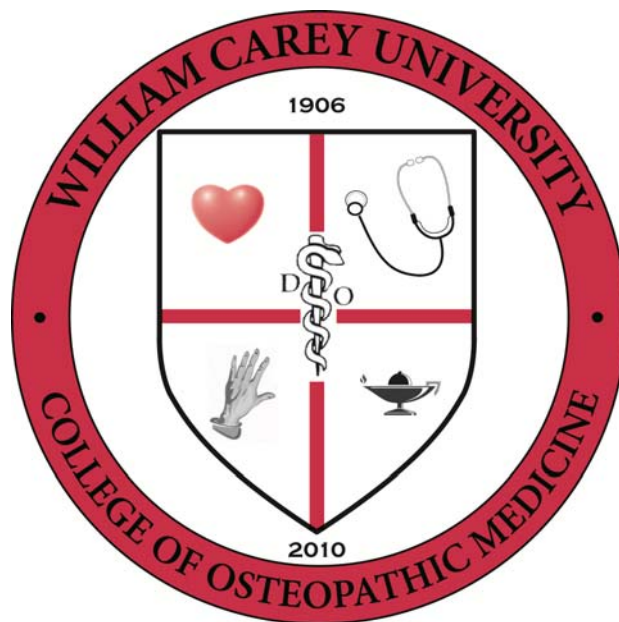


**WILLIAM CAREY UNIVERSITY  
COLLEGE OF OSTEOPATHIC  
MEDICINE  
STUDENT HANDBOOK**



## ***PREFACE***

Policies, requirements, and information in this handbook may be updated from time to time by WCU-COM at its sole discretion. The provisions of the *WCU-COM Student Handbook* do not constitute a contract and are supplemental to the *WCU Student Handbook*. If a topic is not covered in this handbook, refer to the *WCU Student Handbook*.

All inquiries regarding the *WCU Student Handbook* should be directed to the Associate Dean, Student Affairs at 601-318-6610. Any recommendations for additions, deletions, or changes must be submitted in writing to the Dean. Final approval is by the President of WCU.

Changes will be distributed to students and become effective immediately upon distribution unless otherwise specified.

## ***NOTICE OF RECEIPT***

As an entering first-year student, I acknowledge that I received a printed copy of the *WCU-COM Student Handbook*. I acknowledge also that I have been advised that the *WCU-COM Student Handbook* is available in its entirety on the following web site: [www.wmcarey.edu](http://www.wmcarey.edu). The William Carey University student handbook has precedence over this handbook. I acknowledge receipt of and knowledge of the contents of the university student handbook.

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 COM, 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 *WCU-COM 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

## *Table of Contents*

• Preface	1
• Notice of Receipt of Student Handbook	2
• Welcome to First-Year Students	6
• Administrative Directory	7
• Message from the Dean	9
• Campus Map	11
<b><i>ABOUT WCU AND WCU-COM</i></b>	12
• History of WCU	12
• History of WCU-COM	13
• Mission Statement	14
• Goals and Objectives	14
• Osteopathic Pledge of Commitment	15
• Osteopathic Oath	15
• Accreditation	16
• Administrative Offices	16
<b><i>STUDENT AFFAIRS</i></b>	18
• Student Services	18
• Admissions	18
• Tuition and Fees	18
• Student Financial Aid	19
• Academic and Clinical Advising	19
• Identification Badges	19
<b><i>ACADEMIC INFORMATION AND POLICIES</i></b>	20
• Academic Standards	20
• Scholastic Non-Cognitive Characteristics	20
• Attendance	20
• Dress	21
• Professionalism	21
• Standards for Satisfactory Academic Progress	23
• Technical Requirements for Matriculation	23
• Technical Standards	24
• Reasonable Accommodations and Documentation	25
• Sample Accommodation	25
• Student Evaluation	25
• Examinations	26
• Percentage Grades	26
• Promotion and Matriculation Committee	26
• Academic Status Report	27
• Remediation Policy	28
• Repeat Academic Year Policy	29

• Guidelines Regarding Student Misconduct	30
• Independent Study	31
• Leave of Absence	31
• Check-Out Procedures for Student Dismissal, Withdrawal, or Leave of Absence	32
• Graduation Requirements	33
• National Board of Osteopathic Examiners—COMLEX	33
• Student Transfers	34
• Student Consultation	34
<b><i>CLINICAL ROTATIONS</i></b>	35
• Dress	35
• Attendance	35
• Holidays	36
• Vacations	36
• Minimum Attendance Activity	36
• Training Hours	36
• Report for Rotation	36
• Sickness	36
• Personal Insurance	37
• Personal Activities	37
• Cell Phone Usage (Clinical Rotations)	37
• End of Service	37
• Housing	37
• Student Liability Insurance	37
• Student/Patient Relationships	38
• Sexual Harassment During Clinical Rotations	38
• Student Evaluation (Grades)	38
• Remediation Policy	38
• Student Site Evaluation Form	39
• Clinical Rotation Case Log and Evaluations	39
• Scheduling of Core Clinical Rotations	39
• Scheduling of Elective Clinical Rotations	39
• Changes in Core Clinical Rotations	40
• Changes in Elective Clinical Rotations	40
• Attendance Policy for Professional Conferences	40
• Blood Borne Pathogen Exposure and Post-Exposure Prophylaxis	41
• WCU Videoconference	42
• Fourth-Year Student Clinical Presentation	42
<b><i>SCHOLARSHIPS</i></b>	44
<b><i>STUDENT ORGANIZATION AND ACTIVITIES</i></b>	47
• Student Government Association	47
• Registration of Student Organizations	47
• Student-Sponsored Events	48
• Student Publications	48

<b><i>GENERAL INFORMATION AND POLICIES</i></b>	49
• Bookstore	49
• Religious Life	49
• Health Services and Insurance	49
• Library/Media Services	49
• Food Service (Wilkes Dining Hall)	50
• Residence Halls	50
• ATM	51
• Inclement Weather	51
• Disaster Plan Statement	51
• Parking	51
• Communications	51
• Official Mailing Address	51
• Computing Services and Policies	51
• Campus Security	52
• Smoking	52
• Gambling	52
• Alcohol and Illicit Drugs	52
• Firearms	52
• Cell Phone Usage	53
• Employment	53
• Liability Insurance	53
• Criminal Background Check Policy	53
• CBCK Process	54
• Challenged Results of CBCK	55
• Policy of Urine Drug Screen (UDS)	56
• USD Process	56
• USD Challenged Results	57
• Health Requirements	57
• Electronic Communications	58
• Diversity Statement	58
• Non-Discrimination Policy	58
• FERPA (Privacy of Student Records Policy)	58
• Student Written Grievances	59
• Sexual Harassment	60
• Sexual Assault	61
• Procedures for Reporting a Sexual Offense	61
• Procedures for Responding to Accusation of Sexual Offense	61
• Drug-Free Workplace Act	62
• Personal Space and Personal Privacy Guidelines	62
• Academic Freedom	63
<b><i>ACADEMIC CALENDARS</i></b>	64

# ***WELCOME TO WCU-COM***

## ***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 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 WCU-COM 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.

A 2010–2011 academic calendar is included for your reference. It is subject to change as circumstances dictate. Changes will be sent to each student and member of the faculty and staff via campus 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

**COLLEGE OF OSTEOPATHIC MEDICINE  
ADMINISTRATIVE DIRECTORY**

**Office of the Dean**

Michael K. Murphy, D.O.....601-318-6437

Administrative Assistant

Sandra Meeler..... 601-318-6610

**Office of Clinical Sciences**

Associate Dean

Darrell E. Lovins, D.O..... 601-318-6552

Secretary

Family Medicine

Chair, Family Medicine

Lee Valentine, DO..... 601-318-6314

**Osteopathic Principles and Practices**

Chair, OPP

John Jones, D.O. ....601-318-6314

Psychiatry

Pediatrics

OB/GYN

Internal Medicine

Surgery

Oral Health

Disaster Preparedness

**Office of Clinical Rotations**

Darrell E. Lovins, D.O..... 601-318-6552

**Office of Biomedical Sciences**

Associate Dean

T. G. Sarphie, PhD ..... 601-318-6121

Administrative Assistant

Jennifer Alsup, .....601-318-6250

Anatomy  
Clarke Millette, PhD.....601-318-6311  
Pearl G. Myers, MD ..... 601-318-6308  
Louaine Spriggs, PhD ..... 601-318-6297

Biochemistry  
Jeffrey Evans, PhD..... 601-318-6

Clinical Skills

Microbiology/Immunology  
Randall Harris, PhD..... 601-318-6595

Pathology  
Pearl G. Myers, MD ..... 601-318-6308  
Jim Weir, DDS, JD .....601-318-6290

Pharmacology

Physiology  
John Bailey, PhD.....601-318-6189  
Johnny Porter, PhD ..... 601-318-

**Office of Academic Affairs**

Associate Dean  
Frank Baugh, PhD .....601-318-6586

Secretary

**Office of Student Affairs**

Associate Dean, Student Affairs  
Jim Weir, DDS, JD .....601-318-6290

Administrative Assistant

Emily Bennett .....601-318-6235

Student Services

Financial Aid

Admissions

Registrar

**Office of Research**

Assistant Dean, Research  
B. J. Martin, PhD .....601-318-6121

Note: The directory will continue to be changed as long as specific information is available.



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

---

**Michael K. Murphy, DO, FACOFP, *dist.*, FAODME**

Welcome to the William Carey University College of Osteopathic Medicine and congratulations. Each of you has gone through a rigorous academic process to achieve your dream of becoming an osteopathic physician. The rest of the journey starts here. Our goal at WCU-COM is to produce the best osteopathic physicians we can. To do this, we have hired an outstanding faculty who has the primary mission of mentoring and teaching each of you in order to accomplish this goal. The academic and clinical responsibilities will be daunting and different from anything you have experienced so far. The faculty and administration are fully committed to helping you succeed. To do this, you will be challenged and asked to achieve. No one said in his/her interview that he/she wanted to be “mediocre.” So expect great things from us, and we will demand great things from you. Your individual efforts will determine whether you achieve your goal of becoming a doctor or whether you fail.

