



**Wake Forest University**  
**School of Medicine**

DMSc Candidate Handbook  
2025-2026 Academic Year  
Class of 2026  
Class of 2027

### IMPORTANT NOTE FOR ALL USERS:

- ❖ The DMSc Program policies and compliance requirements can be found in the School of Medicine Compliance and Policy Handbook as well as in our PolicyTech system. For the most recent version of DMSc Program policies, students should access the institutional policy site.
- ❖ Wake Forest University School of Medicine maintains policies that apply to all WFUSM students, including policies on health requirements and immunizations, disability accommodations, refunds of tuition, financial aid, education records, appeal of dismissal, substance abuse, and sexual misconduct. Students are strongly urged to familiarize themselves with these policies on the institutional policy site.
- ❖ Circumstances may arise during a term that cause significant disruptions to Wake Forest University School of Medicine and/or Wake Forest University Graduate School of Arts and Sciences – Biomedical Sciences operations and result in the closing of campus or a change in course modalities. These circumstances include, without limitation, extreme weather, fire, natural disaster, war, labor disturbances, loss of utilities, riots or civil commotions, epidemic, pandemic, public health crisis, power of government, or any other circumstance like or unlike any circumstance mentioned above, which is beyond the reasonable control or authority of the School of Medicine and/or the Graduate School.

## **DMSc Candidate Handbook**

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**NOTICE:**

The information in this student handbook applies to the academic year 2025-2026.

**Wake Forest University School of Medicine reserves the right to change policies and procedures at any time and without prior notice.** Additionally, errors and omissions in published documents (written or electronic) may be corrected at any time.

**PLEASE NOTE:**

The student handbook contains only a subset of policies for students. Additional information is posted on the Atrium Health Wake Forest Baptist [PolicyTech](#) Site, as well as program specific websites, handbooks, or bulletins. Students who are uncertain about how to access program specific information should contact their program director.

Effective October 9, 2020, and as part of an integration with Atrium Health, an agreement was entered into by and among Wake Forest University (WFU), Wake Forest University Health Sciences (WFUHS), North Carolina Baptist Hospital (NCBH), Wake Forest University Baptist Medical Center (WFUBMC) and Atrium Health, inc. (AHI), in conjunction with a separate “Enterprise Agreement” between WFUBMC and AHI, under which agreement WFUMC is contractually authorized to:

- Govern, through its board, all Medical Center operations and assets (subject to reserved powers or approval of NCBH, AHI and WFU/WFUHS on select issues).
- Operate NCBH and WFUHS (including the School of Medicine and its faculty), and their respective subsidiaries and affiliates.

Policies which apply to Atrium Health Wake Forest Baptist (AHWFBH) clinics, affiliates, and other locations and/or specifically to the Medical Center (WFBMC) are designated as AHWFBH policies and all faculty, staff and students are required to abide by the policies as noted in each policy.

Policies which apply to the education and learning environment and are specific to students enrolled in and/or taking courses as part of the Wake Forest University School of Medicine

(WFUSM) or Graduate School of Arts and Sciences – Biomedical Sciences are designated as WFUSM/WFU policies and students are required to abide by these policies.

As required by The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, information provided in the Annual Crime and Fire Report may be found at the Wake Forest University School of Medicine Campus Safety and Security website: <https://school.wakehealth.edu/campus-and-community-life/campus-safety-and-security>. This report will be mailed to anyone requesting a copy. Anyone may obtain a copy at Wake Forest Baptist Health Security Administration office located in Meads Hall, Ground Floor, Suite C.

## **Section I: Introduction**

### **A. Program Director Welcome**

Dear Fellow PAs and DMSc Candidates,

It is with sincere excitement that I extend a warm welcome to each of you joining our Wake Forest University, Doctor of Medical Science (DMSc) program. Your decision to embark on this journey reflects not only your dedication to the PA profession but also your commitment to the advancement of healthcare and service to others.

As a full-time working mother of three boys, a seasoned PA, and PA educator, I understand the challenges of managing competing priorities. Our DMSc program is designed to provide a comprehensive and unparalleled educational experience that accommodates the complexities of life.

Wake Forest University has a tradition of academic distinction. We continue this excellence with the DMSc program, upholding the highest standards of evidence-based educational practices. Our faculty, a diverse assembly of clinicians, scholars, and thought leaders, are dedicated to this ideal. Our mission is to cultivate and advance PA innovators. We aspire to develop PAs who are called to drive change and lead across the educational, research, and leadership sectors of healthcare.

As you join us, you are not just choosing to further your education; you are reaffirming a meaningful decision to enhance your ability to serve others. The DMSc program at Wake Forest University is poised to help you elevate your career through more meaningful impact on patients and communities.

Throughout the program, I encourage you to actively engage with your peers and faculty, to contribute your unique perspective, and to maximize your time and experiences here. Your professional goals are within reach, and together, we will work to realize them.

