

**WILLIAM CAREY UNIVERSITY
COLLEGE OF OSTEOPATHIC
MEDICINE
STUDENT HANDBOOK
2011-2012**

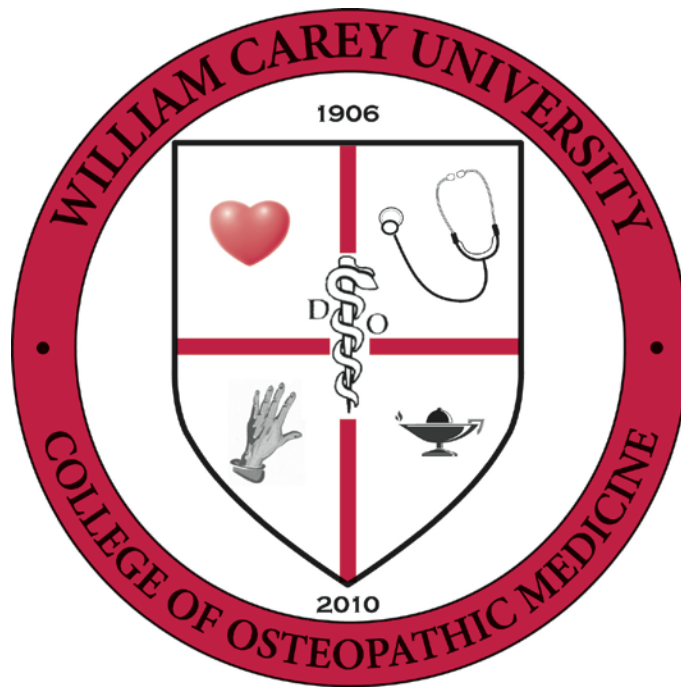


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NOTICE OF RECEIPT

As an entering first-year student, I acknowledge that I received a printed copy of the *William Carey University College of Osteopathic Medicine (WCUCOM) Student Handbook*. I acknowledge also that I have been advised that the *WCUCOM Student Handbook* is available online at 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 e-mail address, which will be the mechanism by which I will receive all official notices from the William Carey University College of Osteopathic Medicine (WCUCOM), that it is my responsibility to check that e-mail address, and that I am deemed to have notice of all information sent to my address. I have been advised that some non-campus e-mail services are not compatible with the campus e-mail service, so attempts to forward e-mail 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*, keep up with my campus e-mail 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

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 handbook 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.

All inquiries regarding the *WCUCOM Student Handbook* should be directed to the WCUCOM Associate Dean, Student Affairs, at 601-318-6586. Any recommendations for additions, deletions, or changes must be submitted in writing to the Dean of WCUCOM. Final approval is by the President of WCU.

WCUCOM FACULTY/STAFF DIRECTORY

ADMINISTRATION

Tommy King, Ed.D., President	601-318-6495
Darrell Lovins, D.O., M.P.H., Dean	601-318-6552
T.G. Sarphie, Ph.D., Associate Dean, Biomedical Sciences	601-318-6183
James M. Turner, D.O., Associate Dean, Clinical Sciences	601-318-6437
Jim Weir, Jr., D.D.S., J.D., Associate Dean, Student Affairs	601-318-6290
Frank Baugh, Ph.D., Associate Dean, Academic Affairs	601-318-6586
B.J. Martin, Ph.D., Assistant Dean, Research	601-318-6121
William Curry, Student Financial Aid Officer	601-318-6103
Sherry Laughlin, Medical Librarian	601-318-6170

FACULTY

Francis I. Achike, Ph.D., Professor of Pharmacology and Clinical Skills.....	
John Bailey, Ph.D., Professor of Physiology	601-318-6189
Robert Bailey, D.O., Associate Clinical Professor	601-318-6788
Robert Bateman, Ph.D., Professor of Biochemistry	601-318-6014
Frank Baugh, Ph.D., Assistant Professor of Community and Behavioral Medicine	601-318-6586
Jeffrey Evans, Ph.D., Professor of Biochemistry	601-318-6014
Nick Griffis, M.S., Instructor of Anatomy, Lab Manager	601-318-6427
Randall Harris, Ph.D., Professor of Biology and Microbiology	601-318-6595
John Jones, D.O., M.Ed., Professor of Family Medicine	601-318-6314
Gabor Legradi, M.D., Associate Professor of Anatomy	601-318-6015
Stuart Leonard, Ph.D., Assistant Professor of Pharmacology	601-318-6001
Darrell Lovins, D.O., Professor of Family Medicine	601-318-6552
Richard Margaites, D.O., Assistant Professor of OP&P and Family Medicine.....	
B.J. Martin, Ph.D., Professor of Anatomy	601-318-6121
Clarke Millette, Ph.D., Professor of Anatomy	601-318-6311
B.L. Middlebrooks, Ph.D., Professor of Immunology and Microbiology	601-318-6012
Pearl G. Myers, M.D., M.S., Associate Professor of Anatomy and Pathology	601-318-6308
Johnny Porter, Ph.D., Professor of Physiology	601-318-6013
Lisa Quin, Ph.D., Assistant Professor of Microbiology	601-318-6310
Everett Roark, Ph.D., Assistant Professor of Biological Sciences and Microbiology.....	601-318-6027
T.G. Sarphie, Ph.D., Professor of Anatomy	601-318-6183
John K. Smith, Ph.D., Assistant Professor of Pharmacology.....	
Keith Speed, D.O., Associate Clinical Professor	601-318-6788
Louaine L. Spriggs, Ph.D., Professor of Anatomy	601-318-6297
Jessica Taylor, Ph.D., Assistant Professor of Physiology	601-318-6019
Judy Turner, D.O., Assistant Professor of Osteopathic Principles and Practices	601-318-6010
J. Lee Valentine, D.O., Chair Family Medicine, Associate Professor	601-318-6788
Jim Weir, Jr., D.D.S., J.D., Professor of Histology, Pathology, and Oral Health	601-318-6235

STAFF

Sandra Meeler, Administrative Assistant to the Dean	601-318-6610
Emily Bennett, M.B.A., Admin. Assist. to the Associate Dean, Student Affairs	601-318-6235
Jaime Moore, B.S.B., Director of Clinical Rotations	601-318-6012
Haley Friend, B.S.B., Administrative Assistant to the Associate Deans	601-318-6250
Sheila Martin, B.S., Secretary to the Faculty	601-318-6788
Donna Day, Secretary to the Associate Dean, Student Affairs	601-318-6316

Note: The directory will continue to be changed as more faculty/staff are added.



WELCOME TO WCUCOM

To 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, as well as an intensely educational, experience.

This handbook 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 handbook 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 or infraction that could occur. Anything not covered will be dealt with on a case-by-case basis.

The 2010-2011 and 2011-2012 academic calendars are included for your reference. They are subject to change as circumstances dictate. Changes will be sent to each student and member of the faculty and staff via campus e-mail, so it is important to check your e-mail regularly.

Best of luck to each of you.

Sincerely,

Jim Weir, D.D.S.
Associate Dean, Student Affairs



**A Message from the Dean of
William Carey University
College of Osteopathic Medicine
Hattiesburg, Mississippi**

**Darrell E. Lovins, DO, MPH, FACOF,
Dean of WCUCOM**

Welcome to the world of osteopathic medical education. We take great delight in inviting you to explore what the first osteopathic medical college in the Gulf South has to offer.

WCUCOM's faculty and administration are dedicated to providing an outstanding educational experience. We are committed to doing everything that we can to help you impact the human condition through becoming an osteopathic physician.

The curriculum focuses on educating and training primary care physicians designed to address the physician shortage in Mississippi and the Gulf South. It is discipline-based and incorporates small group discussions and problem-based learning. The curriculum includes regional issues in medicine distinctive to the Gulf South, and offers opportunities for medical missions in conjunction with William Carey University's missions program. The first class of WCUCOM will begin classes in a state-of-the-art facility constructed specifically for the osteopathic college.

Thank you for your interest in WCUCOM. If, after reviewing the Student Handbook, you have additional questions, call us at 601-318-6552. We would welcome the opportunity to get to know you and to share our excitement about the first osteopathic college of the Gulf South.

Sincerely,

Darrell Lovins, D.O.
Dean

WCUCOM Academic Calendar 2010-2011

August 16-20, 2010	1st Year Orientation
August 21, 2010	White Coat Ceremony
September 6, 2010	Labor Day (No Classes)
October 27-29, 2010	AOA Convention
November 24-28, 2010	Thanksgiving Recess
December 21, 2010	Semester Ends
December 22, 2010- Jan 2, 2011	Holiday Break
January 1, 2011	New Year's Day
January 3, 2011	Semester Begins
January 17, 2011	MLK Holiday
April 22, 2011	Good Friday
May 30, 2011	Memorial Day
June 17, 2011	1st Year Ends

WCUCOM Academic Calendar 2011-2012*

August 1-3, 2011	1 st Year Orientation
August 4, 2011	1 st Year Classes Begin
August 17, 2011	2 nd Year Registration
August 18, 2011	2 nd Year Classes Begin
August, 2011 (TBA)	White Coat Ceremony
September 5, 2011	Labor Day
November 2-4, 2011	AOA Convention
November 23-27, 2011	Thanksgiving Recess
December 16, 2011	Fall Semester Ends
December 17, 2011-January 1, 2012	Holiday Break
January 2, 2012	Spring Semester Begins
January 16, 2012	MLK Holiday
March 10-18, 2012	Spring Break
April 6, 2012	Good Friday
May 25, 2012	1 st Year Ends
May 28, 2012	Memorial Day
June, 2012 (TBA)	2 nd Year COMLEX Review
June 22, 2012	2 nd Year Ends
July, 2012 (TBA)	3 rd Year Registration
July, 2012 (TBA)	3 rd Year Rotations Begin

*Academic Year 2011-2012 is a transition year, and the starting and ending dates are different for the 1st and 2nd Year Academic Calendars for Academic Year 2011-2012 only.

