

WILLIAM CAREY UNIVERSITY
College of Osteopathic Medicine



Student Handbook and Catalog
2025-2026

PREFACE

This handbook serves as a guide for students enrolled in William Carey University College of Osteopathic Medicine (WCUCOM). It is used as a supplement to The Translation. It contains information about administrative and academic policies, curriculum, and course work. Information contained herein shall not constitute a legally binding contract, express or implied, of any kind, upon WCUCOM. An electronic copy of this publication can be viewed on the WCUCOM website. This edition of the handbook does repeal and supersede all previous editions of the handbook.

As a student, you are responsible for reading this handbook and the University student handbook in their entirety. Failure to read the handbooks and other sources of regulation governing WCUCOM students does not excuse the student from the requirements and regulations described therein. Policies, requirements, and information found within this document may be updated by WCUCOM administration at its sole discretion. Changes will be distributed to students, posted on the WCUCOM website under Key Policies with appropriate notifications to the respective stakeholders, and effective immediately unless otherwise specified. All changes cited as addenda throughout a given academic year will be incorporated into the parent document for the upcoming academic year.

All inquiries regarding the *WCUCOM Student Handbook* should be directed to the Office of Student Affairs at 601.318.6290. Any recommendations for additions, deletions, or changes must be submitted in writing to that Office. In the event of a discrepancy between the *WCUCOM Student Handbook and Catalog* and a WCU Policy or a WCU BOT Policy, the latter policies will govern.



Asbury Administrative Center
William Carey University College of Osteopathic Medicine

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NONDISCRIMINATION POLICY

This policy complies with the “Accreditation of Colleges of Osteopathic Medicine: COM Accreditation Standards and Procedures (effective July 1, 2017).” It is the official policy of WCUCOM that recruitment and selection of students for admission, consideration for financial aid, the administration of its education policies, scholarships, loan programs, athletic and other school-administered rights, privileges, programs, and activities generally accorded or made available to students, and the selection of WCUCOM faculty, staff, and students, will not discriminate on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, gender, age, or disability .

MISSION STATEMENT

The Mission of the WCUCOM is to prepare students to become osteopathic physicians through an emphasis on primary care, lifelong learning, research and scholarly activities, service, including osteopathic clinical service, and graduate medical education. Using a community-based training model, the COM will educate and train graduates who are committed to serving the healthcare needs of all individuals, with special attention directed to Mississippi and the Gulf South.

GOALS AND OBJECTIVES

Consistent with its mission and the osteopathic medical profession, the goal of WCUCOM is to provide high-quality medical education with the following objectives:

- Emphasize the recruitment of students from Mississippi and the Gulf South to positively address the physician shortage in the region;
- Engage faculty and students in research and scholarly activities to advance the body of existing knowledge in osteopathic medicine.
- Provide an academic community in which the individual student is encouraged to develop his or her highest potential in scholarship, leadership, and service, and where the atmosphere will foster recognition of the infinite worth of the individual and acceptance of and respect for a variety of religious expression; and
- Engage and promote lifelong learning from faculty and students in research and scholarly activities to advance the body of existing knowledge in osteopathic medicine.

LETTER FROM THE DEAN



It is my honor and privilege to welcome you to WCUCOM! There has never been a better time to be a part of the Carey family. We are now entering into our 15th year since the COM was officially founded and at that time, a promise was made to Mississippi and the Osteopathic Profession. The promise of graduating primary care physicians and having them practice in Mississippi, a state that has historically ranked in the bottom of the country for access to care and other health-related indices. A promise to improve the quality of care and increase graduate medical training in the state. A promise to innovate primary care and rural medicine.

WCUCOM is considered one of the top medical schools in the nation for meeting our mission of serving the underserved. WCUCOM has been recognized as a top performing medical school by U.S. News and World Report in the nation by placing third in overall percentage of our graduates going into primary care, 4th for placing graduates into underserved areas, and 7th for placing our graduates into rural areas among all medical schools (DO and MD). Carey has contributed to a significant increase in graduate medical education throughout the state; and hospitals in the state who participated have seen a greater quality of healthcare provided to those communities. Over a third of our graduates over the past seven classes have stayed in MS for residency training and practice. Many alumni are now coming back as faculty at WCUCOM and contributing as preceptors for our students.

As part of our significant growth and commitment, WCUCOM received funding from the State of MS to expand our medical school facilities to include a new Institute of Primary Care (IPC). The IPC will be open Fall of 2025 and will include the largest OMM lab in the South and among the largest in the country. The second floor will include an innovative new medical simulation center that will also include a suite of rooms for patient encounters. The third floor will include a state of the art Conference Center that will allow ongoing CME for community physicians in practice along with residency programs.

Carey physicians and students have received significant recognition for innovative approaches to primary care and population health. This includes the development of ambulance drones, telemedical systems, and the use of augmented reality and virtual reality for education. This also includes an award-winning curriculum for bedside Ultrasound, Tobacco Prevention and clinical recognition of Interpersonal violence (Child Abuse, Spousal Abuse).

So, as I said earlier, this is a great time to be at Carey! We have an exciting year ahead of us and I am pleased about how far we have come and the promises we have delivered on. But I leave you with this challenge, ask yourself, what can you do to make a Carey difference? What can you do to shine that Carey light unto others' lives? For while we have come so far in such little time, we have so much more yet to accomplish.

We are Carey Strong!
Italo Subbarao DO, MBA
Dean, WCUCOM

WCUCOM ACADEMIC CALENDAR 2025-2026

(Approved, WCUCOM Curriculum Council, March 31,2025)

Date	Event
FALL 2025	
July 28-31	Class of 2028 virtual orientation
July 29	Class of 2028 in-person orientation
July 30 – Aug 1	Class of 2029 in-person orientation
August 4	Class of 2029 1 st Year & Class of 2028 2 nd Year Fall classes start
September 1	Labor Day Holiday 1 st and 2 nd year students
September 25 – 29	Fall Break for 1 st and 2 nd year students
November 21	Last day to request LOA
November 24 – 28	Thanksgiving Break for 1 st and 2 nd year students
December 11	Deadline for 1 st and 2 nd year course grades to P&M Committee
December 22– January 4	Christmas Break for 1 st and 2 nd year students
SPRING 2026	
January 2	Fall 2025 1 st and 2 nd year student Remediation Exams
January 5	Class of 2029 1 st Year & Class of 2028 2 nd Year Spring classes start
January 19	Martin Luther King Holiday 1 st and 2 nd year students
March 9 – 13	Spring Break, 1 st and 2 nd year students
March 20	WCUCOM Match Day Ceremony
March 27	May graduation Registrar deadline (<i>\$200 late fee if all documents are not in</i>)
April 3	Easter Holiday, 1 st and 2 nd year students
April 17	Last day to request LOA
May 8	Deadline for 1 st and 2 nd year course grades to P&M Committee Note: clinical integrations will be completed in June
May 9	Commencement
May 25	Memorial Day Holiday, 1 st and 2 nd year students
June 12	Clinical Integration II Grades due to P&M Committee
June 19	Spring 2026 1 st and 2 nd year student Remediation Exams

Please note: the WCUCOM 2025-2026 Academic Calendar is subject to change. Changes will be shared and will become effective immediately upon approval. The WCU calendar may be obtained from the WCU website (wmcarey.edu).

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BACKGROUND AND HISTORY OF HATTIESBURG

Hattiesburg and the Surrounding Area

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

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

Positioned at the fork of the Leaf and Bouie Rivers—the heart of south Mississippi's rolling piney woods—Hattiesburg provides a unique blend of affordability and high standard of living. Hattiesburg, with a population of nearly 50,000, is the educational, retail, and medical center for more than a quarter of a million people who live throughout the southeast Mississippi region. It is also the home to The University of Southern Mississippi and Camp Shelby.

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

- Healthcare;
- Most popular destinations; and
- Retirement communities.

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

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

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

Also, in 1884, the railroad, known as the Southern Railway System, was built from Meridian, Mississippi, through Hattiesburg to New Orleans, Louisiana. The commercial value of the great virgin timber stands was quickly recognized, and for a time, timberland was available for as little as 50 cents to \$1.50 an acre. Mills sprang up, and naval store plants came on the heels of the timber industry. Turpentine stills became as numerous as sawmills.

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

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

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

Transportation

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

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

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

Hattiesburg and the surrounding area now enjoy the convenience of ride sharing services.

Outdoor Activities

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

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

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

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

There are several of Pat Harrison's Waterways in the area. To the south are Flint Creek Waterway and Bluff Creek Waterway. To the west is Little Black Creek Waterway, and to the northeast are Archusa Creek Waterway, Maynor Creek Waterway, and Big Creek Waterway.

Dining

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

Golf

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

Movies and Family Entertainment

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

Chamber of Commerce

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

History of William Carey University

William Carey University had its earliest origins in Poplarville, Mississippi, when W. I. Thames opened Pearl River Boarding School in 1892. In its early years of operation, PRBS became the largest such school in Mississippi. A disastrous fire destroyed the school in 1905. Professor Thames moved to Hattiesburg where he opened South Mississippi College in 1906. After only four years of operation as South Mississippi College, the administration academic building, including a 1500-seat auditorium, was destroyed by fire. Prominent Hattiesburg businessman W.S.F. Tatum secured title to the property and offered it to the Baptists. Five Hattiesburg churches accepted the offer and raised the funds to repair the existing buildings. They presented the college to the Mississippi Baptist Convention debt-free in the fall of 1911, the same year the Mississippi Baptist Convention accepted the school as Mississippi Woman's College.

The growth of Mississippi Woman's College was a source of pride for Mississippi Baptists. In 1953 the college admitted men, and in 1954 changed its name to William Carey College in honor

of the 18th century English cobbler-linguist whose decades of missionary work in India earned him the title, “Father of Modern Missions.” In order to attract male students, a football team was established and achieved three winning seasons before being disbanded. 8 Under the leadership of Dr. J. Ralph Noonkester (1956-1989), William Carey College enjoyed significant growth, including 14 new buildings. The college attracted national attention for its athletic teams, traveling chorale, theatre groups, scientific honor societies, and student mission efforts. In 1968 William Carey College merged with the Mather School of Nursing to establish a nursing program in New Orleans. William Carey College on the Coast was established in 1976. James Edwards was president of William Carey from 1989-97. Under his leadership, the Lucile Parker Gallery and Sarah Gillespie Art Museum were opened. Dr. Larry Kennedy served as president from 1998 to 2006. Physical improvements were made to existing facilities and several new buildings were constructed, including Fail-Asbury Hall, Lorena Smith Hall, Donnell Hall, and the Milton Wheeler baseball field. In 2005 Hurricane Katrina destroyed the coast campus and significantly damaged the Hattiesburg campus. In 2006 the institution gained university status and changed its name to William Carey University. Dr. Tommy King was named the ninth president of the university in 2007, the first Carey graduate to hold the post. In 2009 “Carey on the Coast” was relocated to the newly completed Tradition campus.