Kind regards and a warm welcome,

**Dr. Natalie Smith, DMSc, MS, PA-C**

Program Director

Doctor of Medical Science Program

Assistant Professor

**Department of PA Studies**

**Wake Forest University School of Medicine**

## B. Program Contact Information

1. DMSc Program Director:  
Dr. Natalie Smith, DMSc, MS, PA-C  
Email: [Natalie.Smith@advocatehealth.org](mailto:Natalie.Smith@advocatehealth.org)  
Phone: 336.713.0819  
Fax: 336.716.4432
2. General Inquiry:  
Email: [WakeDMSc@wfusm.edu](mailto:WakeDMSc@wfusm.edu)  
Phone: 336.716.4356
3. DMSc Registrar:  
Amy Simpson  
Email: [Amy.Simpson@Advocatehealth.org](mailto:Amy.Simpson@Advocatehealth.org)  
Phone: 339-716-7068
4. Financial Aid:  
Email: [FinAid@wfusm.edu](mailto:FinAid@wfusm.edu)  
Phone: 336-716-4264

## C. Mission Statements

### 1. Wake Forest University School of Medicine

- a. Mission Statement: Wake Forest University School of Medicine prepares the next generation of healthcare leaders through cutting edge education and training programs; advances discovery and innovation through research portfolio focused on the needs of patients and communities; and provides care for patients to improve health, elevate hope, and advance healing – for all.

### 2. Wake Forest School of Medicine, Department of PA Studies

- a. Mission Statement: The mission of the Wake Forest University School of Medicine Department of PA Studies is to advance the PA profession by developing leaders in clinical, research, and educational spaces to impact our community.
- b. Vision Statement: The vision of the Wake Forest University School of Medicine Department of PA Studies is to be recognized as exceptional leaders in PA education, as community partners and as educational and clinical scholars.

### 3. Wake Forest Doctor of Medical Science Program

- a. The mission of the Wake Forest University DMSc program is to elevate the PA profession by equipping PA leaders to shape the future of health care.

#### **D. Accreditation**

The Wake Forest University DMSc program is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). This accreditation affirms that our program meets the high standards of quality and effectiveness set by SACSCOC, and it authorizes us to award the Doctor of Medical Science degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of this program.

#### **E. DMSc Program Learning Outcomes (PLOs)**

1. Design innovative solutions for change within healthcare leadership, medical education and/or research sectors to advance evidence-based, patient-centered care.
2. Implement scientific rigor within healthcare leadership, medical education and/or research sectors to promote high-quality, evidence-based, patient-centered care.
3. Recognize strategic leadership opportunities within organizations, healthcare systems and/or institutions of higher education.
4. Apply the ethical, legal, and economic doctrines of health system science to healthcare policy and professional practice.
5. Develop and disseminate scholarly work reflecting the graduate's concentration in leadership, research, or medical education.

#### **F. Email Accounts**

Each student is provided with an email account. Atrium Health Wake Forest Baptist Email accounts are used for official communication. All students are expected to check and respond to email in a timely manner.

#### **G. Academic Calendar**

The Wake Forest University School of Medicine Doctor of Medical Science program incorporates home program scheduling and cooperates with the interdisciplinary programs Doctor of Nursing Practice, WFU School of Professional Studies, WFU MBA, and WFU Master of Science in Law programs to provide an extensive and varied curriculum. The current academic calendar is always available on the DMSc website at this link: [Academic Calendar](#).





Doctor of Medical Science  
Summer / Fall 2025, Spring 2026

**CO2026 Academic Calendar**

*\*\* denotes change from prior release*

**Summer 2025**

May	8	Session 1 Classes Begin
May	26	Memorial Day Holiday
June	29	Session 1 Classes End
July	2	Session 2 Classes Begin
July	4	Independence Day Holiday
August	24	Session 2 Classes End
August	28	Grades Released

**Fall 2025**

August	25	Session 1 Classes Begin (Capstone II / Telemedicine)
September	1	Session 1 Classes Begin (Diverse Teams)
October	14	Session 1 Classes End (Telemedicine)
October	20	Session 1 Classes End (Capstone II / Diverse Teams)
October	21- Oct 26	Fall Break
October	27	Session 2 Classes Begin
November	27 – Nov 28	Thanksgiving Holiday
December	12	Session 2 Classes End
December	19	Grades Released

**Spring 2026**

January	5	Session 1 Classes Begin
January	19	Martin Luther King Jr. Holiday
February	25	Session 1 Classes End
March	3 – 3/9	Spring Break
March	9	Session 2 Classes Begin
April	29	Session 2 Classes End
May	8	Grades Released



Doctor of Medical Science  
Summer / Fall 2025, Spring 2026  
**CO2027 Academic Calendar**

**Summer 2025**

May	5	Summer Classes Begin
May	26	Memorial Day Holiday
July 4	4	Independence Day Holiday
August	8	Summer Classes End
August	18	Grades Released