OVERVIEW

History of William Carey University College of Osteopathic Medicine

On October 23, 2007, the Board of Trustees at William Carey University (WCU) 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 healthcare of rural Mississippians.

In January, 2008, Michael K. Murphy, D.O. 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.

WCUCOM began recruiting its first class of students in the fall of 2009. WCUCOM is the state's second medical school and the first in the region to focus on osteopathic medicine.

Mission Statement

The mission of WCUCOM is to prepare men and women to become osteopathic physicians through an emphasis on primary care, lifelong learning, and scholarly activities. 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 international mission field.

Goals and Objectives

Consistent with the mission and statement of purpose of William Carey University, WCUCOM will provide:

- A high quality professional education program emphasizing training in primary care through lifelong learning and scholarly activity in a caring academic community by recruiting students from and training students in Mississippi and the surrounding regions.
- An atmosphere in which the individual student is encouraged to develop his or her highest potential in scholarship, leadership, and service. This atmosphere will foster recognition of the infinite worth of the individual and acceptance of and respect for a variety of religious expressions.

- A curriculum that emphasizes regional concerns and provides opportunities for participation in public service activities dealing with diverse and underprivileged populations which will enhance their skills in primary care.

History of Osteopathic Medicine

In the late 1800s, a doctor named Andrew Taylor Still developed the field of osteopathic medicine. 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 we now call 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 nineteenth century, almost all medications used were toxic and non-researched. Surgery was incredibly dangerous, as 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, Dr. 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 were developed and researched and successful surgical methods increased over the past century, this philosophy has evolved to include all efficacious health care methods supported by sufficient evidence.

The osteopathic medical philosophy embodies four major tenets:

1. The body is a unit; the person is a unit of body, mind, and spirit.
2. The body is capable of self-regulation, self-healing, and health maintenance.
3. Structure and function are reciprocally interrelated.
4. 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. The use of 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). 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 the neuromusculoskeletal system 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 AACOM's 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.

Osteopathic 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.
- Live each day as an example of what an osteopathic physician should be.

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 enumerated by Andrew Taylor Still.

Accreditation

William Carey University is accredited by:

- The Commission on Colleges of the Southern Association of Colleges and Schools (SACS) [1866 Southern Lane, Decatur, GA 30033-4097, 404-679-4501] to award the associate, baccalaureate, master's, and doctoral (doctor of osteopathic medicine) degrees.
- 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 William Carey University College of Osteopathic Medicine is provisionally accredited by:

- The American Osteopathic Association's (AOA) Commission on College of Osteopathic Accreditation (COCA) [142 East Ontario Street, Chicago, IL 60611]. William Carey University College of Osteopathic Medicine was provisionally accredited in 2009 to become the first college of osteopathic medicine in Mississippi; a second accreditation visit was conducted in February of 2011. This is the highest accreditation a college of osteopathic medicine can achieve prior to graduating its first class. The school is expected to be fully accredited by the time the 1st class graduates.

Diversity Statement

WCUCOM recognizes that diversity enriches the educational experience, and WCUCOM is committed to facilitating an environment where persons can work together in an atmosphere free of all forms of abusive communication. WCUCOM acknowledges the individual right of expression within the bounds of courtesy, tolerance, and respect.

WCUCOM creates and supports a campus community that educates physicians who value and appreciate the importance of diversity. WCUCOM strives to improve the quality of life of faculty, staff, and students by developing and implementing policies and programs that support WCUCOM's philosophy on diversity. WCUCOM hopes to help students learn about different

cultures in society, understand diversity, and be able to work with clients from varied backgrounds.

Non-Discrimination Policy

In compliance with federal law, including provisions of Section 504 of the Rehabilitation Act of 1973, William Carey University does not discriminate on the basis of race, color, national or ethnic origin, age, or disability in admissions or in the administration of its education policies, programs, and activities. In compliance with Title IX of the Education Amendments of 1972, the University does not discriminate on the basis of gender in the administration of its education policies, programs, and activities. The WCU Board of Trustees has permitted WCUCOM to add non-discrimination on the basis of religion in order for faculty and students to comply with the COCA standards.

The Vice President of Academic Affairs has been designated as the responsible employee to coordinate efforts to carry out responsibilities and direct the investigation of complaints relating to discrimination.

STUDENT AFFAIRS

Admissions

The Admissions Office acts as the primary agent for the acceptance of applicants. The Associate Dean, Student Affairs, and the WCUCOM Admissions Committee will consider applications from all qualified individuals; however, preference will be given to students from Mississippi, other Gulf South regions, and medically underserved rural areas of the country. The Admissions Committee seeks those individuals who clearly identify with the WCUCOM mission statement.

Refer to the WCUCOM Catalog for information on the Academic Requirements and Minimal Technical Standards for Admissions as well as an explanation of the Admissions Process.

Communications

It is imperative that the school have the student's correct and current name, mailing address, e-mail address, and telephone number, as well as an emergency contact person at all times. The Office of Student Affairs must be notified immediately of any changes.

Health Requirements

Applicants accepted for admission are required to submit a medical history and physical examination information on a form that has been completed and signed by a licensed physician prior to matriculation. They must also have their own health insurance policy and provide evidence of such.

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

1. Annual TB test
2. Chest radiography (every three years, if the TB test is considered positive)
3. Hepatitis B immunization (established by three reported dates of immunization, or by documented testing of antibody titer)
4. Tetanus toxoid immunization (every ten years)
5. Rubella immunity (established by two reported dates of vaccination, or documented antibody titer).

In order to assure our affiliated healthcare facilities that our students are appropriately immunized, the following WCUCOM policy is in effect:

- All TB tests must be correctly administered, read, and current as of July 1 of each year. A current updated documentation of TB evaluation must be delivered to the Office of the Associate Dean, Student Affairs, prior to that date. Failure to provide a current TB evaluation will prevent the student from participating in any clinical activities for the following year.

- All students must provide evidence of Hepatitis B immunization. All Hepatitis B documentation must be completed by July 1 prior to the first clinical rotation. This documentation must be delivered to the Office of the Associate Dean, Student Affairs. Failure to provide completed documentation will prevent the student from participating in any clinical rotations for the following year.
- Evidence of an updated tetanus vaccination and rubella antibody is required prior to matriculation at WCUCOM. This must be on file in the Office of the Associate Dean, Student Affairs.
- The Associate Dean, Clinical Sciences, will ask for verification of health requirements from the Associate Dean, Student Affairs, prior to a student's participation in any clinical activities.

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.

Academic and Clinical Advising

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

Students are assigned an academic advisor and a clinical advisor. The academic advisor will be a faculty member whose responsibility is to help students complete the first two years of medical didactic training. The clinical advisor will be a faculty member who will help students select and complete their clinical education. The Office of Student Affairs will assign these advisors. Regular meetings will be scheduled with advisors. In addition to the regular meetings with the faculty advisor, the student may meet with their advisor on an ad hoc basis as needed. Appointments are recommended, but not required.

Reasonable Accommodations and Documentation

WCUCOM is committed to making its programs accessible to all qualified students. Reasonable accommodations will be made when necessary. In determining what constitutes a reasonable accommodation, WCUCOM will consider costs of the requested accommodation and the impact on the educational program. WCUCOM will evaluate each situation on an individual basis.

Once accepted for admission, students must take the responsibility for providing appropriate documentation of their 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.

Students with disabilities who are protected by the Americans With Disabilities Act of 1990, and require special accommodations should contact the Associate Dean, Student Affairs, and the Office of Student Services. 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's Office.

Official Mailing Address and E-Mail

Each student will have a campus mailbox during his/her time on campus. Each student will also have a WCUCOM e-mail address that must be used for all official correspondence with WCUCOM. It is the responsibility of the student to maintain the e-mail account in accordance

with WCUCOM policy. Any e-mail 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 \$20 fee will be assessed for a replacement.

Tuition and Fees

Application fee. A \$50 nonrefundable supplemental application fee is payable upon submission of an application for admission. Please make the fee payable to WCUCOM, and note on the check “Application fee for WCUCOM.”

Acceptance deposit. A nonrefundable deposit of \$3,000 is payable after a student has been accepted to WCUCOM. Those accepted prior to November 15 will have until December 14; those accepted between November 15 and January 14 will have 30 days; those accepted between January 15 and May 14 will have 14 days; and those accepted after May 15 may be asked for an immediate deposit. Payment is credited toward the tuition upon matriculation.

Tuition. The current annual tuition is \$38,000. Tuition is subject to change annually. 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 includes Mississippi Osteopathic Medical Association (MOMA) annual dues and registration fees for the initial taking of COMLEX Level 1, COMLEX Level 2 CE, and COMLEX Level 2 PE exams.

Registration by telephone or in person obligates students for payment of all tuition 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.

