



*Preparing people to lead extraordinary lives*

## **STRITCH SCHOOL OF MEDICINE**

### **STUDENT HANDBOOK**

2026-2027

\*Updated 9/16/26\*

## UNIVERSITY NON-DISCRIMINATORY POLICY

Loyola adheres to all applicable federal and state civil rights laws and regulations prohibiting discrimination in private institutions of higher education. Loyola does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, religion, sex, age, sexual orientation, gender identity or expression, national or ethnic origin, ancestry, disability, marital status, parental status, military/veteran status, or any other characteristic protected by applicable law.

This Nondiscrimination Policy prohibits discrimination in employment and in providing access to educational opportunities. Therefore, any member of the Loyola community who acts to deny, deprive, or limit the educational or employment benefits or opportunities of any student, employee, guest, or visitor on the basis of their actual or perceived membership in the protected classes listed above is in violation of the Nondiscrimination Policy.

This Nondiscrimination Policy also includes protections for those opposing discrimination or participating in any University resolution process or within the Equal Employment Opportunity Commission or other human rights agencies.

If you have questions about this Nondiscrimination Policy, Title IX, Title VI of the Civil Rights Act of 1964 ("Title VI"), Title VII of the Civil Rights Act of 1964 ("Title VII"), the Americans with Disabilities Act of 1990 ("ADA"), or Section 504 of the Rehabilitation Act of 1973 ("Section 504"), or if you believe you have been discriminated against based on your membership in a protected class, please contact Tim Love, Executive Director for Equity & Compliance, or another member of the [Office for Equity & Compliance](#), at (773) 508-7766 or [equity@LUC.edu](mailto:equity@LUC.edu), and/or [submit a report online](#).

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## **MISSION STATEMENT**

We are Chicago's Jesuit Catholic medical school — a compassionate community advancing medicine through exceptional clinical training, scientific inquiry, rigorous research, personal and professional formation, and an unwavering commitment to those we serve.

## **A MESSAGE FROM THE DEAN**

Dear Stritch Students,

Welcome to Loyola University Chicago Stritch School of Medicine.

Thirty-nine years ago, I was reading a copy of my Stritch student handbook. Today, I am one of the thousands of very proud Stritch alumni ('91). And it is my honor to be your Dean.

For more than 100 years, our graduates have been caring for others and changing the face of medicine in extraordinary ways. Soon, you will join the thousands of Stritch physician innovators who seek to improve the lives of patients and communities by providing excellent care, reaching out, and advancing clinical and basic translational research.

As a Catholic Jesuit institution, we are called to serve. We seek to provide an outstanding education in all areas of medicine and surgery. We encourage you to explore all of the wonderful specialties and sub-specialties during your training and we will do all that we can to make sure you enter the residency of your choice upon graduation. Please take advantage of the many opportunities to personalize your educational experience through service programs (such as the Ignatian Service Immersion trips) and academic programs in research, public health, global health, and/or bioethics.

I look forward to the experiences we will share, and I wish you all the best as you continue your journey to becoming a physician.

Sincerely,

Sam J. Marzo, MD (SSOM Class of 1991)  
Dean SSOM  
Professor Otolaryngology - Head and Neck Surgery & Neurosurgery

## HSC CONTACT INFORMATION

### SSOM ADMINISTRATIVE UNITS

#### Admissions

464.220.9306

#### Alumni Relations

312.915.7687

#### Bursar

464.220.9312

#### Educational Affairs

464.220.9177

#### Financial Aid

464.220.9274

#### Registration and Records

464.220.9315

#### Student Affairs

464.220.9327

### COURSE DIRECTORS

#### First Year

##### Molecular Cell Biology & Genetics

464.220.9850

##### Structure of Human Body

464.220.9202

##### Function of Human Body

464.220.9649

##### Host Defense

464.220.9430

##### Host Pathogens

708.216.6195

##### Behavioral Med & Development

708.216.6200

##### Health Systems Science

708.216.6832

##### Patient Centered Medicine

708.531.5200

#### Second Year

##### Mechanism of Human Disease

708.216.5118

##### Pharmacology & Therapeutics

708.216.6195

##### Patient Centered Medicine 2

708.327.2549

### CLERKSHIP DIRECTORS

#### Emergency Medicine

708.327.2549

#### Family Medicine

708.327.7000

#### Medicine

708.216.8757

#### Neurology

708.216.5350

#### OB/Gyn

708.216.5443

#### Patient Centered Medicine 3

708.531.5200

#### Patient Centered Medicine 4

708.216.2583

#### Pediatrics

708.216.3282

#### Psychiatry

708.216.2068

#### Sub I-Wards

708.216.5118

#### Sub I-ICU

708.216.5402

#### Surgery

708.327.2845

### SSOM SERVICES

#### Academic Center for Excellence and Accessibility (ACE)

464.220.9185

#### Informatics

464.220.9351

#### Campus Safety

*On-Campus Emergency House Phone: 911  
or 773.508.SAFE(7233)*

#### Hospital Safety

*On-Campus Emergency House Phone: 911  
Non-Emergency 708.216.9077*

#### Center for Health & Fitness

708.327.BFIT

#### Center for Community and Global Health

464.220.9172

#### Diversity, Equity, and Inclusion

464.220.9279

#### Dining Services at Stritch (HandCut Foods)

708.216.8677

#### Information Commons (Libraries)

Health Sciences Campus

464-220-9779  
Lake Shore Campus  
773.508.2632  
Water Tower Campus  
312.915.6216

**Parking Services**  
708.216.9092

**Security Escort Service**  
708.216.9077

**University Ministry**  
464.220.9211

## **UNIVERSITY SERVICES**

**Office for Equity & Compliance (OEC)**  
773.508.7766

**CURA Network**  
773.508.8840

**Wellness Center**  
773.508.2530

## ACADEMIC DEPARTMENT CONTACTS

### MEDICAL SCHOOL

Anesthesiology  
708.216.4015

Family Medicine  
708.216.5475

Medicine  
708.216.9453

Neurological Surgery  
708.216.8235

Neurology  
708.216.6831

Obstetrics & Gynecology  
708.216.5423

Ophthalmology  
708.216.8643

Orthopedic Surgery & Rehabilitation  
708.216.3475

Otolaryngology  
708.216.8526

Pathology  
708.216.8106

Pediatrics  
708.327.9128

Preventive Medicine & Epidemiology  
708.327.9018

Psychiatry & Behavioral Neurosciences  
708.216.3276

Radiology  
708.216.8401

Radiation Oncology  
708.216.2562

Surgery  
708.327.2705

Thoracic & CV Surgery  
708.327.2465

Urology  
708.216.5405

### GRADUATE SCHOOL

Administrative Secretary  
Margarita Quesada  
464.220.9526

Bioethics and Health Policy  
464.220.9303

Cell and Molecular Physiology  
708.216.9094

Cell Biology, Neurobiology, and Anatomy  
708.216.9064

MD/PhD  
464.220.9296

Microbiology & Immunology  
708.216.0850

Molecular Biology  
708.327.3177

Neuroscience  
708.216.8454

Pharmacology  
708.216.5773

## STRITCH SCHOOL OF MEDICINE OFFICES

### ACADEMIC CENTER FOR EXCELLENCE

*Vera Schalansky, JD – Director*

*Saadia Rafiq, MA – Senior Academic Support Advisor*

*Tina Cecchini, MEd – Senior Academic Support Advisor*

The mission of ACE is to enhance the academic performance of all students in the Stritch School of Medicine by providing evidence-based advising and support for coursework, USMLE preparation, and clerkships through individual and group services.

#### Evidence Based Academic Support

|                                |                            |
|--------------------------------|----------------------------|
| Advanced Study Strategies      | Peer Tutoring Program      |
| Mock Interviews                | Test Taking Strategies     |
| CV & Personal Statement Review | Text Lending Library       |
| Study Plan Development         | Time Management Techniques |
| Individual Advising            | USMLE Prep: Steps 1 and 2  |
| Memory Techniques              | Workshops                  |

### ADMISSIONS

*Darrell Nabers, MSc – Associate Dean of Admissions*

*Josephine Navas – Assistant Director of Admissions*

*Samantha Hojnacki – Admissions Administrator*

*Hazel Erturk – Admissions Data Analyst*

*Grace Roman – Admissions Coordinator*

The work of the Office of Medical School Admissions is an ongoing process, even after your acceptance. Student participation is vital to our overall success at Stritch. We have several opportunities for students to get involved with the admissions process and look forward to your participation.

### Admissions Committee

Our Admissions Committee consists of four parallel committees: the Recruitment and Outreach Committee, Review Committee, Interview Committee, and Selection Committee. The Committee on Admissions is led by the admissions staff and a group of faculty who make up the Executive Admissions Committee. We involve students at every level and **welcome first-year medical students who are interested in joining our Recruitment and Outreach Committee**. Those who wish to join other admissions committees may apply as early as the second semester of their first year, as long as they have good academic standing and have been involved in the admissions process.

### Recruitment and Outreach Committee

The Recruitment and Outreach Committee, or ROC, is responsible for supporting candidate recruitment initiatives both online and in-person. These initiatives include hosting tables at fairs and venues, teaching workshops, conducting campus tours and panel discussions with interviewing candidates. At every interview day, ROC engages with prospective students who are interested in medical school through virtual or in-person panels, sharing their academic and experiential activities while also providing advice about the process of application. ROC also gives campus tours to prospective students at In-Person Interview days, Stritch Visits, Second Look and throughout the spring for candidates who schedule campus visits. ROC members act as ambassadors for SSOM during school or program visits, as well as outreach programs like PULSE, ASPIRE, and HPREP. Their activities take place year-round, locally, regionally, and nationally. The committee's focus is on providing formative feedback and program information to applicants during the preparation and application phases. ROC members provide additional assistance with Second Look activities every spring and participate in the interview day process. If you're interested, please don't hesitate to let us know!

If you have any questions, please feel free to contact the Office of Admissions at 464.220.9306 or email us at [ssom-admissions@luc.edu](mailto:ssom-admissions@luc.edu).

### **ADVANCEMENT AND ALUMNI RELATIONS**

*Kristi Bade, Director, School Engagement & Giving*

*Sahiti Pidaparti, Assistant Director, School Engagement & Giving*

*Meagan Spellman, Managing Director of Development, Schools & Colleges*

*Christine Fairbairn, Director of Development, Schools & Colleges*

*Elizabeth Schwarting, Associate Director of Development, Schools & Colleges*

The Stritch Office of Advancement & Alumni Relations sponsors activities to engage alumni in the activities of the school and to benefit students across class years. It is our goal to nurture the lifelong relationships of Stritch alumni locally, nationally, and internationally. Our office also directly supports students, education, and research by raising funds for endowed scholarships, professorships, lectureships, and research funds.

The office strives to build relationships with future alumni through participation in the Alumni to Student Knowledge (ASK) Nights, Alumni/Student Networking events, Stritch Reunion, and Legacy

Brunch. The office also will be working to facilitate alumni and student networking through [LoyolaLinked](#).

Stritch students are involved in Advancement and Alumni Relations activities by attending any of the alumni and student events throughout the year. Additionally, the M4 Class Board includes an elected Alumni Relations Liaison position(s) that work directly with the Office of Advancement and Alumni Relations to encourage student attendance at alumni events.

On the day students graduate from the Stritch School of Medicine, they join a network, part of the more than 7,500 members of the Stritch School of Medicine alumni community.

You can reach the Office of Advancement & Alumni Relations at 312-915-7687 or [StritchAlumni@luc.edu](mailto:StritchAlumni@luc.edu).

## **OFFICE OF THE BURSAR**

*Laura Zaucha – Assistant Bursar*

The Office of the Bursar is committed to excellence and strives to offer efficient and courteous service to students and their families, faculty, staff, and other Loyola partners. In serving others, we align our work with the Jesuit mission and vision of the University, focusing on “personal integrity, ethical behavior, and an appropriate balance between justice and fairness.”

The Office of the Bursar is responsible for the billing of tuition and fees, collecting payments, processing refunds, and enrolling students in Loyola’s Student Health Insurance plan. The office is located in SSOM Room 204, 2160 S. First Avenue in Maywood, IL 60153.

Questions? Email us at [bursar@luc.edu](mailto:bursar@luc.edu) or call 464.220.9312.

Website: [LUC.edu/bursar](http://LUC.edu/bursar)

## LOCUS

LOCUS is Loyola’s online connection to University services. All financial functions are located in LOCUS under Financial Account.

