

Policy Identification Number	
Policy Title	Mandatory Annual Training for Students
Classification	Students
Approval Authority	Executive Vice President for Academic Affairs and Provost
Responsible Entity	Associate Provost for Educational Affairs and Student Life
Policy Owner	Darlene Shaw, PhD
New/Revision/Retired	Revision
Original Effective Date	October 1990

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 of 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.

The 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.

VII. Special situations

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

VIII. 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.

IX. Related Information

A. References, citations

- 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-COC 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

X. [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.

XI. [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

XII. [Review Cycle](#)

XIII. [Approval History](#)

Original approval date and subsequent review dates:

Approval Authority	Date Approved
Provost's Council	October 17, 2016

XIV. Approval Signature

Lisa K Saladin, PT, PhD, FAPTA

Date

Executive Vice President for Academic Affairs and Provost

Reference Link: