

WILLIAM CAREY UNIVERSITY
COLLEGE OF OSTEOPATHIC
MEDICINE



STUDENT HANDBOOK

Revised
October 2012

Approved by the BOT March 8, 2012

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NOTICE OF RECEIPT

As an entering WCUCOM student, I acknowledge that I received a printed copy of the *William Carey University College of Osteopathic Medicine (WCUCOM) Student Handbook*. I acknowledge also that I have been advised that the *WCUCOM Student Handbook* is available online at www.wmcarey.edu/wcucom and in hard-copy format from the Office of the Associate Dean, Student Affairs.

I further understand that I will be assigned a campus e-mail address, which will be the mechanism by which I will receive all official notices, unless otherwise specified by the *WCUCOM Student Handbook*, from the William Carey University College of Osteopathic Medicine (WCUCOM), that it is my responsibility to check that e-mail address, and that I am deemed to have notice of all information sent to my address. I have been advised that some non-campus e-mail services are not compatible with the campus e-mail service, so attempts to forward e-mail to a non-campus address may be unsuccessful.

By signing this form, I understand that it is my responsibility to read the *WCUCOM Student Handbook*, keep up with my campus e-mail address, and be familiar with the policies established by the William Carey University College of Osteopathic Medicine.

Signature

Date

Print full legal name

Student number

PREFACE

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

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

WCUCOM FACULTY/STAFF DIRECTORY

ADMINISTRATION

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

FACULTY

Francis I. Achike, Ph.D., Professor of Pharmacology and Clinical Skills	601-318-6095
John Bailey, Ph.D., Professor of Physiology	601-318-6189
Robert Bailey, D.O., Associate Clinical Professor	601-318-6788
Robert Bateman, Ph.D., Professor of Biochemistry	601-318-6016
Frank Baugh, Ph.D., Assistant Professor of Community and Behavioral Medicine	601-318-6586
Jeffrey Evans, Ph.D., Professor of Biochemistry	601-318-6014
Nick Griffis, M.S., Instructor of Anatomy, Lab Manager	601-318-6427
Tanisha Hayes, D.O., Assistant Professor of Pathology	601-318-6749
Jennifer Hotzman, Ph.D., Assistant Professor of Anatomy	601-318-6793
Randall Harris, Ph.D., Professor of Biology and Microbiology	601-318-6595
John Jones, D.O., M.Ed., Professor of Family Medicine	601-318-6314
Gabor Legradi, M.D., Associate Professor of Anatomy	601-318-6015
Stuart Leonard, Ph.D., Assistant Professor of Pharmacology	601-318-6001
Beth Longenecker, D.O., Assistant Professor of Medicine	601-318-6
Darrell Lovins, D.O., Professor of Family Medicine	601-318-6552
Richard Margaites, D.O., Assistant Professor of OP&P and Family Medicine	601-318-6315
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Clarke Millette, Ph.D., Professor of Anatomy	601-318-6311
B.L. Middlebrooks, Ph.D., Professor of Immunology and Microbiology	601-318-6012
Pearl G. Myers, M.D., M.S., Associate Professor of Anatomy and Pathology	601-318-6308
Steven Piper, D.O., Assistant Professor of Medicine	601-318-6044
Johnny Porter, Ph.D., Professor of Physiology	601-318-6013
Lisa Quin, Ph.D., Assistant Professor of Microbiology	601-318-6310
Everett Roark, Ph.D., Assistant Professor of Biological Sciences and Microbiology	601-318-6027
T.G. Sarphie, Ph.D., Professor of Anatomy	601-318-6183
Richard Sloan, D.O., Assistant Professor of Medicine	601-318-6
John K. Smith, Ph.D., Assistant Professor of Pharmacology	601-318-6093
Keith Speed, D.O., Associate Clinical Professor	601-318-6788
Louaine L. Spriggs, Ph.D., Professor of Anatomy	601-318-6297
Italo Subbarao, D.O., Assistant Professor of Medicine	601-318-6046
Jessica Taylor, Ph.D., Assistant Professor of Physiology	601-318-6019
Judy Turner, D.O., Assistant Professor of Osteopathic Principles and Practices	601-318-6010
J. Lee Valentine, D.O., Chair Family Medicine, Associate Professor	601-318-6788
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Leslie Wimsatt, Ph.D., Associate Dean of Academic Affairs	601-318-6

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Sharessa Parker, Faculty Secretary	601-318-6096
Rosie Bullard, Secretary to Director of Clinical Rotations	601-318-6094
Nancy Bosarge, Faculty Secretary	601-318-6097
Barry Williams, IT Specialist	601-318-6785
Lakeshia Gibson, Lab Technician	601-318-6795
Tamara Parrish, Rotations Coordinator	601-318-6771
Tiffany Smith, Rotations Coordinator	601-318-6790

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



WELCOME TO WCUCOM

To Entering First-Year Osteopathic Medical Students:

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

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

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

Best of luck to each of you.

Sincerely,

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



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

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

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

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

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

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

Sincerely,

Darrell Lovins, D.O.
Dean

WCUCOM Academic Calendar 2012

January 3, 2012	1 st & 2 nd Semester Begins
January 16, 2012	MLK Holiday
March 10-18, 2012	Spring Break
April 6, 2012	Good Friday
May 28, 2012	Memorial Day
May 31, 2012	Semester Ends
May 31, 2012	1 st & 2 nd Year Classes End
June 1, 2012	2 nd Year Board Review
August 1, 2012	3 rd Year Rotations Begin
August 1-3, 2012	1st Year Orientation
August 3, 2012	2 nd Year Orientation
August 6, 2012	1 st & 2 nd Year Classes Begin
August 2012 (TBA)	White Coat Ceremony
September 3, 2012	Labor Day (No Classes)
October 1, 2012	ACEC meeting (No Classes)
October 5-9, 2012	Fall Break (AOA Convention)
November 21-23, 2012	Thanksgiving Recess
December 21, 2012	1 st & 2 nd Year Semester Ends
December 22, 2012	Semester Break

WCUCOM Academic Calendar 2013

January 7, 2013	1 st & 2 nd Year Semester Begins
January 17, 2013	MLK Holiday
March 11-15, 2013	Spring Break
April 22, 2013	Good Friday
May 27, 2013	Memorial Day
May 31, 2013	1st & 2 nd Year Ends
August 1, 2013	3 rd Year Rotations Begin
August 2013 (TBA)	1st Year Orientation
August 2013 (TBA)	2 nd Year Orientation
August 2013 (TBA)	1 st & 2 nd Year Classes Begin
August 2013 (TBA)	White Coat Ceremony
September 2, 2012	Labor Day (No Classes)
October 2013 (TBA)	AOA Convention
November 27-29, 2013	Thanksgiving Recess
December 2013 (TBA)	Semester Break

OVERVIEW

History of William Carey University College of Osteopathic Medicine

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

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

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

Mission Statement

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

Goals and Objectives

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

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

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

History of Osteopathic Medicine

In the late 1800s, a doctor named Andrew Taylor Still developed the field of osteopathic medicine. He was a pioneering doctor in the study of how the attributes of good health could help doctors understand disease and illness. Through his experience with patients and research, he decided there was a better way to treat patients than the medical practices of the time. Because his new ideas were not accepted in the medical community, he established a new philosophy of medicine in 1874 called “osteopathy.”

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

Philosophy of Osteopathic Medicine

Dr. Andrew Taylor Still, the founder of osteopathic medicine, was a medical reformer. During his practice years at the end of the nineteenth century, almost all medications used were toxic and non-researched. Surgery was incredibly dangerous, as there were no antibiotics and aseptic technique had not been developed. Other methods, such as bleeding and purging, were gradually becoming recognized as damaging to health. As he founded the osteopathic medical profession, Dr. Still taught his students to obtain a highly accurate physical diagnosis, then use osteopathic manipulation to optimize the body’s own functions and recovery. As effective medications were developed and researched and successful surgical methods increased over the past century, this philosophy has evolved to include all efficacious health care methods supported by sufficient evidence.

The osteopathic medical philosophy embodies four major tenets:

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

Osteopathic medicine is described as holistic because it emphasizes working with the whole patient rather than treating specific, isolated symptoms. The use of additional treatment methods, like osteopathic manipulative treatment (OMT), rather than medications or surgery alone, promotes healthy body functions that are designed to battle disease and help repair injury. Preventive medicine, including good nutrition, fitness, and appropriate rest, is emphasized for sustaining healthy body systems. Good mental health practices, such as stress

reduction, support of the patient's immune system, sense of wellbeing, and quality of life are also emphasized. Appropriate treatment stimulates and maximizes the individual's so-called "host response" (innate healing ability).

The profession continues to see the neuromusculoskeletal system as a key element in maintaining health. The musculoskeletal system makes up two-thirds of the body's mass and includes the bones, muscles, and connective tissue. It impacts and reflects the condition of all other systems in the body (circulatory, respiratory, nervous, etc.). OMT is a central element of the neuromusculoskeletal system and total patient care. Doctors of Osteopathic Medicine (DOs) are not only trained to provide standard medical care, but also to use their hands to diagnose problems, relieve pain, restore range of motion, and balance muscles and other tissues in order to promote the body's own natural, healthy state.

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

Osteopathic Pledge of Commitment

I pledge to:

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

The Osteopathic Oath

I do, hereby, affirm my loyalty to the profession I am about to enter.

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

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

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

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

Accreditation

William Carey University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award bachelor, master, specialist, and the doctor of osteopathic medicine degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of William Carey University.

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

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

The William Carey University College of Osteopathic Medicine is provisionally accredited by:

- The American Osteopathic Association's (AOA) Commission on Osteopathic College Accreditation (COCA) [142 East Ontario Street, Chicago, IL 60611] or call 312-202-8264. E-mail predoc@osteopathic.org. William Carey University College of Osteopathic Medicine was provisionally accredited in 2009 to become the first college of osteopathic medicine in Mississippi; a second accreditation visit was conducted in February of 2011. This is the highest accreditation a college of osteopathic medicine can achieve prior to graduating its first class. The school is expected to be fully accredited by the time the 1st class graduates.

Diversity Statement

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

WCUCOM creates and supports a campus community that educates physicians who value and appreciate the importance of diversity. WCUCOM strives to improve the quality of life of faculty, staff, and students by developing and implementing policies and programs that support WCUCOM's philosophy on diversity. WCUCOM hopes to help students learn about different cultures in society, understand diversity, and be able to work with clients from varied backgrounds.

Non-Discrimination Policy

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

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

STUDENT AFFAIRS

Admissions

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

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

Communications

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

Health Requirements

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

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

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

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

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

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

STUDENT SERVICES

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

Academic and Clinical Advising

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

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

Reasonable Accommodations and Documentation

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

Once accepted for admission, a student must take the responsibility for providing appropriate documentation of their new or existing disability and requested accommodations. The documentation must clearly identify the disability and also provide specific information on the manifestations of the disability and any accommodations needed to remediate those manifestations. WCUCOM reserves the right to ask for specific types of documentation in order to ascertain the nature and scope of any disability and associated accommodation.

Students with disabilities who are protected by the Americans With Disabilities Act of 1990, and require special accommodations should contact the Associate Dean, Student Affairs, and the Office of Student Services. A student who requires an accommodation must make it known to the WCUCOM administration in a reasonable time before the accommodation is needed. Progress monitoring will be coordinated through regular meetings with the Associate Dean's Office. The WCU Vice President for Student Services has been designated as the university's disability coordinator.

Official E-Mail Address

Each student will have a WCUCOM e-mail address that must be used for all official correspondence with WCUCOM. It is the responsibility of the student to maintain the e-mail

account in accordance with WCUCOM policy. Any e-mail sent to a full inbox will be deemed to have been delivered and received, and the student will be responsible and accountable for the information sent in such cases.

Identification Badges

Each student will have a personal Identification Badge (ID) issued to him or her upon matriculation. ID badges can be obtained at Lawrence Hall in the Student Services area. Identification badges must be worn or carried at all times while on campus. These are nontransferable and must be surrendered upon termination of student status. If lost, a \$20 fee will be assessed for a replacement.