No course, clerkship, or rotation will be credited toward promotion, graduation, or subsequent credit if a student has not paid the required tuition, including any additional tuition incurred by repeating any portion of the regular program.

The WCU Board of Trustees reserves the right to: (a) change the schedule of tuition and fees without advance notice; (b) make such changes applicable to present as well as future students of WCUCOM; and (c) establish additional fees or changes for special services whenever, in their opinion, such actions are deemed advisable.

All inquiries concerning the above policies should be directed to the Associate Dean, Student Affairs.

Tuition refund. No part of the tuition will be refunded to a student who withdraws for any reason after the third week from the first day of the academic schedule. A request for a tuition refund requires written notification to the Associate Dean, Student Affairs, and must be preceded by a written notification of withdrawal from WCUCOM. Both must be received before the close of business during the week in which the refund is requested.

The tuition refund shall be pro-rated as follows:

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

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.

Student Financial Aid

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.

Financial aid applicants must be accepted for admission to WCUCOM before financial assistance can be awarded. In order to receive financial aid, students must maintain “Standards of Satisfactory Academic Progress” toward their degrees and remain in good standing. 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. 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. The 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 based on race, gender, color, religion, creed, national origin, age, or disabilities in admissions or in the administration of its education policies, programs, and activities.

The Student Financial Aid Officer and appropriate 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 601-318-6153. WCU participates in all programs of the Veterans’ Administration. Information and assistance with applications may be secured from the V.A. certifying officials located in the Business Office or the Registrar’s Office.

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. A student failing to meet one or more of the standards of progress may be placed on probation. 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 standing, or financial aid eligibility will be denied. Good academic standing is defined as successfully passing, or passing by remediation, all failing courses before moving to the next academic level at WCUCOM. A student must be in good academic standing at the end of the summer term of the second year in order to receive financial aid while on clinical rotations. Financial aid will be withheld until the student is in good standing. The Financial Aid Office will notify students who are ineligible for continued assistance and will provide them with information regarding their probationary status.

Scholarships

Scholarships, grants, and other forms of financial assistance are available from many and diverse sources to aid your career in osteopathic medicine. Assistance is available from federal institutions, individual states, local medical societies, and from 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.

Sherry R. Arnstein Minority Student Scholarship

This award, named after former AACOM Executive Director, Sherry R. Arnstein, recognizes two osteopathic under-represented 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 under-represented 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 under-represented 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 post-marked 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 <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 <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 <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.

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: Humanism in Medicine Scholarship: \$1000 awarded to an OMS-III or OMS-IV 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 \$1000 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 Preventative Medicine Scholarship: The Student Doctor Network (SDN) provides a \$1000 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 D.O. Day on the Hill Scholarship Award: Pre-Soma members are eligible for funds to defray expenses entailed with participation in the D.O. 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 <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 health care 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/help/healthprofessions.htm>. 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 <http://fafsa/ed/gov>.

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 "clearing house"-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/scholarships-directory>.

Students belonging to identified special interest groups should seek possible funding from organizations involved with the support of such populations. For example: 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://www.camsociety.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/cms2/index.php/scholarships>.

Note: Many additional funding sources exist. Note also 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:
 - Subsidized: \$8,500
 - Unsubsidized: \$30,000
- 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 Subsidized Stafford Loan is a low-interest program, and the government pays the interest while the student borrower is in school. It is the loan of first choice. 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. A student will frequently receive counseling through the Office of Financial Aid many times while in school about the nature of his or her debt and the 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 why educational debt management is essential.

WCUCOM encourages students to learn some basic budgeting techniques, to learn to cut costs, and possibly to learn to live with less. 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.

Employment

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

STUDENT RIGHTS

FERPA (Privacy of Student Records Policy)

Under the “Family Educational Rights and Privacy Act (FERPA) of 1974 as Amended,” WCUCOM 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 a student’s education records without the written consent of the student. Students wishing to give a third party access to their academic and financial records should complete the disclosure form located in the Registrar’s Office, 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, e-mail 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 within 45 days of the request for access. Students have a right to request that any part of the education record believed to be inaccurate, misleading, or a violation of their rights be corrected. If WCUCOM decides not to alter the education records as requested, the student has the right to a hearing to present evidence that the record should be changed.

Students have the right to file a complaint with the FERPA Office, 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, WCUCOM, WCU Box 4, 498 Tuscan Avenue, Hattiesburg, MS 39401.

Personal Space and Privacy

During the course of your studies, you will be touched by clinical faculty members and your fellow students while learning examination and treatment techniques. This will take place in your Clinical Skills and Osteopathic Principles and Practice (OP&P) courses, as well as in the practical exams associated with these courses. This 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:

1. 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.
2. 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.
3. 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.
4. 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 you feel personally or sexually threatened by the degree of disrobing suggested or by the prescribed procedures, let your 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 you have special concerns or questions about these matters, please feel free to contact the Associate Dean, Student Affairs.

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 and/or 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 appropriate WCUCOM Associate Dean 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.

A grievance concerning another student should be made to the WCUCOM Associate Dean, Student Affairs, or the Dean. After a written grievance is received, a response to the grievance

will be issued within ten (10) business days. After a response by the appropriate WCUCOM official, any grievance may be appealed to the President of WCU.

Complaints or grievances concerning WCUCOM accreditation standards and procedures should be submitted in writing or verbally to the WCUCOM Dean and 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. Upon receipt of the complaint, the Dean will assign an ad hoc committee composed of an 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 which will bring WCUCOM in accordance with the standards. The Committee report shall be submitted to the Dean for consideration and corrective action. The Dean will then provide the student with a written response within thirty (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 (5) years to monitor the corrective action with yearly reporting to the Dean to assure 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 Dean's written response, adjudication, and resolution of such complaints will be filed and maintained in the office of the Vice President and Dean.

Sexual Harassment

WCUCOM reaffirms its principle as well as Title IX (student) of the Civil Rights act that all students have a right to be free from sexual discrimination in the form of sexual harassment. Harassment can include any unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or education; or
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting said individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic 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 Vice President for Student Services. An investigation will be conducted in accordance with the complaint and grievance policy for students, faculty, or staff as it relates to the complaint. WCUCOM 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 WCUCOM'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 WCUCOM.

Sexual Assault

WCUCOM will not tolerate sexual assault or sexual violence in any form, including acquaintance or date rape and forced, 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 WCUCOM and its community, but also the criminal laws of the State of Mississippi. WCUCOM urges students who believe they have been victims of sexual assault to initiate a complaint not only with the university, but to pursue criminal or civil charges against the individual(s).

Procedures for Reporting a Sexual Offense

1. The student should go to a safe place as soon as possible.
2. The student should seek medical treatment immediately for assessment of injuries, determination of risk of sexually transmitted disease, 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.
3. Contact the Vice President for Student Services. The student will be provided with options regarding counseling and other resources for dealing with the situation.

Rights of Victims of a Sexual Offense

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

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

Rights of Students Accused of a Sexual Offense

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

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

After the incident is reported, the Vice President for Student Services 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 allegation, the 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.

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

STUDENT ORGANIZATIONS AND ACTIVITIES

Student Government Association

The WCUCOM Student Government Association (SGA) is the official voice for osteopathic medical students. SGA is open to all students at the WCUCOM and welcomes proposals and participation from the entire body. SGA is responsible for collecting and expressing student opinion, dispersing funds for student activities, acting as liaison for the student body, promoting osteopathic medicine, supporting club and classroom activities, and working to improve the quality of life for all WCUCOM students.

The advisor for the SGA is the Associate Dean, Student Affairs. With the exception of the first entering class, elections for SGA officers are held each spring for the following year.

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

- ***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 health care 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.

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. Registration must be completed yearly by September 30, and must include a summary of the previous year's activities and accomplishments and current officers. Every student organization must have a yearly service project that supports the local community.

All formally registered student organizations must have a faculty advisor. A list of officers must be on file with the WCUCOM Office of Student Affairs and the WCU Office of Student Services in order to maintain active status. No alcoholic beverages or illegal drugs are allowed at any WCUCOM event or activity, on or off campus, that is sponsored by a WCUCOM student organization.

Privileges of formally registered organizations include:

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.
8. Inclusion of the organization's activities on the monthly calendars published by the Office of Student Affairs.

Student-Sponsored Events

Any on-campus or off-campus event conducted by either a student club or the SGA must be approved by the Associate Dean, Student Affairs. This includes, but is not limited to, all

presentations, seminars, exhibits, fund-raisers, workshops, and courses. The appropriate forms are available in the Office of Student Affairs.

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 on the campus 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.

CAMPUS RESOURCES

Bookstore

WCU provides a bookstore located in McMillan Hall. It offers books, clothing, supplies, sports items, and gifts.

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

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

The cafeteria schedule is as follows:

- Breakfast: 7:00 am-8:30 am, Monday-Friday
 9:00 am-10:00 am, Saturday (self-serve)
- Lunch: 11:00 am-1:30 pm, Monday-Friday
 12:00 pm-1:30 pm, Saturday and Sunday
- Dinner: 4:30 pm-6:30 pm, Monday-Sunday

Parking

All parking on campus is by permit only. Permits may be obtained by completing the appropriate forms in the Office of Student Services in Lawrence Hall 123. Students may park in designated areas only. Violators will be ticketed. Unpaid tickets will be charged to the student's account. Appeals of parking tickets must be made in writing to the Office of Student Life within five (5) days of receiving the ticket.