In 2010 the College of Osteopathic Medicine admitted its inaugural class. Under Dr. King’s leadership, the university’s enrollment grew 80%, and new buildings were built, including the College of Osteopathic Medicine, Tatum Theatre, Jack Jones Field House and tennis complex, Byrd-Braswell Hall, Davis-Futral Hall, Bass Memorial Chapel, a School of Business building, a biology lab building, a gym annex, and the Waddle sports facility. New construction at WCU-Tradition included the 2018 opening of Scianna Hall and Sanderson Hall, which houses the School of Pharmacy. New academic programs were added including seven doctoral degrees, one in physical therapy. With the reinstatement of tennis and the addition of cross-country and track, indoor track and field, and volleyball, the number of athletic teams increased to 18. On Jan. 21, 2017, an EF3 tornado struck the Hattiesburg campus, resulting in damage to nearly all campus facilities. Six buildings were damaged beyond repair—including Tatum Court, which had just celebrated its 100th anniversary. The University of Southern Mississippi provided residential space and services for students and academic and administrative space for several programs. After the tornado, many buildings were restored, and six new buildings were constructed. In April 2021, the new King Student Center, named by the trustees for then president Tommy King and his wife, Sandy, was dedicated. The three-story building includes the Baptist Student Union, student meeting rooms, a large event space with catering kitchen, information technology offices, the Carey Diner with adjoining large balcony for picnic tables and rocking chairs, game room, three student lounges, student services office, residence life and housing office, student life office, conference room, study rooms, and computer lab. A new 67,000-square-foot Health Sciences Building was dedicated in August 2021. It houses the Fail School of Nursing, health information management, health education and administration, and the physical therapy program. It also includes two large lecture halls designed to accommodate 200 students. 9 U.S. News & World Report advanced William Carey’s status to “National University” in the Carnegie classification system. Carey has also been ranked in the top 100 “Best Value” in the United States by Educate to Career’s College Rankings Index. The WCU College of Osteopathic Medicine is the largest medical school in the state. WCUCOM is recognized by U.S. News & World Report as one of the Top 100 medical schools in the country and is #1 in the U.S. for

producing the highest percentage of primary care physicians. WCU was voted “Best Place to Work” in 2022 and 2023.

In summer 2022, Dr. Tommy King retired as president of William Carey University. He was succeeded by Dr. Ben Burnett, who worked in public education as a principal and school superintendent for decades before joining WCU in 2014 as dean of the School of Education. He served as WCU’s executive vice president from April 2020 until August 2022, when he assumed his new role as president. In fall 2023, William Carey University launched the “Making College Affordable” program. It includes low tuition (no increase over fall 2022), an average increase of 40 percent in academic scholarship amounts, and free textbooks for all undergraduate students. Dr. Ben Burnett: “We want all students to have the option of choosing a Christian higher education. We don’t ever want financial hardship to prevent a student from enrolling at Carey.” Dr. Burnett has worked to heighten the profile of “Hattiesburg’s Downtown University,” strengthening civic, business, and community ties and leading the way as WCU takes part in large community events like HubFest. Dr. Burnett also reaches out to community colleges with academic partnerships and special events. In May 2023, WCU College of Osteopathic Medicine received a \$20 million infrastructure grant through AccelerateMS to establish the Institute for Primary Care. The two-phase, 60,000-square-foot project is under construction at the Hattiesburg campus. The IPC will enhance WCUCOM’s ability to increase the number of primary care physicians in rural and underserved areas of Mississippi and the Gulf South. Swimming and competitive cheer will join WCU’s athletics line-up in fall 2024. WCU-Tradition is poised for its next phase of expansion—two new buildings to house a three-story dormitory, full-service cafeteria, and high-tech nursing simulation lab. After nearly three decades, Wheeler House is again the official residence of the president of William Carey University. WCU President Dr. Ben Burnett made it official on Feb. 12 as he and his wife, Denice, welcomed friends and supporters from the community to a dedication ceremony and open house. “My family wants to live right here at William Carey University and be a part of the campus culture. It’s our on-campus home, but it’s your house, too—and you are welcome here. Together, we’ll build memories for our students, alumni, faculty, and staff.” Finally, WCU’s Baptist Student Union will send student missionaries this year, and every year, to spread the word to people in the United States and throughout the world. Many academic departments also make mission trips to domestic and international destinations

Organization and Administration of the University

WCU is a nonprofit corporation operating as an institution of higher learning from its domicile in Hattiesburg, Mississippi. The university operates under the governance of a Board of Trustees (Board / BOT). WCU operates in friendly cooperation with the Mississippi Baptist Convention. The Board is responsible for all general institutional policies as outlined in the university's bylaws. Policies should originate with the Board or be recommended to the Board by the administration. The administration is responsible for implementing official policies within the framework established by the Board. The faculty is responsible for the quality of the educational programs and operates within the policies determined by the administration and the Board of Trustees.

WILLIAM CAREY UNIVERSITY RESOURCES

For more detailed information regarding campus resources, please refer to the current *Translation* Student Handbook and the wmcarey.edu website.

I.E. Rouse Library

The I.E. Rouse Library, located in Hattiesburg, was built in 1957 and renovated in 2002 and 2009. Rouse Library, which serves as the headquarters branch for William Carey University Libraries, houses books, periodicals, music scores, DVD, CD, and other materials that support the university's curriculum. A computer lab is available in Rouse with access to the Internet, as well as to word processing, spread-sheet, and presentation software. Printing and photocopying services are provided, as well as audiovisual equipment. Group study rooms for two to six persons are available, as is the library classroom when not in use for instruction.

The Rouse Library houses the Clarence Dickinson Collection, which contains over 1,700 books, including many rare hymnals and psalters, scores, manuscripts, recordings, an antique piano, paintings, and memorabilia relating to the history of hymnology. The Frances Winters Hymnology Collection, which contains the academic papers of Mrs. Frances Winters' study of hymnology, along with a collection of hymnals, is also housed in Rouse Library. The William Carey University archives, which documents and preserves materials relating to the history of the institution, is also housed in Rouse Library.

Hours

University libraries locations are open for the hours detailed below during regular trimester weeks. Special hours of operation may apply during exams, holidays, minisessions, and vacation periods.

Hattiesburg: Regular Library Hours

Sunday: 1:00 p.m. – midnight Monday–

Thursday: 7:30 a.m. – midnight

Friday: 7:30 a.m. – 4:00 p.m.

Saturday: 9:00 a.m. – 6:00 p.m. (Rouse library is closed for chapel each Wednesday from 9:15 – 10:00 a.m.)

Collections

The William Carey University Libraries physical collections are located at the Rouse Library on the Hattiesburg campus, the Tradition Campus Library, and the WCU School of Nursing at Baton Rouge General Hospital. Rouse Library houses over 63,000 print and media items. The Tradition Campus Library houses over 9,000 print and media items. An online catalog, accessible through the WCU Libraries website, provides information about all library holdings, including the location of physical items. All circulating items within the WCU Libraries system are available for checkout to any faculty, staff member, or currently registered student of WCU at any WCU Libraries location, as well as via mail for applicable WCU distance learners.

The WCU Libraries' electronic resources include over 75 research databases comprising both e-journals and e-books. This online collection is accessible through the WCU Libraries website by utilizing their WCU email addresses and passwords as logins when prompted for full-text access. Licenses for databases, electronic books and journals, and other online materials prohibit access to these materials by individuals who are not WCU currently registered students, faculty, or staff.

SERVICES

A full range of library services is offered to WCU students and faculty at all locations, including the following:

- Reference services for answering research and directional questions;
- Internet accessible computers with productivity software, including word processing, spreadsheet, and presentation programs;
- Instruction in the use of library services and resources, including workshops, research appointments, tutorials, and research guides;
- Study space, including small group study rooms;
- Interlibrary loan services from other WCU library locations or from libraries outside the WCU system;
- Photocopying and printing;
- Online services, including email and text reference; off campus access to licensed databases, online renewal of circulating materials, electronic journals, and electronic books.

FOR MORE LIBRARY INFORMATION

- Ask-A-Librarian: askalibrarian@wmcarey.edu
- FAQ: <http://askus.library.wmcarey.edu/>
- Text: 601-348-0287 (Standard Rates Apply)
- Call Hattiesburg: 601-318-6169

Disability Accommodations

WCU Libraries provides full public and reference services to its entire patron population as described on the WCU Libraries website. WCU Libraries patrons with disabilities, who are protected by the Americans with Disabilities Act of 1990 and require special accommodations, should inform the WCU Office of Student Affairs, which will keep WCU Libraries updated regarding special needs. If you have questions about accommodations at WCU Libraries, you are welcome to approach any library staff member in person or contact us using the aforementioned contact information.

Wilkes Dining Hall-Food Service/Dining Hall

Built in 1967, this building includes a student dining room, a faculty dining room, and a conference center. Exterior renovations were completed in 2005, and other interior renovations were completed in 2012 to include the president's meeting room. Extensive renovations of the cafeteria have been completed in 2024.

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

Wilkes Hall Cafeteria serves meals on the following schedule:

Breakfast:	7:30–9:30 a.m., Monday-Friday 9:00–9:30 Continental 9:00–10 a.m., Saturday (self-serve)
Lunch:	11 a.m.–1:30 p.m., Monday-Friday 12:00–1:30 p.m., Saturday-Sunday
Dinner:	4:30–7:00 p.m., Monday-Friday 4:30–6:30 p.m., Saturday-Sunday

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

Bookstore

The university bookstore carries not only textbooks, but also school supplies, art materials, snacks, soft drinks, Carey gifts, and clothing.

Store Hours—

Monday through Thursday from 8:00 a.m. to 5:00 p.m.,
Friday- 8:00 a.m. to 4:00 p.m.

ATM Services

The Hattiesburg campus has an ATM machine located inside the entrance to the post office in the McMillan building. The service is available from 7:00 a.m. – 11:00 p.m.

Check Cashing

On the Hattiesburg campus, students may cash personal checks in the business office. The amount of the check must not exceed \$30.00. A \$50.00 charge is made for each returned check. Check cashing hours are 8:00 a.m. until 5:00 p.m. Monday through Thursday, and 8:00 a.m. until 4:00 p.m. on Friday.

Campus Security

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

Hattiesburg Fire Department, and the Hattiesburg/Forrest County Emergency Management Office. Campus security can be reached at 601-318-6300.

Counseling

Mental health counseling is available to students free of charge. To schedule a confidential appointment on the Hattiesburg campus, contact the student counseling center at (601) 318-6808. On the Tradition campus, contact student services at 228-702-1802.

Health Services

William Carey University, in partnership with Hattiesburg Clinic, is now offering health care services on the Hattiesburg campus at William Carey Student Health. The clinic is located in the modular building behind Asbury Hall and is open to all students at the university. The clinic is available for evaluation of minor illnesses and injuries. Students must have an Iris account through Hattiesburg Clinic to make an appointment. All appointments must be scheduled two hours in advance. For any questions about the clinic, please contact William Carey Student Health at 601-318-6736. William Carey University does not provide emergency medical services to students who are in need of medical attention. Students are advised to take all appropriate precautions to protect their own health and safety. When a medical emergency arises, persons are advised to call 911 to summon emergency assistance. The office of the vice president for student affairs (Hattiesburg) or the student services office (Tradition) also should be notified. Students are responsible for paying the cost of medical services.

