



Washington  
University in St. Louis  

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SCHOOL OF MEDICINE

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at  
Washington University  
School of Medicine

2021 Student Handbook

Office of Health Information and Data Science

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# 1. Academic Information

## **Mission**

The Office of Health Information and Data Science (OHIDS) focuses the data, informatics, and knowledge landscape at Washington University School of Medicine in order to transform research, education, and patient care – emphasizing precision medicine and efforts to improve the quality of healthcare and public health initiatives locally, nationally, and worldwide.

## **Vision**

OHIDS serves as the academic and professional home for a preeminent interdisciplinary program of research, education and service in data, informatics, and knowledge management at Washington University, enabling advances in biomedical research and improvements in the quality of healthcare. OHIDS coordinates relevant efforts across the Medical and Danforth campuses, while also developing and sustaining partnerships with BJC HealthCare as well as a diverse community of regional, national, and international collaborators.

## **1.1. Degree Programs and Curriculum**

### **1.1.1. Program Overviews & Qualifications**

Our graduate MS and certificate programs are designed to prepare students for exciting careers in medical research, using statistical and data analytical approaches. We seek those with undergraduate or higher degrees in quantitative sciences (mathematics, statistics, computer science, informatics, biomedical engineering, or a closely related field). It is recommended students have some basic knowledge of biology and/or genetics.

[Master of Science in Biostatistics \(MSIBS\)](#)

[Master of Science in Biostatistics and Data Science \(MSBDS\)](#)

[Master of Science in Biomedical Informatics \(BMI\)](#)

[Certificate in Biomedical Informatics](#)

[Certificate in Biostatistics & Data Science](#)

[Certificate in Genetic Epidemiology](#)

### 1.1.2. Curriculum overview per program

Curriculum schematics and advising forms can be found in the [Student Resources](#) folder on Box. Please refer to these as the most up to date information.

### 1.1.3. Research requirements and options

**Biostatistics** — The Internship and Mentored Research courses will vary depending on the student's degree program. MSIBS students are required to enroll in a summer semester internship (3 or 6 credit hours). They have the option to enroll in either two electives or the Mentored Research course in the 2<sup>nd</sup> fall semester. MSBDS students will enroll in either the Internship (220 working hours per semester) or the Mentored Research course. This is a two-semester sequence, three credit hours each, over the 2<sup>nd</sup> summer and fall semesters.

The Internship and Mentored Research courses are Pass/Fail and grades are determined by the course master in consultation with the student's mentor. Students who enroll in a full-time internship (6 credits/semester) are not eligible to work as a Research Assistant. Support from the Course Masters and Program Manager is provided to students to find an ideal match for a PI and the research experience.

- **Internship** — The primary goal of the Internship program is for students to acquire critical professional experience so that they will be well prepared to enter the job market upon graduation. This provides an opportunity for students to develop contacts, build marketable skills and perceive likes and dislikes in the chosen field. Students will have an opportunity to work with experienced mentors (PIs) on a range of projects that may include data management, data analysis, study design, and protocol development among other things. Students may have opportunities to contribute to and participate in the preparation of publishable quality manuscripts. As part of the Internship requirements,

each student will submit a one-page abstract of the work performed as part of the Internship and will give a presentation of the internship experience.

- **Mentored Research** — Student undertakes supervised research in a mentor's lab. The goal is to acquire important research skills as well as good writing and presentation skills. The student finds a mentor and they together identify a research topic. A written thesis based on the research, prepared in the format of an actual scientific publication, must be submitted and presented to a select audience. The course masters will organize a few meetings throughout to facilitate the whole process.

**Biomedical Informatics** — BMI students will have multiple opportunities to participate in research. Below are details related to the Rotation, Capstone and Thesis course.

- **Rotation** — Students will be responsible for arranging two one-credit hour research rotations to identify a thesis lab or capstone project site. Each rotation will last approximately one month, with the goal being to expose students to research and practical biomedical informatics opportunities in both academic and industry settings.
- **Capstone** — Students will demonstrate how to synthesize and apply the full spectrum of Biomedical Informatics theories and methods included in the program curriculum. The Capstone projects focus on an applied informatics problem with relevance to healthcare research or delivery at the individual or population levels. These projects result in a report that outlines the selection, design, conduct, and results of the project. Trainees will be expected (in addition to the conduct of the requirement project and generation of a written report) to present their project and its outcomes or findings in a public seminar, wherein questions will be posed by both the audience, as well as a committee of faculty members. The specific selection of the Capstone or Thesis project tracks as part of a trainee's degree program is to be discussed with and approved by the individual's faculty and academic advisor. Students who do not enroll in the Capstone course will enroll in the Thesis course. Permission of faculty and academic advisor is required.
- **Thesis** — Students will demonstrate how to synthesize and apply the full spectrum of Biomedical Informatics theories and methods included in the program curriculum. The thesis project requires students to formulate

research questions that focus on the development or extension of a theoretical framework or novel method with relevance to the field of informatics. These projects result in a report that outlines the selection, design, conduct, and results of the project. Trainees will be expected (in addition to the conduct of the requirement project and generation of a written report) to present their project and its outcomes or findings in a public seminar, wherein questions will be posed by both the audience, as well as a committee of faculty members. The specific selection of the Capstone or Thesis project tracks as part of a trainee's degree program is to be discussed with and approved by the individual's faculty and academic advisor. Students who do not enroll in the Thesis course will enroll in the Capstone course. Permission of faculty and academic advisor is required.

The Capstone and Thesis Projects for the Graduate Master of Science in Biomedical Informatics are intended to demonstrate the ability of trainees to synthesize and apply the full spectrum of Biomedical Informatics theories and methods included in the indicated graduate curricula. The primary difference between the two project types is provided below:

- Capstone projects focus on an applied informatics problem with relevance to healthcare research or delivery at the individual or population levels. These projects result in a report that outlines the selection, design, conduct, and results of the project.
- Thesis projects require students to formulate research questions that focus on the development or extension of a theoretical framework or novel method with relevance to the field of informatics, and the demonstration of that framework or method in a demonstration project, using formal evaluative techniques. These projects result in a "publication quality" research report.

In both cases, trainees will be expected (in addition to the conduct of the requirement project and generation of a written report) to present their project and its outcomes or findings in a public seminar, wherein question will be posed by both the audience, as well as a committee of faculty members selected and convened for said purpose.

