

**WILLIAM CAREY UNIVERSITY  
COLLEGE OF OSTEOPATHIC MEDICINE**



***Student Handbook and Catalog  
2014-2015***

**Approved by the William Carey University Board of Trustees**

## PREFACE

Information contained herein shall not constitute a legally binding contract upon William Carey University College of Osteopathic Medicine (WCUCOM). Policies, requirements, and information in this *WCUCOM Student Handbook and Catalog* may be updated from time to time by the WCUCOM at its sole discretion. Changes will be distributed to students and become effective immediately unless otherwise specified.

Changes occurring to the *WCUCOM Student Handbook and Catalog* will be posted online quarterly as addenda on the WCUCOM website with appropriate notifications to the respective stakeholders. An electronic copy of this publication can be viewed at WCUCOM website.

All changes cited as addenda throughout a given academic year will be incorporated into the parent document for the upcoming academic year. The cycle is repeated.

All inquiries regarding the *WCUCOM Student Handbook and Catalog* should be directed to the Office of the WCUCOM Associate Dean, Student Affairs at 601.318.2690. Any recommendations for additions, deletions, or changes must be submitted in writing to the WCUCOM Dean. Final approval is made by the Board of Trustees based upon recommendations from the WCU President.

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## **NONDISCRIMINATION POLICY AND DIVERSITY STATEMENT**

A diverse administrative staff, faculty, and student body are needed to provide the richness necessary for osteopathic medical education. WCUCOM makes every effort to recruit students from a diverse background to foster that richness while meeting its mission and objectives. This policy complies with the “Accreditation of Colleges of Osteopathic Medicine: COM Accreditation Standards and Procedures (effective July 1, 2013).” It is the official policy of WCUCOM that recruitment and selection of students for admission, consideration for financial aid, the administration of its education policies, athletic and other school-administered rights, privileges, programs, and activities generally accorded or made available to students at the college will not discriminate on the basis of race, ethnicity, color, sex, gender, religion, national origin, age or non-disqualifying disabilities.

In compliance with federal law, including provisions of Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the bylaws of the University, William Carey University does not discriminate against any person on the basis of race, color, national or ethnic origin, sex, gender, age, or disability in admission or in the administration of its education policies, scholarships, loan programs, athletic and other school-administered rights, privileges, programs, and activities generally accorded or made available to students at the school. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

WCU Vice President for Academic Affairs  
498 Tuscan Avenue  
Hattiesburg, Mississippi 39401  
Office: 601.318.6101

## **MISSION STATEMENT**

The mission of the William Carey University College of Osteopathic Medicine (WCUCOM) is to prepare men and women to become osteopathic physicians through an emphasis on primary care, lifelong learning, research and scholarly activities, and service, including osteopathic clinical service and graduate medical education. Using a community-based training model, the COM will educate and train graduates who are committed to serving the healthcare needs of all individuals, with special attention directed to the medically underserved and diverse populations of the state, region, and nation.

## **GOALS AND OBJECTIVES**

Consistent with its mission and the osteopathic medical profession, the goal of William Carey University College of Osteopathic Medicine is to provide high-quality medical education with the objectives listed below:

WCUCOM will

- Recruit and train students primarily from Mississippi and the Gulf South region in order to positively address the physician shortage in the region;
- Emphasize training in primary care through a high-quality, professional education program;
- Prepare students for lifelong learning through the involvement in scholarly activity;
- Provide an academic community in which the individual student is encouraged to develop his or her highest potential in scholarship, leadership, and service, and where the atmosphere will foster recognition of the infinite worth of the individual and acceptance of and respect for a variety of religious expression; and
- Engage faculty and students in research and scholarly activities in order to advance the body of existing knowledge in osteopathic medicine.



## LETTER from the DEAN

To the class of 2018, welcome to the William Carey University College of Osteopathic Medicine. You are joining an outstanding academic program with a commitment to excellence. This concept of excellence extends throughout the curriculum and is focused on supplying the tools needed to help you become the best physicians you can be. As a new school, we are building a tradition of excellence that extends beyond the traditional academic setting. This tradition will carry forward as William Carey students become members of the greater community. Those students who have preceded you and alumni whom you follow have taken great pride in paving the way for your education.

The students, faculty, staff, and administration of this college have made a commitment to being the best medical school of our kind in the country. Every change and innovation that has been instituted over the last four years has directly contributed toward this goal. WCUCOM continues to work with the greater medical community to provide high-quality clinical education and to establish new residencies across the Gulf South. This commitment is directly reflected in the 98% placement rate of our first class in graduate medical education programs across the nation. Many of our students, faculty, and staff are recognized nationally for their achievements in education, research, and commitment to our profession.

William Carey University has demonstrated a commitment to these principles and goals for at least a decade. This commitment has been demonstrated by, among other things, the construction of a state-of-the-art anatomy lab (Randy and Brenda Ross Anatomy Lab) and the establishment of a bench research facility.

What does the future hold? WCU and WCUCOM will continue to grow and excel. Our team is committed to not simply meeting, but exceeding all national standards set for medical education. However, as this growth and innovation occurs, we are committed to maintaining an atmosphere in which no student will be lost in the crowd. On behalf of the entire university, let me wish you every success in your studies.

A handwritten signature in blue ink, appearing to read "James M. Turner". The signature is fluid and cursive.

James M. Turner, DO, MPH, FACOFP, FACOEP  
Dean, WCUCOM



## WELCOME TO WCUCOM

Dear Entering First-year Osteopathic Medical Students:

Welcome to the College of Osteopathic Medicine! The faculty and staff are excited to have you here, and we hope to make your four-year journey from osteopathic medical student to osteopathic physician an enjoyable and intensely educational experience.

The *WCUCOM Student Handbook and Catalog* is designed to acquaint you with the rules, regulations, policies, structure, and services of WCUCOM and to provide useful information for the years ahead. You are encouraged to read the entire publication and refer to it when you have questions. If any part is unclear, please seek clarification from the Office of Student Affairs. It is not intended to cover every situation that could occur. Anything not covered will be dealt with on a case-by-case basis.

The 2014-2015 WCUCOM academic calendar is included for your reference. It is subject to change as circumstances dictate. Changes will be sent to each student and member of the faculty and staff via campus email, so it is important to check your email regularly.

Best wishes to each of you.

Sincerely,

A handwritten signature in cursive script that reads "Jim C. Weir". The signature is written in black ink and is positioned above the typed name.

Jim Weir, DDS, JD  
Associate Dean, Student Affairs

## COLLEGE OF OSTEOPATHIC MEDICINE ACADEMIC CALENDAR 2014-2015

### Fall Semester 2014

July 24	OMS 4 Orientation
July 28	OMS 2 Registration and Orientation
July 28-29	OMS 3 Orientation
July 29	OMS 2 Classes Start
July 30-August 1	OMS 1 Registration and Orientation
July 31	OMS 3 Last Day of Rotations
August 1	OMS 3 and OMS 4 Start Rotations
August 4	OMS 1 Classes Start
August 16	White Coat Ceremony
September 1	Labor Day Holiday for OMS 1 and OMS 2
October 15	Deadline for Filing May 2015 Graduation Application
October 24-31	AOA Convention and Fall Break for OMS 1 and OMS 2
November 26-28	Thanksgiving Break for OMS 1 and OMS 2
December 16	Last Day of Class for OMS1 and OMS2
December 17-19	OMS 1 and OMS 2 Grades Due
December 22-January 4	Christmas Break for OMS 1 and OMS 2

### Spring Semester 2015

January 5	OMS 1 and OMS 2 Classes Start
January 19	Martin Luther King Holiday for OMS 1 and OMS 2
March 9-13	Spring Break for OMS 1 and OMS 2
April 3	Good Friday Holiday for OMS 1 and OMS 2
May 19	Last Day of Class for OMS 1
May 22	OMS 1 Grades Due
June 1	Last Day of Class for OMS 2
June 5	OMS 2 Grades Due
May 23	Commencement

The WCU calendar may be obtained in the most recent addition of the *WCU Student Handbook*.

## **BACKGROUND AND HISTORY OF HATTIESBURG**

### **Hattiesburg and the Surrounding Area**

Hattiesburg is the home of the main campus of William Carey University (WCU), which was founded in 1892. WCU is conveniently located on 140 acres on the south side of the city.

Hattiesburg is known as the "Hub City" because it is located at the intersections of Interstate 59 and U.S. Highways 49, 98, and 11. The city is centrally located less than 100 miles from the state capital in Jackson, as well as the Gulf Coast, New Orleans, Louisiana, and Mobile, Alabama.

Positioned at the fork of the Leaf and Bouie Rivers—the heart of south Mississippi's rolling piney woods—Hattiesburg provides a unique blend of affordability and high standard of living.

Hattiesburg, with a population of nearly 50,000, is the educational, retail, and medical center for more than a quarter of a million people who live throughout the southeast Mississippi region. It is also the home to The University of Southern Mississippi and Camp Shelby.

During the last several years, Hattiesburg has been recognized nationally for its livability including the following areas:

- Healthcare
- Most popular destinations
- Retirement communities

Continued economic expansion during the past few years has made Hattiesburg one of the most dynamic and fastest-growing areas in the Southeast. With its economic beginnings in the timber industry of the late 1800s, to the mobilization of the military in 1915 and World War II at Camp Shelby, to the prosperous growth of recent years, Hattiesburg stands as a progressive, economically healthy community that nurtures a quality of life second to none.

Captain William H. Hardy, a pioneer lumberman and civil engineer, founded Hattiesburg in 1882. Early settlers to the area were of Scottish, Irish, and English descent and came from Georgia and the Carolinas, attracted by the vast acreage of virgin pine timberlands. This was an area of rich promise at a time when renewed development of the South was getting underway.

The City of Hattiesburg was incorporated in 1884 with a population of approximately 400. Originally called Twin Forks and later Gordonville, Hardy gave the city its final name of Hattiesburg in honor of his wife, Hattie.

Also in 1884, the railroad, known as the Southern Railway System, was built from Meridian, Mississippi, through Hattiesburg to New Orleans, Louisiana. The commercial value of the great virgin timber stands was quickly recognized, and for a time, timberland was available for as

little as 50 cents to \$1.50 an acre. Mills sprang up, and naval store plants came on the heels of the timber industry. Turpentine stills became as numerous as the sawmills.

The completion of the Gulf and Ship Island Railroad from Gulfport to Jackson, Mississippi, now part of the Illinois Central System, ran through Hattiesburg and ushered in the real lumber boom in 1897.

Although it was 20 years in the building, the railroad more than fulfilled its promise. It gave the state a deep water harbor, more than doubled the population of towns along its route, built the City of Gulfport, Mississippi, and made Hattiesburg a railroad center.

After World War I, Hattiesburg found a new way of life. The people of the region were able to adjust themselves and proved willing to find new and diverse ways of making a living, bringing with them further population booms.

### **Transportation**

Hattiesburg is an easy drive to major airports in New Orleans, Louisiana; Jackson, Mississippi; Mobile, Alabama; and Gulfport, Mississippi. New Orleans International Airport is 105 miles southwest; Jackson International Airport is 90 miles north; Mobile Municipal Airport is 102 miles southeast; and Gulfport-Biloxi International Airport is 70 miles south.

Passenger rail is provided by Amtrak, serving Hattiesburg—east to Meridian, Mississippi; Washington, D.C.; Tuscaloosa, Alabama; Birmingham, Alabama; and Atlanta, Georgia; and west to New Orleans, Louisiana; then on to Chicago, Illinois; Houston, Texas; or Los Angeles, California. Dependable bus transportation is also available through Greyhound lines, with eight departures daily to New Orleans, Birmingham, and Jackson.

The City of Hattiesburg owns and operates the area's mass transit service. Special "on-demand" buses for elderly and handicapped citizens are available.

### **Outdoor Activities**

Surrounding the Hattiesburg area there are many opportunities to explore. The State Parks around Hattiesburg are Clarkco State Park, Lake Lincoln State Park (to the north), Buccaneer State Park (to the south), Paul B. Johnson State Park (to the south), and Percy Quinn State Park (to the west). South of Hattiesburg, along the shore and in the Gulf of Mexico is the Gulf Island National Seashore.

Additionally, there is one national forest for outdoor activities. Divided into two sections, the De Soto National Forest is southeast of Hattiesburg. Within the forest are the Leaf River Wildlife Management Area, the Little Biloxi Wildlife Management Area, and the Red Creek Wildlife Management Area. Just outside and to the south are the Pascagoula River Wildlife Management Area, the Ward Bayou Wildlife Management Area, and the Old River Wildlife Management Area. To the north is the Chickasaw Wildlife Management Area. West of Hattiesburg is the Marion County Wildlife Management Area.

For fishing there are several lakes to try. Northwest of Hattiesburg are Lake Mike Conner, Lake Jeff Davis, and Lake Mary Crawford. West of Hattiesburg are Lake Bill Waller, Lake Columbia, and Lake Walthall.

Southeast of Hattiesburg is the Mississippi Sandhill Crane National Wildlife Refuge and the Grand Bay National Wildlife Refuge.

There are several of Pat Harrison's Waterways in the area. To the south are Flint Creek Waterway and Bluff Creek Waterway.

To the west is Little Black Creek Waterway, and to the northeast are Archusa Creek Waterway, Maynor Creek Waterway, and Big Creek Waterway.

### **Dining**

From fast food to leisurely Southern-style cuisine, students will find great food in Hattiesburg, with numerous restaurants and a variety of cuisines.

### **Golf**

Hattiesburg is fast becoming South Mississippi's golfing location of choice with over 12 public and private courses within a 30-mile radius.

### **Movies and Family Entertainment**

Hattiesburg has 19 movie screens, a bowling alley, and bounce rooms.

### **Chamber of Commerce**

Further information regarding recreation and entertainment opportunities in Hattiesburg can be obtained from the Hattiesburg Chamber of Commerce at 1.800.235.4288.



# Hattiesburg Area Map



Source: M&M Publishing

# WILLIAM CAREY UNIVERSITY

## William Carey University Campus Map



## History of William Carey University

The institution that is now William Carey University had its earliest origins in Poplarville, Mississippi, when the noted educator W.I. Thames opened Pearl River Boarding School in 1892. As did many institutions of its day, Pearl River Boarding School offered “elementary, preparatory, and some college work.” A disastrous fire destroyed the school in 1905, and an effort was made to obtain backing for a new school in Poplarville to be called South Mississippi College. The efforts were not successful, and Professor Thames moved to Hattiesburg where, with the backing of a group of New Orleans businessmen, he opened South Mississippi College in 1906. Little is known of Pearl River Boarding School, but South Mississippi College, under the leadership of Professor Thames as its President, quickly gained a reputation for having a strong faculty, especially in art, music, history, and home economics. After a fire destroyed the immense administration building, including classrooms, library, and a 1,500-seat auditorium, the young institution was forced to close.

In 1911 W.S.F. Tatum, wealthy lumberman and Methodist layman, acquired the property and offered it as a gift to the Baptists. He set two conditions: successful operation of a Christian school for girls for five years and an enrollment of at least 100 students the first year. The property consisted of two surviving frame buildings and 10 acres of cutover land. A corporation was organized to own and control the college with nine trustees chosen from Baptist churches in Hattiesburg. In September 1911 the school opened again with a new name, Mississippi Woman’s College, under the leadership of President W.W. Rivers. In November 1911, the debt-free college was offered to the Mississippi Baptist Convention and was accepted.

The growth of Mississippi Woman’s College was a source of pride for Mississippi Baptists. Under the leadership of President J. L. Johnson, Jr., from 1912 to 1932, a splendid new administration building was completed in 1914 and named Tatum Court in honor of the college’s major benefactor. New brick dormitories were added (Ross and Johnson Halls), as well as an infirmary and a model home, which was used as a laboratory for domestic science classes. During this period, the campus expanded to 40 acres.

The college did not measure its progress simply with physical achievements. An early objective of Mississippi Woman’s College was to train intelligent, concerned citizens who could establish Christian homes. Curricula and activities were designed with this primary objective in mind. By 1925 college stationery boldly proclaimed on its letterhead, “Mississippi Woman’s College: The School with a Mission.” The student body dedicated itself to the mission of the college. Such dedication accounts for Mississippi Woman’s College becoming known by the late 1920s as one of the South’s outstanding Christian colleges for women. Continued growth and an emphasis on missions characterized the presidency of Dr. W. E. Holcomb from 1932 to 1940.

When the exigencies of the Depression Era forced the college to close in 1940, its facilities were used as housing for army officers from Camp Shelby. In 1946 Mississippi Woman’s College underwent major renovations and re-opened. Dr. I.E. Rouse was elected President in 1946 and served until 1956. In 1953 the Mississippi Baptist Convention voted to move the college into coeducational status after more than four decades of admitting only female students. This vote necessitated a new name for the institution. In 1954 the Board of Trustees selected the name



of William Carey College in honor of the 18<sup>th</sup>-century English cobbler-linguist whose decades of missionary activity in India earned him international recognition as the “Father of Modern Missions.”

Under the leadership of Dr. J. Ralph Noonkester as President, William Carey College enjoyed significant growth. In 14 years, a total of 14 new buildings rose on the Hattiesburg campus. The college attracted national attention with baseball, basketball, and tennis teams, the traveling chorale, the theatre performance groups, scientific honor societies, student mission efforts, a large number of mission volunteers, and a high percentage of acceptances to medical school. Dr. Noonkester served as President from 1956 to 1989.

In 1968 William Carey College entered a new era when it announced a merger with the prestigious Mather School of Nursing in New Orleans. Another dimension opened for the institution in 1976 with the purchase of the Gulf Coast Military Academy campus in Gulfport. Known as William Carey College on the Coast, the 20-acre beachfront property was devastated by Hurricane Katrina in August 2005. Classes were held off campus until 16 modular buildings were installed on the campus. Thirty acres were purchased in the 4,800-acre Tradition Planned Community, located on Highway 67, and Phase I of the new campus, William Carey University–Tradition Campus, opened in August 2009.

In June 1989 Dr. James W. Edwards was elected as the seventh President and served until 1997. Under his leadership, enrollment in church-related vocations increased, the art program at Carey on the Coast was upgraded, the college debt was restructured, salaries improved, a trimester system was inaugurated, and an MBA program in executive leadership was added to the curriculum. The Lucile Parker Gallery was opened on the Hattiesburg campus, and the Sarah Gillespie Art Gallery was upgraded and moved to Parker Hall at Carey on the Coast. A campus beautification project was inaugurated.

Dr. Larry W. Kennedy served as President from 1998 to 2006. Many physical improvements were made to existing facilities. New construction on the Hattiesburg campus included a nursing building, education classroom building, housing for the Center for the Life and Work of William Carey, soccer fields, an intramural field, and baseball and softball fields. Also, a new nursing building was constructed on the New Orleans Baptist Theological Seminary campus. The college’s \$7.5 million debt was paid off 10 months ahead of schedule.

The years 2005 through 2006 brought significant challenges and advances to the institution. During the fall of 2005, all three campuses were affected by Hurricane Katrina, with the Coast campus being completely destroyed. While recovery and building efforts were underway, the trustees voted to change the status of the institution from college to university to honor its growth and enhance its potential in an increasingly global environment. The charter and all the transitions with accrediting agencies necessary for changing its status were revised. The name officially changed from William Carey College to William Carey University in 2006.

In February 2007, Dr. Tommy King was named the ninth President of the university, the first alumnus to serve in this position. Under Dr. King’s leadership, the university constructed a \$1 million addition to the Fail-Asbury Hall on the Hattiesburg campus. Also the size of the

Smith/Rouse Library was expanded by 40 percent, the Sarah Ellen Gillespie Museum of Art was dedicated, land was purchased for the new Coast campus on which Phase I was constructed, and establishment of the William Carey University College of Osteopathic Medicine (COM) was undertaken. In December 2008, The Southern Association of Colleges and Schools raised the institution to Level V status, which permits the granting of doctoral degrees. A Master of Biomedical Science degree was added to the degree program, and enrollment reached an all-time record high. In October 2009 the Commission on Osteopathic College Accreditation granted provisional accreditation to the College of Osteopathic Medicine. Tennis was added to the athletic program in 2009 with cross country and women's golf added in 2010-11. Track and field for men and women began in the fall of 2012.

In the summer of 2010, a new facilities building was occupied, and the College of Osteopathic Medicine enrolled an inaugural class of 110 students. Three buildings comprise the medical complex: Academic Building, Medical Arts Building, and the Asbury Administrative Center. In January 2014, the Randy and Brenda Ross Anatomy Wing was dedicated, expanding the medical complex. The Joe and Virginia Tatum Theatre was constructed in 2010. In the fall of 2010, a specialist degree in higher education administration was offered, and the Career and Technical Education department was established. The Bachelor of Music in contemporary worship degree was added in the fall of 2011. The MEd in educational leadership, EdD in higher education administration, and the PhD in nursing education and administration programs began in the fall of 2012.

The university is organized into the following academic units: The Ralph and Naomi Noonkester School of Arts and Letters; the School of Natural and Behavioral Sciences; the School of Business; the School of Education; the Owen and Elizabeth Cooper School of Missions and Biblical Studies; the Donald and Frances Winters School of Music; the Joseph and Nancy Fail School of Nursing; and the College of Osteopathic Medicine.

The dramatic developments over the years demonstrate that William Carey University has accepted William Carey's challenging motto:

*"Expect great things from God; attempt great things for God."*

### **Organization and Administration of the University**

The Board of Trustees is composed of 24 persons selected jointly by the William Carey University Trustees and the Committee on Nominations of the Mississippi Baptist Convention for terms of three years. The Board of Trustees is responsible for all general institutional policies as outlined in the university's bylaws. Policies should originate with the Board or be recommended to the Board by the administration. The administration is responsible for implementing official policies within the framework established by the Board. The faculty is responsible for the quality of the educational programs and operates within the policies determined by the administration and the Board of Trustees.

## **WILLIAM CAREY UNIVERSITY RESOURCES**

For more detailed information regarding the following campus resources, please refer to the most recent edition of the *WCU Student Handbook*.

### **Bookstore**

WCU provides a bookstore located in McMillan Hall. It offers books, clothing, supplies, sports items, and gifts. WCU and WCUCOM are obligated by legal contract to purchase all instructional materials through the Barnes and Noble campus bookstore. If Barnes and Noble cannot supply the materials, release will be granted to secure the items elsewhere.

### **Residence Halls**

WCUCOM students are responsible for their own living accommodations. Some dormitory rooms may be available on campus for WCUCOM students. The use of these dormitories and apartments is at the discretion of WCU. If a WCUCOM student wishes to apply for this housing, he/she should contact the WCU Office of Student Services for information, fee schedules, rules, and regulations. There is no guarantee that WCU-owned housing will be available.

### **Food Service/Dining Hall - Wilkes Dining Hall**

Built in 1967, this building includes a student dining room, a faculty dining room, the President's dining room, a conference center, and a student center. Exterior renovations were completed in 2005.

WCU provides a full food service, which is available in the Wilkes Hall Cafeteria. There is also a coffee shop at Common Grounds.

Wilkes Hall Cafeteria serves meals on the following schedule:

Breakfast:	7:30–9 a.m., Monday-Friday 9–9:30 a.m., Continental 9–10 a.m., Saturday (self-serve)
Lunch:	11 a.m.–1:30 p.m., Monday-Friday 12–1:30 p.m., Saturday-Sunday
Dinner:	4:30–7 p.m., Monday-Friday 4:30–6:30 p.m., Saturday-Sunday

Occasionally, changes in serving hours are necessary and will be posted in the cafeteria as the need arises.

## **Post Office and ATM**

The Post Office is open from 8 a.m. to 4:45 p.m., Monday through Friday, and is located in McMillan Hall on the Hattiesburg campus. All on-campus students are required to have a post office box; off-campus students may have one if desired. Students can acquire a post office box by filling out a form in the Post Office. Mail is usually distributed by 10 a.m., Monday through Friday, and is picked up and taken to the Hattiesburg Post Office by 2:30 p.m. Mail should be addressed as follows:

Student Name  
WCU Box \_\_  
498 Tuscan Avenue  
Hattiesburg, MS 39401

A student may retain a post office box throughout his/her tenure at WCU. Upon leaving WCU, students should notify the Post Office of their forwarding addresses. Mail will not be delivered to names other than registered students.

An ATM machine is located inside the entrance to the Post Office in McMillan Hall. This service is available from 7 a.m.–11 p.m.

## **External Relations**

*Donna Duck Wheeler Alumni House*—Originally named the Bentley-Pope House, this two-story colonial style residence was built in 1962. The house was renamed in April 2006 to honor Donna Duck Wheeler, who served as WCU’s alumni director for 17 years. The building houses the Offices of External Relations, Advancement, and Alumni Relations.

The Office of External Relations oversees the writing and dissemination of news releases for local and hometown papers. A photographer is available for coverage of various on-campus events, and students are encouraged to take advantage of publicity opportunities in their hometown papers, as well as in university publications.

## **University Library System**

The mission of the William Carey University Libraries is to provide a learning environment that meets the information needs of the university’s students, faculty, and staff. This mission is accomplished through the provision of information resources and services that support the teaching, learning, research, and service needs of the university community.

WCU Libraries resources are available to the university’s students, faculty, and staff, as well as sanctioned visitors and guests. Sanctioned visitors and guests may include members of the local clergy or their staff, special guests of the WCU President, members of the Board of Trustees, and WCU alumni. Upon registration with WCU Libraries, sanctioned visitors may check out books and utilize the WCU Libraries computer lab and Internet access.

WCU Libraries' online collection includes 68 research databases and over 101,000 electronic books. This online collection is accessible through the WCU Libraries website from any WCU on-campus computer. WCU students, faculty, and staff can also access online collections from any off-campus location through the WCU Libraries website by utilizing their WCU email addresses and passwords as logins when prompted for full-text or database access. Licenses for databases, electronic books and journals, and other online materials prohibit access to these materials by individuals who are not WCU students, faculty, or staff.

The WCU Libraries' graduate research collections are located at the Dumas L. Smith/I. E. Rouse Library on the Hattiesburg campus and at the Tradition Campus Library. The Libraries' physical collection is comprised of over 83,000 items, including books, journals, media items, scores, children's books, and materials in micro format. An online catalog, accessible through the Libraries' website, provides information about the Libraries' holdings, including the location of physical items. All circulating items in the collection are available for checkout at any WCU library. Requests for items from another library location can be made by filling out the Interlibrary Loan form on the Libraries' website at <http://library.wmcarey.edu>.

WCU Libraries develops and maintains services that support the missions of the library and the university. Library hours at each facility – including those for regular sessions, mini-sessions, breaks, and holidays – are available on the Libraries' website at <http://library.wmcarey.edu>. Other services available at all library locations include Interlibrary Loan for requesting materials that are not owned by the WCU Libraries, reference and information services provided by experienced library staff, workshops in the use of library and information resources, email reference service at <http://askus.library.wmcarey.edu/>, and reference via texting at 601.348.0287 (Standard rates apply.).

### **WCU Library Collections and Services for Medicine/Nursing**

Health science collections are located at the Hattiesburg and Tradition libraries. Primary collections for the College of Osteopathic Medicine students are located in the Dumas L. Smith/I.E. Rouse Library on the Hattiesburg campus. The medicine and nursing collections include over 3,700 books.

Seventeen electronic databases specifically support the College of Osteopathic Medicine and School of Nursing, including Access Medicine, Health and Psychosocial Instruments, DynaMed, Medline Complete, PsycARTICLES, PsycINFO, R2, Science Direct, CINAHL, and the Nursing Reference Center. Additionally, the library also provides a significant collection of interdisciplinary databases with health sciences content.

Librarians with American Library Association-accredited degrees are available at all campus locations to provide reference and research assistance. Reference libraries can be reached via phone, email, or text. Personal research consultations are available by appointment, and workshops in the use of library materials are scheduled regularly. Special workshop sessions for WCUCOM students are scheduled at the beginning of each fall term. In addition to these workshop sessions, the "Roving Librarian Program" is also available to WCUCOM students



during the noon hour on Wednesdays in the WCUCOM academic building to assist with research and other library-related issues.

A Medical Resources page on the Libraries' website provides information on health science collections and services. Medical research guides, which have been produced by WCU librarians, list specific services and resources offered by the WCU library system and may be found on the Medical Resources website.

### **Tradition Campus Library**

The library collection on the Tradition campus includes books, serials, and audiovisual resources. Library computers provide access to the Internet, as well as an extensive array of online research databases with thousands of journal articles. Quiet study areas, as well as photocopying services, are available for students and faculty.

### **VitalSource Technology**

Most textbooks for students are available to faculty and students through the software technology VitalSource, which students are required to purchase. Other than a few textbooks that cannot be procured except through this technology, the student has several purchase options available through the university bookstore.

## **CAMPUS FACILITIES BUILDING**

This building houses the offices and equipment of the Physical Facilities department.

*Chain Garden*—This area of the campus was originally dedicated in 1992 in honor of Bobby and Betty Chain. In 2006 the garden was completely renovated by the Bobby L. Chain family to include the six-foot bronze statue of the Risen Christ.

*Clinton Gymnasium*—Constructed in 1961, this building includes a gymnasium, offices, and locker rooms. The roof was replaced in 2004 with a membrane roofing system. Interior renovations, including new office space and heating and air conditioning systems, as well as updating the building's exterior, were accomplished in 2006.

*Common Grounds*—Created in 1997 from a former carriage house, this facility houses a student-operated coffee house.

*Crawford Hall*—This eight-room structure constructed in 1936 serves as the offices and activities center for the Baptist Student Union. An exterior renovation was completed in 2005.

*Donnell Hall*—Completed in 2006, this building houses the Museum and Research Collection of the Center for Study of the Life and Work of William Carey, DD (1761-1834).

*Fail-Asbury Nursing Building*—Originally completed in 2002, this building contains faculty offices, classrooms, and laboratory facilities for the Joseph and Nancy Fail School of Nursing.

An addition to the original building was constructed in 2008 that provides additional faculty offices, classrooms, study rooms, and an elevated lecture hall.

*Joseph and Nancy Fail Softball Field*—Dedicated in 2007, this state-of-the-art field is named to honor the Fail family, longtime friends of the university.

*Fairchild Hall*—This 1970 facility houses the Department of Education. The building has office suites for faculty members, four classrooms, and a well-equipped curriculum laboratory.

*Green Science Hall*—The one-story portion of Green Science Hall accommodates chemistry and physics curricula. The two-story section houses Ross Lecture Hall, student study and work areas, laboratories, offices, and classrooms for the Departments of Biology, Mathematics, Psychology, and Social Sciences. The building was constructed in 1958 and renovated in 2003 and 2005.

*Lawrence Hall*—Lawrence Hall, built in 1954, provides offices, classrooms, and conference space for the Owen and Elizabeth Cooper School of Missions and Biblical Studies, Student Government Association, student life, and student support services. Exterior renovations were completed in 2005. Student counseling and special testing services for the WCU campus and the WCUCOM are located in this building.

*Missions Plaza and Tower*—Dedicated in 1994 and prominently located in the front of Wilkes Hall, the Marjorie and Earl Kelly Missions Plaza and Estelle Willis Missions Tower recall the legacy of William Carey and honor Southern Baptist missionaries and William Carey University alumni, faculty, staff, and students in foreign missions service. Gifts from Joseph and Nancy Fail made construction possible. The plaza and tower were renovated in 2004.

*Mississippi Woman's College Heritage Plaza*—A memorial to Margaret Hemeter Gillespie and Mississippi Woman's College alumnae, the plaza is located between Ross and Johnson Halls. It was dedicated in January 2007.

*Lucile Parker Gallery*—Built in 1990 and located in the Thomas Fine Arts Center, the Lucile Parker Gallery is named for the late William Carey University Professor Emerita of art whose work in watercolor brought national acclaim. Exhibitions of artists enjoying national reputations are scheduled September through May. The university's permanent collection is exhibited June through August.

*Mary Ross Building*—An original building constructed in 1920 for a campus hospital, this building now houses faculty offices and conference rooms for the School of Business. The exterior of the building was renovated in 2005.

*The Lorena Roseberry Smith Hall*—Built in 2004, this education facility contains faculty offices and eight modern classrooms equipped with state-of-the-art technology.

*Soccer Fields*—The soccer complex featuring Musco Sports lighting was dedicated in August 2004 and includes an official game field, a practice field, and an intramural field. The soccer program was moved from the Gulfport campus to the Hattiesburg campus in 2003. The Jack

and Carol Simmons fitness track was added during 2007 to provide a safe area for jogging and walking. The half-mile track encircles all three playing fields.

*Student Center*—Located in Wilkes Hall (cafeteria) and completed in 2000, the Student Center provides video games, pool, table tennis, television, a meeting room, and a complete fitness facility for students, faculty, and staff.

*Tatum Court*—Constructed in 1914, this building of colonial design was renovated in 1974 into a facility housing administrative offices, faculty offices, classrooms, and the O.L. Quave Theatre. Additional exterior renovation was completed in 1999 and 2005. A Flemish Master Carillon, donated by Lewis and Margie Myrick to commemorate the Jubilee Celebration of the University, was installed on the rooftop of Tatum Court in 2004.

*Thomas Business Building*—Completed in 1974, this facility contains the Kresge Lecture Room, the School of Business, classrooms, computer labs, continuing education, workshops, graduate classes, and the Glass Room.

*Thomas Fine Arts Center*—The Fine Arts Center, dedicated in 1966, contains complete facilities for the Donald and Frances Winters School of Music, the Dumas L. Smith Auditorium, and the Lucile Parker Art Gallery.

*Milton Wheeler Field*—A state-of-the-art baseball field was dedicated in 2006 and named to honor Dr. Milton Wheeler for over four decades of service to the university, including his service as athletic advisor for 30 years.

*Chapel*—Positioned adjacent to Chain Garden, the chapel's presence will testify to the Christian mission of William Carey University and will provide an intimate place for prayer, devotion, and worship, as well as for recitals and small weddings. The sanctuary will hold approximately 100.

### **Electronic Communications**

Each student is assigned a personal campus email address and account by the IT Department in accordance with WCU standards. These accounts are to be used for all campus communications and notifications and should be checked daily. Use of this email system is to be in a professional manner at all times. Any use of email that violates WCUCOM professional policies, or other provisions, can and will result in disciplinary action. Students will be held responsible and accountable for all information transmitted.

Guidelines to aid students in navigating technology-related issues are available. The most up-to-date versions of the *WCU Student Technology Guide* can be accessed at <http://www.wmcarey.edu/information-technology>.

## **WILLIAM CAREY UNIVERSITY POLICIES**

### **Campus Safety and Security**

Security officials at the Hattiesburg campus are private law enforcement officers who are licensed by the Hattiesburg Police Department. These officers have the authority to apprehend and detain persons engaged in suspicious or criminal activity. The mission of Campus Security is to provide protection and assistance to students, faculty, staff, and guests and to safeguard the physical property of the university. Officers are available at any time to provide security escorts between on-campus buildings or to personal vehicles parked on university property. Campus Security officers also enforce parking regulations and issue parking citations and other violations of campus policy. Two-way radio contact is maintained between Campus Security and the Hattiesburg Police Department, Forrest County Sheriff's Office, Hattiesburg Fire Department, and the Hattiesburg/Forrest County Emergency Management Office. Campus Security can be reached at 601.318.6300.

### **Personal Vehicles**

All students who operate and park a vehicle on university property regularly or occasionally are required to register their vehicles and display a parking decal. Complete information is required on the registration form, including tag number.

### **Vehicle Registration Procedure**

The Office of Student Life (Lawrence Hall 127) will issue decals Monday through Friday during regular office hours (8 a.m. to 5 p.m.) when the university is in session.

Students may also obtain a parking decal through the WCU Indigo Portal (online).

A student may choose to register his/her vehicle online and pick up the decal in the Student Life Office or have it mailed.

Before a motor vehicle may be registered, the person whose name in which the motor vehicle is being registered must present a copy of current student registration at the university.

Upon being registered and meeting all financial obligations, each motor vehicle will be issued an appropriate decal, which shall be valid up to the stated expiration date and for the zoned locations specified.

### **Parking Decals**

To be considered valid, decals must be displayed by hanging from the rearview mirror of the registered vehicle with the decal number facing outward.

Decals may not be traded or switched between different motor vehicles. Every vehicle must be registered with the university.

Individuals sharing or using a decal not issued to that vehicle will be ticketed and subject to fines.

Students will be issued decals that identify the appropriate zones in which students may park.

Lost decals may be replaced for students at a cost of \$5 per decal.

Replacement decals will be issued upon payment of a \$5 fee only in the following cases:

- If a registered motor vehicle is no longer to be used on campus (i.e., replaced by a new or different motor vehicle)
- If the decal of a registered motor vehicle is stolen or destroyed (Documented evidence will be required.)
- If the decal is defective due to faulty manufacturing, it will be replaced free of charge.