HOUSING

For full housing information, please see The Translation Student Handbook. [Lance 2004](#)

Resident Hall Facilities (more information may be obtained in the current *Translation* Student Handbook.

Men's Halls:

- **Braswell Hall** accommodates approximately 89 men at full occupancy. Single occupancy rooms may be available at additional charge;
- **Bryant Hall** accommodates approximately 103 men at full occupancy. Single occupancy rooms may be available at additional charge;
- **Futral Hall** accommodates approximately 100 men at full occupancy. Single occupancy rooms may be available at additional charge;
- **Polk Hall** accommodates approximately 94 men at full occupancy. Single occupancy rooms may be available at additional charge; and
- **Penton** apartments accommodate approximately 30 senior men at full occupancy.

Women's Halls:

- **Bass Hall** accommodates approximately 143 women (all classifications) at full occupancy. Single occupancy rooms may be available for additional charges;
- **Byrd Hall** accommodates approximately 89 women at full occupancy. Single occupancy rooms may be available at additional charge; and
- **Davis Hall** accommodates approximately 89 women at full occupancy. Single occupancy rooms may be available at additional charge.

- **Johnson Hall** accommodates approximately 89 women at full occupancy. Single occupancy rooms may be available at additional charge.
- **Ross Hall** accommodates approximately 89 women at full occupancy. Single occupancy rooms may be available at additional charge

WILLIAM CAREY UNIVERSITY POLICIES

Electronic Communications

WCU Email Accounts

Each student is assigned a personal campus email address and account by the IT Department in accordance with WCU standards. These accounts are to be used for all campus communications and notifications and must be checked *daily*; these communications will be considered official. Any email sent to a full inbox will be deemed to have been delivered and received, and the student will be responsible and accountable for the information sent in such cases.

Since students are required to check their WCUCOM email every day, the date an email is sent to the student's WCUCOM email address is the date of official notification or correspondence.

Thus, notice sent to WCU maintained email address will constitute receipt by the student.

Students must be cautious in the use of programs to forward email from their official WCU accounts to a different email address. WCUCOM is not responsible for failure of such systems to deliver your official notifications and will not send emails to any alternative address to any student enrolled in WCUCOM.

Use of this email system must always be professional. Any use of email that violates WCUCOM professional policies, or other provisions, will result in disciplinary action. Students will be held responsible and accountable for all information transmitted.

Guidelines to aid students in navigating technology-related issues are available. The most up-to-date versions of the *WCU Student Technology Guide* can be accessed at

<http://www.wmcarey.edu/information-technology>.

ProgressIQ

The ProgressIQ Longitudinal Database System is now in use by WCUCOM. The communications sent to students' ProgressIQ accounts will be treated with the same expectations as the WCU Email Accounts. The date of messages and documents posted in and sent to your ProgressIQ account will constitute the official notification date from WCUCOM to the student. These accounts should be monitored closely, and notifications received in the student's WCU email account that there have been updates in ProgressIQ should be reviewed and ProgressIQ checked promptly. Many notifications from the Office of the WCUCOM Dean or other administrators at WCUCOM are very time sensitive and require student action within a set time *from receipt* of the documentation or notification; therefore, close monitoring and prompt responses are necessary.

Identification Cards

Every student should secure an identification card (ID) from the office of student life on the Hattiesburg campus or the Office of Student Services on the Tradition campus. Students must present a copy of their class schedule in order to be issued an ID card. The ID card is the student's official university identification and should be carried at all times. University officials, including faculty, staff, and security officers may ask students to present a valid WCU student ID at any time. Failure to present one's ID will result in severe disciplinary action. Full-time students use the card for admission to school-sponsored activities, as a voting permit during student body elections, for securing a copy of the Crusader, and for library privileges. Part-time students have library privileges through the use of their ID card.

Misuse of ID cards subjects the user to disciplinary action.

A fee of \$10.00 is charged for the replacement of ID cards. Only one free ID card will be issued to a student during a five year period.

Student life office hours are 8:00 a.m.–5:00 p.m. Monday–Thursday; 8:00 a.m.–4:00 p.m. on Friday; 8:00 a.m.–6:00 p.m. the first week of each semester.

HATTIESBURG PARKING RULES AND REGULATIONS

Vehicle Registration

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

Registration Procedure

- The office of student life (King Student Center, Rm. 314) will issue decals during regular office hours (8:00 a.m.–5:00 p.m.) Monday through Thursday, and 8:00 a.m.–4:30 p.m. on Friday when the university is in session.
- Students may also obtain a parking decal through the WCU Indigo Portal (online).
- A student may choose to register his/her vehicle online and pick up the decal in the student life office or have it mailed.
- Before a motor vehicle may be registered, the person whose name in which the motor vehicle is being registered must present a copy of current student registration at the university and proof of insurance.
- Upon being registered and having required fees paid, each motor vehicle will be issued an appropriate decal which shall be valid up to the stated expiration date and for the zoned locations specified.

Parking Decals

- Decals must be displayed in the lower left hand (driver's side) corner of the front windshield. Decals must be adhered to the windshield.

- Decals may not be traded or switched between different motor vehicles. Every vehicle must be registered with the university.
- Individuals sharing or using a decal not issued to that vehicle will be ticketed and subject to fines.
- University personnel will be issued decals that identify the appropriate zones in which university employees may park. Spouses of university personnel driving cars which display these decals will be given the privilege of parking in zones reserved for university personnel. Dependents of university personnel are not authorized with employee privileges.
- Lost decals may be replaced for both students and university personnel at a cost of \$5.00 per decal.
- Replacement decals will be issued upon payment of a \$5.00 fee only in the following cases:
 - If a registered motor vehicle is no longer to be used on campus (i.e. replaced by a new or different motor vehicle.)
 - If the decal of a registered motor vehicle is stolen or destroyed. (Documented evidence will be required.)
 - If the decal is defective due to faulty manufacturing. In this case, the decal will be replaced free of charge.
- Any motor vehicle operated on campus by a student or university personnel must have a decal and be registered according to the regulations stated.
- Only one valid decal will be displayed on any vehicle at one time.
- Reproducing, altering, or defacing a decal or permit in any way is prohibited. Lost or misplaced decals must be replaced immediately.

All vehicles are to be parked on the streets and parking lots on the campus only in areas assigned and marked as parking areas. All "NO PARKING" areas are in effect 24 hours a day, seven days a week. Failure by any person to find a legal parking space shall not be an excuse for a violation of the regulations. Anyone who operates a motor vehicle on campus must possess a valid driver's license and have current insurance. A suspended driver's license results in automatic suspension of driving privileges on campus.

Students and university personnel are to park in the appropriate zone. Residential students: parking outlined in red or white open zone when red zone is full. Commuting students, faculty, and staff members: parking outlined in white.

Color Indicators:

Green.....COM student parking
 BlueHandicapped parking only
 YellowNo parking area
 RedResidential students
 WhiteOpen zone; Commuters, faculty, staff, and residential students overflow

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

- Parking on campus without a current registration decal or permit, with the
- exception of short-term visitors on campus.

- Parking in an area of the campus that is restricted to a specific time limit in excess
- of the posted time limit (e.g. spaces in front of the post office and bookstore).
- Parking in a "No Parking Zone" or service drive. These areas are restricted 24 hours
- a day, seven days a week.
- Double parking.
- Parking against the flow of traffic.
- Parking in a pedestrian crosswalk.
- Parking in or blocking a street, driveway or impeding the free movement on any
- street or parking area at any time.
- Parking on a sidewalk or grassy area of the campus without special permission.
- Parking outside the lines that identify an individual parking space.
- Parking in any space other than the assigned zone during restricted hours (7:30
- a.m.–3:30 p.m.)
- 60
- Parking any trailer, camper, or other personal property on campus without special
- permission from the student life office. Any vehicle, trailer, etc., in violation of this
- regulation will be towed at the owner's expense.
- Parking of a sec

Parking Vehicles on Campus during Breaks

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

Traffic violation information can be found in the *WCU Translation Student Handbook*. [WCU Student Handbook](#)

EMERGENCY WARNINGS AND HAZARDOUS WEATHER PROCEDURES

William Carey University utilizes two different systems for notification of impending emergency situations and hazardous conditions. The primary emergency notification system is known as Sader Watch. In an emergency, a text message will be sent to the mobile number and/or email registered with the system. This is a free service provided by WCU; however, normal text message fees may apply. To register for alerts, visit the website <http://wmcarey.edu/saderwatch>. All students are automatically enrolled in SaderWatch to receive e-mail alerts to student e-mail accounts. To manage your preferences, including adding text alerts, visit <http://wmcarey.edu/saderwatch>. The university will also send alerts through the ALERTUS system, which sends alerts to alert beacons, university computers, and university telephones.

Announcements and other information regarding WCU operations will be provided by the institution and/or media outlets should it be necessary. The institution will maintain close contact

with local law enforcement and civil defense agencies. Only under emergency or threatening conditions will the university be closed during normal operating hours.

In addition, Carey's ALERT siren and public address system can be activated to alert members of the university community of an imminent threat to public safety. The emergency siren is a 25-second signal intended to immediately get the attention of members of the WCU community. When students, staff, and visitors hear this siren, they should immediately try to seek shelter in a secure location and follow any verbal instructions that may accompany this alarm.

Tornadoes and Hurricanes

All faculty, staff, and students will be alerted to the emergency situation by Sader Watch, Emergency Siren, and by word of mouth. Upon notification of a tornado warning for the immediate area, all students and university personnel should go immediately to an interior room or hallway, stay away from glassed areas, and remain until the alert is lifted. Security and Sader Watch will be responsible for notifying individuals on campus of warnings that occur in the evening or on weekends. Upon notification of a threat, residential staff will follow the outlined procedures for student housing. In the event of a hurricane threat to Mississippi, the Office of the President will make the official call for continued operation or closing of the university. Detailed hurricane procedures are available for each campus location. Should the university officially close because of a hurricane, notification of re-openings will be conducted via the website www.wmcarey.edu, local media, or by telephoning 1-800-962-5991. No structures on William Carey's campus are approved Red Cross shelters; therefore, no one will be allowed to remain on campus. Residential students on the Hattiesburg campus will follow specific evacuation guidelines outlined through the housing office.

Flooding

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

DISASTER PLAN STATEMENT

In the event of closure or cancellations due to a natural disaster or other emergency causes, general information will be forwarded to local media. Emergency notification can be sent via automated process to WCUCOM student email addresses. SaderWatch is the emergency notification system for WCU. In an emergency, an email message will be sent to all faculty, staff, and students registered with the system. This is a free service provided by WCU; however, normal text message fees may apply. Also see <https://www.myschoolcast.com/go/wcu/> and <http://wmcarey.edu/saderwatch>. Specific information regarding the continuation of course work will be posted on the WCU course management system at <https://elearning.wmcarey.edu>.