The specific selection of the Capstone or Thesis project tracks as part of a trainee's degree program is to be discussed with and approved by the individual's faculty and academic advisor.



### **BMI Committee Formation**

It is the student's responsibility to identify the Capstone or Thesis Chair (mentor), as well as two additional faculty members.

### **BMI Evaluation of the Capstone or Thesis Project**

For either the Capstone or Thesis project track, the project will be evaluated by a committee of three faculty associated with the degree program and chaired by the trainee's thesis or capstone mentor. This committee will review the entirety of the written documents produced during the project, as well as evaluate the trainee's oral presentation and responses to both audience and committee questions during that public presentation. Final grade is Pass/Fail.

### **BMI Committee Formation**

The scope of work for either the Capstone or Thesis project track will be commensurate with the degree program the trainee is enrolled in (as defined by the credit hours they are enrolled in for this purpose). Such scope of work should be reflected in the project proposal and approved by the trainee's faculty and academic advisors.

The following are required for approval and submission for the final grade: Students will review the Checklist and submit the Title, Scope and Procedure form prior to starting the experience, as well as the Report and Presentation(s) to determine the final grade. Forms must be signed and submitted before the announced deadlines. Forms can be found in the Student Resources folder in Box.

## **1.2. Full-Time versus Part-Time**

**Biostatistics** students are expected to pursue the MS degree on a full-time basis so that they can complete it in 18 months. We recognize that some students will need flexibility, such as junior faculty and other employees, and accordingly part-time is permitted. However, to prevent undesirable dilution, part-time students will be allowed twice the standard duration (i.e., approximately 3 years). Exceptions may be considered on a case-by-case basis.

**Biomedical Informatics** students can complete the MS or certificate program on a part or full-time basis. The part-time option is designed for in-career learners with

courses beginning on or after 4 p.m. The full-time MS can be completed in 18-24 months and part-time MS students have up to five years to complete their degree.

**In OHIDS graduate programs**, if a full-time student drops to less than full-time in his or her final semester (9 credit hours) in the fall or spring semester, 4.5 credit hours in the summer semester, the MS Continuation Student Status course for part-time status is added to the semester's course registration. This status allows a part-time student to keep the benefits of a full-time student including health insurance and transportation benefits, including the Metro Link U-Pass. It also allows the student to continue to receive his or her scholarship. Students who matriculate as part-time are not eligible for MS Continuing Student Status.

### 1.3. Academic Progress and Grading

All OHIDS program decisions regarding guidelines, policies, and transgressions are governed by the Executive Education Committee (EEC), which is comprised of the program directors of the OHIDS education programs and the director of education and workforce development.

**GPA & Grade Requirements** — Students must maintain a minimum grade of a "B" in all core courses. All other courses require a minimum grade of "C" or a passing grade in Pass/Fail courses. Students must maintain a cumulative GPA of 3.0.

**Incomplete Grades** — All grades are based on satisfactory completion of the course materials, and a final examination or project. "Incomplete" grades are not acceptable for graduation and students are urged to complete their assignments in a timely manner. Each "incomplete" grade will be evaluated on case-by-case basis and a timeframe for satisfactory completion of the coursework will be made. If "incomplete" grades are not resolved within the suggested period, the grade will be changed to "Fail".

**Failing Grade in Core Courses** — If a student receives a failing grade (or a letter grade below "B") in any of the core courses, he or she must either follow a remedial plan assigned by the course masters or repeat the course with a passing grade to receive credit. Failing a course for the second time will result in termination from the program.

Should a student receive an incomplete or failing grade, he or she will be allowed to progress to the next phase while following the remedial plan unless the course masters determine that such advancement would not be in the student's best academic interest.

**Academic Progress in Program** — If the EEC concludes that a student has failed to make satisfactory academic progress ("B" or better in the core courses, "C" or better in other courses, a "Pass" grade in Pass/Fail courses) after the first year, it may recommend that the student not progress to the second year. If the student has failed to make satisfactory progress during the second year in his/her coursework, internship or thesis, the EEC will notify the student and his/her advisor. Failure of the student to correct the causative deficiency within six (6) months after such notification will lead to a recommendation from the EEC that the student be dismissed from the degree program.

A recommendation for dismissal will be submitted by the EEC within 14 days and forwarded to the senior associate dean for education. Appeals of such action will be heard by the EEC. If the student feels that the action of the committee has been incorrect, a written petition may be submitted to the program director within 14 days of receipt of notice of dismissal, which will be forwarded to the executive committee for final resolution.

**Academic Student Grievances** — Student grievances in academic matters should first be addressed with the specific instructor if the course is co-taught and then with the course master(s). If the grievance is not addressed satisfactorily, the matter will be presented to the director of education and program director. If the student grievance is regarding a failing grade, and the matter is not resolved satisfactorily with the instructor/course master(s), the student may appeal to the Program Director in writing within 30 days after receiving the grade. The program director will notify EEC and will appoint a subcommittee of two members who will meet with the student and instructor separately, review all materials provided by both parties and make a final decision within 30 days after receiving the appeal. This recommendation will be reviewed by the full EEC for a final decision.

**Grading System:**

<b>Grades/sub-grades</b>	<b>4-point scale</b>
A+ (98% to 100%)	4.0
A (93% to 97%)	4.0
A- (90% to 92%)	3.7
B+ (88% to 89%)	3.3
B (83% to 87%)	3.0

B- (80% to 82%)	2.7
C+ (78% to 79%)	2.3
C (73% to 77%)	2.0
C- (70% to 72%)	1.7
Cumulative GPA required for graduation	3.0

**Non-academic Transgressions** — If a student feels they are being treated unfairly or inappropriately they should bring their grievance to the attention of the program manager and/or the director of education and workforce development, who will advise next steps.

## 1.4. Professional Behavior

Being a student in an OHIDS graduate program implies that you have made a commitment to the intensive training period that is required. The responsibilities connected with that commitment are many, just as they are numerous for the faculty. Student behavior is a direct preparation as a professional in this university environment. We offer the following guidelines for professional behavior needed to meet these obligations.