WCU is not responsible for damages to any vehicle parked on campus. There will be no designated WCUCOM parking.

Library/Media Services - Dumas L. Smith and I. E. Rouse Library

WCU Libraries, a full member of the National Network of Libraries, holds an extensive collection of electronic and print resources for WCU students in its three branch libraries in Hattiesburg, Gulfport, and New Orleans. The Smith/Rouse Library in Hattiesburg, which is the main library for medical students, houses a collection of over 78,000 print books, microfilms, and audiovisual resources.

The WCUCOM medical library is part of the WCU Library located in the Dumas L. Smith and I. E. Rouse library building. The list of periodicals and texts, plus all online texts, periodicals and medical search services, is continually updated. A medical librarian is responsible for researching medical articles for faculty and students and maintaining the collection, organization, and circulation of books, journals, films, cassettes, and records. WCU Media Services provides audiovisual (AV) media equipment necessary to support the curriculum.

In addition, a full set of electronic databases, including Medline Plus with Full-Text, CSA Sage Health Sciences, Elsevier's Science Direct, and CINAHL (Cumulative Index to Nursing and Allied Health Literature) Plus with Full-Text are instantly available online to WCUCOM faculty and osteopathic medical students. The *A-to-Z Electronic Journal Finder* also gives immediate access to over 21,000 electronic journal titles through direct subscription. *Ebrary*, our online digital library, contains over 38,000 e-books, including 2,880 in the fields of health, medicine, and clinical sciences. The *Oxford Premium Reference Online* service provides online access to medical dictionaries, encyclopedias, and an online prescription drug manual.

Six American Library Association accredited librarians, who have master's degrees in library science and extensive experience in academic research, are available to medical students on a rotating schedule weekdays from 8:00 am to 10:00 pm, Fridays until 5:00 pm, and on Saturdays by appointment during the regular academic year. A reference librarian serves as the medical librarian for WCUCOM and the College of Nursing.

Information about the hours, guidelines, and services at Smith/Rouse can be found on the library website at <http://library.wmcarey.edu> in the online version of the WCU Library Handbook. For further information about library services for medical students, or to schedule a library training class in electronic services, please consult the library home page at <http://library.wmcarey.edu>, or call the Director of Libraries, Sherry Laughlin, at 601-318-6170.

All required textbooks for students are available to faculty and students through a software technology called Vital Source. This program allows students access to all of their textbooks online for the entire 4 years of their education at WCUCOM. Faculty members have access to all of the online textbooks to use in their teaching.

Post Office and ATM

There is a full service post office and an ATM inside the Post Office in McMillan Hall.

Computing Services and Policies

Computing services are provided and supported by the WCU Information Technology support staff. WCU maintains several public access facilities located in the following buildings:

- Thomas Business Building – Room 106
- WCU Library
- WCUCOM locations

Every public access computer/printer requires a WCU login which is provided free of charge to all WCUCOM students, faculty, and staff. To obtain a WCU account, inquire at the Information Technology (IT) Department in McMillan Hall.

Students must not install applications, download images, music, etc., or change settings on any school-owned computer. The computers are for course work only. Student work left on the computer hard drive is not safe. Students are strongly encouraged to purchase a USB jump drive to save their work. WCU reserves the right to monitor computer and Internet use on any college-owned computer or college-provided network.

Electronic Communications

Each student will have a personal campus e-mail address and account. This address will be assigned 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 the e-mail system is to be in a professional manner. Any use of e-mail that violates WCUCOM professional policies can and will result in disciplinary action. Students will be held responsible and accountable for all information transmitted.

Prohibited use of e-mail or other electronic communication includes:

1. Sending messages or pictures that are offensive, racist, sexist, pornographic, or in poor taste.
2. Sending information, messages, or files that are restricted by law or regulations.
3. Sending documents that are a violation of copyright laws or breaches of the behavioral standards, academic conduct, or harassment sections of this WCUCOM Student Handbook.
4. Constructing electronic communication so that it appears to be from another person.
5. Attempting to obtain access to files or communication of others.

Religious Life

WCU stresses ethical and moral values, recognizes the inestimable worth of the individual, and respects various religious beliefs. Elective or voluntary campus religious life activities may include chapel, special services, Bible studies, discussion groups, and community service projects.

Health Services and Insurance

WCUCOM students must present proof of health insurance at registration. 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.

Hattiesburg is well-equipped with excellent hospital and emergency outpatient treatment centers. WCUCOM does not provide emergency medical services to students who are in need of medical attention. When a medical emergency arises, students should call 911 to summon emergency assistance. The WCUCOM Office of Student Affairs and WCU Office of Student Services should be notified.

WCUCOM offers confidential counseling to help osteopathic medical students resolve personal/family problems. WCU maintains a contract with an independent center to provide mental health counseling. Students may access this service either through the Office of Student Affairs or through the Office of the Vice President for Student Services (601-318-6188). WCUCOM will pay for the first two visits to an approved therapist. The student is financially responsible for any further treatment. These services will not be recorded in the student's file. Future WCUCOM plans include a health clinic. When open, students will be able to see a physician on campus for outpatient medical services.

Campus Safety and Security

Campus security officers serve to enhance and protect the safety and security of the campus community. Campus security personnel are located at four stations on the Hattiesburg campus and are available 24 hours a day. All incoming and outgoing traffic must stop at the main entrance/exit. Campus security officers enforce parking regulations and issue citations for parking and other violations of campus policy. Officers are available to provide security escorts between on-campus buildings or to personal vehicles parked on university property.

Any crime or suspicious activity should be reported promptly to Campus Security: Hattiesburg 601-318-6300. Two-way contact is maintained between Campus Security and the Hattiesburg Police Department.

Inclement Weather

In the event of extreme weather conditions, notice of WCU closure will be made over local radio and television stations and by the campus alert system. WCUCOM will not issue a separate announcement regarding closure. Therefore, if WCU is closed, WCUCOM will also be closed. If inclement weather prevents you from attending school on a day that WCUCOM is open, you are responsible for making up any work or exams missed.

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, posted on the WCU website, <http://wmcarey.edu>, and sent via automated process to your WCUCOM student e-mail address. Specific information regarding the continuation of coursework will be posted on the WCU course management system at <https://elearning.wmcarey.edu>. For up-to-the-minute alerts regarding emergency situations, sign up to receive notifications through *Sader Watch*, the WCU

emergency text message service. Sign-up instructions can be found on the WCU homepage under 'Current Students'.

Smoking

WCU is a smoke-free campus. No smoking is allowed. WCUCOM complies with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

Alcohol and Illicit Drugs

Alcohol, illicit drugs, and controlled medications for which there is not a prescription are not permitted on WCU property.

Gambling

Gambling is not permitted on WCU property.

Weapons

Possession of any firearm or weapon, including fireworks, air pistols, or rifles, is strictly prohibited on WCU property.

ACADEMIC POLICIES AND INFORMATION

Attendance

Attendance at all lectures, laboratories, discussion groups, and other assigned functions is **required** and will be **monitored**. Lack of attendance may result in disciplinary action. However, an absence may be granted in case of emergency. There must be an appropriate reason and documentation for any absences. It is the student's responsibility to contact the instructor regarding the absence, and the student is responsible for all work missed. The determination of absence validity is the responsibility of the Office of Student Affairs. WCUCOM requires that students attend a minimum of 80% of class meetings; however, individual course directors set their own attendance regulations for their classes and inform their students in a written syllabus. The total number of absences for each student shall be reported for each class at the time of filing of grades with the Associate Dean, Academic Affairs. Lack of attendance will be recorded in the student's file and will be reflected in the course grade.

In the clinical years, attendance is **mandatory** for successful completion of courses, and is a component of professionalism.

Attendance Policy for Professional Conferences (OMS-1 and OMS-2)

Students who are class officers may attend professional osteopathic meetings. Course Directors should recognize the diligence of such students and work with them to make up class assignments missed while at the meeting. These students should also inform the Associate Dean, Student Affairs, and the Associate Dean, Academic Affairs, of their official absence in writing. The Associate Dean, Academic Affairs, will then send an official letter to all Course Directors excusing these students from class. It is the responsibility of these students to make arrangements with their classmates to cover note taking and other information that the student will miss. Most instructors place their PowerPoint presentations and other course related material on D2L, so this should not be a problem for the student officer opting to attend a professional meeting. If an exam is missed, it will be the student's responsibility to make arrangements with the Course Director before they attend the meeting to make up the missed exam. Course Directors are under no obligation to make special arrangements for students who are not class officers but choose to attend meetings that occur on class days.

Examinations

Examinations are regularly scheduled and required. Students are evaluated on the basis of their performance on assignments as well as on their achievements on written and practical examinations, including OSCEs with standardized patients.

Grading

Seventy percent (70%) is the **minimum** acceptable passing percentage grade. Below 70% is considered failing. Incompletes due to the fault of the student may be made up at the Course

Director's discretion. The student may not earn a score above 70% on makeup work. Incompletes under extenuating circumstances beyond the student's control may be made up with the actual earned percentage score on makeup work.

