<table>
<thead>
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<th>Memo ID:</th>
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<tr>
<td>Originator:</td>
<td>Darlene Shaw, PhD</td>
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<tr>
<td>Reviewed/Approved:</td>
<td>Date:</td>
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<tr>
<td>Education Advisory Committee</td>
<td>October 4, 2016</td>
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<td>Provost’s Council</td>
<td>October 17, 2016</td>
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<td>Implementation:</td>
<td>Office of the Provost</td>
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<td>Date:</td>
<td>Immediately upon approval</td>
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<td>Distribution:</td>
<td>President, Provost, College Deans, Faculty, Staff, HRM Personnel, Compliance Officers (owners of module content), Public Safety Officials, Students</td>
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I. **Policy Statement**
The Medical University of South Carolina (MUSC) requires all students to complete mandatory annual training to comply with and promote understanding of federal and state laws, key policies, and regulations.

II. **Scope**
This policy applies to all MUSC students.

III. **Approval Authority**
The Provost's Council serves as the approval authority for this policy.

IV. **Purpose of This Policy**
The purpose of the policy is to ensure student compliance with all federal, state, accreditation, and enterprise training and knowledge requirements.

V. **Who Should Be Knowledgeable about This Policy**
The President, Provost, college deans, faculty, staff, human resource personnel, compliance officers (owners of module content), public safety officials, and students should be knowledgeable about this policy.

VI. **The Policy**
All students shall complete the mandatory annual training as identified by the Associate Provost for Educational Affairs and Student Life. Each college is responsible for compliance of its respective students.

VII. **Process**
One person, designated by the college, will serve as the key contact for all communications. Following the enterprise-wide calendar for the release of mandatory training, the Associate Provost for Educational Affairs and Student Life or designee will submit in writing to the colleges a list of all mandatory training lessons. Each college will assign the modules to its students and ensure all students have completed all required modules by the deadline. Current students will complete the required modules by the enterprise-wide deadline for annual
training which is currently June 30. For students who matriculate after the enterprise-wide deadline, the deadline is 14 days following the first day of class for his/her program. Colleges have the option to impose earlier deadlines and assign additional training modules. Each college will submit written confirmation to the Associate Provost indicating all students completed the required training.

Documentation of the training will be maintained in a written or electronic record for each individual until the student graduates or withdraws. Colleges will ensure students returning from a leave of absence have completed the most current training.

VIII. Exceptions
No college will grant an exception to any student without the written approval of the Associate Provost for Educational Affairs and Student Life.

IX. Sanctions for Non-compliance
Because of severe consequences to the enterprise for violations related to federal and state laws, key policies and regulations, students who do not complete the mandatory training by the deadline will not be permitted to attend class or continue on rotations until the training is completed.

X. Related Information
Relevant policies
- 20 U.S. Code § 1092 - Institutional and financial assistance information for students
- MUSC Information Security Policy
- Public Safety Policy
- Occupational Safety & Health Act of 1970
- MUSC Honor Code
- MUSC Code of Conduct
- Substance Use and Abuse/Alcohol at University Events (Drug-Free Schools & Campuses Act)
- Treatment of Students (LCME Accreditation)
- Student Complaint Procedure (SACS Accreditation)
- Student Arrest Policy
- Social Networking Recommendations
- Student Handbook
- Health Insurance Portability and Accountability Act 1996
- Child Abuse Prevention and Treatment Act
- Title 63 - South Carolina Children's Code/ Chapter 7, Child Protection and Permanency

XI. Communication Plan
The policy will be distributed by email to executive officers in each of the areas listed under Section V. The policy will be listed/linked in the student handbook.
XII. Definitions

Mandatory annual training – training required of MUSC students to comply with and promote understanding of federal and state laws, key policies and regulations

Student – a current registrant for credit hours through Enrollment Management (full-time, part-time, web-based, or campus-based), or a visiting learner as defined by Human Resources