William Carey University College of Osteopathic Medicine is a mission-driven academic institution. Our mission is to “*prepare men and women to become osteopathic physicians through an emphasis on primary care, lifelong learning, and scholarly activity. By 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.*” I am responsible for turning this mission statement into a reality. To do this, our Admissions Committee had to first pick the right students and then create an atmosphere in which they can grow academically and personally. I believe each one of you is the “right student” to meet the needs of Mississippi and the Gulf South. You have not only demonstrated that you have the academic ability to succeed in these efforts, but also have shown us that you have the heart to care for your patients and communities.

Good luck on your journey. My door will always be open to you. Our faculty will do their best to assist you in achieving your goal of becoming an outstanding osteopathic physician--one who is known for his/her Competence, Competitiveness and Compassion. When you graduate, each of you will be able to go anywhere for postgraduate training and practice wherever you wish because you will be well trained. It is our hope that you will remember what you said in your interview about wanting to be a primary care physician and practicing in an area like your hometown.

Welcome to the William Carey University College of Osteopathic Medicine family. You will work hard, but take the time to make lasting friendships with each other and your mentors. Become part of the community and start or continue your service to your fellow man here. And lastly, enjoy the experience.

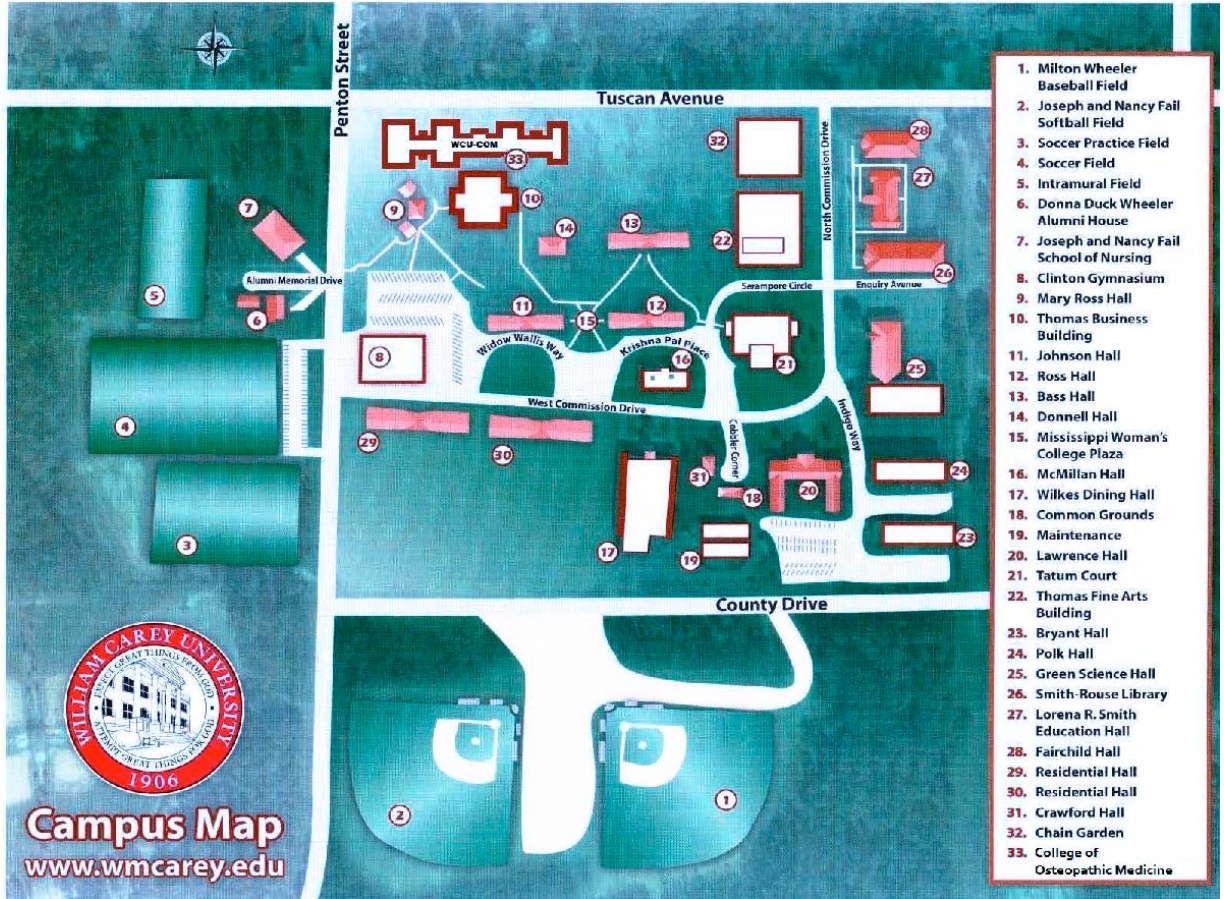
Sincerely,

Michael K. Murphy, DO, FACOFP, dist., FAODME

# WILLIAM CAREY UNIVERSITY CAMPUS MAP

## Hattiesburg

HATTIESBURG CAMPUS MAP  
A-3



## ***ABOUT WCU AND WCU-COM***

### ***History of William Carey University***

William Carey University claims two proud predecessors as it looks forward to a future of continued growth and development. The first of these was founded in 1906 as a private, coeducational institution known as South Mississippi College. With the legendary South Mississippi educator W. I. Thames as its president, the College quickly gained a reputation for a strong faculty, especially in art, music, history, and home economics. After a fire destroyed the immense administration building, including classrooms, library, and a 1500-seat auditorium, the young institution was forced to close.

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

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

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

When the exigencies of the Depression Era forced the College to close in 1940, its facilities became available for use as army officers' housing for nearby Camp Shelby. In 1946 Mississippi Woman's College reopened and underwent major renovations. Dr. I. E. Rouse was elected president in 1946 and served until 1956. In 1953 the Mississippi Baptist Convention voted to move the College into coeducational status after more than four decades of admitting only female students. This vote necessitated a new name for the institution. In 1954 the Board of Trustees selected the name of William Carey College in honor of the eighteenth century English cobbler-linguist whose decades of missionary activity in India earned him international recognition as the "Father of Modern Missions."

Under the leadership of Dr. J. Ralph Noonkester, who was elected president of the college in 1956, William Carey University enjoyed significant growth. In 14 years, a total of 14 new buildings rose on the Hattiesburg campus. The college attracted national attention with baseball, basketball, and tennis teams, the traveling chorale, the theatre performance groups, scientific honor societies, student mission efforts (one of the nation's leading colleges in number of mission volunteers), and pre-medical activities

(frequently a leader in percentage of acceptances to medical college). Dr. Noonkester served as president from 1956 to 1989.

In 1968 William Carey entered a new dimension when it announced a merger with the prestigious Mather College of Nursing in New Orleans. Still another dimension opened for William Carey in 1976 when the College purchased the Gulf Coast Military Academy campus in Gulfport. Known as William Carey University on the Coast, the 20-acre Gulfport campus offers selected undergraduate and graduate degrees.

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

Dr. Larry Kennedy was appointed interim president in 1997 and president in 1998. Since 1998 the physical facilities on the Hattiesburg and Gulfport campuses have undergone major repair and renovation. The New Orleans nursing program was relocated to the New Orleans Baptist Theological Seminary campus in 1998. The Fail/Asbury College of Nursing Building was completed in January 2002, the first new building on the Hattiesburg campus in 25 years. Two soccer fields and an intramural field were dedicated in 2004.

The Lorena Roseberry Smith Hall, housing education department programs, was also completed in 2004. Donnell Hall was completed in 2006 to house the Center for the Life and Work of William Carey. Also dedicated in 2006 were Milton Wheeler Field and the restored Chain Garden. The former Bentley-Pope House was named the Donna Duck Wheeler Alumni House. Enrollment figures reached the highest levels in the university's history. On the New Orleans campus, a new nursing building affords new learning opportunities.

In 2006 the Board of Trustees voted to change the name to William Carey University to honor its growth and enhance its potential in an increasingly global environment. The University is organized into the following academic units: the College of Arts, Humanities, and Sciences; the College of Business; the College of Education; the College of Psychology and Counseling; the Owen and Elizabeth Cooper College of Missions and Biblical Studies; the Donald and Frances Winters College of Music; and the Joseph and Nancy Fail College of Nursing. At the untimely death of Dr. Kennedy in September 2006, Dr. Tommy King was appointed acting president. In February 2007, he was named the ninth president of the university. In 2007 these dedications took place on the Hattiesburg campus: Heritage Plaza, honoring Mississippi Woman's College alumnae; the Joseph and Nancy Fail Softball Field; and the Larry W. Kennedy Complex. The new resident halls were completed in 2007.

### ***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 College of Osteopathic Medicine (WCU-COM). The goal was to open the WCU-COM 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, the College 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 the College and introduced the founding dean, Dr. Michael K Murphy.

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.

The College of Osteopathic Medicine began recruiting its first class of students in the fall of 2009. William Carey University College of Osteopathic Medicine is the state's second medical school and the first in the region to focus on osteopathic medicine. This dramatic development demonstrates that William Carey University has accepted its challenging motto:

**“Expect great things from God; attempt great things for God.”**

### ***Mission Statement***

The mission of William Carey University College of Osteopathic Medicine (WCU-COM) is to prepare men and women to become osteopathic physicians through an emphasis on primary care, lifelong learning, and scholarly activity. By 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, the College of Osteopathic Medicine will provide:

- A high-quality professional education program emphasizing training in primary care through lifelong learning and scholarly activity in a caring, Christian academic community by recruiting students from and training students in Mississippi and the surrounding regions.
- An atmosphere in which individual students are encouraged to develop to their highest potential in scholarship, leadership, and service by recognizing the infinite worth of the individual and respecting and accepting a variety of religious expressions.
- Students with a curriculum that emphasizes regional concerns and provides them with opportunities to take part in public service activities dealing with diverse and underprivileged populations, which will enhance their skills in primary care.
- Opportunities for students to participate in medical mission trips which instill lifelong involvement in the mission field.