The grading scale for the WCUCOM is as follows:

A = 89.5-100

B = 79.5-89.4

C = 69.5-79.4

F = \leq 69.4

I = A grade of "I" (incomplete) will be assigned only when unavoidable circumstances prevent completion of the work in the course as scheduled, and must be approved by the Course Director, the Associate Dean, Academic Affairs, and the Dean. In order to be eligible for a grade of "I", a student must be doing passing work, must have completed 80% of the required work for the class, and must provide appropriate documentation for requesting the incomplete. Requests are made using the Incomplete Grade Request Form obtained from the Registrar's office. When the work is completed satisfactorily, the "I" may be changed to any grade assigned by the instructor. If the grade of "I" is not changed to a passing grade by the beginning of the next semester, it will automatically be changed to an "F."

Promotion and Matriculation Committee (P&M)

The Promotion and Matriculation (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, Biomedical Sciences, Associate Dean, Academic Affairs, and Associate Dean, Clinical Sciences.

The Associate Dean, Student Affairs, the Associate Dean, Clinical Affairs, and the Associate Dean, Biomedical Sciences, will be in communication with the Associate Dean, Academic Affairs, regarding students in academic difficulty in Years 1-4 of the curriculum. Written communication to the students regarding their academic deficiencies will be provided by the Associate Dean, Academic Affairs.

Academic Status

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 will review the OMS-1 and OMS-2 students' grades after each testing period and counsel the students in academic difficulty. The Course Director will submit the names and numerical grade(s) of students who are in academic difficulty to the Associate Dean, Student Affairs, for Years 1 and 2, with a copy to the Associate Dean, Academic Affairs. The Associate Dean, Clinical Affairs, will serve as a "Super" Course Director for Clinical Rotations. He will be responsible for forwarding grades of students in difficulty on their Clinical Rotations to the Associate Dean, Student Affairs, and

the Associate Dean, Academic Affairs, for Years 3 and 4. The Associate Dean, Student Affairs, the Associate Dean, Clinical Affairs, and the Associate Dean, Biomedical Sciences will be in communication with the Associate Dean, Academic Affairs, regarding students in academic difficulty in years 1-4 of the curriculum. Written communication to the students regarding their academic deficiencies will be provided by the Associate Dean, Academic Affairs. The Associate Dean, Student Affairs, may convene a meeting of the P&M Committee, if necessary, to counsel the student in academic difficulty. A student who has an incomplete (I) on his or her record due to an excused absence may make arrangements with the appropriate departmental Course Director without any action by the P&M Committee

At the end of the academic year, the P&M Committee will review 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, repetition of specific courses, makeup examinations, 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 or to start clinical rotations 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.

For OMS-3 AND OMS-4 students, the clinical skills faculty will review all 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. All clinical rotations must be successfully completed with a passing grade prior to graduation. Failure of any clinical rotation will be referred to the P&M Committee for consideration.

Students with failures or incompletes, for whatever reason, are not eligible for promotion, and will be considered for appropriate remediation. Students may also be subject to dismissal. No student may advance a year at WCUCOM with a failing grade in any course.

If the student is not in agreement with the remediation or dismissal recommendation of the P&M Committee, he/she will have ten (10) calendar days to appeal the decision in writing to the Dean of WCUCOM. The student will be considered enrolled at WCUCOM until the appeal is acted upon.

Probation

Students will receive a progress report at the close of every academic term. Students with a cumulative percentage grade average below 70% for any class at the close of the academic term are automatically placed on probation. The P&M Committee will regularly review the progress of students on probation. A student on academic probation may not participate in college-sponsored extracurricular events or organizations, and may not hold the position of class officer or club officer. At the discretion of the P&M Committee, probation may include additional

restrictions from activities the Committee deems detrimental to academic performance. The records of all students on academic probation will be reviewed by the P&M Committee following each significant testing period to evaluate the student's potential for continuance.

Since academic grades are only one criterion for academic probationary status, the P&M Committee may recommend probationary status at any time even though a student's cumulative average is 70% or higher. Probation or suspension may also be considered by WCUCOM for any student who fails to maintain ethical, moral, personal, or professional conduct, or who fails to abide by WCUCOM policies, rules, and regulations, fails to fulfill legal or financial obligations, or is considered to be mentally or emotionally unfit or impaired.

At the end of the academic year, the P&M Committee will recommend that students with a cumulative percentage grade average below 70% for any class be placed into one of three categories with possible restrictions and modifications:

1. Remediation
2. Repeat the academic year in full
3. Dismissal from WCUCOM

All final recommendations regarding student academic performance, remediation, or probationary status will be submitted in writing by the Chair of the P&M Committee to the Associate Dean, Academic Affairs, with a copy to the Dean of WCUCOM.

Remediation

Students must remediate all failures/incompletes (F's or I's) 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 their 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 and, at the Course Director's discretion, to the student. The P&M Committee, in consultation with the Course Director and Associate Dean, 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 by the Associate Dean, Academic Affairs, to the Dean of WCUCOM.

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 class ranking for the class that is being remediated.

Students who fail remediation of a major course (> 5 credit hours) are subject to dismissal. If a student fails remediation of a minor course (<5 credit hours), he/she may be eligible to repeat the academic year at the discretion of the P&M Committee. 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 with a recommendation for dismissal.

Repeat the Academic Year

A student may be recommended to repeat an academic year in full. In this instance, the student must retake and pass **all** courses regardless of previous performance. A student who fails any repeated course is subject to dismissal.

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, and will be used for class ranking. Grades of all repeated courses that result in an average score of less than 70% will be recorded as 70%. Students repeating their first year and on academic probation are considered to be "admitted with conditions." Those conditions will be so stated in a letter from the Dean. In the case of students repeating an academic year, the academic probation will be removed at the end of the year when all classes are successfully completed unless so stated in a conditional repeat.

Dismissal from WCUCOM

Failure of three or more courses during the first or second year, or failure of two clinical rotations (courses) will result in a referral to the P&M Committee with a recommendation for dismissal. 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.

National Board of Osteopathic Medical Examiners (NBOME)—COMLEX

Students should schedule the COMLEX Levels 1 and 2 exams as soon as they are eligible to do so. Multiple dates exist for these exams; however, the exam sites fill up rapidly. WCUCOM will provide a list of students who meet the qualifications to schedule and access COMLEX Level 1, COMLEX Level 2 Comprehensive Exam (CE), and COMLEX Level 2 Physical Exam (PE) exams at the appropriate times delineated by the NBOME. WCUCOM will provide payment of the requisite registration fees for the initial take of each test, utilizing a collective payment for each level of examination. It is the student's responsibility to schedule and complete the required examinations.

WCUCOM will offer a COMLEX review course in Year 2. This course will be available to all OMS-2 students at no cost. Students requiring a retake of COMLEX will be permitted to attend the regularly scheduled review course at no cost. If the student wishes to take another course, he/she may do so at his/her own expense.

COMLEX Level 1 Failure Policy

Students who have just completed the 2nd academic year should take the COMLEX Level 1 exam as soon as possible after completing Year 2. Students learning of a failing score after the beginning of his/her fall rotation will be allowed to complete that rotation. After the completion of the initial rotation, the student will be withdrawn from clinical rotations until a passing score is made on the COMLEX Level 1 exam. The student will be allowed to participate in an independent study program in order to make a passing score on COMLEX Level 1. During this period of independent study, the student will be relieved of all clinical rotation responsibilities. The student will be allowed to return to clinical rotations only after a passing score has been received by WCUCOM for COMLEX Level 1. The student will make up the clinical rotations missed while pursuing independent study for a passing grade on COMLEX Level 1. Exact placement in missed clinical rotations will be determined by the Associate Dean, Clinical Sciences, in order that each student will meet the graduation and curricular requirements of WCUCOM. Students receiving a 2nd or 3rd failing score on COMLEX Level 1 may be dismissed from WCUCOM.

COMLEX Level 2 Failure Policy

Students must pass both COMLEX Level 1 and sit for COMLEX Level 2 CE and PE exams as a requirement for graduation. The Dean of the WCUCOM gives his approval for year 4 students to register for COMLEX level 2 Comprehensive Exam (CE) and Physical Exam (PE). Year 4 students will need to register for COMLEX Level 2 CE and PE in a timely manner. All 4th year students are encouraged to take Part Two of the COMLEX Level 2 as soon as they are eligible to do so. There may be some students who can take the exam before the above date; however, this requires special approval of the Dean of WCUCOM if the exam is taken earlier than the acceptable date for taking this exam. Any student who chooses not to take the exam at the first eligible opportunity must take COMLEX Level 2 at the next scheduled date of the exam (CE is offered multiple times; PE is more infrequent). These exams fill up quickly with candidates; therefore, students are encouraged to register for the exam as soon as feasible for them to do so in the 4th year.

Students failing to achieve a passing score on COMLEX Level 2 CE and PE will be permitted to remain on clinical rotations, but will be required to pass COMLEX Level 2 CE and PE prior to May 1 of the fourth academic year. Failure to achieve a passing score prior to May 1 of the fourth academic year will result in the student being removed from any incomplete clinical rotations by the Associate Deans, Clinical and Academic Affairs, and placed on an independent study program until COMLEX Level 2 CE and PE are satisfactorily completed. The student will be allowed to complete any clinical rotations only after a passing score has been received by WCUCOM for COMLEX Level 2 CE and PE. Exact placement on missed clinical rotations will be determined by the Associate Dean, Clinical Sciences.

Leave of Absence

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 Dean. All leaves of absence must be approved by the Dean.