Catastrophic Event Plan for Rotations

- If student doctors are assigned to a hubsite that is affected by a catastrophic event, safety is the top priority for that student;
- Students should not report to their clinical rotation if their safety is questionable;
- Students should contact a WCUCOM representative if they are in a potentially catastrophic situation;
- If possible, students are always welcome to report back to Hattiesburg to seek refuge during a catastrophic event; and
- If Hattiesburg is part of the potential event, WCUCOM administration will communicate with the students.

Emergency Hubsite Positions

- If a student is unable to complete clinical rotations in their assigned hubsite due to a catastrophic event, WCUCOM may assign emergency positions in the following unaffected areas:
 - West Louisiana – 4 students,
 - Jackson – 4 students,
 - Pine Belt – 5 students,
 - Meridian – 4 students,
 - Delta – 10 students,
 - Columbus – 3 students,
 - Tupelo – 2 students,
 - Oxford – 2 students,
 - Corinth – 3 students,
 - McComb – 6 students, and
 - Gulf Coast – 4 students;

*TOTAL – 47 hubsite positions
 *number of student positions available for emergencies is subject to change due to rotation assignments; however, adequate emergency positions will be maintained.
- If there are not enough available hubsite positions to accommodate students seeking refuge from affected hubsites, student rotations can be split between two or more existing hubsites to meet curricular requirements;
- WCUCOM is also in communication with other medical schools who may be willing to share clinical space with our students during dire circumstances; and
- If catastrophic events require time away from rotations, students have approximately 12 weeks of time built-in to the clinical curriculum that can be used to makeup missed rotations and still graduate on time.

Communication

If students are involved in potential catastrophic events, they should communicate as much as possible with the Office of Student Affairs for OMS 1 and OMS 2 students and the Office of Clinical Rotations for OMS 3 and OMS 4 students so that we can ensure they are safe, and their needs are met. For OMS 3 and OMS 4 students, an emergency phone tree system has been

outlined to include communication with elected hubsite representatives, the Office of Clinical Rotations, and WCUCOM Administration.

Crisis Management

The WCU crisis management team shall direct all emergency operations. When an emergency/disaster occurs, the security supervisor will be in charge until relieved by the team. The crisis management team leader (Facilities Director) or designee shall coordinate all emergency operations. The direct operational control of the campus in such an event is the sole responsibility of the CMT (crisis management team). The coordination of emergency resource teams is the responsibility of the CMT leader, who will coordinate all functions.

WCU Student Liaison:

- Is present during emergency to provide students and parents with information concerning emergency;
- Assists student population with appropriate response to the emergency; and
- Assigns and supports institution liaisons to families of students as appropriate.

Declaration of State of Emergency

The authority to declare a campus state of emergency rests with the university president or his designee as follows:

- Should a campus emergency occur, security personnel shall immediately place into effect the appropriate procedures necessary to meet the emergency, safeguard persons and property, and maintain educational facilities.
- Security shall immediately consult with the CMT leader and the assistant team leader. If unable to contact these CMT members, the president should be contacted directly regarding the emergency and possible need for the declaration of the state of emergency.

Notification Chain

Text messaging (Sader Watch), emergency alert horn and voice messaging, emails, and telephone are utilized for emergency notification at William Carey. These systems are intended for immediate transmission of specific information regarding emergency warnings to students, personnel, and to affected areas of the campus. Back-up systems of internet and public access television are utilized for extended periods.

Safety

The university alert systems are the focal point for initial communication to administration, faculty, and students. All personnel are expected to pass on information to those who may not have received the emergency notification and direction. The CMT leader or designee will make the determination as to the need for the CMT being called in as a unit.

During an emergency, campus phones must be restricted to official business only. In the absence of phone service, security and key administrators will provide notification using two-way radio phones.

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

- **EMERGENCY SIREN:** This 25-second signal is intended to immediately get the attention of members of the WCU community. When students, staff, and visitors hear this siren, they should immediately try to seek shelter in a secure location and follow any verbal instructions that may accompany this alarm.
- **ALL CLEAR HORN:** This signal consists of three consecutive 5-second horn blasts and indicates that it is now safe to resume normal activities on campus.
- **RED ALERT HORN:** This signal consists of a single 15-second horn blast and indicates that there is an imminent dangerous or hazardous situation on campus. When students, staff, and visitors hear this horn, they should immediately try to seek shelter in a safe location such as a building or vehicle away from the problem site until the "all clear" signal is given.

Emergency Food Supply

MMI Dining Services, as the food service provider for the university, maintains a food supply designed to cover several days without outside shipments. MMI Dining Services and the food service manager have a plan to address food spoilage and/or contamination in the event of power loss.

Materials and Location

Emergency kits, including flashlights, emergency band radios, and first aid supplies, are in residential buildings and supervised by the area coordinator or resident director of each building. These supplies are maintained for potential use in an emergency. Large items such as generators and pumps are located and maintained in the facilities department.

Medical Supplies

First aid kits are available in several areas across campus. Student services, facilities, security, and nursing maintain emergency supplies and would be first responders in an emergency on campus until qualified medical assistance can arrive. These kits are replenished yearly.

Building Evacuation

- All building evacuations will occur on notification by security;
- When notification occurs, leave by the nearest marked exit and alert others to do the same;
- Assist disabled persons leaving the building. Do not use elevators in the event of fire or tornado as there is the potential for individuals to become trapped; and
- Once outside, proceed to the designated area at least 50 yards away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.

Campus Evacuation

The CMT leader or designee through the authority of the president will announce the evacuation of all or part of the campus grounds. All persons are to vacate immediately the area in question and leave campus or relocate to another part of the campus as directed.

Fire Safety

- **Before the Emergency**
Know the location of fire extinguishers, fire exits, and alarm systems on campus and how to use them. Training and information is available through the facilities department and, if needed, the fire department. All housing staff receive training each year for safety in residential housing;

- **Identify the Emergency**
An emergency exists when building fire alarms or sprinkler systems are activated, or when someone sees smoke or fire and sounds an alarm. Security should be notified immediately, and the fire department called. Security should be called as:
 - They can verify the emergency and call for proper assistance,
 - They can deal with small fire by using fire extinguishers, and
 - They can implement an existing plan to have security meet fire equipment as it comes onto campus and to show exactly where the emergency is located;

- **Take Appropriate Action**
When an alarm sounds, the building(s) affected must be evacuated immediately. Walk quickly to the nearest marked exit and alert others to do the same. Assist disabled persons in exiting the building. Close all doors to help confine the fire and reduce oxygen.
 - ABOVE ALL, DO NOT PANIC,
 - NEVER USE WATER TO EXTINGUISH AN ELECTRICAL FIRE!
 - DO NOT LOCK DOORS!
 - DO NOT USE ELEVATORS DURING A FIRE!
 - DO NOT RETURN TO AN EVACUATED BUILDING (unless directed to do so by a university official).

If you become trapped in a building and a window is available, place an article of clothing outside the window as a marker to rescue crews. If no window is available, remain near the floor where the air is less toxic. Shout periodically to alert emergency crews of your location.

Once outside, move to the clear, designated area away from the affected building to be counted as safe. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

A command post may be set up near the emergency site. Keep clear of the post unless you have official business. Any damage or injuries should be reported to the post. This will be the site for immediate first aid. The CMT will determine other actions as necessary.

End Crisis Mode

The university will activate the appropriate notification system to update the campus and outside media. If injuries are incurred, designated offices will deal with types of injuries and family

contacts, i.e., student services for student injuries. Designated offices will develop a follow-up plan for each type of crisis and hold a debriefing meeting to discuss problems or improve action plans. Written documentation of the crisis will be prepared for future use.

WILLIAM CAREY UNIVERSITY COLLEGE OF OSTEOPATHIC MEDICINE

History of WCUCOM

On October 23, 2007, the Board of Trustees (Board / BOT) 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 health care of rural and underserved populations of this area.

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

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

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

In February 2013, Dr. Turner accepted the position of Dean. Dr. Turner specializes in family medicine, geriatrics, and emergency medicine. Dr. Turner was the founding Director of the Emergency Medicine Residency Program at the Charleston Area Medical Center in Charleston, West Virginia before becoming the Associate Dean, Clinical Sciences at WCUCOM. Dr. Turner led many accomplishments for WCUCOM, including the path to full accreditation and the devastating tornado in 2017 where WCUCOM facilities suffered extensive damage and the entire medical school had to be relocated. Dr. Turner and the administrative team led the relocation of the medical school across town to various facilities at the University of Southern Mississippi and resumed classroom and laboratory instruction in less than one-week following the tornado. Dr. Turner retired from his post as Dean in 2019, and his Associate Dean of Preclinical Sciences, Italo Subbarao, DO, MBA, was chosen as his successor after an extensive application process. The Turner Medical Arts Building (“COM 3”) was named in honor of Dr. Turner and his leadership of WCUCOM.

In 2019, Dr. Subbarao was installed as the fourth dean of WCUCOM. Dr. Subbarao joined the WCUCOM administration in 2012. He is a graduate of the Philadelphia College of Osteopathic

Medicine (PCOM), and a board-certified Emergency Medicine physician. Dr. Subbarao completed a fellowship in disaster medicine at Johns Hopkins University and spent much of his early career traveling the world in that field. In fact, he was part of a team that visited the Mississippi Gulf Coast in 2005, following Hurricane Katrina. Dr. Subbarao launched the effort to double the WCUCOM class size to help fill the growing need for primary care physicians in rural areas soon after taking on the role of Dean. Amidst the COVID-19 pandemic, WCUCOM successfully doubled its class size from 100 to 200 students per year. In addition, Dr. Subbarao joined leaders of the WCUCOM administration and the Mississippi Osteopathic Medical Association (MOMA) to advocate for ARPA funding in the State Legislature and secured a \$20M grant to build the Institute of Primary Care (IPC) that will serve as a training facility for UME, GME, and practicing physicians to be trained in skills relevant to rural primary care. The IPC is anticipated to be complete in 2026.

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

History of Osteopathic Medicine

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

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

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

Philosophy of Osteopathic Medicine

Dr. Andrew Taylor Still, the founder of osteopathic medicine, was a medical reformer. During his practice years at the end of the 19th century, almost all medications used were toxic and non-researched. Surgery was incredibly dangerous since there were no antibiotics, and aseptic technique had not been developed. Other methods, such as bleeding and purging, were gradually becoming recognized as damaging to health. As he founded the osteopathic medical profession, 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 have been developed and researched, and surgical methods and success increased over the past century, this philosophy has evolved to include all efficacious healthcare methods supported by sufficient evidence.

The osteopathic medical philosophy embodies four major tenets:

- The human being is a dynamic unit of function;
- The body possesses self-regulatory mechanisms that are self-healing in nature;
- Structure and function are interrelated at all levels; and
- Rational treatment is based on these principles.