## *Osteopathic Pledge of Commitment*

I pledge to

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

## *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 (1866 Southern Lane, Decatur, GA 30033-4097; telephone number 404-679-4501) to award the associate, baccalaureate, master's, and doctoral degree (doctor of osteopathic medicine). The William Carey University College of Osteopathic Medicine is provisionally accredited by the Commission on Osteopathic College Accreditation of the American Osteopathic Association, 142 East Ontario Street, Chicago, IL 60611. This is the highest accreditation a college of osteopathic medicine can achieve prior to graduating its first class.

## ***Administration***

### ***President***

The President of William Carey University is the Chief Executive Officer and has final responsibility for the administration of William Carey University. The President reports directly to the Board of Trustees.

### ***Vice President of Medical Education and Dean of the College of Osteopathic Medicine***

The Dean of the College of Osteopathic Medicine is the Chief Academic and Executive Officer of the College of Osteopathic Medicine. The Associate Deans assist with taking administrative responsibility for instruction and related academic services. In addition, the Associate Deans are responsible for matters pertaining to curriculum, schedules, staff, and policy.

### ***Associate Vice President and CFO***

The Associate Vice President and CFO is responsible for all university business operations and property. Departments within this office include the business office, computer services, physical plant, and auxiliary enterprises.

### ***Dean of Enrollment Management & Records***

The WCU Dean of Enrollment Management and Records is responsible for COM financial aid and student records.

### ***Associate Dean, Clinical Sciences***

The Associate Dean, Clinical Sciences is directly responsible for the administration of courses in the clinical sciences, including clinical science faculty evaluation and supervision and curriculum development and evaluation.

### ***Associate Dean, Biomedical Sciences***

The Associate Dean, Biomedical Sciences is directly responsible for the administration of courses in the basic sciences, including basic science faculty evaluation and supervision and curriculum development and evaluation.

***Associate Dean, Academic Affairs***

The Associate Dean, Academic Affairs is responsible for managing academic standards and accreditation, as well as Community and Behavioral Science course work for all four years

***Associate Dean, Student Affairs***

The Associate Dean, Student Affairs is responsible for student services and admissions.

***Assistant Dean, Research***

The Associate Dean, Research is directly responsible for the advancement of scholarly activities for faculty and students.

# ***STUDENT AFFAIRS***

## ***Student Services***

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

## ***Admissions***

The Admissions Office acts as the primary agent for the acceptance of applicants and develops an admissions program that responds to student and WCU-COM needs.

## ***Tuition and Fees***

Tuition is due and payable in full at registration unless special arrangements have been made with the Associate Dean, Student Affairs. 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.

Tuition is subject to change annually. The current annual tuition is \$38,000.

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

Supplemental application fee. A \$50 nonrefundable supplemental application fee is payable upon submission of an application for admission. Please make the fee payment to WCU-COM and note on the check “application fee for WCU-COM.”

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

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

The tuition refund shall be prorated as follows:

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

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 change the schedule of tuition and fees, without advance notice, to make such changes applicable to present as well as future students of WCU-COM, and to 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.

### ***Student Financial Aid***

The Office of Student Financial Services is the primary agent in assisting qualified students with the necessary forms and assistance necessary to obtain loans, scholarships, grants, and other forms of financial assistance.

### ***Academic and Clinical Advising***

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.

### ***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.

# ***ACADEMIC POLICIES AND INFORMATION***

## ***Academic Standards***

These introductory comments are designed to explain the rationale behind the academic standards adopted by the WCU College of Osteopathic Medicine.

Certain personal characteristics, as presented in WCU-COM grading rubrics, are important to individuals preparing for a career in osteopathic medicine. Therefore, scholastic non-cognitive evaluations are assigned in addition to the scholastic cognitive evaluations and are designed to point out the outstanding, adequate or inadequate personal characteristics or behavior of students. While the majority of students accepted to osteopathic medical school will possess all of the appropriate characteristics, it is important to have a method to recognize either outstanding students or the unusual student who may not possess the character traits necessary to practice medicine.

A grade of "Outstanding" or "Inadequate" will be submitted on the appropriate form(s) or letter(s). The lack of a scholastic non-cognitive grade will be interpreted as meaning either that the student has been judged to possess the proper characteristics or that there has been inadequate contact with the student on which to base the evaluation. Evaluations may be made by faculty members of each medical school course in which the student is enrolled and will be submitted to the Associate Dean, Student Affairs either by individual faculty members or by the course directors who represent the teaching faculty. In addition, the Dean of the College of Osteopathic Medicine may submit such an evaluation to the Associate Dean, Student Affairs at any time.

All clinical departments will have a cognitive grading policy which includes some non-cognitive aspects, *e.g.*, an inadequate non-cognitive evaluation will result in assignment of an "F" final clerkship grade. Students may be required by the Promotion and Matriculation Committee (P & M) to repeat one or more courses.

## **Scholastic Non-Cognitive Characteristics**

Scholastic non-cognitive characteristics or behaviors are important to individuals preparing for a career in osteopathic medicine and are an intrinsic part of the academic evaluation in both preclinical classes and clinical rotations. Included in these evaluations are attentiveness, demeanor, maturity, cooperation, inquisitiveness, responsibility, respect for authority, etc.

## **Attendance**

Attendance at all lectures, laboratories, discussion groups, and other assigned functions is **required and monitored**. There must be an appropriate reason and documentation for any absences. Failure to do so may result in disciplinary action. The determination of absence validity is the responsibility of the Office of Student 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 required for successful completion of courses and is a component of professionalism.

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

WCU-COM believes that participation in professional meetings can greatly enhance a student's professional and personal growth. Therefore, attendance at AOA-sponsored national meetings, osteopathic divisional society meetings, and AOA/osteopathic specialty meetings is provisionally approved. All other meetings must have an individual request and be approved by the Associate Dean, Student Affairs.

1. Students wishing to attend a provisionally approved professional meeting will submit a student travel request to the Associate Dean, Student Affairs at least 30 days prior to the meeting indicating the name and location of the professional meeting, sponsoring agency, and dates of prospective absence.
2. Only one professional conference will be allowed per student per year except for student organizational leaders who attend conferences as official representatives of WCU-COM. Any deviation from this policy must be approved by the Associate Dean, Student Affairs on an individual basis.
3. 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.
4. 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, Student Affairs within one week of return. Participation in professional meetings outside of normal WCU-COM curriculum is considered a privilege and honor. Meeting attendance must be documented.
5. 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.

### ***Dress***

Students will be expected to dress professionally at all times. Shirt and tie (or appropriate shirt and dress sweaters for winter wear) are required for men and appropriate professional attire for the women. This apparel will be required for all official WCU-COM activities except on class days when the majority of the students' time is spent in the WCU-COM laboratories. On these days (usually Tuesdays and Thursdays), students may wear clean scrubs with a clean white lab coat to lecture. A majority of time is defined as more than 60 percent.

Scrubs which have been worn in the labs should not be worn outside of the lab area or come in contact with the general public because of potential public health hazards. The school retains the right to require students to dress with shirt and tie on laboratory days when special events are taking place. Laboratory coats will be provided, and modern locker rooms with lockers are provided for changes of clothing for the anatomy laboratory. The Gross Anatomy Lab faculty will also distribute their policy on dress while in the lab.

### ***Professionalism***

Professionalism is one of the American Osteopathic Association and WCU-COM'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 WCU-COM 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 WCU-COM equal opportunity, harassment, and substance abuse policies.
5. Commit to lifelong learning of scientific knowledge.
6. Participate in WCU-COM 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 WCU-COM include but are not limited to:

1. Intentionally interfering with classes, research, administration, patient care, movement of other people, or school function.
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 or its affiliated institutions while under the influence of alcohol, a controlled substance, or illicit drugs.
11. Using the WCU or WCU-COM'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 WCU-COM when called to offer testimony and 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 materials or posting approved materials in an in appropriate 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, news groups, forums, and list serves.
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.

### ***Standards for Satisfactory Academic Progress***

Federal law requires that all students receiving financial assistance from Title IV and Title VII funds maintain satisfactory academic progress. WCU-COM policy follows the academic standards that apply to all students receiving financial aid. The academic progress of each student is monitored and evaluated at the end of each examination period by the Promotion and Matriculation Committee. This committee reviews the records to see if the student has fulfilled all academic requirements and has maintained the standards of ethical, moral, personal, and professional conduct required for continued study of osteopathic medicine.

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.

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.

### ***Technical Requirements for Matriculation***

WCU-COM will make reasonable accommodations when needed to enable a student to meet WCU-COM's Technical Standards for Matriculation. Students with disabilities must have the specific qualifications necessary to promote and protect the health and safety of the patients for which WCU-COM students will eventually care. Those qualifications are set forth below.

## ***Technical Standards***

The holder of a D.O. degree must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. In order to carry out the activities described below, candidates for the D.O. degree must be able to consistently, quickly, and accurately integrate all information received and must have the ability to learn, integrate, analyze, and synthesize data.

A candidate for the D.O. degree must have five varieties of abilities and skills including observation and sensory; communication; motor; conceptual, integrative and quantitative; behavioral and social. Technological compensation can make up for handicaps in some of these areas, but a candidate must be able to perform in a reasonably independent manner.

1. **Observation and Sensory Skills:** Candidates and students must have sufficient vision to be able to observe demonstrations, experiments, and laboratory exercises in the basic sciences. They must be able to observe a patient accurately at a distance and close at hand for proper evaluation and treatment integration. Additionally, osteopathic candidates and students need enhanced ability in their sensory skills.
2. **Communication Skills:** Candidates and students shall be able to speak, hear, and observe patients in order to elicit information; examine patients; describe changes in mood, activity and posture; and perceive nonverbal communication. They must be able to communicate effectively and sensitively with patients. Communication includes not only speech but also reading and writing. They must also be able to communicate effectively and efficiently in oral and written form with all members of the health care team.
3. **Motor Skills:** Candidates and students shall have sufficient motor function, strength, and mobility to execute movements required to provide general care and emergency treatment to patients. Examples of emergency treatment required of physicians are cardiopulmonary resuscitation; administration of intravenous medications; the application of pressure to stop bleeding; the opening of obstructed airways; the suturing of simple wounds; and the performance of simple obstetrical maneuvers. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision. Additionally, osteopathic treatment often requires upright posture with sufficient lower extremity and body strength.
4. **Conceptual, Integrative and Quantitative Skills:** These skills include measurement, calculation, reasoning, analysis and synthesis. Problem-solving, the critical skill demanded of physicians, requires all of these intellectual abilities. In addition, candidates and students shall be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.
5. **Behavioral and Social Skills:** Candidates and students must possess the emotional health required for full utilization of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive, and effective relationships with patients. Candidates and students must be able to tolerate physically-taxing workloads, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that will be assessed during the admissions and educational processes.