Tuition and Fees

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

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

Tuition. The current annual tuition is \$38,000. Tuition is subject to change annually. Tuition is due before the beginning of the academic year; sources of financial aid will make two disbursements. Half of the \$38,000 is due for the fall term and half is due starting in January. Tuition includes Mississippi Osteopathic Medical Association and (MOMA) annual dues. Registration by telephone or in person obligates students for payment of all tuition fees. If tuition is not paid by the due date, students will be assessed a \$50 late fee and be liable for any other reasonable collection costs and charges.

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

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

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

Tuition refund. No part of the tuition will be refunded to a student who withdraws for any reason after the third week from the first day of the academic schedule. A request for a tuition refund requires written notification to the Associate Dean, Student Affairs, and must be preceded

by a written notification of withdrawal from WCUCOM. Both must be received before the close of business during the week in which the refund is requested.

The tuition refund shall be pro-rated as follows:

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

Liability Insurance

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

Student Financial Aid

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

Financial aid applicants must be accepted for admission to WCUCOM before financial assistance can be awarded. In order to receive financial aid, students must maintain “Standards of Satisfactory Academic Progress” toward their degrees and remain in good standing. Financial aid may also be withdrawn from students who are penalized by WCUCOM for serious breaches of discipline. The Financial Aid Office reserves the right to withhold further assistance at the time it becomes evident that a student has abused or is abusing the financial aid programs. Students receiving financial aid from sources other than WCUCOM must advise the Student Financial Aid Officer of the amount and source of such aid.

An application for financial aid must be completed annually. Financial aid is NOT automatically renewed. The WCUCOM is in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, and does not discriminate based on race, gender, color, religion, creed, national origin, age, or disabilities in admissions or in the administration of its education policies, programs, and activities.

The Student Financial Aid Officer and appropriate staff members are available to provide additional information regarding the financial aid program of WCUCOM as required by the Student Information Requirements as stated in Title I of the Education Amendments of 1976. For further assistance, please call 601-318-6009. WCU participates in all programs of the Veterans’ Administration. Information and assistance with applications may be secured from the V.A. certifying officials located in the Business Office or the Registrar’s Office.

Federal law requires that all students receiving financial assistance from Title IV and Title VII funds maintain satisfactory academic progress. WCUCOM policy follows the academic standards that apply to all students receiving financial aid. A student failing to meet one or more of the standards of progress may be placed on probation. While on probation, the student may receive financial aid for one enrollment period. At the end of that period, the student must be in

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

Scholarships

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

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

Sherry R. Arnstein Minority Student Scholarship

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

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

Student Osteopathic Surgical Association Scholarship

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

American Osteopathic Association Research Grants and Fellowships

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

American Osteopathic Foundation Scholarships and Grants

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

SOMA Foundation Scholarships and Grants

Student members of the AOA are eligible for a variety of assistance sources through the auspices of the SOMA Foundation, including: **Humanism in Medicine Scholarship**: \$1000 awarded to an OMS-III or OMS-IV student; **Marvin H. and Kathleen G. Teget Leadership Scholarships**: These two \$500 awards are available for students exhibiting leadership in a field of specialty; **Andrew Taylor Still Memorial Scholarships**: \$500 stipends are available to eight third and fourth year students who utilize OMT in clinical practice. Eligible applicants will have completed a clinical rotation, under the supervision of an Osteopathic Physician, that included an emphasis on the application of OMT; **SOMA International Health Program Scholarships**: Up to \$500 is available for students electing to follow a clinical rotation related to international medicine outside of the United States in Years 3 or 4 of their education; **International Medical Relief/ Medical Mission Scholarship**: Awards of up to \$250 are available for students participating in international medical relief efforts or medical missions. Completion of such a trip may occur at any time during the four years of undergraduate medical education; **SOMA New Member Scholarships**: Five \$500 scholarships are available to new student enrollees in SOMA. Awards are based on the results of an essay contest and applicants must have enrolled during the Fall semester SOMA registration drive; **Ed and Melissa Loniewski Medically Underserved Scholarship**: Awards of up to \$1000 are available to cover expenses while doing an elective rotation in a medically underserved location during their third or fourth years of study; **Community and Preventative Medicine Scholarship**: The Student Doctor Network (SDN) provides a \$1000 scholarship to a SOMA member demonstrating commitment to community medicine by virtue of past experience and future career plans; **SOMA Award for Commitment to Diversity in Medical Education**: Two awards of \$500 are available for applicants demonstrating initiatives in the development of programs and events targeting awareness of multiculturalism and diversity regarding medical education; **Pre-SOMA D.O. Day on the Hill Scholarship Award**: Pre-Soma members are eligible for funds to defray expenses entailed with participation in the D.O. Day on the Hill occurring each Spring.

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

National Health Service Corps Scholarships (NHSC)

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

Other Federal Sources

Indian Health Service (IHS): Administered by this agency of the Department of Health and Human Services, American Indian and Alaskan Native students enrolled in the health professions may be eligible to apply for either the IHS Health Professional Scholarship Program or the associated Loan Repayment Program. Access at <http://www.ihs.gov> or <http://www.ihs.gov/loanrepayment>; **Health Resources and Services Administration (HRSA):** Scholarship, loan, and loan repayment programs are available for students in the health professions. A complete list of these programs and eligibility requirements may be found at <http://www/hrsa.gov/help/healthprofessions.htm>. The U. S. Government also provides financial assistance via mechanisms other than the NHSC program. Information on these additional avenues of support is available at <http://fafsa/ed/gov>.

Individual State Scholarship Sources

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

Local, Private Interest, and Special Interest Scholarship Sources

Many diverse opportunities for scholarships to help fund the study of osteopathic medicine may be identified from local interest groups, private foundations, and organizations fostering any number of special interest populations. An extensive listing of scholarships directed at students of osteopathic medicine may be accessed at <http://www.fastweb.com/scholarships-directory>.

Students belonging to identified special interest groups should seek possible funding from organizations involved with the support of such populations. For example: **Chinese American Medical Society:** Three to five scholarships are awarded per year to medical and/or dental students. Applicants must be enrolled in an accredited U.S. institution. Details are available at <http://www.camsociety.org>; **Vietnamese American Medical Association (VAMA):** This scholarship program is available for third year students interested in serving the Vietnamese American community. Additional eligibility requirements may be found at <http://www.vamausa.org/cms2/index.php/scholarships>.

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

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

Mississippi Rural Physician Scholarship. In 2007 the Mississippi Legislature authorized the Mississippi Rural Physicians Scholarship Program (MRPSP), creating a unique longitudinal program that identifies rural college students who aspire to return to their roots to practice medicine. Academic enrichment, faculty and physician mentoring plus solid medical school financial support through the Mississippi Rural Physicians Scholarship Program will enable capable young Mississippians to address the challenge of Mississippi's health care crisis.

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

Loans

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

- Federal Stafford Loans:
 - Subsidized: \$8,500
 - Unsubsidized: \$30,000
- Federal Graduate PLUS Loan for students: Cost of education less any other estimated financial assistance.
- Private Medical Loan: (depends on lender)

A student may not be eligible for the full amount based on his/her federal needs analysis and the WCUCOM standardized budget. The amount a student can borrow is based on the cost of his/her education and potential personal contributions, not on the student's desire for capital. The Subsidized Stafford Loan is a low-interest program, and the government pays the interest while the student borrower is in school. It is the loan of first choice. The Unsubsidized Stafford accrues interest from disbursement date. Borrowers must consider the repayment implications and avoid excessive borrowing. WCUCOM has a federally mandated obligation to keep a student's indebtedness to a minimum. A student will receive counseling through the Office of

Financial Aid frequently while in school about the nature of his or her debt and the projected payment schedule.

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

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

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

Employment

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

STUDENT RIGHTS

FERPA (Privacy of Student Records Policy)

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

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

The law provides students the right to inspect and review information contained in their education records within 45 days of the request for access. Students have a right to request that any part of the education record believed to be inaccurate, misleading, or a violation of their rights be corrected. If WCUCOM decides not to alter the education records as requested, the student has the right to a hearing to present evidence that the record should be changed.

Students have the right to file a complaint with the FERPA Office, Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

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

Personal Space and Privacy

During the course of your studies, you will be touched by clinical faculty members and your fellow students while learning examination and treatment techniques. This will take place in your Clinical Skills and Osteopathic Principles and Practice (OP&P) courses, as well as in the practical exams associated with these courses. This is part of the learning process. The procedures are meant to be an educational experience and will be done in a supervised environment.

The national guidelines concerning these matters are as follows:

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

WCUCOM complies with these guidelines so that every student has a right to feel safe and comfortable as it relates to his/her personal space and personal privacy. If you feel personally or sexually threatened by the degree of disrobing suggested or by the prescribed procedures, let your instructor know. To accomplish this goal, WCUCOM has instituted a "yellow light" system by which any student may, without consequence, opt out of an examination or procedure simply by talking with the instructor prior to the event or during the event, if necessary. The personal "yellow light" is available to any student at any time. If you have special concerns or questions about these matters, please feel free to contact the Associate Dean, Student Affairs.

Student Grievances

An academic grievance is a dispute concerning some aspect of academic involvement arising from an administrative or faculty decision which the student claims is unjust, arbitrary, or capricious. Students are responsible for making every attempt possible to resolve issues informally and immediately. The student should discuss the issue with the instructor and/or Course Director. If the grievance is not resolved informally, the student may present a written grievance to the appropriate WCUCOM official.

A student's grievance concerning a WCUCOM faculty or staff member should be made to the WCUCOM Associate Dean, Student Services or the Dean. A grievance concerning a WCU faculty (non-COM faculty) or staff member should be made to the person's immediate supervisor or to the WCU Vice President of Academic Affairs. The supervisor shall resolve the grievance expeditiously according to procedures outlined in the student/faculty handbooks.

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

will be issued within ten (10) business days. After a response by the appropriate WCUCOM official, any grievance may be appealed to the President of WCU. Such appeal must be in writing and must be filed within five calendar days of the response.

Complaints or grievances concerning WCUCOM accreditation standards and procedures should be submitted in writing to the Secretary, Commission on Osteopathic College Accreditation, American Osteopathic Association, 142 East Ontario Street, Chicago, IL 60611, Phone: 312-202-8097; Fax: 312-202-8397; predoc@osteopathic.org. Upon receipt of the complaint, the Dean will assign an ad hoc committee composed of an Associate Dean responsible for the area of accreditation concern, three faculty members, one which would be related to the academic concern, and two students selected by the Student Government Association (SGA). The Committee shall review the complaint(s) and determine whether the appropriate standards were met according to the most recent publication of the Accreditation of Colleges of Osteopathic Medicine: COM Accreditation Standards and Procedures. If the Committee determines, in its opinion, that the academic standards are not in accordance with the American Osteopathic Association Commission on Osteopathic College Accreditation standards, the Committee shall provide corrective recommendations which will bring WCUCOM in accordance with the standards. The Committee report shall be submitted to the Dean for consideration and corrective action. The Dean will then provide the student with a written response within thirty (30) days of receipt of the complaint. Should the student complaint related to accreditation be upheld and valid, WCUCOM will establish, as a method of performance improvement, a monitoring of the accreditation deficiency for a period of no less than five (5) years to monitor the corrective action with yearly reporting to the Dean to assure compliance. At no time will any adverse action be allowed against the student(s) reporting the adverse accreditation standard. Any reportable adverse activity against the student(s) will result in disciplinary action as delineated above.

All complaints or grievances and the Dean's written response, adjudication, and resolution of such complaints will be filed and maintained in the office of the Vice President and Dean.

DISCRIMINATORY HARASSMENT

William Carey University is committed to providing an environment in which all persons are safe from harassment and intimidation based on his or her race, color, gender, sex, national origin, age or disability. Harassment can include verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, gender, sex, national origin, age or disability, or that of his/her relatives, friends or associates, and that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive environment; (2) has the purpose or effect of unreasonably interfering with an individual's academic or job performance; or (3) otherwise adversely affects an individual's educational or employment opportunities.