Any motor vehicle operated on campus by a student must have a decal and be registered according to the regulations stated.

Only one valid decal will be displayed on any vehicle at one time.

Reproducing, altering, or defacing a decal or permit in any way is prohibited. Lost or misplaced decals must be replaced immediately.

### **Parking Rules and Regulations**

All vehicles are to be parked on the streets and parking lots on the campus only in areas assigned and marked as parking areas. All "No Parking" areas are in effect 24 hours a day, seven days a week. Failure by any person to find a legal parking space shall not be an excuse for a violation of the regulations.

Students and university personnel are to park in the appropriate zones.

#### Parking Color Indicators

Green.....	WCUCOM
Blue.....	Handicapped parking only
Yellow.....	No parking area
Red.....	Residential student parking
Red Stripes.....	Fire lane
White.....	Faculty/Staff/Commuters

Any motor vehicle, which is parked in violation of university regulations, will be subject to ticketing. Specific violations of the parking regulations include the following:

- Parking on campus without a current registration decal or permit, with the exception of short-term visitors on campus
- Parking in an area of the campus that is restricted to a specific time limit in excess of the posted time limit (e.g., spaces in front of the Post Office and Bookstore)
- Parking in a "No Parking Zone" or service drive, which are restricted 24 hours a day, seven days a week
- Double parking
- Parking against the flow of traffic
- Parking in a pedestrian crosswalk
- Parking in or blocking a street or driveway or impeding the free movement on any street or parking area at any time
- Parking on a sidewalk or grassy area of the campus without special permission
- Parking outside the lines that identify an individual parking space
- Parking in any space other than the assigned zone during restricted hours (7:30 a.m. to 3:30 p.m)
- Parking any trailer, camper, or other personal property on campus without special permission from the Student Life Office. Any vehicle, trailer, etc., in violation of this regulation will be towed at the owner's expense.

### **Parking Vehicles on Campus During Breaks**

Students are not to park vehicles in remote areas of the campus for extended periods of time during breaks, or when students are away. If students park their vehicles for more than a day or two while on mission trips, breaks, choir tours, athletic or forensic trips, etc., vehicles should be parked in well-lighted areas of the interior campus, clearly visible from a security station. WCU is not responsible for damage to vehicles left on campus during owner's absence.

### **Emergency Warnings and Hazardous Weather Procedures**

William Carey University utilizes two different systems for notification of impending emergency situations and hazardous conditions. The primary emergency notification system is known as SaderWatch. In the event of an emergency, a text message will be sent to the mobile number/ email address registered with the system. This is a free service provided by WCU; however, normal text message fees may apply. To register for alerts, visit this website <http://wmcarey.edu/saderwatch>. All students are automatically enrolled in SaderWatch to receive email alerts to student email accounts. To manage the student's preferences, including adding text alerts, visit <http://wmcarey.edu/saderwatch>. Announcements and other information regarding WCU operations will be provided by the institution/media outlets, when necessary. The institution will maintain close contact with local law enforcement and civil defense agencies. Only under emergency or threatening conditions will the university be closed during normal operating hours.

WCU's alert horn, siren, and public address system can be activated to alert members of the university community of an imminent threat to public safety. The following horns and sirens are used as part of this system:

*Emergency Siren:* This 25-second signal is intended to immediately get the attention of members of the WCU community. When students, staff, and visitors hear this siren, they should immediately try to seek shelter in a secure location and follow any verbal instructions that may accompany this alarm.

*All Clear Horn:* This signal consists of three consecutive five-second horn blasts and indicates that it is now safe to resume normal activities on campus.

*Red Alert Horn:* This signal consists of a single 15-second horn blast and indicates that there is an imminent dangerous or hazardous situation on campus. When students, staff, and visitors hear this horn, they should immediately try to seek shelter in a safe location, such as a building or vehicle away from the problem site until the “all clear” signal is given.

### **Tornadoes and Hurricanes**

All faculty, staff, and students will be alerted as to the emergency situation by SaderWatch, emergency siren, and by word of mouth. Upon notification of a tornado warning for the immediate area, all students and university personnel should go immediately to an interior room or hallway, stay away from glassed areas, and remain until the alert is lifted.

Security and SaderWatch will be responsible for notifying persons on campus of warnings that occur in the evening or on weekends. Upon notification of a threat, residential staff will follow outlined procedures for student housing.

In the event of a hurricane threat to Mississippi, the Office of the President will make the official call for continued operation or closing of the university. Detailed hurricane procedures are available for each campus location. Should the university officially close because of a hurricane, notification of re-openings will be conducted via the website at <http://www.wmcarey.edu/>, local media, or by calling 1.800.962.5991. No structures on William Carey University’s campus are approved Red Cross shelters; therefore, no one will be allowed to remain on campus.

Residential students on the Hattiesburg campus will follow specific evacuation guidelines outlined through the Housing Office.

### **Flooding**

In the case of heavy rain that results in flooding, students and personnel will be instructed to evacuate buildings that are flooded until facilities and campus security approve re-entry. No one should wade or play in flooded areas. The safety of all William Carey University students, faculty, and staff is the utmost concern of the administration.

### **Disaster Plan Statement**

In the event of closure or cancellations due to a natural disaster or other emergency causes, general information will be forwarded to local media. Emergency notification can be sent via automated process to WCUCOM student email addresses. SaderWatch is the emergency

notification system for WCU. In the event of an emergency, an email message will be sent to all faculty, staff, and students registered with the system. This is a free service provided by WCU; however, normal text message fees may apply. Also see <https://www.myschoolcast.com/go/wcu/> and <http://wmcarey.edu/saderwatch>.

Specific information regarding the continuation of course work will be posted on the WCU course management system at <https://elearning.wmcarey.edu>.

### **Alcohol and Other Drugs**

William Carey University has a zero tolerance policy for the possession or consumption of alcohol and other drugs. This is in accordance with the commitment to remain a “drug-free campus.” Possession shall be defined to include the presence of alcohol or illegal drugs in the student’s university residence or automobile. The prohibition against the use, possession, or distribution of alcohol and illegal drugs shall include the possession of alcohol containers and promotional literature/drug paraphernalia. Whether a student has violated this policy's prohibition against use of alcohol or illegal drugs may be determined by circumstantial evidence, such as the aroma or smell of alcohol or drugs, either in the room or on the student's person, or conduct suggesting that the student is under the influence of such substances. Students in violation of this policy will face disciplinary action. This policy applies to students who return to campus under the influence of alcohol or drugs.

### **Theft and Property Violations**

William Carey University has a zero tolerance policy for the intentional or unintentional taking, damaging, or destroying of property belonging to the university, members of the university community (students), or visitors of the university.

### **Pornographic Material**

Pornography is addictive, degrading, and destructive. As such, pornographic material will not be tolerated. Campus policy prohibits possession of pornographic material anywhere on campus, including dorm rooms, cars, lockers, etc. Students in possession of pornography in any media form including, but not limited to print, audio, video, photography/electronic, media will face disciplinary action.

### **Computer Responsibility**

The computer resources at William Carey University are intended to be used for its programs of instruction and research and to conduct the legitimate business of the university. Users are responsible for seeing that computer resources are used in an effective, ethical, and legal manner. Policy violations generally fall into four categories:

- Harassing or threatening specific individuals or class of individuals interfering with the activities of others



- Downloading, installing, or transporting across university networks material that is illegal, proprietary, in violation of license agreements or copyrights, or otherwise damaging the institution, including the distribution of pornographic materials
- Damaging or interfering with computer or network resources or computer data, files, or other information

### **Social Media Responsibility**

William Carey University supports usage that leads to positive outcomes for its students. Social media technology affords interaction with individuals and organizations that establish strong connections and participation. Social media can also be a factor for increasing student engagement on campus and assistance for transitioning to college life, all of which may be considered positive effects. The negative effects of social media technology are likewise a university concern that stems from the limited context available in digital communication. Online social spaces provide privacy limitations, and students using social media are expected to be careful, respectful, responsible, and accountable. Unacceptable behavior by university students through such technology includes, but is not limited to, the following:

- Behavior that promotes or produces an unlawful end
- Action that promotes an act of violence or harm
- Action that meets judicial standards of harassment, defamation, and obscenity
- Action that is counterproductive to the mission of the university
- Action that violates guidelines outlined in the most recent edition of the *WCU Student Handbook*

William Carey University's policy on student and employee use of social media will be strictly enforced. WCUCOM student doctors are referred to the Student Conduct, Professionalism, and Etiquette sections of this *Student Handbook and Catalog*.

### **Tobacco**

The use of tobacco is not permitted on the University premises. This includes streets and right of ways adjoining the campus. Violation of this policy may result in loss of any scholarships, ineligibility for participation in any campus organization/activity, suspension from the university, or expulsion from the University.

### **Academic Dishonesty**

Plagiarism or dependence on others for assistance in assignments, tests, and exams, as well as aiding others in their academic work beyond that expressly approved by the instructor, are prohibited.

### **Harassment**

Harassing another person because of his or her race, color, gender, sex, national origin, age, religion, ethnicity, or disability is prohibited. This includes verbal harassment such as antagonizing or taunting.

**Abuse**

Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, or other conduct which threatens or endangers the health or safety of any person are prohibited.

**Disruptive Behavior**

Conduct that disrupts or interferes with the educational purposes of the university is prohibited.

The university will not tolerate contemptuous or disrespectful treatment of university students, administrators, faculty members, or staff persons. Interference with or the failure to cooperate with the reasonable requests of any university administrator, faculty member, or staff person is prohibited.

**Fire Safety Violations**

Damaging, defacing, destroying, cancelling, removing, ignoring or tampering with a fire alarm or other fire safety equipment is prohibited.

**Gambling**

Engaging in or encouraging, promoting, or aiding participation in any game of hazard or chance for money or other valuable items is prohibited.

**Hazing**

Recklessly or intentionally endangering the mental or physical well-being, health, or safety of an individual for the purpose of initiation, admission, or membership, or affiliation with an organization is not allowed. Prohibited activities include whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, sleep deprivation, forced exclusion from social contact, or forced conduct that could result in embarrassment.

**Dating Faculty**

Student and faculty dating relationships are not permitted.

**Sexual Misconduct**

Engaging in or advocating engagement in sexually immoral acts or lifestyles is not permitted. Student doctors should refer to the section on Student Conduct, Professionalism, and Etiquette, subheading "Sexual Harassment," in the *Student Handbook and Catalog*.

**Vulgar or Abusive Language**

The university has a no tolerance policy for abusive, lewd, obscene, or vulgar language or expression that is contrary to its values and principles.

### **Lying and Falsification**

Intentionally giving false information, whether written or oral, to student government councils, judicial councils, university officials, or faculty members is not permitted. The falsification, alteration, fabrication, or misuse of a university form, document, record or identification card is prohibited.

### **Failure to Cooperate**

Failure to cooperate in investigations, including withholding information, and failure to respond to requests to meet with a dean or committees is not permitted.

### **Violation of Residence Hall Guidelines**

All students are expected to uphold the guidelines stated in the residence hall section of the most recent edition of the *WCU Student Handbook*.

### **Firearms and Weapons**

The use or possession of firearms, explosives, fireworks, or weapons is prohibited. This includes such items as guns, knives, or “homemade” weapons.

### **Trespassing**

Students are not permitted unauthorized entry into or occupation of university facilities.

### **Unauthorized Recording**

The university does not permit the unauthorized recording of the voice of a member of the university’s governing board, an administrator, faculty member, staff person, or other student.

### **Inappropriate Dress**

Awareness of the appropriate dress for each occasion is an essential element in the social development of the individual. The university expects students to dress in a manner that complements the activity in which they are engaged and within the bounds of good taste. An administrator or faculty member may determine whether a given mode of dress disrupts the office or classroom process.

More formal dress, if announced by the appropriate authority, may be required for special events or occasions. Shoes are required in all buildings except the living areas of the residence halls. Shirts are required in the dining hall. Sagging pants on students are strictly prohibited at WCU. Student doctors should refer to the section on Student Conduct, Professionalism, and Etiquette, subheading “Dress Code,” in the *Student Handbook and Catalog*.

### **Body Piercing**

Visible tattoos and body piercings that pose a health or safety hazard are not permitted. Students involved in student organizations or performing groups that represent the university may not have body piercings or tattoos that shed a negative light on the university.

### **Financial Irresponsibility**

A student is responsible for making certain that his/her financial obligations to the university are met. Continuation in the university may be dependent upon timely payment of university charges.

### **General Infractions**

Students are expected to comply with all the rules and regulations, whether found in the *WCUCOM Student Handbook and Catalog*, the *WCU Student Handbook*, the *University Catalog*, the SGA constitution, or departmental policy statements. Further, students must adhere to standards of public and private behavior consistent with the philosophy and purpose of the university and with state and local laws. WCU students who are charged with a felony while enrolled at WCU may be subject to suspension until the charge is resolved.

Cases will be considered on an individual basis, due process will be afforded, and should the charge be resolved in the student's favor, and at the discretion of WCU, the student will be readmitted and all tuition and fees may be refunded.

### **Duty to Report a Misdemeanor or Felony**

A student who is charged with a misdemeanor or felony during their tenure as a WCUCOM student is obligated to report this event to the Associate Dean, Student Affairs. Depending on the nature of the event, action by the Student Affairs Committee may be merited.

## **WILLIAM CAREY UNIVERSITY COLLEGE OF OSTEOPATHIC MEDICINE**

### **History of WCUCOM**

On October 23, 2007, the Board of Trustees at William Carey University unanimously voted to authorize Dr. Tommy King, President, to employ a Dean for the William Carey University College of Osteopathic Medicine (WCUCOM). The goal was to educate osteopathic physicians to address the severe shortage of physicians in Mississippi and surrounding states and to impact the health care of rural and underserved populations of this area.

In January, 2008, Michael K. Murphy, DO, was employed to aid in accomplishing this goal. On March 3, 2008, WCUCOM was officially established. Press conferences were held in Jackson at the Mississippi Baptist Convention Building and on the Hattiesburg campus of WCU on March 7, 2008. The President announced the establishment of WCUCOM and introduced Dr. Michael K. Murphy as the founding Dean. Dr. Murphy, a U.S. Navy physician for 30 years, previously served as Associate Dean of Postgraduate Training and Associate Dean of Clinical Sciences at Pikeville College of Osteopathic Medicine in Kentucky.

In the fall of 2009, WCUCOM began recruiting its first class of students.

On April 1, 2011, Dr. Darrell Lovins assumed the duties of Dean. Dr. Lovins served in the United States Navy for over 26 years, retiring in 2005 as a Captain. During his career, his professional job positions included general medical officer, family physician, family medicine residency faculty, medical officer to the USS Lexington and USS Tortuga, and founder and co-founder of the Department of Family Practice and Family Medicine Residency at Naval Hospital, Camp Lejeune, North Carolina, respectively. In November 2012, Dr. Darrell Lovins stepped down as Dean and returned to teaching full-time at WCUCOM due to health reasons. Associate Dean, Dr. James M. Turner, DO, FACOFP, FACOEP, then became the Interim Dean.

In February 2013, Dr. Turner accepted the position of Dean. Dr. Turner, who is Board-certified in family medicine, geriatrics, and emergency medicine, was the founding Director of the Emergency Medicine Residency Program at the Charleston Area Medical Center in Charleston, West Virginia, before becoming the Associate Dean, Clinical Sciences at WCUCOM.

WCUCOM was awarded full accreditation by the American Osteopathic Association's Commission on Osteopathic College Accreditation (COCA), May 3, 2014. On May 24, 2014, WCUCOM graduated its inaugural class of osteopathic medical students. Having achieved a 98% post-graduate placement rate, with over 70% of these students perusing a primary care specialty, WCUCOM continues to strive to fulfill its mission.

### **History of Osteopathic Medicine**

In the late 1800s a doctor named Andrew Taylor Still developed the field of osteopathic medicine and is considered its founder. He was a pioneering doctor in the study of how the attributes of good health could help doctors understand disease and illness.

Through his experience with patients and research, he decided there was a better way to treat patients than the medical practices of the time. Because his new ideas were not accepted in the medical community, he established a new philosophy of medicine in 1874 called “osteopathy.”

Dr. Still opened the first school of osteopathic medicine, the American School of Osteopathy, in 1892 in Kirksville, Missouri. In 1897, students from the school formed the organization now called the American Osteopathic Association (AOA) to enforce educational standards for osteopathic medicine. The AOA was recognized as the accrediting body for osteopathic medical education by the U.S. Department of Health, Education, and Welfare in 1952 and by the Council for Higher Education Accreditation in 1967.

### **Philosophy of Osteopathic Medicine**

Dr. Andrew Taylor Still, the founder of osteopathic medicine, was a medical reformer. During his practice years at the end of the 19th century, almost all medications used were toxic and non-researched. Surgery was incredibly dangerous since there were no antibiotics, and aseptic technique had not been developed. Other methods, such as bleeding and purging, were gradually becoming recognized as damaging to health. As he founded the osteopathic medical profession, Still taught his students to obtain a highly accurate physical diagnosis, then use osteopathic manipulation to optimize the body’s own functions and recovery.

As effective medications have been developed and researched, and surgical methods and success increased over the past century, this philosophy has evolved to include all efficacious healthcare methods supported by sufficient evidence.

The osteopathic medical philosophy embodies four major tenets:

- The body is a unit; the person is a unit of body, mind, and spirit.
- The body is capable of self-regulation, self-healing, and health maintenance.
- Structure and function are reciprocally interrelated.
- Rational treatment is based upon an understanding of the basic principles of body unity, self-regulation, and the interrelationship of structure and function.

Osteopathic medicine is described as holistic because it emphasizes working with the whole patient rather than treating specific, isolated symptoms. Using natural treatment methods, like osteopathic manipulative treatment (OMT), rather than drugs or surgery alone, promotes healthy body functions that are designed to battle disease and help repair injury. Preventive medicine, including good nutrition, fitness, and appropriate rest, is emphasized for sustaining healthy body systems. Good mental health practices, such as stress reduction, support the patient’s immune system, sense of well-being and quality of life. Appropriate treatment stimulates and maximizes the individual’s so-called “host response” (innate healing ability).

Having begun by emphasizing osteopathic manipulation, the profession continues to see the neuromusculoskeletal system as a key element in maintaining health. The musculoskeletal system makes up two-thirds of the body’s mass and includes the bones, muscles, and connective tissue. It impacts and reflects the condition of all other systems in the body

(circulatory, respiratory, nervous, etc.). OMT is a central element of neuromusculoskeletal and total patient care. Doctors of Osteopathic Medicine (DOs) are not only trained to provide standard medical care but also to use their hands to diagnose problems, relieve pain, restore range of motion, and balance muscles and other tissues in order to promote the body's own natural, healthy state.

The official definition of osteopathic medicine, as developed by the American Association of Colleges of Osteopathic Medicine's (AACOM) Educational Council on Osteopathic Principles, is a complete system of medical care with a philosophy that combines the needs of the patient with current practice of medicine, surgery, and obstetrics; that emphasizes the interrelationship between structure and function; and that has an appreciation of the body's ability to heal itself.

### **The Osteopathic Oath**

*"I do hereby affirm my loyalty to the profession I am about to enter. I will be mindful always of my great responsibility to preserve the health and the life of my patients, to retain their confidence and respect both as a physician and a friend who will guard their secrets with scrupulous honor and fidelity, to perform faithfully my professional duties, to employ only those recognized methods of treatment consistent with good judgment and with my skill and ability, keeping in mind always nature's laws and the body's inherent capacity for recovery.*

*"I will be ever vigilant in aiding in the general welfare of the community, sustaining its laws and institutions, not engaging in those practices which will in any way bring shame or discredit upon myself or my profession. I will give no drugs for deadly purposes to any person, though it be asked of me.*

*"I will endeavor to work in accord with my colleagues in a spirit of progressive cooperation and never by word or by act cast imputations upon them or their rightful practices.*

*"I will look with respect and esteem upon all those who have taught me my art. To my college I will be loyal and strive always for its best interests and for the interests of the students who will come after me. I will be ever alert to further the application of basic biologic truths to the healing arts and to develop the principles of osteopathy which were first enunciated by Andrew Taylor Still."*

### **Pledge of Commitment**

I pledge to

- Provide compassionate, quality care to my patients, and partner with them to promote health;
- Display integrity and professionalism throughout my career;
- Advance the philosophy, practice, and science of osteopathic medicine;
- Continue lifelong learning;
- Support my profession with loyalty in action, word, and deed; and
- Live each day as an example of what an osteopathic physician should be.

## **GOVERNANCE OF WCUCOM**

William Carey University is a nonprofit corporation operating as an institution of higher learning from its domicile in Hattiesburg, Mississippi. The university operates under the governance of a Board of Trustees. William Carey University operates in friendly cooperation with the Mississippi Baptist Convention.

## **WCUCOM FACILITIES**

*Academic Building*—Two lecture halls, a bench research lab, clinical skills and Osteopathic Principles and Practice Lab, student lounge, and study areas are located in this building.

*Asbury Administrative Center*—Student affairs offices, Dean’s office complex, faculty offices, student government offices, conference rooms, and admissions are located in this building.

*Medical Arts Building*—This building houses the Innovative Learning Center with OSCE and simulation facilities, including a video production/teleconference studio. Also located here are faculty offices, small-group and study areas, a student kitchen, and study carrels.

*Anatomy Building*—The new anatomy lab was dedicated January 2014. This state-of-the-art anatomy lab was constructed specifically for student needs, maximizing osteopathic medical education learning potential.

## **ACCREDITATION STATUS: WCU AND WCUCOM**

William Carey University is accredited by the Southern Association of Colleges and Schools (SACS) Commission on Colleges to award bachelor’s, master’s, specialist’s, and Doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404.679.4500 for questions about the accreditation of William Carey University.

All normal inquiries regarding the operation of the university, including admissions, financial aid, educational programs, and other operational matters should be addressed directly to the university and not to the commission. The commission should be contacted only if there is evidence of significant non-compliance with the requirements or standards for accreditation.

The Mississippi Council on College Accreditation (MCCA) follows the recommendation of SACS. When SACS approves the Level V designation, the MCCA only requests that it be informed of the decision. This communication has been completed.

The American Osteopathic Association’s (AOA) Commission on College of Osteopathic Accreditation (COCA) accredits all colleges of osteopathic medicine. WCUCOM received full accreditation on May 3, 2014.



## **INSTITUTIONAL EFFECTIVENESS**

### **William Carey University**

In an effort to engage in an ongoing quest for quality, the university maintains a comprehensive system of planning and evaluation in all major aspects of the institution. The mission statement for the university is used as the foundation for this evaluation. A variety of assessment methods are used, and the results are implemented to improve both the education programs and support activities. Educational quality is determined by how effectively the institution achieves its established goals. The results of the university's assessment procedures are incorporated annually into the university's planning process in order to achieve continual improvement in programs and services.

### **William Carey University College of Osteopathic Medicine**

The WCUCOM fulfills its mission by ensuring that the goals and objectives at all levels are consistent with its mission. The American Osteopathic Association Commission on College Accreditation provides accrediting standards that require systematic review of the osteopathic medical education program. Specific assessment procedures appropriate for measuring outcomes have been developed. The results are utilized to implement specific strategies for program enhancement or improvement.

WCUCOM has adopted the WCU's Five-Column Model for institutional effectiveness. The Curriculum Council has the responsibility for tracking the evaluation process and recommending changes to the WCUCOM Dean.

## WCUCOM CURRICULUM

### Core Competencies

With a primary aim to train physicians for careers in primary care medicine, the DO curriculum is based upon core competencies in medical education as identified by the American Osteopathic Association (AOA) and the American Association of Colleges of Osteopathic Medicine (AACOM):

- Osteopathic Principles and Practice
- Medical Knowledge
- Patient Care
- Interpersonal and Communication Skills
- Professionalism
- Practice-based Learning and Improvement
- System-based Practice

The first competency, Osteopathic Philosophy and Practices (OP&P), is the lynchpin competency that holds the other seven competencies together, with integration as noted below:

- *Medical Knowledge:* The osteopathic physician demonstrates and applies knowledge of accepted standards of clinical medicine in the respective specialty area, remains current with new developments in medicine, and participates in lifelong learning activities, including research.
- *Patient Care:* The osteopathic physician demonstrates the ability to effectively treat patients, provide medical care that incorporates the osteopathic philosophy, patient empathy, awareness of behavioral issues, the incorporation of preventive medicine, and health promotion.
- *Interpersonal and Communication Skills:* The osteopathic physician demonstrates interpersonal and communication skills that enable him/her to establish and maintain professional relationships with patients, families, and other members of health care teams.

### Credit Hours

A credit hour is defined by the regulations of the U.S. Secretary of Education at 34 CFR 600.2 except as provided in 34 CFR 668.8(k) and (l). Based upon these regulations, credit hours are assigned to courses as follows:

- For each 15 hours of classroom or direct faculty instruction, 1 (one) credit hour is assigned.
- For each 30 hours of formalized laboratory instruction, 1 (one) credit hour is assigned.

For federal financial aid purposes, 16 to 56 credit hours per semester is considered full time.

## **Credit Hours Assigned to Rotations**

Credit hours assigned to clinical rotations have been calculated as follows: A total of 60 hours of effort per week has been assumed. These hours consist of diverse efforts including both didactic and non-didactic work, with one credit hour assigned for every 30 hours of effort. This yields a total of two credit hours per week, resulting in eight total credit hours for a normal four-week rotation.

## **Pre-Clerkship Curriculum (OMS 1 – OMS 2)**

The pre-clerkship curriculum includes a total of four semesters, two semesters in the OMS 1 year and two in the OMS 2 year. Students are immersed in introductory basic science concepts and develop skills in physical examination, doctor-patient interactions, and osteopathic principles and practice. Courses provide integrated presentations of basic and behavioral science concepts and also the clinical aspects of osteopathic medical education. Students are required to master clinical skills associated with their clinical science courses each semester by engaging in a variety of integrated clinical experiences (e.g., simulation, surrogate and standardized patient encounters, case-based learning scenarios).

Courses follow a developmental sequence in that foundational courses (e.g., Clinical Anatomy, Medical Physiology, Histology, Medical Biochemistry) provide the anatomic and cellular/molecular underpinnings of the science of medicine taught through clinically relevant application. The OMS 2 year continues with expanded integration of the basic and clinical sciences, with increased opportunities for self-directed learning and self-assessment.

## First Year – OMS 1

### Curriculum 2014-2015

Course	Course Number	Credit Hours
Contemporary Foundations of Medicine	6100	3
Medical Genetics	6111	2
Clinical Anatomy I	6131	6
Clinical Anatomy II	6132	6
General Pathology	6142	2
Medical Physiology I	6151	4
Medical Physiology II	6152	4
Histology I	6161	2
Histology II	6162	2
Medical Biochemistry I	6171	2
Medical Biochemistry II	6172	3
Doctoring Skills I	7121	1
Doctoring Skills II	7122	2
Osteopathic Principles and Practice I	7151	2
Osteopathic Principles and Practice II	7152	3
TOTAL		44

The first semester of year 1 is heavily focused on the biomedical sciences critical to success as a physician. Also integrated throughout year 1 are Osteopathic Principles and Practice, professionalism, and primary care skills courses. The semester begins with the fundamentals of clinical anatomy and genetics along with a block course focused on introductory physiology, histology, and biochemistry presented within a cardiovascular, renal and respiratory system framework. The spring semester of year 1 continues with coverage of clinical anatomy, Osteopathic Principles and Practice, professionalism, and the primary care

skills courses. An integrated course block focuses on physiology, biochemistry, and histology in relation to the gastrointestinal, endocrine, and nervous systems.

## **OMS 1 Course Descriptions**

### Fall Semester

#### *Contemporary Foundations of Medicine – OMS 6100*

Contemporary Foundations of Medicine is designed to build a knowledge base that will assist first-year students with material presented in subsequent course sections and provide strategies for successfully navigating the medical school experience. The course introduces students to the basic sciences and to the hands-on and cognitive principles that all physicians must know and utilize. Class sessions include use of electronic medical resources and stress development of professional identity. Topic coverage includes communication and presentation skill development, as well as an introduction to public health, basic life support, statistics, and medical decision making.

#### *Medical Genetics – OMS 6111*

This course serves as an introductory human genetics course for medical students and adheres to the guidelines set forth by the Association of Professors of Human and Medical Genetics. These guidelines are designed to provide medical students with an in-depth understanding of the principles of genetics and genomics from basic science to clinical application. This course addresses topics in biochemical genetics, molecular genetics, cytogenetic, population genetics, pharmacogenetics, cancer genetics, and genetic counseling. Students reflect on the genetic basis of life and the importance of genetics to individuals, communities, and society at large.

#### *Clinical Anatomy I – OMS 6131*

Clinical Anatomy I introduces the student to the macroscopic structure of the human body using a regional approach. Emphasis is placed on the correlation between anatomical structure and function, clinical application, and usage of correct anatomical terminology. Lectures integrate the early development of body form and cellular organization with regional anatomy. The integration of embryology provides students with knowledge of the origin of the various tissues and organs of the human body and offers a more complete background in the normal anatomy and physiology of the adult human and in the basic principles underlying abnormal development and the mechanisms by which specific congenital malformations occur. Resources used during the laboratory portion include cadaver dissection, radiographs, computer learning modules, and both Osteopathic Principles and Practice (OP&P) and orthopedic clinical correlations.

#### *Foundations of the Cellular, Muscular, Cardiovascular, and Renal Systems*

Foundations of the Cellular, Muscular, Cardiovascular, and Renal Systems course block integrates essential biomedical and clinical content material across four core component courses (Medical Physiology I, Histology I, Medical Biochemistry I, Doctoring Skills I) using a

systems-based approach to content delivery. Clinical case conferences underscore basic and clinical concepts with opportunities for interaction between students, primary care physicians, and patients.

#### *Medical Physiology I – OMS 6151*

This course is a comprehensive study of normal human physiology. The course focuses on the properties of living cells and tissues and the structure and function of organ systems with an emphasis on integration and control. Introductory concepts of pathophysiology are included. The course also includes a comprehensive study of normal and pathological physiology of the human nervous system as it relates to perception, behavior, and the control of bodily functions. The course focuses specifically on neuroscience knowledge that contributes to an understanding of the diagnosis and treatment of neurological disorders.

#### *Histology I – OMS 6161*

Histology I explores the organization and function of the tissues of the human body from the sub-cellular to the organ level and emphasizes that structure and function are reciprocally interrelated. That knowledge is essential for understanding the intricate relationships among the organ systems, as well as the mechanism(s) and pathogenesis of disease states. Histology I also provides visualization of cellular growth and differentiation, tissue repair, and inter- and intra-cellular defense mechanisms. This course views the person as a unit that combines body, mind, and spirit, which is capable of self-regulation, self-healing, and health maintenance. Lectures are integrated with laboratory experiences in an organized fashion to illustrate the microstructure of major tissues and organs in relation to their function. During laboratory sessions, students identify the microscopic structures in various tissues and organs in the human body, correlating these structures with their functions, which is a prerequisite for understanding various disease processes.

#### *Medical Biochemistry I – OMS 6171*

Medical Biochemistry is the study of the human body at the molecular level. Both normal and aberrant processes are studied to better obtain a grasp of the diseased state. The course stresses the fundamentals of biochemistry categorized into seven major functions: (1) the structure and function of protein, (2) intermediary metabolism, (3) the storage and expression of genetic information, (4) carbohydrate metabolism, (5) lipid metabolism, (6) nitrogen metabolism, and (7) the integration of the above metabolic processes. Clinically relevant case studies are used to enhance understanding of both normal and pathological biochemical processes.

#### *Doctoring Skills I – OMS 7121*

Doctoring Skills I is a foundational course focusing on the examination of the human body. The course provides a framework upon which subsequent clinical courses are built. Emphasis is placed on understanding the importance of the history and physical examination for detecting a healthy normal state as the basis for recognizing pathology and pathophysiology. Topics covered include personal values and self-assessment related to academic and personal success;

patient interviewing and history-taking, physical examination skills, introduction to radiology, integration of Osteopathic Principles and Practice, and medical decision-making.

*Osteopathic Principles and Practice I – OMS 7151*

Osteopathic Principles and Practice I introduces the student to the philosophic, anatomic, and physiologic basis of osteopathic practice. The course content is presented through weekly lectures and clinical skills training sessions. Course topics include the history of osteopathic medicine, patient medical history, observation, and physical examination focused on observation, palpation, and motion testing. The course correlates human anatomy and physiology with the study of neuromusculoskeletal function and dysfunction. Diagnosis of somatic dysfunction will be integrated with learning basic systems for its treatment.

Spring Semester

*Clinical Anatomy II – OMS 6132*

This course is a continuation of OMS 6131, Clinical Anatomy I, and includes the integration of embryology, as well as the structural and functional organization of the central nervous system presented through lectures and laboratory/computer demonstrations on parts of the brain and spinal cord. The course covers the role of the brain and spinal cord in sensory perception and movement of the human body. Wherever possible, case studies and appropriate syndromes are also presented.

*Foundations of the Respiratory, Gastrointestinal, Endocrine, and Nervous Systems*

The Foundations of the Respiratory, Gastrointestinal, Endocrine, and Nervous Systems course block integrates essential biomedical and clinical content material across four core component courses (Medical Physiology II, Histology II, Medical Biochemistry II, Doctoring Skills II). Clinical case conferences underscore basic and clinical concepts with opportunities for interaction between students, primary care physicians, and patients.

*Medical Physiology II – OMS 6152*

This course is a continuation of OMS 6151, Medical Physiology I.

*Histology II – OMS 6162*

This course is a continuation of OMS 6161, Histology I.

*Medical Biochemistry II – OMS 6172*

This course is a continuation of OMS 6171, Medical Biochemistry I.

*Doctoring Skills II – OMS 7122*

This course is a continuation of OMS 7121, Doctoring Skills I.

*General Pathology – OMS 6142*

General Pathology is the first of a series of three courses comprising education in the discipline of pathology in the second-year curriculum. It is a lecture course, which focuses on the basic

causes, mechanisms, and consequences of disease processes. Emphasis is placed on the relevancy of these parameters to clinical medicine. The majority of the course is devoted to a study of basic pathologic processes which affect all systems of the body. The remainder of the course consists of a presentation of the disease processes which affect specific organ systems of the body. The body's ability to self-regulate, self-heal, and maintain itself is stressed throughout the course. Acquisition of this knowledge enhances student understanding and application of osteopathic principles and practice.

#### *Osteopathic Principles and Practice II – OMS 7152*

Osteopathic Principles and Practice II builds on knowledge of the philosophic, anatomic, and physiologic basis of osteopathic practice established in the prerequisite courses. The course content is presented through weekly lectures and clinical skills training sessions. Course topics include the history of osteopathic medicine, patient medical history, observation, and physical examination focused on palpation and motion testing. The course correlates human anatomy and physiology with the study of neuromusculoskeletal function and dysfunction. Diagnosis of somatic dysfunction will be integrated with learning basic systems for its treatment.

#### Electives

##### *Independent Study/Special Topics Electives*

In addition to the standard curriculum, medical students have the opportunity to participate in focused topic electives. Completion of these courses and projects will be posted on the student's official transcript with satisfactory/unsatisfactory credit.



## Second Year – OMS 2

### Curriculum 2014-2015

Course	Course Number	Credit Hours
Systemic Pathology I	6222	3
Systemic Pathology II	6223	4
Neural and Behavioral Science I	6231	3
Neural and Behavioral Science II	6232	2
Medical Microbiology I	6261	3
Medical Microbiology II	6262	3
Pharmacology I	6271	4
Pharmacology II	6272	3
Clinical Science I	7291	8
Clinical Science II	7292	7
Osteopathic Principles and Practice III	7253	2
Osteopathic Principles and Practice IV	7254	2
TOTAL		44

The second-year curriculum is organized around systems-based content. Integrated courses include clinical medicine, pharmacology, pathology, neural and behavioral science, and OP&P. Professionalism and interpersonal communication continues with integration through all case-based learning sessions and standardized patient encounters. The semester concludes with a formal preparatory time for COMLEX Level I examination. Instruction in OP&P continues weekly throughout every year of the medical school curriculum, including integration within case-based learning cases and many standardized patient encounters.

## **OMS 2 Course Descriptions**

### Fall Semester

Early in the OMS 2 year, students complete an orientation to systems-based curricula. Students also begin foundational material in Medical Microbiology. Osteopathic Principles and Practice III builds upon material presented in OP&P I and II during the first year.