### ***Reasonable Accommodations and Documentation***

WCU-COM 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, the College will consider costs of the requested accommodation and the impact on the educational program. WCU-COM 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.

WCU-COM 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. A student who requires an accommodation must make it known to the WCU-COM administration before the accommodation is needed. Progress monitoring will be coordinated through regular meetings with the Dean's Office.

### ***Sample Accommodation***

Listed below are examples of certain accommodations that may be appropriate. This is not an exhaustive list of possible accommodations but is included simply for illustrative purposes.

1. Extended time for testing in courses.
2. Special testing locations and proctors.
3. Tape-recorded lectures.
4. Tutoring and supplemental instruction services.
5. Note-taking services.
6. Extended time or decelerated course load.

### ***Student Evaluation***

WCU-COM's small class size will allow students to know and be known by the faculty. This organizational characteristic is a significant strength of this program allowing the faculty to assess the students' grasp of the curriculum on an individual basis.

Specifically, after each set of block exams for OMS-1 and OMS-2 students, a report will be completed to indicate which students have failed a test or course(s) or have failing cumulative grade-point averages. A report will be completed for each class year. A "grade meeting" will be held immediately following every exam block at which all faculty members and the Associate Dean, Academic Affairs review every student in question and discuss individual circumstances and determine resolutions regarding the student's continued matriculation.

Students must remediate all failures/incompletes (less than 70 percent grades or incompletes) prior to beginning the subsequent year's curriculum. Upon recommendation of the Promotion and Matriculation Committee, these insufficient grades may be removed by passing a remedial course at WCU-COM prior to July 15 of the student's next academic year. Upon the submission of a failing final grade for a student, a course director will submit a proposed form for remediation to the Promotion and Matriculation Committee with copies to the appropriate associate dean and, at the course director's discretion, to the student. Implementation of this proposal is the decision of the Promotion and Matriculation Committee. In the case of clinical didactic courses, the chair of the Associate Dean, Clinical Sciences shall act as course director.

For OMS-3 AND OMS-4 students, the clinical skills faculty will review on a periodic basis all student assessment data to ensure that the students' performances are meeting or exceeding the educational objectives set for the respective rotations. Appendix V includes student evaluation forms which will be included in the *Clinical Rotations Manual*.

All clinical rotations must be successfully completed with a passing grade prior to graduation. Failure of any clinical rotation will be referred to the Promotion and Matriculation Committee for consideration.

Prior to the beginning of the academic year, the Associate Dean, Student Affairs reviews all transcripts, records and reports to determine if the student has fulfilled all academic requirements before matriculating.

### ***Examinations***

An academic year is comprised of blocks. 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. The results of the examinations, along with reports concerning attendance, conduct, and potential professional attributes, are considered by the Promotion and Matriculation Committee as they determine eligibility for promotion or graduation.

### ***Percentage Grades***

Seventy percent (70%) is the **minimum** acceptable passing percentage grade. Below 70% is failing. Incompletes due to the fault of the student may be made up but with no percentage grade above 70%. Incompletes, under extenuating circumstances beyond the student's control, may be made up with a percentage grade of 70% or higher.

### ***Promotion and Matriculation Committee (P & M)***

At the end of the academic year, the Promotion and Matriculation Committee will evaluate student performance. This committee reviews all transcripts, records, and reports to determine if the student has fulfilled all academic requirements, has maintained the standards of ethical, moral, personal, and professional conduct required for the continued study of osteopathic medicine, and is considered mentally and emotionally fit to become a physician. The Promotion and Matriculation Committee certifies the student's eligibility for promotion to the succeeding year.

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 WCU-COM. The Promotion and

Matriculation Committee also considers reports concerning attendance, conduct, and potential professional attributes. Students with failures or incompletes are not eligible for promotion.

At a faculty meeting preceding commencement, the Promotion and Matriculation 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 the College. The faculty will entertain a motion to approve the candidates and submit the list to the Dean who will forward the list to the President. The President will then submit the list to the Board of Trustees for approval.

WCU-COM, upon the recommendation of the Promotion and Matriculation Committee and action of the Dean, reserves the right to require at any time that a student who has failed to maintain acceptable standards of academic performance as specified in the *WCU-COM Student Handbook* be placed on probation, recommended for remediation, recommended to repeat an academic year, suspended, or dismissed.

Probation or suspension may also be required by WCU-COM for any student who fails to maintain ethical, moral, personal, or professional conduct or who fails to abide by WCU-COM policies, rules, and regulations, fails to fulfill legal or financial obligations, or is considered to be mentally or emotionally unfit or impaired.

### ***Academic Status Report***

Students will receive a progress report from the Office of Student Affairs 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 Promotion and Matriculation 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 Promotion and Matriculation Committee, probation may include additional restrictions from activities the Committee deems detrimental to academic performance. Students recommended for remediation must remediate all failures/incompletes prior to July 15 of the student's next academic year.

A student who has a failure or an incomplete on his or her record, regardless of the grade-point average, must receive prior recommendation of the Promotion and Matriculation Committee and approval of the Dean before making arrangements with the appropriate department chair for a remedial course or examination to remove the failure or incomplete. A student who has an incomplete (INC) on his or her record due to an excused absence may make arrangements with the appropriate department chair without prior approval of the Committee.

Since academic grades are only one criterion for academic probationary status, the Promotion and Matriculation Committee may recommend probationary status at any time even though a student's cumulative average is 70% or higher. The records of all students on academic probation will be reviewed following each significant testing period to evaluate the student's potential for continuance. At the end of the academic year, the Promotion and Matriculation 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 modification:

1. Remediation--May be for failure of one major\* course or no more than two minor courses. Major courses are identified below.

2. Repeating the academic year in full--May be recommended for two or less failures.
3. Dismissal from WCU-COM --Will be recommended for three or more failures.

\*Major Courses (> 5 Credit Hours) are:

- **OMS-1 Year**

Medical Biochemistry and Genetics, Gross Anatomy, Cell Biology/Microanatomy, Osteopathic Principles and Practices, Physiology, and Physical Diagnosis

- **OMS-2 Year**

Neuroscience, Pathology, Pharmacology, Community and Behavioral Medicine, Medical Microbiology and Infectious Diseases, Osteopathic Principles and Practices, Internal Medicine, and Surgery

- **OMS-3 and OMS 4 Years**

Each clinical rotation is considered a major course.

### ***Remediation Policy***

Upon recommendation of the Promotion and Matriculation Committee, failures may be removed by passing a remedial course. In all instances, both the original and remediated grade will be recorded on the student's transcript. 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 in question. Remediation shall be completed by July 15.

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 Promotion and Matriculation Committee.

No student may advance a year at WCU-COM with a failing grade in any course. If a student has mitigating circumstances which directly contributed to the poor academic performance, he/she should submit a written justification to the Promotion and Matriculation Committee. The written justification addresses two major issues: (a) causative factors and (b) remedies and solutions.

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 result in a referral to the Promotion and Matriculation Committee with a recommendation for dismissal.

These issues represent critical steps in preparing for an academic meeting with the Promotion and Matriculation Committee, and each step should be addressed and resolved to the mutual satisfaction of the student and the Promotion and Matriculation Committee:

#### **1. Causative Factors**

The written justification must clearly state the compelling reasons or extenuating circumstances which directly contributed to the student's academic or clinical problems. These factors should be substantive, immediate (having occurred during the academic year), and well documented. Letters, receipts, court documents, and medical reports are some common types of documentation.

## 2. Remedies and Solutions

The student is obligated to specify in the written justification those measures that he/she has taken to correct the causative factors. The remedies should offer a reasonable assurance that the student will be successful in the future. All remedies shall be detailed, well documented, and state a time period for completion. In the written justification, the student shall propose a solution to his/her dilemma which will allow for the student to successfully continue his/her academic studies and professional development at WCU-COM. The student shall also acknowledge the consequences of the failure to perform to the covenants of the proposal. More than one proposal may be suggested.

The Promotion and Matriculation Committee will review the written justification and then schedule a meeting with the student. Such meetings are private and confidential including, but not limited to, the names of participants, proceedings, discussion, minutes, and findings. The following are prohibited in all Promotion and Matriculation Committee meetings unless otherwise authorized in writing by the Dean and Promotion and Matriculation Committee Chairperson: (1) electronic recording of the meeting, except for official minutes, (2) legal counsel, and (3) uninvited individuals. All final decisions regarding the pathway of remediation or dismissal recommendations will be made at a separate Promotion and Matriculation Committee meeting in which the student is absent. The Committee has three (3) working days to notify the student of the Committee's decision.

If the student is not in agreement with the remediation or dismissal recommendation of the Promotion and Matriculation Committee, he/she will have ten (10) calendar days to appeal the decision in writing to the Dean of WCU-COM. The student will be considered enrolled at WCU-COM until the appeal is acted on.

### ***Repeat Academic Year Policy***

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

All grades received at WCU-COM during the repeated academic year will be recorded on the student's transcript as an average of the previous academic year and those received in the repeated academic year (the true average) and will be used for class ranking. Grades of all repeated courses that result in an average score of less than 70 percent will be recorded as 70 percent. 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.

Students who are on academic probation are not eligible for WCU-COM sanctioned travel and cannot run for elected office until they are off academic probation (the duration of the academic year). Clarification: Academic probation will be in effect until the class or classes are successfully remediated. 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 Policy***

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 Promotions and Matriculation Committee with a recommendation for dismissal.