**Fall 2025**

August	25	Fall Classes Begin
September	1	Labor Day Holiday
October	13	Columbus Day Holiday
November	11	Veterans Day Holiday
November	27 – Nov 28	Thanksgiving Holiday
December	19	Fall Classes End
December	29	Grades Released

**Spring 2026**

January	12	Session 1 Classes Begin
January	19	Martin Luther King Jr. Holiday
March	2	Session 1 Classes End
March	3/3 – 3/15	Spring Break
March	16	Session 2 Classes Begin
May	1	Spring Classes End
May	11	Grades Released

## H. Program Tuition and Fees 2025-2026

DMSc-Online (CO2027)		
	1st year	2nd year (anticipated)
Tuition	\$ 20,400	\$ 21,600
Books	\$ 1,000	\$ 1,000
Laptop Allowance	\$ 1,222	\$ -
Food	\$ 5,760	\$ 5,760
Health Insurance	\$ 5,029	\$ 5,029
Loan Fees	\$ 2,230	\$ 2,170
Lodging	\$ 21,600	\$ 21,600
Miscellaneous	\$ 2,304	\$ 2,304
Program Fees	\$ 1,500	\$ 1,500
Transportation	\$ 5,700	\$ 5,700
Utilities	\$ 3,540	\$ 3,540
Total	\$ 70,285	\$ 70,203

DMSc-Online (CO2026)		
	1st year	2nd year
Tuition	\$ 20,400	\$ 21,600
Books	\$ 1,000	\$ 1,000
Laptop Allowance	\$ 1,222	\$ -
Food	\$ 5,760	\$ 5,760
Health Insurance	\$ 5,310	\$ 5,029
Loan Fees	\$ 2,310	\$ 2,170
Lodging	\$ 21,600	\$ 21,600
Miscellaneous	\$ 2,304	\$ 2,304
Program Fees	\$ 3,000	\$ -
Transportation	\$ 5,700	\$ 5,700
Utilities	\$ 3,540	\$ 3,540
Total	\$ 72,146	\$ 68,703

**DMSc First Year:** Assumes 5 credits for the summer term, 6 credits for the fall term and 6 credits for the spring term.

**DMSc Second Year:** Assumes 6 credits for the summer term, 6 credits for the fall term and 6 credits for the spring term.

**DMSc Per Credit Hour:** \$1,200

**DMSc Student Fees:** \$3,000 (\$1,500 annually)

**Tuition & Fees:**

Tuition is payable at the beginning of each semester. As a requirement for graduation, all students are required to pay full annual tuition for each academic year enrolled in Wake Forest University School of Medicine. Students who do not make tuition payments or satisfactory arrangements with the Student Financials office will not be eligible to continue classes or receive credit for course work.

**How is Cost of Attendance determined?**

Cost of Attendance is the total amount of aid, including scholarships, grants and loans, that you are eligible to receive for the entire year. The Cost of Attendance is derived based on living expenses in the Winston-Salem area and information from student surveys. The amount provided each year allows a Wake Forest University School of Medicine student to live comfortably alone, not luxuriously. Cutting costs in any way, including getting a roommate, budgeting money for food and other expenses, and living as frugally as possible are recommended.

It is not required that you accept the full Cost of Attendance each year. The amount you accept is flexible. You are allowed to return funds if you accept too much or request more if you run short as long as you stay within the Cost of Attendance.

Cost of attendance includes only those expenses associated with the student. Living expenses for the spouse and/or other dependents are not recognized as part of the student's standard cost of attendance. The cost of attendance, as defined by the school, represents the maximum amount of student financial aid a student can receive.

**Subject to Change:**

Statements in the DMSc Student Handbook concerning expenses and courses cannot be considered an irrevocable contract between the student and the School of Medicine. The School of Medicine reserves the right to change requirements for graduation, schedules, and costs of instruction at any time during the student's enrollment.

Tuition changes authorized by the Board of Trustees will become effective at the opening of the next session after adoption.

**Financial Assistance**

Assistance is available for students who, for financial reasons, could not otherwise attend the school of medicine. Scholarships and loans are awarded in accordance with criteria governing each source of funds and on the basis of need.

The Office of Financial Aid at Wake Forest University School of Medicine helps students obtain the resources needed to finance their graduate medical education. We also serve as an educational resource for financial planning and debt management. We know that deciding how to manage funding for education requires careful consideration of your options, and we're here to help.

**We encourage:**

- Prospective students begin the financial planning process early.

## DMSc Student Handbook - DMSc Program - PA Studies (School of Medicine)

- Current students to stay abreast of their financial situation and knowledgeable of all options.
- Alumni to understand available repayment options for their field of medicine, helping them make wise financial decisions to balance student loan debt with financial wellness.