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

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

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

The Osteopathic Oath

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

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

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

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

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

WCUCOM FACILITIES

Academic Building—Two lecture halls, a bench research lab, faculty offices, Osteopathic Principles and Practice Lab, student lounge, and study areas are located in this building, also known as “COM 1.”

Asbury Administrative Center—Student affairs offices, Assessment offices, clinical rotations offices, OMM faculty offices, temporary OMM Clinic, faculty offices and conference rooms are located in this building, also known as “COM 2.”

Turner Medical Arts Building—Innovative Learning Center with OSCE and simulation facilities, faculty offices, small-group and study areas, a student kitchen, and study carrels. This building is also known as “COM 3.”

Ross Anatomy Wing— A new anatomy lab was dedicated January 2014. This state-of-the-art anatomy lab was constructed specifically for student needs, maximizing osteopathic medical education learning potential, and is connected to the Turner Medical Arts Building. This facility was destroyed in the 2017 tornado and the new enlarged anatomy lab (increased by 1800 square feet) was rebuilt in the same location during the spring of 2017, also known as “COM 4.”

Fail-Asbury Hall – admissions offices, student services, GME and population health offices, MBS offices, student lounge, small-group and study spaces, SGA office, conference rooms, and the student fitness center.

Thomas Building – primary location for ILC offices, simulation and clinic rooms, high-fidelity simulation rooms, second location for OMM laboratory, and faculty offices.

ACCREDITATION STATUS: WCU AND WCUCOM

William Carey University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate, masters, educational specialist, and doctorate degrees. William Carey University also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of William Carey University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

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

INSTITUTIONAL EFFECTIVENESS

William Carey University

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

William Carey University College of Osteopathic Medicine

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

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

WCUCOM CURRICULUM

Core Competencies

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

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

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

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), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than—

(1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or

(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

The above assignment of credit hours assumes a minimum of two hours out of class student work for each hour of lecture. and equivalent amount of work as for other academic activities as established by WCUCOM including laboratory work, externships, practica, and other academic work leading to the award of credit hours. For federal financial aid purposes, 16 to 56 credit hours per semester is considered full time. Off-cycle students finishing rotations and enrolled for eight credit hours are considered half-time students and eligible for federal financial aid monthly.

Credit Hours Assigned to Rotations

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

Course Numbering System

Each course is identified by a four-digit number. The first digit indicates content area. Course numbers beginning in a six are biomedical in nature. Course numbers beginning in a seven are clinical in nature. The second digit of course numbers indicate the year of instruction through OMS 3. All course numbers beginning in an eight are reserved for elective courses.

Examples: 6111 – Biomedical course in the OMS 1 curriculum
7210 – Clinical course in the OMS 2 curriculum
7399 – OMS 3 Clinical Rotation, or other clinically related course
8004 – OMS 4 Elective Rotation, or other clinically related course.

Pre-Clerkship Curriculum (OMS 1 – OMS 2)

Students and Curriculum can be called Osteopathic Medical Student (OMS) followed by an Arabic numeral corresponding to placement in training; therefore, students or curriculum may be called OMS 1, OMS 2, OMS 3, or OMS 4. The pre-clerkship curriculum includes four semesters, two semesters in the OMS 1 year and two in the OMS 2 year. Students are immersed in introductory basic science concepts and develop skills in physical examination, doctor-patient interactions, and osteopathic principles and practice. Courses provide integrated presentations of basic and behavioral science concepts and the clinical aspects of osteopathic medical education. Students are required to demonstrate competency in clinical skills associated with their clinical science courses each semester by engaging in a variety of integrated clinical experiences (e.g., simulation, surrogate and standardized patient encounters, case-based learning scenarios).

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

The course offerings and descriptions may be found at [William Carey University - Acalog ACMS™ \(wmcarey.edu\)](http://www.wmcarey.edu)

Clinical Curriculum (OMS3-OMS4)

The clinical clerkship curriculum leading to the Doctor of Osteopathic Medicine (DO) degree is a 20-month program designed to educate and equip osteopathic physicians with skills necessary to enable them to enter graduate medical education programs. The curriculum is designed to support the WCUCOM mission and emphasizes primary care. In the OMS 3 and OMS 4 years of the curriculum, students learn patient care, develop clinical technical skills, and serve as members of a medical team. Students spend time with clinical faculty at regional hub sites, primarily throughout the Gulf South. A “hub site” must have at least one accredited full-service hospital and may contain critical access hospitals, public and private clinics, and individual practitioners. Travel time between facilities within a hub site is limited to 60 minutes to minimize the amount that travel time encroaches on student study time or contributes to student fatigue. Students are responsible for transportation to and from assigned rotation locations without the assistance of WCUCOM.

An OMS 3 Student is defined as a student that has successfully completed all WCUCOM OMS 1 and OMS 2 curricular requirements, including score a 450+ on the school-administered COMSAE and must sit for an initial attempt at COMLEX-USA Level 1 within 60-days after completion of OMS 2 course requirements.

The OMS 3 curriculum begins with an introductory course (Introduction to Clinical Clerkship – OMS 7300), which serves as an orientation period leading into clinical rotations and the associated courses of the OMS 3 year.

Thirty-two weeks of the OMS 3 year is divided into 8 core rotations. These 8 core rotations will occur at a single hub site whenever possible. Basic procedures are demonstrated and practiced by students in each area of study. Students learn about the standard operating procedures of the hospital and office practice. Clerkship rotations provide increased continuity in training and offer students experience working with various allied health professionals. An additional 8 weeks of rotations must be completed during the OMS 3 year. Four of these weeks will be completed as a primary care selective experience, where students may choose to complete a rotation in either family medicine, internal medicine, OB/GYN, pediatrics, or mental health. The remaining 4 weeks will be completed as an elective experience, where students may elect to complete rotations in either medical or surgical specialties or participate in non-clinical experiences such as research, medical education, or medical Spanish.

The OMS 4 curriculum begins with an introductory course (*Advanced Clinical Integration—OMS 8000*), which prepares students for the increased responsibilities and expectations that they will encounter in their OMS 4 year. This experience incorporates on-campus, hands-on OMT review, clinical simulation, and professional development sessions, as well as study and review for the COMLEX-USA Level 2-CE.

In the OMS 4 year, the primary purpose of instruction is to help students apply the didactic background and preliminary clinical training received in core rotations to more intensive clinical experiences. Students are given greater patient-care responsibilities than in the OMS 3 year but remain under the direct supervision of a resident or attending physician. There are 36 weeks of clinical rotations during the OMS 4 year, including two additional core rotations. OMS 4 core rotation experiences are 4 weeks in length and completed in the settings of Emergency Medicine and Rural Medicine. Core rotations must be completed within a WCUCOM hub site. The remaining 28 weeks comprise elective rotations, where students can select some of their own curriculum. This allows students to foster interests that have developed regarding a given specialty or to shore up areas of their knowledge that they would like to strengthen. A minimum of 12 weeks of elective rotations must be completed in medical specialties, such as cardiology, endocrinology, gastroenterology, general internal medicine, geriatrics, hematology/oncology, infectious diseases, nephrology, neurology, pulmonology, and medical critical care. In addition, a minimum of 12 weeks of rotations must be completed in surgical specialties, such as orthopedics, ophthalmology, neurological surgery, urology, and trauma surgery. Finally, 4 weeks of rotations must be completed in additional medical or surgical specialties or may be non-clinical experiences such as research, medical education, or medical Spanish. Students may elect to perform these rotations in any area of the country. As this curriculum remains unique to each individual student, course descriptions of the OMS 4 electives are not provided in the

WCUCOM Catalog. [All other course descriptions can be found at William Carey University - Acalog ACMS™ \(wmcarey.edu\)](#)

STUDENT PARTICIPATION IN RESEARCH

Purpose: This policy establishes guidelines and structure to support and promote student engagement in research and research education.

Definitions: For the purpose of this policy the term “student” refers to any osteopathic medical student and “faculty” refers to WCUCOM personnel with a faculty appointment.

Procedures

Prior to any research activity:

- Prior to beginning any scholarly activity, the student should meet with the Director of Student Research to confirm the student is in good academic standing and to discuss research opportunities that are available.
- Research education will be provided to students in the preclinical years to promote understanding and awareness of responsible conduct, confidentiality, vulnerable subjects, research ethics, basic biostatistics, research design, case reports, etc. Opportunities to apply research techniques occur in the Introduction to Clinical Scholarship Course during OMS 3 and includes gaining experience with statistical packages and data analysis.
- OMS 1 Students are eligible to meet with the Director of Student Research after successful completion of their first set of integrated exams.
- Students are discouraged from initiating research during OMS 2 as preparing for Board Exams is the first priority.
- Students planning an OMS 3 or OMS 4 Research Elective Rotation should initiate the required paperwork with the Director of Clinical Education <mailto:cwoodland@wmcarey.edu> no later than three months prior to the start date of the research elective rotation block.
- All students and faculty involved in research must have completed all required research certification training appropriate for the research project. At a minimum, [CITI training courses](#) in Responsible Conduct of Research and the Clinical and Biomedical Researchers-Basic/Refresher Course are required. Additional courses in information security, privacy protection, biosafety, etc., may be required for specific projects.
- Research involving human subjects must be reviewed by the [WCU IRB](#) and have current IRB approval before the project begins. Students may not be designated as primary investigators without a documented Research Faculty Advisor or Research Mentor listed on the IRB application. If a student project is an extension of an already IRB approved research project, the PI must correspond with the IRB chair concerning the appropriate protocol modifications. If the student is engaging in research outside of WCU, they must provide IRB approval documentation for the study from the organization or institution's

IRB that approved the study protocol initially. If a project lasts longer than one year, an IRB protocol extension may also be necessary.

- Students participating in a faculty-initiated research project should have a clear agreement with their faculty mentor on mutual expectations, particularly in regard to time and effort required, authorship on presentations and publications, and confidentiality of data, research subjects, and other novel aspects of the research.

At the completion of any research activity:

- At the completion of a research project a written summary of the project must be provided. In cooperation with the Research Faculty Advisor / Research Mentor, students are strongly encouraged to present their work in appropriate venues, including WCUCOM Summer Research Symposium and at state medical conferences, and to publish where appropriate.
- No matter the length of the research project, when a project concludes, students and faculty must provide a written summary of the project. If the project is presented or published, a copy will be accepted in lieu of a written summary.

Support for Student Research

Travel to national meetings:

- Funding is available on a competitive basis for student travel.
- The student must complete the [application](#) for the WCUCOM Student Travel Award and the appropriate documentation requests must be submitted.
- Students must follow the student handbook policies, gain appropriate approvals, and be in good academic and professional standing.

Poster preparation costs

- WCUCOM will pay reasonable costs to reimburse the printing of all student research posters being prepared for conference presentation. See the [conference poster page](#) for details and restrictions.

Publication costs

- Any funding of publication costs is borne by the primary institution of the Principal Investigator. If the PI is a WCUCOM student or faculty member, they should consult with the Associate Dean of Research before selecting an appropriate journal for publication.