### ***Guidelines Regarding Student Misconduct***

#### ***1. Filing of a Complaint of Professional or Personal Misconduct***

If an individual has violated WCU-COM policy regarding professional, ethical, or personal conduct, a complaint should be filed with the chairperson of the Promotion and Matriculation 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 Promotion and Matriculation Committee***

If a meeting is warranted, a Notice to Appear before the Promotion and Matriculation Committee will be delivered or sent to the student. The failure of 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 Promotion and Matriculation Committee***

Promotion and Matriculation 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 Promotion and Matriculation 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 take one of four forms:

#### **1. No action at this time**

#### **2. Probation**

Probation is defined as a warning in that any future behavior/situations inconsistent with the professional behavior outlined in the *WCU Student Handbook* or deemed inappropriate by the

Promotion and Matriculation Committee may result in his or her immediate expulsion from WCU-COM. The Promotion and Matriculation 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 WCU-COM.

### **3. Probation with conditions**

This form includes all of the sanctions of probation. The student's continued enrollment at WCU-COM is also based on the student fulfilling certain obligations as set forth by the Promotion and Matriculation Committee.

### **4. Dismissal**

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

### ***Independent Study***

Independent Study is defined as coursework performed independently, without classroom or didactic structure, to meet the requirements for graduation. This program would be allowed through the petition to the Dean of WCU-COM to meet specific deficiencies necessary for graduation. A monthly prorated tuition based on the current year's tuition will be assessed for those students participating in the Independent Study program.

### ***Leave of Absence***

All leaves of 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 to a Criminal Background Check and Urine Dug Screen (UDS) before being readmitted.

Leaves of absence are categorized as the student 1) leaving in good academic standing or 2) 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 Promotion and Matriculation 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 WCU-COM 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 is sufficient to continue his/her medical education and meet all technical requirements before he/she will be allowed to return to the college.

2. A financial emergency

A financial leave of absence requires that a student prove to financial departments of the College that he/she has the financial capability to advance in his/her education before returning to the College.

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 (which is expected to last more than 180 days), the federal loan guaranteeing agencies will be notified that the student is no longer enrolled at WCU-COM.

Before a student's leave of absence can begin, he or she must go through WCU-COM prescribed check-out 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 the college. The written request should be directed to the Associate Dean, Student Affairs.

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

WCU-COM 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. It is imperative that any student who leaves WCU-COM 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 the WCU-COM 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 Promotion and Matriculation 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 WCU-COM offices and professors will be notified.
4. Before leaving campus, the student needs to undergo an exit interview with:
  - a. WCU-COM Student Affairs Office
  - b. William Carey University Student Services Office
  - c. Financial Aid Office
  - d. Business Office
  - e. Library
5. When the student completes all of these obligations, WCU-COM will then release student records upon the proper request. Dismissal and check-out forms are available in the WCU-COM Student Affairs Office.

### ***Graduation Requirements***

A student who has fulfilled all the academic requirements may be granted the degree doctor of osteopathic medicine provided the student:

1. Has complied with all the curricular, legal, and financial requirements of the College.
2. Attends, in person, the ceremony at which time the degree is conferred.
3. Passes COMLEX Level I, COMLEX Level 2 CE and COMLEX Level 2 PE.
4. Is at least 21 years of age.
5. Has demonstrated the ethical, personal, and professional qualities deemed necessary for the successful and continued study and practice of osteopathic medicine.
6. 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.**

### ***National Board of Osteopathic Medical Examiners—COMLEX***

WCU-COM will provide at appropriate times delineated by the NBOME a list of students who meet the qualifications to schedule and access COMLEX Level 1, COMLEX Level 2 CE, and COMLEX Level 2PE exams. WCU-COM 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.

WCU-COM will offer a COMLEX review course. This course will be available to all second-year 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 expense.

### ***COMLEX Level 1 Failure Policy***

Students failing to achieve a passing score on COMLEX Level 1 will be permitted to matriculate to third-year rotations but will be required to pass COMLEX Level 1 prior to June 1 at the commencement of their fourth academic year. Failure to achieve a passing score will result in the removal of the student from clinical rotations. The student then may be allowed to participate in an independent study program until a passing score has been received by WCU-COM. During this period of independent study, the student will be relieved of clinical rotation responsibilities. The student will be allowed to return to clinical rotations only after a passing score has been received by WCU-COM. Exact placement will be determined by the Associate Dean, Clinical Sciences to meet the graduation curricular requirements.

### ***COMLEX Level 2 Failure Policy***

Students must pass COMLEX Level 1 and Level 2 CE and PE as requirements for graduation. 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 and placed on an independent study program until COMLEX Level 2 CE and PE are satisfactorily completed. The student will be allowed to complete clinical rotations only after a passing score has been received by WCU-COM for COMLEX Level 2 CE and PE. Exact placement will be determined by the Associate Dean, Clinical Sciences.

### ***Student Transfers***

WCU-COM does **not** encourage transfers; however, in special circumstances transfers will be considered. In accordance with the American Osteopathic Association (AOA) and Southern Association of Colleges and Schools (SACS) standards, the transfer student must matriculate at WCU-COM for at least two academic years.

### ***Student Consultation***

WCU-COM maintains an open-door policy with regard to the students. All faculty, advisors, and administrators are available for advice and counsel. The input and opinion of the student is important. As stated previously, there will be regular meetings with the faculty advisor; however, the student may meet with his/her advisor on an ad hoc basis as needed. Appointments are recommended but not required.

# ***CLINICAL ROTATIONS***

Note: Greater detail is presented in the *WCU-COM Clinical Rotations Manual*.

## ***Dress***

WCU-COM students will at all times be dressed appropriately with awareness of personal hygiene, cleanliness, and professional demeanor. Short white lab coats with WCU-COM 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 WCU-COM medical student. This identification may be issued by the preceptor, hospital, clinic, or other entity participating in the educational experience.

## ***Attendance***

1. Attendance is mandatory for all clinical rotations.
2. Permission for absence must be obtained from the Chairperson, Associate Dean, Clinical Sciences, **and** the Preceptor/Service on which the student is rotating.
3. Reasons for absences may include illness, conference attendance, COMLEX examination, residency interviews, or personal leave.
4. The Associate Dean, Clinical Sciences must be notified prior to any absence whenever possible.
5. **Temporary absence.** Temporary absence is defined as a short period of time (one day or less) away from the service rotation activities that may be needed from time to time to allow the student to attend to personal business (e.g., banking, child care). Permission of the Preceptor/Office of Clinical Rotations is required.
6. **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.
7. There are NO unexcused absences. An unexcused absence may result in failure of the clinical rotation.
8. Only the Preceptor or the Associate Dean, Clinical Sciences may grant time away from the prescribed clinical rotation.
9. Extended absences (two or more days away) may result in failure of the rotation.
10. All absences are to be reported to the Office of the Associate Dean, Clinical Sciences.
11. Any unexcused absence will be referred to the Promotion and Matriculation Committee with a recommendation of failure for the clinical rotation.
12. All absences excused or otherwise must be documented on the clinical rotation logs.

### ***Holidays***

Holidays are up to the discretion of the Preceptor, hospital, or clinic facility. There are no designated holidays approved by WCU-COM during the clinical rotations.

### ***Vacations***

No vacation time has been 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 encounters will result in an incomplete (INC) for that rotation until such time that 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.

### ***Training Hours***

No set training hours are mandated by WCU-COM. It is the philosophy of WCU-COM 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 a 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.

### ***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 WCU-COM. 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.

### ***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.

### ***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.

### ***Personal Activities***

Core 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 should 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.

If a long distance call must be made, please use prepaid telephone calling cards or other personal means. **DO NOT USE THE PRECEPTOR'S OR HOSPITAL'S TELEPHONE LINES FOR PERSONAL LONG DISTANCE CALLS.**

### ***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.

### ***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 is subject to failure of that clinical rotation.

### ***Housing***

WCU-COM is not responsible for student housing while the students have relocated to the individual core sites. It is the student's responsibility for all housing needs and at the student's expense.

### ***Student Liability Insurance***

WCU-COM students are covered with liability insurance and are covered 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 regularly sent 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 due to ethical and legal considerations. Conduct in such an unprofessional manner shall be considered improper behavior and will be grounds for disciplinary action, including dismissal from WCU-COM.

### ***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 with a report of actions taken submitted to the Promotion and Matriculation Committee. The Promotion and Matriculation Committee will review the reported incident and take action. Further actions may occur at the discretion of the Promotion and Matriculation Committee.

### ***Student Evaluation (Grades)***

1. The student will be evaluated at each clinical rotation.
2. The evaluation is to determine if progress toward a satisfactory performance level is being achieved and with respect to other students at the same level of training.
3. Only one grade is accepted per clinical rotation.
4. Specific documentation of a failing grade should accompany the evaluation.
5. 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.
6. The Associate Dean, Clinical Sciences will refer a failing grade to the Promotion and Matriculation Committee for further action or remediation.
7. It is the **student's responsibility** to present the WCU-COM Student Evaluation Form to the Preceptor for completion and to forward it to the Associate Dean, Clinical Sciences. Failure to submit a finalized WCU-COM Student Evaluation Form will result in an incomplete (INC) for that clinical rotation, and no credit will be given.

### ***Remediation Policy***

Failure of any required clinical rotation will be referred to the Associate Dean, Clinical Sciences for remediation and the Promotion and Matriculation Committee for consideration of further action. All clinical rotations must be successfully completed with a passing grade prior to graduation. Appeal of any rotation failure will follow the student appeals process.

### ***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 Associate Dean, Clinical Sciences.

### ***Clinical Rotation Case Log and Evaluations***

1. The student is required to complete a Log Summary of the Clinical Rotation and an evaluation of the clinical site. Failure to maintain a Case Log for each clinical site will result in failure of that clinical rotation.
2. Illegible Case Logs are unacceptable and will result in an incomplete (INC) of that clinical rotation.
3. Each Log Summary will be detailed by the student to document the clinical exposure, as well as specific training procedures performed.
4. The Preceptor will sign the Log Summary on the last day of the clinical rotation.
5. 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.