Students requesting to return from a leave of absence must be able to comply with the Minimal Technical Standards and submit and pass a Criminal Background Check (CBCK) and Urine Drug Screen (UDS) before being re-admitted.

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.

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 or incompletes on his or her transcript in any one term, including the term in which the request for a leave of absence is made. A student who is granted a leave of absence not in good academic standing must meet with the P&M Committee before he or she is reinstated. The Committee will recommend if the student should be readmitted to continue his or her osteopathic medical studies.

A leave of absence may be granted from WCUCOM for one of the following four reasons:

1. A medical emergency: A medical leave of absence requires that a licensed physician, approved by the Dean, certify in writing that the student's physical/mental health necessitates the leave of absence. Before he/she will be allowed to return to WCUCOM, a licensed physician, approved by the Dean, must certify, in writing, that the student's physical/mental health is sufficient to continue his/her medical education and that the student can meet all technical requirements.

2. 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.

3. Military reserve obligation: 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.

4. Pursuit of an academic endeavor other than the regular classroom work either on campus or at another recognized teaching facility.

An academic leave of absence must ensure that all approved terms and conditions of the leave are submitted in writing before the leave of absence will be granted. The submission of this

paperwork is the responsibility of the student. This paperwork will help ensure that the student does not miss important core information.

If a student is granted a leave of absence before 60% of the academic year is completed, monies borrowed through the student loan program must be returned to the lending institution. This includes tuition and living expenses.

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.

Before a student's leave of absence can begin, he or she must go through the WCUCOM prescribed checkout procedure. Forms for this check-out are available from the Office for Student Affairs. Following a leave of absence, a student must submit a written request for readmission to WCUCOM. The written request should be directed to the Associate Dean, Student Affairs.

Check-Out Procedures for Student Dismissal, Withdrawal, or Leave of Absence

It is imperative that any student who leaves WCUCOM for any reason goes through the check-out procedure before his/her dismissal, withdrawal, or leave of absence can be said to be final. Failure to complete this exit procedure will cause WCUCOM to withhold all records pertaining to the student's attendance. The check-out procedure is as follows:

1. If the student is withdrawing, he/she must supply the Associate Dean, Student Affairs, with a letter of resignation, or if requesting a leave of absence, he/she must supply the Associate Dean, Student Affairs, with an approved request signed by the Dean.
2. If the student is being dismissed, the Dean or the Chairperson of the P&M Committee should inform the Associate Dean, Student Affairs, of the dismissal as soon as possible, and communicate with the student who is being dismissed that a checkout is in order.
3. As soon as the Associate Dean, Student Affairs, is formally notified of the student's leaving school, a memorandum stating the change in the student's status will be produced, and all appropriate WCUCOM offices and professors will be notified.
4. Before leaving campus, the student needs to undergo an exit interview with the:
 - a. WCUCOM Student Affairs Office
 - b. WCU Student Services Office
 - c. Financial Aid Office
 - d. Business Office
 - e. Library

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.

Graduation Requirements

At a Faculty Congress meeting preceding commencement, the P&M Committee certifies to the faculty the names of those students eligible for the degree, Doctor of Osteopathic Medicine, contingent upon the successful completion of all academic, professional, and financial requirements of WCUCOM. The faculty will entertain a motion to approve the candidates, and submit the list, through the Dean and President, to the Board of Trustees for approval.

A student who has fulfilled all the academic requirements may be granted the degree of Doctor of Osteopathic Medicine provided the student:

1. Has complied with all the curricular, legal, and financial requirements of WCUCOM.
2. Attends the ceremony in person at the time the degree is conferred.
3. Passes COMLEX Level 1, COMLEX Level 2 CE, and COMLEX Level 2 PE exams.
4. Has demonstrated the ethical, personal, and professional qualities deemed necessary for the successful and continued study and practice of osteopathic medicine.
5. Has demonstrated suitability for the practice of medicine as evidenced by the assumption of responsibility for patient care and integrity in the conduct of clinical activities.

ALL GRADUATION REQUIREMENTS MUST BE COMPLETED IN NO MORE THAN SIX (6) ACADEMIC YEARS. Time will NOT include approved leaves of absence in good standing.

STUDENT CONDUCT AND PROFESSIONALISM

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, physical diagnosis, etc.) may require specific or alternative dress. Those guidelines will be addressed in their 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.

A. Male Students (see introduction above)

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-toe 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.

B. Female Students (see introduction above)

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-toe 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.

Cell Phone Usage

Cell phones must be turned off during class lectures, 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.

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. Such 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 the College. 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 life-long 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 towards 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 the WCUCOM Student Handbook. Students at WCUCOM must also apply any and all of these relevant principles when interacting, in whatever fashion, with patients and with peers, faculty, administration, and staff in other academic/clinical institutions and in all other health care professions.

Examples of Academic Dishonesty

Any act done to misrepresent one's knowledge and/or ability in an attempt to gain an academic advantage is considered to be an act of academic dishonesty. This includes, but is not limited to, the following actions or attempted actions:

1. **Cheating on examinations:** (a) Utilizing any materials not authorized by the Course Director as assistance on an examination; (b) utilizing any information on an examination that was obtained from another individual and that is not authorized by appropriate faculty instructors; (c) allowing another individual to take an examination and then presenting that examination as resulting from his/her own efforts.
2. **Cheating on course assignments:** (a) Obtaining any form of assistance not approved by appropriate faculty instructors; (b) submitting the same work, without approval, for assignments in different courses.

3. Plagiarism: (a) Submitting an assignment as one's original effort when all or part was done by another individual(s); (b) knowingly representing the ideas of another person as one's own in any academic exercise.
4. Fabrication: Inventing or falsifying information or data used in an academic exercise.
5. Misrepresentation: (a) Intentionally providing false or misleading information regarding class absences, missed examinations, or late completion of class assignments; (b) intentionally providing false or misleading 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.
6. Unauthorized access: (a) Unauthorized access to or alteration of any academic or class record, such as grade records, examinations, or assignment materials; (b) 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; (c) unauthorized intentional access to any records in violation of FERPA regulations.
7. 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).
8. Facilitation: Intentionally assisting another individual in the commission of any act of academic/professional dishonesty.
9. 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 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:

1. Dress in a professional manner.

2. Attend scheduled classes.
3. Communicate using professional language when speaking to faculty, staff, patients, and fellow students.
4. Obey all WCUCOM equal opportunity, harassment, and substance abuse policies.
5. Commit to lifelong learning of scientific knowledge.
6. Participate in WCUCOM activities and functions.
7. Be committed to professional competence.
8. Be honest.
9. Comply with patient confidentiality.
10. Maintain appropriate relations with patients.
11. Seek to improve the quality of care.
12. Seek to improve access to care.
13. Be committed to a just distribution of finite resources.
14. Maintain trust by managing conflicts of interest.
15. 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 which violate professional standards and will lead to disciplinary action by WCUCOM include, but are not limited to:

1. Intentionally interfering with classes, research, administration, patient care, movement of other people, or school functions.
2. Showing a lack of respect towards other students, patients, faculty, staff, administration, or other school personnel.
3. Being mentally or constitutionally unable to follow the directions provided by faculty, staff, administration, or other school personnel.
4. 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.
5. Intentionally providing false information to the school or officers of the school or altering records.
6. Intentionally damaging or stealing school property or property of any school employee or visitor.

7. 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.
8. Intentionally harassing any other student, employee, or visitor to the school sexually or otherwise.
9. Using, distributing, selling, or possessing illicit drugs or non-prescribed substances.
10. Participating in academic or clinical endeavors at its affiliated institutions while under the influence of alcohol, a controlled substance, or illicit drugs.
11. Using the WCU or WCUCOM's logo or name on a poster, stationery, clothing, etc., without written permission.
12. Violating local, state, or federal law, or being indicted by a local, state, or federal court system for a felony.
13. Failure to appear before WCU or WCUCOM when called to offer testimony, or failure to testify fully and truthfully during any such appearances.
14. Behavior on or off campus which provokes a lack of respect and confidence on behalf of the public, faculty, or colleagues.
15. Failure to abide by a written or oral directive from faculty, staff, security, or administration.
16. Having food or events with food in non-designated areas.
17. Posting unapproved material, or posting approved material in an inappropriate area.
18. Parking in reserved spots.
19. Irresponsibly sharing of student PINs and passwords.
20. Improperly using online learning tools, including, but not limited to, the Internet, e-mail, chat rooms, news groups, forums, and list servers.
21. Tampering with any fire alarm or equipment, or possessing any firearm or weapon, including fireworks, air pistols, or air rifles on campus.
22. Misusing computer hardware, software, or supplies.

Guidelines Regarding Student Misconduct

1. Filing of a Complaint of Professional or Personal Misconduct

If an individual has violated WCUCOM policy regarding professional, ethical, or personal conduct, a complaint should be filed with the Chairperson of the P&M Committee. The complaint should be filed within 30 calendar days of the incident. The Committee will review the complaint and may schedule a meeting with the student and complainant(s).

2. Notice to Appear Before the P&M Committee

If a meeting is warranted, a Notice to Appear before the P&M Committee will be delivered or sent to the student. The failure of the addressee to accept mail or maintain a deliverable address with the Office of Student Affairs will result in immediate disciplinary action.