#### *Medical Microbiology I – OMS 6261*

This course presents virology, bacteriology, mycology, and parasitology from a medical standpoint, emphasizing morphology, physiology, life history, pathogenicity, epidemiology, diagnosis, therapy and prevention. A case history/problem-solving approach to infectious diseases is incorporated into the last part of the course and emphasizes such clinical aspects as etiology, patient management, specimen collection, laboratory tests, pathologic findings, and prognosis.

#### *Osteopathic Principles and Practice III – OMS 7253*

OP&P III builds on the osteopathic principles of treatment and diagnosis emphasized during OP&P I and OP&P II. Mastery of previously taught principles and various treatment modalities are emphasized. Students are re-introduced to previously covered OMM/OP&P principles including diagnostic and treatment philosophies, anatomic correlations, and physiologic basis of osteopathic practice to better develop students' osteopathic diagnostic and treatment capabilities and skills. Additionally, new systems of diagnosis and techniques are introduced in OP&P III to build on the student's existing osteopathic foundation, including Still Technique and Facilitated Positional Release (FPR), as well as assessing for Chapman's points. Case-based learning (CBL) comprises a portion of this course to further integrate traditional medicine with osteopathic medicine philosophies. This type of learning allows the student to critically consider osteopathic correlations in various disease processes, including viscerosomatic/autonomic influences.

Course topics include the history of osteopathic medicine, patient medical history, observation, and physical examination focused on observation, palpation, and motion testing. The course correlates human anatomy and physiology with the study of neuromusculoskeletal function and dysfunction. Diagnosis of somatic dysfunction will be integrated with learning basic systems for its treatment.

The remaining second-year curriculum is organized around integrated, systems-based course content delivered through four core component courses (Systemic Pathology I, Pharmacology I, Neural and Behavioral Science I, Clinical Science I). These courses focus on the following systems-based content material:

#### *Hematology*

Students learn to recognize and diagnose anemias, bleeding and clotting disorders, and abnormal white blood cell and lymphocyte disorders. Students learn the clinical

approach to a patient with a red blood cell, hemostatic or thrombotic, and white blood cell disorder.

### *Cardiovascular*

Content provides a comprehensive introduction to diseases of the cardiovascular system, how they present, how they are diagnosed, how they are prevented, and how they are treated. Students learn to identify the integral links between anatomy, physiology, pathology, and basic sciences with clinical medicine and other essential aspects of patient care for ambulatory and hospitalized patients who have cardiovascular disorders.

### *Respiratory*

Aspects of basic science are covered that relate to the respiratory system, building on the anatomy, physiology, and biochemistry taught in year 1. Clinical examples of applied basic science are based on common lung diseases including pneumonia, emphysema, asthma, cancer, trauma, ARDS, and respiratory diseases of the newborn.

### *Neural and Behavioral Science*

Coverage includes pathophysiology of common diseases of the nervous system (including visual, auditory, and vestibular systems) and the general principles underlying diagnosis and management. It also examines the major psychiatric syndromes including psychotic, mood, and anxiety disorders. Diagnostic criteria, signs, and symptoms, as well as course, treatment, and prognosis, are reviewed along with biological and psychosocial knowledge of each psychiatric syndrome.

### *Systemic Pathology I – OMS 6222*

Pathology is a lecture course which focuses on the basic causes, mechanisms, and consequences of disease processes. Emphasis will be placed on the relevancy of these parameters to clinical medicine. The first portion of the course is devoted to a study of basic pathologic processes which affect all systems of the body. The remainder of the course consists of a presentation of the disease processes which affect specific organ systems of the body. The body's ability to self-regulate, self-heal, and maintain itself is stressed throughout the course.

### *Neural and Behavioral Science II – OMS 6232*

Neural and Behavioral Sciences II is designed to further develop the students' knowledge in advanced topics of nervous system structure and function, as well as relevant disease models and elements of neurology. The method of instruction is a series of lectures by a multidisciplinary team of basic and clinical science educators. The integrative aspect of the course introduces the students to the foundations of neurology and psychiatry as addressed in the highlighted disease conditions. In Neural and Behavioral Science II, students will review and deepen their knowledge of the basic science of the nervous system while correlating the mechanistic aspects involved in disorders, all of which will facilitate COMLEX preparation, as well as the development of the students' diagnostic ability in community-based, clinical training environments in the third and fourth years of the curriculum.

### *Pharmacology I – OMS 6271*

Pharmacology is the study of the nature and property of drugs, how drugs interact with living organisms, and the therapeutic (and also toxic) effects drugs have on the body. Content coverage includes basic pharmacological principles, basic mechanisms of action, therapeutic applications, adverse effect(s), and drug-drug interactions of prototypical drugs for each drug class. When applicable, clinical case studies are utilized to illustrate and facilitate the learning of important pharmacological principles. The rational use of drug therapy in the prevention, diagnosis, and treatment of disease is addressed in order to promote appropriate therapeutic decisions in patient management. In keeping with the four tenets of osteopathic medicine, this course emphasizes that 1) the body is an integrated unit of body, mind, and spirit; 2) the body possesses self-regulatory mechanisms, having the inherent capacity to defend, repair, and remodel itself; 3) structure and function are reciprocally interrelated; and 4) rational treatment is based upon an understanding of the basic principles of body unity, self-regulation, and the interrelationship of structure and function.

### *Clinical Science I – OMS 7291*

The course places emphasis on the importance of the history and physical examination for detecting a healthy normal state as the basis for recognizing disease. An emphasis is placed on practical application of knowledge and skills, as well as COMLEX preparation. Content coverage includes diagnostic reasoning and foundations in clinical/community behavioral medicine, professionalism, ethics, and medical jurisprudence. Students participate in Objective Structured Clinical Examinations (OSCEs) and simulation experiences. Students are assessed on knowledge and skills related to 1) interviewing and history-taking, 2) performing the physical examination, 3) integrating OP&P, and 4) making clinical judgments. Clinical presentations are explored through in-class experiences, Objective Structured Clinical Examinations (OSCEs), and simulation training.

### Spring Semester

In the spring, Medical Microbiology II and OP&P IV continue as extensions of the affiliated first semester courses.

### *Medical Microbiology II – OMS 6262*

This course extends upon material addressed in Medical Microbiology I through coverage of virology, bacteriology, mycology, and parasitology from a medical standpoint, emphasizing morphology, physiology, life history, pathogenicity, epidemiology, diagnosis, therapy, and prevention. A case history/problem-solving approach to infectious diseases is incorporated to emphasize such clinical aspects as etiology, patient management, specimen collection, laboratory tests, pathologic findings, and prognosis.

### *Osteopathic Principles and Practice IV – OMS 7254*

The OP&P curriculum continues the discussion of function and dysfunction of the body as it relates to the appendages and the cranium. Management of clinical problems including short

lower extremity, lift treatment, headache, cervical, shoulder, and low back pain are presented. Additionally, management of children, geriatric patients, pregnancy, and other problems common to different systems will be covered. The laboratory will continue to develop osteopathic diagnosis and treatment skills using the models presented in the first year and also introduce the student to myofascial release and craniosacral treatment models. Content coverage includes a thorough review of the entire body from a clinical perspective utilizing the different osteopathic manipulative treatment techniques.

In the spring semester, Systemic Pathology II, Neural and Behavioral Science II, and Clinical Science II also continue with an integrated approach to delivery of course content linked to the endocrine, reproductive, musculoskeletal, dermatology, and gastrointestinal systems as follows:

*Endocrine/Reproduction*

Provides information and opportunities necessary for students to acquire integrated knowledge of the structure and function of the endocrine and reproductive systems in humans, including hormonal control and steroid biochemistry

*Musculoskeletal/Dermatology*

Covers basic principles of bone and joint structure and function and reviews many of the disease entities related to this system and to the soft tissue as well. General clinical approaches to diagnosis and treatment will be discussed as well. Topic coverage also correlates basic science with clinical dermatologic phenomena. Dermatology as a clinical specialty is very visual, and accordingly, students will be exposed to images of real skin diseases and findings.

*Gastrointestinal*

Presents coverage of the structure and function of the digestive system, including the process of digestive function and its regulations; metabolic interactions; and pharmacology and pharmacokinetics of drug absorption and metabolism

*Systemic Pathology II – OMS 6223*

Systemic Pathology II is the continuation of System Pathology I in the first semester and encompasses the disease processes that affect specific organ systems of the body. The body's ability to self-regulate, self-heal, and maintain itself is stressed throughout the course.

*Neural and Behavioral Science II – OMS 6232*

Neural and Behavioral Science II is designed to further develop the students' knowledge in advanced topics of nervous system structure and function, as well as relevant disease models and elements of neurology. The method of instruction is a series of lectures by a multidisciplinary team of basic and clinical science educators. The integrative aspect of the course introduces the students to the foundations of neurology and psychiatry as addressed in the highlighted disease conditions. Neural and Behavioral Science II will review and deepen the students' knowledge of the basic science of the nervous system while correlating the

mechanistic aspects involved in disorders, all of which will facilitate COMLEX preparation, as well as the development of the students' diagnostic ability in community-based, clinical training environments in the third and fourth years of the curriculum.

#### *Pharmacology II – OMS 6272*

Pharmacology II is a continuation of Pharmacology I, both of which address the application of clinical therapeutics and each major drug class relevant to today's physician and the practice of medicine. The basic mechanism of action(s), therapeutic application, adverse effect(s), and drug-drug interactions of prototypical drugs for each drug class will be studied in detail. When applicable, clinical case studies will be utilized to illustrate and facilitate the learning of important pharmacological principles. The rational use of drug therapy in the prevention, diagnosis, and treatment of disease will also be addressed in order to promote appropriate therapeutic decisions in patient management. In keeping with the four tenets of osteopathic medicine, this course will emphasize that 1) the body is an integrated unit of body, mind, and spirit; 2) the body possesses self-regulatory mechanisms, having the inherent capacity to defend, repair, and remodel itself; 3) structure and function are reciprocally interrelated; and 4) rational treatment is based upon an understanding of the basic principles of body unity, self-regulation, and the interrelationship of structure and function.

#### *Clinical Science II – OMS 7292*

This course is a continuation of OMS 7291, Clinical Science I, and includes basic life support training, advanced cardiac life support training, and COMLEX board review material. Students must pass a proficiency in these two courses prior to being allowed to matriculate to the third and fourth years.

#### Electives

##### *Independent Study/Special Topics Electives*

In addition to the standard curriculum, medical students have the opportunity to participate in focused topic electives. Completion of these courses and projects will be posted on the student's official transcript with satisfactory/unsatisfactory credit.

### **OMS 3 and OMS 4 CURRICULUM 2014-2015**

The clinical clerkship curriculum leading to the Doctor of Osteopathic Medicine (DO) degree is a 20-month program designed to educate and equip osteopathic physicians with skills necessary to enable them to enter graduate medical education programs. The curriculum is designed to support the WCUCOM mission and emphasizes primary care. In the third and fourth years, students learn patient care and develop clinical technical skills and serve as members of a medical team. Students spend time with clinical faculty at regional hub sites throughout the Gulf South. A "hub site" must have at least one accredited full-service hospital and may also contain critical access hospitals, public and private clinics, and individual practitioners. Travel time between facilities within a hub site is limited to 60 minutes to minimize the amount that

travel encroaches on student study time or contributes to student fatigue. Hub sites provide access to a library (virtual or real space), study space, sleeping space (if needed for call), computer access, and Internet access. The first 12 months of the clerkship experience occurs at a single hub site whenever possible.

Basic procedures are demonstrated and practiced by students in each area of study. Students learn about the standard operating procedures of the hospital and office practice. Clerkship rotations provide increased continuity in training and offer students experience working with a variety of allied health professionals.

In the fourth year, a primary purpose of instruction is to help students apply the didactic background and preliminary clinical training to more intensive clinical experiences. Students are given greater patient-care responsibilities than in the OMS 3 year but remain under the direct supervision of a resident or attending physician. During this year, they are allowed to select their own curriculum. This allows the students to foster interests that have developed regarding a given specialty or to shore up areas of their knowledge that they would like to strengthen. They select 16 weeks of rotations in medical specialties, such as cardiology, endocrinology, gastroenterology, general internal medicine, geriatrics, hematology/oncology, infectious diseases, nephrology, neurology, pulmonology, and medical critical care. An additional 16 weeks of rotations must incorporate surgical specialties, such as orthopedics, ophthalmology, neurological surgery, urology, or trauma surgery. Students may elect to perform these rotations in any area of the country. As this curriculum remains unique to each individual student, course descriptions of the OMS 4 electives are not provided in the *WCUCOM Student Handbook and Catalog*.

## OMS 3 – OMS 4

### Curriculum 2014-2015

OMS Year	Course Name	Specialty Number	How approved	No. (#) months	Course	Hours Credit
OMS 3	Family Medicine 1	10	Required and Assigned	1	7311	8
OMS 3	Family Medicine 2	10	Required and Assigned	1	7312	8
OMS 3	Family Medicine 3	10	Required and Assigned	1	7313	8
OMS 3	ER Medicine 1	20	Required and Assigned	1	7321	8
OMS 3	ER Medicine 2	20	Required and Assigned	1	7322	8
OMS 3	Internal Medicine 1	30	Required and Assigned	1	7331	8
OMS 3	Internal Medicine 2	30	Required and Assigned	1	7332	8
OMS 3	Pediatrics	40	Required and Assigned	1	7341	8
OMS 3	General Surgery 1	50	Required and Assigned	1	7351	8
OMS 3	General Surgery 2	50	Required and Assigned	1	7352	8
OMS 3	OBGYN/Women's Health	60	Required and Assigned	1	7361	8
OMS 3	Mental Health	70	Required and Assigned	1	7371	8
OMS 3	Patient Care and OMT Competency		Required and Assigned		7381	1
OMS 4	Elective I	10	Associate Dean Clinical Sciences Approval	1	8001	8
OMS 4	Elective II	10	Associate Dean Clinical Sciences Approval	1	8004	8
OMS 4	Elective III	10	Associate Dean Clinical Sciences Approval	1	8007	8
OMS 4	Elective IV	10	Associate Dean Clinical Sciences Approval	1	8010	8



OMS 4	Elective V	20	Associate Dean Clinical Sciences Approval	1	8013	8
OMS 4	Elective VI	20	Associate Dean Clinical Sciences Approval	1	8016	8
OMS 4	Elective VII	20	Associate Dean Clinical Sciences Approval	1	8019	8
OMS 4	Elective VIII	20	Associate Dean Clinical Sciences Approval	1	8022	8
Total				20		161

### Course Descriptions OMS 3

#### *Family Medicine 1 - OMS 7311*

Family medicine physicians provide first contact, ongoing, and preventive care to all patients regardless of age, gender, or culture. They provide care in both office and hospital-based settings. Family medicine is an essential component of the primary care infrastructure of the U.S. healthcare delivery system. This rotation provides an introduction to the specialty, with an emphasis on continuity of care, coordination of care among health care providers, preventive medicine, and the impact of family and community dynamics on patients' health and well-being. This rotation will emphasize diagnosis and management of commonly encountered diseases as they present in patients with both acute and chronic phases.

#### *Family Medicine 2 - OMS 7312*

This rotation provides increased experience in family medicine, allowing the student to build upon skills developed on his/her first rotation. Emphasis will be placed on the utility of OMT in the primary care setting. In addition, students will gain increased exposure to the role of the family physician as the coordinator of care for their diverse patient population.

#### *Family Medicine 3 - OMS 7313*

In their third family medicine rotation, students will again have the opportunity to continue building their skills in physical diagnosis and should feel comfortable formulating management plans for patients of all ages and genders. There will be an increased focus on the role of family and the community on patients' health and healthcare decision making. There will also be an increased emphasis on preventive medicine and the role of health screening examinations.

#### *Emergency Medicine 1 - OMS 7321*

Emergency medicine provides the student with the unique opportunity to care for patients of all ages presenting with acute complaints. Many of the patients encountered on this rotation will have life-threatening illnesses or injuries that require immediate stabilization. Others will present with complaints that can be diagnosed and then treated in the outpatient setting. As

such, this rotation will aid students in differentiating patients with unstable or acute illnesses that will require hospitalization from those patients who may be safely followed in the community setting. The volume of patients seen in this setting, along with the acuity of their presentation, is ideal for students to develop the ability to perform a history and physical examination that focuses on issues pertinent to the chief complaint. This rotation also offers an opportunity to gain experience in a broad range of procedures while under the direct supervision of the preceptor.

#### *Emergency Medicine 2 - OMS 7322*

This rotation allows students to build upon the skills developed on their initial rotation in the emergency department. In addition to broadening their scope of patient encounters, as students become more comfortable in their ability to assess patients in a rapid but thorough manner, they should also begin to focus on the team dynamic in the department. The emergency department is an environment in which ongoing communication, both between physicians, nurses, and staff, as well as between staff and patients, is a key component to successful patient care. Students should work on honing their communication and interpersonal skills in this setting.

#### *Internal Medicine 1 - OMS 7331*

On this rotation, students will be exposed to a variety of patients, ranging from the young adult to the elderly, who present for both routine maintenance of chronic diseases, preventive care, or an acute disease process. The student will have the opportunity to further 1) develop skills in his/her performance of a detailed medical history and physical examination, critical thinking, and the development of an appropriate differential diagnosis; 2) learn the indications for common diagnostic tests; and 3) become involved with all parameters of a patient's evaluation needed to reach a diagnosis and management plan.

#### *Internal Medicine 2 - OMS 7332*

This rotation may involve general internal medicine or one of the medical subspecialties, at the discretion of the Associate Dean, Clinical Sciences. The student will have the opportunity to further develop his/her ability to diagnose and formulate an appropriate management plan. Emphasis will be placed on the student's ability to appropriately interpret commonly ordered diagnostic tests. There will also be an increased focus on preventive medicine.

#### *Pediatrics - OMS 7341*

This rotation will be a formal introduction into the practice of pediatrics. Prior experience with children is not a prerequisite to enjoying this exciting rotation. In fact, the student will find that the practice of pediatrics itself is what draws students to the field, rather than enjoyment of children solely. Pediatrics is a broad field, which encompasses not only the health of patients but the patients' developmental, emotional, and social well-being. The student should learn developmental milestones, as well as become proficient in performing psychosocial and developmental histories and physicals while on this rotation. Focus on the whole patient, wellness, and preventive care are highly valued in this specialty. The rotation will offer the student an opportunity to develop these skills.

### *General Surgery 1 - OMS 7351*

It is not the purpose of the surgical rotation to train medical students in the practice of surgery. The third-year rotation in surgery is designed to provide the student with a broad experience in the general surgical disciplines. This experience is designed to emphasize direct patient contact, including all phases of evaluation, diagnosis, and treatment. The rotation includes opportunities to apply the principles learned in the classroom and anatomy labs. The rotation includes supervised experiences in both inpatient and ambulatory care settings with exposure to various surgical subspecialties. Emphasis is placed on data gathering, differential diagnosis, patient management, maintenance of medical records, performance of diagnostic and therapeutic skills, appropriate triage and referral, follow-up care, and the provision of health education and counseling.

### *General Surgery 2 - OMS 7352*

Surgery II is designed to further train the student in basic surgical skills, preoperative patient evaluations, operating room procedures, and postoperative patient care. It may be done as a continuation of the General Surgery I rotation, an additional month of General Surgery with a different surgical service or (with preapproval of the Associate Dean, Clinical Sciences) as a subspecialty surgical service. During this rotation, the student will 1) continue to develop skills in his/her performance of a detailed pre-surgical history and physical examination, 2) learn the reasons for the selection of common pre-surgical tests, 3) become involved with all parameters of a patient's evaluation needed to reach a diagnosis, 4) learn the method of grading operative risks, 5) be exposed to the considerations employed in the selection of the anesthetic agents, and 6) become thoroughly familiar with operating room protocol.

### *OB/GYN/Women's Health - OMS 7361*

This is a one-month obstetrics and gynecology rotation designed to train students in both office and hospital settings. Students will observe or participate in the management of pregnant patients, from initial diagnosis through delivery and post-partum care. The student will encounter both routine and complicated pregnancies. Students should develop a working knowledge of what constitutes a "high-risk" pregnancy. Students will also learn the diagnosis and management of commonly encountered gynecologic conditions. In addition, the student should learn the basics of preventive medicine and recommended health screening examinations for this population.

### *Mental Health - OMS 7371*

While many students will not choose a career in psychiatry, mental health issues occur in a broad spectrum of patients, and physicians in any specialty will encounter patients with underlying psychiatric disorders. This rotation provides the student with the opportunity to develop skills in eliciting a psychiatric history, creating a differential diagnosis for common presentations of psychiatric disease, and becoming familiar with commonly prescribed neuropsychiatric medications.

### *The Patient Care and OMT Competency Course - OMS 7381*

The Patient Care and OMT Competency Course is designed to integrate and emphasize the elements of the Patient Care and Osteopathic Principles and Practices Core Competencies. There are two sections in the fall semester, and each includes sessions incorporating OSCE patient encounters alternating with small-group sessions reviewing the elements of the Patient Care Core Competency, and an Osteopathic Principles and Practice review session covering the basics of osteopathic diagnosis and osteopathic manipulative treatment when appropriate. The sessions will have a case-based learning section in which common musculoskeletal ailments will be discussed. The course may also have some new techniques introduced to be used in the office setting when treating patients for musculoskeletal ailments. There is one section in the spring semester, which includes a one-day OSCE with 12 patient encounters that is designed to simulate the COMLEX Level 2 performance evaluation.

### **Rotation Requirements**

Rotations are on a monthly basis, starting the first day of each calendar month and ending on the last day of the month, regardless of the number of days. Any time off from a rotation will be at the discretion of the Preceptor with the approval of the Associate Dean, Clinical Science. This includes holidays and weekends.

### **Elective Rotations**

Thirty-two weeks of elective rotations to be selected by the student and approved by the WCUCOM Associate Dean, Clinical Sciences. These elective rotations are restricted as follows:

- 16 weeks must be a medicine elective.
- 16 weeks must be a surgical elective.
- No more than eight weeks may be scheduled in the same specialty/subspecialty.

Directed study electives may be selected when a student is mandated to take time off during his/her academic program to work on independent study topics (for example, a student taking time off from rotations to study for COMLEX). During a directed study period, students are actively enrolled at WCUCOM. Credits from directed study may not be substituted for rotation requirements.

### **Research and Scholarly Activity**

WCUCOM encourages biomedical, clinical, and academic research. Efforts will be made to assist students and faculty in the development and funding of research programs which are of interest to faculty and students. Research projects must be submitted for approval through the Research Committee and the WCUCOM Dean.

In addition to the WCUCOM research facilities, an agreement exists with The University of Southern Mississippi for possible use of research space and for collaboration with scientists at that institution.

## ADMISSIONS

### General Process of Application for Admission

WCUCOM participates with other osteopathic colleges in a centralized application processing service called American Association of Colleges of Osteopathic Medicine Application Service (AACOMAS). The first step in applying to WCUCOM is completing an AACOMAS application. Once AACOMAS has processed the application, they will send the individual's application to the colleges which the applicant designates to receive them. AACOMAS takes no part in the selection or rejection of applicants.

AACOMAS applications can be obtained at <http://www.aacom.org> or

AACOMAS  
5550 Friendship Boulevard – Suite 310  
Chevy Chase, MD 20815-7231  
Telephone: 301.968.4100

WCUCOM will send the applicant a secondary application if general qualifications are met.

The WCUCOM Admissions Committee will review files only after all the following materials have been received:

- Completed AACOMAS application
- Completed WCUCOM secondary application
- A nonrefundable secondary application fee of \$50 made payable to WCUCOM
- Letters of evaluation from the following:
  - A physician (preferably a DO who is a member of the American Osteopathic Association)
  - Two letters from science (biology, chemistry, or physics) faculty members who have taught the applicant in a science course or a single letter from a pre-professional advisory committee
  - Additional letters of recommendation in excess of the above requirements may be submitted.

Recommendations should be mailed directly to WCUCOM, the Interfolio, or Virtual Evals admission services. Letters of recommendation should not be older than two years. This determination is made by the date of submission of the primary AACOMAS application. For example, if the date of the primary application submission is October 12, 2014, letters should be dated no earlier than October 12, 2012. Prospective students having difficulty meeting this requirement should contact the Office of the Associate Dean, Student Affairs at WCUCOM for guidance.

The WCUCOM Admissions Committee will consider applications from all qualified individuals; however, strong preference is given to students from Mississippi, other Gulf South regions, and

rural, medically underserved areas of the country. The Admissions Committee seeks those individuals who clearly identify with the WCUCOM mission statement.

### **Application Fee**

A nonrefundable fee of \$50 is payable upon submission of application for admission. Please make fees payable to WCUCOM and note on the check "application fee for WCUCOM."

### **Dates for Filing**

The deadline for filing with AACOMAS is March 15. The deadline for receipt of secondary application materials is April 15. It is understood that once the class is filled with a reasonable number of alternates selected, applications are closed, and the remaining candidates are administratively rendered ineligible for admission.

### **Personal Interview**

Only candidates with a completed application file will be considered for an interview. Following review of all application materials, competitive applicants will be invited for an interview. The interview is important to both the applicant and the Admissions Committee. It allows the applicant to see WCUCOM and talk with students and faculty. The interview also allows the Admissions Committee to evaluate the applicant on important personal qualities for a potential osteopathic physician that cannot be measured by standardized tests.

### **Academic Requirements for Admission**

The minimum academic requirements for admission are as follows:

Students must take the Medical College of Admissions Test (MCAT) exam and have the official scores sent to AACOMAS. MCAT test scores are valid for three years from the original date.

Applicant must show satisfactory completion with a final passing grade in each of the following college courses, including laboratory work where applicable as determined by WCUCOM:

- English Composition and Literature 6 Semester Hours
- General Chemistry 8 Semester Hours
- Organic Chemistry 8 Semester Hours
- Physics 8 Semester Hour
- Biological Sciences 12 Semester Hours

These basic requirements must be passed and taken for credit at a regionally accredited college or university. Transcripts must be received directly from all colleges and universities attended.

The minimum requirement for admission to a COM must be no less than 75 percent of the credits needed for a baccalaureate degree from a college or university accredited by an agency recognized by the United States Department of Education. The above minimum requirements may not necessarily be completed prior to application for admission. Approval of admission is tentative, pending satisfactory completion of minimum requirements and maintenance of a satisfactory academic record before the date of registration.

Credit by examination is not available at WCUCOM.

The ability to use a computer is an essential skill that is required to complete WCUCOM course work. Therefore, it is strongly recommended that each entering student have a good working knowledge of computer use and applications. WCUCOM utilizes the latest in Microsoft and Windows applications.

### **Minimal Technical Standards for Admission**

WCUCOM will attempt to develop creative ways of opening medical school admissions to individuals with disabilities. In doing so, however, the college must maintain curriculum requirements deemed essential to the education of an osteopathic physician.

It is the policy of WCUCOM that no student shall be excluded from participating in, be denied the benefits of, or be subjected to discrimination in any program sponsored by WCUCOM. (See Nondiscrimination Policy and Diversity Statement.)

Regarding individuals with disabilities, WCUCOM does not discriminate against such individuals who are otherwise qualified. The COM does require applicants and students meet minimal technical standards. These standards identify reasonable expectations of osteopathic medical students, and physicians, in performing common functions.

A candidate for the DO degree must have multiple abilities and skills including observation; communication; conceptual, integrative, and quantitative; and behavioral and social. Accommodations can be made for various disabilities, but a candidate must be able to perform in a reasonably independent manner. Those individuals who need accommodations and are otherwise qualified may request accommodation in writing to the Associate Dean, Student Affairs. He/she will talk with the individual, may request documentation, and may refer the student for individual assessment by qualified experts. Self-identified students will be referred to the Office of Disabilities at WCU for evaluation, assessment, and recommendation for accommodation. (See Reasonable Accommodations and Documentation.)

- *Observation* - The candidate must be able to acquire a level of required information as represented through demonstrations and experiences in the basic sciences. This includes, but is not limited to, information conveyed through physiologic and pharmacological demonstrations in animals, as well as microbiologic cultures and microscopic images of microorganisms and tissues in normal and pathologic states. Furthermore, a candidate must be able to observe a patient accurately, at a distance and close at hand; acquire



information from written documents; and see information presented in images on paper, film, slide, or video. Observing and acquiring information from these sources usually requires functional visual, auditory, and somatic sensation enhanced by other sensory modalities.

- *Communication* - The candidate must be able to communicate effectively, efficiently, and sensitively with patients and their families and with all members of the health care team. A candidate must be able to interpret X-ray and other graphic images and digital or analog representations of physiologic phenomenon (such as EKGs). Assistive devices may be used if necessary. Candidates should possess the motor skills necessary to directly perform palpation, percussion, auscultation and other diagnostic maneuvers, basic laboratory tests, and diagnostic procedures.
- *Motor* - Candidates and students should have sufficient motor functions to execute movements that are required to provide general care and emergency treatment to patients. Examples include cardiopulmonary resuscitation, administering intravenous medication, applying pressure to stop bleeding, opening of obstructed airways, suturing of simple wounds, and performing simple obstetrical maneuvers. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.
- *Sensory* - Osteopathic candidates need exceptional sensory skills, and it is therefore necessary to thoroughly evaluate individuals who are otherwise qualified but who have significant tactile sensory or proprioceptive disabilities. This would include individuals with significant previous burns, sensory motor deficits, cicatrix formation, and many malformations of the upper extremities.
- *Strength and Mobility* - Osteopathic treatment often requires upright posture with sufficient lower extremity and body strength. Therefore, individuals with significant limitations in these areas would be unlikely to successfully complete the requirements for a DO degree. Mobility required for emergency codes and CPR is also required.
- *Intellectual, Conceptual, Integrative, and Quantitative Abilities* - The candidate must be able to measure, calculate, reason, analyze, and synthesize in a timely fashion. In addition, the candidate should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structure.
- *Behavioral and Social Attributes* - Candidates must possess the emotional health required to fully utilize their intellectual abilities, to responsibly attend to the diagnosis and care of a patient, and to develop mature, sensitive, and effective relationships with patients. Candidates and students must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of patients. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that will be assessed during the admission and educational processes.
- *Immunization* - The student must be able to comply with requirements for immunizations of all hospitals accredited by the Joint Commission on Accreditation of Healthcare (JCAHO)/Healthcare Facilities Accreditation Program (HFAP).

## **Pre-matriculation Course Work**

*Evaluation of College Records* – Transcripts will be evaluated and grade point averages calculated in accordance with the methods devised by AACOMAS.

*Recommended Courses* - Advanced courses in biological sciences, such as cell and molecular biology, histology, comparative anatomy, biochemistry, genetics, microbiology, and physiology are strongly recommended. Courses in advanced mathematics, psychology, social studies, economics, speech, and philosophy are also desirable.

*Selection of Courses* - It is strongly recommended that those who wish to prepare themselves for the study of medicine should enroll in a degree curriculum in college. While most applicants follow a program in biology or chemistry, it is quite possible for those from other major disciplines to receive favorable consideration for admission to osteopathic medical school. Care should be exercised in planning the course of study to be certain that the required subjects in chemistry, biology, physics, and English can be completed satisfactorily before the date of registration.

If a student does not enroll in a degree curriculum, it is considered important to follow a program which will allow time to take several of the strongly recommended subjects and to complete more than the specified minimum number of required courses and credit hours. Elective courses should be chosen in relation to the student's special interests and aptitude. An understanding of social and community problems will be very helpful in meeting the responsibilities of the profession of osteopathic medicine. In addition to a good technical education, it is desirable for the student to have a broad cultural background.

## **International Student Admissions**

The following admission guidelines apply to international students:

1. International students must meet all general requirements for admission as stated in this catalog and admissions publications.
2. Proficiency in the English language, both written and spoken, is required. TOEFL scores may be required. For registration information for TOEFL, contact

TOEFL Services  
Educational Testing Service  
P.O. Box 615  
Princeton, NJ 08541-6151, U.S.A.  
1.817.863.3546 or 609.771.7100  
[toet1@ets.org](mailto:toet1@ets.org)  
<http://www.ets.org/toefl>

3. All academic course requirements and minimum GPA requirements must be met. All course work taken at the foreign institution must be evaluated for American institution equivalence by one of the following services:

American Association of Collegiate Registrars and Admissions Officers  
One Dupont Circle, N.W., Suite 520  
Washington, DC 20036-1135  
202.296.3359  
<http://www.aacrao.org/home>

Educational Credential Evaluators, Inc.  
P.O. Box 514070  
Milwaukee WI 53203-3470  
414.289.3400  
<https://www.ece.org/>

International Education Research Foundation, Inc.  
P.O. Box 3665  
Culver City, CA 90231-3665  
310.258.9451  
<http://www.ierf.org/>

Josef Silny and Associates, Inc.  
International Education Consultants  
7101 SW 102 Avenue  
Miami, FL 33173  
305.273.1616  
<http://www.jsilny.com/>

World Education Services, Inc.  
P.O. Box 745  
Old Chelsea Station  
New York, NY 10113-0745  
212.966.6:311  
<http://www.wes.org/>

4. A minimum of one year undergraduate or graduate training should have been completed in the United States prior to consideration for admission to WCUCOM.
5. Credit for advanced standing will not be given for any work completed in foreign graduate or medical schools. All students must apply for first-year status.
6. International students must have permanent residency status (green card) to be eligible to receive any type of federal financial assistance.

7. International students not having permanent residency status must provide written proof of ability to finance their medical education prior to matriculation.
8. International students seeking to enter a program of study at WCUCOM must obtain an appropriate visa issued by the U.S. government. WCUCOM is approved to issue a U.S. Department of Homeland Security Form I-20. Upon receiving the completed Form I-20 from WCUCOM, the prospective student will be able to apply for an F-1 (student) visa.
9. Specific consideration will be given to whether the international student's country of residence fully recognizes osteopathic physicians and, therefore, authorizes practice rights comparable to those of allopathic physicians.

### **Review of Student Records, Interview, and Notification of Admission Status**

The major criteria for rating applicants are academic excellence, commitment to osteopathic primary care, commitment to practice medicine in an underserved area, and personal characteristics. Academic excellence is measured by assessing results of the Medical College Admissions Test, grades, and grade point averages. The degree of difficulty of the program which the applicant studied is also considered. No interview is involved in this assessment.

After the initial assessment, selected applicants are invited to visit the campus for a formal personal interview. After the interview, the Admissions Committee reviews the applicants' files, and applicants are notified as soon as a final admissions decision has been made.

A matriculation deposit is required from successful applicants. Acceptance is conditional until all required documentation is received from schools attended. Transcripts must be on file prior to matriculation.

WCUCOM is a private institution and encourages applications from all qualified students who are interested in pursuing a career in osteopathic medicine. However, qualified applicants from Mississippi and the targeted regions of the Gulf South will be given preference for admission to WCUCOM.

Note: Intentional misrepresentation or omission of information relative to scholastic records or test records will subject the student to dismissal. The college reserves the right to deny admission to any applicant for any reason it deems sufficient. Matriculation will be denied to applicants who have failed to maintain a good record of scholastic performance and personal conduct between the time of their acceptance and their matriculation at the college.

### **Transfer and Waiver of Students for Admissions**

WCUCOM does not encourage transfers; however, in special circumstances transfers will be considered from American Osteopathic Association/Commission on College Accreditation (AOA/COCA)-accredited colleges or schools. LCME transfers are not accepted (allopathic medical school).

In accordance with the AOA/COCA and Southern Association of Colleges and Schools (SACS) standards, the transfer student must matriculate at WCUCOM for at least two academic years.

The policy for acceptance of transfer students is as follows:

Applicants for transfer must be in good standing at a college or school of osteopathic medicine approved by the AOA/COCA.

Applicants must have notified the Dean of the college that they are transferring from and get a formal letter of release to submit to the WCUCOM Dean.

Each applicant will be reviewed by the Admissions Committee and interviewed prior to the approval to transfer.

WCUCOM will have the right to require additional courses be taken or rotations added if deemed necessary to ensure that the potential graduate will be of the highest quality and contribute to WCUCOM successfully meeting its mission.

## **WCUCOM GENERAL POLICIES**

### **Americans with Disabilities Act**

Student with disabilities who are protected by the Americans with Disabilities Act of 1990 and require special accommodations should contact Dr. Jim Weir, Associate Dean, Student Affairs of WCUCOM (601.318.6290) or the WCU Student Services Office in Lawrence Hall (601.318.6188).