### 1.4.1. Class Attendance

All faculty members expect students to attend class. Classroom discussion and lab participation will enhance your learning. Class participation will form the basis for developing sound judgment. Absenteeism reflects your reliability and an indication of your professional work habits in the future. The faculty does understand there will be occasional absences. When students miss class, it is expected they will contact the instructor prior to class. If you must miss a class, it is your responsibility to obtain handouts and class notes from your classmates or the instructor and to meet with faculty to clarify questions.

### 1.4.2. Being Prepared

Come to class, labs, and meetings on time. It is your professional responsibility, a courtesy to the faculty and your classmates, as well as a benefit to you. Classes at the school of medicine begin promptly on the hour or half hour. Hand in assignments on time. Not only will that allow you to avoid penalties, which may affect your grades, it will assist with staying on time for other commitments.

Be prepared in advance for class. It saves time (an important commodity) because it allows you to direct your questions toward areas of true confusion rather than general lack of knowledge. You contribute to your classmates' learning through your questions as they contribute to yours with their questions.

### **1.4.3. Courtesy**

Even in times of stress, be courteous to your classmates, staff, and faculty members. Discourteous behavior is not acceptable in the classroom under any circumstance.

Examples of discourteous classroom behaviors that are not acceptable include ringing cell phones, texting or web surfing during class, sleeping, talking during lectures, interrupting lecturers excessively, arriving late to class or when returning from break, packing up early, and using non-verbal behaviors which would commonly be judged as impolite. Students who are discourteous in class will be advised and may be asked to leave a class if their behavior continues to be a problem.

Repeated infractions will be reported at EEC meetings as a deficiency in professional behavior.

### **1.4.4. Communication Etiquette**

Professional behavior is expected of all students including in areas of communications with faculty, staff, and fellow students. Please consider the following as best practices for acceptable communication etiquette:

- Contact faculty and staff by email to set up appointments when meeting with faculty and staff outside of designated office hours. Include a subject line on the email so the person you are contacting knows what the meeting is regarding
- Give the person time to respond to your email

- Come prepared with questions/agenda items
- For online meetings and classes, you may be asked to turn on your video camera at any time

#### **1.4.5. Professional Attire**

Use your best judgement to dress for the day (e.g. if you are presenting don't wear shorts).

### **1.5. Student Advising**

The Program Manager will monitor the academic progress of each student throughout his/her graduate education, provide formal advising for all students. Course grades and progress reports provided by each student's course masters and Research Principal Investigator are all considered in the student's performance review.

Before each semester's registration period the student will meet with the program manager and complete the advising form which contains the advisee's requested courses. The form will be used to process the course registration. Students will be assigned a faculty advisor to provide guidance research, capstone, career advice, etc. The faculty advisor will serve as the student's advocate throughout the duration of the program.

Students may also meet with the program director or the program manager with any concerns to be directed to the appropriate resources.

### **1.6. Administrative Support**

The program directors implement academic policy through the EEC and serve as the ombudsmen for all students. Administrative support for the academic programs of OHIDS and recruiting activities is provided by the program manager and special programs administrator. Their offices are in the OHIDS education suite on the fifth floor of Bernard Becker Medical Library at 660 South Euclid. The program manager manages the day-to-day operations of the program and serves as the primary administrative resource for the faculty and students. One of the principal responsibilities of the program manager is responding to student concerns, and students should always call on the Program Manager for assistance and information.

## 1.7. Governance

As stated earlier, all OHIDS program decisions regarding guidelines, policies, and transgressions are governed by the Executive Education Committee (EEC), which is comprised of the program directors of the OHIDS education programs and the Director of Education and Workforce Development.

The EEC is charged with the overall oversight of the program including review and approval of policies and procedures, curriculum, as well as requirements and competencies at the program and course levels.

There are separate committees that serve at the individual program level for both programs including the **Biostatistics program committee** that is assisted by three sub-committees (Executive, Admissions and Curriculum). The program committee establishes direction for the program and reviews and approves courses. In addition to the Program Director, the program committee is composed of faculty members who represent elements of the Washington University School of Medicine community with direct interests in the training of biostatistics, genetic epidemiology, and statistical genetics. The committee includes the co-chairs of the admissions committee, co-chairs of the curriculum committee, and several course masters.

# 2. University Policies

## 2.1. Diversity/Non-Discrimination Policy

The School of Medicine is committed to recruiting, enrolling, and educating a diverse student body.

Washington University encourages and considers all applicants for admission, financial aid, and employment. The university does not discriminate in access to, or treatment or employment in, its programs and activities based on race, color, age, religion, sex, sexual orientation, gender identity or expression, national origin, veteran status, disability, or genetic information. Inquiries about compliance should be addressed to the university's Vice Chancellor for Human Resources, Washington University, Campus Box 1184, One Brookings Drive, St. Louis, MO 63130.

## 2.2. Drug & Alcohol Policy

It is the goal of Washington University to protect the public health and environment of members of the University by promoting a drug-free environment.

In accordance with the mandate of the federal legislation, the manufacture, distribution, possession or use of illicit drugs and the unlawful possession, use or distribution of alcohol on Washington University property or as part of any of its activities is prohibited.

Violations of the policy will be handled according to existing policies and procedures covering the conduct of administrators, faculty, students, and staff.

### 2.2.1. Standards of Conduct-Drugs

The unlawful manufacture, possession, distribution or use of illicit drugs on Washington University property or as part of any of its activities by university students, employees or their guests is prohibited.

### 2.2.2. Standards of Conduct-Alcohol

Federal legislation prohibits the unlawful possession, use or distribution of alcohol. Therefore, the possession and use of alcohol by non-intoxicated persons twenty-one (21) years of age or older is, according to Missouri law, lawful. University policies limit the lawful use of alcohol to appropriate occasions. Graduate students should contact their dean's office for standards governing student events, and student use and possession of alcohol. Contact the Office of Human Resources on either campus for specific standards governing nonacademic employees.

## 2.3. Ethics

### 2.3.1. Academic Integrity

Upon matriculation, every student receives the [Academic Integrity Policy](#) for Graduate Students. It is of the utmost importance that you read and understand the principles of academic conduct that are described in this document. Failure to abide by the principles described can have serious consequences. Students should be aware that some rules governing academic integrity tend to be enforced more strictly at the graduate level than students are accustomed to as undergraduates.



