tropical Medicine – Under development.

3.3 Policy Education

3.3.1 Certificate Programs – Under development.

3.4 Undergraduate Education

3.4.1 Certificate Programs – Under development

3.5 Seminars, Workshops, and Symposiums

In addition to offering certificates and degree programs, the NSTM also conducts workshops, seminars, and symposiums to educate health scientists, health providers, and the public about tropical medicine, raise awareness of NTDs, and promote meaningful dialogues concerning public policy.

3.5.1 Seminar in Tropical Medicine - The Seminar in Tropical Medicine is a series of weekly lectures on the latest issues in tropical medicine and global health policy delivered by professors of Texas Medical Center institutions, including Baylor College of Medicine, Rice University, University of Texas Medical Branch, and the University of Houston.

3.5.2 Tropical Medicine Summer Institute - The Summer Institute is an introductory two-week course designed in collaboration with Baylor University Pre-health Programs for undergraduate students who are interested in exploring their interest in tropical medicine. The Summer Institute offers daily lectures in the field of tropical medicine, covering topics in global health, epidemiology, public health, infectious diseases, parasitic diseases, neglected tropical diseases, and hands-on laboratory experience.

3.5.3 Vaccine Biotechnology Conference – The NSTM conducts a vaccine biotechnology conference which brings together a mix of academicians, researchers, and pharmaceutical, biotech and diagnostics industry professionals to share experience and foster collaborations across industry and academia.

3.6 New Program Development – An academic program is defined as a course of study that leads to the award of academic credit. To develop a new program, NSTM faculty members meet with the Education Executive Committee to explain the need for the program, discuss strengths of the proposed program in the context of similar programs at peer institutions, and explain the prospects of job availability for graduates of the program before preparing a proposal. The proposal must include the program’s goals, learning objectives, admission requirements, faculty resources, facilities, financial support, expected enrollment, accreditation considerations (e.g., substantive change approval by the Southern Association of Colleges and Schools), and career opportunities for graduates. The Education Executive Committee and the Curriculum Committee review the proposal and determine if the proposal should be accepted. Once a proposal is accepted, it must be approved by the following:

- Dean, NSTM
- BCM’s Provost
- BCM’s Academic Council
- BCM’s President
- BCM Board of Trustees

ARTICLE 4. ACADEMIC ADMISSIONS

4.1 Admissions - The NSTM follows the College admissions process; specific admission requirements for degree programs are under development.

4.1.1 Diploma in Tropical Medicine Admission Requirements

The Diploma in Tropical Medicine courses are designed for physicians or those in training and are therefore limited to:

- Third- and fourth-year medical students, residents, PAs, and fellows.
- Those holding an M.D. or D.O. degree including physicians, residents, fellows, staff, instructors, and postdoc fellows.

Applicants must complete the following by the application deadline:

- **Online Application** – Applicants need to complete the online application for the Diploma in Tropical Medicine. The online application may be completed in multiple sessions. The applicants will be asked to provide information related to academic qualifications, research and work experience, honors, awards, scholarships, and publications. In addition, the applicants need to provide (a) a personal statement explaining the reason for pursuing a Diploma in Tropical Medicine course and (b) an international experience essay describing relevant prior experience within developing countries or the anticipated relevance of this program if the applicants have no prior international experience.
 - **Letters of Recommendation** –
 - Non-BCM affiliated applicants need to provide three letters of recommendation.
 - BCM affiliated applicants (e.g., students, employees) need to provide two letters of recommendation.
 - **Transcripts** – Applicants need to submit official transcripts (official transcripts required from non-physicians; copy of medical diploma and license from physicians). Note: medical license information will be verified.
 - **English Proficiency Requirement (for foreign applicants)** – Applicants whose native language is not English are required to score a minimum on the TOEFL (100/600) or IELTS (6.0) exams taken within the last two years. The TOEFL/IELTS requirement is waived for individuals who have received a degree from a U.S. university. For foreign medical graduates, ECFMG certification can be used to fulfill the English proficiency requirement.
- 4.1.2 Module Exemption** – Students may be granted an exemption from a module required for the Diploma in Tropical Medicine, provided they can demonstrate to the School competence in the learning objectives of the module. For instance, a

student may be exempt from taking Module 1 if the student can present a valid diploma for MPH from an accredited US or foreign university. If no diploma is available, a letter from the accredited university registrar must be sent to the School directly confirming degree.