### Loans

<b>NCFELS- North Carolina Forgivable Education Loan for Service:</b>	NC FELS (Forgivable Education Loan for Service) is a loan forgiveness program that provides monies to eligible students from North Carolina in exchange for a service obligation once the student has become a licensed practitioner. The service obligation requires recipients to return to NC to work for each year the loan was awarded.
<b>Unsubsidized Federal Direct Stafford Loan</b>	The Unsubsidized Federal Direct Stafford Loan program is a federal student loan program that allows eligible medical students to borrow up to \$47,167; the amount is dependent upon length of academic year. Eligible graduate and physician assistant students may borrow up to \$20,500. The federal government does not pay interest. The interest rate is a variable/fixed rate. Any interest that accrues during enrollment is capitalized at repayment. Aggregate loan limits are \$224,000 minus subsidized loan amounts for medical students and \$138,500 minus subsidized loan amounts for physician assistant students and graduate students.
<b>Federal Direct Grad PLUS Loan</b>	Graduate and professional students may borrow through the Federal Direct Grad PLUS loan. Students may borrow up to the cost of education minus other financial aid. A borrower's creditworthiness is a consideration for lender approval. The interest rate is a variable/fixed rate.
<b>Alternative Loan Programs</b>	Alternative loan programs are credit-based loans that may be used to supplement other forms of financial assistance. In general, alternative loans should be considered as a last resort. Not all alternative loan programs are alike. Always consult the Financial Aid Office before applying for an alternative loan.

### Exit Interview

Any student who has received financial aid and who ceases enrollment at Wake Forest University School of Medicine for any reason- leave of absence, dismissal, withdrawal, graduation- must have an exit interview within seven days with the Office of Financial Aid. This interview covers "Borrower Rights and Responsibilities" for all student loan programs and is required by law. View the [Exit Policy \(School of Medicine\)](#) for more information.

### Forfeit of Scholarship Funds

Students who are enrolled in a special program and have received scholarships from that program will forfeit those scholarship funds upon withdrawal or dismissal from the program.

Please review the following important financial Aid Policies in our PolicyTech System.

[Return of Federal Financial Aid Funds Policy \(WFUSM\)](#)

[Refund of Tuitions and Fees Policy \(WFUSM\)](#)

[Satisfactory Academic Progress \(SAP\) for Financial Aid Policy - DMSc Program - PA Studies \(WFUSM\)](#)

[Student Payment Policy \(WFUSM\)](#)

## I. DMSc Overview and Plans of Study

### **Course Registration:**

Learners do not need to register for each individual course. Learners will be registered for their required courses each semester by the program registrar. Certain situations (such as medical or financial issues or incomplete coursework from a previous semester) may make a learner unable to begin a course at the outset of the semester. In those situations, learners will be registered when meeting the above criteria, but not later than two (2) weeks following the first day of classes.

### **Program Curriculum**

The Wake Forest University School of Medicine Doctor of Medical Science program is a post-professional doctoral degree designed by and for working PAs. This program will equip PA leaders with skills in research, medical education, and healthcare leadership. The DMSc program is an asynchronous, online, 35 credit hour program designed for PAs with offerings in tracks of leadership, research, and medical education.

### **Program Tracks**

**Leadership** – For PAs who serve or aspire to serve in an array of health system roles, including clinical management, administrative, and executive leadership positions.

**Research** – For PAs who desire to hone research skills and increase PA scholarship. Also applicable to those who desire to serve in a variety of research settings (clinical, translational and/or professional).

**Medical Education** – For PAs who serve or aspire to serve in PA education by building skills in educational theory, instructional strategies, and scholarly approach to medical education.

## J. DMSc Cohort Curriculum Summaries (subject to change)

<i>A. Curriculum Summary CO2026</i>					
Term	Core/Track	Course Name	Credit Hrs	Catalog Number	
<b>Summer 2024</b>					
Full Session	Core	Capstone I	2	DMSC	721
Full Session	Core	Evidence-based Practice	3	DMSC	705
<b>Fall 2024</b>					
Full Session	Core	Quality Improvement and Patient Safety	3	DMSC	780
Full Session	Core	Research Design & Scholarly Writing	3	DMSC	706
<b>Spring 2025 (Half Semesters - choose one A and one B)</b>					
Spring A	Core	Exemplary Leadership of Teams & Orgs	3	DMSC	711
Spring B	Leadership	Contemporary Issues in Leadership	3	DMSC	712
Spring B	Education	Curriculum Development & Assessment	3	DMSC	709
Spring B	Research	Research Methods	3	DMSC	703
<b>Summer 2025 (Half Semesters - choose one A and one B)</b>					
Summer A	Education	The Art of Learning	3	DMSC	708
Summer A	Leadership	Leading Change in Healthcare Systems	3	DMSC	710
Summer B	Elective	Population Health	3	DMSC	712
Summer B	Elective	Health Information Management System	3	DMSC	717
Summer B	Elective	Financial Management of Healthcare Orgs & Research	3	DMSC	731
<b>Fall 2025 (Half Semesters - choose two A and two B)</b>					
Fall A	Core	Capstone II	1.5	DMSC	722
Fall A	Elective	Telemedicine	1.5	DMSC	704
Fall A	Elective	Diverse Teams	1.5	DMSC	707
Fall A	Elective	Purpose & Ethics in Business	1.5	DMSC	714
Fall B	Core	Capstone III	1.5	DMSC	723
Fall B	Core	Healthcare Policy, Law, & Ethics	1.5	DMSC	701
<b>Spring 2026 (Half Semesters - choose one A and one B)</b>					
Spring A	Core	Capstone IV	3	DMSC	724
Spring B	Elective	Data Management	3	DMSC	716
Spring B	Elective	AI for Health Informatics	3	DMSC	715