Harassing conduct includes, but is not limited to, the following: (1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts, that relate to race, color, gender, sex, national origin, age or disability; and (2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, gender, sex, national origin, age or disability and that is placed on walls, bulletin boards, or elsewhere on campus or circulated on campus.

Any person who engages in harassment will be subject to disciplinary action ranging from a warning to discharge, if appropriate. Students who have a complaint regarding harassment should contact the WCUCOM dean and the Vice President for student services who will conduct an investigation in accordance with the complaint and grievance policy.

All reports of discriminatory harassment, including sexual harassment, are to be reported according to procedures outlined in the university student handbook (Red Book). If an incident of harassment involves WCUCOM personnel exclusively (students and/or employees) it shall be handled by the Associate Dean for Student services of the COM with a report to the appropriate WCU official (VP Academic Affairs when employees are involved or VP for Student Services when students are involved). If an incident of harassment involves both WCUCOM personnel and WCU personnel (students and/or employees) it shall be handled by the appropriate WCU official (VP for Academic Affairs if employees or VP for Student Services if students).

SEXUAL MISCONDUCT

Commitment Statement

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

Sexual Harassment

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

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment, activities, 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, activity, or work performance or creating an intimidating, hostile, or otherwise offensive working or educational environment.

A student may report an alleged violation of this policy to the administrative dean of the Tradition campus or the vice president for student services on the Hattiesburg campus. On the New Orleans campus, complaints should be reported to the director of student and administrative 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.

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

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

Sexual Assault

William Carey University will not tolerate sexual assault or sexual violence in any form to include acquaintance or date rape and forced and unwanted sexual contact. The use of alcohol or drugs by either party will not diminish the responsibility for sexual assault. Acts of this type not only violate the policies of the university and its community, but also the criminal laws of the State of Mississippi. In cases involving allegations of sexual assault, mediation will not be used to resolve sexual assault complaints. William Carey 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) allegedly responsible.

Procedures for Reporting a Sex offense

- The student should go to a safe place as soon as possible.
- The student should seek medical treatment immediately for assessment of injuries, determination of risk of sexually transmitted diseases, and collection of evidence in case criminal prosecution is pursued. The student should not shower, bathe, or change clothes until after medical treatment is obtained.
- Contact the 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.
- A student accused of a sexual offense is entitled to and will receive the following:
 - 1) a clear description of all charges;
 - 2) advance notification of a hearing;
 - 3) a fair hearing conducted without unnecessary delay after the investigation;
 - 4) prompt notification of final decision by the person or judicial council which hears the case;
 - 5) the opportunity to appeal an unsatisfactory decision.
- After the incident is reported, the Vice President for student services will initiate an investigation in which the alleged victim, the accused, and others may be questioned.
- A written report of the results of the investigation will be prepared. The accuser will be notified of the outcome of the investigation. If evidence confirms the allegations, the Vice President for student services will then implement appropriate disciplinary action.
- The victim of a sexual offense will also be notified of any disciplinary action taken.

- If the accused or the accuser has a complaint about the way in which the case was handled or about the outcome of the process, he/she may appeal the case to the President of the university.
- Legal options of the Student
- The student is not obligated to pursue disciplinary action or legal prosecution.
- However, hospitals are required by law to report anonymously incidents of rape and institutions of higher education are required to report anonymously all crimes on campus which is officially reported.

Available Campus and Community Counseling Services

Free and confidential counseling services are available for enrolled students through a local professional counseling service which is under contract to the university. Students may contact the office of student services for information on these services.

Confidential counseling services are also available through the Sexual Assault Crisis Center in Hattiesburg (264-7777) and the Gulf Coast Women's Center in Tradition (435-1968) or toll free 1-800-800-1396.

“COM students may anonymously contact the Wesley Behavioral Health Counseling Service directly at (601-268-5026) or 239 Methodist Blvd. After regular hours COM students are directed to the Wesley Medical Center emergency room.”

Refer to “The Red Book” (WCU Student Handbook) published annually by William Carey University for further details.

STUDENT ORGANIZATIONS AND ACTIVITIES

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

Student Government Association

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

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

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

Student Clubs and Organizations

- ***ACOEP (American College of Osteopathic Emergency Physicians)***
The purpose of the WCUCOM student chapter of ACOEP is to promote the field of emergency medicine; promote the education and knowledge of emergency medicine; and instill in its members a desire to become emergency medicine physicians.
- ***ACOFP (American College of Osteopathic Family Physicians)***
The WCUCOM student organization of ACOFP will serve as the student focus group to promote and cultivate family medicine development to help create new family medicine physicians. ACOFP will provide education on family medicine and residency programs. It will also provide opportunities for mentorship, networking, community outreach, and leadership development.
- ***ACOI (American College of Osteopathic Internists)***
The student organization of ACOI will serve as the student focus group to promote the field of internal medicine. ACOI will provide education on internal medicine and residency programs, and will also provide opportunities for mentorship, networking, community outreach, and leadership development.
- ***ACOOG (American College of Osteopathic Obstetricians and Gynecologists)***
The WCUCOM OB/GYN club aims to develop awareness and interest in the medical specialty of obstetrics/gynecology, increase awareness of women's health issues, educate students about sub-specialties in obstetrics and gynecology, and coordinate community service opportunities.
- ***ACOP (American College of Osteopathic Pediatricians)***
The purpose of the student chapter of ACOP is to foster and stimulate interest among osteopathic medical students in the practice of pediatric medicine; cooperate with other organizations having like purposes; and maintain the dignity of the American College of Osteopathic Pediatricians as well as the osteopathic medical profession.
- ***AOCA (American Osteopathic College of Anesthesiologists)***
The mission of the AOCA anesthesiology student interest group is to form a bridge between anesthesiology and osteopathic medicine in order to create a functioning system that provides all members with the education and opportunity to positively shape the future of anesthesiology in conjunction with osteopathic medicine.
- ***CMDA (Christian Medical and Dental Association)***
The purpose of the WCUCOM chapter of the CMDA is to glorify God by motivating, educating, and equipping Christian doctors and students to serve with professional excellence as witnesses of Christ's love and compassion. This organization will promote biblical principles within healthcare, the Church, and society at large.
- ***SAAO (Student American Academy of Osteopathy)***
The purpose of the WCUCOM chapter of SAAO is to help osteopathic medical students acquire a better understanding of osteopathic principles, theories, and practice while also improving public awareness of osteopathic medicine.
- ***SAMOPS (Student Association of Military Osteopathic Physicians and Surgeons)***
The mission of SAMOPS is to assist its members in acquiring an understanding of their role in military medicine as a commissioned officer and healthcare provider.

SAMOPS will provide support and guidance to its members with respect to military customs and training during their medical school tenure.

- ***SAOASM (Student American Osteopathic Academy of Sports Medicine)***
The purpose of the WCUCOM student chapter of AOASM is to educate and expose students to all aspects of the medical specialty of sports medicine; serve the school and community in a way to promote sports medicine; and promote health and wellness education in the community.
- ***SOMA (Student Osteopathic Medical Association)***
The mission of WCUCOM SOMA shall be to offer students a legitimate voice in shaping the future of their chosen profession; improve the quality of health care delivery to the American people with special focus on the Gulf South region; contribute to the welfare and education of osteopathic medical students; familiarize its members with the purpose and ideals of osteopathic medicine; establish lines of communication with other health science students and organizations; and prepare its members to meet social, moral, and ethical obligations of the osteopathic profession.
- ***SOSA (Student Osteopathic Surgical Association)***
The purpose of the WCUCOM chapter of the Student Osteopathic Surgical Association is to provide a means for student members to participate in the activities and governance of the American College of Osteopathic Surgeons while also working to promote and educate future osteopathic surgeons.
- ***SAA (Student Advocate Association)***
The objectives of the SAA shall be to prepare its members for their future as spouses/significant others of osteopathic physicians while promoting projects which will benefit the WCUCOM, the local community, and the osteopathic profession. This organization will provide a support system for the spouses/significant others of osteopathic medical students as well as the medical students themselves. The WCUCOM SAA shall function as an affiliate to the Advocates for the American Osteopathic Association.

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

Registration and Requirements of Student Organizations

Osteopathic medical students are encouraged to develop and participate in student organizations. The SGA has been authorized to determine the process for registration of student organizations. Registration must be completed yearly by September 30, and must include a summary of the previous year's activities and accomplishments and current officers. Every student organization must have a yearly service project that supports the local community.

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

Privileges of formally registered organizations include:

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

Outside Organizations

Outside organizations must have explicit prior approval of the university administration in order to utilize any WCU property or facilities, including WCUCOM. Organizations that have the potential for disrupting the educational process or organizations promoting a philosophy or agenda that distracts students from the primary objective of receiving an education are strictly prohibited.

Student-Sponsored Events

Any on-campus or off-campus event conducted by either a student club or the SGA must 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 in the WCUCOM buildings subject to the approval of the Associate Dean, Student Affairs, but the contents of such publications are the responsibility of the editor(s) and must adhere to the canons of responsible journalism, and are subject to the laws of libel, slander, and decency. Any publication intended for campus-wide distribution must be submitted to the WCU

Vice President for Student Services and must receive prior approval (see WCU Red Book for procedures).

CAMPUS RESOURCES

Bookstore

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

Residence Halls

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

Food Service/Dining Hall - Wilkes Dining Hall

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

The cafeteria schedule is as follows:

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

Parking

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

WCU is not responsible for damages to any vehicle parked on campus.

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

Library Services for WCUCOM students are provided by the Dumas L. Smith/I. E. Rouse Library on the Hattiesburg campus. In addition to collections that support other William Carey University programs, the library's medicine and nursing holdings include 3,200 printed book titles, over 3,000 electronic books, and 6,300 health science journals.

Specialized medicine and nursing databases are provided, including AccessMedicine, Health and Psychosocial Instruments, Medline Full Text, PsycARTICLES, PsycINFO, R2, ScienceDirect, CINAHL, and the Nursing Reference Center. Additionally, the library also provides a significant collection of interdisciplinary databases with health sciences content. The National Library of Medicine database, PubMed, provides links to electronic content in the WCU library system.

Most of the printed medical books do not circulate, and must be used in the library building. Electronic books, journals and databases can be searched from off campus. You will be prompted for your e-mail login and password in order to access these licensed materials.

Librarians with American Library Association accredited degrees are available at all campus locations to provide reference and research assistance. Librarians may be reached by email or phone, and an email reference service is also provided. Personal research consultations are available by appointment, and workshops in the use of library materials are scheduled regularly. Special workshops sessions for College of Osteopathic Medicine students are scheduled at the beginning of each fall term.

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

The library provides study space, including three small group study rooms. Wireless access is available inside the library, and a computer lab with printing capabilities is also available.

The library's website at <http://library.wmcarey.edu/> provides additional information about library services, including hours, policies, and a staff directory. For more information, contact the Director of Libraries, Sherry Laughlin, at 601.318.6170.

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

Post Office and ATM

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

Computing Services and Policies

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

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

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

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

Electronic Communications

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

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

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

Religious Life

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

Health Services and Insurance

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

WCUCOM offers confidential counseling to help osteopathic medical students resolve personal/family problems. WCU maintains a contract with Wesley Behavioral Health Services, 239 Methodist Blvd. Students may access this service confidentially by calling (601-268-5026). These services will not be recorded in the student's file. Future WCUCOM plans include an osteopathic treatment clinic.

Students are encouraged to engage a family physician or other primary care provider as the optimal source of healthcare while at WCUCOM. Students with healthcare needs who do not have a provider will be referred to The Family Practice / After Hours Clinic (110 Millsaps Drive, Hattiesburg, MS, 39402; 601-261-5710; <http://familypracticeafterhoursclinic.com/>) For emergency situations students should call 911 or go to the nearest emergency department. In Hattiesburg, Forrest General Hospital and Wesley Medical Center are the local hospitals with emergency departments: **Forrest General Hospital**, 6051 U.S.Highway49, P.O. Box 16389 Hattiesburg, MS 39404-6389 General Information / Main Number: 601-288-7000; **Wesley Medical Center**, 5001 Hardy Street, Hattiesburg, MS 39402, 601-268-8000; <http://www.wesley.com/>. The WCUCOM Office of Student Affairs and WCU Office of Student Services should be notified.