Website: [LUC.edu/LOCUS](http://LUC.edu/LOCUS)

## Electronic Bills

Electronic Bills (e-bills) are generated around the 15th of each month and are snapshots of your account at the time they are sent. An email notification will be sent to your official campus (@luc.edu) email address and to those granted access when your e-bill has been generated.

| Term   | Level   | e-Bill Generated          | Tuition Due             |
|--------|---------|---------------------------|-------------------------|
| Summer | M2 – M4 | April 15 <sup>th</sup> *  | May 5 <sup>th</sup>     |
| Fall   | M1 – M4 | July 15 <sup>th</sup> *   | August 5 <sup>th</sup>  |
| Spring | M1 – M4 | December 15 <sup>th</sup> | January 5 <sup>th</sup> |

To review a summary of your account activity online, please refer to your Account Summary in LOCUS.

The Office of the Bursar maintains the right to assess a late payment fee of 1.5% to any past due balances on a student's account

Website: [LUC.edu/bursar/billing](http://LUC.edu/bursar/billing)

### ***LOCUS>FINANCIAL ACCOUNT>VIEW E-BILL(S)***

#### **Payment Methods**

For your convenience, Loyola University Chicago offers the following ways to pay your tuition:

1. Cash, check or money order
  - In person: Bursar's office – SSOM Room 204
  - By Mail: Loyola University Chicago, 3953 Solutions Center, Chicago, IL 60677-3009
2. E-Check (Electronic Check or ACH)
  - Online in LOCUS drawn from a checking or savings account (no fee)
3. Credit Card
  - Online in LOCUS: American Express, Discover, MasterCard or Visa
  - 3.00% non-refundable service fee (\$3.00 minimum) added to the amount paid for cards issued in the US
4. Wire Transfers

Website: [LUC.edu/bursar/payment\\_options](http://LUC.edu/bursar/payment_options)

### ***LOCUS>FINANCIAL ACCOUNT>MAKE A PAYMENT***

#### **Direct Deposit Refunds**

Loyola University Chicago Stritch School of Medicine highly recommends the direct deposit method for all student refunds. If you have received financial aid funds in excess of the charges on your LOCUS account, you may qualify for a refund. Complete your direct deposit profile in LOCUS with a valid checking or savings account, and your refund will be deposited into your bank account within two banking days after the refund is generated in LOCUS. You only have to set up your direct deposit profile once, but you can update it at any time if your account information changes.

Website: [LUC.edu/bursar/refunds](http://LUC.edu/bursar/refunds)

## **LOCUS>FINANCIAL ACCOUNT>REFUND DIRECT DEPOSIT PROFILE**

### Parent/Guest Access

If a parent, grandparent or another person will be helping you manage your Loyola finances, you can grant them access to your financial account in LOCUS. During setup you may select the areas your parent or guest will be able to access and those they cannot. You decide!

Website: [LUC.edu/bursar/parent\\_access](http://LUC.edu/bursar/parent_access)

## **LOCUS>PROFILE>PARENT/GUEST ACCESS**

### Student Health Insurance

Your LOCUS account will automatically be billed for the annual premium for Loyola's Student Health Insurance. You must take one of the following actions before the deadline date:

- Opt out: Provide proof of alternate coverage by submitting a waiver in LOCUS
- Fast Track: Confirms that you want to be enrolled in Loyola's health plan.

*Note: Students must be actively enrolled for at least the first 45 days after the date for which coverage is purchased. The Insurance Company maintains its right to investigate student status and attendance records to verify that the policy eligibility requirements have been met. If the Insurance Company discovers the eligibility requirements have not been met, its only obligation is to refund the premium. Otherwise, refunds of premiums are allowed only upon entry into the armed forces.*

Website: [LUC.edu/bursar/insurance](http://LUC.edu/bursar/insurance)

## **LOCUS>FINANCIAL ACCOUNT>STUDENT HEALTH INSURANCE**

### 1098-T

The 1098-T form reports payments received over the course of the previous calendar year that may qualify for a tax deduction or tax credit. Its purpose is to help you and/or your tax professional determine if you are eligible for the American Opportunity Credit or the Lifetime Learning Credit on your income taxes.

Website: [LUC.edu/bursar/1098t](http://LUC.edu/bursar/1098t)

## **LOCUS>FINANCIAL ACCOUNT>VIEW 1098T**

### Student Disability Insurance

All Loyola medical students have been covered by this mandatory plan since 1995. Disability insurance is a necessity for all medical students as a source of income to pay living expenses, loan repayment, etc., in the event of disability.

The Stritch School of Medicine disability program has been specifically designed for the Consortium of

Illinois Medical Schools. Unum Corporation underwrites the policy and Rx Financial Resources, Inc./KME Insurance Brokerage, Inc. will provide service to you.

Once enrolled in the Unum insurance policy, students will receive an individual policy outlining coverage and a “service packet” containing more detailed information.

Note: In the event of an approved leave of absence/withdrawal from the Stritch School of Medicine, unearned premiums will be refunded to the student, based on the date of withdrawal. *Students have the option of paying the premium for the Disability Insurance directly to Rx Financial Resources, Inc./KME Insurance Brokerage, Inc. Students are encouraged to maintain continuous coverage. Interruptions in coverage may cause a student to see a change in their plan upon resuming coverage of the mandatory insurance.*

Questions: please call KME Insurance Brokerage, Inc. at (312)-374-1328.

Website: [LUC.edu/bursar/medicalstudentdisabilityinsurance/](http://LUC.edu/bursar/medicalstudentdisabilityinsurance/)

### Tuition and Fees

It is the responsibility of each student to keep their financial account (LOCUS) in good standing. By enrolling at the Stritch School of Medicine, the student acknowledges that he or she is responsible for paying all tuition and fees associated with the coursework for the MD degree. Failure to pay tuition and fees may result in suspension of the student's registration for the current semester. Any work done during this period will not be awarded credit until all financial obligations are satisfactorily resolved.

#### **Mandatory Fees Include:**

- **Disability Insurance:**  
A necessary source of income to pay living expenses, loan repayments, etc. in the event of a disability.
- **Development Fee:**  
Used to support student activities throughout the year (managed by the Medical Student Union, Student Affairs and the Dean's Office) and primary care medical services within the Student Health Service(SHS) facility.
- **Technology Fee:**  
Mandatory fee required for the use of the computer lab and computer based services.
- **Medical Equipment Fee:**  
Diagnostic set, Blood pressure cuffs, Stethoscope, etc.
- **Fitness Center Fee:**  
Fitness center membership to Loyola Center for Health & Fitness.

For a complete list of Tuition and fees, please visit: [LUC.edu/bursar/tuition](http://LUC.edu/bursar/tuition).

### Withdrawal Policy

Complete withdrawal before the beginning of the session start date will result in no financial responsibility.

Students who completely withdraw from all classes after the session start date will have their tuition adjusted according to the withdrawal schedule. All fees are non-refundable; the student will retain the amenities, services, and privileges allowed through the Stritch service fees structure through the end of the semester.

Adjustments and refunds of tuition are authorized only after the Senior Associate Dean for Student Affairs has officially approved a withdrawal from the Medical School. All graduating students and students who withdraw or transfer must have their accounts paid in full. An encumbrance is placed upon the student's records until the account is cleared of all indebtedness.

| TIME OF WITHDRAWAL           | CREDIT |
|------------------------------|--------|
| First week of term           | 90%    |
| Second week of term          | 80%    |
| Third week of term           | 60%    |
| Fourth week of term          | 40%    |
| Fifth week of term           | 20%    |
| Sixth week of term, or later | 0%     |

The Federal Department of Education has established the "Return of Title IV Funds" regulation (34 CFR 668.22), which must be calculated prior to using the Stritch refund policy. For a detailed description of the "Return of Title IV Funds," refer to <https://www.luc.edu/finaid/withdrawal.shtml> or <https://fsapartners.ed.gov>. The Financial Aid office will return unearned Title IV funds as determined by the R2T4 process to outstanding Title IV loans in the following order as required under federal regulation:

- Federal Direct Unsubsidized Loans
- Federal Direct Graduate PLUS Loans

#### Academic Leave of Absence Policy

The Withdrawal Refund Schedule also applies to an approved leave of absence. The Senior Associate Dean for Student Affairs has to officially approve any withdrawal or leave of absence from SSOM. Student Affairs Officials at Stritch School of Medicine reserve the right to recommend other options to students based on their particular situation. During an approved leave of absence, students may have the option of paying the premiums for Disability Insurance and Hospitalization Insurance directly to the vendor.

Students who return from leave before the beginning of the next school year are required to provide proof of coverage for the Hospitalization Insurance.

Website: [LUC.edu/bursar/withdrawal\\_policy](https://luc.edu/bursar/withdrawal_policy)

#### Tuition Payment Exemption Policy

Medical students at Loyola University Stritch School of Medicine (SSOM) who progress through the medical school curriculum in the usual manner stipulated in the SSOM Academic Policy Manual will pay at least four years of tuition billed by semester. If a student is required to attend Stritch Medical School more than four years due to “allowable events” and not due to academic failure, the student may submit a petition to the Associate Dean of Student Affairs requesting to be exempted from paying additional tuition that would amount to more than ten (10) semesters of tuition charges. The petition must be submitted at least two months prior to the tuition and fees deadline of the first semester of tuition adjustment requested. All graduating students and students who withdraw or begin a leave of absence must have their accounts paid in full. Students with outstanding balances will have an encumbrance placed upon their records until the account is cleared of all indebtedness.

Petitions for tuition exemption must be approved by the Associate Dean of Student Affairs and the SSOM Dean in order for the student’s medical school tuition to be considered “paid in full.”

“Allowable Events” are defined as follows:

1. An approved educational leave of absence for standardized exam study or to complete an approved outside program of study, relevant to their MD degree.
2. An approved medical or personal leave of absence.

No tuition exemption can occur without formal written approval by the Senior Associate Dean of Student Affairs. Also, the Senior Associate Dean of Student Affairs has to officially approve any withdrawal or leave of absence from SSOM.

For SSOM students who have received a tuition refund based on the Tuition Policy outlined above, the student will have the next tuition charge prorated (if applicable) upon his/her return to school to complete a full semester of tuition paid (100% tuition charge).

#### **OFFICE OF DIVERSITY, EQUITY, AND INCLUSION (ODEI)**

*Tracy Boykin-Wilson, MD, MBA, MPH, FAAEM – Assistant Dean*

*Monica Maalouf, MD – Assistant Dean*

*Freager Williams, MD – Assistant Dean*

**Office location:** Curie Community, suite 235

#### **Mission Commitment**

The Stritch School of Medicine (SSOM) is committed to building a diverse and inclusive community that upholds access, equity, and excellence as core values. We believe diversity and inclusion are essential to fulfilling our mission of *transformative education, innovative discovery, and service to others*.

Our Jesuit tradition calls all faculty, students, and staff to intentionally honor the dignity of all persons—regardless of social, cultural, religious or political background or affiliation—and to promote social justice.

In congress with Loyola policy, the Stritch School of Medicine strictly prohibits harassment, discrimination, and mistreatment of any kind. These behaviors are unacceptable, inconsistent with the University’s mission, and incompatible with the vocation of medical professionals. Members of the Stritch Community are expected to act in service of others, maintain dignity and respect for all, and continually strive to promote a healthier, more just, caring, and thriving world.

## Key Resources

### Office of Diversity, Equity & Inclusion (ODEI)

Stritch's Office of Diversity, Equity & Inclusion was created to foster the optimal learning environment and help achieve Stritch's overall mission as stated above. The Dean serves as the Chief Diversity Officer and is supported by the Assistant Deans of DEI. Members of the ODEI sit on multiple committees including admissions, curricular, wellness, and administrative and leadership committees in service of SSOM community and diversity mission commitments.

- **DEI Advocates Program.** The "DEI Advocates" Program establishes an appointed faculty advocate leader within 23 clinical and basic science departments to foster various diversity initiatives throughout Loyola, gather data for each department, participate in data-driven departmental planning to improve diversity, create yearly reports, and share best practices. Altogether, the vision of the DEIA is to advance a stronger, more diverse, equitable, and inclusive SSOM.
- **Housestaff Diversity Council.** The Housestaff Diversity Council serves as a space for programming, support, education, and mentorship for all Loyola Housestaff. It helps bridge relationships with all Loyola faculty.
- **Health Equity in the Curriculum Committee.** The Health Equity in the Curriculum Committee (HECC) develops, implements, and maintains processes to minimize bias in the Stritch curriculum. The committee meets regularly with student participation to review, advise, and establish specific guidelines; this committee reports to the SSOM Central Curricular Authority (CCA).

More information about the Office of Diversity, Equity & Inclusion's mission, strategic drivers, programs, and initiatives can be found by visiting [ssom.luc.edu/diversity](https://ssom.luc.edu/diversity) or emailing [ssom-diversity@luc.edu](mailto:ssom-diversity@luc.edu).