### ***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.

### ***Scheduling of Elective Clinical Rotations***

1. Four elective rotations are at the discretion of the individual student with the approval of the Associate Dean, Clinical Sciences.
2. One elective rotation must be a Medicine elective and one elective must be a Surgery elective. The remaining two rotations are open selections.
3. All elective rotations will begin at 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.
4. Elective Clinical Rotation Forms are available at the Office of the Associate Dean, Clinical Sciences. Elective request forms 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. Failure to comply with this will result in a unilateral selection by the Associate Dean, Clinical Sciences of an elective clinical rotation. At this time, the Associate Dean, Clinical Sciences will make necessary arrangements to secure the elective rotations.
5. 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.

6. 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.
7. 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 Core Clinical Rotations***

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

### ***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 Promotion and Matriculation Committee for further consideration.

### ***Attendance Policy for Professional Conferences***

WCU-COM 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.

6. 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.
7. 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.
8. Students must obtain permission from the Associate Dean, Clinical Sciences and the Preceptor.
9. 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.
10. 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

WCU-COM curriculum is considered a privilege and honor. Meeting attendance must be documented.

11. 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.

### ***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 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 WCU-COM OMS-1 and OMS 2 students will attend a two-hour block of instruction on HIV and a one-hour block on Universal Precautions annually which 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 Center for Disease Control and Prevention (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 take the following steps immediately.

- a. **PERFORM BASIC FIRST AID: IMMEDIATELY** clean 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 WCU-COM students 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. **NOTIFY** the Associate Dean, Clinical Sciences of the incident. He/she will notify the Dean.
- d. The goals of the student reporting to the ER for BBP/HIV exposure are:

- (1) To help the student assess whether the exposure is low or high risk using the most current CDC&P guidelines.
- (2) To start post-exposure prophylactic medication within two hours if the incident is a high risk. High-risk exposure is typically defined as significant blood or bodily fluid exposure, of a source person with any of the following: known HIV/symptoms of AIDs, multiple blood transfusions 1978-1985, IV drug user, multiple sexual partners, or homosexual activity.
- (3) To counsel the student on medication side effects and clarifying the benefit/risk ratio of their use.
- (4) To check baseline labs: HIV antibody testing, complete blood count, renal and hepatic chemistry profile, and hepatitis evaluation.

### ***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 preceptorship/rotation.

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

- a. Insuring HIV antibody testing is done at 12 weeks and 6 months and results checked.
- b. Writing prescriptions for the four-week drug regimen if needed.
- c. Repeating 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).

### ***WCU-COM Videoconference***

WCU-COM will provide didactic educational programming via 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 WCU-COM 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 Promotion and Matriculation Committee.

### ***Fourth-Year Student Clinical Presentation***

WCU-COM believes that students must demonstrate a mature ability for effective clinical case presentation. To promote this learning objective, WCU-COM requires an OMS-4 Student Clinical Presentation via the WCU-COM 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 Power

Point presentation protocol. To prevent redundancy in the subject matter, WCU-COM reserves the right to restrict the number of presentations on any given topic. A schedule will be assigned by the WCU-COM Assistant to the Associate Dean, Clinical Sciences for effective student participation.

# **SCHOLARSHIPS**

*Note: Some of the scholarships listed below may contain contact information that has changed since this handbook was printed. In addition, there may be scholarships not listed. Check with the Office of Student Affairs to see if an updated list is available.*

## **Air Force Health Professions Scholarship**

This scholarship will pay for tuition and all required fees. You will also receive a monthly allowance for living expenses. Visit their website at [www.airforce.com](http://www.airforce.com).

## **Alabama Osteopathic Medical Association**

Eligibility: Applicant must intend to return to the state of Alabama to practice medicine for a minimum of one year after completing medical school, internship, and residency. For more information go to [www.aloma.org](http://www.aloma.org) or contact Valerie Smith, Alabama Osteopathic Medical Association, P. O. Box 433, Red Bay, AL 35582.

## **American Association of University Women Educational Foundation**

Eligibility: All applicants must be U.S. citizens or permanent residents. The existing guidelines reserve fellowships in law, medicine, and business for women of color. Women in medicine are eligible for funding in their third year. Deadline: January. To request an application or brochure, write AAUW Educational Foundation, c/o Customer Service Center, 2201 N. Dodge St., Dept. 177, Iowa City, IA 52243-4030 or call (319) 337-1716, Ext. 177. The website is [www.aauw.org](http://www.aauw.org).

## **American College of Osteopathic Family Physicians**

Eligibility: Student must be in his/her second, third, or fourth year of osteopathic medicine college training. Students must indicate intention of entering an AOA-approved family practice residency. Must be a member of the ACOFP student chapter at his/her school. Awarded on a first-come, first serve basis. For more information go to [www.acofp.org](http://www.acofp.org) or to request applications, please call ACOFP at (800) 323-0794.

## **Arkansas Grant**

Eligibility: For students who are Arkansas residents. The grant is \$5,000 per year. For more information go to [www.arkansashighered.com](http://www.arkansashighered.com) or contact Arkansas Department of Higher Education, 114 E. Capital Avenue, Little Rock, AR 72201 or phone (501) 371-2058.

## **Colorado Society of Osteopathic Medicine**

Eligibility: Student must plan to practice within the state of Colorado upon completion of his/her residency and be either a Colorado resident or a graduate of a Colorado high school, college, or university. The applicant must either be a second- or third- year student in an osteopathic medical school for the upcoming year. The applicant cannot be a recipient of any full tuition scholarship. Deadline: Completed applications and transcripts must be received by June 1 for consideration. For applications write Melinda Smith/Scholarship Chairman, Auxiliary to the Colorado Society of Osteopathic Medicine, 650 South Cherry Street, Suite 440, Denver, CO 80246 or call (303) 322-1722 or (800) 527-4578 or fax (303) 322-1956 or email: [Mandgsmith@aol.com](mailto:Mandgsmith@aol.com). The website is [www.coloradodo.org](http://www.coloradodo.org).

## **Denver Osteopathic Foundation**

Eligibility: Scholarships are offered to third- and fourth-year students from Colorado who plan to complete a residency program and wish to practice in Colorado. Consideration is given to residents of Colorado or to those who have lived, worked, or attended undergraduate college in Colorado. Deadline: Annual deadline for consideration for scholarships is June 1 of each year. Notification is anticipated

before August 1. For more information, go to [www.dofound.org](http://www.dofound.org) or contact Denver Osteopathic foundation, 3131 S. Vaughn Way, Suite 204, Aurora, CO 80014. Phone (303) 996-1140; Fax: (303) 996-1142.

### **Indian Health Service Professions**

#### **Scholarship Program**

For more information, contact Mr. Jesse Thomas, Scholarship Coordinator, IHS, Nashville, TN 37214; Phone: (301) 443-6197 or go to [www.ihs.gov](http://www.ihs.gov).

### **Indiana Association of Osteopathic Physicians and Surgeons**

Eligibility: For Indiana students who are in the first or second year of study at osteopathic medical schools. Students who are interested may call (317) 926-3009. The web site is [www.inosteo.org](http://www.inosteo.org).

### **Kansas Osteopathic Service Scholarship Program**

Eligibility: You must be a resident of Kansas and agree to practice primary care medicine in a medically underserved area which is any county in Kansas except Douglas, Johnson, Sedgwick, Shawnee, or Wyandotte. The annual award is \$15,000 and is renewable for an additional three years. For more information, contact Kansas Board of Regents, Kansas Osteopathic Service Scholarship, 1000 SW Jackson St., Suite 520, Topeka, KS 66612-1368, Phone: (785) 296-3518, Don Wimpelberg, e-mail: [don@ksbor.org](mailto:don@ksbor.org) or go to [www.kansasregents.org](http://www.kansasregents.org).

### **Muskegon General Osteopathic Foundation**

Eligibility: Medical students, resident, and practicing physicians who reside in the geographical area of the Western Michigan Osteopathic Association who have been accepted to medical education programs accredited by the AOA. For information, check [www.ofowm.org](http://www.ofowm.org).

### **Navy Medical Corps Scholarships**

Eligibility: Be under 40 upon graduation from medical school, be a U.S. citizen, be accepted to a medical school or college of osteopathy in the U. S., have physical qualifications are per the Navy's medical department regulations. The web site is [www.military.com](http://www.military.com).

### **Pennsylvania Osteopathic Medical Association Foundation (POMA)**

*A. Archie Feinstein.* Eligibility: Available to Pennsylvania residents (prior to entering osteopathic medical school) who will be entering their third or fourth year of any college of osteopathic medicine in the U.S. The web site is [www.poma.org](http://www.poma.org).

### **Alfred A. Grilli**

Eligibility: Available to Western Pennsylvania residents (prior to entering osteopathic medical school) who will be entering the last year of any college of osteopathic medicine in the U.S.

### **District 8**

Eligibility: Scholarships are available to Pennsylvania residents (prior to entering osteopathic medical school) of District 8 of the POMA who will be entering the third or fourth of any college of osteopathic medicine. District 8 counties are: Allegheny, Armstrong, Beaver, Bedford, Blair, Cambria, Fayette, Greene, Indiana, Somerset, Washington, and Westmoreland.

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

Eligibility: Applicants must be an underrepresented minority who have been accepted and are planning to enroll in one of the AACOM member colleges of osteopathic medicine. Deadline: May 1. For more information call (301) 968-4175 or AACOM-Communications and Member Services, 555 Friendship Blvd., Suite 310, Chevy Chase, MD 20815-7231.

**SOMA Foundation**

Eligibility: Must be a SOMA member with 50% SOMA involvement, 25% financial need, and 25% academic achievement. Amounts range from \$300-\$1,000.

The web site is [www.studentdo.com/scholarships.htm](http://www.studentdo.com/scholarships.htm).