Campus Safety and Security

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

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

Inclement Weather

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

Disaster Plan Statement

In the event of closure or cancellations due to a natural disaster or other emergency causes, general information will be forwarded to local media, posted on the WCU website, <http://wmcarey.edu>, and sent via automated process to your WCUCOM student e-mail address. Specific information regarding the continuation of coursework will be posted on the WCU course management system at <https://elearning.wmcarey.edu>. For up-to-the-minute alerts regarding emergency situations, sign up to receive notifications through *Sader Watch*, the WCU emergency text message service. Sign-up instructions can be found on the WCU homepage under 'Current Students'.

Smoking

WCU is a smoke-free campus. No smoking is allowed. WCUCOM complies with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. Please refer to the "Student Handbook of William Carey University" (The Red Book) for more complete details on this policy.

Alcohol and Illicit Drugs

Alcohol, illicit drugs, and controlled medications for which there is not a prescription are not permitted on WCU property. Please refer to the "Student Handbook of William Carey University" (The Red Book) for more complete details on this policy.

Gambling

Gambling is not permitted on WCU property. Please refer to the "Student Handbook of William Carey University" (The Red Book) for more complete details on this policy.

Weapons

Possession of any firearm or weapon, including fireworks, air pistols, or rifles, is strictly prohibited on WCU property. Please refer to the "Student Handbook of William Carey University" (The Red Book) for more complete details on this policy.

ACADEMIC POLICIES AND INFORMATION

Attendance

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

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

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

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

Other than official class officers, SGA officers, and the SOMA president no first year, first semester medical student shall be permitted to attend any conference/convention that would necessitate absence from normally scheduled class instruction.

For first year, second semester medical students and for second year medical students, no student other than official class officers, SGA officers, and the SOMA president shall be permitted to attend more than one conference/convention per semester that would necessitate absence from normally scheduled class instruction.

Examinations

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

Grading

Seventy percent (70%) is the **minimum** acceptable passing percentage grade. Less than 69.5% is a failing grade. Percentage grades between 69.5% and 70% will be rounded to 70%. Incompletes due to the fault of the student may be made up at the Course Director's discretion. The student may not earn a score above 70% on makeup work. Incompletes under extenuating circumstances beyond the student's control may be made up with the actual earned percentage score on makeup work.

The grading scale for the WCUCOM is as follows:

A = 89.5-100

B = 79.5-89.4

C = 69.5-79.4

F = <69.5

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

Grade Appeal

- a. Meeting with the course director. A student who seeks appeal of a particular grade must first speak with the specific course director. The involved faculty member(s) will then discuss the situation with the student and make a decision.
- b. Meeting with the Associate Dean, Academic Affairs. If the student disagrees with the faculty member(s), then he/she may appeal and discuss the situation with the Associate Dean, Academic Affairs. After hearing from the student and the faculty member(s), the Associate Dean will make a decision.
- c. Meeting with the Promotion and Matriculation Committee. If the student still seeks appeal, he/she may request a hearing before the Promotion and Matriculation Committee. A faculty member who disagrees with the decision of the Associate Dean, Academic Affairs also may request a hearing before the Promotion and Matriculation Committee. After hearing and evaluating all of the information, the Committee will

deliberate and recommend an action to the Dean, who will then make the final decision regarding the matter.

Promotion and Matriculation Committee (P&M)

The Promotion and Matriculation (P&M) Committee consists of voting faculty members from both the biomedical and clinical sciences. Non-voting advisory members of the P&M Committee include the Associate Dean, Student Affairs, Associate Dean, Biomedical Sciences, Associate Dean, Academic Affairs, and Associate Dean, Clinical Sciences.

The Associate Dean, Student Affairs, the Associate Dean, Clinical Affairs, and the Associate Dean, Biomedical Sciences, will be in communication with the Associate Dean, Academic Affairs, regarding students in academic difficulty in Years 1-4 of the curriculum. Written communication to the students regarding their academic deficiencies will be provided by the Associate Dean, Academic Affairs within 5 business days of the P&M recommendation to the Dean.

Academic Status

Students are evaluated on the basis of their performance on assignments as well as on their achievements on regularly scheduled written and practical examinations. These results are kept by each Course Director. Individual Course Directors will review the OMS-1 and OMS-2 students' grades after each testing period and counsel the students in academic difficulty. The Course Director will submit the names and numerical grade(s) of students who are in academic difficulty to the Associate Dean, Student Affairs, for Years 1 and 2, with a copy to the Associate Dean, Academic Affairs. The Associate Dean, Clinical Affairs, will serve as a "Super" Course Director for Clinical Rotations. He will be responsible for forwarding grades of students in difficulty on their Clinical Rotations to the Associate Dean, Student Affairs, and the Associate Dean, Academic Affairs, for Years 3 and 4. The Associate Dean, Student Affairs, the Associate Dean, Clinical Affairs, and the Associate Dean, Biomedical Sciences will be in communication with the Associate Dean, Academic Affairs, regarding students in academic difficulty in years 1-4 of the curriculum. Written communication to the students regarding their academic deficiencies will be provided by the Associate Dean, Academic Affairs within 5 business days of the P&M recommendation to the Dean. The Associate Dean, Student Affairs, may convene a meeting of the P&M Committee, if necessary, to counsel the student in academic difficulty. A student who has an incomplete (I) on his or her record due to an excused absence may make arrangements with the appropriate departmental Course Director without any action by the P&M Committee

At the end of the academic year, the P&M Committee will review all transcripts, records, and reports to determine if a student has fulfilled all academic requirements, and has maintained the standards of ethical, moral, personal, and professional conduct required for the continued study of osteopathic medicine. The P&M Committee may recommend promotion to the following year, repetition of the year just completed, remediation of specific courses, or dismissal based upon the summary of academic information provided by the Associate Dean, Student Affairs, and the Associate Dean, Academic Affairs. Students are considered for promotion one

academic year at a time. Eligibility for promotion to the next higher academic year is determined by the student's successful completion of the appropriate academic, professional, and financial requirements of WCUCOM. Students who have successfully completed all requirements will be recommended to the Faculty Congress for promotion to the next year.

For OMS-3 AND OMS-4 students, the office of the Associate Dean of Clinical Sciences will review all student assessment data on a periodic basis to ensure that the students' performances are meeting or exceeding the educational objectives set for the respective rotations. All clinical rotations must be successfully completed with a passing grade prior to graduation. Failure of any clinical rotation will be referred to the P&M Committee for review and recommended actions.

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

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

APPEAL PROCEDURE Concerning Academic Affairs

1. Decisions of remediation, academic probation and dismissal may be appealed by the student.
2. The student must write a letter of appeal and submit the appeal to the Dean of WCUCOM within ten (10) business days (excluding WCUCOM holidays) after receiving notice of disciplinary sanctions.
3. The written appeal must be complete and detailed, providing a specific rationale for the student's request for reconsideration. The Dean of the COM will review all appeals.
4. The student will be provided an official written notification detailing the decision to accept or deny the appeal within 5 business days (excluding WCUCOM holidays) of the Dean's receipt of any written appeal.

The President of the university reserves the right to review all disciplinary action by any person or council and take whatever action he deems to be in the best interest of the university.

Credit Hours

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

- 1- For each 15 hours of didactic lecture contact, 1 (one) credit hour is assigned.
- 2- For each 30 hours of laboratory contact, 1 (one) credit hour is assigned.

Credit Hours Assigned to Clinical Rotations

Credit hours assigned to clinical rotations have been calculated as follows: A total of 60 hours of effort per week has been assumed. These hours will consist of diverse efforts including

both didactic and non-didactic work as described in this Handbook. Therefore, 1 credit hour has been assigned for each actual 30 hours of effort. This yields a total of two credit hours per week, resulting in 8 total credit hours for a normal four week rotation.

Course Evaluations

Student feedback provides important information for the evaluation of teaching and learning at WCUCOM. Course evaluations help instructors understand student learning experiences in their course. Through feedback faculty can better understand teaching strengths and weaknesses and gain ideas about how their courses can be improved. Without your responsible input, we cannot effectively assess and improve teaching performance and student learning. Please be honest, fair, and constructive as you complete your evaluations. Course evaluations are on-line via the Indigo Portal. Evaluations (course and instructor) must be completed in order to view end-of-term grades. It is imperative that students complete these evaluations for their benefit. Failure to complete evaluations results in not being able to see grades and could result in adverse actions by accreditors.

Note also that review of student assessment data will be conducted in order to evaluate the performance and adequacy of particular clinical rotations regarding instructional content, personnel involvement, facility utilization and similar matters on a regular basis. These reviews will be conducted by the Associate Dean of Clinical Sciences with the direct involvement of the faculty based Curriculum Committee.

Probation, Suspension and Dismissal

Students will receive a progress report at the close of every academic term. Students with a cumulative percentage grade average below 70% for any class at the close of the academic term are automatically placed on probation. The P&M Committee will regularly review the progress of students on probation. A student on academic probation may not participate in college-sponsored extracurricular events or organizations, and may not hold the position of class officer or club officer. At the discretion of the P&M Committee, the committee may recommend that probation include additional restrictions from activities the Committee deems detrimental to academic performance. The records of all students on academic probation will be reviewed by the P&M Committee periodically during each semester to evaluate the student's potential for continuance.

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

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

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

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

Remediation

Students must remediate all failures/incompletes (F's or I's) prior to beginning the next academic year. The student is placed on probation until the failures/incompletes are successfully remediated in a timely manner. Course Directors will have specific input into the selection or provision of a remedial course for a student who has failed their course. Upon the submission of a failing final grade, for a student, the Course Director will submit to the student a proposed form of remediation to the P&M Committee with copies to the appropriate Associate Dean and, at the Course Director's discretion. The P&M Committee, in consultation with the Course Director and Associate Dean, will review remediation options for the student before final approval. If remediation is approved by the P&M Committee, then the student will work with the Course Director and Associate Dean, Academic Affairs, in completing the final remediation process. Copies of this recommendation will be forwarded by the Associate Dean, Academic Affairs, to the Dean of WCUCOM.

Failing/incomplete grades may be removed by passing a remedial course or examination at WCUCOM, or by earning a 70% grade or better at another college acceptable to the appropriate Course Director. This final passing grade will be recorded on the student's transcript; however, the grade recorded from the remediated course in no case can be greater than 70%, and 70% will be used to determine the student's overall grade point average for the class that is being remediated.

Students who fail remediation of any OMS1/OMS2 course, regardless of assigned credit hours) are subject to dismissal.) Students may be eligible to repeat the academic year at the discretion of the P&M Committee and the Dean WCUCOM, depending upon particular circumstances. One clinical rotation may be remediated with the written approval of the Associate Dean, Clinical Sciences. Failure of a second clinical rotation, even if the prior failed clinical rotation was successfully remediated, will be referred to the P&M Committee with a recommendation for dismissal to the Dean, WCUCOM.

Repeat the Academic Year

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

All grades received at WCUCOM during the repeated academic year will be recorded on the student's transcript as the average of the previous academic year and those received in the repeated academic year, and will be used calculation of overall grade point average.. Grades of all repeated courses that result in an average score of less than 70% will be recorded as 70%. Students repeating their first year and on academic probation are considered to be "admitted with conditions." Those conditions will be so stated in a letter from the Dean. In the case of students repeating an academic year, the academic probation will be removed at the end of the year when all classes are successfully completed unless so stated in a conditional repeat.

Dismissal from WCUCOM

Failure of three or more courses during the first or second year, or failure of two clinical rotations (courses) will result in a referral to the P&M Committee with a recommendation for dismissal. WCUCOM reserves the right to dismiss any student at any time prior to graduation. Circumstances warranting such action may be of an academic, legal, or social nature among others.