Summer research support

- OMS 1 students are strongly encouraged to seek significant health-related summer research experiences of 6-8 weeks in duration. Students obtaining exceptional summer research opportunities but in need of financial assistance related to travel and subsistence should complete the [WCUCOM Summer Research Fellowship application](#). Instructions and requirements are included with the application form.

ADMISSIONS

General Process of Application for Admission

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

AACOMAS applications can be obtained at <https://aacomas.liaisoncas.com/applicant-ux/#/loginor>

AACOMAS Transcript Processing Center
P.O. Box 9137 Watertown, MA 02471 Telephone: 301.968.4100

WCUCOM uses a comprehensive, competitive approach to selection of students, considering all aspects of an applicant. Applicants will be sent a secondary application if general qualifications are met.

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

- AACOMAS application;
- Completed WCUCOM secondary application;
- Letters of evaluation from the following:
 - A physician (preferably a DO who is a member of the American Osteopathic Association), and
 - Two letters from science (biology, chemistry, or physics) faculty members who have taught the applicant in a science course or a single letter from a pre-professional advisory committee.

Additional letters of recommendation in excess of the above requirements may be submitted. If the applicant has been out of school for at least five years, and his or her professors are no longer available, the applicant should contact the Admissions Office.

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

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

The Admissions Committee seeks those individuals who clearly identify with the WCUCOM mission statement.

Dates for Filing

The initial deadline for a complete (with official MCAT scores), verified AACOMAS application is March 15. The initial deadline for receipt of secondary application materials is April 15. It is understood that once the class is filled with a reasonable number of alternates selected, applications are closed and the remaining candidates are administratively rendered ineligible for admission. Additionally, it is understood that WCUCOM may reopen the application window at the discretion of administration.

Personal Interview

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

Academic Requirements for Admission

The minimum academic requirements for admission are detailed below.

Students must take the Medical College of Admissions Test (MCAT) exam prior to matriculation. MCAT test scores are valid for three years from the original date. This determination is made by the date of submission of the primary AACOMAS application.

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

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

These basic requirements must be passed and taken for credit at an accredited college or university. Courses designated as “writing intensive” are not acceptable to meet the English requirement.

Transcripts must be received from all colleges and universities attended. They should be submitted with the AACOMAS application. An official transcript sent directly to WCUCOM must document courses completed after submission of the AACOMAS application. These documents must be received prior to matriculation.

The minimum requirement for admission to a COM must be no less than 75 percent of the credits needed for a baccalaureate degree from a college or university accredited by an agency

recognized by the United States Department of Education. The above minimum requirements may not necessarily be completed prior to application for admission. Approval of admission is tentative, pending satisfactory completion of minimum requirements and maintenance of a satisfactory academic record before the date of registration.

Credit by examination is not available at WCUCOM. “Online” or “distance learning” courses are not acceptable for credit at WCUCOM. Exceptions are those academic terms approved by the WCUCOM admissions committee due to the COVID-19 Pandemic.

The ability to use a computer is an essential skill that is required to complete WCUCOM course work. Therefore, it is strongly recommended that each entering student has a good working knowledge of computer use and applications. WCUCOM utilizes the latest in Microsoft and Windows applications. Computer specifications and PC Requirements are listed in the Examination Policies of this document.

Minimal Technical Standards for Admission, Matriculation, and Promotion

WCUCOM will attempt to develop creative ways of opening medical school admissions to individuals with disabilities. However, the college must maintain curriculum requirements deemed essential to the education of an osteopathic physician. Unless stated to the contrary, the following policies apply to both prospective students who are candidates for admission and current students who are candidates for the DO degree, hereafter referred to as “candidates.”

It is the policy of WCUCOM that no student shall be excluded from participating in, be denied the benefits of, or be subjected to discrimination in any program sponsored by WCUCOM.

Regarding individuals with disabilities, WCUCOM does not discriminate against such individuals who are otherwise qualified. The COM does require candidates to meet minimal technical standards. These standards identify reasonable expectations of osteopathic medical students, and physicians, in performing common functions. With or without reasonable accommodation, candidates must meet these minimal technical standards. Information on accommodations may be found in the corresponding section of this handbook.

The following are minimal technical requirement areas in which individuals with significant limitations would be unlikely to successfully complete the requirements for a DO degree:

- *Sensory* - Osteopathic candidates need exceptional sensory skills, and it is therefore necessary to thoroughly evaluate individuals who are otherwise qualified but who have significant tactile sensory or proprioceptive disabilities. This would include individuals with significant previous burns, sensory-motor deficits, cicatrix formation, and many malformations of the upper extremities;
- *Intellectual, Conceptual, Integrative, and Quantitative Abilities* - The candidate must be able to measure, calculate, reason, analyze, and synthesize in a timely fashion. In addition, the candidate should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structure;

- *Behavioral and Social Attributes* - Candidates must possess the emotional health required to fully utilize their intellectual abilities, to attend to the diagnosis and care of a patient responsibly and to develop mature, sensitive, and effective relationships with patients. Candidates must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of patients. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that will be assessed during the admission and educational processes;
- *Immunizations* - The candidate must be able to comply with requirements for immunizations of all hospitals accredited by the Joint Commission on Accreditation of Healthcare (JCAHO)/Healthcare Facilities Accreditation Program (HFAP);
- Vision
 - Appropriate vision to observe materials in the learning process (e.g., written documents, microscopic examination of microorganisms, audiovisual presentations, diagnostic images, etc.)
 - Observe patients
 - Requires examining the patient including small abrasions etc., listening to patient complaints and educating patients, ability to use osteopathic manipulative treatment, which requires diagnosing, and treating a patient partly through touch.
- Communication
 - Candidates should be able to speak (patient history taking, educating patients on health), write (document patient appointments), hear (variety of patients who may be soft spoken), read (patient records), and use a keyboard
- Motor
 - Use palpation, auscultation, and percussion to elicit information from patients.
 - Be able to move as required to give general medical care and emergency treatment, e.g., coordination of gross and fine motor movements, equilibrium, and sensation.
- Ability to attend scheduled lectures and lab hours on a weekly basis and engage with peers during these sessions.
- Work long hours (up to 80 hours per week) with on-duty periods of up to 30 hours at a time with no control over scheduling breaks.
- Engage with patients and participate in patient care under the supervision of an approved WCUCOM preceptor. Failure to do so will result in failure of the program.
- Be able to multi-task—to set priorities quickly among many competing demands in high-risk situations, many of which are largely outside of the individual’s control
- Respond to honest feedback regarding areas for improvement
- Develop progressively more independence in learning, identifying one’s own weakness, and knowing the necessary learning plans to address
- Accountability to rotations sites: students must attend all aspects of a rotation.
 - Arrive at the clinical site in time to pre-round and be ready for preceptor arrival;
 - Engage in empathetic patient care under the supervision of an approved WCUCOM preceptor;
 - Communicate with patients, nurses, and associated staff in a courteous and professional manner;

- Present patient case to preceptor in a responsible manner including labs;
- Participate in on-call opportunities and respond in a timely manner
- Attend all patient encounters under the supervision of an approved WCUCOM preceptor in order to attain the needed reinforcement and repetition to develop appropriate skills
- Participate in all didactic opportunities offered at the rotation site.
- Be respectful in all interactions
- Complete all required assessment in a professional and timely manner

These standards are the minimum standards required. Rotation sites may require additional standards that the student will be expected to meet in the OMS 3 and OMS 4 years. Please be sure to speak with the appropriate rotations counselor prior to accepting a rotation site.

Pre-matriculation Course Work

Evaluation of College Records

Assignment of credits and calculation of grade point averages will be made based on all courses attempted. Non-academic courses (e.g. physical education, military science, etc.), courses taken “online,” and courses taken in a professional program (e.g. nursing, medical technology, dentistry, etc.) will not be used for credit in meeting admissions requirements or in the calculation of the grade point average.

Recommended Courses

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

Selection of Courses

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

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

International Student Admission

The following admission guidelines apply to international students:

- International students must meet all general requirements for admission as stated in this catalog and admissions publications; and

- Proficiency in the English language, both written and spoken, is required. TOEFL scores may be required. For registration information for TOEFL, contact
 - TOEFL Services
 - Educational Testing Service
 - P.O. Box 615
 - Princeton, NJ 08541-6151, U.S.A.
 - 1.817.863.3546 or 609.771.7100
 - toefl@ets.org
 - <http://www.ets.org/toefl>
- All academic course requirements and minimum GPA requirements must be met. All course work taken at the foreign institution must be evaluated for American institution equivalence by one of the following services:
 - American Association of Collegiate Registrars and Admissions Officers
 - One Dupont Circle, N.W., Suite 520
 - Washington, DC 20036-1135
 - 202.296.3359
 - <http://www.aacrao.org/home>
 - Educational Credential Evaluators, Inc.
 - P.O. Box 514070
 - Milwaukee WI 53203-3470
 - 414.289.3400
 - <https://www.ece.org/>
 - International Education Research Foundation, Inc.
 - P.O. Box 3665
 - Culver City, CA 90231-3665
 - 310.258.9451
 - <http://www.ierf.org/>
 - Josef Silny and Associates, Inc.
 - International Education Consultants
 - 7101 SW 102 Avenue
 - Miami, FL 33173
 - 305.273.1616
 - <http://www.jsilny.com/>
 - World Education Services, Inc.
 - P.O. Box 745
 - Old Chelsea Station
 - New York, NY 10113-0745
 - 212.966.6:311
 - <http://www.wes.org/>
- Credit for advanced standing will not be given for any work completed in foreign graduate or medical schools. All students must apply for first-year status (OMS 1);
- International students must have permanent residency status (green card) to be eligible to receive any type of federal financial assistance;

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

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

The major criteria for rating applicants are: academic excellence, commitment to osteopathic primary care, commitment to practice medicine in an underserved area, and personal characteristics. Academic excellence is measured by various components of the application.

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

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

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

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

Transfer and Waiver of Students for Admissions

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

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

The policy for acceptance of transfer students is as follows:

- Applicants for transfer must be in good standing at a college or school of osteopathic medicine approved by the AOA/COCA;
- Applicants must have notified the Dean of the college that they are transferring from and get a formal letter of release to submit to the WCUCOM Dean; and
- Each applicant will be reviewed by the Admissions Committee and interviewed prior to transfer approval.

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

WCUCOM GENERAL POLICIES

Americans with Disabilities Act

Students with disabilities who are protected by the Americans with Disabilities Act of 1990 and require special accommodations should contact the WCU Office of Disability Services 601.318.6211 or disabilityservices@wmcarey.edu

Reasonable Accommodations and Documentation

Every reasonable effort will be made to meet the special needs of students who qualify under Section 504 and ADA disability criteria. Eligibility for special accommodations will be available to students who are officially enrolled at WCUCOM, and who meet the definition of disability as defined by the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The definition of disability includes any person who ". . . has a physical, emotional, or mental impairment which substantially limits one or more of life' s major activities, has a record of a disability, or is regarded as having a disability" (P. L. 101-336). The Office of Disability Services (601.318.6211) [Disability Policy and Procedures | William Carey University \(wmcarey.edu\)](#) can provide more information and some service for testing for students requiring accommodations. A student who qualifies for and requires any accommodation must make it known to the WCUCOM administration at a reasonable amount of time before the accommodation is needed. This must not be less than ten (10) business days before such accommodation is needed.