### 2.3.2. Judicial Code

The Washington University [Judicial Code](#) is given to every student entering the program and describes the University's judicial system, the procedures to be followed in filing complaints, and those employed in adjudicating violations of the code.

### 2.3.3. Responsible Conduct of Research

Because of the importance of student awareness of the issues surrounding research integrity, all entering students will receive a copy of the [Research Integrity Policy](#) for Washington University that addresses specifically the University's policies for reporting and investigating violations of the responsible conduct of research.

In addition, a link to [On Being a Scientist](#) published by the National Academy of Sciences and hard copies are available for students to review.

**Attendance at orientation sessions during which ethics are discussed is mandatory.** These documents are of great importance as a student, and you are strongly encouraged to read all of them completely. Below is a summary of specific sections that are emphasized during your training.

### 2.3.4. Plagiarism

Plagiarism is the willful or unintentional act of using, without proper acknowledgement, another person's or persons' words, ideas, results, methods, opinions, or concepts. It does not matter whether the appropriated information is published or unpublished; academic or nonacademic in content; or in the public or private domain. The act of claiming as one's own work any intellectual material created by another, or others is wrong and will be treated as a serious violation of academic integrity. It must be noted that plagiarism in publications may be an infraction of copyright law and, thereby, subject to legal recourse as well as University discipline.

### 2.3.5. Ethics – Group Work and Projects

If an instructor allows group work in some circumstances but not others, it is the student's responsibility to understand the degree of acceptable collaboration for each assignment and to ask for clarification if necessary. To avoid cheating or unauthorized collaboration, a student should never:

- Use, copy or paraphrase the results of another person's work and represent that work as his/her own, regardless of the circumstances
- Refer to, study from or copy archival files (e.g. old tests, homework or back files) that were not approved by the instructor
- Copy another's work or *permit another student to copy his/her work*
- Submit work as a collaborative effort if he/she did not contribute a fair share of the effort.

### **2.3.6. Academic and Non-Academic Transgression Policy**

The following policy outlines the procedures for matters involving a possible breach of academic or professional integrity by students.

Behavior inappropriate to the program shall mean breaches of personal confidence and trust including:

- Plagiarism
- Cheating or unauthorized use of materials on assignments or during examinations
- Abuse, misrepresentations or other seriously improper conduct in relation to instructors, staff, or colleagues
- Other misconduct, misrepresentation or failure in personal actions or in meeting obligations
- Violation of university policies including the [University Student Judicial Code](#)

Individuals who have a concern regarding possible misconduct will inform the program director(s) in writing. This written statement and any related materials provided as evidence will be held in confidence and reviewed by the program director(s). The student will be notified that a concern has been made against him or her. The director will determine if further attention is required.

If a concern is deemed to need further review, the director will present the matter to the EEC. The student may submit a written statement for review. The EEC will determine if no further action is required, if a written notice regarding the transgression is appropriate, or make a recommendation to expel the student from the program. On matters where a clear decision cannot be made, the associate dean of health information and data science may be consulted on how to proceed. The EEC's decision will be final.

## 2.4. FERPA (Family Educational Rights and Privacy Act)

The [Office of the University Registrar](#) highlights the Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. Please visit the website to learn about your rights.

## 2.5. Leave of Absence Policy

Should a student require a leave of absence for academic or personal reasons, they must submit an official form to be supplied by the Program Manager. Requests for leave of absence must be approved by the Program Director. Leaves of absences shall be granted for no more than one academic year, but in unusual cases may be renewed by the Program Director for a second year. Students requiring a personal leave of absence for medical reasons must, in addition, submit a letter from the attending physician(s).

## 2.6. Tobacco-Free Policy

To provide a healthy, comfortable, and productive work and learning environment for students, faculty and staff, all Washington University in St. Louis campuses are entirely smoke and tobacco free. Under the [policy](#), smoking and the use of all other tobacco products is prohibited on the entire campus. Smoking also is prohibited inside vehicles parked in campus parking lots. This policy applies to all university community members, including visitors and those attending athletic and alumni events. More information is available on the [website](#).

# 3. Tuition and Financial Aid

## 3.1. Tuition

The tuition rate for the first academic year is provided with the admissions offer letter. The tuition rate increases slightly each academic year. A student's scholarship will be applied on a per credit basis. Financial responsibility each semester will vary depending on how many courses are taken

Tuition is payable incrementally each semester and is due at least one week before each semester begins. Students can check their account status and make payments

online via [WebSTAC](#). Tuition paid by check should indicate the student's official name and student ID number and should be mailed to:

Washington University in St. Louis  
P.O. Box 14627  
St. Louis, MO 63150-4627

### 3.1.1. Late Fee, Withdrawal Process and Refund Policies

**Late Fee** — Fee for late payment of tuition: \$50.00

**Withdrawal Process** — If a student withdraws from the program, such notice must be given to the Program Director in writing. Tuition will be refunded fully (100%) if the written notice is given before the start of any classes.

If the notice is given after classes begin, the refund will be prorated by the number of days left in the semester/course. The tuition refund is dependent upon the date on which the student withdraws. In all cases, notice of withdrawal must be submitted in writing. Please refer to the [Arts & Sciences Calendar](#) for add/drop deadlines and the tuition refund schedule.

### 3.1.2. Nonpayment of Tuition or Fees

Nonpayment of tuition or other charges due the university or otherwise affecting the University will prohibit the student from receiving certain services. Students with outstanding financial obligations to the university will not be allowed to register or to obtain transcripts or official verification of enrollment.

### 3.1.3. Additional Courses

Students who would like to enroll in more than the required courses for the degree programs will be charged the current rate of tuition per credit hour, less the amount of remission per credit hour they were awarded at the time of admission. Some courses outside of the program may not qualify for tuition remission, and students are responsible for the full tuition of the course.

## 3.2. Financial Aid & Washington University Medical School Resources

There are many ways to help fund your education. Below are listed some resources that may be available to help you.

### 3.2.1. Loans

Refer to the [School of Medicine Office of Student Financial Planning](#) for assistance in determining the eligibility and type of loan available to you.

Eligibility is determined by the Free Application for Federal Student Aid (FAFSA), the Washington University Family Financial Profile (FFP) for Graduate and Professional Students, a student loan Master Promissory Note and the amount of merit scholarship you are awarded. Applications may be requested from the Office of Student Financial Planning after admission.