## OFFICE OF EDUCATIONAL AFFAIRS

**Amy Blair, MD** – Assistant Dean for Health Advocacy

**Kevin Boblick, MD** - Assistant Director, Center for Community and Global Health

**Mary Boyle, MD** – Assistant Dean for Clinical Formation

**Neil Clipstone PhD** – Associate Dean of Biomedical and Translational Science

**Evelyn Gonzalez** – Program Manager - Center for Community and Global Health

**Gregory Gruener, MD, MBA, MHPE** – Vice Dean for Education

**Justin Harbison, PhD** – Director of Community and Global Health Research

**Adam Kabaker, MD** – Assistant Dean for Clinical Development

**Theresa Kristopaitis, MD** – Associate Dean for Curriculum Integration

**Theresa Nguyen, MD** – Assistant Dean for Global Initiatives; Director of the Center for Community and Global Health

**Laura Ozark, MD** - Assistant Dean for Clinical Transformation

**Trent Reed, DO, MSME** – Associate Dean of Medical Education; Chair, Department of Medical Education (DOME); Director, Continuing Medical Education

**David Schilling, MD** – Assistant Dean for Assessment

**Renata Barylowlcz** – Senior Medical Education Coordinator

**Jessica Bumbaris, MA** – Senior Medical Education Coordinator

**Natalie Hiller** - Medical Education Coordinator

**Alison Chastain** – Senior Medical Education Coordinator

**Maureen Flaherty** – Medical Education Coordinator

**Rina Goslawski** – Administrative Director of the Office of Medical Education

**Margaret (Stephani) Higgins** – Medical Education Coordinator

**Kelly Larkin** – Senior Medical Education Coordinator

**Claire Manor** - Medical Education Coordinator

**Vivian Ortiz** – Medical Education Coordinator

**Emma Roman** - Medical Education Coordinator

**Diane M. Stancik, MS (ABT)** – Senior Medical Education Coordinator

The Office of Educational Affairs is an administrative area responsible for curriculum development, implementation, management, review, and associated support services (educational technology incorporation in the curriculum, cadaveric anatomy, simulation, and clinical performance laboratories). Medical education coordinators participate in the management and administration of courses and clerkships.

## **FINANCIAL AID**

*Julia Jenkins- Director of Financial Aid and Scholarships*

The Financial Aid Office (Room 210) offers personalized guidance and support to medical students seeking federal financial assistance. We administer aid from a variety of funding sources, including institutional funding and federal loans, and are here to help you navigate any financial concerns you may face during your education. If you have questions or need assistance, feel free to stop by the office, call us at 464-220-9314, email us at [ssomfinaid@luc.edu](mailto:ssomfinaid@luc.edu), or visit our website at <https://www.luc.edu/stritch/admissions/financialaid/>

### SSOM Financial Aid Eligibility

#### Introduction

This document clarifies federal financial aid eligibility requirements for all Stritch School of Medicine (SSOM) students.

Federal financial aid eligibility, in general terms, follows federal financial aid regulations as well as the Academic Policy Manual for student progression and graduation and the policy for [Satisfactory Academic Progress](#). The information below is a guide and does not include all student-related circumstances. This policy may change without notice to ensure ongoing compliance with Title IV regulations.

#### Federal Aid Eligibility Requirements

The Financial Aid Office (FAO) uses enrollment information as reported by the SSOM Registration and Records office in the university system each term.

To receive federal financial aid, students must be enrolled at least half-time in courses that are required for their degree. Aid will not be disbursed until the student is officially enrolled and actively participating in eligible coursework as confirmed in the university system. If a student ceases attendance, takes a leave of absence, or enrolls in non-credit bearing coursework including discretionary time after aid has formally disbursed for the term, their aid may be subject to change. Students should meet with the FAO staff to determine how their aid may be impacted before making formal changes.

All students are required to meet the requirements for [Satisfactory Academic Progress](#). Failure to meet the terms of Satisfactory Academic Progress will result in suspension of a student's aid eligibility until an appeal is approved or until the student returns to good standing without the use of federal aid.

According to federal regulations, the Financial Aid Office must perform a [Return to Title IV \(R2T4\) calculation](#) if a student completely withdraws, is dismissed, takes a leave of absence, or otherwise stops attending before completing more than 60% of the term. This applies even if the student begins the term and receives a disbursement of federal aid, including loan assistance, but ceases attendance for any reason before the 60% point. This process may result in a required return of some or all of the aid the student received.

“Study time” or “discretionary time” does not carry credit and is not considered required coursework, and therefore students in that status who have no other enrollment are not eligible for federal aid. If a student is approved for one of these statuses after aid has already been disbursed, their eligibility may be reduced, and a Return to Title IV review may be required. More information is available at <https://www.luc.edu/finaid/withdrawal.shtml>.

### **OFFICE OF MEDICAL EDUCATION**

*Neil Clipstone, PhD - Associate Dean for Biomedical and Translational Science*

*Rina Goslawski – Administrative Director of the Office of Medical Education*

*Claudia Kubnick – Executive Assistant to Gregory Gruener, MD, MBA, MHPE*

*Gregory Gruener, MD, MBA, MHPE – Vice Dean for Education, Ralph P. Leischner, Jr., MD Professor of Medical Education*

The Office of Medical Education is an administrative area with oversight of the Office of Educational Affairs, Center for Community and Global Health. It has responsibility for the medical student educational program and, in participation with the Ralph P. Leischner, Jr. Department of Medical Education (DOME), supports faculty scholarship and professional development within medical education.

### **OFFICE OF REGISTRATION AND RECORDS**

Jason Celiz – Director, Office of Registration & Records (Registrar)

Karen Taubman – Visiting Student & Registration Coordinator

Beckett Costello – Records & Registration Coordinator

The Office of Registration and Records (ORR), located in Room 220, handles the following services:

- Academic calendars
- Change of name
- Class rosters
- Degree verification
- Diploma certification
- Elective catalog
- FERPA requests
- Grade processing and verification
- Graduation preparation and approval
- Letters of good standing/Verification of enrollment
- Licensure applications
- Lost/damaged diploma replacement
- Registration and enrollment
- Student scheduling, including clerkship lottery and away rotation applications
- Transcripts

- USMLE registration and liaison with NBME
- Visiting Student Learning Opportunities (VSLO)

If you need more information or assistance with any of the above, call 464-220-9315 or email [ssomregrec@luc.edu](mailto:ssomregrec@luc.edu).

## **STUDENT AFFAIRS**

*James Mendez, PhD – Senior Associate Dean of Student Affairs*

*Colleen Fitzgerald, MD – Associate Dean of Student Affairs – Academic Excellence, Career Advising, and Medical Student Research*

*Guadalupe Zarco, MAOL – Assistant Dean of Student Affairs*

*Sharee Myricks, MEd – Assistant Director, M3 & M4 Years, Student Affairs*

*Tina Marino-Misura, MEd – Assistant Director, M1 & M2 Years, Student Affairs*

*Callie Thompson – Executive Administrative Assistant for Student Affairs*

The Office of Student Affairs (OSA) provides leadership in the development of services and programs that enrich student life, extend and enhance the academic experience, and contribute to an environment that encourages personal growth and development. The Senior Associate Dean, Assistant Dean, administrators, and staff manage all departments within OSA and act as a liaison with other administrative offices and the faculty. The Office of Student Affairs also is a central source of information about university policies and procedures that affect students and about co-curricular services and programs.

As you progress through your studies, you may need advising to resolve an academic issue, a recommendation for a summer research program, or direction in planning your schedule. Student Affairs Deans and Assistant Directors are available to meet with you regarding any issues or problems that arise during your enrollment at Stritch.

The Office of Student Affairs, located in Room 220, is open from 8:30 am to 5:00 pm, Monday through Friday. Call or email Callie Thompson at 464-220-9327 or [cthompson26@luc.edu](mailto:cthompson26@luc.edu) to schedule an appointment.

## **STUDENT LIFE**

*Catherine Jardien, MA – Assistant Director of Student Life*

*Sabrina Bynum, MHA – Student Life Administrative Coordinator*

*David Hernandez – Student Life Coordinator*

Student Life at Stritch provides a vibrant array of programming, co-curricular activities, and support services delivered in an inclusive community. Our Medical Student Union (MSU) leads the way working closely with Student Life to plan and execute activities and traditions such as St. Luke's festivities, Stritch Bowl, and Spring Formal. Among the MSU groups, you will find engaged student leaders across many identities, interests, and affinities. The Student Wellness Advisory Group (SWAG) also operates under Student Life. SWAG provides leadership for comprehensive wellness programming at Stritch that includes guest speakers, group meetings, wellness incentives, Trick-or-Treat Yourself, and much more. In our tradition of caring for the whole person, SWAG is at the forefront of helping students develop skills and awareness for self-care, balance, fitness, and stress management.

Our goal is to provide resources and avenues for students to thrive at Stritch. From conference planning,

special events, and student group events to guest speakers, community partnerships and service learning, Student Life is there to facilitate success every step of the way.

## ***STRITCH SCHOOL OF MEDICINE SERVICES***

### **BICYCLES ON CAMPUS**

Bicycle racks have been provided for use around campus. You must provide your own lock. Bikes may not be brought into the any building on campus, including the student communities.

### **CENTER FOR COMMUNITY AND GLOBAL HEALTH**

*Theresa Nguyen, MD – Director*

*Kevin Boblick, MD – Assistant Director*

*Tamer Refaat, MD-Assistant Director*

*Justin Harbison, PhD – Research Director*

The Center for Community and Global Health (CCGH) at Loyola supports a service-learning framework for future health care providers who aspire to improve the health of underserved communities locally, nationally, and globally. The CCGH strives to prepare students in the Jesuit tradition of advocacy, solidarity, and a passion for social justice.

*Global health* refers to health and health disparities across borders and is not limited to international settings. The Center for Community and Global Health supports programs for medical students who seek advanced education and training in health disparities at local, regional, and international levels. These programs include:

- Community and Global Health Honors Program: This program is aimed at students who seek to include community and global health in their professional career. It includes a four-year curriculum that focuses on core topics in global health through a diverse seminar series. The most impactful part of the honors program is the field experience, which involves sustained community engagement with underserved populations either locally or internationally. The Honors Program culminates in a scholarly project that is presented at the end of the fourth year just prior to graduation. Limited funding is available to support honors students' projects through the *Field Experience and Scholarly Project (FESP)* grant program.
- Global Health Scholars Program: This fellowship program is for students between their third and fourth year of medical school who plan a career in global health and wish to pursue rigorous independent scholarship. Students are supported with a stipend and spend one year as coordinators at a clinic in a low-income country after their third year and are mentored in a scholarly project.
- Local and International Underserved Electives: Electives in an international setting or in domestic underserved population settings are managed through the CCGH. Please note that these opportunities are available to all students in their fourth year, as well as select third year electives and are not exclusive to students in the Honors Program.
- Peer-led Medical Spanish and Medical Polish Programs: These programs were founded by

students and continues to be led by students. The CCGH advises the Elective Director and student leadership team.

- Global Health Exchange Program: The CCGH provides an international exchange program with students at Kwame Nkrumah University of Science and Technology (KNUST) in Kumasi, Ghana.
- CCGH Scholar positions: The CCGH Scholar program offers competitive positions for students who demonstrate outstanding leadership, service, and scholarship in community and global health, providing mentorship, project opportunities, and potential funding to support their work. Current positions include the Matt Weyenberg Scholar, focused on health equity and social justice, and the Climate Health Scholar, which addresses the impact of climate change on vulnerable communities.

## **COMMUNITIES AND MAILBOXES**

The Stritch School of Medicine designed the John and Herta Cuneo Medical Building with quality of student life in mind. Students, faculty, and staff who participated in the planning of this school building strongly advanced the idea that students should have a social “home base” at the school and a place to intermingle with all levels of students to better share the medical school experience across the four years.

The Student Communities were designed with this in mind. There are three communities: Curie (Room 230), de Porres (Room 240) and Osler (Room 260). These communities are located along the perimeter of the Atrium, the “Town Square” of the building. Each community has one third of the student body assigned to it from each of the four classes. Student mailboxes and lockers are located in the communities along with a bulletin board area. There is a casual seating area adjacent to the mailboxes. The back of the communities includes a study/reading area for individual or group studying and individual faculty/staff offices.