### **Reasonable Accommodations and Documentation**

Every reasonable effort will be made to meet the special needs of students who qualify under Section 504 and ADA disability criteria. Eligibility for special accommodations will be available to students who are officially enrolled at WCUCOM, who meet all university program requirements, and who meet the definition of disability as defined by the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The definition of disability includes any person who ". . . has a physical, emotional, or mental impairment which substantially limits one or more of life's major activities, has a record of disability, or is regarded as having a disability" (P. L. 101-336). The Office of Student Services (601.318.6779) can provide more information and some service for testing for students requiring accommodations. A student who requires an accommodation must make it known to the WCUCOM administration in a reasonable time before the accommodation is needed. Progress monitoring will be coordinated through regular meetings with the Associate Dean, Student Affairs.

Once accepted for admission, a student must take the responsibility for providing appropriate documentation of his/her new or existing disability and requested accommodations. The documentation must clearly identify the disability and also provide specific information on the manifestations of the disability and any accommodations needed to remediate those

manifestations. WCUCOM reserves the right to ask for specific types of documentation in order to ascertain the nature and scope of any disability and associated accommodation.

### **Privacy of Student Records (FERPA)**

Under the "Family Educational Rights and Privacy Act (FERPA) of 1974 As Amended," William Carey University (WCU) accords all rights to students who are declared independent. No one outside the institution (other than those exceptions permitted under the Act) shall have access to, nor will the institution disclose any information from, students' education records without the written consent of students. Students wishing to give their parents or a third party access to their academic and financial records should complete the disclosure form located in the Registrar's Office, the Business Office, or on the WCU website. This release will remain in effect until rescinded by the student.

At its discretion, WCUCOM will release "directory information" in accordance with the provisions of the Act. This information includes name, address, email address, telephone number, date and place of birth, fields of study, dates of attendance, academic level, degrees and awards received (including dates), most recent educational institution(s) attended, participation in officially recognized activities and sports, full-time/part-time status, and photographs. Students may withhold directory information by notifying the Registrar's Office in writing on or before the first day of classes. Forms for this purpose are available in the Registrar's Office. In the event a refusal is not filed, WCUCOM assumes that a student does not object to the release of the directory information designated. Request for non-disclosure will be honored by WCUCOM for only one academic year; therefore, authorization to withhold directory information must be filed annually.

The law provides students the right to inspect and review information contained in their education records. Students have the right to seek to have corrected any parts of the education record believed to be inaccurate, misleading, or a violation of their rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to the request. Students have the right to file a complaint with the FERPA Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

Students have the right to obtain a copy of the written institutional policy adopted by this institution in compliance with FERPA. A copy may be obtained in person or by mail from the Registrar, William Carey University, WCU Box 4, 498 Tuscan Avenue, Hattiesburg, MS 39401.

Note: Student health and personal information are stored in a separate and secure area from academic records in the Office of the Associate Dean, Student Affairs.

### **Official Email Address**

Each student will have a WCUCOM email address that must be used for all official correspondence with WCUCOM. It is the responsibility of the student to maintain the email account in accordance with WCUCOM policy. Any email sent to a full inbox will be deemed to

have been delivered and received, and the student will be responsible and accountable for the information sent in such cases.

### **Identification Badges**

Each student will have a personal Identification Badge (ID) issued to him or her upon matriculation. ID badges can be obtained at Lawrence Hall in the Student Services area. Identification badges must be worn or carried at all times while on campus. These are nontransferable and must be surrendered upon termination of student status. If lost, a fee will be assessed for a replacement.

## **FINANCIAL AID, TUITION, AND FEES**

### **Tuition**

Tuition and fees are due and payable in full at registration unless special arrangements have been made with the Associate Dean, Student Affairs. Increases to the schedule of tuition and fees may be necessary to ensure financial stability and continued quality of WCUCOM students' osteopathic medical education. Therefore, with approval from the WCU President and Board of Trustees, WCUCOM reserves the right to increase or modify fees without prior notice. Such changes may be applicable to present, as well as future WCUCOM students.

Additionally, other supplies will be required. Examples include the following:

All WCUCOM students are required to possess a laptop computer with specifications allowing them to wirelessly access the Internet, interface with WCU servers, and run the software necessary for VitalSource, ExamSoft, TurningPoint, and other technologies used in their education. They must obtain this instrument prior to their matriculation since certain activities during the registration and orientation processes require such technology.

WCUCOM students start their clinical training early in the curriculum. Therefore, it is necessary for them to obtain a basic set of high-quality medical instruments. These items include the following: stethoscope, ophthalmoscope, otoscope, and sphygmomanometer. Other instruments may be added as necessary.

This is not an all-inclusive list.

The tuition for 2014-2015 is \$38,000. Tuition includes dues for membership in the Mississippi Osteopathic Medical Association (MOMA).

### **Terms of Payment of Tuition**

Tuition is due before the beginning of the academic year; sources of financial aid will make two disbursements. Half of the \$38,000 is due for the fall term, and half is due starting in January. Tuition is divided into two equal parts even though some WCUCOM courses cross over fall and



spring terms. Registration obligates students for payment of all tuition and fees. If tuition is not paid by the due date, students will be assessed a \$50 late fee and be liable for any other reasonable collection costs and charges.

### **Tuition Deposit**

A nonrefundable fee of \$3,000 is payable after a student has been accepted to the WCUCOM. Those accepted on or after October 15 will have until December 14 (or 30 days after they have received an offer of admission, whichever date is later); those accepted on or after December 15 will have 30 days; those accepted on or after January 15 will have 14 days; and those accepted on or after June 15 may be asked for an immediate deposit. Payment is credited toward the tuition fee upon matriculation.

No course, clerkship, or rotation will be credited toward promotion, graduation, or subsequent credit if a student has not paid the required tuition and fees.

All inquiries concerning the above policies and all requests for refunds should be directed to the Office of Student Services or the Business Office.

### **Withdrawal and Drop/Add Refund Policy**

Students desiring to withdraw from the WCUCOM for whatever reason must do so formally in order to avoid academic and financial penalties. These students should contact the Office of the Associate Dean, Student Affairs of the WCUCOM for the proper procedure for withdrawal.

No part of the tuition fee will be refunded to a student who withdraws for any reason after the third week from the first day of the academic schedule for first year, second year, third year, or fourth year.

A request for a tuition fee refund requires written notification to the Associate Dean, Student Affairs and must be received before the close of business during the week in which the refund is requested. The request for a tuition fee refund requires prior written notification of withdrawal from the college.

### **Student Credit Balance Refund Policy**

The tuition fee refund for the WCUCOM shall be prorated as follows:

- 75 percent during the first week
- 50 percent during the second week
- 25 percent during the third week

*Refund checks will no longer be available for pick-up on campus.* Refunds for students with credit balances are now issued through Higher One Bank. Financial aid, payments, or adjustments must be received in the Hattiesburg Business Office by the cut-off date to be considered for refunds the following week. Refunds for amounts under \$10 will be issued only on request. Student refunds for credit balances will be disbursed each semester. The first disbursement will be in August, and the second disbursement will be in January. Refunds take





at least one week to process; therefore, after the first refund date, refunds will be disbursed every Friday for financial aid or payments that have been received in the Hattiesburg Business Office by the previous Friday.

Please Note: If a student does not enroll in one of the options below two weeks before a refund is due, that student will receive a paper check from us via Sallie Mae Services. Students' checks will be mailed on the due date and may take 10 or more business days to reach a physical address. Please sign up for one of the options below in order to avoid a delay in receiving refund(s):

Login to the Indigo Portal (<http://indigo.wmcarey.edu>) to enroll in one of the refund options below:

- Sallie Mae No Fee Student Checking Account with Debit MasterCard
- Direct Deposit into Checking or Savings Account

### **Application Fee for Graduation**

An application fee for graduation of \$100 is charged to all student doctors at the time that the application for graduation is completed and submitted.

### **Financial Aid, Tuition, and Satisfactory Academic Progress**

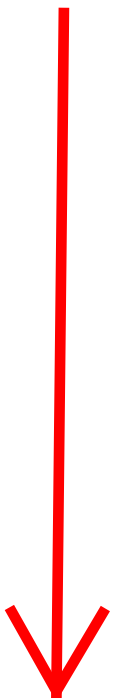
The Office of Student Financial Services is the primary agent providing qualified students assistance with filling out the necessary forms and obtaining loans, scholarships, grants, and other forms of financial assistance.

### **Office of Financial Aid**

The WCUCOM Office of Financial Aid is under the direction of the Assistant Director of Student Services. Staff members are available to provide additional information regarding the financial aid program of WCUCOM as required by the Student Information Requirements as stated in Title I of the Education Amendments of 1976. For further assistance, please call 601.318.6009. WCU participates in all programs of the Veterans Administration. Information and assistance with applications may be secured from the Veterans Administration certifying officials located in the Business Office or the Registrar's Office.

All WCUCOM students are required to meet with a representative of this office during the first four weeks of each semester of the OMS 1 and 2 academic years and at least semi-annually during the OMS 3 and 4 years.

The Financial Aid Office at WCUCOM provides counseling and assistance to students regarding securing funding for their osteopathic medical education. Although the WCUCOM Financial Aid Office assists students with funding, it is the student's primary responsibility to secure financing. This means that such things as supplying personal documentation, supplying family documentation, ensuring that he/she qualifies for loans by having a favorable credit report, and



providing money for prior commitments are the student's obligations. All documents requested must be received before financial assistance will be processed.

Medical education is expensive. The average osteopathic physician is approximately \$206,000 in debt by the time he/she graduates from a college or school of osteopathic medicine. During schooling, most students are required to live at a modest level. The primary obligation for financing a medical education lies with the student, the student's parents, or the student's spouse. The federal and private agencies that make funds available for borrowing do so with the understanding that a student must sacrifice in order to achieve a medical degree.

Every student that has been accepted by WCUCOM must file the Free Application for Federal Aid (FAFSA) with the appropriate federal processor to assess aid eligibility. [www.fafsa.gov](http://www.fafsa.gov)

The needs analysis system set by the federal government ensures equity of treatment among all applicants. WCUCOM uses this needs analysis system to determine the amount of need-based financial assistance, loan amounts, and scholarship awards for which a student is eligible. Every student must also file a WCUCOM Financial Aid Form. Students may file loan applications and check the status of those loans with help from the Financial Aid Office.

Financial aid as awarded or borrowed under the federal or private programs cannot exceed the WCUCOM standardized budget. There is money available for a student's direct educational cost, and there is money available to support a student while he or she receives an education, but the student must be frugal and a good money manager to make it work comfortably. Students must carefully monitor their budgets.

### **General Policies on Financial Aid**

- Financial aid applicants must be accepted for admission to WCU before financial assistance can be awarded.
- Students receiving financial aid from sources other than WCUCOM must advise the Student Financial Aid Officer of the amount and source of such aid.
- An application for financial aid must be completed annually. Financial aid is NOT automatically renewed.

WCUCOM is in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972 and does not discriminate in admission or in the administration of its education policies, programs, and activities. (See Nondiscrimination Policy and Diversity Statement.)

- Federal law requires that all students receiving financial assistance from Title IV and Title VII funds maintain satisfactory academic progress. WCUCOM policy follows the academic standards that apply to all students receiving financial aid.
- The academic progress of each student in individual courses is monitored and evaluated. (See Academic Policies.)

- A student failing to meet one or more of the standards of progress may be placed on academic probation. (See Academic Policies.) While on probation, the student may receive financial aid for one enrollment period. At the end of that period, the student must be in good academic standing, or financial aid eligibility will be denied. Good academic standing is defined as successfully passing, including by remediation, all failing courses before moving to the next academic level in the WCUCOM.
- Financial aid may also be withdrawn from students who are penalized by WCUCOM for serious breaches of discipline. The Financial Aid Office reserves the right to withhold further assistance at the time it becomes evident that a student has abused or is abusing the financial aid programs.

## **SCHOLARSHIPS**

Scholarships, grants, and other forms of financial assistance are available to aid student education in osteopathic medicine. Assistance is available from federal institutions, individual states, local medical societies, and a variety of special interest groups.

The following list of financial aid sources is meant only as a preliminary guideline. Note also, that particular Internet links, contact information, and the availability of the different forms of aid will likely change from year to year. The Office of Student Affairs will be able to provide information regarding scholarship and grant opportunities and whether updated information is available.

### **Karen J. Nichols, DO, LEAD Scholar Award to Recognize Outstanding Student Leaders**

“As the first female President in the history of the American Osteopathic Association (AOA), an accomplished educator and as someone who has served in multiple leadership positions for the osteopathic profession, including as a board member for the AOF, Dr. Nichols leads by example. So it’s only fitting that we name an award for outstanding leaders in her name,” said Stephen S. Downey, CAE, Executive Director, AOF.

The \$1,000 annual award will be given to a student who demonstrates the Nichols LEAD Scholar Award criteria: Leadership, Excellence, Achievement and Dedication. The recipient can be male or female and must be enrolled in an osteopathic medical school.

The award, which was endowed by friends and family of Dr. Nichols, came as a surprise to her when it was announced at the 2011 AOA House of Delegates. “I was truly very honored and humbled. I was really blown away when they announced it—it was wonderful,” said Dr. Nichols, Dean and Professor of internal medicine at the Chicago College of Osteopathic Medicine at Midwestern University.

Dr. Nichols, a former President of the AOA and its first female President, was in private practice for 17 years at Mesa General Hospital in Arizona, where she was one of two women on the 185-doctor medical staff. “I was often asked what it was like to be a woman doctor to which I would reply, ‘I’m not sure because I’ve never been a man doctor, so I have nothing to compare

to.' I just focused on being a good doctor, and that opened a lot of leadership opportunities for me," she recalls.

She believes that people no longer look at physicians automatically as leaders, as they once did. "The profession needs to take a purposeful approach to leadership and encourage women and men to get the training needed to lead," she said. She hopes the award plays a role in promoting that approach.

Dr. Nichols served the precursor to the AOF—the National Osteopathic Foundation (NOF)—as chairman of the Student Loan Fund Committee for 10 years and was on the transition team to oversee the NOF becoming the AOF in 1998. She served on the AOF Board of Directors from 1996 to 2002 and was vice chair for one year, chair of the Program Administration Committee for four years, and a member of the Grants and Awards Committee for nine. Dr. Nichols also helped organize the AOF's first Golden Gala ball as its chair in 2000, which is now known as Honors—the biggest recognition event for the osteopathic profession.

Of her many years of service, she says simply, "I owe everything to the profession. I don't know what I'd be doing if I wasn't an osteopathic physician. How could I not pay it forward?"

Honored by the profession for her many achievements, she has been the Educator, Mentor and Physician of the Year for local, state, and national organizations and celebrated for her accomplishments with the AOA Great Pioneer Award in 2011. She also is active in the community, serving the Community Health Clinic in Chicago since 2006 as a Board member, the Sisters of St. Francis Health Systems as a regional Board member since 2004, and the Rotary Club, Hinsdale-Oakbrook Chapter as Treasurer.

### **J. Randolph and Brenda Ross Award for Excellence in Anatomy**

Dr. and Mrs. Randy Ross of Hattiesburg have established the J. Randolph and Brenda Ross Award to reward the freshman student from Mississippi who maintains the highest grade point average in anatomy during his/her first year of medical school. A stipend which accompanies the award will be credited to the student's second year of tuition. Preference will be given to the student who has made a commitment to practice within the State of Mississippi.

### **Asbury Foundation Award**

In 2011 the Asbury Foundation established the Asbury Award, which is given to the freshman student from the seven-county area served by the Foundation who achieves the highest overall grade point average during his/her freshman year. Preference is given to a student who has made a commitment to practice in the State of Mississippi. The stipend which accompanies the award will be credited to the second-year medical expense.

### **Mississippi Rural Physician Scholarship**

In 2007 the Mississippi Legislature authorized the Mississippi Rural Physicians Scholarship Program (MRPSP), creating a unique longitudinal program that identifies rural college students who aspire to return to their roots to practice medicine. Academic enrichment and faculty and

physician mentoring, plus solid medical school financial support through the Mississippi Rural Physicians Scholarship Program, will enable capable young Mississippians to address the challenge of Mississippi's healthcare crisis.

### **Sherry R. Arnstein Minority Student Scholarship**

This award, named after former AACOM Executive Director, Sherry R. Arnstein, recognizes two osteopathic underrepresented minority students at AACOM's member colleges of osteopathic medicine (one newly accepted student and one continuing student). To be eligible, an applicant must be an underrepresented minority (African-American, Native American, Alaska Native, Native Hawaiian, mainland Puerto Rican, or Hispanic) student in good academic standing and currently enrolled in his or her first, second, or third year at an AACOM member college of osteopathic medicine, or an underrepresented minority student who has been accepted and is planning to matriculate at one of the AACOM member colleges. Scholarships of \$2,500 are awarded to selected minority students who demonstrate a commitment to promoting the benefits of osteopathic medicine among minority populations. Deadline: Entries must be postmarked by March 31.

In addition to the Arnstein awards, the AACOM provides other substantial forms of financial assistance, including Student Loan Repayment Programs, AACOM Application Fee Waivers, and links to other websites providing listings of monetary awards available for students of osteopathic medicine. Detailed information on all of these potential sources of assistance is available on the AACOM website at [www.aacom.org](http://www.aacom.org).

### **Student Osteopathic Surgical Association Scholarship**

The student division of the American College of Osteopathic Surgeons sponsors multiple scholarship awards for students pursuing degrees in osteopathic surgery. Award amounts vary as do individual eligibility requirements. Details are available through the American College of Osteopathic Surgeons at [www.facos.org](http://www.facos.org).

### **American Osteopathic Association Research Grants and Fellowships**

The American Osteopathic Association (AOA) sponsors a research fellowship for osteopathic medicine students. Awards of \$5,000 are granted to selected students who plan to conduct scientific research related to some aspect of osteopathic medicine. Applicants must be enrolled at an AOA-approved institution and plan to conduct their research in collaboration with a sponsor. Details are available from the AOA, Division of Research Development at [www.do-online.org](http://www.do-online.org)

### **American Osteopathic Foundation Scholarships and Grants**

The American Osteopathic Foundation (AOF) administers nine scholarships and grant programs for students enrolled in osteopathic medicine degree programs. Awards are available for several purposes, including tuition, travel, and research. Eligibility criteria and award amounts vary. Details are available from the AOF at [aof-foundation.org](http://aof-foundation.org).

## **SOMA Foundation Scholarships and Grants**

Student members of the AOA are eligible for a variety of assistance sources through the auspices of the SOMA Foundation, including the following:

*Humanism in Medicine Scholarship:* \$1,000 awarded to an OMS 3 or OMS 4 student

*Marvin H. and Kathleen G. Teget Leadership Scholarships:* These two \$500 awards are available for students exhibiting leadership in a field of specialty.

*Andrew Taylor Still Memorial Scholarships:* \$500 stipends are available to eight third- and fourth-year students who utilize OMT in clinical practice. Eligible applicants will have completed a clinical rotation, under the supervision of an Osteopathic Physician that included an emphasis on the application of OMT.

*SOMA International Health Program Scholarships:* Up to \$500 is available for students electing to follow a clinical rotation related to international medicine outside of the United States in Years 3 or 4 of their education

*International Medical Relief/ Medical Mission Scholarship:* Awards of up to \$250 are available for students participating in international medical relief efforts or medical missions. Completion of such a trip may occur at any time during the four years of undergraduate medical education

*SOMA New Member Scholarships:* Five \$500 scholarships are available to new student enrollees in SOMA. Awards are based on the results of an essay contest, and applicants must have enrolled during the fall semester SOMA registration drive.

*Ed and Melissa Loniewski Medically Underserved Scholarship:* Awards of up to \$1,000 are available to cover expenses while doing an elective rotation in a medically underserved location during their third or fourth years of study.

*Community and Preventive Medicine Scholarship:* The Student Doctor Network (SDN) provides a \$1,000 scholarship to a SOMA member demonstrating commitment to community medicine by virtue of past experience and future career plans.

*SOMA Award for Commitment to Diversity in Medical Education:* Two awards of \$500 are available for applicants demonstrating initiatives in the development of programs and events targeting awareness of multiculturalism and diversity regarding medical education.

*Pre-SOMA DO Day on the Hill Scholarship Award:* Pre-SOMA members are eligible for funds to defray expenses entailed with participation in the DO Day on the Hill occurring each spring.

Details regarding all of the above listed SOMA scholarships and grants are available from the SOMA website at [www.somafoundation.org](http://www.somafoundation.org). Note that this website also provides helpful links to other important sources of scholarships and grants relating to students of osteopathic medicine.

## **National Health Service Corps Scholarships (NHSC)**

The federal government should not be overlooked as a potential source of scholarship and grant funds for osteopathic medical education. In particular, the NHSC program provides scholarships covering tuition, required fees, and other education costs, tax-free, for up to four years. Applicants must commit to one year of service for each year of scholarship support providing healthcare to underserved populations located in selected Health Professional Shortage Areas (HPSAs) identified by the Secretary of the U.S. Department of Health and Human Services. In 2010, this program provided 211 scholarships, 105 of which were awarded to medical students, with additional awards being made to students in dentistry, family nurse practitioners, physician assistants, and similar professions. Of the 105 medical student awardees, 42 of the scholarships were granted to students of osteopathic medicine. Details regarding scholarships provided by the Federal NHSC program may be accessed at <http://nhsc.hrsa.gov/scholarship>.

## **Other Federal Sources**

*Indian Health Service (IHS):* Administered by this agency of the Department of Health and Human Services, American Indian and Alaskan Native students enrolled in the health professions may be eligible to apply for either the IHS Health Professional Scholarship Program or the associated Loan Repayment Program. Access at <http://www.ihs.gov/> or <http://www.ihs.gov/loanrepayment/>.

*Health Resources and Services Administration (HRSA):* Scholarship, loan, and loan repayment programs are available for students in the health professions. A complete list of these programs and eligibility requirements may be found at <http://www.hrsa.gov/loanscholarships/index.html>.

The U.S. government also provides financial assistance via mechanisms other than the NHSC program. Information on these additional avenues of support is available at <https://fafsa.ed.gov/help.htm>.

## **Individual State Scholarship Sources**

Many states provide residents with potential sources of funds with which to finance medical education, including the study of osteopathic medicine. Information relating to such financial aid sources may be accessed via the representative individual state governmental websites or via "clearinghouse"-type websites providing collated databanks listing scholarship and grant sources. Two examples of these latter sites are <http://www.collegescholarships.org/states> and <http://www.moneymatters101.com/>, but many additional such websites may be easily located.

## **Local, Private Interest, and Special Interest Scholarship Sources**

Many diverse opportunities for scholarships to help fund the study of osteopathic medicine may be identified from local interest groups, private foundations, and organizations fostering

any number of special interest populations. An extensive listing of scholarships directed at students of osteopathic medicine may be accessed at <http://www.fastweb.com/>.

### **Special Interest Groups**

Students belonging to identified special interest groups should seek possible funding from organizations involved with the support of such populations. Examples include the following:*Chinese American Medical Society*: Three to five scholarships are awarded per year to medical and/or dental students. Applicants must be enrolled in an accredited U.S. institution. Details are available at <http://chineseamericanmedicalsociety.cloverpad.org/>.

*Vietnamese American Medical Association (VAMA)*: This scholarship program is available for third-year students interested in serving the Vietnamese American community. Additional eligibility requirements may be found at <http://www.vamausa.org/a3/index.php/scholarship>.

Note: Many additional funding sources exist. Please note, however, that the listed sources and their provided contact information may change periodically. Contact the WCUCOM Office of Student Affairs for further information and assistance.

### **LOANS**

As a medical student, certain special loan programs are available, the primary sources being the Stafford Loan Programs. Borrowing limits are as follows:

- Federal Stafford Loans  
Unsubsidized: \$40,500
- Federal Graduate PLUS Loan for students: Cost of education less any other estimated financial assistance
- Private Medical Loan: Depends on lender

A student may not be eligible for the full amount based on his/her federal needs analysis and the WCUCOM standardized budget. The amount a student can borrow is based on the cost of his/her education and potential personal contributions, not on the student's desire for capital. The Unsubsidized Stafford accrues interest from disbursement date. Borrowers must consider the repayment implications and avoid excessive borrowing. WCUCOM has a federally mandated obligation to keep a student's indebtedness to a minimum. All students receive counseling through the Office of Financial Aid at least semiannually while in school. This counseling includes debt management, debt implications, and projected payment schedule.

Borrowing money from these programs is a privilege, not a right; regulations controlling these programs change periodically. Students must remember that a loan is not a gift or grant; it must be repaid. Student loans are only to be used for related educational expenses and personal living expenses.



Default is the failure of a borrower to make an installment payment when due or to meet other terms of the promissory note. If this happens, it is reasonable to conclude that the borrower no longer intends to honor the obligation to repay. Defaulted loans are reported to national credit agencies, thus affecting credit ratings and future ability to borrow money. Over-borrowing can cause defaulting on a student loan. This is one reason educational debt management and financial aid counseling is essential.

WCUCOM encourages students to learn some basic budgeting techniques, to learn to cut costs, and possibly to learn to live with less. To this end, periodic educational programs are presented to students organized by the Financial Aid Office. If a student's loan goes into default, the university, the organization that holds the loan, the state, and the federal government can all take action to recover the money. The federal government and the loan agencies can deny a school's participation in the student loan programs or charge a school or its students a higher origination fee if the school's default rate is too high. WCUCOM will withhold the transcript of any individual if that individual is in arrears or in default under any loan or loan program, where such arrears or default adversely affects WCUCOM in any way.

## **STUDENT EMPLOYMENT**

The curriculum content and time required for completion of the osteopathic medical program is such that any outside employment by the student is virtually impossible and strongly discouraged.

## **STUDENT HEALTH ISSUES**

### **Health Insurance**

The following requirements apply to all WCUCOM osteopathic medical students:

Applicants accepted for admission are required to submit medical history and physical examination information on a form that has been completed and signed by a licensed physician prior to matriculation.

Before matriculation, students must have their own health insurance policy and provide evidence of such to the Office of the Assistant Director of Student Services. Students are required to maintain their own health insurance policy at all times while they are enrolled at WCUCOM. When/if a student's policy changes, the student must notify the Office of the Assistant Director of Student Services and provide proof of coverage. Students are required to maintain personal hospitalization insurance while on clinical rotations. Proof of insurance must be on file in the Office of the Assistant Director of Student Services, who will report insurance status to the Office of Clinical Rotations. Verification of current health insurance must be provided before beginning clinical rotations.

In the event of an injury or illness, student should receive immediate care at the nearest appropriate local health care facility. See Physician Services below.

Any illness or injuries occurring at any time during the student's enrollment WCUCOM that results interruption in the student's educational process must be reported as soon as the students' immediate health care needs have been addressed. Such instances must be reported to the Office of the Associate Dean, Student Affairs. (See Leave of Absence Policy.)

All illness or injuries occurring at any time while on clinical rotations that results interruption in the students educational process must be reported as soon as the student's immediate healthcare needs have been addressed. Such instances must be reported to the Office of the Associate Dean, Clinical Sciences. (See Leave of Absence Policy and Attendance Policy for OMS 3 and OMS 4.)

Students are solely responsible for their medical bills. WCUCOM assumes no responsibility to seek reductions or waivers. Students must be free from any outstanding medical debts from the COM's affiliated hospitals or clinics prior to receiving a diploma.

### **Immunizations**

WCUCOM, in conjunction with requirements of all hospitals accredited by the Joint Commission on Accreditation of Healthcare (JCAHO)/Healthcare Facilities Accreditation Program (HFAP), requires the following immunizations:

- Current TB skin test (must to be repeated 6-12 months throughout medical school)
- Chest radiography (every three years, if the TB skin test is considered positive)
- Hepatitis B immunization (established by three reported dates of immunization or by documented testing of antibody titer)
- Tetanus toxoid immunization (Tdap or T/D injection within the last 10 years)
- Rubella immunity (established by two reported dates of vaccination or documented antibody titer)
- Documented month/day/year of at least 2 MMR injections or documentation of childhood diseases or other evidence of immunity
- Evidence of varicella immunity

All immunization documentation is to be reported to the Office of the Associate Dean, Student Affairs. The Associate Dean, Clinical Sciences will receive verification of health requirements from the Associate Dean, Student Affairs prior to students participating in any clinical activities.

Failure to provide completed documentation, including updated immunization information, will prevent the student from enrolling/reenrolling/participating in any clinical rotations/experiences.

## **Mental Health**

WCUCOM offers confidential counseling to help osteopathic medical students resolve personal/family problems.

WCUCOM maintains a contract with Wesley Behavioral Health Services, which is located off campus, at 239 Methodist Boulevard, Hattiesburg, Mississippi. Students may access this confidential service during business hours by calling 601.268.5026.

To supplement this service, a confidential telephone hotline is available to WCUCOM students from 5 p.m. until 8 a.m. on weekdays and 24-hours a day on weekends and holidays. This telephone hotline is a confidential service and may be accessed by calling 601.318.6062. The primary function of this service is to provide WCUCOM students the opportunity for stabilization and intervention options outside of regular office hours.

In addition, the National Suicide Prevention Lifeline is available 24 hours a day, seven days a week. This service is not owned or operated by WCU or WCUCOM, and confidentiality is ensured by the provider. This service may be accessed by calling 1.800.273.8255.

## **Physician Services**

Students are encouraged to engage a family physician or other primary care provider as the optimal source of healthcare while at WCUCOM. Students with health care needs who do not have a provider will be referred to The Family Practice/After-Hours Clinic (110 Millsaps Drive, Hattiesburg, MS 39402; 601.261.5710; <http://familypracticeafterhoursclinic.com>).

For emergency situations, students should call 911 or go to the nearest emergency department. In Hattiesburg, Forrest General Hospital and Wesley Medical Center are the local hospitals with emergency departments:

Forrest General Hospital, 6051 U.S. Highway 49, P.O. Box 16389, Hattiesburg, MS 39404-6389  
General Information/Main Number: 601.288.7000

Wesley Medical Center, 5001 Hardy Street, Hattiesburg, MS 39402, 601.268.8000;  
[www.wesley.com](http://www.wesley.com)

The WCUCOM Office of Student Affairs and WCU Office of Student Services should be notified of any changes in a student's health that may impact his or her studies.

## **Student Liability Insurance**

Medical liability insurance will be provided by the school. It will cover the student only on WCUCOM-approved clinical rotations, functions, facilities, or activities.

A student is covered under the WCUCOM student liability policy only if the student's participation in the rotation has been officially approved in writing by the WCUCOM Office of the Associate Dean, Clinical Sciences. Rotations must be accomplished under the direct

supervision of WCUCOM academically credentialed and approved faculty. This applies to required, selective, and elective rotations in the continental U.S.A., Hawaii, and Alaska. No student liability coverage is provided outside of these designated areas or while a student is on an international rotation.

If a student is aware of a potential legal liability situation, the Associate Dean, Clinical Sciences must be notified immediately. Progression of any legal liability action is to be detailed in writing by the student and sent regularly to the Office of the Associate Dean, Clinical Sciences.

### **Blood-borne Pathogen Exposure and Post-exposure Prophylaxis Policy**

The goals of this policy are to ensure the immediate cleansing of the exposure site, reporting of the incident, immediate appropriate post-exposure prophylactic treatment, when indicated, using Center for Disease Control and Prevention (CDC&P) guidelines within two hours of the exposure or less, appropriate laboratory work-up, counseling, and appropriate follow-up. The Associate Dean, Clinical Sciences shall be a point of contact for any problem that may arise.

The Blood-borne Pathogen (BBP) policy includes three components:

#### *1. Blood-borne Pathogen Education*

All WCUCOM OMS 1 and OMS 2 students will attend the following:

- An annual two-hour block of instruction on HIV
- A one-hour block on Universal Precautions that will address the following:
  - CDC&P current relevant universal exposure precautions
  - The post-exposure reporting process
  - Prophylactic treatment of BBP/transmitted diseases as indicated

#### *2. BBP/HIV Exposure*

Immediate post-mishap evaluation of exposure risk, as outlined by current CDC&P guidance and recommendations, is required. All students with medical education-related BBP/HIV exposure through another person's blood or body fluids – by sharps injury or exposure to mucous membranes/skin – will immediately take the following steps:

- a. Perform basic first aid: Immediately cleanse the wound and skin with soap and running water. Flush any mucous membranes or eyes with copious amounts of water or normal saline for several minutes. Blood should be allowed to flow freely from the wound. Blood should not be squeezed or “milked” from the wound.
- b. Immediately notify the Preceptor or Attending Physician: Any WCUCOM student with medical education-related BBP/HIV exposure will be immediately released from his/her preceptorship/rotation to go to the nearest affiliated hospital Emergency Room (ER). If no affiliated hospital is in the area, go to the nearest hospital with an ER.
- c. Report to the ER: The student will report to the ER for BBP/HIV exposure in order to 1) help the student assess whether the exposure is low- or high-risk using the most current CDC&P guidelines; 2) start post-exposure prophylactic medication within two hours if

the incident is a high risk (High-risk exposure is typically defined as exposure to significant blood or bodily fluids from a source person with any of the following: known HIV/symptoms of AIDs, multiple blood transfusions between 1978-85, IV drug user, multiple sexual partners, or homosexual activity.); 3) counsel the student on medication side effects and clarify the benefit/risk ratio of their use; and (4) check baseline labs such as HIV antibody testing, complete blood count, renal and hepatic chemistry profile, and hepatitis evaluation.

d. Notify the Associate Dean, Clinical Sciences of the incident.

### 3. *Appropriate follow-up*

The student shall report for follow-up to the previously identified physician who is the designated site clinical contact for BBP/HIV exposure. This individual will be designated by the Chief of Staff or Director of Medical Education at each of the core areas and be identified to the student prior to starting the preceptorship/rotation.

This physician shall, at a minimum, be responsible for the following:

- Ensuring HIV antibody testing is done at 12 weeks and 6 months and the results checked
- Writing prescriptions for the four-week drug regimen, if needed
- Repeating the complete blood count and renal and hepatic chemistry profiles at two weeks
- Monitoring potential pancreatic toxicity by ordering weekly complete blood counts and chemistry profiles

The Office of the Associate Dean, Clinical Sciences will coordinate the follow-up for a rotation away from the hub site (special or elective rotation).

### **Drug-Free Workplace**

In compliance with the Drug-Free Workplace Act of 1988, WCUCOM has a commitment to providing a safe, quality-oriented, and productive learning and work environment consistent with the standards of the community in which we operate. Alcohol and drug use pose a threat to the health and safety of WCUCOM students and employees and to the security of our equipment and facilities. It is recommended that all WCUCOM students read and be familiar with all portions of the most recent edition of the *WCU Student Handbook*.

WCUCOM complies with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

### **CRIMINAL BACKGROUND CHECK (CBck)**

In compliance with the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and other requirements, WCUCOM requires approved criminal background checks for all students prior to matriculating to WCUCOM and prior to the beginning of third-year clinical clerkships. Students are responsible for the expenses involved with this evaluation. The

mechanism will be determined by the Associate Dean, Student Affairs and Associate Dean, Clinical Sciences. Any positive history will be referred to the Student Affairs Committee for evaluation and recommendation of a course of action to the WCUCOM Dean.

If the criminal background check or fingerprints reveal the individual has committed a felony or other serious crime, he/she may not be allowed to progress in the program of study. In order to prevent someone going through medical school to the point of clinical rotations and then being denied the opportunity to finish, WCUCOM performs this process prior to beginning the program. It is possible these procedures will be rerun at times during the program if required by a specific hospital or other authority.

The following policy applies to all WCUCOM students:

- WCUCOM requires that prior to admission all students undergo a criminal background check (CBCK). The student will assume the cost of the CBCK prior to admission. No student will be allowed to participate in any classroom activities without proof of a CBCK given to the Office of Student Affairs.
- WCUCOM requires that all students will undergo a second CBCK prior to the commencement of the third-year clinical rotations. The student will assume the cost of the CBCK prior to the third-year matriculation. The CBCK will be performed at least three months prior to commencement of the clinical rotation with the CBCK record on file with the Office of Student Affairs.
- An entity which is approved and licensed to perform background checks will be selected at the sole discretion of WCUCOM.

The CBCK search may include, but may not be limited to, sources such as the following:

*County/Parish Criminal Record Search:* Seven years from addresses disclosed on the ID Search Plus

*Fingerprint:* Students will be required to submit to a fingerprint-aided background investigation. Miss. Code Ann. §37-29-232 requires schools for healthcare professionals (i.e., medicine) to obtain criminal history record checks and fingerprints on students before they begin any clinical rotations. The fingerprints are forwarded to the FBI, Department of Public Safety, Department of Health, and any other agency designated by the FBI.

*ID Search Plus:* Verifies and checks for contradictory application information by matching a consumer's name and address/social security number against TransUnion's credit-reporting database. ID Search Plus delivers current/previous addresses, SSN, birth dates, and aliases.