# DMSc Student Handbook - DMSc Program - PA Studies (School of Medicine)

<i>B. Curriculum Summary CO2027</i>					
Term	Core/Track	Course Name	Credit Hrs	Catalog Number	
<b>Summer 2025</b>					
Full Session	Core	Implementation Science & Capstone Foundations	2	DMSC	720
Full Session	Core	Evidence-based Practice	3	DMSC	705
<b>Fall 2025</b>					
Full Session	Core	Quality Improvement and Patient Safety	3	DMSC	780
Full Session	Core	Research Design & Scholarly Writing	3	DMSC	706
<b>Spring 2026 (Half Semesters - choose one A and one B)</b>					
Spring A	Core	Exemplary Leadership of Teams & Orgs	3	DMSC	711
Spring B	Leadership	Contemporary Issues in Leadership	3	DMSC	712
Spring B	Education	Curriculum Development & Assessment	3	DMSC	709
Spring B	Research	Research Methods	3	DMSC	703
<b>Summer 2026 (Half Semesters - choose one A and one B)</b>					
Summer A	Education	The Art of Learning	3	DMSC	708
Summer A	Leadership	Leading Change in Healthcare Systems	3	DMSC	710
Summer B	Elective	Population Health	3	DMSC	713
Summer B	Elective	Health Information Management System	3	DMSC	718
Summer B	Elective	Financial Management of Healthcare Orgs & Research	3	DMSC	731
<b>Fall 2026 (Half Semesters - choose two A and two B)</b>					
Fall A	Core	Capstone I	1.5	DMSC	722
Fall A	Elective	Telemedicine	1.5	DMSC	704
Fall A	Elective	Diverse Teams	1.5	DMSC	707
Fall A	Elective	Purpose & Ethics in Business	1.5	DMSC	714
Fall B	Core	Capstone II	1.5	DMSC	723
Fall B	Core	Healthcare Policy, Law, & Ethics	1.5	DMSC	701
<b>Spring 2027 (Half Semesters - choose one A and one B)</b>					
Spring A	Core	Capstone III	3	DMSC	724
Spring B	Elective	Data Management	3	DMSC	717
Spring B	Elective	AI for Health Informatics	3	DMSC	715



## **Section II: Academic Policy**

### **A. DMSc Program Policy (Click to follow link to content):**

1. [Advanced Placement Policy - PA Studies \(WFUSM\)](#)
2. [Appeal of Final Course Grade Policy - DMSc Program - PA Studies \(WFUSM\)](#)
3. [Health Screening and Background Check Policy - PA Studies \(WFUSM\)](#)
4. [Deferral Policy - PA Studies \(WFUSM\)](#)
5. [Evaluation Policy - DMSc Program - PA Studies \(School of Medicine\)](#)
6. [Professionalism and Honor Code - DMSc Program - PA Studies \(School of Medicine\)](#)
7. [Satisfactory Academic Progress \(SAP\) for Financial Aid Policy - DMSc Program - PA Studies \(School of Medicine\)](#)
8. [Academic Progress Policy - DMSc Program - PA Studies \(School of Medicine\)](#)
9. [Technical Standards Policy - DMSc Program - PA Studies \(WFUSM\)](#)

## B. DMSc AI/ML Guidelines

### Academic Integrity

1. **Ethics:** Students are expected to use AI/ML tools ethically and responsibly. The utilization of AI/ML to generate content to complete assignments, projects, or papers in a way that violates academic honesty is strictly forbidden.
2. **Use:** Use of AI/ML tools should be for limited purposes only, such as for organizing, rephrasing, or clarifying content and must align with the principles of Original Thought and Authorship outlined in this policy below.
3. **Limitations:** Recognize that AI/ML tools are limited, and students should not rely on them as a substitute for independent critical thinking, professional judgment, or scholarly contribution. Be aware that AI tools can generate false information and citations. Students are responsible for independently verifying the accuracy of all information and references used in their citations.
4. **Original Thought and Authorship:** Should a student choose to use AI/ML tools, such tools may only be used to assist with rephrasing, organizing, or clarifying content. All work must originate from the student's own ideas and analysis and should reflect the author's authentic voice. AI should not generate or replace substantive content or original thought. Students are expected to retain a copy of their original work prior to AI/ML use and provide it upon request for review to ensure compliance with this policy.