### 3.2.2. Scholarships and Assistantships

Merit scholarships are offered to most full-time Biostatistics M.S. candidates at the time of admission.

Research assistantships may be available for qualified students. After the first semester of your program, an application for these positions will be distributed and students may apply for consideration. The availability of these positions varies from year to year based on such factors as the availability of funding.

Qualified Washington University employees only: Summer intensive courses may qualify for 50% tuition remission (up to seven credits per semester). It is the responsibility of the student to apply for this benefit. (See the [Human Resources web site](#) for details and the appropriate form needed).

For Washington University employees whose departments or grants are paying for their tuition, specific forms must be filled out by the employee, approved by the department/division, and forwarded to the Benefits Office as noted on the form. See the [Medical School Human Resources home page](#) and go to "forms". Also contact the program manager for more instructions.

## 4. Courses, Registration, and Records

### 4.1. Course Instructor Office Hours

Faculty hours are by appointment. E-mail is typically the best way to contact faculty for scheduling appointments. Please refer to the Communication Etiquette section for best practices.

### 4.2. Course Registrations & Grade Options

All course registrations are completed by the program manager after student consultation with the faculty advisor using the supplied advising form, signed by the advisor and the student. All core courses, except for the internship and mentored research, must be taken for letter grade. Electives may be taken for either letter grade or Pass/Fail.

### 4.3. Auditing

Students outside of our degree programs who are interested in auditing individual courses must first obtain the permission of the course master and will be allowed if space is available. To begin the process, contact the program manager. Acceptance will be determined by eligibility and the class enrollment size. Auditors will be required to register for selected courses with the Program Manager. No one is allowed to “sit in” on a course without paying tuition.

**Biomedical Informatics** — Auditors will be expected to be an active participant in class and they will have access to the labs.

**Biostatistics** — Auditors will not be given access to computer labs or accounts. Homework will not be collected or graded. Auditors will not participate in exams. Auditors will not receive credit. The designation of “audit” will be received upon successful completion if attendance and participation was regular. The cost of auditing a course is half of the tuition cost per credit hour Statistical Computing with SAS®, Introduction to R for Data Science, and Computational Statistical Genetics may not be taken for Audit.

Students in the graduate degree programs are allowed to audit courses, however, these courses will not be applied to the degree and students will incur an out-of-pocket expense.

## 4.4. Academic Year Breaks

Normal scheduled breaks set by the University for all students will be adhered to for our programs. Our academic programs adhere to the academic calendar used by the Danforth campus.

Please note, that courses taken outside of the Biomedical Informatics and Biostatistics programs may not follow the Danforth academic calendar. This is especially true of other Medical School programs. Students should review these course syllabi to determine if classes are in session. Students are responsible for attending classes as directed by the instructor's syllabus.

Danforth academic calendars can be found at: [registrar.wustl.edu/academic-calendars](http://registrar.wustl.edu/academic-calendars)

## 4.5. Books/Textbooks

Most required & recommended textbooks for each required course are available in the graduate library. An updated list is posted in the graduate program's library by author and by title. Checkout of books is available through the program manager. If there is a high demand for a particular book, you will be asked to share use with other students. You are asked to return books by the end of the semester, if not requested earlier by others. Occasionally additional reading material and class notes will be distributed to registered students during class.

### 4.5.1. Becker Medical Library

[Becker Medical Library](#) has reserved copies of required and recommended textbooks available for student use during the semester the course is offered. Electronic access to some books may be available.

## 4.6. WUSTL Key, WUSTL CONNECT, and WebSTAC

WUSTL CONNECT, is a universal login system for all WUSTL online applications. This system uses the WUSTL Key, a self-selected login ID and password combination for university web applications such as WebSTAC, Telesis, libraries, and many other university campus resources.

If you have not yet created your WUSTL Key, you may still use your student ID number and temporary password to log on, at which point you will be directed to

[connecthelp.wustl.edu/HowTos/Pages/creatingwustlkey.aspx](http://connecthelp.wustl.edu/HowTos/Pages/creatingwustlkey.aspx), where you will be prompted to create your WUSTL Key.

Once you have created your WUSTL Key, you must use it to access any or all Washington University system applications where you see the WUSTL CONNECT or WUSTL KEY logos. Your Student ID and temporary password combination will no longer be accepted. You can use your WUSTL Key wherever you see this logo.

WebSTAC is your student information web site where you can view your course registration and account statements, update your address and telephone information and access other university systems including the online course listings.

To login you must use your student ID number and password. WebSTAC is located at: [acadinfo.wustl.edu](http://acadinfo.wustl.edu).

#### **4.6.1. Student Directory Information**

Enter your cell phone and local area address and telephone number in WebSTAC. This information is needed so that you receive campus-wide mailings and information. Additionally, the local address and phone will appear in the campus phonebook and on-line directory, unless you add a restriction to your address listing. See WebSTAC for instructions about how to initiate information restrictions. September 1 is the deadline for entering a restriction so that you are excluded from the campus phone directory.

Parent name/address/phone are requested. We never release a parent address to any third party and would only use the information if your local address/phone failed for a critical matter or an emergency arose. We ask that this information be entered and kept up-to-date at all times so the administration here at the medical school is prepared for any emergency. Once assigned, your WashU e-mail address account appears on the WebSTAC record.

## **4.7. Course Evaluations**

Students are encouraged to fill out online course evaluations promptly at the end of each course. This feedback is important for tracking our efforts for your education. Course evaluation responses are kept confidential. The Office of the University Registrar will report only aggregate feedback and will never include the source of individual responses on any report distributed at any level. Instructors and department level administrators cannot match names to eval responses.



## 4.8. Course Materials

All courses will be administered through Canvas, the learning management system utilized by OHIDS. Slides, reading materials, videos, and announcements pertaining to class will be in Canvas: [mycanvas.wustl.edu](https://mycanvas.wustl.edu). It is the student's responsibility to check Canvas daily to ensure they are receiving important course updates and information.

## 4.9. Disabilities

Students seeking disability-related accommodations are encouraged to contact us upon admission or once diagnosed. In contrast to high school students, college and graduate students are expected to self-identify and to request accommodations by notifying the program manager. Eligibility for accommodations is determined on an individual basis supported by appropriate documentation, which may need to be renewed periodically. We will guide you through each step of this process as a graduate student here at Washington University.