*Fraud and Abuse Control Information System (FACIS) Level 3:* FACIS is a database search of records containing adverse actions of individuals and entities in the healthcare field. This includes information on disciplinary actions ranging from exclusion and debarments to letters of reprimand and probation. Level 3 searches all state and federal sources included in the FACIS database, including the Office of Inspector General (OIG), General Services Administration (GSA), and other federal sources, plus 50 states (800+ sources). This search exceeds minimum federal requirements.

*Sex Offender Database:* A database search for individuals registered as sex offenders in the selected state or jurisdiction. Information and offender level retrieved varies by location.

*State Abuse Registry:* State requirements within Mississippi and federal regulations require the maintenance of a registry of persons who have abused, neglected, or misappropriated personal property.

#### *Licensure Verification*

*Hair Follicle Analysis:* WCU may conduct hair-follicle-based drug testing if, in their discretion, urine-based drug analysis does not provide satisfactory results.

A student whose CBCK reveals historical findings or information including, but not limited to, the following will be referred to the WCUCOM Office of Student Affairs and may have his/her acceptance rescinded, or may not be allowed to participate in clinical rotations authorized and accredited by WCUCOM:

- A history of any felony conviction
- A history of one or more class "A" (or equivalent) misdemeanor convictions within the last seven years
- A history of one or more class "B" (or equivalent) misdemeanor convictions within the last seven years
- A listing on the registry maintained by the Department of Health pursuant to sex offenders

Note: WCUCOM's curriculum encompasses affiliated teaching sites in several states. WCUCOM will comply with the laws of each state as applicable. This may necessitate and additional or expanded CBCK before a student is allowed to participate in an education program in any given state.

A listing on any of the following registries: HHS/OIG list of excluded individuals, GSA List of Parties Excluded from Federal Programs, U.S. Treasury, Office of Foreign Assets Control (OFAC), List of Specialty Designated Nationals (SDN), or an encumbered license (current or prior)

The background check vendor will provide a summary report of the above eligibility screens to the WCUCOM Office of Student Affairs.

#### **CBCK Process**

WCUCOM will notify all newly admitted students of the requirement that they must have an approved Criminal Background Check prior to matriculation. Any positive results will be reviewed by the Admissions Committee, and their recommendation will be forwarded to the WCUCOM Dean for final decision.

A student who is challenging any part of the CBCK may enroll if he/she acknowledges that the challenge must be cleared prior to registration.

Students are sent an “authorization for background check and terms of enrollment” form with their pre-matriculation materials. The returned form is forwarded to Pro-tech Investigations, who then perform the background check by searching the jurisdiction in which the student resides. They fax the report to WCUCOM.

Any questionable or adverse information provided through the CBCK will be referred to the P&M Committee for further evaluation and recommendation to the WCUCOM Dean. An adverse or questionable report may result in the denial of admission or dismissal from WCUCOM.

*A student who is charged with a misdemeanor or felony during her/his tenure as a WCUCOM student is obligated to report this event to the Associate Dean, Student Affairs. Depending on the nature of the event, action by the Student Affairs Committee may be merited.*

### **Challenge of CBCK Results**

Students who question the accuracy of the report must, within five business days of notification, send a brief written statement regarding the area they believe to be incorrect to the entity that performed the CBCK. All disputes pertaining to the CBCK findings must be communicated in writing directly to the entity that conducted the CBCK.

Re-verification will be made if the entity determines that reasonable grounds exist, and the request is not frivolous or irrelevant. If parts of the report are deleted or changed because of re-verification, WCUCOM and the student will receive a corrected report.

If the student does not challenge the questionable or adverse information from the entity that conducted the CBCK, and when the CBCK findings are such that the student does not meet the healthcare site’s CBCK requirement, the student will be referred to the Student Affairs Committee by the Associate Dean, Student Affairs for further evaluation. Any adverse recommendation by the Student Affairs Committee may have a final appeal through the WCUCOM Dean.

Notification from WCUCOM that a prospective student is denied enrollment, or a currently enrolled student is denied participation in clinical rotations due to CBCK findings, will be provided by certified or hand-delivered letter to the student from the Associate Dean, Student Affairs, explaining why the student cannot matriculate or continue in the program. Any adverse recommendation by the P&M Committee may be appealed to the WCUCOM Dean.

### **DRUG TESTING POLICY**

It is the policy of William Carey University to conduct drug testing upon entry, before beginning OMS 3 rotations, and randomly throughout the entire time a student is enrolled at WCUCOM. In part, this policy is intended to meet the requirements of agencies receiving William Carey University students in clinical settings, practicals, internships, athletics, performing and competitive groups, and other such activities. University administration is also authorized to



conduct additional testing of students who represent the University in some official capacity. All drug-testing procedures will receive the approval of legal counsel before implementation.

### **WCUCOM Policy of Drug Screening**

In compliance with the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and other requirements, prior to matriculation and prior to starting a clinical rotation with a contracted/affiliated hospital or healthcare facility, students are required to undergo a drug screen. This test is conducted on urine, saliva, or blood (serum) at the discretion of WCUCOM.

A positive drug test is one in which any illegal substance is detected. “Illegal substance” means a substance whose use or possession is controlled by federal law but that is not being used or possessed under the supervision of a licensed health care professional. (Controlled substances are listed in Schedules I-V of 21 C.F.R. Part 1308.)

The following policy applies to all WCUCOM students:

WCUCOM requires that all students prior to matriculation undergo drug screening. WCUCOM will notify all newly admitted students of the requirement that they must have a drug screen performed by a WCUCOM-approved laboratory prior to matriculation. The student will assume the cost of the drug screen prior to matriculation. No student will be allowed to participate in any classroom activities without the submission of a drug screen to the Associate Dean, Student Affairs. A detailed copy of the test results will be delivered directly to the student by standard U.S. mail or electronically with a copy to the Associate Dean, Student Affairs with the student’s prior approval. A student who is challenging any part of the drug screen may enroll if he/she acknowledges that the challenge must be cleared prior to being allowed to enter classes.

WCUCOM requires that all students undergo a second drug screen and the results be on file in the Office of the Associate Dean, Clinical Sciences prior to the commencement of the third-year clinical rotations. The drug screen will be conducted by a WCUCOM-approved laboratory on a day, randomly selected by the WCUCOM Dean. The drug screen will be performed at least three months prior to commencement of the clinical rotation. The student will assume the cost of the drug screen prior to the third-year matriculation.

Any questionable or adverse findings may be referred to the Student Affairs Committee for recommendation of action to the WCUCOM Dean. An adverse or questionable drug screen finding may result in the denial of admission, denial to begin clinical experiences, or the dismissal from WCUCOM.

### **Challenge of Drug Screen Results**

Students who question the accuracy of the drug screens must, within five business days of notification, send a brief written statement regarding the area they believe to be incorrect to the private company that performed the drug screens. All disputes pertaining to the drug screens findings must be communicated in writing directly to the private company that conducted the drug screens.

Re-verification will be made if the company determines that reasonable grounds exist and that the request is not frivolous or irrelevant. If parts of the report are deleted or changed because of re-verification, WCUCOM and the student will receive a corrected drug screen report.

## **STUDENTS**

### **Student Services**

Student Services, under the direction of the Associate Dean, Student Affairs, is responsible for non-academic life at WCUCOM. This office is responsible for campus activities, campus organizations, counseling, and student records.

### **Student Advising**

WCUCOM maintains an open-door policy with regard to student advising. All faculty, administrators, and academic support staff are available for advice and counsel to the students. The input and opinion of the student is important.

### **Faculty Advising**

At the beginning of OMS 1, all students are assigned a faculty advisor who provides assistance, advice, and counsel as needed and who serves as a liaison between the student and the academic and administrative communities. Based upon students' needs and requests, faculty advisors monitor academic achievement and provide guidance and assistance in meeting academic requirements, serve as mentors to students, assist students with study and coping skills, write letters of recommendation, and inform appropriate departments of student concerns. OMS 1 and OMS 2 students are required to meet with their faculty advisors once per year. In addition to the regular meetings with the faculty advisor, students may meet with their advisors on an ad hoc basis, as needed. Appointments are recommended.

The Office of Student Affairs coordinates the faculty advisor assignment process. Students may switch advisors after the first semester if they choose. Permission to change advisors must be approved by the Office of Student Affairs. At the end of each semester, all advisors will provide a list of their meetings to the Assistant Director, Student Services.

### **OMS 1 and OMS 2 Academic Advising**

The Offices of Academic Affairs and Student Affairs assist in providing students with academic guidance during the first two years of medical school. One important role of advising is to encourage students to devote sufficient time to their studies and to consider involvement in a peer study group. Students in good academic standing may meet with an academic advisor as often as requested. Students on academic probation are required to meet for advising and participate in an individualized remediation program designed with the academic counselor. Students on probation, in conjunction with their advisor, develop a written academic plan that is submitted to the Associate Dean, Academic Affairs. This plan is kept in the student's record and brought forward to meetings of the P&M Committee, if requested. The plan will outline

the student's strategy for improving his/her academic performance so that ultimately he/she may succeed in their academic endeavors.

### **OMS 3 and OMS 4 Academic Advising**

Academic advisors for the clinical rotations are assigned through the Office of the Associate Dean, Clinical Sciences. The advisor may be the Associate Dean, faculty, or members of the Office of Clinical Rotations as deemed appropriate by the Associate Dean, Clinical Sciences. Students are not required to meet with their advisor unless required by the Associate Dean, Clinical Sciences. However, students should meet with their Regional Clinical Rotations Counselor and Elective Rotations Counselor two or more times during the OMS 3 year and twice during the OMS 4, either in person or electronically. Additionally, these students should meet at a minimum once in the OMS 3 year with the Postgraduate Placement Counselor.

### **Personal Space and Privacy**

During the course of study, students will be touched by clinical faculty members and fellow students while learning examination and treatment techniques. This may occur in, but may not be limited to, Clinical Skills and Osteopathic Principles and Practice (OP&P) courses, and practical exams associated with these courses. Such contact is part of the learning process. The procedures are meant to be an educational experience and will be done in a supervised environment.

The national guidelines concerning these matters are as follows:

- In the context of learning basic clinical skills, osteopathic medical students must be asked specifically to consent to procedures being performed by fellow students. The stringency of standards for ensuring the explicit and non-coerced informed consent increases as the invasiveness and intimacy of the procedure increases.
- Instructors should explain to students how the procedures will be performed, making certain that students are not placed in situations that violate their privacy or sense of propriety. The confidentiality, consequences, and appropriate management of a diagnostic finding should also be discussed.
- Students should be given the choice of whether to participate prior to entering the classroom, and there should be no requirement that the students provide a reason for their unwillingness to participate.
- Students should not be penalized for refusal to participate. Thus, instructors must refrain from evaluating a student's overall performance in terms of their willingness to volunteer as a "patient."

WCUCOM complies with these guidelines so that every student has a right to feel safe and comfortable as it relates to his/her personal space and personal privacy. If a student feels personally or sexually threatened by the degree of disrobing suggested or by the prescribed procedures, let an Instructor know. To accomplish this goal, WCUCOM has instituted a "yellow light" system by which any student may, without consequence, opt out of an examination or procedure simply by talking with the instructor prior to the event or during the event, if

necessary. The personal “yellow light” is available to any student at any time. If special concerns or questions exist about these matters, please feel free to contact the Associate Dean, Student Affairs.

### **Academic Freedom of Students**

WCUCOM recognizes the concept and practice of academic freedom. As such, students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion.

Students will be graded solely on the basis of their reasoned answers and appropriate knowledge of the subjects and disciplines they study and not on the basis of their political or religious beliefs.

## **STUDENT ORGANIZATIONS AND ACTIVITIES**

Please note that this list is not inclusive. Any itemized listing of student organizations is obsolete within days of its compilation. The organizations described here do, however, provide excellent examples of the breadth and variety of student activities at WCUCOM. Contact the Office of Student Affairs for additional information.

### **WCUCOM Student Government Association (SGA)**

The Student Government Association is the official voice for all students. Both the College of Osteopathic Medicine and WCU have a student government. The organizations are open to all students and welcome proposals and participation from the entire student body. The responsibilities of the WCUCOM SGA include collecting and expressing student opinion, dispensing funds for student activities, acting as a liaison for the student body, promoting osteopathic medicine, supporting club and class activities, and working to improve the quality of life for all students at WCUCOM. The Office of Student Affairs serves as the liaison between the administration and student government. The Associate Dean, Student Affairs will be responsible for making sure that students are represented and have input regarding their osteopathic medical education. He/she will also serve as the advisor to the SGA.

The President of the WCUCOM SGA will, along with the President of the Student Osteopathic Medical Association (SOMA), represent WCUCOM at the AOA House of Delegates. Additionally, he or she will be sponsored by WCUCOM to represent the school and its students nationally.

### **Student Clubs and Organizations**

In consultation with the Associate Dean, Student Affairs, the SGA has developed bylaws which include the process for organizing other student organizations and guidelines for securing approval through the administration. All recognized COM student organizations must have a faculty sponsor. Student officers must not be on academic probation. Clinical organizations must have a DO or MD faculty sponsor.

- ACOEP (American College of Osteopathic Emergency Physicians)

The purpose of the WCUCOM student chapter of ACOEP is to promote the field of emergency medicine, promote the education and knowledge of emergency medicine, and instill in its members a desire to become emergency medicine physicians.

- ACOFP (American College of Osteopathic Family Physicians)

The WCUCOM student organization of ACOFP will serve as the student focus group to promote and cultivate family medicine development to help create new family medicine physicians. ACOFP will provide education on family medicine and residency programs. It will also provide opportunities for mentorship, networking, community outreach, and leadership development.

- ACOI (American College of Osteopathic Internists)

The student organization of ACOI will serve as the student focus group to promote the field of internal medicine. ACOI will provide education on internal medicine and residency programs and will also provide opportunities for mentorship, networking, community outreach, and leadership development.

- ACOOG (American College of Osteopathic Obstetricians and Gynecologists)

The WCUCOM OB/GYN club aims to develop awareness and interest in the medical specialty of obstetrics/gynecology, increase awareness of women's health issues, educate students about sub-specialties in obstetrics and gynecology, and coordinate community-service opportunities.

- ACOP (American College of Osteopathic Pediatricians)

The purpose of the student chapter of ACOP is to foster and stimulate interest among osteopathic medical students in the practice of pediatric medicine; cooperate with other organizations having like purposes; and maintain the dignity of the American College of Osteopathic Pediatricians, as well as the osteopathic medical profession.

- AOCA (American Osteopathic College of Anesthesiologists)

The mission of the AOCA anesthesiology student interest group is to form a bridge between anesthesiology and osteopathic medicine in order to create a functioning system that provides all members with the education and opportunity to positively shape the future of anesthesiology in conjunction with osteopathic medicine.

- CMDA (Christian Medical and Dental Association)

The purpose of the WCUCOM chapter of the CMDA is to glorify God by motivating, educating, and equipping Christian doctors and students to serve with professional excellence as witnesses of Christ's love and compassion. This organization will promote biblical principles within healthcare, the Church, and society at large.

- SAAO (Student American Academy of Osteopathy)

The purpose of the WCUCOM chapter of SAAO is to help osteopathic medical students acquire a better understanding of osteopathic principles, theories, and practice while also improving public awareness of osteopathic medicine.

- SAMOPS (Student Association of Military Osteopathic Physicians and Surgeons)

The mission of SAMOPS is to assist its members in acquiring an understanding of their role in military medicine as a commissioned officer and healthcare provider. SAMOPS will provide support and guidance to its members with respect to military customs and training during their medical school tenure.

- SAOASM (Student American Osteopathic Academy of Sports Medicine)

The purpose of the WCUCOM student chapter of AOASM is to educate and expose students to all aspects of the medical specialty of sports medicine, serve the school and community in a way to promote sports medicine, and promote health and wellness education in the community.

- SOMA (Student Osteopathic Medical Association)

The mission of WCUCOM SOMA shall be to offer students a legitimate voice in shaping the future of their chosen profession, improve the quality of healthcare delivery to the American people with special focus on the Gulf South region, contribute to the welfare and education of osteopathic medical students, familiarize its members with the purpose and ideals of osteopathic medicine, establish lines of communication with other health science students and organizations, and prepare its members to meet social, moral, and ethical obligations of the osteopathic profession.

- SOSA (Student Osteopathic Surgical Association)

The purpose of the WCUCOM chapter of the Student Osteopathic Surgical Association is to provide a means for student members to participate in the activities and governance of the American College of Osteopathic Surgeons while also working to promote and educate future osteopathic surgeons.

- SAA (Student Advocate Association)

The objectives of the SAA shall be to prepare its members for their future as spouses/significant others of osteopathic physicians while promoting projects which will benefit the WCUCOM, the local community, and the osteopathic profession. This organization will provide a support system for the spouses/significant others of osteopathic medical students, as well as the medical students themselves. The WCUCOM SAA shall function as an affiliate to the Advocates for the American Osteopathic Association.

Additional clubs and organizations currently at WCUCOM, include the following:

ANIG (Academic and Nonclinical Interest Group)

SNMA (Student National Medical Association)

The Student National Medical Association (SNMA) is the oldest and largest student-run organization focused on the needs and concerns of medical students of color. Membership includes more than 6,000 medical students, pre-medical students, residents and physicians. Established in 1964 by medical students from Howard University and Meharry medical schools, the SNMA boasts over 40 years of advocacy and service to underserved communities and medical students.

IMMC (International Medical Missions Club)

AMWA (American Medical Women's Association)

The American Medical Women's Association is an organization which functions at the local, national, and international levels to advance women in medicine and improve women's health. We achieve this by providing and developing leadership, advocacy, education, expertise, mentoring, and strategic alliances.

PM&R (Physical Medicine and Rehabilitation Interest Group)

AMSA (American Medical Student Association)

AMSA is a student-governed, national organization committed to representing the concerns of physicians-in-training. AMSA members are medical students, pre-medical students, interns, residents, and practicing physicians. Founded in 1950, AMSA continues its commitment to improving medical training and the nation's health.

ANC/ACNOP (American College of Osteopathic Neurologists and Psychiatrists)

Sigma Sigma Phi

Sigma Sigma Phi is an Honorary Osteopathic Service Fraternity. It's objectives and purposes are as follows: To further the science of osteopathic medicine and its standards of practice, to improve the scholastic standing and promote a higher degree

of fellowship among its students, to bring about a closer relationship and understanding between the student bodies and the officials and members of the faculties of our colleges, and to foster allegiance to the American Osteopathic Association and to perpetuate these principles and the teachings through the maintenance and development of this organization.

Other student organizations related to medical specialties may be formed by students under the guidelines of the SGA.

### **Registration and Requirements of Student Organizations**

Osteopathic medical students are encouraged to develop and participate in student organizations. The SGA has been authorized to determine the process for registration of student organizations.

The following rules apply to all student organizations:

- All registered student organizations must have a faculty advisor.
- A list of officers must be on file with the WCUCOM Office of the Associate Dean, Student Affairs.
- Every student organization must have a yearly service project that supports the local community.
- On or before October 1 of each year, all student organizations must submit a letter to the Associate Dean, Student Affairs. This letter must include the name of the organization, the names of all officers, and a summary of the previous year's activities, and accomplishments, including a summary of the yearly service project and how this project supported the community.

No alcoholic beverages or illegal drugs are allowed at any WCUCOM event or activity, on or off campus, sponsored by a WCUCOM student organization.

Privileges of formally registered organizations include the following:

1. Use of campus duplication and printing services (charged to the organization)
2. Use of campus bulletin boards. All material MUST be stamped and on file in the Office of Student Affairs.
3. Use of inter-campus mail services
4. Solicitation of membership on campus under the organization's name
5. Solicitation of funds on campus under the organization's name
6. Use of WCUCOM facilities for meetings or activities after the WCUCOM's academic needs are met. Requests for space may be submitted at the Office of Student Affairs.
7. Receipt of relevant publications and inclusions in mailings by the Office of Student Affairs

### **Outside Organizations**

Outside organizations must have explicit prior approval of the university administration in order to utilize any WCU property or facilities, including WCUCOM. Organizations that have the



potential for disrupting the educational process or organizations promoting a philosophy or agenda that distracts students from the primary objective of receiving an education are strictly prohibited.

### **Student-sponsored Events**

Any on-campus or off-campus event conducted by either a student club or the SGA must receive prior approval. Organization officers must receive an Activities Form from the Office of the Associate Dean, Student Affairs. The form must be completed, including the name of the organization(s) sponsoring the event, proposed budget, faculty advisor approval, time and place of the event, and a description of the proposed activity. The activity must then be vetted by the Associate Dean, Student Affairs; Associate Dean, Academic Affairs; Associate Dean, Clinical Sciences; and Associate Dean, Preclinical Sciences to ensure that the event does not conflict with the mission or educational goals of WCUCOM. Once each of the Associate Deans has recommended approval of the activity, the WCUCOM Dean will approve or disapprove the activity. Only then may the student-sponsored event occur. This includes, but is not limited to, all presentations, seminars, exhibits, fundraisers, workshops, and courses.

All student-sponsored fundraising activities must be approved as stated above.

All student-sponsored events requiring direct patient contact must do the following:

- Have an approved plan of action for adverse findings
- Have a physician supervisor(s) who will be present during the entire event
- Physician supervisor(s) must be pre-approved in writing by the Office of the Dean.
- Physician(s) who will be supervising must, at a minimum, be licensed to practice medicine in the state where the event is physically occurring.

### **Student Use of WCUCOM Facilities**

1. WCUCOM buildings are accessible to WCUCOM students 24 hours a day. Student identification badges will allow access during the hours of 7 p.m. to 7 a.m.
2. Anatomy laboratory: Student use of after hours
  - a. There must be at least two students in the anatomy laboratory during times when the lab is not normally in use.
  - b. Use of a “buddy” system is required for student safety.
  - c. Rules for independent dissections are defined by the anatomy course director.
3. Student meeting areas
  - a. There are 11 areas that may be used for group meetings within the COM. They are as follows:
    - 1) two classrooms
    - 2) seven breakout rooms (four or more students have priority, two-hour limit)
    - 3) two lobbies

- b. These areas may be reserved for class activities and club activities for up to two-hour increments for each group.
  - c. Prescribed class activities (e.g., instructor-led class activities) have priority in all cases, regardless of time.
  - d. Reservations for the spaces may be made with the faculty secretary in the Medical Arts Building.
4. Student study areas
- a. When otherwise not in use, the classrooms, lobby cubicles, break-out rooms, and lobbies/waiting areas in the Academic Building and the Medical Arts Building may be used for student study.
  - b. The medical examination rooms in the Medical Arts Building *shall not be used* as student study areas apart from those times when formal instruction or examination is occurring under the direction of an instructor.
  - c. There is no student study area located in the Asbury Administration Building.
  - d. The OMT lab is for practicing OMT techniques; it is not to be used as a rest area or a general study area.
5. Common spaces: General appearance, condition, and use
- a. When leaving for the day, all personal items are to be either stored in a locker, if available, or taken to the owner's vehicle. All areas utilized must be cleared of personal items before leaving.
  - b. The coffee area shall be kept neat and clean at all times.
  - c. Student organization-sponsored food events must be cleaned up within two hours of the last hour of class for that day.
  - d. Student pantry and refrigerator(s):
    - 1) The student pantry and refrigerator shall be day-use only. There will be no long-term storage of frozen or other food items by individuals in this area.
    - 2) All food in the pantry and refrigerator must have all of the following:
      - a) Name of person to whom it belongs
      - b) Date it was placed
      - c) Any item not labeled as noted will be discarded.
      - d) Any item whose date is not the current date will be discarded.
  - e. Personal storage bins, refrigerators, heaters, or similar equipment are not permitted.
  - f. Students shall not place items so as to reserve a study space while on their way to class. There will be no territoriality or homesteading in spaces.
  - g. Use of recreational items (e.g., footballs, Frisbees, RC toys, etc.) within the buildings is not permitted.

## **Student Publications**

Student publications can be helpful in establishing and maintaining an atmosphere of free and responsible discussion and an intellectual environment on campus. They provide an opportunity for student interests to come to the attention of students, faculty, and administration and an opportunity to formulate student opinion on various issues. Student

publications may be circulated in the WCUCOM buildings subject to the approval of the Associate Dean, Student Affairs, but the contents of such publications are the responsibility of the editor(s) and must adhere to the canons of responsible journalism and are subject to the laws of libel, slander, and decency. A complete description of the policy governing student publications is available in the Office of Student Life.

## **STUDENT CONDUCT, PROFESSIONALISM, AND CLASSROOM ETIQUETTE**

### **Student Title**

In compliance with the standardized nomenclature of the American Osteopathic Association (AOA), matriculates receive the designation Osteopathic Medical Student (OMS) followed by the current year in the program. A first-year student is designated OMS I and so on.

All WCUCOM/WCU personnel and hospital personnel will treat students as professionals at all times. Students will extend similar and appropriate courtesy to all WCUCOM/WCU personnel and hospital personnel at all times. Medical students may not be identified by the title of “Doctor” on their identification tag while in training nor otherwise identify themselves as such. Students are to be referred to as “Student Doctor (last name).” This title will be used whenever a student is referred to by WCUCOM/WCU faculty, WCUCOM/WCU staff, and hospital personnel and whenever a student introduces himself/herself.

### **Cell Phone Usage**

Cell phones must be turned off during class lectures, exams, clinical experiences, and patient care or at any other time that their use could be disruptive. Exceptions to this policy include potential emergencies, such as a family illness.

The use of cell phone cameras is also prohibited during class without written permission of the course director.

### **Telephone Etiquette, Cell Phone Use, and Social Media on Rotations**

Proper telephone protocol is mandatory when answering business phones. This includes identifying the department and your name (Student Doctor \_\_\_\_). Students working in patient areas must also identify themselves. When answering the telephone, always ask to help the caller (“May I help you?”), and always remember that the tone of voice relays messages as well as words. Be helpful, courteous, and sincere at all times when answering the telephone.

Hospital and preceptor telephones are to be used to conduct business only. Students must not use business phones for personal purposes.

## **Student Code of Ethics**

The WCUCOM seeks to create and maintain an environment that encourages continued growth of moral and ethical values, which include personal honesty and mutual trust. WCUCOM places a high value on academic integrity and regards any act of academic dishonesty as a serious offense. Dishonesty is considered a direct violation of WCUCOM's academic and professional standards. Students must adhere to the Osteopathic Oath and to the Ethical Standards established by the American Osteopathic Association as they pertain to physicians-in-training.

WCUCOM recognizes that any code of ethics/professional conduct cannot include or predict all potential examples of unprofessional or unethical conduct that may arise during the course of medical student education. Moreover, WCUCOM understands that judgments pertaining to potential violations of an ethical code are often subjective, and that this subjectivity also prevents any all-encompassing written ethics code. However, certain fundamental principles of ethical behavior and of professional conduct do exist and must be adhered to by all students of WCUCOM. The fundamental principles of ethical behavior include honesty, trust, fairness, respect, and personal accountability. Fundamental principles of professional conduct include the safety and welfare of patients, competence in knowledge and skills, responsibility for the consequences of one's actions and decisions, professional communication, confidentiality, and a commitment to lifelong learning.

In addition, particular characteristics of medical education signify or require particular attributes relevant to scholastic, interpersonal, and behavioral expectations. Included in any consideration of such characteristics are the knowledge, competence, demeanor, attitude, appearance, mannerisms, integrity, and morals displayed by a student toward any member of the WCU community. This community explicitly includes administration, faculty, and staff and is not limited to members solely affiliated with WCUCOM.

Medical students must be aware of, and adhere to, the pertaining principles of academic honesty and scholastic behavior as presented in this document. Students at WCUCOM must also apply any and all of these relevant principles when interacting, in whatever fashion, with patients, peers, faculty, administration, and staff in other academic/clinical institutions and in all other healthcare professions.

### **Examples of Academic Dishonesty**

Academic dishonesty consists of any deliberate attempt to falsify, fabricate, or otherwise tamper with data, information, records, or any other material that is relevant to the student's participation in any course, laboratory, or other academic exercise or function. This includes the following list of offenses, actions, or attempted actions. This list is not intended to be fully exhaustive of all potential instances of cheating, plagiarism, or academic dishonesty. Faculty and administrators may identify other acts constituting any of said types of student misconduct.

#### **Cheating on examinations**

- Utilizing (disseminating or receiving) any answers, data, or other information by any means other than those expressly permitted by the faculty as part of any academic exercise

- Utilizing (disseminating or receiving) any information on an examination that was obtained from another individual and that is not authorized by appropriate faculty instructors
- Allowing another individual to take an examination and then presenting that examination as resulting from his/her own efforts

#### Cheating on course assignments

- Copying answers, data, or other information (or allowing others to do so) during an examination, quiz, laboratory, or any other academic exercise in which the student is not expressly permitted to work jointly with others
- Obtaining any form of assistance not approved by appropriate faculty instructors
- Submitting the same work, without approval, for assignments in different courses
- Assuming another individual's identity or allowing another person to do so on one's own behalf for the purpose of fulfilling any academic requirement

#### Plagiarism

- Submitting an assignment as one's original effort or deliberately presenting work, words, ideas, theories, etc., derived in whole or in part from a source external to the student as though they are the student's own efforts
- Examples of plagiarism include, but are not limited to the following:
  - Failing to use proper citations as acknowledgment of the true source of information found in academic exercise
  - Knowingly representing the ideas or work completed in whole or in part by any individual or group other than the student as one's own in any academic exercise
  - Purchasing, offering to purchase, selling, offering to sell, bartering, or in any fashion obtaining or distributing material to be used fraudulently as part of any academic exercise

#### Technology on any academic assignment

- Using any device, implement, or other form of study aid during an examination, quiz, laboratory experiment, or any other academic exercise without the faculty member's permission

#### Fabrication

- Inventing or falsifying information or data used in an academic exercise

#### Misrepresentation

- Falsifying, or attempting to falsify, or providing false or misleading information regarding class absences, missed examinations, or late completion of class assignments
- Inventing, fabricating, or falsifying data as part of the completion of any academic exercise

- Intentionally providing false, misleading, or omission of information on official WCUCOM or general WCU documents, such as admission applications, financial aid forms, or requests for academic accommodation because of a learning disability

#### Unauthorized access

- Unauthorized access to or alteration of any academic or class record, such as grade records, examinations, or assignment materials.
- Unauthorized access to or alteration of any official WCUCOM or WCU document, such as transcripts, admissions files, financial aid records, or records maintained regarding student conduct
- Unauthorized intentional access to any records in violation of FERPA regulations

#### Willful obstruction

- Any attempt to destroy, to prevent access to, or to alter any academic materials required by another person for the completion of academic or professional duties. Such materials could include library holdings, laboratory equipment or contents, hospital/clinic equipment or contents, patient records, or materials submitted or being prepared for submission for academic credit by another person(s).

#### Facilitation

- Intentionally assisting another individual in the commission of any act of academic/professional dishonesty

#### Unauthorized dissemination of course materials

- Without written permission, students must not disseminate, electronically or in any other form, course materials provided by instructors that may be deemed the intellectual property of the faculty, e.g., PowerPoint presentations, lecture handouts, and similar items.

### **Professional Standards**

Professionalism is one of the American Osteopathic Association's and WCUCOM's core values. It is also the basis of medicine's contract with society. It demands placing the interests of patients above those of the physician, setting and maintaining standards of competence and integrity, and providing expert advice to society on matters of health. The principles and responsibilities of medical professionalism must be clearly understood by both the profession and society.

Each Osteopathic Medical Student (OMS) is to display professionalism at all times in and out of the classroom. As mentors and role models for other WCUCOM students, each OMS is expected to do the following:

- Dress in a professional manner
- Attend scheduled classes

- Communicate using professional language when speaking to faculty, staff, patients, and fellow students
- Obey all WCUCOM equal opportunity, harassment, and substance abuse policies
- Commit to lifelong learning of scientific knowledge
- Participate in WCUCOM activities and functions
- Be committed to professional competence
- Be honest
- Comply with patient confidentiality
- Maintain appropriate relations with patients
- Seek to improve the quality of care
- Seek to improve access to care
- Be committed to a just distribution of finite resources
- Maintain trust by managing conflicts of interest
- Embrace professional responsibilities

As members of a profession, physicians and osteopathic medical students should be respectful of one another and participate in the processes of self-regulation, including remediation and discipline of members who have failed to meet professional standards. The profession should also define and organize the educational and standard-setting process for current and future members. Physicians have both individual and collective obligations to participate in these processes. These obligations include engaging in internal assessment and accepting external scrutiny of all aspects of professional performance.

Examples of student conduct that violate professional standards and will lead to disciplinary action by WCUCOM include, but are not limited to, the following:

- Intentionally interfering with classes, research, administration, patient care, movement of other people, or school functions
- Showing a lack of respect toward other students, patients, faculty, staff, administration, or other school personnel
- Academic dishonesty, including cheating, plagiarism, attempting to pass examinations by improper means, assisting another student in such an act; knowingly or recklessly procuring, distributing, or receiving any confidential material, such as pending examinations, tests/quizzes, or assignments from any source without the proper written consent of the course instructor; attempting to have oneself represented by another person in group activities (such as discussion forums and work groups); and collaborating with another student(s) during an academic exercise without the consent of the instructor
- Intentionally providing false information to the school or officers of the school or altering records
- Intentionally damaging or stealing school property or property of any school employee or visitor
- Intentionally practicing or appearing to practice medicine without a license (such as engaging in clinical activity without the direct supervision of a licensed physician) or accepting any form of reimbursement, payment, or gift for performance of clinical duties

- Intentionally harassing any other student, employee, or visitor to the school sexually or otherwise
- Using, distributing, selling, or possessing illicit drugs or non-prescribed substances
- Participating in academic or clinical endeavors at its affiliated institutions while under the influence of alcohol, a controlled substance, or illicit drugs
- Using the WCU or WCUCOM's logo or name on a poster, stationery, clothing, etc., without written permission
- Violating local, state, or federal law or being indicted by a local, state, or federal court system for a felony
- Failure to appear before WCU or WCUCOM when called to offer testimony or failure to testify fully and truthfully during any such appearances
- Behavior on or off campus that provokes a lack of respect and confidence on behalf of the public, faculty, or colleagues
- Failure to abide by a written or oral directive from faculty, staff, security, or administration
- Having food or events with food in non-designated areas
- Posting unapproved material or posting approved material in an inappropriate area
- Inappropriate, unprofessional, or disrespectful postings on social media
- Parking in reserved spots
- Sharing of student PINs and passwords
- Improperly using online learning tools, including, but not limited to, the Internet, email, chat rooms, news groups, forums, and list serves
- Tampering with any fire alarm or equipment
- Possessing any firearm or weapon, including fireworks, air pistols, or air rifles on campus (See WCU Policies - Firearms and Weapons.)
- Misusing computer hardware, software, or supplies
- Scheduling or changing a rotation without following WCUCOM protocol
- Attempting to disable or tampering with security features of any WCUCOM/WCU computer, program, or software

### **Dress Code**

All students at WCUCOM must project a highly professional image in their dress and appearance. All articles of clothing must be neat, clean, and properly laundered. They must not appear worn, tattered, or wrinkled. Personal cleanliness and grooming must be in keeping with a professional image. Jewelry should be minimal, non-distracting, and unobtrusive. Facial piercing jewelry, such as the nose, eyebrow, lip, tongue, etc., shall not be worn. Personal fragrances should be avoided.

Certain courses (Gross Anatomy, OP&P, Doctoring Skills, Clinical Sciences, etc.) may require specific or alternative dress. Those guidelines will be addressed in course syllabi.

All students must conform to the approved dress code while on campus during regular school hours whether they are in class, laboratory, or clinic.



Male students must wear the assigned color scrub shirt with slacks (no jeans or shorts), shoes, and socks. Shoes may be dress shoes or clean, neat athletic shoes. All sandals or other type of open-toed shoes are prohibited. Plain white T-shirts may be worn under the scrub shirts. Short, white clinic jackets that are clean and pressed are to be worn over scrub shirts when not in lab. Clinic jackets should only be worn off campus during university-sponsored events. Names are to be embroidered on all scrub shirts, clinic jackets, and lab coats. No hats are to be worn indoors, unless of a recognized religious nature.

Female students must wear the assigned color scrub shirt with slacks (no jeans, shorts, or capri pants), shoes, and socks or stockings. Skirts may be worn instead of slacks as long as the skirts are of an appropriate length for a professional school. Shoes may be flat dress shoes or clean, neat athletic-type shoes. All sandals or other type of open-toed shoes are prohibited. Plain white T-shirts may be worn under the scrub shirts. Short, white clinic jackets that are clean and pressed are to be worn over scrub shirts when not in lab. Clinic jackets should only be worn off campus during university-sponsored events. Names are to be embroidered on all scrub shirts, clinic jackets, and lab coats. No hats are to be worn indoors unless of a recognized religious nature.