- 4.2 Course Exemption** – Students may be granted an exemption from a course provided they can demonstrate to the School competence in the learning objectives of the course. The Dean or qualified faculty member shall evaluate the student’s transcript, work experience, certification, prior knowledge or skill set to determine if exemptions can be granted.
- 4.3 Non-discrimination Policy** – The College and the NSTM admit students of any race, religion, sex, marital status, sexual orientation, color, national or ethnic origin, disability, or age to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, religion, sex, marital status, sexual orientation, color, national or ethnic origin, disability or age, in administration of its educational policies, admission policies, scholarship and loan programs, and other school-administered programs.
- 4.4 Tuition and Fees** – Tuition and fees are prepared and recommended by NSTM, presented to the Finance Department and then approved by the Office of the President each academic year. Information on tuition and fees is available on the NSTM website.
- 4.5 Scholarship Policy** – A scholarship is defined as a grant made to support a student's education. The Scholarship Committee reviews all scholarship applications and will apply criteria such as academic performance, financial needs, geographic distribution and personal qualities in selecting scholarship recipients and determining the amount of scholarship awarded. Scholarship recipients will be notified of the Committee’s decision in a letter from the Director of Medical Education within 30 days after the scholarship deadline.
- 4.6 Financial Responsibility** – Students attending the College assume responsibility to pay all College-related expenses not covered by financial aid awarded by the College. Students are expected to conduct their financial affairs in such a manner that their personal accounts and outstanding loans through the College remain current. Students who withdraw from the College must make arrangements to meet all outstanding financial obligations to the College.

ARTICLE 5. ACADEMIC REGULATION

- 5.1 Attendance** - Students are expected to attend all scheduled activities for all the classes for which they are registered. Any absence, regardless of the reason, prevents students from getting the full benefit of the courses. Students who anticipate missing one or more class periods should contact the faculty member ahead of time. Regardless of the reason for the absence, students are responsible for learning the material presented in class. Faculty members should notify students in writing the attendance requirement the first day of class, preferably in the course syllabus. For the Diploma in Tropical Medicine, absence for 20%

or more class time per module is an automatic withdrawal from the program and the student must reapply for admission.

5.2 Leave of Absence – The Leave of Absence (LOA) policy typically applies to students pursuing a degree program. Degree seeking students may request an administrative LOA or a medical LOA. The LOA policy can be found in the Student Handbook at <http://www.bcm.edu/osa/handbook/index.cfm?pmid=7578>. Currently, the NSTM does not offer degree programs. Students in the Diploma in Tropical Medical should adhere to the attendance policy outlined by the faculty members.

5.3 Withdrawal from the Program – An academic program is defined as a course of study that leads to the award of academic credit. A student who wishes to withdraw from the NSTM programs must inform the respective Program Director in writing requesting withdrawal. The student shall remain responsible for tuition and fees and must make arrangements to meet all outstanding financial obligations to the College. The official academic record of a student who does not officially withdraw from the College will not be released until the student has obtained required departmental signatures on the clearance process (checkout) form and finalizes the procedure in the Office of the Registrar.

5.4 Reinstatement – A student who wishes to be re-admitted to the College should apply in the same way as any new applicant. The respective program shall have available the student's entire permanent record at the College. The Admissions Committee may request any additional information which might help them in their decision. This might include documentation of additional academic and work experience, medical and psychiatric data, etc. This procedure is applicable to the following:

- Students dismissed for academic reasons
- Students dismissed for nonacademic reasons
- Students who have withdrawn from Baylor College of Medicine

5.5 Cancellation Policy– The NSTM reserves the right to cancel a class or module when the minimum enrollment is less than ten students. Students will be notified of the cancellation 30 days before the class or the module begins; if students already made payment, a refund will be mailed or a credit issued on the credit card used.