Students with temporarily disabling conditions (e.g., a broken arm) should contact Student Health Services for assistance.

## 4.10. Graduation

University-wide recognition ceremonies are held in the fall and spring semesters and students are encouraged to participate as recognition of their achievement. Degrees will officially be awarded after final grades are submitted and approved by the Washington University in St. Louis Board of Trustees.

Students must submit an "Intent to Graduate" form for their final semester which is available through the WebSTAC system. Students who anticipate graduating in the spring semester will fill out the form in the fall semester of the preceding year. Failure to comply may delay a student from graduating.

## 4.11. Transcripts

There is no charge to obtain a transcript of one's academic record from the school of medicine for graduate studies. Your signature is required for your request, so you may apply in person, or you mail your request. Allow 3-5 days for processing your request.

To obtain a copy of your transcript, please follow the instructions on the following website: [registrar.med.wustl.edu/services/transcripts-and-certification](https://registrar.med.wustl.edu/services/transcripts-and-certification)

You may at any time print out an unofficial transcript via WebSTAC.

## 5. Student Resources

### 5.1. Mailing Address

Office of Health Information and Data Science  
Campus Box 8067  
Washington University School of Medicine  
660 South Euclid Ave.  
St. Louis, MO 63110

### 5.2. Classroom and Graduate Study Suite

The graduate study suite has both common areas and ID access only areas. It is in the Bernard Becker Medical Library, Rooms 500-508. ID access is required for the classroom space, computer lab, RA lab, and kitchen facilities. A record is kept of all card swipes for security purposes.

Student lockers are in the common area. Students will be provided with a combination for their locker.

The graduate suite contains a small kitchen and eating area for student use. It is up to the individual students to keep this area clean. Please be a good citizen by cleaning off your table, washing your dishes and wiping up your spills in all areas including the microwave and refrigerator.

There is no food or drink allowed in the computer lab. All access to computers is tracked, so if a computer is damaged, the IT department will request that you pay for any damage incurred. Never leave a computer without logging off.

### 5.3. Computing

Students are required to provide their own laptops. Computing facilities are provided by OHIDS. A computer core lab is available for student use and is in the graduate study suite (Room 502). Word processing programs, as well as specific

databases and programs needed to complete the coursework are available. Some computers are also available in Becker Library for more limited use. Information about remote access to computing resources will be provided during orientation.

## 5.4. Identification Badges (ID's)

ID badges will be issued during orientation. **These must be worn at all times while on campus.**

- Never loan your ID to anyone else for any reason.
- You must carry your ID with you when using your Metro-Pass to avoid receiving a fine. Some local venues offer discounts with a student ID.
- Report a lost or stolen badge immediately to campus security. Your safety and security and that of other campus personnel are at stake. Dial 314-362-HELP to report.
- Students will abide by the current policies in place to come to campus. This includes following screening protocols as addressed in the [Campus-Access Screening](#).
- Lost IDs require that you contact the program manager to get documentation to acquire a new badge. The fee for a badge replacement is \$10 and is the responsibility of the student.

## 5.5. Career Center

Washington University maintains a [Career Center](#) to assist students in preparing for and locating employment after graduation. They offer individual advising, workshops and events for graduate students and can help with resume preparation, cover letters, interviews, etc. The Career Center is in the Danforth University Center (DUC) on the Danforth Campus, Suite 110.

## 5.6. Writing Center

The Writing Center is in the Olin Library on the Danforth Campus and offers free writing assistance to all students, graduate and undergraduate, currently enrolled at Washington University. Tutors are undergraduate students, graduate students, and faculty members who help others to clarify their thoughts and ideas. They are writers helping writers through the process of revision. They will work with students on essays, theses, personal statements, resumes, oral presentations, and more.

Please refer to their website for hours and scheduling appointments:

[writingcenter.wustl.edu](http://writingcenter.wustl.edu)

## 5.7. Graduate Student Groups

Students can explore opportunities for graduate student interaction beyond our program. There are opportunities to participate in student government, university committees, social, cultural, and political organizations, etc. You can read more about these opportunities at the [Graduate Student website](#). A list of student groups at the school of medicine can be found at [mdstudentaffairs.wustl.edu/student-groups](http://mdstudentaffairs.wustl.edu/student-groups).

## 5.8. Washington University Publications

Students are encouraged to subscribe electronically to both [Student Life](#) and [The Record](#) to stay informed about activities in the University community.

## 5.9. Campus Card (Bear Bucks)

Graduate students may enroll and manage their campus card account through WebSTAC. Graduate students will be able to spend campus card account funds at select vending machines, most WashU Libraries print stations, as well as food and beverage purchases in WashU dining services locations. A benefit of using [Bear Bucks](#) is that the purchases in the WashU dining services locations will be tax exempt resulting in a savings of approximately 6-9%.

You can manage your account online – add value to your plan as needed and view your transaction history. It is convenient (no need to carry cash or pay ATM fees) and fast.

## 5.10. Dining on the Medical Campus

Menus and hours of operations for many of the establishments below can be found at [wusm.cafebonappetit.com](http://wusm.cafebonappetit.com)

**Shell Café** — Located next to the Seashell Lobby in McDonnell Science Building on the main floor, the Shell Café serves breakfast and lunch with choices that include grill, pizza and entrée stations, a soup and salad bar as well as an express cooler. A daily menu is posted outside the entrance. Washington University campus card accepted.

**FLTC Café** — Located on the main floor of the Farrell Learning and Teaching Center. Here you'll enjoy a coffeehouse experience with brewed coffee and espresso beverages prepared by Kaldi's Coffee Co. Fresh baked pastries and muffins, sandwiches, wraps and soups with a focus on vegetarian fare are prepared daily. Washington University campus card accepted.

**Kaldi's Coffee** — Located in the Mid Campus Center (MCC), 2<sup>nd</sup> floor, Kaldi's offers a variety of coffee and specialty drinks, as well as, breakfast items, sandwiches, wraps and salads. [kaldiscoffee.com/pages/mid-campus-center-mcc](http://kaldiscoffee.com/pages/mid-campus-center-mcc)

**St. Louis Children's Hospital Cafeteria** — This is a popular stop where choices include a deli, grill, salad bar, personal pan pizzas and ice cream. They serve breakfast, lunch and dinner and offer a 30 % discount after 4 p.m. and on weekends with a student ID.