### **Community Guidelines:**

- Dispose of leftover food, drink, and their containers in the receptacles provided.
- Furniture should remain in the communities and not be moved into the Atrium or other student areas.
- Communities are accessible 24 hours a day for study; however, no overnight sleeping is permitted.
- Note that mailboxes are not lockable and therefore not totally secure.
- Community lockers are not for anatomy garb. Limited anatomy lockers are available for this clothing.
- Students who wish to switch to a different locker must talk to David Hernandez in the Student Life office. Any locker discovered to have someone else’s lock and/or belongings in and on it will be opened and the contents discarded. No reimbursement for the lock or the items within will be forthcoming.
- Prior to beginning M4 year, students will be emailed and asked to clear their items out of their community locker. They may move their items to a locker in the basement. Any items not cleared from M3 lockers by the deadline in the email will be brought to the student life office. They will be kept for 2 weeks for students to claim any items that belong to them. Any items not claimed in that 2 week time frame will be discarded.

- The university is not responsible for any items lost or stolen from the mailboxes, lockers, or public spaces.
- Respect the rights of those wishing for a quiet space in the study room of the Community.
- Please recycle.
- Books, notebooks, papers, book bags, gym bags, backpacks and other personal belongings should be placed in your personal locker. They should not be left out on the tables, floor, or windowsills.
- Bicycles, plants, exercise equipment, personal refrigerators, microwaves, and hot plates are not allowed in the Communities.
- Police the bulletin board in your Community. Dispose of outdated or inappropriate postings.
- Common study space cannot be claimed as one's own.
- Students and student organizations are not allowed to store any items in the common student areas.

### **Medical Student Mailbox**

U.S. mail and intercampus mail are placed in the student mailboxes daily. The faculty and administration of the medical school utilize these mailboxes (along with email) as the secondary mode of contacting students (email is primary) instead of through the more costly U.S. Post Office. Therefore, it is imperative that you check your mailbox regularly.

The mailboxes are not lockable and therefore are not totally secure. If you plan to receive U.S. mail in care of your mailbox, such mail must include your mailbox number as part of the address. Failure to include your medical school mailbox number will cause delays in receiving your mail. Your address should read as follows:

John Doe, CURIE COMMUNITY, MB 015  
Loyola University Chicago  
Stritch School of Medicine  
Cuneo Center, Dock 8  
2160 S. First Ave  
Maywood, IL 60153

Please note: The mailbox number is located on the left side of the mailbox. A directory is posted in each Community. ***The school or university is not responsible for any items lost or stolen from the mailboxes.*** Outgoing stamped U.S. letter mail may be dropped in the U.S. postal mailbox located in the corridor at the northeast entrance of the medical school. Packages cannot be handled and should be taken to your local post office.

### **DINING SERVICES**

*Ayanna Strong— General Manager*  
*Stasia Chatfield – Catering Manager*

The Kitchen at SSOM is operated by Quest Food Management Services. "The Cuneo Cafe" is located on the first floor of the Cuneo Center building. It is open Monday through Friday from 7:00 am until 2:00 pm. We are currently offering a limited menu and will continue to add additional options as we are able. Thank you for your patience as we transition into the space, train our team, and make adjustments based on feedback and requests.

Breakfast 7:00 am - 11:00\*

At this time, the menu includes breakfast burritos, breakfast sandwiches, items on the sweeter side (i.e. French Toast, pancakes), assorted pastries, yogurt parfaits overnight oats, fresh fruit, assorted beverages and coffee. We also have a made to order omelet station.

\*Breakfast items will be available while supplies last between 10:30-11a as we start to transition into the lunch menu

Lunch 11:00 am – 2:00 pm

- Bread & Bowl station - made to order sandwiches / paninis
- Good Greens station - soup & build your own salad bar
- Grill station - all beef burgers, chicken sandwiches, non-meat options
- Picante station - various offerings like tacos, burritos, quesadillas and more
- Crust station - pizza

Grab 'N Go 7:00 am – 2:00 pm M-F

Cuneo Cafe - located on the 1<sup>st</sup> floor of the Cuneo Center/SSOM building

- Dash, grab & go offerings - a variety of grab & go options including sandwiches, salads, parfaits, treats, snacks and other daily offerings

Rambler Express - located on the 1st floor of the Marcella Niehoff School of Nursing

- Dash, grab & go offerings - coffee, cappuccino, espresso, latte, cold beverage refreshers\*, milk teas\* & boba drinks\* (\*coming soon), assorted pastries & snacks, grab & go sandwiches, salads and other daily offerings

Catering is available for all occasions: *Special Events, Corporate Events, Conferences, Breakfast & Brunches, Lunches, Dinner, Graduations, Small or Large Gatherings, Birthday Cakes, Snacks and more!*

Place orders online at; <https://www.toasttab.com/catering/loyola-health-sciences-campus>

*\*Additional fees may apply for events outside of cafeteria operating hours*

If you are looking for something that is not listed on the online menu, just ask us!

For questions, email Ayanna & Stasia at < [loyolahsc@questfms.com](mailto:loyolahsc@questfms.com) > or call (708)216-8677.

We love student & staff ideas & feedback! We are currently working on a platform using a QR code to gather feedback & suggestions. In the meantime, please feel free to ask for Ayanna or Stasia while visiting the cafeteria.

We are happy to be here and look forward to serving you!

Additional dining choices on the Health Sciences Campus include:

LUMC Cafeteria

Panera (Hospital and Outpatient Center)

Fitness Center Café

Starbucks (Hospital Tower 1st floor)

## **CLASSROOM TECHNOLOGY SERVICES (CTS)**

*Kathy Chavez Dominik – Director*

Classroom Technology Services at the Health Sciences Campus is located in Cuneo/SSOM 180. The staff's primary responsibility is to provide maintenance and support for classroom audio-visual (AV) equipment as well as operational support and technical expertise to faculty, staff, and students in the delivery of medical education and research.

We maintain and support the AV equipment throughout the Loyola University Chicago HSC (CTRE, Cuneo/SSOM, and MNSON) lecture halls, classrooms, seminar rooms, and conference rooms. On request, we will consult and make recommendations regarding AV equipment for purchase/use within a specific department. We also assist with operating high-fidelity simulations, recording lecture videos or tutorials via Camtasia or Panopto, supporting video and audio conferences, podcasting, streaming, and supporting other academic special events at the HSC. CTS has partnered with Digital Media Services (DMS) on a loan program with a limited number of laptops, projectors, cameras, and speakers available for short-term loans. They also have a digital video recording studio with a green screen to create content for class lectures, tutorials, training videos, and other presentations. Please see their website for more information: <https://www.luc.edu/its/dms/>.

#### Classroom AV

All HSC classrooms are equipped with a computer and projector/screen or large flat panel TV. Larger classrooms may have integrated microphones, speakers, web conferencing, and touch panel control systems. Please see our website for a list of spaces: <https://www.luc.edu/its/classroomtechnologies/> For additional information or requests, please use the [self-service form for ITS](#) or call the ITS Service Desk directly at 773-508-4487.

#### **DIGITAL MEDIA SERVICES (DMS)**

Digital Media Services at the Health Sciences Campus is located in Cuneo SSOM suite 180 180. Our team provides access and support to a variety of digital and multimedia resources. Loyola students, faculty and staff have access to the Equipment Loan Program, our Poster Printing Service, our forthcoming OneButton Studio for self-service media production, and we also provide upkeep and support to the SDL exam computer lab workstations.

The **Equipment Loan Program** encompasses short-term loan of equipment for individual, academic uses. This includes items like laptops, hotspots, projectors, cameras, Bluetooth speakers, and much more, all available for short-term loan circulation at 7-day intervals. Uses can range from tools to develop and complete coursework and assignments, use of technology in a jam, or even expanding your skills with multimedia tools. Access is available to Loyola members including students active in coursework, faculty, and staff. Learn more: <https://www.luc.edu/its/dms/equipmentloan/>

The **Poster Printing Service** is primarily used for producing research posters and relied upon for the St Alberts Day poster symposium each fall. We offer matte and glossy paper options. Learn more: <https://www.luc.edu/its/dms/printingposters/posters/>

The **One Button Studio** is a self-service production studio that will launch later this fall. This space will be available by reservation and centralizes video production tools in a ready-to-use environment, affording crisp video, clear audio, and a high-quality video. This space includes sound dampening panels, wall-mounted lighting, a greenscreen, professional grade camera and microphone and a workstation and tablet for delivering a variety of presentations, lectures, or even a great space for interviews and joining for a virtual meeting. More information will be available online here later this fall: <https://www.luc.edu/its/dms/mediaproductionstudios/>

## EMAIL

Students can access email through [www.outlook.luc.edu](http://www.outlook.luc.edu). Password issues should be addressed through the [password self-serve page](#) or directed to the LUC IT Help ITS Service Desk at 773-508-4487. The university's email protection and anti-spam resources can be found [here](#). Guidance on responsible use of LUC emails can be found [here](#).

## LOYOLA CENTER FOR FITNESS

*Joe Berg – Center Director*

Loyola Center for Fitness is a beautiful, open, state-of-the-art fitness club adjacent to the SSOM with endless amenities and services to fit your needs and the only certified Medical Fitness Association (MFA) facility in the area.

With your fitness club membership, you have access to over 70 weekly group exercise classes as well as the most up to date fitness equipment, 25-yard lap pool, warm water therapy pool, indoor running track and much more. Our educated, experienced and professional staff will guide you through a complimentary health assessment and provide you with a plan to assist you in reaching your goals. We believe that Loyola Center for Fitness is unique in its commitment to meeting each member's needs. We want you to be successful in reaching your health and fitness goals.

The Center Hours are:

Monday – Friday: 5:00 AM – 10:00 PM

Saturday – Sunday: 7:00 AM – 5:00 PM

Go to [www.loyolafitness.org](http://www.loyolafitness.org) for details on services and the schedule of classes and events.

## HEALTH SCIENCES LIBRARY

Jonna Peterson, MLIS, AHIP – Director, Health Sciences Library and Associate Dean, University Libraries

### Policies

- Loyola ID must be worn and visible
- Covered beverages permitted
- Loyola IDs must be presented when checking out items
- Must complete a one-time device agreement\* form before borrowing electronics

\*not sure correct title

### Information Commons

- Marcella Niehoff School of Nursing, 1st floor
- 24/7 access
- Card swipe after 7pm weekdays, Saturdays and Sundays, must enter from Stritch building
- Staffed hours: Monday through Friday: 8:30am – 5pm
- Four first come, first serve group study rooms and Quiet Study room available
- Printing, copying and scanning available from Library devices

- Charging stations
- Lost and found

### **Librarian Services**

- Research and education service to support course work, patient care, and research
- [Interlibrary loan service](#) to request articles and books from an international network of libraries. Articles delivered online within 24-48 hours at no cost to you.
- Curated subject/topic guides to the library's licensed resources.
- [Publishing and open access support](#)
- Consults delivered via email, Zoom, or in person

### **Library Resources**

- Electronic collection includes point-of-care tools, article and index databases, journals, books, and exam preparation.
- [Course textbook links](#) to required readings and pre-clinical and clinical resources.
- Login to HSL resources with your UVID/password from any device, anywhere
- Anatomical models and bone boxes available to borrow
- Citation management software (EndNote)
- Chargers (laptop and phone), headphones, calculators, dry erase markers available to borrow

### **Just for Fun**

- Need a break? Sports equipment available to borrow for up to three hours: soccer balls and collapsible net, yoga balls, Frisbees, and more.

### **Contact Us**

- Email us: [hsl@luc.edu](mailto:hsl@luc.edu)
- Call us: 464-220-9779
- <https://hsl.luc.edu/home>

### **PAGERS**

Stritch School of Medicine uses a messaging platform called AMS Connect, provided by American Messaging, our paging vendor. AMS Connect is a HIPAA compliant secure messaging platform that offers mobile applications for Apple and Android devices and a web application for desktops. Among its many features, AMS Connect provides secure, peer-to-peer texting as well as pager integration, which offers backup and redundancy to your pages. With AMS Connect, third and fourth year medical students are able to communicate securely with not only one another but also with the residents and attendings within the Loyola University Health System. For any issues regarding AMS Connect, please contact the parking office at 708-216-9092.

### **PARKING**

Prior to the start of each academic year, Stritch students are given the opportunity to purchase parking, which allows access to designated parking garages using your Loyola ID card. Parking is not billed, so you must go to (or call) the Parking Office to pay. You can prepay for the upcoming academic year over the summer, if you wish, to avoid the rush at the beginning of the academic year. The parking fee for all students is currently \$26/month and is subject to change. Due to the great demand for on-campus

parking, the parking fee gives students access to the garage but does not guarantee a parking space.

All medical students have parking in Deck C. If Deck C fills up, parking attendants will direct you where to park. Deck C assigned students are allowed to park in Deck B after 2 pm, M-F, and 24 hours on Saturdays and Sundays.