### Autonomy of Course Instructors

1. **Autonomy of Course Instructors:** Recognizing the diverse implications and applications of AI/ML across different areas of study, course instructors are vested with the autonomy to establish their own policies regarding the use of AI/ML tools in their courses. These policies should reflect the specific learning objectives and ethical considerations relevant to the subject matter.
2. **Communication of Course Instructors:** Course instructors are responsible for clearly communicating their AI/ML usage policies if enacted, to students at the beginning of each course.

### **C. Wake Forest School of Medicine Policy (applies to the DMSc Program)**

1. [Distance Education Policy \(WFUSM\)](#)
2. [Leave of Absence Policy \(School of Medicine\)](#)
3. [Military Leave of Absence Policy \(School of Medicine\)](#)
4. [Exit Policy \(School of Medicine\)](#)
5. [Adverse Event Policy \(School of Medicine\)](#)
6. [Student Appeal of Dismissal Policy \(WFUSM\)](#)
7. [Anti-Harassment Policy \(WFUSM\)](#)
8. [Conflict of Interest Related to Student Assessment Policy \(WFUSM\)](#)
9. [Effects of Infectious Disease or Disability on Student Learning Activities Policy \(WFUSM\)](#)
10. [Mistreatment Reporting Policy \(WFUSM\)](#)
11. [Nondiscrimination Statement \(WFUSM\)](#)
12. [Posthumous Degrees and Degrees in Memoriam Policy \(WFUSM\)](#)
13. [Refund of Tuitions and Fees Policy \(WFUSM\)](#)
14. [Return of Federal Financial Aid Funds Policy \(WFUSM\)](#)
15. [Student Disability Accommodations Requests Policy and Procedures \(WFUSM\)](#)
16. [Student Disability Grievance Procedures \(WFUSM\)](#)
17. [Student Education Records Policy \(WFUSM\)](#)
18. [Student Health Insurance Requirements and Responsibilities Policy \(School of Medicine\)](#)
19. [Student Payment Policy \(School of Medicine\)](#)
20. [Information Security Policy \(NC/GA Division\)](#)
21. [Acceptable Use Policy \(Enterprise\)](#)
22. [Enterprise Social Media Use Policy](#)

## D. Accessing Policies

Wake Forest University School of Medicine maintains policies that apply to all School of Medicine students, including policies on health requirements and immunizations, disability accommodations, refunds of tuition, financial aid, education records, appeal of dismissal, substance use, and sexual misconduct. Students are expected to familiarize themselves with all School and program policies on the [internal PolicyTech Site](#).

There are four ways to navigate to PolicyTech:

1. **Via the Intranet Home Page (Charlotte Campus)**
  - Access People Connect or Intranet Home Page via Chrome or Edge
  - Click 'Policies' and select 'All Policies' tab.
  - Click 'Access PolicyTech' and PolicyTech will open.
2. **Via any Intranet page (Winston-Salem campus)**
  - Select 'Policies' from the bottom banner of any Wake Market Intranet page.
  - Click 'View All Policies' and PolicyTech will open.
3. **Via the Citrix Portal (all campuses)**
  - Locate Citrix Workspace on your desktop and scroll down to the 'Policies' button.
  - Log in with your credentials.
  - Click the star to easily locate it in your Citrix Favorites.
4. **Via the PolicyTech website (all campuses)**
  - Visit: <https://atrium.policytech.com/>
  - Log in with your credentials when prompted.

Students who would like additional training or assistance accessing policies should contact [EdCompliance@wfusm.edu](mailto:EdCompliance@wfusm.edu).

Favoriting important policies is a great way to make sure that applicable policies are easy to find in the future. Students are strongly encouraged to add applicable policies to their PolicyTech 'Favorites' for quick access.

There are two ways to favorite policies:

1. When viewing the policy title on the 'Browse' page, click the 3 dots to the right of the policy name and select "Add to Favorites." OR
2. When viewing the policy, click the star at the top left of the page.

Students may reach out to [EdCompliance@wfusm.edu](mailto:EdCompliance@wfusm.edu) to obtain a quick reference list of applicable policies for their program.

**Please Note:** While School of Medicine policies are contained within the Wake Forest University School of Medicine Policy and Compliance Companion, students should always refer to PolicyTech for the most updated version of any policy.

## **Section III: DMSc Candidate Resources**

### **A. Student Support Services**

To access and review these student resources, **simply hover over the text, then CTRL + click** on the resource title to navigate directly to that webpage.

#### **1. Director of Student Services (DMSc Program, PA Department)**

Ethan Stonerook, MS, MMS, PA-C

Email: [Ethan.Stonerook@advocatehealth.org](mailto:Ethan.Stonerook@advocatehealth.org)

##### **Roles and Responsibilities:**

- a. Disability support services
- b. Student advocacy
- c. Student counseling
- d. Serves as liaison for:
  - Title IX
  - Learning environment

#### **2. [Office of Student Records](#)**

The Office of Student Records at Wake Forest University School of Medicine, acting as registrar, manages and maintains the academic record for enrolled and former students in the MD, Academic Nursing and Graduate School – Biomedical Sciences Programs.