### **Dress Code - Clinical Rotations and Innovative Learning Center**

At all times, WCUCOM students shall consider themselves to be a representative of the school and the osteopathic profession. They will be attentive to personal hygiene and cleanliness. Clothing should be clean, professionally styled, and in good repair. Women should wear skirts of medium length or tailored slacks. Men should wear tailored slacks and a dress shirt. Shoes must be comfortable, clean, and in good repair. Shoes should be worn with socks or hose. Shoes should have closed toes. Fingernails should be clean and of short to medium length. Muted tones of nail polish are appropriate for women. Artificial nails are not permitted in clinical areas. Keep jewelry to a minimum to limit the potential for cross-infection of patients. The following are permitted: a watch, up to four rings, small earrings, academic pins, badges, or insignias, modest bracelets, and necklace chains. An appropriate holiday pin during the specific holiday is suitable.

Short white lab coats with WCUCOM identification are to be worn unless specifically instructed not to do so by the hospital or Preceptor. Scrub suits are to be worn in specific patient care areas only, i.e., ED, OR, ICUs, or as required by the hospital or Preceptor. If they are property of the hospital, they are not to be defaced, altered, or removed from the hospital premises. If a scrub suit must be worn outside of clinical areas, it must be clean and then covered with a clean, white lab coat. Shoe covers, masks, and hair covers must be removed before leaving the clinical area. Stained or soiled scrub suits must be changed as soon as possible.

At all times, the student must be clearly identified as a WCUCOM student. Appropriate means of identification include a lab coat with your name and the name of the college on it, a clearly visible name tag with the above information, or a hospital assigned identification badge with your name, proper training status, and college affiliation. All identification must be clearly visible and worn above the waist. Failure to display proper identification may result in termination of the clinical rotation.

While in lectures or other activities that do not involve patient care, students must wear neat, clean, and professional attire as described above. Avoid dress or attire that could be potentially offensive to the public, your peers, patients, faculty, and co-workers. ID badges must be worn at all times while on assignment. Denim jeans, flip-flops, or shorts are not appropriate.

Proper personal hygiene is to be maintained at all times. This includes regular bathing, use of deodorants/antiperspirants, and regular dental hygiene. Avoid perfumes or colognes since they may precipitate allergies or sensitivities.

Hair should be neat, clean, and of a natural human color. Hair should be styled off the face and out of the eyes. Shoulder-length hair must be secured to avoid interference with patients and work. Avoid scarves or ribbons (unless culturally appropriate).

*These items are specifically prohibited in any hospital or clinical facility/location):*

- Blue jeans (regardless of color) or pants of a blue jean style
- Shorts
- Open-toed, high-heeled, or canvas shoes, flip-flops
- Midriff tops, T-shirts, halter tops, translucent or transparent tops, shirts or tops with plunging necklines, tank tops, or sweatshirts
- Buttons or large pins that could interfere with work function, transmit disease, or be grabbed by a patient
- Visible body tattoos or visible body piercing (other than small earrings), unless exemptions are given for religious reasons

It is WCUCOM policy that the Preceptor, clinical faculty, program director, or hospital administration may at any time prohibit a student from participating at any location based on inappropriate and unprofessional dress. Such instances must be reported immediately *by the student* to the Office of the Associate Dean, Clinical Sciences. A student may be required to remediate time missed.

## **Harassment**

William Carey University is committed to providing an environment in which all persons are safe from the behavior of another that threatens or torments, especially persistently. Harassment can include verbal or physical conduct that denigrates or shows hostility or aversion toward an individual, and that

- Has the purpose or effect of creating an intimidating, hostile, or offensive environment; or
- Has the purpose or effect of unreasonably interfering with an individual's academic or job performance or otherwise adversely affects an individual's education or employment opportunities.

Such harassment is contrary to the professional standards of conduct expected of all members of the University community, including students, staff, and faculty.

Any person who engages in harassment will be subject to disciplinary action ranging from a warning to discharge. Students who have a complaint regarding harassment should contact the WCU Dean of Student Services on the Hattiesburg campus, who will conduct an investigation in accordance with the complaint and grievance policy.

### **Discriminatory Harassment**

William Carey University is committed to providing an environment in which all persons are safe from harassment. (See Nondiscrimination Policy and Diversity Statement.) Discriminatory harassment can include verbal or physical conduct that denigrates or shows hostility or aversion toward an individual or that of his/her relatives, friends, or associates.

Harassing conduct includes, but is not limited to, the following:

- Epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group (See Nondiscrimination Policy and Diversity Statement.)

### **Sexual Harassment**

William Carey University is committed to providing an environment that fosters learning, living, and working and promotes an environment free of all forms of harassment. The university utilizes education, equal educational and employment opportunity training, and establishment of procedures to ensure the protection of student rights.

William Carey University reaffirms its commitment to adhere to all provisions of Title IX of the Civil Rights Act that all students have a right to be free from sexual discrimination in the form of sexual harassment/sexual violence.

Harassment can include any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment, activities, or education; or
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting said individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic, activity, or work performance or creating an intimidating, hostile, or otherwise offensive working or educational environment.

A student may report an alleged violation of this policy to the WCUCOM Associate Dean, Student Affairs. An investigation will be conducted in accordance with the complaint and grievance policy for students, faculty, or staff as it relates to the complaint. All information gathered will be held in strict confidence.

The university will consider the welfare of the alleged victim and the university community, as well as the rights of the accused. Retaliation against a student who brings a complaint is prohibited and will not be tolerated.

In addition to violating the university's policy, sexual harassment may be a violation of state and federal laws. Therefore, a student who feels that his/her rights have been violated may bring legal action, in addition to making a complaint to the university.

### **Sexual Assault**

William Carey University will not tolerate sexual assault or sexual violence in any form to include acquaintance or date rape and forced and unwanted sexual contact. The use of alcohol or drugs by either party will not diminish the responsibility for sexual assault. Acts of this type not only violate the policies of the university and its community, but also the criminal laws of the State of Mississippi. In cases involving allegations of sexual assault, mediation will not be used to resolve sexual assault complaints. William Carey University urges students who believe they have been victims of sexual assault to initiate a complaint not only with the university, but also to pursue criminal or civil charges against the individual(s).

### **Procedures for Reporting a Sexual Offense**

- The student should go to a safe place as soon as possible.
- The student should seek medical treatment immediately for assessment of injuries, determination of risk of sexually transmitted diseases, and collection of evidence in case criminal prosecution is pursued. The student should not shower, bathe, or change clothes until after medical treatment is obtained.
- Contact the WCU Vice President of Student Services.
- The student will be provided with options regarding counseling and other resources for dealing with the situation.

### **Procedures for Responding to Accusations of Sexual Offense**

The victim of an alleged sexual offense is entitled to and will receive the following:

- A caring response to the complaint with emphasis on a concern for his/her well-being
- A complete investigation of all allegations
- Notification of the outcome of the investigation and, if applicable, the hearing
- The opportunity to appeal an unsatisfactory decision

A student accused of a sexual offense is entitled to and will receive the following:

- A clear description of all charges
- Advance notification of a hearing
- A fair hearing conducted without unnecessary delay after the investigation
- Prompt notification of final decision by the person or judicial council which hears the case
- The opportunity to appeal an unsatisfactory decision

After the incident is reported, the WCU Compliance Officer will initiate an investigation in which the alleged victim, the accused, and others may be questioned.

A written report of the results of the investigation will be prepared. The accuser will be notified of the outcome of the investigation. If evidence confirms the allegations, the WCU Vice President of Student Services will then implement appropriate disciplinary action.

The victim of a sexual offense will also be notified of any disciplinary action taken.

If the accused or the accuser has a complaint about the way in which the case was handled or about the outcome of the process, he/she may appeal the case to the President of the university.

### **Legal Options of the Student**

The student is not obligated to pursue disciplinary action or legal prosecution. However, hospitals are required by law to report anonymously incidents of rape. All institutions of higher education are required to report anonymously any crimes which occur on campus that are officially reported.

### **Physician (Job) Shadowing**

1. Students who perform physician shadowing that is not part of the approved WCUCOM curriculum are not covered by the WCUCOM professional liability policy.
2. Permission must be obtained prior to the extracurricular activities. Complete the "Job Shadowing Form" obtainable from the Office of Clinical Rotations.
3. The student must not be on probation or other sanction from the WCUCOM.
4. No credit will be given for any student shadowing experience that is not part of the curriculum.
5. Failure to follow proper procedure in documenting requests to shadow, in advance of the shadowing experience, violates WCUCOM policy. As such, this may result in the student being referred to the Student Affairs Committee for unprofessional behavior.

### **ATTENDANCE POLICY**

(Note: See Missed Exams Policy.)

Medical education is not limited to information transfer from faculty member to student, but is greatly enhanced by the cross pollination of learning among cohort peers who bring different levels of knowledge and expertise to the educational experience. In order to achieve this level of learning, it is each student's responsibility to attend class and participate in all educational opportunities.

### **OMS 1 and OMS 2 Attendance Policies**

Attendance at all scheduled WCUCOM classes, laboratories (including small-group sessions), and clerkships is required. As professionals in-training, students are expected to adhere to this attendance policy with diligence. Any student having excessive absences from class,

laboratories, or clerkships will be in violation of this policy and will be referred to the P&M Committee as with all course failures. P&M Committee recommendations could ultimately result in disciplinary actions up to and including dismissal from WCUCOM.

As defined by WCU, excessive absences are those exceeding 20% of any single graduate course. Attendance of 80% or greater is required to receive credit for any course.

Except in the case of an approved absence to attend professional osteopathic meetings, there are no excused absences. Absences in excess of the allowed 20% will result in failure of the course.

An individual Course Director may, after consultation with the Curriculum Council, recommend to the WCUCOM Dean that a particular class, or lab portion of a course, have a more stringent attendance policy. This more stringent policy recommendation may require up to 100% attendance. If any course is approved to have a more stringent attendance policy, Course Directors must ensure that opportunities to remediate any missed time/assignments are made available to the student in a manner as to be reasonably accommodating to both the student and the individual who will administer the remediation. Only if a student fails to remediate any missed time/assignments, after reasonable accommodations have been made, may points be deducted from the student's final grade. In such instances, the maximum points that may be deducted for each hour missed will not exceed 1% of the final numerical course average, per hour of remediation not completed. In all cases, the Course Director is responsible for ensuring that the policy for percentage deductions is uniformly applied within a course.

Each Course Director must ensure that the attendance policy is clearly published in the course syllabus. Any absence that results in greater than 20% of that class being missed, whether these absences are remediated or not, will result in failure of the class and will be reported to the P&M Committee.

Students are responsible for knowing, understanding, and complying with syllabi from all courses in which they are enrolled. The faculty member responsible for reporting final grades will also be responsible for reporting attendance. Attendance for each and every course will be reported.

*Students are responsible for knowing their individual record of attendance.*

Attendance will be taken daily by one of the following practices:

1. Students will have assigned seats.
  - a. COM students must select seats in the lecture hall or classrooms by the end of the first week of each semester. Any student absent on the day of selection, or who fails to make a selection, will be assigned a seat. Students are expected to use only the assigned seat throughout the semester. Reassignments may occur at the beginning of each semester.
  - b. A seating chart will be used to determine attendance randomly during each day of class. The Course Director (or a designee) will be responsible for checking attendance. Any student who arrives after attendance is taken will be marked as absent.

2. Students will sign in on sheets distributed during class.
3. Electronic identification may include any of the following:
  - a. TurningPoint or other approved audience response systems
  - b. WCU/WCUCOM identification badge recognition system
  - c. Video or still photography recording
  - d. Other systems as approved by the WCUCOM Dean

### **Falsifying Attendance Records**

Falsifying or attempting to falsify attendance by any means is considered an act of unprofessional behavior. Such behavior will result in student referral to the Student Affairs Committee, and recommendations could ultimately result in disciplinary actions up to and including dismissal from WCUCOM.

### **Attendance Policy for Professional Conferences (OMS 1 and OMS 2)**

An approved absence is one in which a class officer, SGA officer, or the SOMA president has been requested by the WCUCOM Dean to officially represent WCUCOM at a professional osteopathic meeting. Written permission must be obtained from the Associate Dean, Student Affairs. The Associate Dean, Student Affairs will notify all affected Course Directors, the Associate Dean, Academic Affairs, and the WCUCOM Dean of the approved absence. Approved absences as defined in this paragraph does not count against the students 20% of absences allowed, nor will a student with an approved absence have points deducted from his/her numerical course average due to time spent away from class during the approved absence.

Students with an approved absence will be accountable for any exam(s)/quiz(s) or any assignment(s). If an exam/quiz or any assignment is to be missed during the approved absence, it is the students' responsibility to make arrangements with the Course Director before they attend the meeting to make up the missed exam/quiz or any assignment. Course Directors are under no obligation, other than as outlined in the section OMS 1 and 2 Attendance Policies (above), to make special arrangements for students who are not class officers, SGA officers, or SOMA president but choose to attend meetings that occur on class days.

### **OMS 3 and OMS 4 Attendance Policies**

Students will report to their rotation sites on time and on the first of the day of the calendar month, unless otherwise instructed by their Preceptors or WCUCOM personnel. It is the responsibility of the student to contact his/her supervising physician three to five days in advance of a new rotation to clarify time and location to meet for the first day of duty. Students are expected to be punctual and to attend all office hours, rounds, deliveries, conferences, and any other duties assigned by their Preceptor throughout the duration of their rotation.

Absence of the attending physician, or the student, from the practice for a period greater than one day requires the student to notify the Clinical Rotations Office of the interruption of activity. At the discretion of the Associate Dean, Clinical Sciences, either a reading assignment or alternate duty assignment may be required.

A maximum of three (3) days for absence is permitted on any rotation. The student must notify his/her preceptor, as well as the Clinical Rotations Office, of any absences. Absence in excess of the three-day standard may result in an “incomplete” for this rotation until such time as the activity requirements are satisfied.

Persistent tardiness or unexcused absences may constitute a failure on a rotation and will be reflected in the students’ evaluation.

### **Departure from Rotation**

Students are required to remain at their rotation until the time designated by the Clinical Rotations Office and the supervising physician. The student will not leave the current rotation site prior to the last scheduled day of the rotation without the consent of the on-site Director of Medical Education/supervising physician. The Associate Dean, Clinical Sciences must also approve any early departures from an assigned rotation. Any unapproved early departure may result in a failing grade for the rotation.

### **Unexcused Absence While on Rotation**

An absence from any rotation without approval will be regarded as an unexcused absence. In the event of an unexcused absence, a written explanation from the student must be sent to the Associate Dean, Clinical Sciences. The consequences of such an absence will be considered on a case-by-case basis.

### **Illness Absence While on Rotation**

Should a student experience an illness during the course of a clinical rotation, he/she should immediately notify the appropriate supervising physician of the intended absence. Should the illness necessitate an absence of more than three days, the supervising physician and the Clinical Rotations Office must be notified immediately. Additionally, for an absence of more than three days, the student must be seen by a physician for documentation and clearance to return to work. This documentation must be received before the student can return to work. If the Clinical Rotations Office does not receive such documentation, the student may be placed on administrative leave and may fail the rotation. A student should not for any reason hesitate to report illness. The welfare of both the student and his/her contacts is the major consideration.

### **Temporary Absence While on Rotation**

A temporary absence is defined as a brief period of time spent away from rotation activities. Such leave is intended to allow the student to attend to daily matters that may arise in the course of the year. In order to be approved for a temporary leave, permission must be obtained from the supervising Preceptor IN ADVANCE of the date the student is absent. It is intended that the student and supervising physician alike employ reason pertaining to this matter. Remember, a student is not allowed to miss more than three days of any given rotation.



## **Attendance Policy for Professional Conferences (OMS 3 and OMS 4)**

WCUCOM is committed to providing quality medical education for our students. This experience includes excellence in academic and clinical medicine, research, and community service. In order to maximize this process, it is felt that participation in professional meetings can greatly enhance a student's professional and personal growth.

Only one professional conference will be allowed per student per year of clinical rotations. Any deviation from this policy must be approved by the Associate Dean, Clinical Sciences on an individual basis.

Students on clinical rotations wishing to attend a professional conference will submit a student travel request to the Associate Dean, Clinical Sciences at least 30 days prior to the meeting, indicating the name and location of the professional meeting, sponsoring agency, and dates of prospective absence. Students must obtain permission from the Associate Dean, Clinical Sciences and the Preceptor. A student travel request will be denied if the student is on probation, has an un-remediated failure, has a failing grade at the time of the request, or at the discretion of the WCUCOM Dean. No approval for absences of more than three normal duty days will be approved.

Meeting attendance must be documented. Each student will be required to submit a typed report on the meeting and the value added to the student's education. This will be forwarded to the Office of the Associate Dean, Clinical Sciences within one week of return. Participation in professional meetings outside of normal WCUCOM curriculum is a privilege.

The schedule of provisionally approved professional meetings will be available to the faculty prior to June 1 of each year. If examinations cannot be avoided during a scheduled professional meeting, students authorized to attend meetings shall be granted a make-up examination. The format will be at the discretion of the faculty member.

## **RULES GOVERNING CLINICAL ROTATION SCHEDULING**

### **Core Clinical Rotations Scheduling**

The clinical rotation hub sites will be established by the Office of the Associate Dean, Clinical Sciences. The Osteopathic Postgraduate Training Institute (OPTI) associated with WCUCOM may assist with establishment, maintenance, and management of clinical rotations when appropriate.

### **Changes in Core Clinical Rotations**

Changes in core clinical rotations are only permitted for compelling reasons. If a student wishes to change a scheduled core rotation in the OMS 3 year, he/she must complete a change of rotation request form which is available in the Clinical Rotations Office. Once this request is submitted, it will be reviewed by the Director of Clinical Rotations, the Associate Dean, Clinical Sciences, and the WCUCOM Dean. The student will be notified once the change is either

approved or denied. Should a student change a rotation without following proper procedure, that student will not receive credit for the rotation and will be referred to the Student Affairs Committee for unprofessional behavior.

### **Scheduling of Fourth-year Clinical Rotations**

The curriculum has been designed to allow every student the opportunity to participate in audition rotations and explore areas of interest. All rotations must be scheduled through the OMS 4 Clinical Rotations Counselor. The scheduling procedure is as follows:

A Rotation Request Form should be completed and submitted to the OMS 4 Rotations Counselor.

The rotation request will be considered for approval by the Director of the Office of Clinical Rotations and the Associate Dean, Clinical Sciences.

The counselor will assist the student in obtaining appropriate documentation, letters of agreement, etc., to allow for the rotation to take place.

Students must notify the OMS 4 Rotations Counselor as soon as they receive verification from the rotation site that they have been accepted to rotate.

All rotations should be requested and approved at least 60 days prior to the first day of the rotation. It is the students' responsibility to decide on a rotation schedule for their OMS 4 year. However, should students have difficulty with scheduling a particular month's rotation, they may be assigned a rotation by the Clinical Rotations Office. Examples of such difficulty might include cancellation of a rotation by a hospital or Preceptor less than 60 days in advance of the rotation start date.

At least one rotation during the OMS 4 year must take place at a facility that serves as the base institution for an AOA-accredited residency program.

The Clinical Rotations Office will, at the request of a student, assist him/her in finding rotations for OMS 4 year. The student should provide the OMS 4 Rotations Counselor with the dates of the desired rotation and the specialty that he/she wishes to study during that time frame. The counselor will provide the student with a list of potential Preceptors for that specialty. It will be the responsibility of the student to contact the Preceptor and finalize arrangements.

Failure to submit a request in the allotted time and to obtain approval for the elective rotation may jeopardize the elective. Failure to follow the appropriate procedures may disrupt/lengthen the student's academic schedule.

### **Changes in Elective Clinical Rotations**

Changes in OMS 4 year clinical rotations may be allowed only once per clinical rotation after the schedule has been established. Rotations may not be changed less than sixty (60) days prior to the start date. All changes will require that an additional rotation request form be submitted to the OMS 4 Clinical Counselor for approval of the Associate Dean, Clinical Sciences.

## **Rules for International Rotations**

Elective international rotations will be considered by the Associate Dean, Clinical Sciences, and recommendations for approval or denial as appropriate will be made to the WCUCOM Dean. All students are encouraged to participate in these opportunities depending on the individual student's interest and financial ability. An international rotation may be from one week up to four weeks in length. The maximum number of international rotation weeks eligible for graduation credit is four weeks. The supervising physician can be a member of the WCUCOM faculty or a healthcare provider approved by the WCUCOM Dean and must follow all rules and requirements for appointment as adjunct clinical faculty.

Only students who are in good standing at the time of the application and remain in good standing until the start of the rotation will be considered. Students must have taken and passed COMLEX 1 before application and are strongly encouraged to have taken COMLEX 2 CE prior to departure.

Students must understand that any international rotations are substituted for other required electives and as such are part of the curriculum and will be graded. Further, students acknowledge that all costs of the rotation are incumbent upon the student and neither WCUCOM nor William Carey University assumes any liability for such cost.

## **Scheduling of International Rotations**

Students should consider the potential dangers of any site outside the United States. Given the potential for physical danger, WCUCOM requires students to complete waivers (listed below) and submit verification of having done so to the Department of Clinical Rotations. Request forms and required documentation for international rotations must be submitted 180 days in advance to the start of the rotation. Cancelling an international rotation will not be allowed within 30 days of the start of the rotation without written permission of the Associate Dean, Clinical Science.

## **Checklist for International Rotations and Travel**

This checklist is provided as a portion of the preparations required for any international rotation. Note that a number of these actions and recommendations are not required by WCUCOM or by law but are listed as reminders.

1. Contact the Office of Clinical Rotations about this rotation at least six months in advance of the beginning of the rotation. Keep in mind that an international rotation must be approved by the WCUCOM Dean no later than three months before the start of the rotation.
2. For WCUCOM "non-sponsored" sites, students must provide the following before a rotation request will be considered:
  - a. Demographics from the hospital, practice, or clinic that will serve as the supervising body
  - b. Curriculum vitae of the supervising physician, proof of licensure in the area where they practice, and proof of required malpractice insurance. Before any rotation will be

approved, usual and customary practices for approval of the physician as an adjunct clinical faculty member must be followed. This may include a background check.

- c. Letter of acceptance from the supervising physician
3. Proof of current immunizations for the region to be visited must be submitted to the Office of Clinical Rotations (<http://wwwnc.cdc.gov/travel>). Generally, vaccinations should be obtained at least three weeks prior to travel, if not sooner.
4. Verification of medical insurance for the region or countries to be visited. If medical insurance does not cover overseas travel, please visit this website: <http://www.traveldocs.com/index.php?page=travel-insurance> to purchase a policy.
5. Provision of family or next of kin with contact information while out of the country
6. Complete waiver of liability forms (International Travel Waiver, Release and Indemnification Agreement and Requirements for International Rotations forms).
7. Complete requirements for international rotations form
8. Students understand that each day on their rotations, they will need to record procedures performed on a paper document and provide that information to the Office of Clinical Rotations when the rotation is complete as is customary for all rotations.
9. Register with the state department (<https://step.state.gov/step/>).
10. Current mailing address and phone number

### **After International Rotation is Complete**

Student evaluations are submitted to the Office of Clinical Rotations.

Any D2L course requirements are complete.

All logs and procedures are documented.

On their return, students may be expected to provide oral presentations on and off campus as deemed appropriate by the WCUCOM Dean.

## **EXAMINATION POLICIES**

### **WCUCOM ExamSoft Information and Procedures**

WCUCOM recognizes that institutions and organizations are increasingly integrating technology into testing. The College of Osteopathic Medicine now offers students the ability to take exams using their laptop computer in courses where professors have opted to use the ExamSoft SofTest software. As a result, the college requires students to take advantage of the current computer technology available with ExamSoft. Use of computer testing is now employed by the National Board of Osteopathic Medical Examiners (NBOME). Familiarity with computer delivered exams should eliminate the uncertainty of utilizing this modality during the COMLEX-USA Level 1, Level 2 - Cognitive Evaluation.

*What is SofTest™ from ExamSoft?*

SofTest is an exam delivery module licensed by ExamSoft Worldwide Inc. The program serves as a simplified word processor that enables students to take an examination on a laptop computer. In an effort to avoid the vulnerabilities of most computer-based testing solutions, SofTest provides instructors the ability to lock down all Windows applications, thereby providing exam security and reducing the risk of violations of the student Code of Conduct.

*Will SofTest work on my computer?*

SofTest can be used on virtually any modern computer (i.e., purchased within the last three or four years). Specific system requirements are noted below:

- a. PC System Requirements
  1. CPU = 2 GHz Intel Core/Celeron or equivalent x86 processor
  2. RAM = 2 GB
  3. Hard Drive = 1 GB of free space
  4. Operating System = English 32-bit Versions of Windows XP, 32-bit, and 64-bit Versions of Windows Vista and Windows 7, and Windows 8. SofTest may not be used in virtual operating systems.
  5. Software = Internet Browser
  6. Internet Access for SofTest Installation, Exam Download and Upload
  7. Screen Resolution must be 1024 x 768 or higher.
  8. Adobe Reader (Version 9 or 11) is required for exams having PDF attachments. (ExamSoft does not support Tablet devices.)

It is not possible to take secure exams through a virtual operating system, such as Microsoft's Virtual Machine, Parallels, or VMware, VMware Fusion or any other virtual operating system environment. Although SofTest can be installed and registered on virtual platforms, it will only be enabled for non-secure practice exams.

- b. Apple MacBook, MacBook Air, or MacBook Pro Requirements
  1. CPU = Intel Processor
  2. RAM = 2 GB
  3. Hard Drive = 1 GB or higher free disk space
  4. Operating System = OS X Snow Leopard (v. 10.6), OS X Lion (v. 10.7), OS X Mountain Lion (v. 10.8), or OS X Mavericks (v. 10.9)
  5. Software = Internet Browser
  6. Internet Access for SofTest Installation, Exam Download and Upload (Use of virtualization software like VMWare, Fusion, Parallels, etc., is not allowed.)

## **Registration Process**

The student will complete the registration process by registering with ExamSoft at the ExamSoft Custom Home Page located at

<https://www.examssoft.com/dotnet/Default.aspx?f=wmcareyosteo>.

*Step 1: Log in* – (30 seconds) Enter Student ID# and password. This is the student’s WCUCOM password. The student may also wish to open a helpdesk ticket at <https://indigo.wmcarey.edu/help>.

*Step 2: Download SofTest* – Downloading SofTest takes minutes on high-speed Internet connections and 30-60 minutes on dial-up connections.

*Step 3: Reboot SofTest* – (one minute) Once registered, the student will be notified on-screen that the process has been completed. Confirmation will be received via email at the address provided in Step 1. Note that the student must register SofTest by the deadline provided by WCUCOM. For questions or issues with registration, contact ExamSoft technical support at [support@examsoft.com](mailto:support@examsoft.com) or call toll-free 866.429.8889.

*Step 4: Mock Exam* – (five to 10 minutes) To be familiar with the software prior to exam day, a mock exam is provided. The student will be responsible for downloading exams. Downloading must be accomplished before the scheduled exam date. The student is charged with keeping up with scheduled downloads and changes in the exam schedules.

## **Frequently Asked Questions**

*What student ID number is used in Step 1?*

Sign up with ExamSoft in Step 1 using the official WCUCOM student ID number. This is the student WCUCOM password. If problems occur, students may open a helpdesk ticket at <https://indigo.wmcarey.edu/help>

*Can a student practice using SofTest before the exam?*

Yes. After registering SofTest, launch the program by double-clicking the SofTest icon on the Windows Desktop. Click the “LAUNCH SOFTEST” button. On the SofTest Start Window, select the “Practice Exam” button. Click “Yes” to take the practice exam and then “Yes” again to take it in secure mode. This enables the student to familiarize him/herself with the SofTest exam environment. Students’ may use the practice exam as many times as they wish. Note that the practice exam *cannot* be saved, cannot be used until SofTest is registered, but can be printed *during* the exam.

*How do students prepare prior to exam day?*

Register SofTest prior to the date(s) of exam(s). Note that it is permissible to re-download SofTest on additional computers for use as backups; however, typically exam files can be downloaded only once, so it is recommended that SofTest be loaded only on the computer you intend to use on exam day.

Ensure 1) that the intended PC meets the specifications listed above, 2) that there is plenty of free hard-drive space, 3) that the PC is virus-free, and 4) that the PC is free of disk errors by running SCANDISK (click Start Button, Programs, Accessories, System Tools, Scandisk *or* Disk Cleanup).

Once installation and registration is complete for SofTest, familiarization occurs by utilizing the built-in practice exam feature.

SofTest's opening screen asks for an ID#. Be sure to acquire this number prior to exam day.

Locate A/C – battery power indicator light on the laptop to determine which light indicates the computer is running on A/C power (i.e., power from a wall outlet).

Ensure that the battery is charged prior to the exam in the event there is a temporary power outage.

On exam day, please be aware of the following:

Bring the power cord and battery (in the event of power loss).

Arrive at the exam room at least 30 minutes early, plug the computer into a power outlet, turn on the computer, and follow the instructions provided.

Students should not uninstall SofTest until receiving all exam scores at the end of the academic year.

Immediately before SofTest launches the exam, a warning screen with RED STOP SIGNS will indicate that the exam should not begin until instructed to do so. Heed this warning.

Exams will not be delayed or suspended due to computer problems.

During the exam, use care when highlighting and deleting.

Once typing of exam is complete, the student will save and exit the exam, his/her computer will automatically reboot, and it will then take 90 seconds for his/her exam to automatically upload. This is to ensure the student's wireless connectivity is enabled first. If there is no wireless connection within 90 seconds, it will prompt the student to hit the upload button. Do not leave the exam room until you have uploaded your exam and you receive a message saying, "Your exam has been successfully uploaded." *Failure to upload an exam before leaving the exam room may result in the exam not being graded.*

### **Important Notices**

Use of ExamSoft falls within the rules, regulations, and academic policies that govern students at the WCUCOM. Any attempt to disable or tamper with SofTest's security features will be considered a violation of the Professional Standards: Academic Dishonesty. Commencement of the exam will not be delayed due to a hardware problem with a laptop. While the proctors would like to resolve a computer or software problem during the exam, they are unfortunately prohibited from assisting the student. If a computer or software problem occurs, the student will be required to finish writing the exam by hand. Please note: The student will not receive additional time to take his/her exam if the student experiences computer or software problems. It is the student's responsibility to keep track of the time and to complete the exam in the allotted time.

## **Campus Technology Related to Student Grading**

WCU provides a variety of technology resources to support student learning. These resources include the Indigo Student Self Service Portal, the Desire2Learn (D2L) learning management system, student email accounts, remote access to library database resources, and "Carey Air," a university-wide unified wireless network. The Indigo Portal allows students to access their campus information including course registration, course offerings, unofficial transcripts, job searches, billing information, schedules, financial aid information, and grades. The portal also allows students to pay tuition and fees online. WCU does not mail individual grade reports. Many courses incorporate information technology both within the classroom and remotely through the Internet. The university uses D2L for communicating vital course information to students, including course content, assignments, discussions, and more. Students are required to access their WCU email and D2L accounts as quickly as possible so that faculty and administrative offices will have a reliable means of communication with the student. A student technology guide is available for download at <http://indigo.wmcarey.edu/help/guide>. This guide is constantly updated to reflect any changes since the Office of Information Technology is constantly working to bring new and improved services.

## **Exam Administration and Proctoring – OMS 1 and OMS 2**

This policy will be in effect during all examinations.

1. No delayed exam will be offered to anyone who has not appropriately charged his/her computer and uploaded the ExamSoft software at least 48 hours ahead of time.
2. All examinations are timed. Time periods allotted for students to complete exams are noted on the class schedule and are not changed unless a specific announcement is made at the time of the examination.
3. All student examinations are to be submitted within the time period specified for the examination. (Examinations requiring the transfer of answers to Scantron sheets must be completed during the time period specified for the exam. No additional time will be allotted at the end of the exam to complete the answer sheet.)
4. Any student requesting a testing accommodation is required to arrange this in advance through the Associate Dean, Student Affairs and the Course Director. A student who requests an accommodation must make it known to the WCUCOM administration within a reasonable amount of time *before* the accommodation is needed. (Note: Being granted an accommodation by WCU or WCUCOM will not guarantee an accommodation by the National Board of Osteopathic Medical Examiners - NBOME).
5. Only answers written and authored by the student taking the examination will be accepted for credit. No other person may transfer or alter a student's answers for an examination. Another person's alteration of student answers in any way will not be counted as answers submitted for examination credit.
6. The person proctoring the exam, if it is not the Course Director, cannot be held responsible for decisions made affecting the exam. She/he is only there to relay information to the Course Director, who makes all decisions regarding the exam, its administration, and the grading policies. The Course Director, proctor, or faculty will only answer student questions



during the exam administration time that are relevant to clarifying the testing procedure or addressing issues related to the exam instrument.

7. All personal belongings, including, but not limited to, book bags, purses, electronic equipment (including, but not limited to, cell phones, pagers, PDAs, and headsets) are not permitted in the exam room. The WCUCOM will provide single-use ear plugs at the entrance to the room. Students who use a cell phone, pager, PDA or any device with Internet or communication capability in the examination room will be subject to disciplinary action and receive a zero for the examination.
8. Students *cannot* bring food or beverages into the examination room.
9. Any student requesting to bring essential medical supplies into the exam room is required to arrange this special circumstance with the Associate Dean, Academic Affairs in advance. Proctors will be provided with a list of students who have been authorized to bring in specifically listed medical supplies. No additional authorization will be granted by the Proctor at the time of the administration of the exam to the class. Proctors have the right to inspect items brought into the exam room.
10. All students are expected to begin examinations on time. If, because of an emergency or unforeseen event, they are more than 10 minutes late to the exam administration site, they will take a make-up exam determined by the Course Director and will have the amount of time they are late subtracted from the time they have to complete the make-up exam. Students who are repeatedly late for exams will be subject to disciplinary action.
11. Students arriving less than 10 minutes late will be asked to sit in the front three rows. Following exam completion, students must leave the immediate area where the exam is being administered, including the hallway area outside the classroom. Once any student has left the room after completing the exam, then no student will be allowed to enter late and begin the exam.
12. Only one student can be permitted to leave the exam room for a bathroom break at a time. Such breaks are limited to five minutes with one break per two-hour exam period. Anyone leaving the room during the exam must first put his/her computer in sleep mode.
13. When emergency situations make it difficult or impossible for a student to take an exam at the time it is scheduled, these situations will be addressed by the Course Director or Associate Dean, Academic Affairs in the absence of the Course Director.
14. All students are expected to maintain standards of behavior as noted in this document, including adherence to student professional conduct and honor code policies and the Code of Ethics of the American Osteopathic Association.
15. Where an examination is impacted by an unexpected interruption (e.g., power failure, computer/software malfunction, earthquake, bomb threat, fire alarm, weather warning), the proctor will implement appropriate action.
16. In the event of an evacuation of an examination venue, the Course Director or nominee will determine which of the following outcomes will apply:
  - a. The examination may be declared void and a new examination scheduled for a date and time within the current examination period, including on a Saturday.
  - b. Students' examination scripts may be marked and an adjusted examination result determined.
  - c. An alternative assessment item may be set with a suitable due date for submission.

- d. As well as the outcome in paragraph (b), an additional assessment item may be set with a suitable due date for submission.

### **Missed Exam Policy OMS 1 and OMS 2**

Missed exam policies are outlined in individual course syllabi and governed by the following standards set forth for all OMS 1 and OMS 2 students:

Students are expected to take all exams during assigned times, as listed on the course schedule. Students are responsible for knowing the examination schedule, which is available online, and for noting any changes in the examination schedule by referring to the course syllabus or by email notice.

Any student who misses an examination is responsible for contacting the Course Director directly within 24 hours to discuss the reason for the absence. When a student knows ahead of time that an exam will be missed, that student must contact the Course Director before the exam.

Valid reasons for missing an examination include, but are not limited to, the following:

- Serious personal illness
- Emergency travel related to a personal or family emergency
- Emergency events (e.g., childbirth or complications of pregnancy)
- Pre-approved attendance at osteopathic national meetings (AOA, ACOFP, AAO, etc.) for second semester OMS 1 student/any OMS 2 student who is a WCUCOM class officer, SGA officer, or SOMA president

Unacceptable reasons for missing an examination include, but are not limited to, the following:

- Not feeling prepared for the examination
- Non-emergency travel plans, regardless of when these plans were made
- Not having read an email announcement of a rescheduled examination
- Having an appointment scheduled at a time that conflicts with the examination

Students missing an examination to attend a national meeting must follow the attendance policy for professional conferences.