3. Appearance Before the P&M Committee

P&M Committee meetings with students are private and confidential, including, but not limited to, the names of participants, proceedings, discussion, minutes, and findings. The following are prohibited in all P&M Committee meetings unless otherwise authorized in writing by the Dean:

- a. Electronic recording of the meeting, except for official minutes
- b. Legal counsel
- c. Uninvited individuals

In the meeting(s), the student will be given reasonable opportunity to address the allegation(s) against him/her. The Committee will review all submitted documents and may interview all persons reported as having knowledge of the incident. 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 fully respond to the questions and allegations.

The findings of the Committee, which must be communicated to the student within three (3) working days, may result in a) no action at this time; b) probation; c) probation with conditions; or d) dismissal.

Probation: Probation is defined as a warning in that any future behavior/situations inconsistent with the professional behavior outlined in the *WCUCOM Student Handbook* or deemed inappropriate by the P&M Committee may result in his or her immediate expulsion from WCUCOM. The P&M Committee will make a recommendation to the 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.

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 P&M Committee.

Dismissal: The student will have 10 calendar days after receipt of notice of disciplinary action to appeal the decision directly to the Dean of WCUCOM. The disciplinary action is in effect during the appeals process unless otherwise indicated in writing by the Dean of WCUCOM.

Criminal Background Check (CBCK)

WCUCOM requires approved criminal background checks for all students prior to matriculating to WCUCOM and prior to the beginning of third-year clinical clerkships. This is a requirement placed on the healthcare facilities by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO). Students will be 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 P&M Committee for evaluation.

In compliance with this requirement, WCUCOM has drafted the following policy to assist students in completing professional training in the COM:

1. WCUCOM requires that all students prior to admission 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.
2. 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.
3. An entity which is approved and licensed to perform background checks will be selected at the sole discretion of WCUCOM.
4. The CBCK search may include, but not be limited to, sources such as the following:

County Criminal Record Search: (7 years) From addresses disclosed on the ID Search Plus.

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

A student whose CBCk reveals historical findings or information including, but not limited to, the following will be referred to the P&M Committee, and may be excluded from admission to WCUCOM, or may not be allowed to participate in clinical rotations authorized and accredited by WCUCOM:

1. A history of any felony conviction.
2. A history of one or more class “A” misdemeanor convictions within the last seven years.
3. A history of one or more class “B” misdemeanor convictions within the last seven years.
4. A listing on the registry maintained by the Department of Health pursuant to Sex Offenders or Abusers.
5. 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).
6. An encumbered license (current or prior).

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

CBCk Process

1. WCUCOM will notify all newly admitted students of the requirement that they must have an approved Criminal Background Check prior to matriculation. 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.
2. Students will be referred to the WCUCOM website (www.wmcarey.edu), and will click on “Student Background Checks.”
3. The students will access the WCUCOM website and electronically complete the online process for initiating the background screening, including:
 - a. Posting his/her biographical information for the past seven years.
 - b. Electronically signing the “Disclosure & Authority to Release Information” form.
 - c. Making payment by electronic bank transfer or credit card.
4. The order will subsequently be processed by the reporting entity. The reporting entity will:
 - a. Manually enter data to request county criminal searches based on the past seven years of residency and ID Plus search results, OIG, State Abuse Registry, and verification of licensure, Certification or Designation, and employment verification.
 - b. Complete the background check.
 - c. Compare and note any discrepant information.
 - d. Deliver the reports as agreed upon completion.
5. A summary report will be sent to WCUCOM displaying the student’s demographic information, and the type of verification order.

6. A fully detailed copy of the report 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.
7. Any questionable or adverse information provided through the CBCK will be referred to the P&M Committee for further evaluation. An adverse or questionable report may result in the denial of admission, or dismissal from WCUCOM.

Challenge of CBCK Results

Students who question the accuracy of the report should immediately 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 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 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 P&M Committee by the Associate Dean, Student Affairs, for further evaluation. Any adverse decision by the P&M Committee may have a final appeal through the Dean of WCUCOM.

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 letter to the student from the Associate Dean, Student Affairs, explaining why the student cannot matriculate or continue in the program.

Policy of Urine Drug Screening (UDS)

Prior to admission and prior to starting a clinical rotation with a contracted/affiliated hospital or healthcare facility, students are required to undergo a Urine Drug Screen (UDS). This is a requirement placed on healthcare facilities by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO). In compliance with this requirement, WCUCOM has the following policy to assist students in completing professional training at WCUCOM:

1. WCUCOM requires that all students prior to admission undergo a UDS. The student will assume the cost of the UDS prior to admission. No student will be allowed to participate in any classroom activities without the submission of a UDS to the Associate Dean, Student Affairs.
2. WCUCOM requires that all students undergo a second UDS prior to the commencement of the third-year clinical rotations. The student will assume the cost of the UDS prior to the

third-year matriculation. The UDS will be performed at least three months prior to commencement of the clinical rotation with the UDS record on file with the Associate Dean, Student Affairs.

3. WCUCOM, at its sole discretion and at the cost to WCUCOM, may require a random UDS at any time.
4. A private company that is approved and licensed to perform UDSs will be selected at the sole discretion of WCUCOM.

UDS Process

WCUCOM will notify all newly admitted students of the requirement that they must have an approved UDS prior to matriculation. A student who is challenging any part of the UDS may enroll if he/she acknowledges that the challenge must be cleared prior to registration.

The UDS prior to admission must be submitted no later than seven (7) days after the WCUCOM acceptance (seat) deposit is sent to the Admissions Office. The UDS prior to starting clinical rotations will be given in accordance with the process on a random day selected by the Dean.

A fully detailed copy of the UDS 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.

Any questionable or adverse findings revealed through the UDS will be referred to the P&M Committee for further evaluation. An adverse or questionable UDS may result in the denial of admission, or the dismissal from WCUCOM.

Challenge of UDS Results

Students who question the accuracy of the UDS should immediately send a brief written statement regarding the area they believe to be incorrect to the private company that performed the UDS. All disputes pertaining to the UDS findings must be communicated in writing directly to the private company that conducted the UDS.

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 UDS report.

If the student does not challenge the questionable or adverse information from the private company that conducted the UDS, and when the UDS findings are such that the student does not meet WCUCOM standards, the student will be referred by the Associate Dean, Student Affairs, to the P&M Committee for further evaluation. Any adverse decision by the P&M Committee may be appealed to the Dean of WCUCOM.

CLINICAL ROTATIONS

Note: Greater detail is presented in the *WCUCOM Clinical Rotations Manual*.

Scheduling of Core Clinical Rotations

The clinical rotation hub sites will be established by the Office of the Associate Dean, Clinical Sciences. The Area Health Education Centers (AHEC) will assist with establishment, maintenance, and management of core clinical rotations when available.

Changes in Core Clinical Rotations

Changes in core clinical rotations are only permitted for compelling reasons. Written documentation regarding the reasons for a change shall be directed to the Associate Dean, Clinical Sciences. Rotations are changed at the discretion of the Associate Dean, Clinical Sciences.

Scheduling of Elective Clinical Rotations

Four elective rotations are at the discretion of the individual student with the approval of the Associate Dean, Clinical Sciences. One elective rotation must be a Medicine elective and one elective must be a Surgery elective. The remaining two rotations are open selections.

All elective rotations will begin on the first of the month and end on the last day of the month, with no less than five (5) days per each full week.

Elective Clinical Rotation Forms are available in the Office of the Associate Dean, Clinical Sciences, and must be completed and submitted to the Office of the Associate Dean, Clinical Sciences, at least **60 days** prior to the anticipated start date of the rotation.

All elective rotations must have a syllabus that complies with the WCUCOM rotations manual. If a syllabus does not already exist, the student, in consultation with the Chair of Family Medicine, his/her Clinical Advisor, and the Preceptor will develop a syllabus prior to the start of the rotation. Failure to comply with this will result in a unilateral selection by the Associate Dean, Clinical Sciences, of an elective clinical rotation.

The Associate Dean, Clinical Sciences, will make necessary arrangements to secure the elective rotations. However, it is the responsibility of the student to contact the Associate Dean, Clinical Sciences, at least **two weeks** prior to leaving for the selected site to make sure that the rotation has been secured. If approval from the selected site for the elective rotation has not been obtained, the Associate Dean, Clinical Sciences, will assist the student in determining the cause and will assist in alternative site selections.

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

Changes in Elective Clinical Rotations

Changes in unconfirmed elective 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 are submitted in writing to the Associate Dean, Clinical Sciences, concerning the changes and the reasons for the change. Changes in confirmed electives will not be allowed without approval of the Associate Dean, Clinical Sciences. Any deviation from this policy will result in a referral to the P&M Committee for further consideration.

Report for Rotation

Each rotation begins on the first day of each month and ends on the last day of the month. It is the responsibility of each student to be present on the commencement of each rotation. In the event of an unavoidable tardiness to the rotation, it is the responsibility of the student to notify the Preceptor and the Office of the Associate Dean, Clinical Sciences, at WCUCOM. If an orientation is required at a clinical rotation site, it is imperative that the student participate in that orientation and follow the protocols established by that rotation.

Training Hours

No set training hours are mandated by WCUCOM. It is the philosophy of WCUCOM that students are in a period of training that mimics the hours and dedication demonstrated by the Preceptor. For guidance purposes only, the following may be considered:

1. A work day may be considered of 12-hour duration.
2. A work week may be considered a maximum of 72 hours.
3. The maximum duration of work may be 30 hours, and should follow a minimum of 12 hours off duty.
4. Two days out of every 14 days may be provided as a weekend break.