**Tucson Osteopathic Medical Foundation**

Eligibility: Applicants must be enrolled or intending to enroll full-time for the upcoming academic year and must be seeking a D.O. degree. Residents of the seven southernmost counties of Arizona will receive first consideration. The seven counties of Arizona are defined for the purpose of the program as the counties of Cochise, Graham, Greenlee, Pima, Pinal, Santa Cruz, and Yuma. Residents of other counties of Arizona may be considered for awards if there is an insufficient number of qualified candidates from these seven counties. For more information contact Founders' Awards, Tucson Osteopathic Medical Foundation, 4240 N. Campbell, Suite 200, Tucson, AZ 85718, Phone: (520) 299-4545 or (800) 201-8663. The web site is [www.tomf.org](http://www.tomf.org) (scholarships may not be available every year).

**U. S. Army Medical Department-Financial Assistance Program (FAP)**

Eligibility: Be a resident in a fully accredited specialty training program in medicine or dentistry and in good standing therein. Be eligible for appointment as a commissioned officer in the United States Army. You will receive an annual grant and a monthly living stipend. For more information contact the US Army Health Care Recruiting, SSG Joshua Waller at 877-354-4048 or e-mail [joshua.waller@usarec.army.mil](mailto:joshua.waller@usarec.army.mil).

**William G. Anderson, D.O. Scholarship for Minority Medical Students**

Eligibility: Applicant must have a strong interest in osteopathic medicine, documented good academic standing, demonstrated community involvement and leadership, noteworthy accomplishment and honors. Financial need will be considered. The web site is [www.aof-foundation.org](http://www.aof-foundation.org).

# ***STUDENT ORGANIZATIONS AND ACTIVITIES***

## **2010-2011 Class Officers**

	<b>Freshman</b>	<b>Sophomore</b>	<b>Junior</b>	<b>Senior</b>
<b>President</b>				
<b>Vice President</b>				
<b>Secretary</b>				

### ***Student Government Association***

The WCU-COM Student Government Association (SGA) is the official voice for osteopathic medical students. SGA is open to all students at the WCU-COM 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 WCU-COM students.

The advisor for 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 WCU-COM SGA will, along with the President of the Student Osteopathic Medical Association, represent WCU-COM at the AOA House of Delegates. Additionally, he or she will be sponsored by WCU-COM to represent the school and its students nationally.

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

Osteopathic medical students are encouraged to develop, organize, and participate in student organizations. In an effort to encourage a formal, organized system of students, the Student Government Association has been authorized to determine the process for registration, which will be developed when the first class is matriculated and the Student Government Association is organized. All formally registered student organizations must have a faculty advisor. A list of officers must be on file with the WCU-COM 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 WCU-COM event or activity on or off campus that is sponsored by a WCU-COM student organization.

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. The Student Advocates Association (SAA) will be considered a student organization and apply for recognition.

	<b>President</b>	<b>Vice President</b>	<b>Advisor</b>
<b>Club Name</b>			
<b>Club Name</b>			
<b>Club Name</b>			
<b>Club Name</b>			

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 WCU-COM facilities for meetings or activities after the WCU-COM academic needs are met. Requests for space may be submitted at the Office of Student Affairs.
7. Receipt of relevant publications and inclusion 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), must adhere to the canons of responsible journalism, and are subject to the laws of libel, slander, and decency.

# ***GENERAL INFORMATION AND POLICIES***

## ***Bookstore***

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

## ***Religious Life***

William Carey University 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***

WCU-COM students must present proof of health insurance at registration. Students are solely responsible for their medical bills. William Carey University assumes no responsibility to seek reductions or waivers. Students must be free from any outstanding medical debts from the College's affiliated hospitals or clinics prior to receiving a diploma.

Hattiesburg is well-equipped with excellent hospital and emergency outpatient treatment centers. William Carey University 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 WCU-COM Office of Student Affairs and WCU Office of Student Services should be notified.

WCU-COM offers confidential counseling to help osteopathic medical students resolve personal/family problems. The University maintains a contract with an independent counseling center to provide mental health counseling. Students who wish to use this service will be asked to schedule an appointment with the Office of Student Affairs to discuss the need for counseling and the choice of an appropriate therapist. The COM 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. Confidential counseling services are also available through the Sexual Assault Crisis Center in Hattiesburg (264-7777).

WCU-COM construction plans include a space for a health clinic. Upon completion, students will be able to see a physician on campus for outpatient medical services.

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

Carey University Libraries, a full member of the National Network of Libraries, holds an extensive collection of electronic and print resources for Carey students in its three branch libraries in Hattiesburg, Gulfport, and New Orleans. 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. Information about the hours, guidelines, and services at Smith Rouse may be found on the library website at <http://library.wmcarey.edu> in the online version of the WCU Library Handbook.

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 WCU-COM 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 am to 10 pm, Fridays until 5 pm, and on Saturdays by appointment during the regular academic year**. A reference librarian serves as the medical librarian for the College of Osteopathic Medicine and College of Nursing.

In order to create a more centrally located, subject-specific collection, the health sciences book and print journal resources will be relocated to create a specialized Medical Library within Smith Rouse facility prior to the start of the 2010 fall semester. 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, Patricia Furr, at 601-318-6170.

The WCU-COM medical library is part of the WCU Library located in the Dumas L. Smith and I. E. Rouse library building. The building may be accessed during scheduled hours or online at (to be determined). The list of periodicals and texts, plus all online texts, periodicals and medical search services is continually updated and available at (to be determined). 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.

William Carey University Media Services provide and support WCU and WCU-COM with the audiovisual (AV) media equipment necessary to support the curriculum.

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

William Carey University provides a full food service, which is operated by Sodexo Food Services, Inc. This service is available in the Wilkes Hall Cafeteria and at Common Grounds, which is a full service coffee shop.

The cafeteria schedule is as follows:

Breakfast:	7:15-8:30 Monday-Friday 9:00-10:00 Saturday (self-serve)
Lunch	11:00-1:30 Monday-Friday 12:00-1:30 Saturday and Sunday
Dinner	4:30-6:30 Monday-Sunday

### ***Residence Halls***

Some housing may be available on campus for students who are married or single. The use of these dormitories and apartments is at the discretion of the University. If a student wishes to apply for this housing, he/she should contact the WCU Office of Student Services for the rules and regulations involving University-owned housing. There is no guarantee that WCU-owned housing will be available.

## ***ATM***

There is an ATM in McMillan Hall inside the Post Office.

## ***Inclement Weather***

In the event of extreme weather conditions, notice of school closure will be made over local radio and television stations and by the campus alert system. As a division of William Carey University, WCU-COM will not issue a separate announcement regarding closure. Therefore, if William Carey University is closed, WCU-COM will also be closed. If inclement weather prevents you from attending school on a day that WCU-COM 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 WCU student e-mail address. Specific information regarding the continuation of coursework will be posted on the University's 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 under current students on the WCU homepage.

## ***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. William Carey University is not responsible for damages to any vehicle parked on campus. There will be no designated COM parking.

## ***Communications***

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

## ***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 WCU-COM e-mail address that must be used for all official correspondence with WCU-COM. It is the responsibility of the student to maintain the e-mail account in accordance with WCU 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.

## ***Computing Services and Policies***

Computing services are provided and supported by the William Carey University Information Technology support staff. WCU maintains several public access facilities located in the following buildings throughout the campus: (to be determined).

Current:

- Thomas Business Building – Room 106
- WCU Library

Planned

- WCU-COM student lounge
- Outside classrooms (to be determined)

Every public access computer/printer requires a WCU login which is provided free of charge to all WCU-COM students, faculty, and staff. To obtain a WCU account, report to the Information Technology (IT) Department.

Students must not install applications, download images, music, etc., or change settings on any school-owned computer. The computers are for course work only. No food or drinks are allowed in the classroom or the lab. 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.

### ***Campus Security***

Security officers serve to enhance and protect the safety and security of the campus community. Campus security officers enforce parking regulations and issue citations for parking and other violations of campus policy. Two-way contact is maintained between Campus Security and the Hattiesburg Police Department. Officers are available to provide security escorts between on-campus buildings or to personal vehicles parked on university property.

All incoming and outgoing traffic must stop at the main entrance/exit. Campus security can be reached at Extension 300.

### ***Smoking***

WCU is smoke-free campus. No smoking is allowed.

### ***Gambling***

Gambling is not permitted on WCU property.

### ***Alcohol and Illicit drugs***

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

### ***Firearms***

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

### *Cell Phone Usage*

Cell phones must be turned off during class 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.

### *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.

### *Liability Insurance*

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

### *Criminal Background Check (CBCK)*

WCU-COM requires approved criminal background checks for all students prior to matriculating to WCU-COM 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 Promotion and Matriculation Committee for evaluation.

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

1. WCU-COM requires that all students prior to admission undergo a 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. WCU-COM 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 WCU-COM.
4. The CBCK search may include, but not be limited to, sources such as the following:
  - a. **County Criminal Record Search** (7 years) from addresses disclosed on the ID Search Plus.
  - b. **ID Search Plus** verifies and checks for contradictory application information by matching a consumer's name, address/social security number against Trans Union's credit-reporting database. ID Search Plus delivers current/previous addresses, SSN, birth dates and aliases.
  - c. **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 Inspection General (OIG), General Services Administration (GSA), and other federal sources, plus 50 states (800+ sources). This search exceeds minimum federal requirements.

- d. **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.
- e. **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.
- f. **Licensure verification.**

**Criminal histories.** A student whose CBCK reveals historical findings or information, including but not limited to the following, will be referred to the Promotion and Matriculation Committee and may be excluded from admission to WCU-COM or may not be allowed to participate in clinical rotations authorized and accredited by WCU-COM:

1. A history of any felony conviction.
2. A history of one or more classes “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. WCU-COM 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 WCU-COM website ([www.wmcarey.edu](http://www.wmcarey.edu)) and will click on “Student Background Checks.”
3. The students will access the WCU-COM website and electronically complete the online process for initiating the background screening and follow the directions, 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 WCU-COM displaying the following information:
  - a. The student’s demographic information and
  - b. 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 Promotion and Matriculation Committee for further evaluation. An adverse or questionable report may result in the denial of admission or dismissal from WCU-COM.