**Barnes-Jewish Hospital Cafeteria** — Open from morning until night, in addition to the standard cafeteria fare, it offers several specialty items.

**Farmstead Café** — Located in the McDonnell Pediatric Research Building (4905 Children's Place), the Farmstead Cafe is a rustic yet modern cafe serving wholesome breakfast, coffee, soups, salads and sandwiches.

**Coffee Shop in Barnes-Jewish South** — This little coffee shop is tucked away near the entrance of the BJC from the parking garage.

**WashU Food Truck Row** — Find a variety of food trucks weekdays between 10 a.m. and 2 p.m. located on Scott Avenue west of Taylor Avenue. Menus are updated at the following website: [stlfta.com/calender/washu-calendar](http://stlfta.com/calender/washu-calendar).

**Farmers Market** — Every Thursday, a farmers market is on campus located outside on the plaza in front of the Farmstead Café. Hours of operation are 10am-2pm, and credit cards and checks are accepted by most vendors. In addition to selling local foods, they also offer a lunch special.

## 5.11. Fitness

All students in the school of medicine may use the athletic facilities located in The Core Apartments. These include an open gym, strength training machines and free weights and aerobic equipment such as treadmills and stationary bicycles.

The Athletic Complex at the Danforth Campus is open to all students. Washington University full-time day school students, faculty and staff with valid IDs are eligible

to use the athletic complex free of charge. Other eligible users such as part-time students and families of faculty, staff, and students must purchase a membership card for access to the athletic complex. The Athletic Complex offers a track, swimming pool, tennis courts, recreational fields, racquetball, handball and squash courts, weight room, and fitness center (membership fees required). For an up-to-date athletic complex schedule call the Hot Line at 314-935-4705 or pick up an information pamphlet on fees and hours at the complex.

Graduate students are eligible to participate in some intramural sports. For a calendar or more information, please call Intramurals at 314-935-5193 or visit the web site [intramuralsports.wustl.edu](http://intramuralsports.wustl.edu).

Massage therapy, personal training, and drop-in group exercise classes (cycling, Yoga, hip hop, Zumba, kickboxing, Total Tone, Pi-Yo, etc.) are some of the programs and services held at the South 40 and the Athletic Complex. Visit [s40fitness.wustl.edu](http://s40fitness.wustl.edu) for schedule, location, and fee and registration information or contact [fitness@wustl.edu](mailto:fitness@wustl.edu) with questions.

## 5.12. Health Services

The university student Insurance plan is required for all full-time students in the programs. This plan provides the student with health benefits (including medical, dental, vision and medications) and disability insurance. Health insurance for Biostatistics students matriculating in Summer 2021 will be covered by the program. For all other full-time students, it is the student's responsibility to pay for health insurance. The payment over two semesters for the insurance covers the student from the start of the school year until the start of the next school year. Dental Insurance is available for the individual to purchase, as is family coverage.

Student Health is in Room 3420 on the third floor of the East Building on the Medical School campus at 4525 Scott Avenue and functions like an HMO. On staff doctors and nurses treat the students and, if warranted, refer them to specialists. Appointments can be made by calling Student Health Services at 314-362-3523.

## 5.13. Sustainability and Recycling

Washington University in St. Louis is committed to sustainable practices and has made every effort to encourage "green" behavior in all aspects of the community. To this end, blue recycling containers are available throughout the classroom and

kitchen areas. Information about recycling will be provided during orientation and more information can be found [here](#).

**“Single Stream Recycling” Program** — Students are encouraged to engage in sustainable practices such as using personal drinking cups, using cloth shopping bags, turning off lights and computer monitors when not in use, etc.

## 5.14. Transportation and Parking

Visit the [Transportation](#) website to see the services available including how to obtain a parking permit and free Metro Pass, WUSTL bus routes and schedules, car sharing, and additional services.

NOTE: Medical campus parking permits and Danforth permits are different. Effective July 1, 2017, WUSM parking permits are valid in the Danforth University Center (DUC) underground garage only. Some Danforth permits are valid in specified zones on the medical campus. Read the Medical School Reciprocity agreement for complete details. [parking.wustl.edu/parking/permits/medical-permit-reciprocity](http://parking.wustl.edu/parking/permits/medical-permit-reciprocity)

**U-Pass** — Washington University offers all full-time enrolled students a free pass each semester for the St. Louis Metrolink bus and train system. To register for your pass go to [parking.wustl.edu/items/metro-transit](http://parking.wustl.edu/items/metro-transit). Use your WUSTL Key ID and password to start the processing.

# 6. Emergency and Disaster Procedures

Washington University is committed to protecting the safety and security of our community. Emergencies or disasters can happen at any time and usually occur without warning. When an emergency strikes at Washington University, our safe and prompt recovery will depend on existing levels of preparedness and a thoughtful response among students, faculty, staff, and visitors.

New information will be posted to the site [emergency.wustl.edu](http://emergency.wustl.edu) continuously. The site will state if there is no current emergency.

Emergency Info Hotline: Any Campus: 314-935-9000; Out-of-Area: 888-234-2863

To report an emergency:

- Danforth Campus – 314-935-5555

- School of Medicine Campus – 314-362-4357
- E-mail: All registered students, faculty, and staff with a wustl.edu email account will be notified of emergencies.

It is important to list and then periodically update your student emergency contact information in the phone and address field in the student information system (WebSTAC).

### **6.1.1. Disaster Procedures**

If you feel it may be impossible to get to or dangerous to go to the campus for class, please contact the Kim Freels at 314-362-1384 or [kfreels@wustl.edu](mailto:kfreels@wustl.edu) for instructions.

In the event of a fire, leave the building as quickly and calmly as possible, using the stairs, NOT the elevator. Go to the West side of the Becker Medical Library at the corner of Euclid Avenue and Barnes Jewish Hospital Plaza. This is where all the OHIDS employees and students meet. Once there, someone will take your name, triage any injuries, and will determine who may still be in the building and in need of help.