Dress

WCUCOM students will at all times be dressed appropriately with awareness of personal hygiene, cleanliness, and professional demeanor. Short white lab coats with WCUCOM identification are expected to be worn unless specifically instructed otherwise by the hospital or preceptor. Scrub suits are to be worn where indicated by services. Alterations in this dress code are subject to the discretion of the individual physician/institution/facility. Some form of student identification must be worn at all times, clearly identifying the individual as a WCUCOM medical student. This identification may be issued by the preceptor, hospital, clinic, or other entity participating in the educational experience.

Attendance

Attendance is mandatory for all clinical rotations. All absences are to be reported to the Office of the Associate Dean, Clinical Sciences. Permission for absence must be obtained from the Associate Dean, Clinical Sciences, and the Preceptor/Service on which the student is rotating. Only the Preceptor or the Associate Dean, Clinical Sciences, may grant time away from the prescribed clinical rotation. All absences, excused or otherwise, must be documented on the clinical rotation logs.

Reasons for absences may include illness, conference attendance, COMLEX examination, residency interviews, or personal leave. The Associate Dean, Clinical Sciences, must be notified prior to any absence whenever possible.

There are NO unexcused absences. Any unexcused absence will be referred to the P&M Committee with a recommendation of failure for the clinical rotation.

Attendance Policy for Professional Conferences

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.

Attendance at AOA-sponsored national meetings, osteopathic divisional society meetings, and AOA/osteopathic specialty meetings will be provisionally approved. All other meetings must have an individual request and be approved by the Associate Dean, Clinical Sciences.

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 provisionally approved professional meeting 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 unremediated failures, has a failing grade at the time of the request, or at the Dean's discretion.

Meeting attendance must be documented. Each student will be required to submit a typed, one-page or more 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.

Temporary absence: Temporary absence, defined as a short period of time (one day or less) away from the service rotation activities, may be needed from time to time to allow the student to attend to personal business (e.g., banking, child care, etc.). Permission of the Preceptor/Office of Clinical Rotations is required.

Extended leave: Examples of extended leave are maternity leave, military leave, or family leave. If extended leave is necessary, the Associate Dean, Clinical Sciences, must be notified.

Holidays: Holidays are at the discretion of the Preceptor, hospital, or clinic facility. There are no designated holidays approved by WCUCOM during the clinical rotations.

Vacations: No vacation time is scheduled during clinical rotations.

Minimum Attendance Activity: All selective core rotations will have a minimum attendance activity. A one-month clinical rotation will have a minimum of **20 days** of activity; a two-month clinical rotation will have a minimum of **40 days** of activity; and a two-week clinical rotation will have a minimum of **10 days** of activity. Variations will be approved at the discretion of the Associate Dean, Clinical Sciences. Failure to meet these minimum activities will result in an incomplete (INC) for that rotation until such time as the minimum activity has been met.

If a physician is out of the office for more than two days, the student is required to contact the Associate Dean, Clinical Sciences. At this time, an alternative program will be assigned to the student. This may consist of a reading assignment or other clinical arrangements. This will be at the discretion of the Associate Dean, Clinical Sciences.

Sickness

It is paramount that the well-being of the student is considered with any illness. If a student is absent for more than two days per rotation, the Office of the Associate Dean, Clinical Sciences, must be notified, and the student must be seen by a physician for documentation and for the well-being of the student. The student should not hesitate whatsoever to report an illness since the welfare of the student and his/her patient contacts is of prime importance.

Cell Phone Usage

Cell phones must be turned off during didactic lectures, clinical experiences, and patient care, or any other time that could be disruptive. Exceptions to this policy include potential emergencies, such as a family illness. It is the responsibility of the student to inform the Preceptor that he or she is requesting an exemption. Failure to do so could result in student misconduct.

Student Evaluation (Grades)

The student will be evaluated at each clinical rotation. At the midpoint of the clinical rotation, a student-Preceptor conference will take place to indicate the level of student performance. A discussion regarding the areas of strength and weakness should be discussed at that time.

It is the student's responsibility to present the WCUCOM Student Evaluation Form to the Preceptor for completion and to forward it to the Associate Dean, Clinical Sciences. Failure to submit a finalized WCUCOM Student Evaluation Form will result in an incomplete (INC) for that clinical rotation, and no credit will be given.

Only one grade is accepted per clinical rotation. Final rotation grades will be assigned by the Chair of Family Medicine based on the Preceptor Evaluation and performance on assignments posted in D2L for the rotation. All clinical rotations must be successfully completed with a passing grade prior to graduation. Specific documentation of a failing grade should accompany the evaluation. The Associate Dean, Clinical Sciences, will refer a failing grade to the P&M Committee for further action or remediation. Appeal of any rotation failure will follow the student appeals process.

WCUCOM Videoconference

WCUCOM will provide didactic educational programming via D2L, the Internet, or other electronic media. Participation in the programming, whether by a formalized established meeting at an individual core site, or by individualized personal involvement, is mandatory. This Pass/Fail requirement for graduation is an integral part of the WCUCOM curriculum. A student must participate in a minimum of 70% of the videoconferences and post-conference testing available for the twenty (20) months of clinical rotations. Failure to participate at the required minimum activity will result in failure of this curriculum requirement and a referral to the P&M Committee.

Fourth-Year Student Clinical Presentation

WCUCOM believes that students must demonstrate a mature ability for effective clinical case presentation. To promote this learning objective, WCUCOM requires an OMS-4 Student Clinical Presentation via the WCUCOM videoconference. Each student will be required to present one clinical case on a subject of personal clinical interest lasting approximately 20 minutes and performed via a PowerPoint presentation protocol. To prevent redundancy in the subject matter, WCUCOM reserves the right to restrict the number of presentations on any given topic. A schedule will be assigned by the WCUCOM Assistant to the Associate Dean, Clinical Sciences, for effective student participation.

Student Site Evaluation Form

The student will evaluate each clinical site through the Student Site Evaluation Form. This evaluation will reflect the student's attitude and observations regarding the quality of training

received on each rotation. The student's grade will be reported as incomplete (INC) until this form is completed and returned to the Office of the Associate Dean, Clinical Sciences.

Clinical Rotation Case Log

In addition to the Site Evaluation form, the student is required to complete a Log Summary of the Clinical Rotation. Failure to maintain a Case Log for each clinical site will result in failure of that clinical rotation. Illegible Case Logs are unacceptable and will result in an incomplete (INC) of that clinical rotation.

Each Log Summary will be detailed by the student to document the clinical exposure as well as specific training procedures performed. The Preceptor will sign the Log Summary on the last day of the clinical rotation. Each Log Summary will be transferred to the Associate Dean, Clinical Sciences, no later than seven (7) days following the completion of the clinical rotation.

Student Liability Insurance

WCUCOM students are covered with liability insurance only if the student is participating in an officially approved rotation. This applies to core rotations as well as approved elective rotations. 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.

Student/Patient Relationships

The relationship between an osteopathic medical student and a patient shall always be kept on a professional basis. A student shall not date or become intimately involved with a patient. Conduct in such an unprofessional manner shall be considered improper behavior and will be grounds for disciplinary action, including dismissal from WCUCOM.

Sexual Harassment During Clinical Rotations

Any incidence of suspected sexual harassment shall be reported immediately to the Preceptor, Associate Dean, Clinical Sciences, and the Associate Dean, Student Affairs. Any student involved in sexual harassment shall be referred to the Associate Dean, Student Affairs, for further action. A report of the actions taken will be submitted to the P&M Committee, which will review the reported incident. Further actions may occur at the discretion of the P&M Committee.

End of Service

The student is not allowed to leave the designated clinical rotation prior to the scheduled departure date without approval of the Associate Dean, Clinical Sciences. Departures prior to the scheduled departure date without prior consent will be considered an unauthorized absence, and the student is subject to failure of that clinical rotation.

Housing

WCUCOM, hospitals, and Preceptors are not responsible for student housing while the students are relocated to the individual hub sites. The student's housing needs is the student's responsibility and at their expense.

Personal Activities

Hub sites will be considered home base for the duration of the clinical rotations. Local banking is a suggestion. However, personal check cashing may be difficult at any clinical site. It is recommended that the student acquire alternative methods of banking, such as ATM cards, travelers' checks, or money orders.

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.

Personal Insurance

Students are required to have personal hospitalization insurance while on clinical rotations. Proof of insurance must be on file in the office of the Associate Dean, Student Affairs. Verification of current health insurance must be provided before beginning clinical rotations.

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. This is at no cost to the student. 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 (3) components:

1. Education

All WCUCOM OMS-1 and OMS 2 students will attend an annual two-hour block of instruction on HIV and a one-hour block on Universal Precautions that will address CDC&P current relevant universal exposure precautions, the post-exposure reporting process, and prophylactic treatment of BBP and other 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 your Preceptor or Attending Physician: Any WCUCOM student with medical education-related BBP/HIV exposure will be immediately released from his/her preceptorship/rotation and 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 1978-1985, 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:

- a. Ensuring HIV antibody testing is done at 12 weeks and 6 months, and the results checked.
- b. Writing prescriptions for the four-week drug regimen, if needed.
- c. Repeating the complete blood count and renal and hepatic chemistry profiles at two weeks.

- d. 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).