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

Refer to the WCU policy to request accommodation. Also, refer to the Minimal Technical Standards in this document.

Privacy of Student Records (FERPA)

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

At its discretion, WCUCOM will release "directory information" in accordance with the provisions of the Act. This information includes name, address, email address, telephone number, date and place of birth, fields of study, dates of attendance, academic level, degrees, and awards received (including dates), most recent educational institution(s) attended, participation in officially recognized activities and sports, full-time/part-time status, and photographs. Students may withhold directory information by notifying the WCU 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.

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

Students have the right to obtain a copy of the written institutional policy adopted by this institution in compliance with FERPA. A copy may be obtained in person or by mail from the Registrar, William Carey University, WCU Box 4, and 710 William Carey Parkway, Hattiesburg, MS 39401.

Note: Student health and personal information obtained by WCUCOM are stored in a separate and secure area from academic records in the WCUCOM Office of Student Affairs.

Personal Space and Privacy

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

The WCUCOM guidelines concerning these matters are as follows:

- In the context of learning basic clinical skills, osteopathic medical students must be asked specifically to consent to procedures being performed by fellow students. The stringency

of standards for ensuring the explicit and non-coerced informed consent increases as the invasiveness and intimacy of the procedure increases; and

- Instructors should explain to students how the procedures would 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.

WCUCOM supports the right of every student to feel safe and comfortable as it relates to his/her personal space and personal privacy. If a student feels personally or sexually threatened by the degree of disrobing suggested or by the prescribed procedures, let an instructor know. Students may also contact the Office of Student Affairs.

Academic Freedom of Students

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

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

FINANCIAL AID, TUITION, AND FEES

Tuition

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

Additionally, other supplies will be required. Examples include the following, which is not an all-inclusive list:

- All WCUCOM students are required to possess a laptop computer with specifications allowing them to wirelessly access the Internet, interface with WCU servers, and run the software necessary for ExamSoft and other technologies used in their education. They must obtain this instrument prior to their matriculation since certain activities during the registration and orientation processes require such technology. Please refer to **Examination Policies** for system requirements and specifications; and
- WCUCOM students start their clinical training early in the curriculum. Therefore, it is necessary for them to obtain a basic set of high-quality medical instruments. These items include the following: stethoscope, ophthalmoscope, otoscope, and sphygmometer. Other instruments may be added as necessary.

Note: Tuition includes dues for membership in the Mississippi Osteopathic Medical Association (MOMA).

Terms of Payment of Tuition

Tuition is due before the beginning of the academic year; sources of financial aid will make two disbursements. Half of the tuition is due for the fall term, and half is due starting in January. Tuition is divided into two equal parts even though some WCUCOM courses cross over fall and spring terms. Registration obligates students for payment of all tuition and fees. If tuition is not paid by the due date, students will be assessed a \$50 late fee and be liable for any other reasonable collection costs and charges.

Tuition Deposit

A nonrefundable fee of \$2,000 is payable after a student has been accepted to the WCUCOM. Those accepted on or after October 15 will have until December 14 (or 30 days after they have received an offer of admission, whichever date is later) to submit payment. Those accepted on or after December 15 will have 30 days to submit payment, those accepted on or after January 15 will have 14 days to submit payment and those accepted on or after June 15 may be asked for an immediate deposit. Payment is credited toward the tuition fee upon matriculation.

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

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

Withdrawal and Drop/Add Refund Policy

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

No part of the tuition fee will be refunded to a student who withdraws for any reason after the third week from the first day of the academic schedule for OMS 1, 2, 3, and 4 years, respectively.

Any student who fails to attend all scheduled class meetings, for all registered courses, during the first three weeks of the term will be considered a “no show.” Any student who is determined to be a “no show” will be administratively withdrawn for the term.

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

Student Credit Balance Refund Policy

The tuition fee refund for the WCUCOM shall be pro-rated as follows:

- 75 percent during the first week;
- 50 percent during the second week; and
- 25 percent during the third week.

Refund checks will not be available for pick-up on campus. Refunds for students with credit balances are issued through Higher One Bank. Financial aid, payments, or adjustments must be received in the Hattiesburg Business Office by the cut-off date to be considered for refunds the following week. Refunds for amounts under \$10 will be issued only on request. Student refunds for credit balances will be disbursed each semester. The first disbursement will be in August, and the second disbursement will be in January. Refunds take at least one week to process; therefore, after the first refund date, refunds will be disbursed every Friday for financial aid or payments that have been received in the Hattiesburg Business Office by the previous Friday.

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

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

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

Application Fee for Graduation

All candidates for May graduation are required to file applications for their degree by January 31. The fee for the degree application is \$150.00. Degree applications received after January 31st will assess a late fee. For further / up-to-date information and for a copy of the application visit: <http://wmcarey.edu/degree-applications>.

Financial Aid, Tuition, and Satisfactory Academic Progress

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

Office of Financial Aid

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

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

The Financial Aid Office at WCUCOM provides counseling and assistance to students regarding securing funding for their osteopathic medical education. Although the WCUCOM Financial Aid Office assists students with funding, it is the student's primary responsibility to secure financing. This means that such things as supplying personal documentation, supplying family documentation, ensuring that he/she qualifies for loans by having a favorable credit report, and providing money for prior commitments are the student's obligations. All documents requested must be received before financial assistance will be processed.

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

Every student that has been accepted by WCUCOM must file the Free Application for Federal Aid (FAFSA) with the appropriate federal processor to assess aid eligibility. www.fafsa.gov The needs analysis system set by the federal government ensures equity of treatment among all applicants. WCUCOM uses this needs analysis system to determine the amount of need-based financial assistance, loan amounts, and scholarship awards for which a student is eligible. Every student must also file a WCUCOM Financial Aid Form. Students may file loan applications and check the status of those loans with help from the Financial Aid Office.

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

General Policies on Financial Aid:

- Financial aid applicants must be accepted for admission to WCU before financial assistance can be awarded;
- OMS 3 and OMS 4 students not on rotations the first day of each semester will not receive financial aid until they have returned. OMS 3 and OMS 4 students who are on a Leave of Absence are required to meet with the WCUCOM Financial Aid Office to determine the impact the leave will have on their aid;
- Students receiving financial aid from sources other than WCUCOM must advise the Student Financial Aid Officer of the amount and source of such aid; and
- An application for financial aid must be completed annually. Financial aid is NOT automatically renewed.

WCUCOM follows Title VI of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972 and does not discriminate in admission or in the administration of its education policies, programs, and activities

Federal law requires that all students receiving financial assistance from Title IV and Title VII funds maintain satisfactory academic progress. WCUCOM policy follows the academic standards that apply to all students receiving financial aid.

The academic progress of each student in individual courses is monitored and evaluated. (See Academic Policies.)

A student failing to meet one or more of the standards of progress may be placed on academic probation. (See Academic Policies.) While on probation, the student may receive financial aid for one enrollment period. At the end of that period, the student must be in good academic standing, or financial aid eligibility will be denied. Good academic standing for the purposes of financial aid is defined as successfully passing, including by remediation, all failed courses before moving to the next academic level in the WCUCOM.

OMS 3 and OMS 4 students not on a rotation or independent study on the first day of a semester will not be eligible for Financial Aid until returning to an approved rotation or independent study.

Financial aid may also be withdrawn from students who are penalized by WCUCOM for serious breaches of discipline. The Financial Aid Office reserves the right to withhold further assistance at the time it becomes evident that a student has abused or is abusing the financial aid programs.

Scholarships

J. Randolph and Brenda Ross Award for Excellence in Anatomy

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

Asbury Foundation Award

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

Ben Carson Scholarship

Awarded in honor of Dr. Ben Carson's contributions to the field of medicine. This scholarship is awarded annually to an OMS2 student at the discretion of the WCUCOM Dean

Ross Award

The Randy and Brenda Ross Award in Gross Anatomy is awarded in the OMS2 year to the student who achieved the highest average in the anatomical science courses at the end of their OMS1 year.

Asbury Award

The Asbury Foundation Award is awarded in the OMS2 and is given to the medical student from the region, serviced by the Asbury Foundation, who has achieved the highest GPA during their first year of medical school.

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 Graduate PLUS Loan for students: Cost of education less any other estimated financial assistance; and
- Private Medical Loan: Depends on the lender.

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

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

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

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

individual if that individual is in arrears or in default under any loan or loan program, where such arrears or default adversely affects WCUCOM in any way.

STUDENT EMPLOYMENT

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

STUDENT HEALTH ISSUES

Health Insurance

The requirements detailed below apply to all WCUCOM osteopathic medical students.

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

WCUCOM, federal law, and osteopathic medical school accreditation standards require health insurance.

In accordance with COCA accreditation standards, WCUCOM requires proof of insurance at the beginning of each Fall semester. In order to best serve our students, WCUCOM collaborated with United Health Care (UHC) to provide students with an affordable, reliable healthcare plan. In order to provide an affordable option, WCUCOM requires enrollment in the UHC plan with the following exemptions, which are considered, on a case-by-case basis:

- Student is enrolled in parent/spousal insurance; or
- Student is enrolled in Medicaid, military, or a similar governmental insurance.

Students are automatically enrolled in the healthcare plan at the beginning of the academic year (the “Open Enrollment Period”) and all student accounts are charged for six (6) months of insurance each semester. To waive the insurance policy and have the charge removed; students must submit the approved insurance waiver form and a letter of credible coverage from the insurance company.

Waivers and deadlines are emailed to the students prior to the beginning of the semester by a member of the WCUCOM Office of Admissions. Deadlines are strictly adhered to and students will be charged the total amount of insurance if waivers are not submitted in a timely manner. This fee will be charged in the Spring semester in the event that a waiver is not submitted by the deadline, even though the “Open Enrollment Period” is not active, and the student cannot receive insurance benefits without a qualifying event.

Questions concerning the WCUCOM insurance guidelines can be directed to the Office of Admissions at 601.318.6316.

An explanation of benefits for the WCUCOM policy and the WCUCOM waiver form can be found at <https://www.wmcarey.edu/page/student-health-insurance-osteopathic-medicine>

State Continuation Coverage

In accordance with federal regulations, WCUCOM offers participants access to state continuation coverage after separating from the University. WCUCOM defines separation as:

- Graduation;
- Dismissal; and
- Withdrawal.

Students who are dismissed are allowed to continue at WCUCOM until the appeal process is over; therefore, actual student separation dates for the purpose of state continuation coverage differ from the dated dismissal letter, which is backdated to the previous semester to avoid student fees.

Additionally, students who finish rotations in the middle of a semester are still considered part of the University group until their graduation at the end of the semester.

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

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

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

Students are solely responsible for their medical bills. WCUCOM assumes no responsibility to seek reductions or waivers.