If a student misses an examination without a valid reason, as determined by the Course Director, the Course Director will assign a grade of zero (0) for that examination.

A single make-up examination date will be announced during a time mutually agreed upon by the Course Director and student. This will be the final offering of the examination, and students who do not take the missed exam at this date will receive a zero (0) for the examination. The student is responsible for all material tested during the examination, which may be cumulative in nature. The Course Director may require the student to take an examination that is different in format, content, or length from the examination that was originally administered to the class.

### **Exam Administration and Proctoring OMS 3 and OMS 4**

Students must complete end-of-rotation examinations online through the D2L system for the following rotations: Family Medicine 1, Internal Medicine 1, General Surgery 1, Emergency Medicine 1, and Emergency Medicine 2. These examinations are released at 4 p.m. on the last calendar weekday of the month. Any alteration of examination date will be sent to students via WCUCOM email prior to the 15<sup>th</sup> of the month.

Students must complete a COMAT examination at the end of the following rotations: Family Medicine 2, Family Medicine 3, Internal Medicine 2, General Surgery 2, Mental Health, OB/GYN/Women's Health and Pediatrics. This examination will be provided online through the NBOME and will be administered during the last week of the rotation. The time and place may vary due to the requirement that the examination be provided in a proctored environment. Students will receive notification of the exact date, time and location of their COMAT prior to the 15<sup>th</sup> of the month via their WCUCOM email.

### **Missed Exam Policy OMS 3 and OMS 4**

Students are expected to take all end-of-rotation and COMAT examinations during assigned times as listed in the *Clinical Sciences Manual*. Students are responsible for knowing the examination schedule and for noting any changes in the examination schedule relayed to them by representatives of the Office of Clinical Rotations.

Any student who misses an examination is responsible for contacting the Director, Clinical Rotations directly to request approval for the absence.

Valid reasons for missing an examination include, but are not limited to, the following:

- Extenuating circumstances pre-approved by Course Director
- Personal or family emergency including related travel (e.g., childbirth or complications of pregnancy)
- Pre-approved attendance at osteopathic national meetings (AOA, ACOFP, AAO, etc.)

Unacceptable reasons for missing an examination include, but are not limited to, the following:

- Not feeling prepared for the examination
- Non-emergency travel plans, regardless of when these plans were made
- Not having read an email announcement of a rescheduled examination
- Appointment at a time that conflicts with the examination

Students missing an examination to attend a national meeting must request approval of the Rotations Office as soon as possible, but no later than four weeks before the start of the clerkship.

If a student misses an examination without a valid reason, as determined by the Associate Dean, Clinical Sciences, he/she may assign a grade of zero (0) for that examination.

A single make-up examination date will be announced during a time mutually agreed upon by the Associate Dean, Clinical Sciences and the student. This will be the final offering of the examination, and students who do not take the missed exam at this date will receive a zero (0) for the examination. The student is responsible for all material tested during the examination, which may be cumulative in nature. The Associate Dean, Clinical Sciences may require the student to take an examination that is different in format, content, or length from the examination that was originally administered to the class.

Appeals of missed exams: See Appeals Procedures.

### **COMLEX-USA Exam Policy**

Students must pass COMLEX-USA Level 1, Level 2-CE, and Level 2-PE examinations to be eligible to graduate. The United States Medical Licensing Examination (USMLE) is not a substitute for any component of the COMLEX-USA examination.

### **National Board of Osteopathic Medical Examiners (NBOME)—COMLEX-USA**

Students meeting WCUCOM academic, legal, and financial qualifications for COMLEX-USA Level 1, COMLEX-USA Level 2 Comprehensive Exam (CE), and COMLEX-USA Level 2 Physical Exam (PE) are expected to schedule COMLEX-USA exams online at the scheduled times delineated by the NBOME after receiving the approval of the WCUCOM Dean. Students are responsible for any examination fees, travel expenses, or other accommodations required in order to complete these examinations.

### **COMLEX-USA Eligibility**

Students must successfully complete all OMS 2 course requirements as well as other requirements established by the WCUCOM Dean's Office prior to taking COMLEX-USA Level 1. Students authorized to take COMLEX-USA Level 1 must sit for the examination within 60 days after the completion of OMS 2 course requirements or prior to September 1 following the OMS 2 year, whichever is latest. All requests for accommodation must be received by NBOME no later than April 15, of the OMS 2 year.

Students must successfully 1) pass the COMLEX-USA Level 1 examination, 2) complete the first nine clinical rotations of their OMS 3 year, 3) successfully complete the Patient Care and OMT Competency Course, and 4) meet any other requirements as established by the WCUCOM Dean prior to taking COMLEX-USA Level 2-CE or PE.

For both the COMLEX-USA Level 2-CE and Level 2-PE, the initial attempt at each examination must be completed on or before December 31 of the OMS 4 year. All OMS 4 students are encouraged to take COMLEX-USA Level 2 exams as soon as they are eligible to do so.

### **COMLEX-USA Level 1 Failure**

Any student who fails the COMLEX-USA Level 1 examination will be allowed to complete the clinical rotation in which he/she is participating once notified of the failure. Upon notification of failure, the student must immediately contact the Associate Dean, Clinical Sciences to determine the most appropriate course of action to prepare for a second attempt at COMLEX-USA Level 1. The student will be placed on a mandatory academic program of directed study, approved by the Associate Dean, Clinical Sciences, for a minimum of 30 days and a maximum of 60 days. Should a student elect to participate in a live intensive board review course that is of extended (> 4 weeks) duration, their period of directed study may be extended accordingly, but a final COMLEX-USA Level 1 testing date must be established at the onset of the directed study program. The student will not resume clinical rotations until he/she has attempted COMLEX-USA Level 1 for the second time. The student may resume rotations while awaiting the results from this examination.

Any student notified of a second COMLEX-USA Level I examination failure will be allowed to complete the clinical rotation in which he/she is participating once officially notified of the failure. Upon notification of failure, the student must immediately contact the Associate Dean, Clinical Sciences to determine the most appropriate course of action to prepare for a third attempt at COMLEX-USA Level 1. The student will be placed on a mandatory academic program of directed study, approved by the Associate Dean, Clinical Sciences, for a minimum of 30 days and a maximum of 60 days. Should a student elect to participate in a live intensive board review course that is of extended (> 4 weeks) duration, their period of directed study may be extended accordingly, but a final COMLEX-USA Level 1 testing date must be established at the onset of the directed study program. The student will not resume clinical rotations until he/she has attempted COMLEX-USA Level 1 for the third time. The student may resume rotations while awaiting the results from this examination.

The order and location of any clinical rotations that were missed due to directed study will be at the discretion of the Associate Dean, Clinical Sciences. All OMS 3 requirements must be completed prior to entering the OMS 4 year.

A student who fails the COMLEX-USA Level 1 examination a third time will be dismissed from WCUCOM.

### **COMLEX-USA Level 2-CE or Level 2-PE Failure**

Any student notified of a failure on the COMLEX-USA Level 2CE examination will be allowed to complete the clinical rotation in which he/she is participating when officially notified of the failure. Upon notification of failure, the student must immediately contact the Associate Dean, Clinical Sciences to determine the most appropriate course of action to prepare for a second attempt at COMLEX-USA Level 2CE. The student will be placed on a mandatory academic program of directed study, approved by the Associate Dean, Clinical Sciences, for a minimum of 30 days and a maximum of 60 days. Should a student elect to participate in a live intensive

board review course that is of extended (> 4 weeks) duration, their period of directed study may be extended accordingly, but a final COMLEX-USA Level 2CE testing date must be established at the onset of the directed study program. The student will not resume clinical rotations until he/she has attempted COMLEX-USA Level 2CE for the second time. The student may resume rotations while awaiting the results from this examination.

Any student notified of a second COMLEX-USA Level 2CE examination failure will be allowed to complete the clinical rotation in which he/she is participating once officially notified of the failure. Upon notification of failure, the student must immediately contact the Associate Dean, Clinical Sciences to determine the most appropriate course of action to prepare for a third attempt at COMLEX-USA Level 2CE. The student will be placed on a mandatory academic program of directed study, approved by the Associate Dean, Clinical Sciences, for a minimum of 30 days and a maximum of 60 days. Should a student elect to participate in a live intensive board review course that is of extended (> 4 weeks) duration, their period of directed study may be extended accordingly, but a final COMLEX-USA Level 2CE testing date must be established at the onset of the directed study program. The student will not resume clinical rotations until he/she has attempted COMLEX-USA Level 2CE for the third time. The student may resume rotations while awaiting the results from this examination.

A student who fails the COMLEX-USA Level 2CE examination a third time will be dismissed from WCUCOM.

Any student who fails the COMLEX-USA Level 2-PE is required to immediately contact the Associate Dean, Clinical Sciences to determine the most appropriate course of action to prepare for the next attempt. This course of action may require a student to be removed from rotations while preparing for the examination. This course of action may require additional training and/or testing, including successful performance of an OSCE, before the student is allowed additional attempts at COMLEX-USA Level 2-PE. If it has been determined to be necessary for a student to enroll in a directed study course for preparation of COMLEX-USA Level 2 PE and competency has been determined as described above, the student may return to rotations while awaiting the scheduled exam date and the results of the re-examination.

A student who fails the COMLEX-USA Level 2 PE examination a third time will be dismissed from WCUCOM.

All OMS 4 requirements must be completed prior to graduation and final passing grades on the COMLEX-USA Level 2CE and COMLEX-USA Level 2 PE examination must be received prior to graduation.

### **Course Evaluations**

Student feedback provides important information for the evaluation of teaching and learning at WCUCOM. Course evaluations help faculty understand the student learning experience, instructional strengths and weaknesses, and gain insight into course improvement. With

responsible input, effective assessment can result in improvement of teaching performance and lead to improved efficiency of student learning. Students are asked to be honest, fair, and constructive as they complete evaluations. Course evaluations may be administered online or in non-electronic formats. It is imperative that students complete these evaluations for their benefit. Review of student assessment data will be conducted in order to evaluate the performance and adequacy of particular clinical rotations regarding instructional content, personnel involvement, facility utilization, and similar matters on a regular basis. These reviews will be conducted by the Associate Dean, Clinical Sciences with the direct involvement of the faculty-based Curriculum Council.

Evaluations (course and instructor) must be completed prior to receiving a grade for a course.

### **Passing Courses**

A student is considered to have passed a course if a grade of 70% or higher is achieved. All students must achieve a passing grade in all courses and clinical rotations in order to graduate.

### **Course and Test Grading**

WCUCOM uses a multifaceted evaluation approach. Students are evaluated on the basis of performance on assignments, as well as on their achievements on written quizzes and examinations, laboratory exercises, performance in the standardized patient laboratory, practical skills tests (including OSCEs), and participation in lecture and small-group discussions. Evaluation methods vary depending upon course goals, objectives, and course content. Course syllabi, which are distributed at the beginning of every course, provide detailed student performance criteria and methods used to calculate the course grades. Courses that use multiple exams should describe the “weight” of each exam toward the final grade. Courses that incorporate multiple evaluation measures (i.e., exams, practical exams, formative assessments, labs) should describe the “weight” of each measure toward the final grade.

### **Grading Policy**

The WCUCOM adheres to the following grading scale:

#### OMS 1 and 2

A = 90 - 100%

B = 80 - 89%

C = 70 - 79%

F = <70%

P = Passing

I = Incomplete

WP = Withdrawal, passing

WF = Withdrawal, failing

W = Withdrawal, no credit (used only if insufficient data is available to determine passing or failing at time of withdrawal or leave of absence)

## OMS 3 and 4

- Honors
- High Pass
- Pass
- Fail
- IP = In Progress

Descriptions of each level are indicated in the *Clinical Rotations Manual*.

### **Rounding of Grades**

Grade percentages fractionally greater than or equal to 0.5 will be rounded to the nearest whole percentage number when assigning grades; whereas, any score less than 0.5 will be rounded to the lower whole percentage number. Final grades are posted to D2L.

No grade changes will be accepted after the final course grade has been posted for one calendar year.

### **Recorded Grades**

In cases where the notation of an incomplete (“I”) has been recorded as the earned grade, a student who has satisfied any outstanding deficiency prior to the end of the next semester will have the “I” removed from his/her official transcript following completion of written notice sent from the Course Director to the WCUCOM Grades Coordinator. If the deficiency has not been remedied in advance of the end of the next semester, the (“I”) notation on the transcript will change to a failed grade (“F”) except as described below in LEAVE OF ABSENCE (LOA) POLICY. The grade of Fail shall remain permanently on the transcript.

### **Remediation**

Appropriate remedial procedures to change a failing grade include taking a re-examination covering all or parts of a course, taking appropriate course work at other institutions, or retaking the course at the WCUCOM. Appropriate use of all these remedial procedures is outlined in the Academic Policies section of this document. These remedial procedures should be prescribed or approved by the Course Director/the respective Associate Dean by discipline to enable the Promotions and Matriculation Committee (P&M) to formulate its recommendations on an individual basis. (See Course/Rotation Remediation.)

### **Transcripts Required for WCUCOM Students for Residency and Training Programs**

Transcripts are issued by the WCU Registrar. An official transcript is one bearing the signature of the Registrar and the seal of the university and is mailed directly to whatever program may be designated by the student. When a transcript bearing the stamp “Issued to Student” is given to the person whose credits are transcribed thereon, the university assumes no responsibility for its accuracy after it leaves the Registrar’s Office. Transcripts of credit will not be issued for students who have any type of administrative holds on their records. It is therefore the



responsibility of the student to make sure that all outstanding fees and other issues are settled with WCU before leaving.

## **ACADEMIC POLICIES**

The Academic Policies of the WCUCOM define the standards of academic performance and professionalism for students who are candidates for the degree Doctor of Osteopathic Medicine. The academic policies have been developed by the Curriculum Council and Promotion and Matriculation (P&M) Committee with final approval by the WCUCOM Dean. The WCUCOM Dean has the authority to approve, disapprove, modify or return such recommendations for further consideration or revision. The decision of the WCUCOM Dean is final in all cases concerning student academic performance.

The P&M Committee defines the procedures by which students are considered for promotion, graduation, remedial instruction, placement in the curriculum after returning from a leave of absence, and academic dismissal. The P&M Committee consists of voting faculty members from both the biomedical and clinical sciences. Non-voting advisory members of the P&M Committee include the Associate Dean, Student Affairs; Associate Dean, Preclinical Sciences; Associate Dean, Academic Affairs; and Associate Dean, Clinical Sciences. The members of the P&M Committee, in consultation with faculty advisors and faculty members, attempts to identify how students in academic difficulty may be helped in order to continue and complete their professional training within the policies set forth by the WCUCOM.

The Student Affairs Committee is responsible for the deliberation and recommendations to the WCUCOM Dean in matters involving violations of student conduct, professionalism, classroom etiquette, code of ethics, and WCUCOM rules and policies not directly related to academic performance. The student affairs committee is also charged with determining compliance with conditions for readmission and return from leaves of absence. (See Disciplinary Issues.)

Students are evaluated on the basis of their performance on assignments as well as on their achievements on regularly scheduled written and practical examinations. These results are kept by each Course Director. Individual Course Directors review OMS 1 and OMS 2 grades after each testing period and counsel students in academic difficulty. The Course Director will submit the names and numerical grade(s) of OMS 1 and OMS 2 students who are in academic difficulty to the Associate Dean, Academic Affairs with a copy to the Associate Dean, Student Affairs. Exam failures are then referred to the P&M Committee for review and recommended actions.

The Office of the Associate Dean, Clinical Sciences reviews all OMS 3 and OMS 4 student assessment data on a periodic basis to ensure that the students' performances are meeting or exceeding the educational objectives set for the respective rotations. The Associate Dean, Clinical Affairs, serves as a "super" Course Director for Clinical Rotations and assumes responsibility for forwarding the grades of students in difficulty on clinical rotations to the

Associate Dean, Student Affairs and the Associate Dean, Academic Affairs. Failure of any clinical rotation will be referred to the P&M Committee for review and recommended actions.

The Associate Dean, Student Affairs, the Associate Dean, Clinical Affairs, and the Associate Dean, Preclinical Sciences communicate with the Associate Dean, Academic Affairs, regarding students in academic difficulty throughout all four years of the curriculum. Written communication to students regarding academic deficiencies is provided by the Associate Dean, Academic Affairs or Associate Dean, Clinical Sciences within five business days of the P&M recommendation to the Dean. The Associate Deans may convene a meeting of the P&M Committee, if necessary, to counsel students in academic difficulty.

Any student who is identified by the Course Directors or the Office of Academic Affairs as unsatisfactory in academic and/or clinical performance will be referred to the Promotions and Matriculation Committee for a complete review of his/her record. The committee shall consider, among other topics, grades, faculty evaluations, professional demeanor, professional conduct, concern for the welfare and dignity of patients, concern for the rights of others, responsibility to duty, trustworthiness, ethical conduct, aberrant behavior, and general or specific conduct meriting concern. At these meetings, the committee will formulate recommendations for individual students based upon data provided by the Offices of the Associate Dean, Academic Affairs and Associate Dean, Student Affairs and others. These recommendations may include, but will not be limited to, 1) a program of remedial instruction, 2) leave of absence, or 3) dismissal. The committee may request the appearance of a student at any scheduled meeting to discuss matters pertaining to his/her standing. A student may also request a personal appearance before the committee during its regularly scheduled meetings.

At the end of the academic year, the P&M committee reviews all transcripts, records, and reports to determine if a student has fulfilled all academic requirements, and has maintained the standards of ethical, moral, personal, and professional conduct required for the continued study of osteopathic medicine. The P&M Committee may recommend promotion to the following year, repetition of the year just completed, remediation of specific courses, or dismissal based upon the summary of academic information provided by the Associate Dean, Student Affairs, and the Associate Dean, Academic Affairs. Students are considered for promotion one academic year at a time. Eligibility for promotion to the next higher academic year is determined by the student's successful completion of the appropriate academic, professional, and financial requirements of WCUCOM. Students who have successfully completed all requirements will be recommended to the Faculty Congress for promotion to the next year.

Students with failures or incompletes, for whatever reason, are not eligible for promotion, and will be considered for appropriate remediation or dismissal. No student may advance a year at WCUCOM with a failing grade or an incomplete in any course. All clinical rotations must be successfully completed with a passing grade prior to graduation.

In the event that a student is placed in a different peer cohort and the student has met all requirements for progression into the cohort level, the student will be required to comply with all WCUCOM policies as applied to the new cohort. Examples of such instances could include a student entering a decelerated curriculum, failure to be promoted, withdrawal and returning, returning from a leave of absence, or other conditions. This applies whether or not such policies and requirements have changed during the period of absence. In the event of a change of policy that affects a student's ability to return, WCUCOM requires the student to meet the requirement(s) of the new policy.

In all cases, the welfare of students, the institution, and the general public served by our graduates is paramount to the deliberations and recommendations set forth by the advisory committees. WCUCOM reserves the right to require the withdrawal of any student at any time it is deemed necessary to safeguard the WCUCOM ideals of scholarship and character or to secure compliance with its regulations.

### **Student Review by the P&M Committee**

The P&M Committee 1) reviews the academic records of WCUCOM students to monitor the fulfillment of academic requirements, 2) determines eligibility for ongoing study or appropriate remedial action, 3) tracks progress of students with academic deficiencies, and 4) recommends appropriate action to the WCUCOM Dean regarding grades, absences, remediation, promotions, graduation, dismissal, and placement after a leave of absence. Formative review of student progress is undertaken several times each semester. In addition, at the end of the academic year, the P&M Committee conducts a summative review of all transcripts, records, and reports to confirm whether students have fulfilled their academic requirements. The P&M Committee may recommend promotion to the following year, repetition of the year just completed, remediation of specific courses, or dismissal. All final recommendations regarding student academic performance, remediation, or probationary status are submitted in writing by the chair of the P&M Committee to the Associate Dean, Academic Affairs and Associate Dean, Student Affairs with a copy to the WCUCOM Dean. The WCUCOM Dean acts upon the committee's recommendations and may do the following:

- Promote students whose work is satisfactory
- Warn students whose academic progress is at risk that they must improve their scholastic performance
- Direct that students whose work is unsatisfactory be placed on probation with an opportunity to repeat specified courses
- Approve the dismissal of a student who is considered an unpromising candidate for the degree of Doctor of Osteopathic Medicine

The WCUCOM Dean, with the advice of the P&M Committee, can require the withdrawal of a student at any time if, in the opinion of the majority of the members of the committee, the student should not continue in the WCUCOM.

If the student is not in agreement with the remediation or dismissal recommendation of the P&M Committee, he/she follows the Appeals Procedure. If the decision is appealed, the student will be considered enrolled at WCUCOM until the appeal is acted upon.

### **Academic Promotion**

Promotion is defined as progression from one academic year to the next. Students are considered for promotion one academic year at a time. Satisfactory academic progress and eligibility for promotion to the next higher academic year is determined by each student's successful completion of the appropriate academic, professional, and financial requirements of WCUCOM each academic year. A student who is marginally passing his or her courses in any academic year (as defined in the section Students at Academic Risk) may be considered to have poor academic performance and, therefore, is subject to review by the P&M Committee for lack of satisfactory progress. Students with failures or incompletes, for whatever reason, are not eligible for promotion and will be considered for appropriate remediation or dismissal. No student may advance a year at WCUCOM with a failing grade or an incomplete in any course. All clinical rotations must be successfully completed with a passing grade prior to graduation.

At the end of each year, the P&M Committee presents a list of students who have satisfactory academic progress and eligibility for promotion to the next higher academic year/meet all requirements for graduation to the WCUCOM Faculty Congress. The Faculty Congress will make a recommendation to the WCUCOM Dean for approval or denial.

The WCUCOM Dean will recommend to the President and the Board of Trustees of WCU the names of candidates who meet all requirements for graduation and have been recommended by the Faculty Congress.

### **Students at Academic Risk**

Both the Office of the Associate Dean, Academic Affairs and Associate Dean, Clinical Sciences review student assessment data on a periodic basis to ensure that each student's performance is meeting or exceeding the educational objectives set forth for the respective courses or rotations. The names and numerical grade(s) of students in difficulty are referred to the P&M Committee for review and recommended actions. If necessary, the Associate Dean, Academic Affairs and Associate Dean, Clinical Sciences may convene a meeting of the P&M Committee to counsel students in academic difficulty.

The P&M Committee will formulate recommendations for individual students based upon data provided by the Course Directors, Offices of Academic Affairs, Clinical Sciences, and Student Affairs, and others. These recommendations may include, but will not be limited to 1) a program of remedial instruction, 2) leave of absence, or 3) dismissal. The committee may request the appearance of a student at any scheduled meeting to discuss matters pertaining to his/her standing. A student may also request a personal appearance before the committee during its regularly scheduled meetings.

The Associate Dean, Student Affairs, the Associate Dean, Clinical Sciences, and the Associate Dean, Preclinical Sciences communicate with the Associate Dean, Academic Affairs regarding

students in academic difficulty throughout all four years of the curriculum. Written communication to students regarding academic deficiencies is provided by the Associate Dean, Academic Affairs or Associate Dean, Clinical Sciences within five business days of the P&M recommendation to the WCUCOM Dean.

Early identification of and appropriate intervention for students with potential academic problems is an important part of WCUCOM's program. Such students will be classified as Academically-at-Risk Category 1 (Academic Warning) or Category 2 (Academic Probation).

### **Category I: Academic Warning**

Academic Warning status is used by the P&M Committee to notify a student of unsatisfactory progress. This status is official notice to the student that his/her performance requires immediate attention and increased work effort in order to avoid ongoing academic difficulty. Academic Warning status is most frequently used for students who fail any one COMLEX examination or one or more course/rotation examinations. Students on academic warning are required to meet with their Course Director or Associate Dean, Clinical Sciences and to complete all agreed-upon learning programs. They are prohibited from participation in student clubs, organizations, and peer tutoring, as well as travel to conventions, conferences, meetings, recruiting trips, or other travel that will require time away from the agreed-upon learning programs. The P&M Committee can recommend other prohibitions at their discretion. When a student on Academic Warning successfully passes the course/rotation in which he/she failed an exam, the student may be removed from Academic Warning status by the P&M Committee. The Office of Academic Affairs will send out all letters regarding academic Warnings. The fact that a student has been assigned an Academic Warning will not become part of the student's permanent record.

Students who fail to comply with all requirements of Academic Warning will receive a private letter of admonishment or other disciplinary action at the discretion of the P&M Committee. If a student's academic performance does not improve, the student will be required to meet with the P&M Committee to determine what steps should be taken to facilitate his/her progress.

### **Category II: Academic Probation**

Students with a cumulative percentage grade average below 70% for any class/rotation at the close of the academic semester are automatically placed on Academic Probation. The P&M Committee has wide discretion on placing a student on Academic Probation. In general, a student who fails one course or clinical rotation in his/her academic career, one Objective Structured Clinical Examination (OSCE), or any two COMLEX examinations will be placed on Academic Probation for a period of at least one calendar year. In the case of failed COMLEX examinations, the student will be on Academic Probation at least until the student has passed the examination. (See COMLEX Policies and Procedures.)

Following notification by the P&M Committee that a student has received a failing grade, the WCUCOM Dean will communicate in writing to the student citing the reason(s) for this probationary classification. The records of all students on Academic Probation will be

periodically reviewed each semester by the P&M Committee to monitor the need for continuance of the probationary status.

A student shall remain on probation until such time as the P&M Committee notifies the WCUCOM Dean of successful passage of the failed course(s) or COMLEX exam(s), or if repeating the year, until successful passage of the entire year. At that time, the student shall be removed from probation and notified by the WCUCOM Dean.

Academic Probation requires the following:

- Mandatory, ongoing review by the P&M Committee according to a schedule set out by that Committee
- Student compliance with all recommendations of the P&M Committee
- Prohibition against student holding any office in student government, clubs, etc.
- Prohibition against student serving on any committees or as a peer tutor
- Prohibition against student travel to conventions, conferences, meetings, recruiting trips or other travel that will require time away from the classroom
- Participation in an individualized remediation program designed with an academic counselor
- The committee may make other academic requirements.

Students on Academic Probation who fail to meet all requirements of Academic Probation will be recommended for dismissal.

Since academic grades are only one criterion for academic probationary status, the P&M Committee may confer with the Student Affairs Committee, and either committee may recommend probationary status at any time even though a student's cumulative average is 70% or higher. Probation, mandatory leave of absence, or dismissal may also be considered by WCUCOM for any student who fails to maintain standards of ethical, moral, personal, or professional conduct, who fails to abide by WCUCOM policies, rules, and regulations, who fails to fulfill legal or financial obligations, or is considered to be mentally or emotionally unfit or impaired.

### **Academic Course/Rotation Remediation**

Students must remediate all course/rotation failures ("F") or incompletes ("I") prior to beginning the next academic year. The student is placed on probation until the failures/incompletes are successfully remediated in a timely manner. Course Directors will have specific input into the selection or provision of a remedial course for a student who has failed a course. Upon the submission of a failing final grade for a student, the Course Director will submit a proposed form of remediation to the P&M Committee with copies to the appropriate Associate Dean, Academic Affairs and, at the Course Director's discretion, to the student. The P&M Committee, in consultation with the Course Director and Associate Dean, Academic Affairs will review remediation options for the student before final approval. If remediation is approved by the P&M Committee, then the student will work with the Course Director and Associate Dean, Academic Affairs in completing the final remediation process.

Copies of this recommendation will be forwarded from the Associate Dean, Academic Affairs to the WCUCOM Dean.

Failing/incomplete grades may be removed by passing a remedial course or examination at WCUCOM or by earning a 70% grade or better at another college acceptable to the appropriate Course Director. This final passing grade will be recorded on the student's transcript; however, the grade recorded from the remediated course in no case can be greater than 70%, and 70% will be used to determine the student's overall grade point average for the class that is being remediated. Students who fail remediation of any OMS 1 or OMS 2 course or any clinical rotation in the OMS 3 and OMS 4 years, regardless of assigned credit hours, are subject to dismissal.

Students may be eligible to repeat the academic year at the discretion of the P&M Committee and the WCUCOM Dean, depending upon particular circumstances. One clinical rotation may be remediated with the written approval of the Associate Dean, Clinical Sciences. Failure of a second clinical rotation, even if the prior failed clinical rotation was successfully remediated, will be referred to the P&M Committee and may result in a recommendation for dismissal to the WCUCOM Dean.

### **Repeating of an Academic Year**

The P&M Committee may recommend that a student repeat an entire academic year. In this instance, the student must retake and pass *all* courses regardless of previous performance. All grades received at WCUCOM during the repeated academic year will be recorded on the student's transcript as the average of the previous academic year, and those received in the repeated academic year will be used in calculating the overall grade point average. This is the average that will be used for class ranking. Grades of all successfully repeated courses that result in an average score of less than 70% will be recorded as 70%. Students repeating OMS 1 year and on Academic Probation are considered to be "admitted with conditions." Those conditions will be so stated in the formal probation letter from the WCUCOM Dean. In the case of OMS 2, OMS 3, and OMS 4 students repeating an academic year, the Academic Probation will be automatically removed at the end of the year when all classes are successfully completed unless so stated in a letter documenting the terms of a conditional repeat. (See Appeal Procedure of Academic and Disciplinary Issues.)

### **Academic Dismissal**

In cases where dismissal is being considered, the dismissal will not become final until the WCUCOM internal appeals process, if instituted, has been completed, and a final determination of academic status has been made by the WCUCOM Dean. The effective date of dismissal will be the date of final action by the WCUCOM Dean. Pending the WCUCOM Dean's final decision and in accordance with WCUCOM-specific policies governing student dismissals, if the student is allowed to continue his/her participation in academic activities, he/she will continue to be bound by all school and university regulations and obligations, including those regarding the assessment and collection of tuition and fees.

Reasons for dismissal may include, but are not limited to, the following:

- Failure in two or more courses during the OMS 1 or OMS 2 years
- Failure of two or more clinical rotations during the OMS 3 or OMS 4 years
- Failure of the same course two times (For purposes of clarity, “same course” is defined as any two courses where the Associate Dean, Academic Affairs and the Course Director agree the content is significantly similar as to generally be recognized as “the same course.” )
- Failure of any course during a repeated year of study
- Failure of remediation of any course, regardless of assigned credit hours
- Failure of the same COMLEX exam three times
- Failure to complete all required coursework within the maximum time frame specified for the degree program, not including approved leaves of absence
- Absence of the personal qualifications and attributes deemed necessary to perform the duties of an osteopathic medical student and the osteopathic medical profession

WCUCOM reserves the right to dismiss any student at any time prior to graduation. Circumstances warranting such action may be of an academic, legal, or social nature among others. (See Appeal Procedure of Academic and Disciplinary Issues.)

## **ACADEMIC REQUIREMENTS**

### **Academic Policies Specific to OMS 1 and OMS 2**

- Students must pass all courses in an academic year in order to progress into the next academic year.
- A student has failed a course when he/she receives a grade of “F” at the completion of the course, after any approved remediation has been completed.
- The P&M Committee, in consultation with the Course Director and Associate Dean, Academic Affairs, will review remediation options for the student before final approval.
- The P&M Committee will recommend that any student with a cumulative percentage grade average below 70% for any class (See Category II: Academic Probation) be placed into one of three categories with possible restrictions and modifications:
  - Remediation
  - Repeat the academic year in full
  - Dismissal from WCUCOM
- Students who fail remediation of any course are subject to dismissal.
- Students who fail a course that is being repeated (due to a previous failure) will be recommended for dismissal.
- Students must complete all coursework in the maximum time frame specified for their degree program, not including approved leaves of absence.



## **Academic Policies Specific to OMS 3 and OMS 4**

- Students in the clinical years must pass all rotations.
- Students may not begin their OMS 4 clinical rotations until they have successfully completed all of their required OMS 3 rotations.
- Students may not begin their OMS 4 clinical rotations until they have passed the Patient Care and OMT Competency Course.
- Students who take an approved leave of absence or who are placed on directed study during clinical rotations are required to make up any rotations or partial rotations that are missed. Makeup dates will be scheduled by the Clinical Rotations Office. Students are not permitted to schedule their own makeup dates. Students are not permitted to make up any rotation at the same time they are scheduled for another rotation.
- The Associate Dean, Clinical Sciences has the option of allowing students who have failed a written COMAT or end-of-rotation examination to remediate by repeat examination or essay if the clinical performance of the student was adequate. If the student is unsuccessful in remediating the exam, the student must repeat the rotation.
- Students who fail a required rotation will be mandated to repeat the rotation with a new Preceptor. This remediation will be scheduled by the Clinical Rotations Office and must be successfully completed prior to advancement to the OMS 4 year.
- Students who fail an elective rotation must complete another elective rotation. The student is not required to complete the additional elective in the same discipline. If the student fails the second elective, he/she will be recommended for dismissal.
- Students who fail a clinical rotation will be referred to the P&M Committee for a complete review of their records.
- Students who fail two rotations, before remediation, will be recommended to P&M and may be considered for dismissal.
- Students must complete all coursework within the maximum time frame specified for their degree program, not including approved leaves of absence.

## **Student Evaluation (Grading) for OMS 3 and 4 Rotations**

The basis for the rotation grade is discussed in detail in the *WCUCOM Clinical Rotations Manual*. It is important that students note that end of rotation grades cannot be computed until all grade components have been submitted to the WCUCOM Clinical Rotations Office. Student grades will not be posted until the Student Evaluation of the Preceptor(s) has been received for that rotation. A student will not be certified as having completed all requirements for graduation until all rotation grades are posted.

## **DISCIPLINARY ISSUES**

### **Student Affairs Committee**

The Student Affairs Committee is responsible for the deliberation and recommendations to the WCUCOM Dean in matters involving violations of student conduct, professionalism, classroom etiquette, code of ethics, and WCUCOM rules and policies not directly related to academic performance. Substantial compliance with any conditions associated with the leave of absence will also be determined by the Student Affairs Committee, and a recommendation to the WCUCOM Dean will be made prior to granting a return from leave.

### **Membership of the Student Affairs Committee**

- The membership will include six full-time faculty—five members plus a Chair.
- The Chair and one biomedical and one clinical faculty will be appointed by the Dean of WCUCOM.
- Three members will be elected by the faculty. These will include at least one biomedical and one clinical faculty.
- The committee will include two non-voting ex-officio members—the Associate Dean, Student Affairs and the Faculty Congress President, unless the Faculty Congress President is appointed or elected as a full voting member. The Faculty Congress President may be appointed as the Chair.

### **Guidelines Regarding Student Violations of Student Conduct, Professionalism, Classroom Etiquette, Code of Ethics, and WCUCOM Rules and Policies Not Directly Related to Academic Performance**

*Filing of a complaint of violations of student conduct, professionalism, classroom etiquette, code of ethics, and WCU or WCUCOM rules and policies not directly related to academic performance*

If an individual has violated WCUCOM policy as outlined in the *WCUCOM Student Handbook and Catalog* under the sections titled “Code of Ethics” and “Professional Standards” or other sections regarding professional, ethical, personal or other conduct, the conduct should be reported to the Chairperson of the Student Affairs Committee. Anyone with knowledge of such offenses should report the same *within* 30 days after discovery of the incident. The committee will review the report and will schedule a meeting with the student and complainant(s) if the accusations are felt to be warranted.

## **Complaint Procedures**

- a. Any charge, accusation, or allegation which is to be presented against a student, and, which if proved, may subject a student to disciplinary action, must be submitted in writing in as complete detail as possible to the Office of the Associate Dean, Students Affairs promptly by the individual, organization, or department making the accusation.
- b. The Associate Dean, Students Affairs of the college or his or her designee will conduct a preliminary investigation in order to determine whether disciplinary actions should be instituted. The Associate Dean, Students Affairs or his or her designee will advise the student of the charge(s) against them, consult with other parties who may be involved or who have information regarding the incident, and review other relevant material. Following this preliminary investigation, which shall be concluded within 30 days of the filing of the complaint, the Associate Dean, Students Affairs or designee shall take one of the following actions:
  - i. Recommend to the Student Affairs Committee that the matter be dismissed if there is no basis for the allegation(s) or the allegation(s) does not warrant disciplinary actions. If the Student Affairs Committee agrees with the recommendation, a written report will be filed with the Office of the WCUCOM Dean. The individuals involved shall be notified electronically by the WCUCOM Dean that the complaint has been dismissed. The complainant may, if they choose, appeal the Associate Dean, Student Affairs' decision directly to the Student Affairs Committee.
  - ii. Refer the matter to conciliation. The accused student shall receive notice in writing electronically if a matter is referred.
  - iii. Refer the matter to the Student Affairs Committee for recommendation to the WCUCOM Dean

## **Conciliation Conference**

If the Associate Dean, Student Affairs has a reasonable expectation that an equitable decision can be determined by a Conciliation Conference, he/she may use this vehicle to resolve the matter. A Conciliation Conference is not required before the matter is referred to the Student Affairs Committee. The Conciliation Conference, if conducted, shall be conducted by the Associate Dean, Students Affairs or a qualified staff or faculty member designated by the Associate Dean, Students Affairs (Conciliator).