National Board of Osteopathic Medical Examiners (NBOME)—COMLEX

Students must schedule the COMLEX Levels 1 and 2 exams as soon as they are eligible to do so. For students who complete the OMS 2 year on schedule the COMLEX 1 must be taken before September 30. For students who do not complete the OMS 2 year on schedule the COMLEX 1 must be taken within sixty (60) days of being certified to do so. Multiple dates exist for these exams; however, the exam sites fill up rapidly. WCUCOM will provide a list of students who meet the qualifications to schedule and access COMLEX Level 1, COMLEX Level 2 Comprehensive Exam (CE), and COMLEX Level 2 Physical Exam (PE) exams at the appropriate times delineated by the NBOME. It is the student's responsibility to schedule and complete the required examinations. **Students are responsible for any examination fee, travel, or other accommodations required for each examination administration.**

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

COMLEX Level 1 Failure Policy

Eligibility to take the COMLEX exam is contingent on successful completion of Year 2. Students should take the COMLEX Level 1 exam as soon as possible after completing Year 2. Beginning with the class of 2015 students will be required to complete a standardized examination selected by the Dean of WCUCOM. Based upon the results of this examination, WCUCOM administration may advise that a student conduct further preparation prior to taking COMLEX Level 1.

Students learning of a failing score on COMLEX Level 1 after the beginning of his/her fall rotation will be allowed to complete that rotation. Students who have failed to successfully complete any portion of the COMLEX within the specified time period will be placed in a mandatory, non-credit independent study program, which will be at the student's expense.

During this period of independent study, the student will be relieved of all clinical rotation responsibilities. The student will be allowed to return to clinical rotations only after completion of the course and repeating COMLEX Level 1. The student will be allowed to return to clinical rotations while awaiting the score of this examination. The student will make up the clinical rotations missed while pursuing independent study for a passing grade on COMLEX Level 1 before they are allowed to enter the fourth academic year (OMS4 year). Exact placement in missed clinical rotations will be determined by the Associate Dean, Clinical Sciences. Students who fail a second attempt will have their course of study suspended until they have completed the third attempt on COMLEX 1. All COMLEX failures will be referred to the Promotion and Matriculation Committee for review and further disposition. Students will be dismissed once they have exhausted the maximum number of attempts permitted by WCUCOM policy or will exceed the graduation requirement to complete the degree within six years. Tuition will be required, on a prorated basis, for rotations that extend beyond the projected class graduation date at the time of initial matriculation.

COMLEX Level 2 Failure Policy

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

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

Students who do not pass the COMLEX Level 1, COMLEX Level 2, PE and/or CE Exams and are placed on leave of absence are considered not to be making satisfactory academic progress. These students are not eligible for types of financial assistance that require that a student be enrolled full-time. Such types of financial aid would include federal funds and particular private loan funds.

Leave of Absence

All leaves of absence must be requested in writing to the Associate Dean, Student Affairs, who will review the request and make a recommendation to the Dean. All leaves of absence must be approved by the Dean.

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

Leaves of absence are categorized as the student leaving in good academic standing, or not leaving in good academic standing.

A leave of absence in good academic standing is one in which a student is granted a leave of absence having no incompletes or failures at the time the leave of absence is granted.

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

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

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

2. A financial emergency: A financial leave of absence may be granted when a student is temporarily unable to meet his/her financial obligations. Before returning to WCUCOM, the student must prove to the financial departments at WCUCOM that he/she has the financial capability to advance in his/her education.

3. Military reserve obligation: A military leave of absence is granted to students whose military reserve obligations may necessitate a period of absence from the academic program when they are called to extended active duty.

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

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

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

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

When a student starts a leave of absence that is expected to last more than 180 days, the federal loan guaranteeing agencies will be notified that the student is no longer enrolled at WCUCOM.

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

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

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

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

When the student completes all of these obligations, WCUCOM will then release the student's records upon the proper request. Dismissal and check-out forms are available in the WCUCOM Student Affairs Office. Check out procedures may be waived by the university if sufficient

reliable evidence of a possible security risk exists. In any event a suspended or expelled student will be afforded due process.

Graduation Requirements

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

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

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

The faculty will entertain a motion to approve the candidate and submit the list to the dean for presentation to the president.

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

STUDENT CONDUCT AND PROFESSIONALISM

Dress Code

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

Certain courses (gross anatomy, OP&P, physical diagnosis, etc.) may require specific or alternative dress. Those guidelines will be addressed in their course syllabi.

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

A. Male Students (see introduction above)

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

B. Female Students (see introduction above)

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

Cell Phone Usage

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

Student Code of Ethics

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

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

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

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

Examples of Academic Dishonesty

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

1. **Cheating on examinations:** (a) Utilizing any materials not authorized by the Course Director as assistance on an examination; (b) utilizing any information on an examination that was obtained from another individual and that is not authorized by appropriate faculty instructors; (c) allowing another individual to take an examination and then presenting that examination as resulting from his/her own efforts.
2. **Cheating on course assignments:** (a) Obtaining any form of assistance not approved by appropriate faculty instructors; (b) submitting the same work, without approval, for assignments in different courses.
3. **Plagiarism:** (a) Submitting an assignment as one's original effort when all or part was done by another individual(s); (b) knowingly representing the ideas of another person as one's own in any academic exercise.
4. **Fabrication:** Inventing or falsifying information or data used in an academic exercise.
5. **Misrepresentation:** (a) Intentionally providing false or misleading information regarding class absences, missed examinations, or late completion of class assignments; (b) intentionally providing false or misleading information on official WCUCOM or general WCU documents, such as admission applications, financial aid forms, or requests for academic accommodation because of a learning disability.
6. **Unauthorized access:** (a) Unauthorized access to or alteration of any academic or class record, such as grade records, examinations, or assignment materials; (b) unauthorized access to or alteration of any official WCUCOM or WCU document, such as transcripts, admissions files, financial aid records, or records maintained regarding student conduct; (c) unauthorized intentional access to any records in violation of FERPA regulations.

7. Willful obstruction: Any attempt to destroy, to prevent access to, or to alter any academic materials required by another person for the completion of academic or professional duties. Such materials could include library holdings, laboratory equipment or contents, hospital/clinic equipment or contents, patient records, or materials submitted or being prepared for submission for academic credit by another person(s).
8. Facilitation: Intentionally assisting another individual in the commission of any act of academic/professional dishonesty.
9. Unauthorized dissemination of course materials: Without written permission, students must not disseminate, electronically or in any other form, course materials provided by instructors that may be deemed the intellectual property of the faculty, e.g., PowerPoint presentations, lecture handouts, and similar items.

Professional Standards

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

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

1. Dress in a professional manner.
2. Attend scheduled classes.
3. Communicate using professional language when speaking to faculty, staff, patients, and fellow students.
4. Obey all WCUCOM equal opportunity, harassment, and substance abuse policies.
5. Commit to lifelong learning of scientific knowledge.
6. Participate in WCUCOM activities and functions.
7. Be committed to professional competence.
8. Be honest.
9. Comply with patient confidentiality.
10. Maintain appropriate relations with patients.
11. Seek to improve the quality of care.
12. Seek to improve access to care.
13. Be committed to a just distribution of finite resources.
14. Maintain trust by managing conflicts of interest.
15. Embrace professional responsibilities.

As members of a profession, physicians and osteopathic medical students should be respectful of one another and participate in the processes of self-regulation, including remediation and

discipline of members who have failed to meet professional standards. The profession should also define and organize the educational and standard-setting process for current and future members. Physicians have both individual and collective obligations to participate in these processes. These obligations include engaging in internal assessment and accepting external scrutiny of all aspects of professional performance.

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

1. Intentionally interfering with classes, research, administration, patient care, movement of other people, or school functions.
2. Showing a lack of respect towards other students, patients, faculty, staff, administration, or other school personnel.
3. Being mentally or constitutionally unable to follow the directions provided by faculty, staff, administration, or other school personnel.
4. Academic dishonesty, including cheating, plagiarism, attempting to pass examinations by improper means, assisting another student in such an act; knowingly or recklessly procuring, distributing, or receiving any confidential material, such as pending examinations, tests/quizzes, or assignments from any source without the proper written consent of the course instructor; attempting to have oneself represented by another person in group activities (such as discussion forums and work groups); and collaborating with another student(s) during an academic exercise without the consent of the instructor.
5. Intentionally providing false information to the school or officers of the school or altering records.
6. Intentionally damaging or stealing school property or property of any school employee or visitor.
7. Intentionally practicing or appearing to practice medicine without a license (such as engaging in clinical activity without the direct supervision of a licensed physician), or accepting any form of reimbursement, payment, or gift for performance of clinical duties.
8. Intentionally harassing any other student, employee, or visitor to the school sexually or otherwise.
9. Using, distributing, selling, or possessing illicit drugs or non-prescribed substances.
10. Participating in academic or clinical endeavors at its affiliated institutions while under the influence of alcohol, a controlled substance, or illicit drugs.
11. Using the WCU or WCUCOM's logo or name on a poster, stationery, clothing, etc., without written permission.
12. Violating local, state, or federal law, or being indicted by a local, state, or federal court system for a felony.
13. Failure to appear before WCU or WCUCOM when called to offer testimony, or failure to testify fully and truthfully during any such appearances.
14. Behavior on or off campus which provokes a lack of respect and confidence on behalf of the public, faculty, or colleagues.
15. Failure to abide by a written or oral directive from faculty, staff, security, or administration.
16. Having food or events with food in non-designated areas.
17. Posting unapproved material, or posting approved material in an inappropriate area.
18. Parking in reserved spots.
19. Irresponsibly sharing of student PINs and passwords.

20. Improperly using online learning tools, including, but not limited to, the Internet, e-mail, chat rooms, news groups, forums, and list servers.
21. Tampering with any fire alarm or equipment, or possessing any firearm or weapon, including fireworks, air pistols, or air rifles on campus.
22. Misusing computer hardware, software, or supplies.

Guidelines Regarding Student Misconduct

1. Filing of a Complaint of Professional or Personal Misconduct

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

2. Notice to Appear Before the P&M Committee

If a student is required to appear before the P & M Committee, the student will be notified in writing sent by certified mail to the current address on file for the student or hand delivered to the student giving him/her 5 business days advance notice of the time, date and location of the meeting. In addition, any charges that might be potentially discussed in such a meeting will be described in this letter. This policy is to ensure that the student has sufficient time to prepare adequately for his/her appearance before the P & M Committee. The failure of the addressee to accept mail or maintain a deliverable address with the Office of Student Affairs will result in immediate disciplinary action.

It should be noted, however, that if school officials determine that there exists sufficient and credible evidence that a security issue might place WCU students, faculty, staff or any additional personnel at risk, the prior notice timeline may be shortened or waived. In all cases, students will have recourse to due process.

3. Appearance Before the P&M Committee

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

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

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

The findings of the Committee, must be communicated to the student within five (5) business days, excluding WCUCOM holidays, by the Office of the Dean of WCUCOM. These findings may result in a) no action at this time; b) probation; c) probation with conditions; or d) dismissal.

Probation: Probation is defined as a warning in that any future behavior/situations inconsistent with the professional behavior outlined in the *WCUCOM Student Handbook* or deemed inappropriate by the P&M Committee may result in his or her immediate expulsion from WCUCOM. The P&M Committee will make a recommendation to the Dean regarding whether the probationary status is to be recorded in the student's academic file. Any student put on probation will remain so for the stated time, which may include his or her entire stay at WCUCOM.

Probation with conditions: This form of probation includes all of the sanctions of probation. In addition, the student's continued enrollment at WCUCOM is based on the student fulfilling certain obligations as set forth by the P&M Committee.

Dismissal:

WCUCOM reserves the right to dismiss any student at any time prior to graduation. Circumstances warranting such action may be of an academic, legal, or social nature, among others.

Appeals:

The student will have 10 business days after receipt of notice of disciplinary action to appeal the decision directly to the Dean of WCUCOM. The disciplinary action is in effect during the appeals process unless otherwise indicated in writing by the Dean of WCUCOM. William Carey University reserves the right to require the immediate withdrawal of any student whose conduct poses a direct threat to the health and safety of the student or others. In cases where safety or orderly function of the COM is potentially jeopardized the Dean of WCUCOM or the Office of the President of WCU may require the student be physically removed from the WCU campus until the appeal is resolved. Should an incidence necessitate such removal will be immediate, **Check-Out Procedures for Student Dismissal, Withdrawal, or Leave of Absence** will be modified to accommodate orderly function and safety for all parties.