5.6 Credit Hour Assignment – The number of credit hours assigned reflect the amount of work represented in intended learning outcomes, the amount of time spent in class and the amount of outside preparatory work expected for the class. The NSTM courses offered for credit are based on semester hours. Credit hours assignment is as follows:

- **Face-to-Face Instruction** - One semester credit hour is one hour of instruction or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or the equivalent amount of work over a different amount of time.

- **Laboratory Work** – One semester credit hour is equal to a minimum of three hours of laboratory research activity per week for approximately fifteen weeks for one semester or the equivalent amount of work over a different amount of time.
- **Distance Learning** – One semester credit hour is equal to a minimum of three hours of learning activities which include both time spent on- and off-line for approximately fifteen weeks for one semester or the equivalent amount of work over a different amount of time.

5.7 Grading Policy – The NSTM certificates are Pass or Fail programs. In general, to pass a diploma program, students must pass both the practical and written portions of the course and obtain an overall score of 70 or above.

Note: Currently, NSTM does not offer degree programs. When NSTM begins to offer degree programs, a more detailed grading system such as the following will be utilized.

Grade	Score Range	Description
A	90-100	Excellent
B	80-89	Good
C	70-79	Passing
D	60-69	Unsatisfactory
F	Below 60	Failure
I	na	Incomplete
P	70 or above	For Pass or Fail Courses

5.8 Grade Changes – Grades submitted by the faculty member become final on the official date that grades are due each term. Other than numerical errors, grade changes are discouraged. A request to change grade must be submitted in writing by the course instructor, with approval of the Director of Medical Education within two terms of the recording of final grade. The request must specifically state the reason for the change. A student who has concerns about grades or evaluation of his or her academic performance should discuss with the faculty member who has ultimate authority over grades and evaluations.

5.9 Course Evaluation – To improve the quality of academic programs, individual course evaluations by students will be conducted at the end of each course. Course evaluation results will be provided to individual faculty members and the Director of Medical Education to help formulate changes for continuous improvement. Course evaluations will be considered by the Education Executive Committee and Curriculum Committee in preparation for an external review of the NSTM programs every five years.

5.10 Student Records – The Office of the Registrar is responsible for maintenance of all official academic records of students. The College’s policy regarding creation and maintenance of student records is based upon practices recommended by the American Association of American Collegiate Registrar’s and Admissions Officers. It is institutional

policy that the material contained in a student record is confidential, with transfer of such information within the school permissible only for legitimate academic purposes. The College complies with the provisions of both the Public Information Act and the Family Education Rights and Privacy Acts (FERPA). The Student Academic Records policy is available on the Office of Student Affairs website.

5.10.1 Student Access to Records

A student may request verbally or in writing to examine his or her student academic records at the College. These records shall be made available for review by the student as promptly as possible. The academic records shall be examined in the office in which they are kept, and shall not be altered, destroyed, or removed from the office. Materials in records which relate to more than one individual will not be available for direct review, but the student shall be told the information on such academic records which relate to him or her. Former students have the same access to their academic records as those currently enrolled. The cost of photocopying or duplicating records shall be borne by the students.

5.10.2 Challenge of Content Accuracy

A student may challenge the accuracy of the student record content. In the case of a challenge, the student should meet with the faculty member or administrative official responsible for the information being questioned. The faculty member or administrative official may, through discussion with the student, concur with the challenge points and correct or delete the information accordingly. Those corrections or deletions must be made in writing. If a satisfactory solution cannot be reached, the student may appeal to the Dean.

5.10.3 Faculty or Administrative Officers Access to Records

Any review of information in the file by the faculty members or administrative officers other than those responsible for the academic records in the Office of Student Affairs requires the signature of the faculty member or administrative officer on a written form kept within the student's file. The review must include a brief statement indicating the reason for review of the record.

5.10.4 Transfer of Information from Student Records

The student shall be notified of the transfer of any information with the student file to persons or institutions other than those associated with or affiliated with the College. Such information may be transferred only:

- By reason of a valid subpoena or judicial order of a court.
- To federal or state educational agencies providing the agency requests the information in writing and specifies the purpose for acquiring the information.
- To organization responsible for the accreditation of the College.
- Upon written request of the student to persons he or she designates.