In addition, Student Records is responsible for

- Enrollment statistics
- Course registration
- Verifications and transcript requests
- Medical licensure processing
- Certification of graduation requirements.

#### **3. [Office of Educational Services](#)**

The Office of Educational Services supports individual students and student groups across all educational programs throughout their time at the Wake Forest University School of Medicine. The Office of Educational Services is primarily responsible for supporting personal and professional development. These efforts include services and programming that promote health and well-being, academic success, career exploration, community engagement, and interdisciplinary student groups and organizations.

#### **4. [The Office of Financial Aid](#)**

The Office of Financial Aid at Wake Forest University School of Medicine helps students obtain the resources needed to finance their health professions education program. We also serve

as an educational resource for financial planning and debt management. We know that deciding how to manage funding for education requires careful consideration of your options and we're here to help.

5. [Student Accounts \(Bursar\)](#)

The Student Accounts office at Wake Forest University School of Medicine is the contact for tuition and fees billing and student health insurance.

6. [Center for Learning, Access, and Student Services \(CLASS\)](#)

CLASS is committed to fostering accessible and equitable learning environments by providing a range of services, education, and resources that extend to the entire campus community. CLASS provides the following services to all School of Medicine students.

- Academic Coaching
- Disability Services
- OWLS (outreach workshop learning series)

For more information about CLASS please visit their website at <https://class.wfu.edu/>.

7. [Counseling and Well-Being](#)

***Mission***

Counseling & Well-Being Services (CAWS) are available to learners in all programs of the School of Medicine. CAWS' mission is to help learners cultivate their internal and external resources so that they can successfully navigate the demands of medical school, and, ultimately, be thriving citizen-professionals in healthcare. CAWS aims to reduce barriers to mental health care that are unique to this population.

**Services:**

CAWS offers brief, solution-focused counseling and other well-being services. Services are free and confidential.

Clinicians provide general mental health treatment and support for such issues as anxiety, depression, grief, trauma, and relationships. NOTE: If student needs are beyond the CAWS clinical scope of practice, the team will refer you to a more specialized provider in your community.

***Confidentiality***

All communication between a client and counselor is confidential (to the extent required by law), is not part of the learner educational record, and will not be released without a voluntarily signed consent.

***Hours***

Counseling appointments are offered Monday through Friday from 8:30 am to 5:00 pm and are 45 minutes long. Thirty - minute triage and consultations are available throughout the week. Some limited evening hours are available upon request.

***Scheduling Counseling Services***

To schedule a counseling or consultation appointment, email the CAWS confidential email at [CounselingServices@wfusm.edu](mailto:CounselingServices@wfusm.edu) or submit a confidential appointment request on the website at: [CAWS Website](#).

**NOTE:** For students who live outside the state of NC or who are on rotations outside the state, please contact CAWS for information on teletherapy options available through MySSP.

**COUNSELING SERVICES 24/7 HELPLINE**

Every effort will be made to see students in crisis as soon as possible. Although CAWS is not a 24/7 center, we do have a 24/7 Emergency Counseling Services Helpline. If you are experiencing a mental health emergency, please contact this number at: 336-716-0637.

Option 1 will allow you to leave a message for the counseling staff, which will be answered within 24 business hours.

Option 2 will connect you with a live counselor.

**8. [Center for Personal and Professional Development \(CPPD\)](#)**

The Center for Personal and Professional Development (CPPD) supports Wake Forest University School of Medicine students' personal and professional development while also equipping them with skills that promote personal reflection, lifelong learning and collaboration.

**9. [Coy C. Carpenter Library](#)**

The Library's online digital resources include access to over 2.1 million electronic books, 13K journals, and 446 databases and various diagnostic and point-of-care tools.

Each student group is assigned a dedicated librarian who offers comprehensive research support throughout their academic journey. Document delivery (Interlibrary loans), printing, scanning, and faxing services are provided free of charge to all students.

Students have several options for accessing Coy C. Carpenter Library resources remotely. Students can log on via the libraries proxy server or VPN to get on the institution's network and access all resources. Proxy access is also accessible via the Library's webpage <https://school.wakehealth.edu/Carpenter-Library>. Proxied links will prompt students to log in with their institutional credentials. Once the student is connected to the Library, students have electronic access to all of the Wake Forest University Libraries. Coy Carpenter Library's resources are seamlessly integrated with the undergraduate and law libraries on the Reynolda campus, and students can access and borrow from these sites as well. For materials not held by the Coy Carpenter Library, Interlibrary Loans are provided at no cost to students and purchase recommendations are welcomed.

The Library offers in-person and virtual support during hours of operation.

#### 10. Learning Environment Liaison Team

The Wake Forest University School of Medicine is committed to creating and maintaining a learning environment that supports and encourages respect for every individual and promotes the development of professionalism among medical students.

All faculty, staff, medical students, residents and fellows on our campuses and across all instructional sites share responsibility for creating a positive and supportive learning environment.