Criminal Background Check (CBCK)

In compliance with Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and other requirements, WCUCOM requires approved criminal background checks for all students prior to matriculating to WCUCOM and prior to the beginning of third-year clinical clerkships. Students are responsible for the expenses involved with this evaluation. The mechanism will be determined by the Associate Dean, Student Affairs, and Associate Dean, Clinical Sciences. Any positive history will be referred to the P&M Committee for evaluation. The following policy applies to all WCUCOM students:

1. WCUCOM requires that all students prior to admission undergo a criminal background check (CBCk). The student will assume the cost of the CBCk prior to admission. No student will be allowed to participate in any classroom activities without proof of a CBCk given to the Office of Student Affairs.
2. WCUCOM requires that all students will undergo a second CBCk prior to the commencement of the third-year clinical rotations. The student will assume the cost of the CBCk prior to the third-year matriculation. The CBCk will be performed at least three months prior to commencement of the clinical rotation with the CBCk record on file with the Office of Student Affairs.
3. An entity which is approved and licensed to perform background checks will be selected at the sole discretion of WCUCOM.
4. The CBCk search may include, but not be limited to, sources such as the following:

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

Finger print: Students will be required to submit to a finger print aided background investigation. Miss. Code Ann. §37-29-232 requires schools for health care professionals (i.e. medicine) to obtain criminal history record checks and fingerprints on students before they begin any clinical rotations. The fingerprints are forwarded to the FBI, Department of Public Safety, Department of Health and any other agency designated by the FBI. If the criminal background check or fingerprints reveal the individual has committed a felony or other serious crime, they will not be allowed to progress in their program of study. In order to prevent someone going through medical school to the point of clinical rotations and then being denied the opportunity to finish, we deem it wise to perform this process prior to beginning the program. It is possible these procedures will be rerun at times during the program if required by a specific hospital or other authority.

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

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

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

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

Licensure verification

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

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

1. A history of any felony conviction.
2. A history of one or more class “A” misdemeanor convictions within the last seven years.
3. A history of one or more class “B” misdemeanor convictions within the last seven years.
4. A listing on the registry maintained by the Department of Health pursuant to Sex Offenders or Abusers.
5. A listing on any of the following registries: HHS/OIG list of excluded individuals, GSA list of Parties Excluded from Federal Programs, U.S. Treasury, Office of Foreign Assets Control (OFAC), List of Specialty Designated Nationals (SDN).
6. An encumbered license (current or prior).

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

CBCk Process

1. WCUCOM will notify all newly admitted students of the requirement that they must have an approved Criminal Background Check prior to matriculation. A student who is challenging any part of the CBCk may enroll if he/she acknowledges that the challenge must be cleared prior to registration.
2. Students will be referred to the WCUCOM website (www.wmcarey.edu), and will click on “Student Background Checks.”
3. The students will access the WCUCOM website and electronically complete the online process for initiating the background screening, including:
 - a. Posting his/her biographical information for the past seven years.
 - b. Electronically signing the “Disclosure & Authority to Release Information” form.
 - c. Making payment by electronic bank transfer or credit card.
4. The order will subsequently be processed by the reporting entity. The reporting entity will:

- a. Manually enter data to request county criminal searches based on the past seven years of residency and ID Plus search results, OIG, State Abuse Registry, and verification of licensure, Certification or Designation, and employment verification.
 - b. Complete the background check.
 - c. Compare and note any discrepant information.
 - d. Deliver the reports as agreed upon completion.
5. A summary report will be sent to WCUCOM displaying the student's demographic information, and the type of verification order.
6. A fully detailed copy of the report will be delivered directly to the student by standard U.S. mail, or electronically with a copy to the Associate Dean, Student Affairs, with the student's prior approval.
7. Any questionable or adverse information provided through the CBCK will be referred to the P&M Committee for further evaluation and recommendation to the Dean of the COM. An adverse or questionable report may result in the denial of admission, or dismissal from WCUCOM.

Challenge of CBCK Results

Students who question the accuracy of the report must, within 5 business days of notification, send a brief written statement regarding the area they believe to be incorrect to the entity that performed the CBCK. All disputes pertaining to the CBCK findings must be communicated in writing directly to the entity that conducted the CBCK.

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

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

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

Policy of Urine Drug Screening (UDS)

In compliance with Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and other requirements, 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). The following policy applies to all WCUCOM students:

1. WCUCOM requires that all students prior to admission undergo 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 UDS to the Associate Dean, Student Affairs.
2. WCUCOM requires that all students undergo a second UDS prior to the commencement of the third-year clinical rotations. The student will assume the cost of the UDS prior to the third-year matriculation. The UDS will be performed at least three months prior to commencement of the clinical rotation with the UDS record on file with the Associate Dean, Student Affairs.
3. It is the policy of William Carey University to conduct entry and random drug testing to meet the requirements of agencies receiving William Carey University students in clinical settings, practica, internships, athletics, performing and competitive groups, and other such courses. University administrators are also authorized to develop procedures for testing of other groups of students who represent the university in some official capacity. All drug testing procedures will receive the approval of legal counsel before implementation.
4. A private company that is approved and licensed to perform UDSs will be selected at the sole discretion of WCUCOM.

UDS Process

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

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

A fully detailed copy of the UDS will be delivered directly to the student by standard U.S. mail, or electronically with a copy to the Associate Dean, Student Affairs, with the student's prior approval.

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

Challenge of UDS Results

Students who question the accuracy of the UDS must, within 5 business days of notification, send a brief written statement regarding the area they believe to be incorrect to the private

company that performed the UDS. All disputes pertaining to the UDS findings must be communicated in writing directly to the private company that conducted the UDS.

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

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

Immunizations

The student is required to carry his/her immunization record card and present it to the on-site Director of Medical Education or supervising physician at the beginning of each rotation.

Students may be required to provide evidence of successful immunizations against certain diseases, negative x-ray results, and other information certifying non-contagiousness. Sites requiring this verification will notify students. If a student has any questions regarding immunizations, he/she must contact the Office of the Associate Dean of Clinical Sciences.

To continue on rotations, a student must have an updated PPD within 6 months to one (1) year of the last test date. The Office of the Associate Dean of Clinical Sciences must receive these results within four (4) weeks. Any student failing to meet this requirement will result in the following:

- Automatic placement on vacation*. Vacation is scheduled by weeks, not days.
- If no vacation is available, the student will be put on a leave of absence.
- If a student is placed on a leave of absence, graduate may be not occur on-time with the class.
- Required immunization documentation must be presented to begin rotations:
 - Primary DPT series (minimum 3) and Tdap or T/D injection within last 10 years.
 - Documentation of childhood polio vaccine (minimum 3).
 - Documented month/day/year of at least 2 MMR injections, or documentation of childhood diseases.
 - Documented dates for Hepatitis B injections (series of 3).
 - PPD test within the last 12 months (to be repeated 6-12 months throughout medical school).
 - Current CPR and ACLS cards with expiration dates readable.
 - Lab form that shows values for Hepatitis B, MMR, and Varicella immunity (only if immunization series is completed).
- *Vacation is defined as the time from the end of the last rotation, usually March 31, to graduation, usually the second or third week of May. This period approximately six weeks will be used as noted above.

CLINICAL ROTATIONS

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

The following is the curriculum for OMS 3 and 4 years for William Carey University College of Osteopathic Medicine.

Year	Course Name	Specialty Number	How approved	No# months	Course no#	Hours Credit	No# months
OMS 3	Family Medicine 1	10	Required and Assigned	1	7311	8	1
OMS 3	Family Medicine 2	10	Required and Assigned	1	7312	8	1
OMS 3	ER Medicine 1	20	Required and Assigned	1	7321	8	1
OMS 3	ER Medicine 2	20	Required and Assigned	1	7322	8	1
OMS 3	Internal Medicine 1	30	Required and Assigned	1	7331	8	1
OMS 3	Internal Medicine 2	30	Required and Assigned	1	7332	8	1
OMS 3	Pediatrics 1	40	Required and Assigned	1	7341	8	1
OMS 3	Pediatrics 2	40	Required and Assigned	1	7342	8	1
OMS 3	General Surgery 1	50	Required and Assigned	1	7351	8	1
OMS 3	General Surgery 2	50	Required and Assigned	1	7352	8	OMS 3
OMS 3	OBGYN/ Women's Health	60	Required and Assigned	1	7361	8	OMS 3
OMS 3	Mental Health	70	Required and Assigned	1	7371	8	OMS 3
OMS 4	Medical Subspecialty 1	10	Associate Dean Clinical Sciences Approval	1	7411	8	OMS 4
OMS 4	Medical Subspecialty 2	10	Associate Dean Clinical Sciences Approval	1	7412	8	OMS 4
OMS 4	Medical Subspecialty 3	10	Associate Dean Clinical Sciences Approval	1	7413	8	OMS 4
OMS 4	Medical Subspecialty 4	10	Associate Dean Clinical Sciences Approval	1	7414	8	OMS 4
OMS 4	Surgical Subspecialty 1	20	Associate Dean Clinical	1	7421	8	OMS 4

			Sciences Approval				
OMS 4	Surgical Subspecialty 2	20	Associate Dean Clinical Sciences Approval	1	7422	8	OMS 4
OMS 4	Surgical Subspecialty 3	20	Associate Dean Clinical Sciences Approval	1	7423	8	OMS 4
OMS 4	Surgical Subspecialty 4	20	Associate Dean Clinical Sciences Approval	1	7424	8	OMS 4
Total				Total 20		160	

Fourth year rotations

The above curriculum has been designed to allow every student the opportunity to participate in as many audition rotations as they deem appropriate.

NOTE: Credit hours assigned to clinical rotations have been calculated as follows: A total of 60 hours of effort per week has been assumed. These hours will consist of diverse efforts including both didactic and non-didactic work as described in this Handbook. Therefore, 1 credit hour has been assigned for each actual 30 hours of effort. This yields a total of two credit hours per week, resulting in 8 total credit hours for a normal four week 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) may assist with establishment, maintenance, and management of core clinical rotations when available.

Changes in Core Clinical Rotations

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

Scheduling of Elective Clinical Rotations

Four elective rotations and four selective rotations (for a total of 8 months) are at the discretion of the individual student with the approval of the Associate Dean, Clinical Sciences. Four of these rotations must be in Medicine/Medicine subspecialty and four must be in Surgery/Surgery subspecialty .

All rotations will begin on the first of the month and end on the last day of the month, with no less than five (5) days per each full week or 160 hours of duty.

Elective Clinical Rotation Forms are available in the Office of the Associate Dean, Clinical Sciences, and must be completed and submitted to the Office of the Associate Dean, Clinical Sciences, at least **60 days** prior to the anticipated start date of the rotation. Should a student have difficulty with scheduling a particular month's rotation, they will be assigned a rotation by the Associate Dean of Clinical Sciences. Examples of such difficulty might include inability to secure a rotation 60 days in advance, cancellation of a rotation by a hospital or preceptor less than 30 days in advance, inability to secure a rotation for a given month, or other factors beyond the student's control.

A minimum of one month's rotation during this time period must be done at a site with an AOA approved post-graduate teaching program.

All elective rotations must have a syllabus that complies with the WCUCOM rotations manual. If a syllabus does not already exist, the student, in consultation with the Chair of Family Medicine, his/her Clinical Advisor, and the Preceptor will develop a syllabus prior to the start of the rotation. These syllabi must be approved by the Associate Dean of Clinical Science no less than 30 days prior the start of the rotation. Failure to comply with this will result in a unilateral selection by the Associate Dean, Clinical Sciences, of an elective clinical rotation.

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

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

Changes in Elective Clinical Rotations

Changes in unconfirmed elective clinical rotations may be allowed only once per clinical rotation after the schedule has been established. Rotations may not be changed less than **sixty (60) days** prior to the start date. All changes are submitted in writing to the Associate Dean, Clinical Sciences, concerning the changes and the reasons for the change. Changes in confirmed electives will not be allowed without approval of the Associate Dean, Clinical Sciences. Any deviation from this policy will result in a referral to the P&M Committee for further consideration.