Parking may be purchased at any time of year from the Parking Office in room 1606 just inside the front entrance to the Mulcahy Building. The Parking Office is open weekdays from 7:00 am until 3:30 pm. You must present a valid Loyola ID with the make, year, color, and license plate number of the vehicle for which you are purchasing parking.

Students and staff are expected to follow all parking rules and regulations and are prohibited from parking in the patient and visitor lots.

Parking Office Phone – 708-216-9092

Parking Email – [LUHSParking@lumc.edu](mailto:LUHSParking@lumc.edu)

*Campus Shuttle Bus* – Students are encouraged to use the free shuttle bus on campus. Shuttle bus service is available around the HSC from 6:00 am to 6:00 pm, Monday through Friday excluding holidays. The shuttle bus stops at the various buildings and bus stops on campus.

*Public Safety Escort Service* – Dial 6-9077 (708-216-9077) to request a security escort to and from their vehicle after 6:00 pm and on weekends and holidays or whenever the Campus Shuttle Bus is not operating.

*Blue Line Shuttle Bus service* – Free Weekdays, 6:00 am – 6:00 pm. Pick up locations: Southside Forest Park CTA Blue Line Station and on campus across from CTRE (last pick up from campus at 5:40 pm).

*Motorist Assistance* – Dial Parking at 6-9092 during weekday hours of 6:30 am – 3:30 pm, Public Safety at 6-9077 outside of those hours, or use an emergency telephone in the parking garage to obtain assistance for a dead battery. Public Safety can also provide phone numbers for additional assistance including flat tires, locked keys, and vehicle towing.

## **SAFETY AND SECURITY**

Security services are available to students on the Health Sciences Campus 24 hours per day, 7 days per week. Police and security service for the University buildings is handled by LUCPD. Security for the greater medical campus is provided by the Loyola University Medical center, Department of Public Safety.

*Emergency Assistance* – dial 911 (on any Medical Center house phone)

*General Security Assistance* –

- 773.508.SAFE (7233) from any cell phone or landline will connect you with Campus Safety dispatch.
- dial 69077 (on any Medical Center house phone)
- dial 708-216-9077 (from a cell phone or outside phone)

*Emergency telephones* are also located throughout the campus, in each elevator, in parking lots, and parking garages. To use an emergency telephone, simply open the box and/or press the button to be directly connected to the Campus Safety Dispatcher. The button you press automatically provides the dispatcher with your location.

*LYNX Panic System* – Should a security emergency arise, any person can quickly and easily notify Campus Safety via workstation keyboards by pressing the F9 and F11 keys simultaneously. Doing so will send an immediate and discrete alert to campus police, who will dispatch officers to the room. No audible or visible alarm will be made inside the classroom with the exception of a small popup window appearing on the task bar of the classroom computer. The classroom workstation does not need to be logged in for the notification to be sent, just powered on. Workstations equipped with this feature will have red stickers on the F9 and F11 keys. For more information visit <https://www.luc.edu/safety/emergencies/classroomalarm/>.

*Loyola Alert* - FOR IMMEDIATE AND IMMINENT THREATS, text and phone messages titled Loyola Alert are exclusively used for incidents occurring on University property that pose a significant threat to life or bodily harm and require immediate action, including weather emergencies, civil emergencies, active shooters, and health emergencies as ordered by public health authorities. Loyola Alert will be used to send messages in accordance with the emergency notification requirement of the Clery Act. Current faculty, staff, and students are enrolled in Loyola Alert by default based on the information the University has on file. For more information visit <https://www.luc.edu/emergencycommunications/>.

*Loyola Advisory*- for significant, disruptive incidents that are non-life-threatening, messages titled Loyola Advisory are used to keep you informed of important occurrences that may not require immediate action but still require your attention, including technology outages, utility failures, disruptions to campus operations, significant hazardous materials or chemical spills, and fires. Current faculty, staff, and students are enrolled in Loyola Advisory by default based on the information the University has on file.

Emergency Broadcast Alert (EBA) system is a system managed by Trinity Health Systems and is designed to be used in emergency situations that have a significant threat to personal safety on the Health Sciences Division campus. In the event of an emergency, a brief text message will be sent to your registered cell phone number containing important instructions for you to follow to stay safe. Subsequent messages may provide further updates, directions to relevant sources of information and an indication that the emergency is over.

To ensure that you have access to SSOM EBA, please check that your cell phone number is registered and up-to-date by logging into the Emergency Broadcast Alert system at: <https://portal.luhs.org/template/dean/luhs/lebs/frames.cfm>.

*Lockdown Hardware* – Most University classrooms and meeting rooms are equipped with lockdown hardware to be used if there is ever a need to secure a space. For more information visit <https://www.luc.edu/safety/emergencies/lockdownhardware/>.

*LUHS Photo ID* – Must be worn in a visible manner at all times while on campus. Your Loyola photo ID is needed to gain access to all Medical Center buildings and entrances, Stritch School of Medicine (SSOM), Marcella Niehoff School of Nursing (MNSON), and to use the HSC Library. To ensure the safety of the University community, every registered student is required to carry a LUHS identification card ("student

ID” or “Campus Card”) at all times while on-campus. IDs are issued to individual students and are non-transferable. Permitting another to use one’s own LUHS ID is also a violation, and when used fraudulently may also constitute a violation of Loyola’s Community Standards. Hospital policy requires the ID to be worn on the outer garment of clothing at lapel level at all times while on campus. The ID is obtained at the Parking/ID Office located in the Mulcahy Building, room 1606 just inside the front door. The office is open weekdays from 7:45 am until 4:45 pm.

*Suspicious Persons or Activity* – Please assist Public Safety (Campus Safety) by reporting any suspicious persons or activity on or near the HSC as soon as possible by calling 773.508.SAFE (7233) or 708-216-9077.

*Building Access* – University buildings are for the exclusive use of Loyola students, faculty, staff and authorized guests. Allowing someone to enter through a secure entrance such as a door or gate or propping open doors is a safety risk and may be a violation of Loyola’s Community Standards.

*Preventing Theft* – Avoid leaving personal valuables, e.g., purses, backpacks, electronic devices, etc. unattended. Use a locker to secure your valuables.

*Laboratory Safety* – Dial 708-216-6738 to obtain assistance from the Office of Research Services’ Director of Research Safety regarding laboratory safety and the handling of chemicals and other hazardous substances Monday through Friday from 8:30 am until 5:00 pm.

## STUDENT ACTIVITY CENTER

The Student Activity Center is located in Room 275 and consists of two separate areas. The southern room has a large flat-screen TV, lounge furniture, foosball table, and ping pong tables. It also has a take-a-book, leave-a-book bookcase and board games.

The northern room offers students a multi-purpose area for dining, meetings, and other events approved by Student Affairs. The room consists of 30 chairs, 8 tables (three of which has access to data/power jacks by the windows), four industrial microwaves, and two restaurant quality refrigerators to store student lunches. **The refrigerators are emptied and cleaned every other Friday evening and the Fridays before breaks and vacations.** Any items in the refrigerators when cleaned are disposed of. A sink, icemaker, and vending machines are also located in this area.

Students are expected to maintain a respectful appreciation of the Center and to demonstrate such by keeping it clean and organized (do not move the furniture) and to refrain from intentionally damaging school property.

## STUDENT HEALTH AND COUNSELING SERVICES

### Mission and Vision

The [Wellness Center](#) is committed to helping students reach and maintain their optimal level of wellness by providing medical, counseling, and health promotion services. Our work is guided by our beliefs and commitment to:

- **High-quality, interdisciplinary** care that is **evidence-based**
- **Diversity, equity, and inclusion** in our organizational practices, policies, services, and programs. We celebrate and promote diversity in all of its forms.

- **Prevention** of negative health outcomes and the **promotion** of wellness resources and opportunities for positive health changes.
- **Collaboration** with campus and community partners toward shared goals of personal and community health and wellness

#### Staffing

- The HSC Center is staffed by an inter-disciplinary team of health care professionals, including an advanced practice nurse, a registered nurse, a medical assistant, two mental health professionals, and an administrative support staff. Information about [Wellness Center staff is here](#).

#### Eligibility, Location, Hours, and Access

- Students enrolled at the Health Sciences Campuses (HSC) and at the Downers Grove campus are served primarily by the HSC clinic in Ste 400 of Cuneo. However, students may also access care in person at our clinics on the Lakeshore and Water Tower campus if that is more convenient for you. In addition, some of our services are offered through telehealth.
- Hours of operation are 8:30-5:00, Monday through Friday.
- 24/7 mental health crisis support, call 773-508-2530, select option 3
- Students can make an appointment for medical or mental health services [online](#) or by calling 773-508-2530.
- Students seeking support around sexual and relationship violence can call The Line at 773-494-3810.
- *Insurance and fees:* Loyola students can access Wellness Center services at no cost. We do not bill insurance. Some lab tests, immunizations, prescription medications, and materials are provided for an additional fee. Your provider will let you know about these costs during your visit. Visit [Eligibility and Fees](#) for more information.
- Mental health counseling services will be available in-person and via telehealth (psychiatric and dietetic appointments will be available via telehealth only).

#### Counseling and Mental Health Services provided at the Wellness Center

- Assessment, urgent and crisis care, brief individual counseling, group counseling, and psychiatric medication care are offered.
- The Wellness Center has a full-time care manager who can help students connect with long term or specialty care through local providers for both medical and mental health needs.
- Providers can provide consultation to faculty and staff on how to best support the mental health and well-being of students.
- 24/7 mental health crisis support, call 773-508-2530, select option 3

#### Health Services provided at the Wellness Center

##### [Office Visit](#)

- Appointments for acute illnesses and conditions are available with a Registered Nurse, Nurse Practitioner or Medical Doctor at the Lake Shore campus, Water Tower campus, and the Health Sciences Campus location.
- Examples of acute illnesses and conditions include: respiratory infections, urinary tract infections, headaches, abdominal pain, sexually transmitted infections and dermatologic conditions. Please call 773-508-2530 to schedule an appointment or [click here to make a web booked appointment](#). [Web-based appointments](#) are limited per provider each day.

##### [Urgent Problems](#)

- Please call [Dial-A-Nurse](#) (773-508-2530, option 2) during business hours to speak with a Registered Nurse who will triage your concern and schedule an appointment with the most appropriate

provider. If a nurse is not available when you call, please leave a clear and detailed voice message including your name, date of birth, and phone number. A nurse will return your call as soon as possible.

- The triage nurse typically is able to accommodate same-day appointments for urgent medical problems.
- For any life-threatening emergency, please dial 911 or 4911 from a campus phone.
- If you have a non-emergency medical concern when the Wellness Center is closed, **most insurance providers have an after hours nurse call line. Please visit your insurer's website to find the correct nurse line number.** If you don't have access to a nurse line, please visit our urgent care referral sites [here](#). If you have United Healthcare (Loyola's student insurance), you are eligible to use [Healthiest You](#), an after hours service. Students who do not have this insurance would have to pay a fee.

#### *Immediate Care Services*

- Students who require urgent medical services after Wellness Center hours or on the weekend can be seen at:
- **Loyola Center for Health at Oakbrook Terrace Immediate Care**, 1S260 Summit Ave., (630) 953-6690 Monday-Friday 8AM-5PM; Closed Saturday and Sunday
- **Loyola Center for Health at River Forest Immediate Care**, 7617 W. North Ave., (708) 771-1300
- **Loyola Center for Health at Burr Ridge Immediate Care**, 6800 N Frontage Rd., (708) 327-1064
- Weekdays open 8AM- 8PM.; Weekends and Holidays, 8AM to 3PM (closed Christmas day)
- **(Note: This is not covered** by the student health fee but may be covered by your health insurance).

#### *Emergency Services*

- Students who require emergency medical services should go to Loyola University Health System Emergency Department or the closest ER or urgent care clinic. **(Note: This may be covered by your private insurance but is not covered by the student health fee).**
- Students who wish to speak to a mental health counselor about acute distress after hours may call 773 508-2530, Option 3, to be connected to our after-hours counselor, 24-7, 365 days a year. More information about emergency care is found [here](#).

#### Prevention

- Examples of preventive services include gynecologic exams, [immunizations](#), and TB screening.
- Please call [Dial-A-Nurse](#) (773-508-2530, option 2) for assistance in finding a primary care physician.

#### Laboratory

- Lab tests may be ordered by a provider during a medical visit. Examples of common lab tests include: rapid strep, rapid mononucleosis, pregnancy, urinalysis, sexually transmitted infection screening, and basic serum blood tests.
- You may also be able to have lab work ordered by your primary care provider drawn at the Wellness Center
- All lab appointments should be scheduled by calling Dial-A-Nurse.
- The Wellness Center does not submit claims to insurance for lab fee reimbursement.
- If labs are drawn during your visit, you will be informed on how you will receive your results (secure message, phone call or at the follow-up visit).