5.11 Transcripts – All grades and academic actions are permanently recorded on the transcript. The Office of the Registrar is responsible for handling transcript requests and only written

requests from the student/former student, either in person, by mail or by facsimile will be accepted. No phone or email requests are accepted. Note: Transcripts are not faxed nor sent electronically.

5.12 Student Grievance Policy – A grievance is a complaint arising out of any alleged unauthorized or unjustified act or decision by a member of the faculty, member of the administration, or member of the staff which in any way adversely affects the status, rights, or privileges of a member of the student body. The burden of proof shall rest with the complainant.

The student should first address the individual (student, faculty, and staff) involved. If the concern cannot be resolved or is of such a nature the student is not comfortable discussing it with the party involved, the proper channel would be to go to the individual's supervisor. If the problem is not resolved informally, the student may file a formal written grievance with the NSTM using the Student Complaint Form.

The description of the complaint should be as specific as possible regarding date, place, people involved, witnesses; and remedy sought. The submission of a written complaint in good faith will not affect the student's status, rights or privileges.

Within one week of receiving the written complaint, the Dean or an appointed representative will provide the individual(s) whose actions or inactions are the subject of the grievance a copy of the written complaint, and allow him/her an opportunity to respond. If necessary, the Dean will meet with all concerned parties within two weeks of receiving the written complaint. The Dean may request oral and/or written presentations and may make independent inquiries in order to arrive at a decision regarding the grievance. Within one week after such a meeting, the Dean will make a decision as to the merits of the complaint and present a resolution to the problem. A copy of the Dean's decision will be sent to the student and the subject of the grievance. A record of all written complaints will be kept in the NSTM office.

ARTICLE 6. STUDENT CONDUCT

6.1 Academic Rules – Honesty and integrity are essential to the academic mission of the NSTM. The following rules are promulgated in the interest of protecting the validity of the NSTM's grades and degrees and assisting students to develop standards and attitudes appropriate to academic life and the practice of health care. Violation of academic rules can result in dismissal from the College.

- No students shall receive assistance not authorized by an instructor in the preparation of any assignment, laboratory exercise, report, or examination submitted as a requirement for an academic course or rotation.
- No student shall knowingly give unauthorized assistance to another student in such preparation.
- No person shall sell, give, lend or otherwise furnish to any unauthorized person material which can be shown to contain the questions or answers to any examination

scheduled to be given at any subsequent date, in any course of study offered by the NSTM, excluding questions and answers from tests previously administered when supplied by the School.

- Any persons, taking, or attempting to take steal, or otherwise procure in any unauthorized manner any material pertaining to the conduct of a class, including examinations, laboratory equipment, etc. shall be in violation of this regulation.

6.2 Non-Academic Rules – Any student who feels that any person’s conduct or behavior is not in keeping with appropriate and acceptable behavior the areas listed below should notify relevant Director of Medical Education, the Dean, or other appropriate college official depending on the nature of the offense.

6.2.1 Disorderly Assembly

- No person shall assemble on campus for the purpose of causing a riot or destruction or disorderly diversion which interferes with the normal educational process and operation of the College. This does not deny any students the right of peaceful assembly in accordance with College policy.
- No person or group of persons shall obstruct the free movement of other persons about the campus, interfere with the use of College facilities or prevent the normal operation of the College.

6.2.2 Prohibited Behavior

- No student shall disrupt the academic pursuits or infringe upon the privacy, rights, or privileges of others.
- No student shall push, strike, physically assault, haze or threaten any member of the faculty, staff, or student body or any visitor to the College community.
- No student shall exhibit drunken misbehavior on College property, at functions sponsored by the College or any recognized College organization.
- No student shall enter or attempt to enter any College sponsored event without required credentials for admission.
- No student shall exhibit lewd, indecent, or obscene conduct which is patently offensive to the prevailing standards of an academic community.
- No student shall interfere with or fail to cooperate with any properly identified college faculty or staff personnel while these persons are in the performance their duties.
- Dress shall be primarily a matter of individual judgment but within acceptable standards of good taste. Students are expected to be neat and clean. Students not meeting laboratory dress code or following safety procedures may be asked to leave, thereby, jeopardizing satisfactory completion of the course.
- The use, possession, or distribution of narcotics, amphetamines, barbiturates, marijuana, hallucinogens, and any other dangerous or controlled drugs, not prescribed by a properly licensed physician is strictly prohibited.
- No student shall tamper with fire safety equipment.
- No student shall set or cause to be set any unauthorized fire in or on college property.