Report for Rotation

Each rotation begins on the first day of each month and ends on the last day of the month. It is the responsibility of each student to be present on the commencement of each rotation. In the event of an unavoidable tardiness to the rotation, it is the responsibility of the student to notify the Preceptor and the Office of the Associate Dean, Clinical Sciences, at WCUCOM. If an

orientation is required at a clinical rotation site, it is imperative that the student participate in that orientation and follow the protocols established by that rotation.

Student Involvement on Clinical Rotations

- A student of the William Carey University College of Osteopathic Medicine is not a licensed physician and, therefore, is not legally or ethically permitted to practice medicine. A student may be involved in assisting in the care of a patient, but only under the direction and guidance of a licensed physician. The physician is responsible for medical care of the patient and for approving and countersigning all orders, progress notes, etc., written by the student.
- A student will not administer therapy or medication until a licensed physician has seen the patient and has confirmed the diagnosis. Before treatment is administered, the student's orders must be countersigned.
- Supervision of the student and that of the student's activities in the clinical setting is the direct responsibility of the supervising physician. Any educational activity involving patients can only be done when the supervising physician is immediately available on the premises to assist and direct the student's activities.
- Any violation of this policy must be immediately reported by the student to the Office of the Associate Dean of Clinical Sciences at William Carey University College of Osteopathic Medicine.
- A student faced with a life-threatening emergency in the absence of the supervising physician should use her/his best judgment in rendering care until the supervising or other physician arrives.
- In the event a supervising physician or other authorized physician is not available, the student shall cease patient care activities. If there is a frequency of this situation, the student must notify the Office of the Associate Dean of Clinical Sciences at William Carey University College of Osteopathic Medicine.
- If a student finds his/her self in a questionable situation, they should immediately contact the Office of the Associate Dean of Clinical Sciences at William Carey University College of Osteopathic Medicine.

Training Hours

Daily hours are to parallel the hours of the attending physician; however, a typical day will begin at 7:00 a.m. and end at 7:00 p.m. or of 12 hours duration. Deviation from these hours is at the discretion of the supervising physician or his/her designee. Under no circumstances, however, shall a student be required to work more than twelve (12) hours, unless night duty is assigned. The maximum continuous duration of work may be 24 hours, and should follow a minimum of 12 hours off duty. Assignment of night and/or weekend duty must adhere to the following guidelines:

- A minimum number of hours per week is not defined, although in usual circumstances, it will be no more than sixty (60) hours. Usual and customary practice will prevail. The student and supervising physician shall exercise reason in this matter.

- A work or duty week should be limited to a maximum of seventy-two (72) hours. Additional hours should be on a voluntary basis and reported on the student's daily log.
- The student may be given two (2) weekends off per month of rotation.
- A weekend off should be forty-eight (48) consecutive hours ideally, defined as either Saturday and Sunday, or Friday and Saturday. The supervising physician or on-site Director of Medical Education will make this decision, and these guidelines may not apply to certain rotations. These periods must be free of any assigned duties.
- The maximum duration of any work or duty period will be twenty-four (24) hours, and should be followed by a minimum of twelve (12) hours off duty.
- The student shall perform other clinical duties as assigned.

Dress for Rotations

For safety considerations, and to enhance communication and cultural sensitivity, students are required to place a high value on personal appearance, including appropriate attire. Patient trust and confidence in the health care provider are essential to successful treatment experiences and outcomes. Professional dress and appearance plays a fundamental role in establishing trust and confidence, and in considering the cultural sensitivities of patients and co-workers.

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

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

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

While in lectures or other activities that do not involve patients, residents should wear neat, clean, and professional attire, and avoid dress or attire that could be potentially offensive to the

public, your peers, patients, faculty, and co-workers. ID badges must be worn at all times while on assignment. Denim jeans, flip-flops, shorts, or scrubs are not appropriate.

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

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

ITEMS SPECIFICALLY PROHIBITED (in any hospital or clinical facility/location):

- Blue jeans (regardless of color), or pants of a blue jean style.
- Shorts.
- Open-toed, high-heeled, or canvas shoes, or flip-flops. This is to prevent blood or needles from penetrating the fabric or skin.
- Midriff tops, tee shirts, halters, translucent or transparent tops, shirts or tops with plunging necklines, tank tops, or sweatshirts.
- Buttons or large pins that could interfere with work function, transmit disease, or be grabbed by a patient.
- Visible body tattoos, or visible body piercing other than small earrings, unless exemptions are given for religious reason.

It is WCUCOM policy that the preceptor, clinical faculty, program director, or hospital administration may at any time prohibit a student from any location based on inappropriate and unprofessional dress. Such instances must be reported to the office of the Associate Dean of Clinical Affairs **BY THE STUDENT** at once. Students may be required to remediate time missed.

Attendance

Prompt student attendance is expected for the duration of the rotation. The activities of each day must be recorded on student logs for the rotation. A maximum of three (3) days for absence is permitted, if pre-approved by the Associate Dean for Clinical Sciences, and must be recorded on student logs for the rotation. Absence in excess of the 3-day standard will result in an “incomplete” for this rotation until such time that the activity requirement is satisfied.

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

Report on time: Students will report on time to the rotation site on the day they are assigned to be there. It is the responsibility of the student to contact the on-site Director of Medical Education and supervising physician 3 to 5 days in advance to clarify time and location of first day orientation. Any late arrival or unexcused absence may constitute a failure; failure to report on time should be reflected in the professionalism grade.

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

Unexcused Absence

All absences during a rotation in a one month period, except illness of 2 days or less, (that has been approved by appropriate site personnel), must be reported to and approved by Office of the Associate Dean of Clinical Sciences. An absence from any rotation without approval will be regarded as an unexcused absence. In the event of an unexcused absence, a written explanation from the student must be sent to the Office of the Associate Dean of Clinical Sciences, who will address the problem.

A student who leaves a rotation site without authorization of the Office of the Associate Dean of Clinical Sciences will automatically receive a failing grade. The student will not be permitted to participate in any future rotations until the Office of the Associate Dean of Clinical Sciences has authorized the return to clinical rotations.

Illness

Should a student experience an illness during the course of a clinical rotation, he/she should immediately notify the appropriate supervising physician of the intended absence. Should the illness necessitate an absence of more than 2 days, the supervising physician and the Office of the Associate Dean of Clinical Sciences must be notified immediately. Additionally, the student must be seen by a physician for documentation and clearance to return to work. To prevent spread of communicable diseases, the Office of the Associate Dean of Clinical Sciences and the supervising physician must receive documentation before the student can return to work. If the Office of the Associate Dean of Clinical Sciences does not receive documentation, the student may be placed on vacation, fail the rotation, and/or be placed on a leave of absence if no vacation time remains. A student should not for any reason hesitate to report illness. The welfare of both the student and his/her contacts is the major consideration. If the student does not follow the above procedure, the student may fail the rotation.

Temporary Absence

Temporary Absence is defined as a short period of time away from service rotation activities that may be needed from time to time to allow students to attend to personal business (i.e., banking, laundry, etc.). Permission of the supervising physician and/or the Office of the Associate Dean of Clinical Sciences is required. A short period of time is less than one day.

No duration or frequency restrictions are defined; however, it is intended that the student and supervising physician alike employ reason pertaining to this matter.

Leave of Absence

Leave of Absence is defined as extended periods (more than 2 days) away from service rotation activities that may become necessary due to prolonged illness or personal matters of significant gravity. The supervising physician and the Office of the Associate Dean of Clinical Sciences must be informed immediately of the absence. The student should submit an Exception Request Form documenting why the leave of absence is necessary. The Office of the Associate Dean of Clinical Sciences can then assist the student in designing a plan to make up time missed from a rotation.

Established protocol, as outlined WCUCOM Student Handbook, shall govern approval for leaves of absence and the mechanisms for returning after extended absences.

Dismissal from a Rotation

Dismissal from a clinical rotation is a failure (F). The student will be required to repeat the failed rotation during vacation time. In the event that all vacation time has been depleted, the student's graduation date may be affected.

Personal Insurance

Students are required to have personal hospitalization/health insurance while on clinical rotations. Students must show evidence to the on-site Director of Medical Education or supervising physician at each site, that health insurance is in force. Before beginning clinical rotations, students must provide verification of health insurance to the Office of the Associate Dean of Clinical Sciences.

Lawsuits, Litigation, or Potential Legal Action

The Office of the Associate Dean of Clinical Sciences must be notified immediately if a student becomes aware of a potential situation of litigation in which the student might be involved. The student must keep this office informed in writing of any progression of legal action as it occurs.

The student will, at all times, be responsible to the personnel in charge of the rotational service involved. In addition, all students will be expected to comply with the general rules established by the hospital, clinic, or office at which they are being trained. The supervising physician must be aware of his/her duties as it relates to timely review, and sign off any transactions carried out by trainees.

Cell Phone Use and Social Media

Restrict the use of personal cell phones, including texting, to off-duty hours. Use of cell phones can inadvertently cause a breach of patient confidentiality when used in public areas. The student must be aware of these issues.

Students are prohibited from posting any content that is personal health information including patient images on any Social Media Site. Students are also prohibited from using the Social

Media Site to provide medical advice or medical commentary or to use any Social Media Site to make or recommend referrals to physicians.

Student Evaluation (Grades)

The basis for the rotation grade is the “WCUCOM Student Assessment Form” which is completed by the attending physician and discussed with the student before mailing, and the review of all submitted log entries from the student, as well as an end of rotation examination.. Upon receipt and review of all information, the Associate Dean for Clinical Sciences evaluates the material, and assigns a numerical grade.

Grading is computed as follows:

40% WCUCOM Student Assessment Form - This must be completed within 30 days of completion of each month’s rotation. Courses of 2 or more months (example: internal medicine) require an evaluation to be completed at the end of each month. Only one grade is accepted per clinical rotation. It is the student’s responsibility to ensure the Preceptor has completed and returned it to the Associate Dean, Clinical Sciences. Failure to submit a finalized WCUCOM Student Evaluation Form will result in an incomplete (INC) for that clinical rotation, and no credit will be given.

30% Completion of clinical patient logs, procedure logs - All logs are due at the end of each rotation. All logs must be submitted within 7 calendar days of completion of the rotation. Student grades will be reduced by 10% of the maximum possible grade for each 10 days the logs are late.
10% Completion of OMT log and/or special assignment logs (see psychiatry) - All logs are due at the end of each rotation. All logs must be submitted within 7 calendar days of completion of the rotation. Student grades will be reduced by 10% of the maximum possible grade for each 10 days the logs are late.

In order to be eligible for a grade of “honors”, all required numbers of OMT or special assignments must be 100% completed, or a letter from the preceptor to the Associate Dean of Clinical Sciences explaining why the student was unable to complete the assignment must be attached with the final “WCUCOM Student Assessment Form”.

20% End of rotation examination - All exams will be proctored and must be completed within 7 days of the end of the month for each rotation.

Overall grade for the 1-month rotation will be calculated as follows:

Total points for WCUCOM Student Assessment Form X 40
+ % Completion of clinical patient logs, procedure logs X 30
+ % Completion of OMT log and/or special assignment logs X 10
+ % Grade on end of rotation examination X 20
= 100 maximum points

Grade assignment:

Fail: The student has a score of less than 70% on any section (WCUCOM Student Assessment Form, completion of clinical patient logs, procedure logs, OMT log and/or special assignment logs, end of rotation examination) or an overall score of less than 70%. Remediation is possible

only on the end of rotation examination. This must be completed within 10 days of the end of the rotation.

Pass: The student has a score of 70% on each section (WCUCOM Student Assessment Form, completion of clinical patient logs, procedure logs, OMT log and/or special assignment logs, end of rotation examination) and an overall score of 70%.

High pass: The student has a score of 80% on each section (WCUCOM Student Assessment Form, completion of clinical patient logs, procedure logs, OMT log and/or special assignment logs, end of rotation examination) and an overall score of 85%.