***Challenged Results of the CBCK***

1. 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.
2. All disputes pertaining to the CBCK findings must be communicated in writing directly to the entity that conducted the CBCK.
3. Re-verification will be made if the entity determines that reasonable grounds exist and that the request is not frivolous or irrelevant.
4. If parts of the report are deleted or changed because of re-verification, WCU-COM and the student will receive a corrected report.
5. 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 by the Associate Dean, Student Affairs and to the Promotion and Matriculation Committee for further evaluation.

6. Any adverse decision by the Promotion and Matriculation Committee may have a final appeal through the Dean of WCU-COM.

Notification from WCU-COM 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 Screen (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, WCU-COM has the following policy to assist students in completing professional training at the COM:

1. WCU-COM 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. WCU-COM 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. WCU-COM, at its sole discretion and at the cost to the College of Osteopathic Medicine, may require a random Urine Drug Screen at any time.
4. A private company which is approved and licensed to perform Urine Drug Screens will be selected at the sole discretion of WCU-COM.

### ***UDS Process***

1. WCU-COM will notify all newly admitted students of the requirement that they must have an approved Urine Drug Screen 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.
2. The UDS prior to admission must be submitted no later than seven (7) days after the WCU-COM 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.
3. 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.
4. Any questionable or adverse findings revealed through the UDS will be referred to the Promotion and Matriculation Committee for further evaluation. An adverse or questionable UDS may result in the denial of admission or dismissal from WCU-COM.

### ***UDS Challenged Results***

1. 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.
2. All disputes pertaining to the UDS findings must be communicated in writing directly to the private company that conducted the UDS.
3. Re-verification will be made if the company determines that reasonable grounds exist and that the request is not frivolous or irrelevant.
4. If parts of the report are deleted or changed because of re-verification, WCU-COM and the student will receive a corrected UDS report.
5. 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 WCU-COM standards, the student will be referred by the Associate Dean, Student Affairs to the Promotion and Matriculation Committee for further evaluation.

Any adverse decision by the Promotion and Matriculation Committee may be appealed to the Dean of WCU-COM.

### ***Health Requirements***

Applicants accepted for admission are required to submit medical history and physical examination information on a form that has been completed and signed by a licensed physician prior to matriculation. Also, applicants must have their own health insurance policy and provide evidence of such. WCU-COM, 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 or if a positive reaction has been recorded, a chest radiography (every three years).** In order to assure our affiliated healthcare facilities that our students are appropriately immunized, the following WCU-COM policy is in effect:

All TB tests must be correctly administered, read, and current as of June 1 of each year. A current updated documentation of TB evaluation must be delivered to the Office of the Associate Dean, Clinical Sciences 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.

2. **Hepatitis B immunization** (established by three reported dates of immunization or by documented testing of antibody titer). All students must provide evidence of Hepatitis B immunization and documentation must be completed prior to admission. This documentation must be delivered to the secretary of the Associate Dean, Clinical Sciences. Failure to provide completed documentation will prevent the student from participating in any clinical rotations activities.
3. **Tetanus toxoid immunization** (every 10 years) and evidence of an updated tetanus vaccination is required prior to matriculation to WCU-COM. This must be on file at the Office of Student Affairs.

4. **Rubella immunity** (established by two reported dates of vaccination or documented antibody titer). Evidence of an updated rubella vaccination is required prior to matriculation to WCU-COM. This must be on file at the Office of Student Affairs.

### ***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 WCU-COM professional policies can and will result in disciplinary action. Students will be held responsible and accountable for all information transmitted as covered elsewhere in this handbook.

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 regulation.
3. Sending documents that are a violation of copyright laws or breaches of the behavioral standards, academic conduct, or harassment sections of this *WCU-COM 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.

### ***Diversity Statement***

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

WCU-COM creates and supports a campus community that educates physicians who value and appreciate the importance of diversity. WCU-COM strives to improve the quality of life of faculty, staff, and students by developing and implementing policies and programs that support the WCU-COM's philosophy on diversity. WCU-COM 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***

William Carey University College of Osteopathic Medicine does not discriminate on the basis of race, gender, color, religion, creed, national origin, age, or disabilities in admissions or in the administration of its education policies, programs, and activities.

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

(The policy in its entirety can be acquired from the Registrar's Office.)

Under the “Family Educational Rights and Privacy Act (FERPA) of 1974 as Amended,” WCU-COM accords all right to students who are declared independent. No one outside the institution (other than those exceptions permitted under the Act) shall have access to, nor will the institution disclose any information from, students’ education records without the written consent of students. Students wishing to give 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, WCU-COM will release “directory information” in accordance with the provision of the Act. This information includes name, address, e-mail address, telephone number, date and place of birth, fields of study, dates of attendance, class, name of spouse, degrees and awards received (including dates), previous 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, WCU-COM assumes that a student does not object to the release of the directory information designated. Request for non-disclosure will be honored by WCU-COM for only one academic year; therefore, authorization to withhold directory information must be filed annually.

The law provides student 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 seek to have corrected any parts of the education record believe to be inaccurate, misleading, or a violation of their rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to request.

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 I compliance with FERPA. A copy may be obtained in person or by mail from the Registrar, WCU-COM, 498 Tuscan Avenue, Hattiesburg, MS 39401.

### ***Student Written Grievances***

If at any time a student feels that he or she has been wrongly treated by a member of William Carey University, the student may present a written grievance to the appropriate William Carey University official. A student’s grievance concerning a COM faculty or staff member should be made to the appropriate WCU-COM associate dean or Dean. A grievance concerning a WCU faculty (non-COM faculty) or staff member should be made to the person’s immediate supervisor or the WCU Vice President of Academic Affairs.

A grievance concerning another student should be made to the WCU-COM 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. Any grievance, after response by the appropriate William Carey University official, may be appealed to the President.

Complaints or grievances concerning WCU-COM, related to accreditation standards and procedures, should be submitted in writing to the WCU-COM Dean. 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. 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 WCU-COM in accordance with standards. The Committee report shall be submitted too 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, WCU-COM 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 activity 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***

WCU 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. WCU 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 compliant is prohibited and will not be tolerated.

In addition to violating the WCU'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 WCU.

## ***Sexual Assault***

WCU will not tolerate sexual assault or sexual violence in any form to include acquaintance or date rape and forced and unwanted sexual contact. The use of alcohol or drugs by either party will not diminish the responsibility for sexual assault. Acts of this type not only violate the policies of WCU and its community, but also the criminal laws of the State of Mississippi. WCU 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 Sex 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.

### ***Procedures for Responding to Accusations of 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.
5. A student accused of a sexual offense is entitled to and will receive the following:
  - a. A clear description of all charges.
  - b. Advance notification of a hearing.
  - c. A fair hearing conducted without unnecessary delay after the investigation.
  - d. Prompt notification of the final decision by the person or judicial council which hears the case.
  - e. The opportunity to appeal an unsatisfactory decision.
6. 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.
7. 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.

8. The victim of a sexual offense will also be notified of any disciplinary action taken.
9. 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 which are officially reported.

### ***Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.***

WCU-COM complies with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. See the WCU student handbook, *The Lance*, for details.

### ***Personal Space and Personal 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 (OPP) 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 increase.
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 students' overall performance in terms of their willingness to volunteer as "patients."

WCU-COM 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, WCU-COM 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.

### ***Academic Freedom***

1. Faculty and students are free to examine all pertinent data, question assumptions, be guided by the evidence of scholarly research, and teach and study the substance of a given discipline.
2. Faculty are entitled to full freedom in research and in the publication of its results, subject to the adequate performance of their other academic duties. Research and publication for pecuniary return should be based upon an understanding with the authorities of the institution.
3. Faculty are entitled to freedom in the classroom in discussing their subject, but they should not consistently introduce controversial matter which has no relation to the subject. Any limitation of academic freedom shall be clearly stated in writing at the time of the appointment.
4. Faculty are citizens, members of a learned profession, and officers in an educational institution. When they speak or write as citizens, they shall be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning and educational officers, they should remember that the public may judge their profession and their institution by their utterances. They should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they do not speak for the institution.
5. During the non-renewal termination procedure of tenured/non-tenured faculty, the academic freedom (within the guidelines provided) of the faculty member will not be violated.

**ACADEMIC CALENDARS (PROJECTED)**

*Day-by-day schedules will be distributed at registration.*

***WCU-COM Academic Calendar 2010-2011***

August 16-20, 2010	1 <sup>st</sup> Year Orientation
August 21, 2010	Classes Begin
September 6, 2010	Labor Day (No Classes)
October 9, 2010	White Coat Ceremony
October 25-29, 2010	AOA Convention
November 24-28, 2010	Thanksgiving Recess
December 14, 2010	Semester Ends
December 20-31, 2010	Holiday Break
January 1, 2011	New Year's Day
January 3, 2011	Semester Begins
January 17, 2011	Martin Luther King Holiday
March 14-18, 2011	Spring Break
April 22, 2011	Good Friday
May 30, 2011	Memorial Day (No Classes)
June 9, 2011	1 <sup>st</sup> Year Ends

***WCU-COM Academic Calendar 2011-2012***

August 15-19, 2011	1 <sup>st</sup> Year Orientation
August 19, 2011	2 <sup>nd</sup> Year Registration
August 22, 2011	Classes Begin
September 5, 2011	Labor Day (No Classes)
October 15, 2011	White Coat Ceremony
October 26-30, 2011	AOA Convention
November 24-26, 2011	Thanksgiving Recess
December 16, 2011	Semester Ends
December 19, 2011 -January 2, 2012	Holiday Break
January 3, 2012	Semester Begins
January 16, 2012	Martin Luther King Holiday
March 19-23, 2012	Spring Recess
April 6, 2012	Good Friday
May 28, 2012	Memorial Day (No Classes)
May 29, 2012	1 <sup>st</sup> Year ends
June 1, 2012	2 <sup>nd</sup> Year Board Review
July 23, 2012	3 <sup>rd</sup> Year Registration
July 30, 2012	3 <sup>rd</sup> Year Rotations Begin