- The possession or use of fire arms, fireworks, or explosives on college property is strictly prohibited.
- No student shall make or cause to be made a false fire alarm.
- Gambling is prohibited on college property.
- Consumption of alcoholic beverages is prohibited on College property.
- No person shall take, attempt to take, or keep in his or possession, items of college property or items belonging to students, faculty or student groups without property authorization.
- No student shall make unauthorized entry into any college building, office of other facility, nor shall any person remain without authorization in any building after normal closing hours.
- No person shall make unauthorized use of any College facility. Upon appropriate notice by College officials, authorization for the use of College facilities may be withdrawn or otherwise restricted.

6.2.3 Falsification of College Records

- Students must complete all College records honestly.
- No student shall alter, counterfeit, forge, falsify or cause to be altered any record, form, or document used by the College.

6.2.4 Violation of Federal, State, or Local Law – When violation of any federal, state, or local law by a student indicates that the student’s continued presence on campus creates a substantial likelihood of danger to the educational process of the College, the College may institute disciplinary action.

6.3 Review of Student Conduct – Students are expected to abide by all the College policies that apply to them including the policies set by the NSTM. If a student violates any academic or non-academic rules, it shall be brought to the attention of the Dean or Director of Medical Education. The Dean, in conjunction with the Director of Medical Education or other relevant faculty members, when appropriate, will investigate and review the allegations. If the allegations are found valid and of a serious nature, the Dean may require the student to refrain from classroom or laboratory activities or restrict contact with certain individuals. A student may be placed on administrative probation, suspended, or dismissed from the College for engaging in prohibited behavior.

Students may request reconsideration of the Dean’s decision. The request must be in writing and must contain new pertinent information not originally considered in the original decision. The letter of request must be received by the Dean within one week after the student has been notified of the final decision of the Dean.

Within one week following the student’s request for reconsideration, the Dean may appoint an ad hoc Review Committee composed of five College faculty members. The ad hoc Review Committee will review the Dean’s decision and all pertinent information. The Committee may meet with the student to facilitate their review. The Committee will present its findings and recommendations to the Dean. The Dean will review the findings and recommendations and issue a final decision.

SECTION III: FACULTY RESPONSIBILITIES AND APPOINTMENTS

ARTICLE 7. FACULTY RESPONSIBILITIES

7.1 Education – The NSTM faculty set the standards of academic excellence and students are expected to meet them. The extent to which the students meet the standards is systematically assessed at the course and program level for continuous improvement. The documentation of academic standard achievement is achieved through testing and observation of student performance. Various assessment methods (direct and indirect) are employed to measure student progress and performance. Examples of assessment methods include pre- and post-tests, written examinations, skill-based tests, faculty observations, oral presentations, student self-assessment of progress, and course evaluations.

In addition, all NSTM faculty members are expected to conduct themselves in accordance with the following guiding principles:

- Maintain currency in professional knowledge and skills.
- Ensure excellence of the educational curriculum.
- Model professionalism in all interactions with faculty, learners, patients, colleagues, and staff
- Respect all faculty, learners, patients, colleagues, and staff as individuals, without regard to race, religion, sex, marital status, sexual orientation, color, national or ethnic origin, disability, or age; and oppose observed disrespect or bias.
- Nurture learner commitment to achieve personal, family, and professional balance.
- Recognize and acknowledge expressions of professional attitudes and behaviors as well as achievement of quantifiable academic excellence.
- Respond vigorously to unprofessional behavior and indications of abuse or exploitation of faculty, learners, patients, colleagues, and staff.
- Create a safe environment in which faculty, learners, and staff can communicate their concerns.