The following procedures shall be in effect at this conference:

- If the complaint is found to lack merit, the Associate Dean, Student Affairs will report this opinion to the Chairperson of the Student Affairs Committee. If the Student Affairs Committee agrees with the recommendation, a written report will be filed with the Office of the WCUCOM Dean. The individuals involved shall be notified electronically by the WCUCOM Dean that the complaint has been dismissed. The complainant may, if they choose, appeal the Associate Dean, Student Affairs' decision directly to the Student Affairs Committee.
- An effort will be made to resolve the matter by mutual agreement.
- If an agreement is reached, the Conciliator shall report his/her recommendation to the Student Affairs Committee. If the Student Affairs Committee agrees with the recommendation, a written report will be filed with the Office of the WCUCOM Dean. The individuals involved shall be notified electronically by the WCUCOM Dean that the complaint has been dismissed. The complainant may, if they choose, appeal the Associate Dean, Student Affairs' decision directly to the Student Affairs Committee.
- If no agreement is reached, or if the student fails to appear, the Associate Dean, Students Affairs or Conciliator shall refer the matter to the Student Affairs Committee.
- The Conciliator may speak in a college hearing regarding information received during the Conciliation Conference.

### **Notice to Appear Before the Student Affairs Committee**

If a student is required to appear before the Student Affairs Committee, the student will be notified in writing by email using the student's WCUCOM email, giving him/her five business days' notice from the date the notice is sent providing the time, date, and location of the meeting. This policy is to ensure that the student has sufficient time to prepare for his/her appearance before the Student Affairs Committee. *Notice sent to WCU maintained email address will constitute receipt by the student.* Failure of the student to appear, without prior notice to the committee Chair, will not preclude the Student Affairs Committee from proceeding with the scheduled hearing or making a recommendation to the WCUCOM Dean.

The notice shall contain the following:

- a. An itemized statement of the accusations(s) made against the student, including the rule, bylaw, or regulation he/she is charged with violating, and the possible penalties for such violation. Such statement may be amended at any time, including during the

proceedings if information regarding additional charges, or the need to drop a charge, is discovered.

- b. A statement that the student is entitled to the following considerations:
  - i. to present his/her side of the situation
  - ii. to present persons having information about the incident and any documentation pertinent to the accusation on his/her behalf with written pre-approval of the Student Affairs Committee
  - iii. to question persons having information pertinent to the accusations
  - iv. to remain silent without admitting culpability
  - v. a warning that any facts or materials presented to the committee could be used at a non-college hearing such as in a civil and/or criminal proceeding

It should be noted, however, that if school officials determine that there exists evidence of a security issue or other conditions that might place WCU students, faculty, staff, or any additional personnel at risk, the prior notice timeline and summary of charges may be shortened or waived.

### **Student Affairs Committee Procedures**

The following procedures shall apply at the hearing before the Student Affairs Committee:

- a) The Chairperson shall preside at the hearing. The Chairperson shall inform the student of the charges, the hearing procedures, and students' rights.
- b) After completing this step, the chairperson shall ask the student charged to admit or deny culpability.
  - i. If the student admits culpability, the student shall be given an opportunity to explain his/her actions before the committee.
  - ii. If the student denies culpability, the complainant will present the college's charges. The person filing the original complaint will be responsible for presenting the college's documentation.
  - iii. At the conclusion of the college's presentation, the student may request the committee to dismiss the matter.

- iv. If the motion to dismiss is denied by the committee, the student shall be given an opportunity to present his or her explanation of the pertinent facts.
- c) Prior to the student's presentation at the hearing, the Chairperson shall rule on any questions involving the impartiality of any committee member or the adequacy of the notice of the accusation(s) as presented by the college or the student.
  - i. Subsequent thereto, the Chairperson may only rule on the sufficiency of the materials/facts and may exclude irrelevant, immaterial, or unduly repetitive materials/facts.
  - ii. However, if either party wishes to question the impartiality of a committee member on the basis of materials/facts, which were not previously available at the inception of the hearing, the Chairperson may rule on such a motion.
  - iii. The Chairperson shall exclude anyone who wishes to appear as a person having information pertinent to the accusations, except those persons currently speaking, the accused student during the testimony, and committee members.
- d) The college shall make a record of each fact-finding hearing by minutes. Tape recording or the equivalent is permitted for transcription purposes only. A disciplined student is entitled to request a copy of any minutes without cost.
- e) Student Affairs Committee meetings are closed hearings, open only to the student, committee members, and invitees of the Chairperson who may include witnesses.
- f) The college bears the burden of proving the accusation(s) by a preponderance of the relevant materials/facts.
- g) The role of the Student Affairs Committee is to listen to the materials/facts, ask questions of any person presented as having information pertinent to the accusations, review the testimony and relevant materials/facts presented at the hearing, and render a determination as to whether or not a WCU or WCUCOM standard has been violated.
- h) At the end of the fact-finding phase, the following may take place:
  - i. The student may, with the permission of the chairperson, introduce additional records, such as character references.
  - ii. The college will introduce a copy of the student's previous disciplinary record, provided the student was shown a copy of the record prior to the fact-finding phase.

- iii. The disciplinary record shall not be reviewed by the committee until after the committee has made its findings of fact.
  - iv. In the event the student has been determined to have violated WCU or WCUCOM standards, the records and documents introduced by the student and the college shall be used by the committee to determine a recommendation to the WCUCOM Dean of appropriate penalty.
- i) The committee shall deliberate in closed session. Motions on recommendations to the WCUCOM Dean must pass by a majority vote of members present. The committee's decision shall be based solely on materials/facts presented at the hearing.
  - j) The WCUCOM Dean shall be sent a copy of the Student Affairs Committee's decision within 10 days of the conclusion of the hearing.
  - k) The WCUCOM Dean will make a final decision, communicating this decision to the student and appropriate WCUCOM officials.
  - l) The committee may have more than one meeting with the student in order to address the concerns of the committee and give the student an opportunity to respond to the questions and charges.
  - m) The following are prohibited in all Student Affairs Committee meetings unless otherwise authorized in writing by the WCUCOM Dean:
    - Electronic recording of the meeting, except for official minutes
    - Legal counsel
    - Uninvited individuals
  - n) The findings of the Committee must be communicated to the WCUCOM Dean within five business days, excluding WCUCOM holidays. The Office of the WCUCOM Dean will consider the Committee's findings and recommendations and notify the student within five business days, excluding WCUCOM holidays of the final decision. The final decision will either be a) no action at this time, b) warning, c) probation, d) probation with conditions, or e) dismissal.

### **Non-academic Warning**

The most recent edition of the *WCU Student Handbook* states that a letter of warning may be given in lieu of a more stringent penalty. The WCUCOM Student Affairs Committee may enact

this disciplinary device when a finding of violation of the standards stated above are found to exist (a finding of guilty), but in the majority opinion of the committee, probation or dismissal is over prescriptive. Letters of non-academic warning will be considered as part of the committee's recommendation of future infractions.

### **Non-academic Probation**

Probation is defined as a warning in that any future behavior/situations inconsistent with the professional behavior outlined in the *WCUCOM Student Handbook and Catalog* or deemed inappropriate by the Student Affairs Committee may result in his or her immediate dismissal from WCUCOM. The Student Affairs Committee will make a recommendation to the WCUCOM Dean regarding whether the probationary status is to be recorded in the student's academic file. Any student put on probation will remain so for the stated time, which may include his or her entire stay at WCUCOM. Letters of non-academic probation will be considered as part of the committee's recommendation of future infractions.

### **Non-Academic Probation with Conditions**

This form of probation includes all of the sanctions of probation. In addition, the student's continued enrollment at WCUCOM is based on the student fulfilling certain obligations as set forth by the Office of the WCUCOM Dean. Failure to meet the terms and conditions of a non-academic probation with conditions will result in either

- Immediate dismissal by the WCUCOM Dean or
- Referral back to Student Affairs for a recommendation to the Dean. Under such circumstances, the Chair of the Student Affairs Committee will allow the student to appear as described above.

### **Non-Academic Dismissal**

WCUCOM reserves the right to dismiss any student at any time prior to graduation. Circumstances warranting such action may be of an academic, professional, legal, or social nature, among others.

If a student is dismissed, there will be no refund of tuition, fees, or other payments previously made to WCU or WCUCOM.

### **Appeals**

Appeals shall follow those outlined in the most recent *WCUCOM Student Handbook and Catalog* that is in effect at the time of the infraction.



## **Student Grievances**

An academic grievance is a dispute concerning some aspect of academic involvement arising from an administrative or faculty decision which the student claims is unjust, arbitrary, or capricious. Students are responsible for making every attempt possible to resolve issues informally and immediately. The student should discuss the issue with the Instructor/Course Director. If the grievance is not resolved informally, the student may present a written grievance to the appropriate WCUCOM official.

A student's grievance concerning a WCUCOM faculty or staff member should be made to the WCUCOM Associate Dean, Student Affairs or the Dean. A grievance concerning a WCU faculty (non-COM faculty) or staff member should be made to the person's immediate supervisor or to the WCU Vice President of Academic Affairs. The supervisor shall resolve the grievance expeditiously according to procedures outlined in the student/faculty handbooks.

A grievance concerning another student should be made to the WCUCOM Associate Dean, Student Affairs or the Student Affairs Committee Chair. After a written grievance is received, a response to the grievance will be issued within 10 business days. After a response by the appropriate WCUCOM official, any grievance may be appealed to the President of WCU. Such appeal must be in writing and must be filed within five calendar days of the response.

Complaints regarding Family Educational Rights and Privacy Act are outlined in the section heading "FERPA."

Complaints or grievances concerning WCUCOM accreditation standards and procedures should be submitted in writing to the Secretary, Commission on Osteopathic College Accreditation, American Osteopathic Association, 142 East Ontario Street, Chicago, IL 60611; Phone: 312.202.8097; Fax: 312.202.8397; [predoc@osteopathic.org](mailto:predoc@osteopathic.org). Upon receipt of the complaint, the WCUCOM Dean will assign an ad hoc committee composed of the Associate Dean responsible for the area of accreditation concern, three faculty members, one which would be related to the academic concern, and two students selected by the Student Government Association (SGA).

The committee shall review the complaint(s) and determine whether the appropriate standards were met according to the most recent publication of the Accreditation of Colleges of Osteopathic Medicine: COM Accreditation Standards and Procedures. If the committee determines, in its opinion, that the academic standards are not in accordance with the American Osteopathic Association Commission on Osteopathic College Accreditation standards, the committee shall provide corrective recommendations that will bring WCUCOM in accordance with the standards. The committee report shall be submitted to the WCUCOM Dean for consideration and corrective action.

The WCUCOM Dean will then provide the student with a written response within 30 days of receipt of the complaint. Should the student complaint related to accreditation be upheld and valid, WCUCOM will establish, as a method of performance improvement, a monitoring of the accreditation deficiency for a period of no less than five years to monitor the corrective action

with yearly reporting to the WCUCOM Dean to ensure compliance. At no time will any adverse action be allowed against the student(s) reporting the adverse accreditation standard. Any reportable adverse activity against the student(s) will result in disciplinary action as delineated above.

All complaints or grievances and the WCUCOM Dean's written response, adjudication, and resolution of such complaints will be filed and maintained in the Office of the WCUCOM Dean.

### **Check-out Procedures for Student Dismissal or Withdrawal**

It is imperative that a student who leaves WCUCOM for any reason goes through the check-out procedure before his/her dismissal or withdrawal. Failure to complete this exit procedure will give WCUCOM the right to withhold all records pertaining to the student's attendance. The check-out procedure is as follows:

- If the student is withdrawing, he/she must supply the Associate Dean, Student Affairs with a letter of resignation.
- For withdrawal requests, the Associate Dean, Student Affairs will make a recommendation to the WCUCOM Dean to accept or deny.
- All withdrawals must be approved by the Dean.
- If the request is accepted, the WCUCOM Dean will notify the student, the Associate Registrar for WCUCOM, and the WCUCOM Associate Dean, Student Affairs.
- If the student is being dismissed, the Promotions and Matriculation Committee Chair or the Student Affairs Committee Chair will make a recommendation to the WCUCOM Dean.
- If the recommendation to dismiss is accepted, the WCUCOM Dean will notify the student, the initiating Chairperson, the Associate Registrar for WCUCOM, and the WCUCOM Associate Dean, Student Affairs.
- If the student disagrees with the decision, he/she should refer to Appeals of Remediation, Warning, Probation, Denied LOA Request/Re-entry, and Dismissal.
- As soon as the Associate Dean, Student Affairs is formally notified by the Dean of the final decision of a student's withdrawal or dismissal, a memorandum stating the change in the student's status will be produced, and all appropriate WCUCOM offices and professors will be notified.
- Before leaving campus, the student must undergo an exit interview with the following:
  - WCUCOM Student Affairs Office
  - WCU Student Services Office
  - Financial Aid Office
  - Business Office
  - Library
  - The student must report to the Associate Registrar for WCUCOM to complete the withdrawal process.

## LEAVE OF ABSENCE (LOA) POLICY

Leaves of absence are intended to accommodate a student who experiences life situations, medical conditions, or psychological conditions that significantly impair his or her ability to function successfully or safely as a student. In these instances, time away from the university for treatment and recovery will allow the student to recover to a level that will enable him or her to participate fully in academic coursework and the university community.

As part of the medical community, students function not just as individuals, but also as connected parts of the university, the community, and healthcare environment. When a student becomes impaired to the extent of requiring a leave of absence, this impairment often impacts that larger community. WCUCOM has a vested interest and a responsibility, both to the student and the larger community, to establish criteria regarding eligibility for re-enrollment following a leave of absence. The criteria include, but are not limited to, compelling evidence that the condition that precipitated the leave of absence has been sufficiently addressed to the point where it will no longer adversely affect the student's safety and functioning. *Therefore, WCUCOM reserves the right to deny readmission to any student who has requested to return from a leave of absence.* Substantial compliance with any conditions associated with the leave of absence will be determined by the Student Affairs Committee, and a recommendation to the WCUCOM Dean will be made prior to granting a return from leave. Recommendations for exact placement in the program of study will be made by the P&M Committee and will be determined by several factors that include, but are not limited to, the student's pre-leave status and length of leave of absence.

Leaves of absence may be either mandatory or voluntary for any of the reasons listed below.

All leaves of absence must be requested in writing to the Associate Dean, Student Affairs, who will review the request and make a recommendation to the WCUCOM Dean. All leaves of absence are granted for specific periods of time.

Due to the academic rigor of the OMS 1 and 2 years, leaves of absence exceeding two weeks in duration will necessitate the student wishing to return to enter a decelerated curriculum. Exact placement within the curriculum will be recommended to the WCUCOM Dean by the Promotions and Matriculation Committee.

A leave of absence will generally not be granted in the last two weeks of any semester in the OMS 1 and OMS 2 years for any condition that was present before the leave was requested. The WCUCOM Dean may grant an exception to this policy in circumstances such as, but not limited to, a sudden and unavoidable physical impairment. Students granted a leave of absence in the last two weeks of any semester will receive a grade of "I" (incomplete) for all course work in which they are currently enrolled. All incompletes must be completed before beginning the next academic year.

Students granted a leave of absence for more than two weeks duration during any semester will receive a grade of "W" withdrawal, "WP" withdrawing passing, or "WF" withdrawing failing based on the cumulative average in each course at the time the leave of absence is granted.

These grades will be part of the permanent record. All “W,” “WP,” and “WF” grades must be remediated within one year of return from leave of absence.

No “credit” will be given for completion of a partial term’s work.

Satisfactory academic progress and eligibility for promotion to the next higher academic year is determined by each student’s successful completion of the appropriate academic, professional, and financial requirements of WCUCOM each academic year regardless of leave of absence status.

All leaves of absence must be approved by the WCUCOM Dean.

### **Academic Standing for Leaves of Absence**

Leaves of absence are categorized as the student leaving in good academic standing or not leaving in good academic standing.

A “leave of absence in good academic standing” is one in which a student is granted a leave of absence having no incompletes or failures at the time the leave of absence is granted. The student will receive a letter from WCUCOM outlining any requirements before the student is allowed to return to campus. Students returning to WCUCOM from a leave of absence in good academic standing will be eligible for reinstatement as full-time WCUCOM students once they have notified the Associate Dean, Student Affairs, met all requirements to return as verified by the Student Affairs Committee, and return from leave has been approved by the WCUCOM Dean. Recommendations for exact placement in the program of study will be made by the P&M Committee and will be determined by several factors that include, but are not limited to, the student’s pre-leave status and length of leave of absence.

A “leave of absence not in good academic standing” is one in which the leave of absence is granted to a student who has one or more failures, withdrew failing (WF), or has incompletes on his or her transcript in any one term, including the term in which the request for a leave of absence is made. The student will receive a letter from WCUCOM outlining any requirements before the student is allowed to return to campus. Students returning to WCUCOM from a leave of absence not in good academic standing may be eligible for reinstatement as full-time WCUCOM students once they have notified the Associate Dean, Student Affairs, met all requirements to return as verified by the Student Affairs Committee, and return from leave has been approved by the WCUCOM Dean. Recommendations for exact placement in the program of study will be made by the P&M Committee and will be determined by several factors that include, but are not limited to, the student’s pre-leave status and length of leave of absence. These recommendations may include, but will not be limited to, 1) a program of remedial instruction, 2) continued leave of absence, 3) dismissal, or 4) repeat of the academic year. Such recommendations may include the student be placed in the status of Students at Academic Risk. Such students will be classified as Academically-at-Risk Category 1 (Academic Warning) or Category 2 (Academic Probation).

## Categories of Leave of Absence

A leave of absence may be granted from WCUCOM for one of the following four reasons:

1. *Medical Leave:* Enrolled students who become seriously ill can request a leave of absence for medical reasons. The request must be in writing and sent to the Associate Dean, Student Affairs; however, prior to officially requesting a medical leave, the student must contact the Office of the Associate Dean, Student Affairs to discuss how a leave will affect his/her progress in the academic program and to review options available to them. The amount of leave time depends on the severity of the illness. All medical leaves require documentation from a WCUCOM-approved physician or appropriate healthcare provider. WCUCOM reserves the right to require such providers have expertise related to the condition that warrants a leave of absence. Verification of expertise is solely at the discretion of WCUCOM. Documentation must include a diagnosis and a statement as to why the student cannot continue with his/her coursework.

Additional documentation from a WCUCOM-approved physician or appropriate healthcare provider verifying that the student is medically capable of returning to classes must be submitted to the Associate Dean, Student Affairs at least one month prior to the end of the leave-of-absence period. WCUCOM reserves the right to require such providers have expertise related to the condition that warrants a leave of absence. Verification of expertise is solely at the discretion of WCUCOM.

### Special Circumstances for Medical Leave

*Maternity leave:* Enrolled students who become pregnant can request a medical leave of absence for maternity reasons. The request must follow the rules for any other medical leave. The amount of leave time granted depends largely on the personal needs of the student and the timing of the birth within the academic program.

*A financial emergency:* A financial leave of absence may be granted when a student is temporarily unable to meet his/her financial obligations. Before returning to WCUCOM, the student must prove to the financial departments at WCUCOM that he/she has the financial capability to advance in his/her education. Recommendations for exact placement in the program of study will be made by the P&M Committee and will be determined by several factors that include, but are not limited to, the student's pre-leave status and length of leave of absence.

*Military reserve obligation:* WCUCOM is committed to assisting students called to active military duty. Students called to such duty will be considered on military leave. A military leave of absence is granted to students whose military reserve obligations may necessitate a period of absence from the academic program when they are called to extended active duty. Students returning to WCUCOM from active duty will be eligible for reinstatement as full-time WCUCOM students once they have notified the Associate Dean, Student Affairs and have supplied any pertinent military papers requested by the WCUCOM Dean. See Readmission below. Recommendations for exact placement in the

program of study will be made by the P&M Committee and will be determined by several factors that include, but are not limited to, the student's pre-leave status and length of leave of absence.

2. *Pursuit of an academic endeavor other than the regular classroom work either on campus or at another recognized teaching facility:* Such leaves of absence will be considered on an individual basis. With the exception of the joint degree programs, leaves of absence of this type will not normally extend beyond one academic year. Prior to officially requesting such a leave, the students must contact the Office of the Associate Dean, Student Affairs to discuss how a leave will affect their progress in the academic program and to review options available to them. Leaves in this category will not be granted solely for the purpose of extending the time available to meet requirements for graduation. The amount of leave time granted depends largely on the program of study to be pursued. A final decision will be reached after careful consideration is given to personal and professional circumstances.
3. *Family emergency:* Such leaves are granted solely at the discretion of the WCUCOM Dean.

#### **Leave of Absence on Clinical Rotations Not Otherwise Defined**

"Leave of absence on clinical rotations" is defined as an extended period (more than three days) away from service rotation activities that may become necessary due to matters of significant gravity not otherwise defined in the Leave of Absence Policy. The Supervising Physician and the Associate Dean, Clinical Sciences must be informed immediately of the absence. The student should submit a written request documenting why the leave of absence is necessary. The Office of the Associate Dean, Clinical Sciences will then assist the student in designing a plan to make up time missed from a rotation.

#### **Procedure to Request a Leave of Absence**

To request a Leave of Absence from the William Carey University College of Osteopathic Medicine, a student must do the following:

1. Obtain a Leave of Absence form from the Office of Associate Dean, Student Affairs.
2. Request a leave in writing as specified on the Leave of Absence form. The request must include the length of time desired for the leave; reasons for the request that are consistent with the *Student Handbook*; and a description of the activities that will make the leave necessary, meaningful and/or useful (outline a plan).
3. This written request must be brought/sent to the Associate Dean, Student Affairs, and the student must meet with the Associate Dean, Student Affairs, if possible. In the event of an emergency situation, communication by telephone will suffice.
4. The student must continue in course work, barring an emergency situation, until the leave of absence is approved.
5. The leave of absence may be recommended by the Associate Dean, Student Affairs for reasons outlined above.

6. All leaves of absence must be approved by the WCUCOM Dean.
7. The WCUCOM Dean, will notify the student and the Associate Registrar for WCUCOM in writing of the approval or disapproval of the request.
8. The student must report to the Associate Registrar for WCUCOM to complete the withdrawal process.

When the student completes all of these obligations, WCUCOM will then release the student's records upon the proper request. Dismissal and check-out forms are available in the WCUCOM Student Affairs Office.

*If a student who is requesting a leave of absence fails to complete the check-out procedure within two weeks of the date of commencing the leave for WCUCOM, the student will be administratively withdrawn from the college. Such student will no longer be considered to be on leave but will be considered to be withdrawn.*

When a student starts a leave of absence that is expected to last more than 180 days, the federal loan guaranteeing agencies will be notified that the student is no longer enrolled at WCUCOM. Students who take a LOA in excess of 180 days within a 12-month period is no longer eligible for financial aid. Students are encouraged to contact the WCU Financial Aid Office prior to requesting the leave of absence to explore ramifications associated with the anticipated leave.

#### **Procedure to Request Readmission After a Leave of Absence**

Following a leave of absence, a student must submit a written request for readmission to the WCUCOM Associate Dean, Student Affairs. Students requesting to return from a leave of absence must be able to comply with the Minimal Technical Standards. At the sole discretion of WCUCOM, a returning student may be required to submit and pass a Criminal Background Check (CBCK) and/or drug screen before being re-admitted.

Students requesting to return from a leave of absence are subject to review by the Student Affairs Committee and the Promotions and Matriculation Committee as stated above.

Once a recommendation is received from both committees, the WCUCOM Dean will approve or disapprove the return request. The WCUCOM Dean will notify the student and WCUCOM Registrar of the decision.

If a student fails to return from the leave of absence, for any reason, the withdrawal date will be the last date of attendance.

**Denial of Leave Request/Re-entry:** See Appeals Policy.

## **APPEALS POLICIES**

### **Appeal of Missed Exams**

Appeals of the Course Director's decisions regarding missed exams will be made to the Associate Dean, Academic Affairs. The decision of the Associate Dean, Academic Affairs is final.

### **Appeals of the Preceptors' Evaluations**

Appeals of the Preceptors' decisions will be made to the Associate Dean, Clinical Sciences, whose appeal decision is final.

### **Appeals of Grades**

Appeals of grades will follow the steps outlined below. Students will not be allowed to bypass any step in this appeal process.

1. Meeting with the Course Director: A student who seeks appeal of a particular grade must first speak with the specific Course Director. The involved faculty member(s) will then discuss the situation with the student and make a decision.
2. Meeting with the Associate Dean, Academic Affairs: If the student disagrees with the faculty member(s), then he/she may appeal and discuss the situation with the Associate Dean, Academic Affairs. After hearing from the student and the faculty member(s), the Associate Dean will make a decision.
3. Meeting with the Promotion and Matriculation (P&M) Committee: If the student still seeks appeal, he/she may request a hearing before the P&M Committee. A faculty member who disagrees with the decision of the Associate Dean, Academic Affairs also may request a hearing before the P&M Committee. After hearing and evaluating all of the information, the committee will deliberate and recommend an action to the WCUCOM Dean, who will then make the final decision regarding the matter.
4. Individual grades that do not result in remediation, academic probation, and dismissal will not routinely be considered by the WCUCOM Dean.
5. The intent of this appeal process is to provide for a means to give reasonable consideration to students' grade appeals in a timely manner. Therefore, a grade appeal must be initiated prior to the end of the second week (10 work days) of the subsequent semester following the term of the course grade being appealed.

### **Appeals of Remediation, Warning, Probation, Denied LOA Request/Re-entry, and Dismissal**

Decisions of remediation, academic warning and probation, denied LOA request/re-entry, and dismissal may be appealed by the student. Such appeals will follow the steps outlined below. Students will not be allowed to bypass any step in this appeal process.



The student must write a letter of appeal and submit the appeal to the WCUCOM Dean within ten 10business days (excluding WCUCOM holidays) after receiving notice of remediation, academic probation, and dismissal sanctions.

The appealed action is in effect during the appeals process unless otherwise indicated in writing by the WCUCOM Dean. In cases where dismissal is being considered, the dismissal will not become final until the WCUCOM internal appeals process, if instituted, has been completed, and a final determination of academic status has been made by the WCUCOM Dean.\*

The written appeal must be complete and detailed, providing a specific rationale for the student's request for reconsideration.

The WCUCOM Dean will review all appeals and schedule a hearing. The WCUCOM Dean reserves the right to form an ad hoc advisory committee to hear any appeal and make recommendations. Reasonable accommodations will be made to ensure all necessary parties, including the student, are available at the time of the hearing.

The student will be provided an official written notification of the date and time of an appeals hearing within five business days (excluding WCUCOM holidays) of the WCUCOM Dean's receipt of any written appeal.

The student will be provided an official written notification of the decision made after an appeals hearing within five business days (excluding WCUCOM holidays) of the completion of a hearing.

The WCUCOM will report the results of all appeal hearings to the WCUCOM Associate Dean, Student Affairs, WCUCOM Associate Registrar, and any initiating Chairperson. In the case of a dismissal decision, the student should refer to the section Check-Out Procedures for Student Dismissal or Withdrawal.

*\* William Carey University reserves the right to require the immediate withdrawal of any student whose conduct poses a direct threat to the health and safety of the student or others, as determined by WCU. In cases where safety or orderly function of the COM is potentially jeopardized, the WCUCOM Dean or the Office of the President of WCU may require the student be physically removed from the WCU campus until the appeal is resolved. Should an incidence necessitate, such removal will be immediate. Check-Out Procedures for Student Dismissal or Withdrawal will be modified to accommodate orderly function and safety for all parties and may be waived.*

In accordance with the most recent edition of the *WCU Student Handbook*, "The President of the university reserves the right to review all disciplinary action by any person or council and take whatever action he deems to be in the best interest of the university."

## **GRADUATION REQUIREMENTS**

*All graduation requirements must be completed in no more than six academic years. Time missed for approved leaves of absence will not be counted in this six-year time frame.*

At minimum, a graduate must be able to do the following:

1. Demonstrate basic knowledge of osteopathic philosophy and practice and osteopathic manipulative treatment
2. Medical knowledge demonstrated through a combination of the following:
  - a. Passing of course tests
  - b. Standardized tests of the NBOME
  - c. Post-core rotation tests
  - d. Research activities, presentations
  - e. Participation in directed reading programs/journal clubs/other evidence-based medical activities
3. Demonstrate interpersonal and communication skills with patients and other healthcare professionals
4. Demonstrate knowledge of professional, ethical, legal, practice management, and public health issues applicable to medical practice
5. Demonstrate basic skills, as assessed by nationally standardized evaluations

Candidates for the degree of Doctor of Osteopathic Medicine must exhibit the requisite knowledge and skills to complete the prescribed course of study and must also possess personal qualifications and attributes deemed necessary to perform the duties of the osteopathic medical profession. A student who has fulfilled all the academic requirements may be granted the Doctor of Osteopathic Medicine degree, provided the student has met the following stipulations:

- Compliance with all WCUCOM curricular, legal, and financial requirements, including the accurate and timely submission of the application for graduation
- Attend commencement exercises
- Achievement of a successful passing score on the COMLEX-USA Level 1, COMLEX-USA Level 2-CE, and COMLEX-USA Level 2-PE
- Is at least 21 years of age
- A minimum of 45 months has elapsed between the date of matriculation and graduation, at least 24 months of which must have been completed at WCUCOM
- Demonstration of the ethical, personal, and professional qualities deemed necessary for the successful and continued study and practice of osteopathic medicine
- Demonstration of characteristics suitable for the practice of medicine, including the assumption of responsibility for patient care and integrity in the conduct of clinical activities

### **Graduation on Alternate Dates**

The Doctor of Osteopathic Medicine (DO) degree is usually awarded in May after completion of the fourth-year curriculum. A student who will complete all of his/her degree requirements after the month of May can be awarded the DO degree at a later time subsequent to completion of all degree requirements. Upon notification from the Office of Academic Affairs that a student will complete all of his/her degree requirements, the name of the student(s) will be presented at the next regularly scheduled meeting of the P&M Committee for recommendation to receive the DO degree.

To be awarded the DO degree, students must complete all degree requirements and have the approval of the WCUCOM faculty, WCUCOM Dean, WCU President, and WCU Board of Trustees. Students will be permitted to participate in graduation ceremonies in May if it is anticipated that they will complete their degree requirements by the end of the calendar year in which the graduation ceremony occurs (December 31). However, under no circumstances will a student receive his or her diploma until all degree requirements have been met. Students who complete their degree requirements after December 31 will be permitted to participate in the graduation ceremony the following May and will be considered members of that graduating class for alumni purposes.

**CONTACT INFORMATION**

William Carey University Board of Trustees listing can be found at <http://www.wmcarey.edu/board-trustees>.

**Contact Information for WCUCOM**

COM Website: <http://www.wmcarey.edu/com>

Dean, College of Osteopathic Medicine.....601.318.6437

Associate Dean, Clinical Sciences.....601.318.6090

Associate Dean, Preclinical Sciences.....601.318.6046

Associate Dean, Academic Affairs.....601.318.6099

Associate Dean, Student Affairs.....601.318.6235

Faculty listing and contact information can be found at <http://www.wmcarey.edu/faculty-and-staff-0>.

**Contact Information for Staff of WCUCOM**

Director of Operations.....601.318.6663

Administrative Assistant to the Dean.....601.318.6610

Administrative Assistant to the Associate Deans.....601.318.6250

Administrative Assistant to the Associate Dean of Student Affairs.....601.318.6235

Secretary to Associate Dean of Student Affairs.....601.318.6316

Faculty Secretary and Grades Coordinator.....601.318.6788

Director of Clinical Rotations.....601.318.6018

**WCU General Contacts**

William Carey Website: <http://www.wmcarey.edu/>

Main Switchboard .....601.318.6051

Office of the President.....601.318.6495

Housing.....601.318.6102

Disability—Student Services.....601.318.6209

Financial Aid.....601.318.6153

COM Financial Aid.....601.318.6009

Veterans' Program.....601.318.6195

Medical Librarian.....601.318.6236

**Other**

American Association of Colleges of Osteopathic Medicine Application Services  
(AACOMAS).....301.968.4100

City of Hattiesburg,  
MS.....<http://www.hattiesburgms.com>

Hattiesburg, MS Chamber of Commerce.....<http://www.theadp.com> or 601.296.7500

## **GLOSSARY OF TERMS**

AACOM – American Association of Colleges of Osteopathic Medicine

ACGME – Accreditation Council for Graduate Medical Education

AOA – American Osteopathic Association

COPT – Council on Postdoctoral Training (AOA)

COPTI – Council on Osteopathic Postdoctoral Training Institutions (AOA)

DO – Doctor of Osteopathic Medicine

GME – Graduate Medical Education

IMG – International Medical Graduate

MD – Medical Doctor

NMS – National Matching Services, Inc., the company that administers the osteopathic graduate medical education match through an outsourcing agreement with the AOA

NRMP – National Resident Matching Program

OGME – Osteopathic Graduate Medical Education

OMM – Osteopathic Manual Medicine

OPTI – Osteopathic Postdoctoral Training Institution

OPP – Osteopathic Principles and Practice

Preliminary Year of Training - A first-year postgraduate training program that can be either medical or surgical in nature, which is meant to be a precursor to further training that is not connected to the initial year of training

PTRC – Program Trainee Review Council (AOA )

Transitional Year Program – A one-year education experience in GME, which is structured to provide a program of multiple clinical disciplines. It is designed to facilitate the choice of/preparation for a specialty. The transitional year is not a complete graduate education program in preparation for the practice of medicine (from the ACGME *Glossary of Terms*, June 29, 2011).

## QR CODE QUICK REFERENCE



*Student Catalog and Handbook 2013-2014*



E-mail a Librarian



Library Website



William Carey University Student Technology Guide



SaderWatch



William Carey University Homepage



Emergency Notification Registration



eLearning Portal



AACOM Website



E-mail TOEFL Services



TOEFL Homepage



AACRAO Homepage



Educational Credential Evaluators Homepage





International Education Research Foundation, Inc. Homepage



Josef Silny & Associates Homepage



World Education Services Homepage



Indigo Student Portal Login



FAFSA Homepage



E-mail Nichols LEAD Scholarship



American College of Osteopathic Surgeons Homepage



AOA Homepage



SOMA Foundation Homepage



National Health Service Corps Scholarship Homepage



Indian Health Service Homepage



HRSA Loans and Scholarships Homepage



College Scholarships Homepage



MoneyMatters101 Homepage



Fastweb Homepage



Chinese American Medical Society Homepage



Vietnamese American Medical Association Homepage



The Family Practice/After Hours Clinic Homepage



Wesley Medical Center Homepage



CDC Travelers' Health Website



Traveldocs Homepage



State Department Homepage



WCUCOM ExamSoft Homepage



E-mail ExamSoft Support



William Carey University Student Helpdesk



William Carey University Student Technology Guide



William Carey University Board of Trustees



WCUCOM Homepage



WCUCOM Faculty and Staff



City of Hattiesburg Homepage



The Area Development Partnership Homepage



**NOTICE OF RECEIPT**

As an entering WCUCOM student, I acknowledge that I received a printed copy of the *William Carey University College of Osteopathic Medicine (WCUCOM) Student Handbook and Catalog*. I acknowledge also that I have been advised that the *WCUCOM Student Handbook and Catalog* is available online at [www.wmcarey.edu/wcucom](http://www.wmcarey.edu/wcucom) and in hard-copy format from the Office of the Associate Dean, Student Affairs.

I further understand that I will be assigned a campus email address, which will be the mechanism by which I will receive all official notices, unless otherwise specified by the *WCUCOM Student Handbook and Catalog*, from the William Carey University College of Osteopathic Medicine (WCUCOM), that it is my responsibility to check that email address, and that I am deemed to have notice of all information sent to my address. I have been advised that some non-campus email services are not compatible with the campus email service, so attempts to forward email to a non-campus address may be unsuccessful.

By signing this form, I understand that it is my responsibility to read the *WCUCOM Student Handbook and Catalog*, keep up with my campus email address, and be familiar with the policies established by the William Carey University College of Osteopathic Medicine.

_____	_____
Signature	Date
_____	_____
Print Full Legal Name	Student Number