Our goal is to create a culture that enhances patient care, learning, scholarship and research, commitment to the health care needs of society, and the ability of all members of the Wake Forest University School of Medicine community to interact and carry out their responsibilities in a supportive and respectful fashion. Learning Environment and Mistreatment concerns may be reported to the Learning Environment Liaison Team. The Learning Environment Liaison Team is not a part of any Wake Forest University School of Medicine program, nor is it involved in student assessment.

Learning Environment and Mistreatment concerns may be reported to the Learning Environment Liaison Team. If you would like to discuss any mistreatment or learning environment concerns you have, please contact our team at via any of the methods listed below. Additional information about the services we provide and contact information can be found by visiting our website at: <https://school.wakehealth.edu/about-the-school/professionalism-and-student-mistreatment>

The following relevant policies can be found in our PolicyTech System:

[Mistreatment Reporting Policy \(WFUSM\)](#)

[Title IX and Non-Title IX Sexual Misconduct Policy and Grievance Procedures \(WFUSM\)](#)

#### **How to Report Mistreatment & Learning Environment Concerns**

##### **Via Email:**

All School of Medicine learners may report mistreatment or learning environment concerns via email at [EdCompliance@wfusm.edu](mailto:EdCompliance@wfusm.edu).

##### **In Person:**

To schedule a meeting with a member of the LEL team, please click [HERE](#)

##### **Via Online Reporting Form:**

Scan the QR Code below or click [HERE](#)





**Anonymous Reporting:**

Concerns may also be reported anonymously through the Compliance Hotline at 888-847-6331 or at [advocatehealth.org/speakup](https://advocatehealth.org/speakup)

**Additional Ways to Report:**

**Teammate Relations** (within Human Resources): Provides guidance and support for workplace issues involving faculty members and/or teammates. Advises on HR policies. Receives reports and conducts fair, timely investigation and resolution processes. Concerns may be reported to the HR Service Center at 336-716-6464 or by visiting the online portal [[atrium.service-now.com](https://atrium.service-now.com)].

## **B. Guidelines for Disclosing a Conflict of Interest**

A conflict of interest is a situation in which personal considerations, including financial considerations, have the potential to compromise or bias professional judgment and objectivity. Students are required to notify the PA Program of any potential conflicts of interest you foresee during your courses, rotations, or the curriculum during your participation in the PA program. (See the [Conflict of Interest Related to Student Assessment Policy \(WFUSM\)](#) available here.)

Conflicts of interest important to consider include but are not limited to the following:

- You are an immediate family member of the individual.
- You are in a consensual relationship with the individual.
- You have a personal financial relationship with the individual.
- You are receiving current medical care from the individual.
- Any other circumstance not mentioned above that you may perceive as a conflict (additional information about the nature of the perceived conflict may be requested under this circumstance).

**To report a conflict of interest:**

Please [email the Director of Student Services](#) with the full name of any faculty member, staff member, clinician, or clinical preceptor with whom you perceive a conflict of interest and the reason for the conflict. The Director of Student Services (DSS) or designee will respond as necessary. If you perceive a conflict of interest with the Director of Student Services, email the Chair of PA Studies.

## C. Students with VA Educational Benefits

Wake Forest University School of Medicine complies with the requirements of section 3679 of Title 38, U.S. Code.

A student who has been admitted to a Wake Forest University School of Medicine program and who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits, is permitted to attend or participate in the course of education without making payment for tuition and fee amounts to be covered by the VA education benefits. Such attendance or participation may begin on the date on which the student provides a VA Certificate of Eligibility and end on the earlier of the following dates:

- The date on which payment from the VA is made to the School of Medicine.
- Ninety (90) days after the date the School of Medicine certified tuition and fees following the receipt of the certificate of eligibility.

Students receiving VA educational benefits will be required to pay the difference between the amount owed on their student account and the amount of the VA education benefit disbursement within 10 days of the start of the term.

Wake Forest University School of Medicine will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a student receiving Chapter 31 or 33 benefits borrow additional funds due to the delayed disbursement of funding from the VA.

### Using VA Education Benefits

Questions about eligibility for benefits should be directed to the VA. Apply for benefits: <https://www.va.gov/education/how-to-apply>

While the application for VA benefits may begin while the student is in the process of applying to a School of Medicine program, students should be admitted to the program before submitting documents to the Office of Student Records.

- Admitted students must receive a Certificate of Eligibility (COE) from the VA outlining the benefits and eligibility period and submit the COE to the Office of Student Records. A screen shot of the eBenefits Web page, or a VAF 28-1905 form for chapter 31 authorization purposes will also be accepted. The COE can be submitted via email to: [FinAid@wfusm.edu](mailto:FinAid@wfusm.edu) or delivered in person or mailed to: 475 Vine Street, Winston Salem, NC 27101
- Shortly after receiving the COE, the Office of Financial Aid will conduct a review of documents needed for the student's VA file. Students will be notified by the Office of Financial Aid if they are responsible for providing any further documentation.