#### Procedures

- Examples of procedures include: fit testing, suture removal, ear irrigation, and wound care. Please Call Dial-A-Nurse to schedule an appointment.

#### Specialist Referrals

- If you are in need of a specialist (ex: gastroenterologist, ear nose & throat, orthopedic), please call Dial-A-Nurse and we will be happy to help provide a referral.

#### Pharmacy

- If you are prescribed a medication during your visit, you will have the opportunity to select your preferred pharmacy and have the medication order sent electronically.
- Your insurance may be used to help pay for medications filled at a pharmacy.
- The Wellness Center has a limited supply of medications available on-site for a fee (see [Eligibility & Fees](#)). The Wellness Center does not submit claims to insurance for medications purchased on-site.

#### Off-campus COVID Testing

- Please review this [Updated off-campus testing options](#) near all three Loyola campuses. Free, rapid, at-home COVID tests may also be obtained through your insurance or you may ask your local pharmacy.
- Students with active symptoms of COVID-19 may schedule testing at the Wellness Center.

#### Nutrition

- Nutrition appointments at the HSC campus are through zoom only.
- To schedule an appointment please call Dial-A-Nurse at 773.508.2530, option 2, or [schedule online](#). The Registered Dietitian will provide you with a unique zoom link prior to your scheduled appointment time.

#### Gender Based Violence Services at the Wellness Center

- [Gender-based violence](#) includes dating violence/domestic violence, sexual assault, sexual harassment/exploitation, and stalking. There are resources, reporting options, and support services here on campus to help any students who are directly or indirectly affected by gender-based violence.
- To connect with a confidential advocate at Loyola, call The Line at 773-494-3810. The Line is open Monday-Friday during business hours and 24 hours on the weekend when classes are in session. During most breaks (summer, spring, etc.), advocacy services are available Monday-Friday during business hours. The Line is typically closed on university holidays. If The Line is closed and you would like to speak to someone right away, please call the Chicago Rape Crisis Hotline at 888-293-2080.

#### Staying connected to the Wellness Center

- [Sign up](#) for the weekly Wellness Center Newsletter.
- Follow the Wellness Center on Instagram [@loyolawellnesscenter](#)
- Providers are available to provide workshops and presentations on a variety of health related topics. To request a program from staff at the Wellness Center, please complete this [program request form](#).

## **STUDENT ORGANIZATIONS**

Students should not email class listservs without the permission of the Director of Student Life.

See Student Leadership Guide, found on the MSU website under Resources:

<https://www.luc.edu/stritch/loyolamsu/resources/index.shtml>

The current list of student organizations is on the MSU website:

<https://www.luc.edu/stritch/loyolamsu/studentorganizations/>

Stritch students are also members of Loyola's Graduate, Professional, and Adult Student Life Community and are invited to participate in any GPASL events/student organizations throughout the year. The GPASL

student organizations can be found [here](#) for reference.

## **UNIVERSITY MINISTRY**

*Ann Hillman, MDiv. – Director*

Health Sciences Campus (HSC) Ministry serves students, faculty, and staff of diverse backgrounds and religious traditions by affirming their quest for personal development, the practice of faith, and spiritual growth in various ways. This is accomplished through the presence and programming of University Ministry Chaplains in the areas of hospitality, community building, faith development, community service, and values-education.

Health Sciences Campus Ministry provides a space for students to socialize and relax in the general lounge area of the office, with snacks and refreshments, and with staff members present for conversation, support, and counsel in a safe place. We strive to be a community of welcome and engagement regardless of one's religious tradition or belief in God. Office space is utilized by staff and students to meet privately or to plan and organize events. Students are helped to reflect on their daily experiences and are offered opportunities to develop their spiritual life through communal offerings of prayer, small reflection groups, retreats, Catholic liturgy, and one-on-one spiritual direction. Catholic Mass is offered during several special moments throughout the year, including at the Feast of St. Ignatius, Feast of St. Luke, and Blessing and Sending Mass before commencement.

HSC Ministry hosts community building events such as a series of dinners early in the school year that welcome each first-year medical student to Stritch and provide everyone the opportunity to meet faculty and administration in an easy, social setting. Events held by HSC Ministry extend the offer of hospitality and community at Stritch to the spouses and families of medical students.

We understand the profession of medicine as an act of service and seek opportunities to foster this way of being in the world. We offer local, national and international service immersion opportunities through the Ignatian Service Immersion (ISI) program. Begun in 1993, these immersion trips invite students to cross-cultural global health experiences grounded in the five ISI values of simplicity, solidarity, spirituality, service, and social justice. Additional initiatives, such as the annual Day of Community & Service, Thanksgiving outreach initiatives, and ongoing partnerships with local organizations help students activate passions for advocacy, health equity, and social justice, while providing opportunities to work alongside community partners who serve within the Chicagoland area and beyond.

HSC Ministry understands moral formation and professional formation as an integrated project in a person's life. We attend to this with the support of the Stritch community through programming that considers questions of meaning and purpose, ethics, justice, virtue and faith. Our programming offers a privileged place to the Jesuit tradition of higher education and the tenets of Ignatian spirituality. Our Chaplain Mentor program for first-year medical students, communal opportunities for ritual and reflection at significant junctures of progression through medical school, lecture series and discussion groups, in addition to others, are at the service of these goals.

We encourage and support students and student groups of various religious traditions, including

the Catholic Medical Association, the Jewish Student Association, the Muslim Medical Student Association, the Christian Medical and Dental Association, and the South Asian Medical Student Association, as well as offer a variety of ecumenical and interfaith prayer services throughout the year. Stritch is an academic community that takes questions and the practice of faith from all religious traditions seriously. In learning about one another, we know that we better come to know ourselves and our beliefs.

The offices of HSC Ministry are located in the Stritch School of Medicine (room 270). All are welcome in the Ministry offices at any time.

You can also reach Health Sciences Campus Ministry by email at [HSCMinistry@luc.edu](mailto:HSCMinistry@luc.edu), on social media @HSCMinistry, or by phone (464) 220-9211.

- Ann Hillman, MDiv, Director [ahillman@luc.edu](mailto:ahillman@luc.edu)
- Justin Hoch, MA, LSW, Chaplain [jhoch@luc.edu](mailto:jhoch@luc.edu)
- Sarah Simmons, CSJ, MDiv, Chaplain [ssimmons5@luc.edu](mailto:ssimmons5@luc.edu)
- Ana Koulouris, MEd, Department Coordinator [akoulouris@luc.edu](mailto:akoulouris@luc.edu)

## **WIRELESS NETWORKS**

### **Secure Wi-Fi Access**

LUC is a secure wireless network providing access to campus resources for all users with valid UVIDs and passwords. Only 802.1X-capable devices will work on LUC. Use this network for all official University business when you are on a campus wireless connection. Windows Vista and later, Mac OS 10.4+, and recent versions of Linux/Unix should all work on this network. Most mobile devices with WiFi will also work.

More information can be found at: <https://www.luc.edu/its/services/wirelessconnect/>

The FAQ page is: <https://www.luc.edu/its/services/wirelessconnect/wirelessfaq/>

## ***POLICIES, PROCEDURES, AND STANDARDS***

### **COMMUNITY STANDARDS**

All students of Loyola University Chicago are expected to uphold the [Community Standards](#) (Loyola's Student Code of Conduct). Students are expected to abide by all university policies, including but not limited to the policies outlined in this document. All students have the responsibility to familiarize themselves with the *Community Standards*, as they will be held accountable to them. The *Community Standards* provide a simple baseline for acceptable student conduct. It is the hope of our entire university community that students will far exceed these minimum standards for just, respectful, and caring conduct towards one another.

For a complete list of policies, please refer to the [Loyola Community Standards](#) or visit [LUC.edu/deanofstudents/communitystandards](https://luc.edu/deanofstudents/communitystandards).

To file an incident referral regarding alleged misconduct by a Loyola student or to request conflict resolution

services, contact the Office of the Dean of Students (ODOS) or visit the website at <https://www.luc.edu/deanofstudents/studentconduct/>.

For any questions related to or falling under the Community Standards, please contact the Student Rights, Responsibilities and Conflict Resolution area in the ODOS directly at [CommunityStandards@luc.edu](mailto:CommunityStandards@luc.edu) or 773-508-8890.

### **HAZING POLICY**

Per Loyola's Community Standards, hazing is a broad term encompassing actions or activities often associated with initiation or group associations which inflict or attempt to cause mental or physical harm or anxiety, or which demean, degrade, or disgrace any person, regardless of location, intent, or consent of participants. Hazing can also be defined as any behavior that intentionally or unintentionally endangers the physical or mental health of a student for the purpose of initiation, full admission, or affiliation with any organization or group. Any activity that promotes a class system or subjects a certain sub-group to subservience in any form may also be considered hazing.

Hazing is expressly prohibited by the University and by Illinois law (720 ILCS 120). The full hazing policy, as well as resources and other information, can be found in the [Community Standards](#). Resources are also available at [www.hazingprevention.org](http://www.hazingprevention.org).

### **LOYOLA'S COMPREHENSIVE POLICY AND PROCEDURES FOR ADDRESSING DISCRIMINATION, SEXUAL MISCONDUCT, AND RETALIATION**

Loyola University of Chicago ("Loyola" or the "University") is committed to providing an educational and employment environment where the full richness of our diverse community can be explored and celebrated. To this end, the University maintains the highest standards for safety and inclusivity. Such standards are part of a larger ethical imperative rooted in our mission as "Chicago's Jesuit, Catholic University – a diverse community seeking God in all things and working to expand knowledge in the service of humanity through learning, justice, and faith." In maintaining the *Comprehensive Policy and Procedures for Addressing Discrimination, Sexual Misconduct, and Retaliation* (the "Comprehensive Policy"), the University meets or exceeds the requirements of federal and state civil rights laws and regulations to provide for a prompt, fair, and equitable administrative process.

The most current and complete version of the Comprehensive Policy can always be found at [Comprehensive Policy](#). To file a report or complaint of discrimination, sexual misconduct, or equity-based retaliation, contact the Office for Equity & Compliance ("OEC") or visit the OEC website at [LUC.edu/equity](http://LUC.edu/equity). For any questions or concerns related to or falling under the Comprehensive Policy, please contact the OEC staff directly at [equity@luc.edu](mailto:equity@luc.edu) or 773.508.7766.

### **ETHICSLINE REPORTING**

EthicsLine is a centralized and confidential 24/7 web and phone reporting system to report incidents that may involve misconduct by faculty, staff, and/or students, including misconduct under the following categories: Academic & Student Affairs, Accounting and Financial, Athletics, Human Resources, Information Technology, Medical, Research, Risk and Safety Matters, and Other.

The university is committed to the highest ethical and professional standards of conduct. To fulfill this commitment, the University relies on each community member's ethical behavior, honesty, integrity, and good judgement.

Reports submitted via the EthicsLine Reporting Hotline will be handled as promptly and discreetly as possible. Loyola is committed to safeguarding the confidentiality of individuals who submit reports and encourages reporting of misconduct by providing whistleblower protections for good-faith reports.

**To Make a Report:**

- File a report [online](#) or by calling 855.603.6988
- Follow up within 3-5 business days of filling a report.
- At this time, you may receive additional follow-up questions or updates.

## **Expectations for Medical Students**

Stritch School of Medicine students are expected to grow in the knowledge, skills, attitudes, and behaviors expected of individuals who are training to become physicians. Our mission requires respecting all individuals, creating and maintaining a positive learning environment, and consciously adhering to model standards of behavior and interaction that are consistent with our institution's Catholic and Jesuit heritage.

Our students are assumed to be of high moral character, expected to conduct themselves in a professional manner, and behave as socially responsible citizens in keeping with the professional norms of medicine.

Students also are expected to maintain high ethical standards and practice academic honesty in all of their educational endeavors. These actions are echoed in our competencies - eight areas of performance and behavior that students must successfully meet to be eligible for promotion and graduation. Competencies are assessed in all courses and are components of the evaluation process.

To maintain a learning environment where individuals are encouraged and expected to perform to high standards, certain behaviors are considered unprofessional and unacceptable including but not limited to the following:

- accepting assistance from or giving assistance to another student during an exam or in the preparation of any graded material;
- plagiarism;
- inappropriate access to, misuse of, or theft of academic related information or records;
- inappropriate access to, misuse of, or theft of medical information or records, including electronic medical records;
- sabotaging another student's laboratory experiment;
- misusing another person's signature;
- falsifying academic grades or clinical evaluations, research data and/or results;
- physical and verbal intimidation, bullying, or harassment;
- lying, cheating, and fabricating information;
- harassment (both sexual and non-sexual), patterns of sexual innuendo, obscenity, and defamation;
- discriminatory actions based on race, gender, ethnicity, sexual orientation, and religion

or other status protected by law.