In the event of an earthquake, immediately move away from any area where items may fall. Get underneath a desk or sturdy table. Standing in a doorway will also help protect you. After the shaking stops leave the building as quickly and calmly as you can. Please help others who may have been injured to leave the building. Go directly to the West side of the Becker Medical Library at the corner of Euclid Avenue and Barnes Jewish Hospital Plaza.

In the event of a tornado warning, please go to the lowest level in Becker library in the building. Go to an interior area without windows. Once the storm has passed, check to see if anyone needs assistance and then help them to the first floor.

If there is an outbreak a contagious disease, information and procedures will be shared on the OHIDS and WUSM websites. If you have additional questions or concerns, please contact the program manager at 314-362-1384 or [kfreels@wustl.edu](mailto:kfreels@wustl.edu) for instructions. Information about COVID-19 can be found at [covid19.med.wustl.edu](https://covid19.med.wustl.edu).

### **6.1.2. WUPD Safety**



[police.wustl.edu](http://police.wustl.edu) is an online resource for crime prevention and safety including, bicycle security, laptop security, safety walking and jogging, and other helpful information.

Medical Campus Protective Services provides many services designed to provide a safe and secure environment for graduate students studying and doing research on the medical campus. They are located at 4504 Scott Avenue and can be contacted by phone at 314-362-HELP (362-4357). Their web site is [facilities.med.wustl.edu/security](http://facilities.med.wustl.edu/security).

### **6.1.3. Personal Safety Escort Service**

The Protective Services Department provides escorts for employees and students by vehicle. Walking escorts are also assigned. An officer will transport in a vehicle or walk with the requesting party to campus garages or parking lots and from one building to another to ensure their personal safety. Vehicle escorts off-campus will only be conducted at the discretion of the on-duty supervisor. Response time for escorts will vary according to the number of protective services personnel on duty and the demand for services. To request a personal safety escort, dial 314-362-4357.

### **6.1.4. Motorist Assist**

Jump starts and key extrication services for vehicles with manual locks only, are provided by officers operating marked mobile units. Services are provided free of charge for people using school of medicine parking facilities or campus personnel using on-street parking within campus boundaries. No mechanical work, changing or repair of flat tires or emergency fuel is provided by Protective Services. To request motorist assistance, dial 314-362-4357.

### **6.1.5. Bicycle Parking & Security**

The school of medicine provides designated bicycle parking areas equipped with bike racks. Bikes parked in these areas should be securely locked to the bike rack using a U-type bicycle lock. Locks of this type may be purchased from bike shops and retail stores or from WUMC Transportation Services.

### **6.1.6. Campus Safety**

If you observe a crime in progress or about to be committed on campus, please dial 314-362-(HELP) or 314-362-4357 on any campus phone to reach Protective Services. Response Personnel will be dispatched to your location immediately. If you have knowledge of a crime that has already been committed on the School of Medicine Campus, please complete the Campus Hotline form at the link below to report it voluntarily and confidentially to Protective Services Investigators. You may also telephone the Campus Watch Line to make an anonymous oral report by dialing 314-362-0381.  
[facilities.med.wustl.edu/security](https://facilities.med.wustl.edu/security)

## 7. International Students

### 7.1. Office for International Students and Scholars (OISS)

International students should stay in regular contact with the [Office for International Students and Scholars](#) at the Danforth Campus. That office has the most current and thorough knowledge about visa and legal issues affecting international students, as well as being a great source for social and cultural advice and activities. They often plan trips, excursions, and lunches where students can meet others facing similar challenges and share experiences.

It is especially important to coordinate any travel plans through the OISS. Students traveling abroad on breaks may run into difficulties getting back into the country so careful planning and good judgment is critical.

### 7.2. Language Testing

All students for whom English is not the primary language will be tested for English proficiency during orientation. Students found to be lacking the necessary English skills to succeed in our rigorous program will be required to take supplemental courses at their own expense. This requirement cannot be waived and is important for the student's success in the program and beyond.

### 7.3. Use of English

Washington University is a culturally diverse and vibrant community but for academic activity within OHIDS, English is the common and only language spoken. It

is important that you use English in the classroom and when communicating with faculty and other students. It is considered rude to converse in another language when other students are present, and it limits opportunities for academic exchange.

# 8. Appendixes

## Appendix 1

[UNIVERSITY STUDENT CONDUCT CODE](#)

## Appendix 2

**EMERGENCY:** [emergency.wustl.edu](http://emergency.wustl.edu)

IMPORTANT PHONE NUMBERS

On-Campus

Danforth Campus 314-935-5555

Medical Campus 314-362-HELP (4357)

Off-Campus

911

St. Louis County Police 314-889-2341

St. Louis City Police 314-444-5555

### University Departments

University Information & Directory Assistance 314-935-5000

Lost & Found (University Police) 314-935-5234

Escort/Personal Safety

    Danforth Campus 314-935-5555

    Medical Campus 314-362-2698

Graduate School of Arts & Sciences 314-935-6880

Health & Counseling Services

    Danforth Campus 314-935-6666

    Medical Campus 314-362-3523

Disability Resource Center 314-935-5970

Office of International Students (OISS) 314-935-5910

Libraries, Circulation 314-935-5420

Sexual Assault and Rape Action Hotline (SARAH) 314-935-8080

Transportation & Parking

    Danforth Campus 314-935-4140

    Medical Campus 314-362-6824

# OHIDS Key Contacts

## Directors

**Phillip R. O. Payne, PhD**Associate Dean of Health Information and  
Data Science

Director, Institute of Informatics

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Interim Director, Division of Biostatistics

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## Program Directors

**Randi Foraker, PhD**

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Interim Director

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Associate Program Director

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## OHIDS Education Leadership

**Andrea Krussel, MA**Director, Education &  
Workforce Development[krussela@wustl.edu](mailto:krussela@wustl.edu)**Katie Bay, MA**Special Programs  
Administrator[k.bay@wustl.edu](mailto:k.bay@wustl.edu)**Kim Freels, MA**

Program Manager

[kfreels@wustl.edu](mailto:kfreels@wustl.edu)

## Program Support Staff

**Nancy Douglas** (visas, RAships, payroll)

Special Projects Administrator

[douglasn@wustl.edu](mailto:douglasn@wustl.edu)**Rita Fulton** (IT support)

Project Manager

[rfulton@wustl.edu](mailto:rfulton@wustl.edu)