7.2 Research – The NSTM faculty members are expected to participate in scholarly and research activities to enhance their professional development and contribute to their disciplines. All full-time and part-time faculty and all research qualified voluntary faculty must adhere to all Baylor College of Medicine policies with respect to the conduct of research, including, but not limited to, IRB policies and procedures, Institutional Animal Care and Use Committee policies and procedures, conflict of interest policies, and all policies related to the management of grants and contracts. This includes maintaining appropriate training in human subjects and/or animal research, grant and contract management, and submitting a Conflict of Interest disclosure annually or more often as applicable. All full-time, part-time and research qualified voluntary faculty must submit all research related grants and contracts, regardless of funding source and location of work, through the BCM Office of Sponsored Programs. Awards must be made to BCM and all associated funding must be payable to BCM. BCM Policies and Procedures on Research are on the BCM Intranet.

7.3 Clinical Services – The NSTM offers clinical services. The Director of Medical Education along with other faculty members renders clinical services in the Tropical Medicine Clinic and BCM Travel Medicine Clinic.

Tropical Medicine Clinic

The National School of Tropical Medicine has established a Tropical Medicine Clinic at the Harris Health System's Smith Clinic in the Texas Medical Center.

The Tropical Medicine Clinic opened on October 6, 2011, and specializes in prevention, diagnosis and treatment of tropical diseases. The mission of the Clinic is to prevent, diagnose, and treat common and neglected tropical diseases in the Houston metropolitan population and to improve occupational health for those working in regions where tropical diseases are prevalent.

BCM Travel Medicine

The BCM Travel Medicine Clinic, an affiliate of the NSTM, opened in May 10, 2012, offers medications, immunizations, counseling, and information customized for each patient's health needs. This includes current reports about health conditions in countries worldwide for individuals, groups, and corporations. The Travel Medicine Services housed within Baylor Clinic provide:

- Pre-travel health evaluations to determine potential health risks while abroad.
- Comprehensive and current health and safety information risks specific to your destination.
- Immunizations required or recommended for entering particular countries and International Certificate of Vaccination ("yellow booklet") documentation for yellow fever vaccinations.
- Advice on items to include in personal travel medicine kit.
- Prescriptions for medications to prevent or treat travel-related illnesses.
- Suggestions on how to purchase insurance for emergency medical care abroad and, if necessary, for medical evacuation to the United States.
- Post-travel fever or illness evaluation.

7.4 Policy and Advocacy – Public policy and advocacy represent a key fourth component of the mission of the National School of Tropical Medicine. NSTM and its faculty have a distinguished track record of raising awareness about the importance of neglected tropical diseases both overseas and within the United States and have organized high profile conferences and panels. Our faculty will help influence public policy on Capitol Hill, in the UK Parliament, and in the Texas State Legislature. NSTM collaborates with key public policy organizations in Houston and in Texas including the Sabin Vaccine Institute, the BCM Healthcare Policy Institute, James A. Baker III Institute for Public Policy at Rice University, and The Academy of Medicine, Engineering, and Science of Texas (TAMEST). NSTM faculty will also hold prominent positions globally, guiding

international affairs in collaboration with the UN and WHO. NSTM faculty are encouraged to pursue policy and advocacy activities through writings for the lay public, i.e., op-eds and opinion pieces in major newspapers and in the Huffington Post and Global Post, public speeches to lay audiences, community service, working with journalists in the print and electronic media, and to collaborate with our public policy partnering institutions.

ARTICLE 8. MEMBERSHIP AND APPOINTMENTS

8.1 Subject Matter Experts – The National School of Tropical Medicine accepts membership application from individuals who have expertise in tropical medicine in academia, government, and industry. Members cannot hold a rank higher than what they hold at their home institutions. The criteria for membership acceptance are:

- The applicant must demonstrate expertise in tropical medicine in research, education, and/or clinical care.
- The applicant must be willing to contribute to the NSTM in teaching, presentation of lecturers/seminars, research, or clinical activities.

Depending on the institutions with which the subject matter experts are associated, members are classified into one of the three categories:

8.1.1 Core Members – Members from the NSTM main core institutions: Baylor College of Medicine, Texas Children’s Hospital, and Sabin Vaccine Institute.