The following statements are expectations for all students at the Stritch School of Medicine. Professionalism is considered in determining satisfactory academic progress. Failure to meet these expectations is grounds for consideration of suspension or dismissal. These guidelines are not exhaustive but represent the kind of conduct and professional behavior that is mandatory in the educational and clinical environment:

- conducting oneself in a manner that is appropriate for the learning and patient care environments with suitable dress and grooming;
- practicing academic honesty in all examinations, course, clerkship, and elective assignments;
- being punctual and reliable in meeting obligations for courses and clerkships, including timeliness on rounds, lectures, and small-group experiences; meeting on-call requirements; seeking permission for any required days off; and providing proper notification for absence due to illness or true personal emergency;
- telling the truth at all times, but especially concerning patient care matters, such as correctly reporting history, physical, laboratory, and other examination findings. Responding to a question with “I don’t know” when that is the truth, is always the best answer;
- behaving in a collegial way that enhances the ability of others to learn or care for patients; verbal or physical abuse of other students, employees, faculty, and healthcare professionals; sexual harassment; a pattern of offensive comments; and other improper and disruptive behaviors are unprofessional and unacceptable
- using the highest standards of professional, ethical, and moral conduct and conscientiously caring for patients under all circumstances associated with their illnesses;
- relating in a proper and professional manner to patient families, especially under the always emotional and often tragic circumstances of a patient’s illness
- refraining from any action or conduct that may be considered unprofessional or unethical or embarrassing or detracting in any manner from the reputation of our school, faculty, and students;
- These professionalisms expectations are relevant to both students and student organizations.

### **Expectations for the Use of Artificial Intelligence (AI) Tools in Education and Training (see Appendix F of Academic Policy Manual)**

A student’s presentation of academic work, in whole or part from any source (e.g., published literature, web resources, generative AI, third parties such as ghostwriters) as their own (whether paraphrased or copied in verbatim) is unacceptable and constitutes an academic integrity violation.

Failure to disclose the unapproved use of AI is a violation of our professional standards. The Student Promotion and Advancement Committee will review those violations for further intervention.

When permissible by the faculty of a course/clerkship or elective, students can use generative AI tools to complete their assignments.

## **Health Insurance Portability and Accountability Act of 1996**

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law that provides for the protection and privacy of personal health information. The Privacy Rule and the Security Rule of this law affect health care providers, including students enrolled in clinical education activities. The [Privacy Rule of the HIPAA](#) defines protected health information as:

“...information, including demographic data, that relates to the individual’s past, present, or future physical or mental health or condition; the provision of health care to the individual; or the past, present, or future payment for the provision of health care to the individual; and, that identifies the individual or for which there is a reasonable basis to believe it can be used to identify the individual.”

All Stritch students must follow the HIPAA Privacy Rules and Guidelines when participating in clinical educational activities. Compliance with these rules and guidelines includes, but is not limited to, maintaining confidentiality of paper and electronic health records and protected health information.

All students are required to complete HIPAA training. In addition to program-specific training, all students are required to complete any additional training mandated by the clinical facility where their clinical education is occurring.

When a concern is raised that a student has violated the confidentiality and privacy of patient information, the concern is addressed through the formal disciplinary process of the Stritch School of Medicine.

## **Conduct Procedures for Academic Dishonesty**

All allegations of academic dishonesty must be documented and submitted to the senior associate dean for student affairs within a reasonable period of time after the alleged incident. The senior associate dean for student affairs will take the following actions:

1. notify the student(s) in writing of the allegation and documentation;
2. request a written response; and
3. inform the student(s) of the review process and appeal procedures to be followed.

Upon receipt of all pertinent materials, the associate or assistant dean for student affairs notifies the chair of the Student Promotion and Advancement Committee, relevant course/clerkship/elective director(s), and relevant teaching department(s) of the allegations and provides all the submitted information. The chair of the Student Promotion and Advancement Committee determines if there appears to be sufficient substance to the allegations and that academic dishonesty may have occurred.

The following actions will be taken.

- The chair convenes a meeting of the Student Promotion and Advancement Committee to discuss the allegations;
- The SPAC will make a judgment as to what actions will be taken;
- The student is notified in writing by the chair of the SPAC as to the decision of the committee, within 45 days of the student being notified of the allegation.

The student(s) has the right to an appeal of the decision to the Student Appeal Board (SAB) within 30 days of the notification. A student who is dissatisfied with the action of the SAB may submit a petition for a single appeal to Loyola University Chicago through the Provost within 30 days of the SAB's recommendation. All decisions of the Student Promotion and Advancement Committee, Student Appeal Board, and the provost are documented in the student's official academic file. In the event allegations are dismissed, no actions are recorded in a student's official academic file. PLEASE NOTE: Stritch reserves the right to seize a student's ID badge(s) due to academic dishonesty until the school deems it appropriate to return the item(s) to the student.

## **Student Wellness**

As future physicians, medical students have a responsibility to maintain their own health, which includes preventing or addressing acute or chronic disease, including mental illness, disabilities, and occupational stress. When a student's wellness is compromised so then is the safety and effectiveness of the medical care she or he provides. "When failing physical or mental health reaches the point of interfering with a physician's ability to engage safely in professional activities, the physician is said to be impaired."

If a student's health is compromised, she or he needs to take measures to address the problem by seeking appropriate help and engaging in an honest self-assessment of one's own ability to continue in education or clinical training. The medical profession that the student is now joining has an obligation to ensure that its physicians, as well as all learners, are able to provide safe and effective care for others and to avoid unreasonably disrupting the normal education processes and orderly operation of Stritch. This obligation is fulfilled by promoting health and wellness among all members of the health care team, including one's self. At times, an intervention may be needed when the wellness of a colleague appears to have become compromised.

Students will not participate in patient care or school related activities when physical, mental, or emotional lack of fitness could interfere with the quality of that care or disrupt the school community. It is a student's own responsibility that if such a situation occurs to notify her or his clerkship (or elective) director or the Assistant Dean of the third or fourth year so that the student can leave those clinical responsibilities and an appropriate, but confidential intervention can occur. The misuse of any potentially addictive, abusive, or illicit drugs is strictly forbidden, regardless of year of training, and is incompatible with safe clinical performance. If such a problem is identified, the student will be removed from clinical (or curricular) activities and an appropriate, confidential referral made to help her or him to address and effectively manage this illness. Finally, students must not use alcohol or other drugs when they are expected to be participating in patient care, patient settings or curricular-related activities.

Any student who considers themselves too tired or fatigued to drive home safely and is unable to obtain other alternative transportation should call a taxi or ride share. Reimbursement for a round trip between the clerkship site and student's local address and back to the clerkship site for the next clerkship day is provided through Stritch. The student should promptly submit the original fare receipt to the vice dean for medical education's office at Stritch for processing a reimbursement.

SSOM's goal is to ensure that students are engaged in a process that maintains their wellness, and when necessary, helps students to effectively address any situations when they are demonstrating behavior that

creates a direct threat to the safety or health of others or unreasonably disrupts the normal education processes and orderly operation of Stritch. SSOM also has an obligation to ensure provider wellness to those individuals whose care SSOM graduates will provide in their future profession as physicians. When a student's health is impaired, SSOM will limit or stop their education until they can safely return and assume expected educational responsibilities.

## **Student Mistreatment and Harassment**

Loyola University Chicago Stritch School of Medicine is committed to maintaining a learning environment characterized by respect and professionalism. If a student has either been the recipient of or witnessed mistreatment from a faculty member, resident or other healthcare provider, then it should be reported. The university takes reports seriously and works to protect confidentiality as possible given the nature of the event. SSOM is committed to a policy that supports the timely disclosure of these concerns and prohibits retaliation against any student who reports such concerns. If a student has concerns regarding confidentiality in reporting, they can contact the Office of Student Affairs.

## **STRITCH SCHOOL OF MEDICINE PARENT SUPPORT POLICY**

Approved Oct 4, 2018,

Reviewed July 1, 2026 Accountable for revision:

Office of Student Affairs: *James Mendez, PhD; Senior Associate Dean, Student Affairs*

Office of Educational Affairs: *Gregory Gruener, MD, MBA, MHPE; Vice Dean for Education*

### **A. PURPOSE AND SCOPE**

As a Jesuit, Catholic medical school, we seek to support families. This policy is a supplement to Loyola University Chicago's Student Pregnancy and Parenting Policy. Should any items contradict, this policy shall

be primary. This policy offers medical students who are or who become parents while enrolled at the Stritch School of Medicine various options for requesting planned absences from school and accommodations for pregnancy and parenting related responsibilities. The policy applies to all full time, registered medical students.

### **II. DEFINITIONS**

Parent shall be defined as having full time custody of a biological child, adopted child, stepchild, or foster child. In some instances it may apply to parents with part-time custody.

### **III. POLICY FOR BIRTH OR ADOPTION OF A CHILD**

Planned absences should be requested as soon as possible, with at least a 30-day notice. In the instance of an anticipated future absence whose date is only approximate (i.e. due date) students should notify the Office of Student Affairs (OSA) of the impending event immediately. Student Affairs will develop a plan to include contingencies for when the birth/adoption occurs that will adapt for the unknown timing.

Medical students in years 1 and 2 may request permission to be excused from mandatory sessions. The student must communicate the need for a planned absence at least 30 days in advance with OSA. The student must make up all required work as determined by the course directors and/or OSA deans.

Medical students in years 3 and 4 may request an accommodation in their schedule to take parental absence. The planned absence must be requested at least 30 days in advance and coordinated with Student Affairs. Planned absences may vary in length from 1 day to 6 months. Clerkships may allow up to 3 days of excused absence time during a clerkship, provided there are no other absences. Clerkships have the right to limit or extend excused absences based on individual student learning objectives & performance. A prolonged absence may require a formal leave of absence. Students are expected to be in communication with OSA to coordinate their impending absences.

If the birth or adoption happens during a clerkship, the student may take an immediate planned absence with the understanding that if completion requirements are not met credit will not be given.

In all cases, specific provisions of the planned absence will vary based on the student's situation and the student's requests. Stritch will make every possible effort to accommodate requested absence, but there may be circumstances where absence may incur delays in educational progress that are unavoidable.

Students will be advised of the ramifications of their planned absence requests, including the impact on financial aid. Students taking planned absences may be asked to sign an acknowledgment of the terms of the absence. Students taking formal leave (more than 6 months) will follow the protocol for a leave of absence. Please refer to the Academic Policy Manual for further details on leaves.

During parental absences, the student may continue to use university facilities including the fitness center. The student will continue to have access to libraries and all online resources per usual enrollment. The SSOM Office of Student Financial Aid and/or the SSOM Bursar Office will advise the student of financial aid, tuition and fee, and health insurance ramifications of their planned absence.

#### **IV. POLICY FOR PARENTAL SICK TIME**

Students who need to be absent to care for a sick child should notify the Office of Student Affairs immediately. Students are required to make up any coursework or time lost at the discretion of the course or clerkship director. Students urgently needing to care for a sick child may be accommodated for attendance using alternate means (video conferencing, for example), if approved by an OSA dean and/or a

course director. Students may not take parental absence on exam days unless circumstances are incredibly extenuating. If a student needs to take a parental absence on an exam day for an emergency, they must make every effort to notify OSA prior to the start of the exam.

Students are allowed excused absences to care for a sick child. These absences must be coordinated with OSA. Absences taken to care for a sick child count toward total missed clerkship/instruction time and are subject to attendance guidelines. The Office of Student Affairs reserves the right to ask for a doctor's note documenting the child's illness. Missed time without notice, even with appropriate reason, may result in professionalism concerns and review by the Student Promotion and Advancement Committee (SPAC).

Any student needing additional time to care for a sick child should contact OSA immediately so that appropriate adjustments can be made with minimal disruption to educational progress. Students

requesting additional break time for lactation during exams should notify the SSOM Academic Center for Excellence (ACE).

#### **V. POLICY FOR LACTATION**

Students who are lactating may request an accommodation for adequate break time as M3 and M4 students (and as applicable during M1 and M2). Request for accommodation should be made to OSA at least 30 days in advance. Lactation time must be planned in advance in order to limit disruption to educational objectives for the student. In general, accommodations should be similar to breaks given during an 8-hour workday (around 60 minutes total for every 8 hours). Students may request additional secure storage space for lactation equipment if necessary. Students have a right to utilize clean, private space with adequate electricity, sanitation and lighting for lactation at their clerkship or education site.