Pass with honors: The student has completed the OMT log and/or special assignment logs at 100%; the student has a score of 90% on each additional section (WCUCOM Student Assessment Form, completion of clinical patient logs, procedure logs, end of rotation examination) and an overall score of 95%.

Challenge of Grades

All clinical rotations must be successfully completed with a passing grade prior to graduation. Specific documentation of a failing grade should accompany the evaluation. Any challenges or questions are to be directed to the Associate Dean for Clinical Sciences. The Associate Dean, Clinical Sciences, will refer a failing grade to the P&M Committee for further action or remediation. Appeal of any rotation failure will follow the student appeals process.

Title

All hospital personnel will treat students as professionals at all times. Students will extend similar and appropriate courtesy to all hospital personnel at all times. Medical students may not be identified by the title of “Doctor” on their identification tag while in training. Students are to be referred to as “Student Doctor (your last name).” This will be used whenever a student introduces himself to a patient or other members of the health care team.

WCUCOM Videoconference

WCUCOM will provide didactic educational programming via D2L, the Internet, or other electronic media. Participation in the programming, whether by a formalized established meeting at an individual core site, or by individualized personal involvement, is mandatory. This Pass/Fail requirement for graduation is an integral part of the WCUCOM curriculum. Failure to participate at the required minimum activity will result in failure of this curriculum requirement and a referral to the P&M Committee.

Clinical Case Conferences

Students are expected to present Clinical Case Conferences as requested by the supervising physician, Director of Medical Education Office of the institution at which they are rotating, or the Office of the Associate Dean of Clinical Sciences at William Carey University College of Osteopathic Medicine.

Please keep in mind the following when preparing a Clinical Case Presentation:

- Determine the specific content area or topic to be covered.
- Identify what you want the participants to get out of the presentation; in other words, what are the learning objectives.
- Decide in what order you will present the information.
- A good format to follow is to present the case with limited information. Solicit information from the audience, and then slowly divulge the events as they actually occurred. This generally takes 15 to 30 minutes. Once you have worked through the case with audience participation, spend approximately 15 minutes on the main subject.
- Arrange in advance for any audiovisual equipment or materials you may need: *PowerPoint, handouts, overheads/Elmo flipchart and markers, radiographs/Other Images pathology slides.*
- Provide a minimum of 5 Board-like questions at the end of the presentation. The questions must use a case based format and be multiple choice with five possible answers.

Objective Structured Clinical Examination (OSCE)

Beginning with the graduating class of 2005, both M.D. and D.O. students have been required to take a practical examination that evaluates their clinical skills as part of their national boards. This examination is taken during the 4th year of medical school. This examination is often called an OSCE. The OSCE utilizes standardized patients who are lay people that receive intensive training to accurately depict specific illnesses. The student performs clinical tasks in a series of test stations while interacting with a standardized patient. The OSCE is objective because standardized checklists are used to evaluate each student physician. It is structured, or planned, so that every student physician sees the same problems and is asked to perform the same tasks. The OSCE is clinical because the tasks are representative of those faced in real clinical situations. It is an examination or evaluation of the student physician's clinical skills. The OSCE may be used to teach patient-centered skills and/or to measure a student's clinical performance. Some of the key areas that this examination measures include:

Doctor-patient communication

- *Medical history taking*
- *Physical examination skills*
- *Written communication skills*
- *Clinical problem solving*
- *Formulating a differential diagnosis and therapeutic plan*

To prepare for this examination each student will return to campus once every quarter for OSCE practice examination. Students are required to participate in and pass (and remediate, if necessary) the 3rd year OSCE. The 3rd year OSCE is conducted in the spring of the 3rd year. For the class of 2014, the OSCE will take place at a time to be announced. You cannot take COMLEX 2PE until you have received official notification of your passage of the 3rd year OSCE and completed all 3rd year rotations. Remediation, at the discretion of the Associate Dean of Clinical Sciences, may include but is not limited to the following:

- *Directed electives*

On-campus remediation

- *Case reviews*
- *Soap note reviews*
- *Directed one-on-one workshops*

Remediation of the 3rd year OSCE for the class of 2014 will TENTATIVELY take place in mid-June.

A student on standardized patient exams (SPEs), will not be allowed to graduate or begin a residency until he/she has successfully completed and passed the NBOME part 2 exams, including the SPE. This exam is difficult to schedule and, at the time of this writing, can only be taken in Philadelphia, PA. The Office of the Associate Dean of Clinical Sciences at William Carey University College of Osteopathic Medicine strongly advises you to register for this exam on the earliest date possible and to take the exam on the earliest date available to you.

Remediation

In cases where a passing grade is not achieved, and if deemed appropriate by the Promotions & Matriculation Committee and approved by the Chief Academic Officer, the student will be given the opportunity to repeat the rotation. All remediation must be scheduled through the office of the associate Dean of Clinical Sciences.

Location

When a rotation calendar is given to a student before the beginning of each academic year, the address and contact number for each assigned physician's office and participating hospital(s) within the core site, supervising physician, and start dates will be given to you.

Student Site Evaluation Form

The student will evaluate each clinical site through the Student Site Evaluation Form. This evaluation will reflect the student's attitude and observations regarding the quality of training received on each rotation. The student's grade will be reported as incomplete (INC) until this form is completed and returned to the Office of the Associate Dean, Clinical Sciences.

Lectures and Meetings

It is the responsibility of the student to be familiar with the hospital's didactic lecture schedule, and to document attendance within the student log. Didactic programs include, but are not limited to: Morning Report, Journal Club, Morbidity/Mortality Conference, Grand Rounds, and Noon Conference.

Logs

Reading logs

Each rotation has an assigned reading log that includes reading and testing that will greatly assist the student in preparation for the end of rotation examination. Within the log, there is also a reference for OMT reading, when applicable. The student will review these with each section of instruction. Also, there is a reference to Bates regarding physical exam, when appropriate. The reading from Bates is designed to reinforce the learning process from the pre-rotation didactic sessions. Using these three resources daily will greatly enhance your learning experience.

The log for each month's rotation contains 20 days of assigned reading activity. This is in keeping with our overall philosophy that the person is a unit of mind, body, and spirit. Using the 20-day model, students should have 2 days per week for personal activity and rest, and 2 to 3 days per month to prepare for the end of rotation exam, which will comprise 20% of the grade for that month's work. It is also expected that each preceptor may assign additional reading on areas in which they feel the student has an opportunity to improve. Students should read about interesting cases seen that day, and it is usual for students to pre-read on surgeries and procedures in which they are assigned to perform or participate.

Patient and Procedure Logs

Each clinical rotation has an assigned procedure log. It is understood that every student will not have the opportunity to participate or observe every procedure listed. If such a situation arises, the student should have the preceptor indicate that this procedure was unavailable to the student. Grades for procedure logs will be based on the total number of procedures logged divided by the total number of procedures listed. It is also anticipated that some procedures or patient types will be more available than that listed on the rotation specific log sheets. When this occurs, the student should log these on the following generic log sheets. Logs must be turned in within 5 work days or 7 calendar days of the end of every rotation. The exception to this rule is that procedure logs for Family Medicine I and II, Emergency Medicine I and II, Internal Medicine I and II, Pediatrics I and II, Surgery I and II should be turned in after the second month of each of these core rotations.

Medical History and Physical Examination (H&P) Policy

We believe in the importance of an educationally sound, realistic policy pertaining to medical students doing histories and physicals in affiliated hospitals. The complete H&P is a vital part of patient evaluation, and the development of a differential diagnosis. Osteopathic Principles and Procedures (OPP) must be documented in each H&P. Osteopathic Manipulative Treatment (OMT) should be performed when appropriate.

Whenever possible, students should complete an average of twelve (12) H&Ps per week (2 per day). These should be on the student's assigned service. The appropriate physician should critique the H&Ps, usually the physician who is responsible for the patient's care on the rotation to which the student is assigned. The workload should be such that the student should have the time and opportunity for patient follow-up.

Student Liability Insurance

A student is covered under the WCUCOM student liability policy only if the student's participation in the rotation has been officially approved in writing by the WCUCOM Office of the Associate Dean of Clinical Sciences. Rotations must be accomplished under the direct supervision of academically credentialed and approved faculty. This applies to required, selective, and elective rotations in the continental USA, Hawaii, and Alaska. No student liability coverage is provided outside of these designated areas, or while a student is on an international rotation.

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

Student/Patient Relationships

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

Sexual Harassment During Clinical Rotations

Refer to WCU policy as published annually in the WCU student handbook (The Red Book).

End of Service

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

Personal Activities

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

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

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

Personal Insurance

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

In the event of an injury or illness students must receive immediate care at the appropriate local health care facility. The facility and/or the student are responsible for all expenses related to the incident. This policy does not obligate WCU or WCUCOM to any financial responsibility.

An incident occurrence report must be filed with the rotation site and, after the injury has been immediately addressed, a student who experiences an injury must report the incident to the supervising physician and the Office of the Associate Dean of Clinical Sciences.

Meals

Unless otherwise offered or specified by partnering hospital, meals are the responsibility of the student.

Americans with Disabilities Act

Student with disabilities who are protected by the Americans with Disabilities Act of 1990 and require special accommodations should contact: Dr. Jim Weir, Associate Dean for Student Affairs of WCUCOM (601-318-6290), or Ms. Brenda Waldrip at (601-318-6188). Ms. Waldrip is located in the Student Services Office in Lawrence Hall.

Housing

WCUCOM, hospitals, and Preceptors are not responsible for student housing while the students are relocated to the individual hub sites or other rotations. The students’ housing needs are the students’ responsibility and are at their expense.

Many elective and selective rotation sites have made housing arrangements for students. Housing is NOT provided at every site. When provided, this housing is for students only. Students may have members of their families accompany them on their rotations. However, the student must assume all responsibility and costs associated with family travel and housing. Other housing for the family must be found and paid for by the student at no expense or inconvenience to the rotation site.

Any desired extras (including family housing or meals) are at the student's own expense, and students are responsible for locating such housing on his or her own time before the rotation starts.

Blood Borne Pathogen Exposure and Post-Exposure Prophylaxis Policy

The goals of this policy are to ensure the immediate cleansing of the exposure site, reporting of the incident, immediate appropriate post-exposure prophylactic treatment, when indicated, using Center for Disease Control and Prevention (CDC&P) guidelines within two hours of the exposure or less, appropriate laboratory work-up, counseling, and appropriate follow-up. This is at no cost to the student. The Associate Dean, Clinical Sciences, shall be a point of contact for any problem that may arise.

The Blood Borne Pathogen (BBP) policy includes three (3) components:

1. Education

All WCUCOM OMS-1 and OMS 2 students will attend an annual two-hour block of instruction on HIV and a one-hour block on Universal Precautions that will address CDC&P current relevant universal exposure precautions, the post-exposure reporting process, and prophylactic treatment of BBP and other transmitted diseases as indicated.

2. BBP/HIV Exposure

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

- a. Perform basic first aid: Immediately cleanse the wound and skin with soap and running water. Flush any mucous membranes or eyes with copious amounts of water or normal saline for several minutes. Blood should be allowed to flow freely from the wound. Blood should not be squeezed or “milked” from the wound.
- b. Immediately notify your Preceptor or Attending Physician: Any WCUCOM student with medical education-related BBP/HIV exposure will be immediately released from his/her preceptorship/rotation and go to the nearest affiliated hospital Emergency Room (ER). If no affiliated hospital is in the area, go to the nearest hospital with an ER.
- c. Report to the ER: The student will report to the ER for BBP/HIV exposure in order to (1) help the student assess whether the exposure is low or high risk using the most current CDC&P guidelines; (2) start post-exposure prophylactic medication within two hours if the incident is a high risk. High-risk exposure is typically defined as exposure to significant blood or bodily fluids from a source person with any of the following: known HIV/symptoms of AIDs, multiple blood transfusions between 1978-1985, IV drug user, multiple sexual partners, or homosexual activity; (3) counsel the student on medication

side effects and clarify the benefit/risk ratio of their use; and (4) check baseline labs such as HIV antibody testing, complete blood count, renal and hepatic chemistry profile, and hepatitis evaluation.

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

3. Appropriate follow-up

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

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

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

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

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pending

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