8.1.2 Affiliate Members – Members from Texas Medical Center affiliates.

8.1.3 Collaborative Members – Members from other collaborative United States and international institutions.

Membership is renewed annually. The criterion for renewal is continued contribution to tropical medicine in research, education, clinical, and/or policy. The NSTM has absolute non-appealable discretion to award, extend, terminate, or deny membership.

8.2 Adjunct Faculty Nomination – Adjunct faculty nomination provides a mechanism for recognizing qualified and experienced NSTM members who make a significant contribution to the scholarly activities of the National School of Tropical Medicine. The titles Adjunct Associate Professor and Adjunct Professor are used to designate part-time (unpaid) faculty who are outstanding scientists, educators, clinicians, and/or policy advocates in the field of tropical medicine.

Eligibility

- An individual is eligible for an adjunct faculty nomination if he/she already has an active academic appointment at another higher education institution.

- An individual with no active academic appointment may be considered if he/she previously held an academic appointment at another higher education institution within the last ten years.
- An individual who holds a prominent influential leadership position locally, nationally, or internationally in health organizations and can provide linkages to institutions that help the National School of Tropical Medicine to accomplish its missions; the individual must be an NSTM member for at least two years in order to be eligible for adjunct faculty nomination.

Designations

Appointments may be made to the following designations:

- Adjunct Associate Professor
- Adjunct Professor

The designation is selected on the basis of the same appointment rank that the individual has at his/her academic institution. No adjunct appointment ranks can be provided at a higher level.

Adjunct faculty must use the modifier “adjunct” whenever they make a reference to their faculty status in publications, curriculum vitae and in self-identification in public representation.

Scope of Activities

Appointees will be expected to make significant contribution on a regular and ongoing basis to one or more of the following activities:

- Teaching
- Research
- Clinical Services
- Policy Advocacy

Period of Appointment

Adjunct faculty members serve on a year-to-year basis and are expected to comply with the policies and procedures of Baylor College of Medicine, sponsoring academic department and the National School of Tropical Medicine.

Compensation and Benefits

Adjunct faculty do not receive compensation and are excluded from the Faculty Appointments, Promotions, and Tenure provision of Baylor College of Medicine (BCM)

and are not eligible for BCM's Benefits Plan. They are expected to comply with the Policies, Procedures and Guidelines of the sponsoring academic department, the National School of Tropical Medicine as well as BCM Policies and Procedures.

Nomination Process

- a. A NSTM faculty member may nominate candidates as Adjunct Faculty to the NSTM Membership Committee by submitting the following:
 - An updated CV from the candidate
 - A written request explaining the candidate's significant contribution to the scholarly activities of the National School of Tropical Medicine
- b. The NSTM Membership Committee reviews the written request and the candidate's qualifications to determine if the candidate should be recommended for adjunct appointment to the Dean. The Committee submits the following to the Dean when a recommendation is made:
 - The Membership Committee letter of recommendation
 - The candidate's CV
 - Record of Professional Training and Experience (RPTE)
 - The written request of the nominating NSTM faculty member
- c. The Dean submits a letter of support, the candidate's CV, and RPTE to the respective department (e.g., Department of Pediatrics) HR group for approval. Once approval is granted by the department chairperson, these items will be forwarded to Baylor College of Medicine's Faculty Affairs for their approval and processing.

8.3 Faculty Appointments – In making faculty appointments and promotions decisions, the School follows the Faculty Appointments and Promotions Policies in the current Faculty Handbook.

8.3.1 Primary Appointments – The primary faculty appointment is an academic unit through which a faculty member has a primary academic affiliation. It is from this unit that recommendations for appointment, promotion, tenure, and other actions are initiated (refer to current Faculty Handbook for appointments and promotion policies).

8.3.2 Secondary Appointments – A faculty member may hold a secondary appointment in addition to the primary appointment. Multiple secondary appointments are permitted if the faculty member contributes significant effort to each academic unit in which a secondary appointment is to be held (refer to current Faculty Handbook for appointments and promotion policies).

8.3.3 Adjunct Appointments – A faculty member who holds an adjunct appointment designates that the faculty member holds a full-time academic appointment at

another institution (refer to current Faculty Handbook for appointments and promotion policies).