Bathrooms are not acceptable as a provision for lactation. If proper lactation accommodations are not being met, students should notify OSA immediately. If students take lactation time without appropriate notification and arrangements with their current supervisor, it may result in professionalism concerns.

Personal Wellness Rooms in Cuneo are #440 and at the CTRE are #139, #240, #340, #440 and #540.

Additional information regarding the Illinois Nursing Mothers in the Workplace Act, please visit the [Illinois General Assembly](https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=2429&ChapterID=68#:~:text=An%20employer%20shall%20provide%20reasonable,already%20provided%20to%20the%20employee.):

<https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=2429&ChapterID=68#:~:text=An%20employer%20shall%20provide%20reasonable,already%20provided%20to%20the%20employee.>

#### **VI. POLICY FOR CHILDREN IN EDUCATIONAL SETTINGS**

As a general rule, students may not bring children to classes, clerkships, small groups, or academic co-curricular activities (such as lectures or conferences). Children are permitted at social events (where allowed by the venue) and must be supervised at all times. Students are expected to exercise their judgment in determining if a school social event is appropriate for children.

#### **VII. POLICY FOR CLERKSHIP SCHEDULING**

For M3 and M4 clerkship scheduling there are 3 categories under which a student may qualify for a scheduling accommodation: 1) students who are parents as defined in this policy, 2) students serving in the military, 3) students with declared disabilities currently under accommodation. Students will receive a lottery assignment and should go through the scheduling process as usual. Accommodations/alterations will be handled on a case-by-case basis by OSA. Students may be asked to provide documentation for their request as appropriate.

#### **VIII. POLICY FOR ACCOMMODATIONS FOR PREGNANT STUDENTS**

The School of Medicine complies with the **Federal Pregnancy Discrimination Act (PL95-555)** which has as its basic principle that **pregnancy and related conditions must be treated the same as any other disability or medical condition**. The school accepts the responsibility for alterations in the academic program, if necessary, to protect the health of the pregnant student and their fetus. Academic standards will not be altered and if course work, either pre-clinical or clinical, is missed because of any disability, arrangements will be made to permit the student to make up the deficiency.

Exposures to any hazardous materials or compounds are no different than those of other professionals working full time in the hospital or school environment, so a normal pregnancy in a

healthy medical student would require no alteration of the academic program. If the medical student has another health problem or a complicated pregnancy, alteration of the academic program would be individualized based on the student's physician's recommendations. The pregnant medical student will be permitted class or clerkship release time for regular supervision by their physician, provided relevant supervisors and deans are notified in advance per the aforementioned absence policies.

**The responsibilities of the pregnant medical student include the following:**

1. seeking medical care as early in pregnancy as possible and meeting all recommended appointments;
2. taking appropriate precautions:
  - a. in radiology areas, wearing protective shielding
  - b. in clerkships, avoiding contact with identified patients who have cytomegalovirus, varicella-zoster and herpes simplex infections. The student should know their rubella immune status as required for matriculation in the School of Medicine
3. reporting pregnancy and confirming that they are receiving medical care to the Office of Student Affairs
4. arranging leave time in accordance with this policy with the Office of Student Affairs, which will notify department(s)
5. notifying the Office of Student Affairs of date of return to school duties.
6. If this is less than or greater than six weeks postpartum, documentation of approval from the student's physician may be required.

#### **FREE EXPRESSION: STUDENT DEMONSTRATION AND FIXED EXHIBIT POLICY**

As an institution committed to higher education in the Jesuit tradition, Loyola University Chicago recognizes the importance of its role as a marketplace of ideas, where freedom of inquiry and open exchange of conflicting viewpoints is supported and encouraged. Such discourse supported by reasoned arguments and factual evidence is essential for the University to uphold the Jesuit mission of "service of faith and promotion of justice."

Accordingly, all Loyola students have the right to freedom of speech, expression, and assembly, including but not limited to, timely demonstrations in response to current events.

Students are free to express their views individually or in organized groups, on any topic, subject only to rules necessary to preserve the equal rights of others and the other functions of the University. Harassment and intimidation are contrary to the University's values and are not tolerated. For the purposes of this policy, the term "demonstration" is defined in §101(13) of the Community Standards.

Free expression may also take the form of fixed exhibits as defined in §101(18) of the Community Standards.

So long as they are orderly, lawful, and consistent with the standards below and all other University policies, including the Community Standards, demonstrations and fixed exhibits may be permitted regardless of the content or viewpoints expressed.

#### **ALCOHOL AND DRUGS**

Students at Loyola are expected to follow all laws pertaining to alcohol and other drug consumption. The most important reason for this expectation is student safety. While many Loyola students choose not to

drink alcohol or use other drugs, the University understands that regardless of policies or laws, some will. Students must always exercise good judgment and safe decision-making when it comes to these important issues.

For a more in-depth description of the University's perspective and policies on alcohol and other drugs, as well as various other related resources, please review the full Loyola University Chicago Alcohol and Other Drugs Policy.

## **Student Organizations**

All recognized student organizations (SSOs and RSOs) are subject to regulations concerning alcohol when hosting sponsored events on or off-campus. It is a privilege to be a student organization that is recognized by Loyola University Chicago. Student organizations are expected to exercise good judgment in planning and promoting their activities, including any event an observer would associate with the student organization. Student organizations are also responsible for assuring compliance with procedures and policies as outlined in the Student Organization Handbook, Community Standards, and Loyola University Chicago Alcohol and Other Drugs Policy. Recognized student organizations (RSO or SSO) may only sponsor events where alcohol is present as provided in the Center for Student Engagement's Alcohol Guidelines. Complete guidelines can be viewed by visiting [LUC.edu/studentengagement/](https://luc.edu/studentengagement/).

## **Facilities and Events**

All events on University property must comply with the LUC Alcohol and Other Drugs Policy, all other applicable University policies, and all applicable laws. Additional regulations may apply to events held on certain campuses or University facilities. Please contact the aforementioned areas for additional information and/or restrictions.

## **Prevention, Treatment, and Support Services**

In keeping with its promise of preparing people to lead extraordinary lives, the University offers resources for students (through the Wellness Center) and staff/faculty (through the Employee Assistance Program) that may seek or require assistance with alcohol or other drug (AOD) problems. Faculty, staff, and students are encouraged to attend seminars and information sessions on the health risks of alcohol and other drug abuse available to the University community. These programs are designed to educate students, staff, and faculty on substance use, its health risks, and identifying signs of overuse and abuse.

Self-help support groups for dealing with alcohol or other drug dependence bring together people with common experiences and similar needs. In general, self-help groups are: facilitated by a lay person, free, informal, voluntary, and anonymous. Please see the resources below to identify meeting times and dates of local area meetings, other self-help sites, and for more information on substance abuse.

Additional details pertaining to LUC's alcohol and drug policies for students can be found here: [LUC.edu/communitystandards](https://luc.edu/communitystandards)

## DRESS CODE, APPEARANCE, AND SCRUB ATTIRE

Students are expected to comply with the following appearance and uniforms standards of the Stritch School of Medicine, which are in accord with the uniform policy of Loyola University Medical Center and **appropriately represent the SSOM to the public**. *Students assigned to clinical sites other than LUMC are responsible for learning and following the clinical site's policies and procedures concerning scrub attire.*

### General Dress Standards

#### Preclinical

- During the preclinical years, students are expected to dress appropriately in the academic, business, and clinical areas on campus.
- Shirt and shoes are required in educational, administrative, and clinical buildings and on the property that is adjacent to them. Gym clothes (except inside the Fitness Center), low cut tops, short shorts, and bathing suits are not suitable inside or outside of campus buildings.
- Closed toe shoes are required in clinical and laboratory areas for safety.

#### Clinical

- Students are expected to maintain a professional appearance in the clinical settings. Clothing should be business-like; necklines and hemlines should be conservative.
- Students should wear clean, pressed, well-fitting personal attire, and undergarments should be worn.
- Daily hygiene must include clean body, teeth, and clothes. Heavily scented fragrances should be avoided. [Perfume, cologne or aftershave, may not be used in those cases where it causes adverse physiological symptoms for others in the work environment.]
- Hair should be clean, well-groomed and tied back when engaging in patient care activities or operating machinery and should not obstruct vision or limit eye contact.
- Well-groomed beards, sideburns, mustaches are allowed, but may not interfere with personal protective face gear. If a student needs to wear facial hair for religious reasons, they may be required to provide documentation from clergy. [Nothing in this Policy is intended to prevent a hair or facial hairstyle that is consistent with cultural, ethnic, or racial heritage or identity, except for safety reasons that cannot be reasonably accommodated.]
- All cosmetic products, including make-up and lotions, must be fragrance free. Make-up must be applied conservatively and in a manner that does not detract from the professionalism.
- Fingernails will be clean and well-manicured. Nail length should not interfere with clinical activities and polish color, if worn, should be conservative. Per hospital policy due to bacterial colonization concerns, artificial nails and overlays (including, but not limited to, acrylics, overlays, wraps, tips, gels, or bonding) are not permitted.
- Body piercing must be small and minimal. Jewelry should be discreet and is not permitted in operating rooms. Any tattoos that may be offensive to others must always be covered.
- Shoes should be clean and in good condition with closed toes per OSHA requirements (flip flops are not allowed).
- T-shirts, cropped tops, very short skirts, spaghetti strap tops, flip flops, jeans, shorts, sweat shirts, and sweat pants are not acceptable. Appropriate underclothing is required. Patterned and colored underclothing is not permitted when visible through clothing.
- **Buttons, pins, ribbons, stickers, or any items that are not part of an authorized uniform or that alter the professional image are not permitted. Outside of approved messaging, no other logos or writing may be displayed on any clothing item, mask, or lanyard.**

## Identification Badges

Students must wear a Loyola photo ID badge along with the Stritch student nametag on the vest pocket of their white coat. ID badges issued at other clinical teaching sites should be worn in addition to the Loyola ID when at the other clinical site. Students must always wear the “medical Student” ID badge hanger, provided by the Office of Medical Education during orientation.

PLEASE NOTE: Stritch reserves the right to deactivate or seize a student’s ID badge(s) due to academic dishonesty and/or unprofessional behavior until the school deems it appropriate to reactivate or return the item(s) to the student. A dismissed student is required to immediately return their student ID badge(s) to the SSOM Office of Registration and Records.

## White Coat

Students should wear a clean, pressed, **short** white coat in clinical areas. Coats should be plain, white, with an official LUMC patch sewn on the sleeve. A **long** white coat **must** be worn in lieu of a short coat at LUMC whenever surgical scrub attire also is worn (*see Scrub Attire section*). No buttons or pins should be attached to the white coat.

**All M3 and M4 students on clinical rotations must wear a short white coat with the exception of students wearing misty green surgical scrubs needing to wear a long white coat.**

## Scrub Attire

- Students should arrive at the medical center campus in appropriate street clothing. **Misty green surgical scrubs may not be worn outside of the medical center.** Scrubs can be worn where performance of procedures is a major component of the patient care activities (e.g., operating rooms, trauma bay/emergency room, burn center, and surgical intensive care). Scrub attire must be restricted to the designated areas specified by the medical center. Students are expected to change from scrub attire as soon as possible when it is no longer necessary to wear such garb as a uniform.
- Scrub attire provided by the medical center is their property and must be returned immediately after use. Please note: scrubs cannot be disposed of or stored anywhere in the Cuneo Center/SSOM.
- After use, scrubs are not to be worn if they have bodily fluids on them. Scrubs should be changed **immediately** if they become contaminated.
- Misty green scrubs worn outside of procedure areas are to be covered with a long lab coat that must remain buttoned at all times. Do not sit in the cafeteria or other areas with an unbuttoned lab coat if wearing misty green scrubs.
- Surgical hats, booties, or masks are not to be worn outside of the operating room or procedure areas.

## IMMUNIZATION POLICY

Proof of immunity is an [Illinois state requirement](#). All enrolled Stritch students must complete the process to verify proof of immunity. Incomplete immunization information **will result in being reported to Student Affairs for professionalism concerns, having your access to campus (ID badge) shut off, and/or being referred through the University’s student conduct process under section 201(8) of the Community Standards**. All Stritch students must enter immunization requirements into CastleBranch and upload supporting documents **by July 1 of their entering year**.

The following items are required to be uploaded to your CastleBranch account:

- positive titers for Measles, Mumps, Rubella, and Varicella
- vaccination record showing a complete series for Hepatitis B along with a positive titer
- TDAP vaccine within the last 10 years
- negative Quantiferon Gold test.
- If under the age of 22 prior to matriculation, a Meningococcal ACWY vaccine that was given four days before your 16<sup>th</sup> birthday or after is required. Meningitis B does NOT meet this requirement.

All immunization records must be in English or accompanied by a certified translation or they will not be approved.