Immunizations

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

- Current TB skin test (must be repeated as requested by WCUCOM and may be as frequent as every 6-12 months throughout medical school);
 - Chest radiography (if the TB skin test is considered positive, to be repeated every three years);
- Influenza vaccination is required annually;

- Polio series (a minimum of three administrations of a Polio immunization must be documented);
- Hepatitis B immunization (established by three reported dates of immunization or by documented testing of antibody titer);
- Tetanus toxoid immunization (Tdap or T/D injection within the last 10 years);
- Rubella immunity (established by two reported dates of vaccination or documented antibody titer);
- Documented month/day/year of at least 2 MMR injections or documentation of childhood diseases or other evidence of immunity; and
- Varicella immunization (established by two reported dates of immunization or by documented testing of antibody titer, reporting disease occurrence will not be accepted) Please note: Many Clinical Hubsites require the COVID-19 vaccine. It is highly encouraged that students receive this vaccine.

All immunization documentation is to be reported to the Office of the WCUCOM Office of Admissions. The Associate Dean, Clinical Sciences and course directors, as required, will receive verification of health requirements from the Office of Admissions prior to students participating in clinical activities.

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

Student Liability Insurance

Medical liability insurance will be provided by the school. It will cover the student only on WCUCOM-approved clinical rotations, functions, facilities, or activities for which the student has received WCUCOM approval for participation or attendance.

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 Office of Clinical Rotations. Rotations must be accomplished under the direct supervision of WCUCOM academically credentialed and approved faculty. Students who participate in unapproved rotations are not covered by this policy and will be subject to disciplinary action up to and including dismissal. This applies to required, selective, and elective rotations in the continental U.S.A., Hawaii, and Alaska. No student liability coverage is provided outside of these designated areas or while a student is on an international rotation. (See Rules Governing Clinical Rotation Scheduling for details about the Scheduling of International Rotations)

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

INFECTIOUS AND ENVIRONMENTAL HAZARDS

(Blood borne pathogens are covered under a separate topic in this handbook)

The purpose of this policy is to effectively mitigate faculty, staff, and student exposure to infectious and environmental hazards, provide education on prevention of such exposures, and address procedures for care and treatment after such exposures.

Within WCUCOM sound infection control policies are rooted in the development of good standards of hygiene. This is the most effective way to interrupt the spread of infections commonly encountered in situations where a large number of people are in close contact. The spread of infection can be reduced by:

- Immunization of susceptible people;
- Immunization of students, staff, and faculty
 - If all potential targets for infection were made resistant by immunization then the infectious chain would be broken,
 - This policy includes the recommendations and schedules of the Centers for Disease Control and website address below,
 - Per the CDC:

What Vaccines Are Recommended for You?

Immunizations are not just for children. Protection from some childhood vaccines can wear off over time. You may also be at risk for vaccine-preventable disease due to your age, job, lifestyle, travel, or health conditions.

All adults need immunizations to help them prevent getting and spreading serious diseases that could result in poor health, missed work, medical bills, and not being able to care for their family.

All adults need a seasonal flu vaccine every year. The flu vaccine is especially important for people with chronic health conditions, pregnant women, and older adults.

<https://www.cdc.gov/vaccines/vpd/flu/index.html>

Every adult should get the Tdap vaccine once if they did not receive it as an adolescent to protect against pertussis (whooping cough) (<https://www.cdc.gov/vaccines/vpd/pertussis/index.html>), and then TD (tetanus, diphtheria <https://www.cdc.gov/vaccines/vpd/tetanus/index.html>) booster shot every 10 years. In addition, women should get the Tdap vaccine each time they are pregnant, preferably at 27 through 36 weeks.

To Learn About Serious Diseases that Can Be Prevented by Vaccines go to
<https://www.cdc.gov/vaccines/adults/vpd.html>;

- Exclusion of the infectious source

- Many infectious diseases are most transmissible as symptoms develop. It is important that members of the WCUCOM family be attuned to early symptoms. All staff and faculty have sick days with pay in order to accommodate for these instances. All courses have allowances for time away from the classroom for such occurrences. All lectures are recorded and all syllabi have a means to make up any missed required class or assignments (refer to Attendance Policy above), and
- All employees have the WCU insurance available to them and this policy covers the treatment and diagnosis of communicable diseases. All students are required to have health insurance. The WCU policy includes not only treatment and diagnosis but has a plan for reduced cost telemedicine that is ideal for minor illnesses;
- Implementation of Standard Precautions and basic good hygiene practices
 - Placing reliance on the identification of all potentially infectious individuals will not effectively control the spread of infection in educational settings. Thus, prevention of the spread of disease should be the primary controlling tool employed in situations where people are in close contact. These tools include standard precautions and good hygiene practices, and
 - Standard precautions are work practices that were designed based on the assumption that all blood and all body fluids are potentially infectious. (See Blood Borne Pathogen section);
- Good Hygiene practices
 - Hand washing

Hand washing is the single most effective way to prevent the spread of infection; its purpose is to remove or destroy infectious agents transmitted by person-to-person contact,
 - Recommendations for hand hygiene products
 - Liquid soap

Recommended since used bar soap can harbor bacteria. Regular liquid soap is effective in removing soil and germs. Soap and water are necessary if hands are visibly soiled. When using liquid soap dispensers, avoid touching the tip of the squirt spout with hands,
 - Antimicrobial soaps

In the non-clinical setting, these products are not recommended by the CDC. There exists concern that the routine use of these products can result in the emergence of strains of resistant bacteria,
 - Alcohol-based hand rubs

Clorox brand hand sanitizers are available in all areas of WCUCOM. These contain no bleach. These products are not a replacement for good and frequent handwashing. Should these dispensers need refilling, please notify the Office of the Dean.

Advantages of alcohol-based hand rubs are that they require less time, act quickly to kill germs on hands, are more easily accessible, reduced bacterial counts on hands while not promoting bacterial resistance. These products are less irritating to skin than soap and water (product contains moisturizers). However, these products do not eliminate all infectious agents equally;
- Other ways to prevent spread of infection
 - Covering your cough

- Covering your cough is important because it reduces the spread of germs. Respiratory illnesses such as the common cold and flu are spread when you sneeze and cough or when you touch your face and then touch other objects. Covering your mouth when you cough or sneeze with your elbow or a tissue will greatly reduce the number of germs that are able to spread to people and objects around you,
- Gloving
 - The following information is provided as general recommendations. Always follow the glove use policies established by your facility.
 - Gloves are NOT a substitute for handwashing.
 - Immediately dispose of single-use gloves after each use and before leaving the room or area.
 - Hands must be washed after removing gloves.
 - It is highly recommended that you use non-latex gloves when touching people or food whenever possible.
 - Gloves should fit well and not be ripped or torn during use.

Environmental Hazards

Weather, natural disasters, and other emergencies are covered under a separate section of the handbook.

- Chemical Spills
 - A hazardous chemical spill is very unlikely to occur at WCUCOM. Policies relating to the research laboratory are available through the Office of the Associate Dean, Research and should be reviewed by all members of WCUCOM before entering this area,
 - Should a chemical spill occur, all personal are advised to follow the below plan:
 - Notify all people in the immediate area of the spill and need to evacuate the area,
 - Assist anyone who is unable to evacuate on his or her own power,
 - Close doors to the affected area and otherwise isolate the spill if possible,
 - Notify any faculty, staff, or administrator of the incident as soon as possible. These persons should contact WCU Security at **601-318-6610**, and
 - MSDS information is available in the research and anatomy laboratories, through the Associate Dean, Research, and through WCU Facilities;
 - Do not attempt to clean a hazardous material spill unless you have received specific training and are so authorized by WCU facilities;
- Radiation exposure
WCUCOM does not, at the time of the writing of this document, operate any diagnostic, treatment, or research radiation producing equipment; therefore, radiation exposure is of no greater risk at WCUCOM than in your private dwelling; and
- Laser exposure
WCUCOM does not at the time of the writing of this document operate any diagnostic, treatment, or research laser or laser gas producing equipment.

Treatment and Care

In the case of a chemical spill or exposure, follow the MSDS guidelines for care after establishing immediate safety and notifying any WCUCOM faculty, staff, administrator, or calling campus security.

Call or have a bystander call 911 for serious emergencies.

For infectious diseases, contact your healthcare provider as outlined elsewhere in this handbook.

Blood-borne Pathogen Exposure and Post-Exposure Prophylaxis Policy

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

- *Blood-borne Pathogen Education*
All WCUCOM students will attend:
 - An annual two-hour block of instruction on HIV, and
 - A one-hour block on Universal Precautions that will address the following:
 - CDC&P current relevant universal exposure precautions
 - The post-exposure reporting process
 - Prophylactic treatment of BBP/transmitted diseases as indicated;
- *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:
 - 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,
 - Immediately notify the Preceptor or Attending Physician: Any WCUCOM student with medical education-related BBP/HIV exposure will be immediately released from his/her preceptorship/rotation to go to the nearest affiliated hospital Emergency Room (ER). If no affiliated hospital is in the area, go to the nearest hospital with an ER,
 - 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, and
 - Notify the Associate Dean, Clinical Sciences of the incident; and
- *Appropriate follow-up*
The student must 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 will prescribe appropriate medications, laboratory evaluation, and counseling as recommended by the CDC.

In the event the exposure occurs on a rotation that is not conducted at a WCUCOM hub site, the student shall contact the Office of the WCUCOM Associate Dean, Clinical Sciences to coordinate the appropriate follow-up after initial treatment.

MENTAL HEALTH AND WELLNESS AND FATIGUE MITIGATION

The following policies relate to student mental health, wellness, and fatigue mitigation. These policies were developed by students, faculty, and administration and approved by the WCUCOM Curriculum Council.

Background / rationale

Stress and fatigue are common experiences in medical school. The longitudinal curriculum is expansive in volume, depth and students are required to assimilate, integrate and apply material in increasingly complex labs, simulations, cases and written cognitive examinations. This along with the competitive environment of academic standing and future medical residency training places steady stress on students. When this continual stress is combined with a lack of sleep, poor unhealthy eating habits, demands for attention from family, lack of physical activity, and poor time management it can result in physical as well as emotional exhaustion and can have negative impact on academic performance, health and well-being. The intent of this policy is to be proactive in providing education and resources to prevent and mitigate stress and fatigue, as well as to promote strategies for lifelong approaches to health and wellness as a component of professional responsibility.

Purpose

WCUCOM is committed to promoting medical education, safety and well-being in a supportive educational environment and ensuring students appear appropriately rested and appear mentally and physically fit for educational responsibilities. This policy provides guidance on methods available to provide education and provide available resources regarding:

- Recognizing the signs of fatigue and sleep deprivation;
- Understanding strategies for alertness management, protect against fatigue and strategies to mitigate fatigue; and
- Learning about mental health and available resources for stress management and strategies for overall life balance.

Definitions

Medical Student: Any medical student enrolled in the WCUCOM undergraduate medical education program, including preclinical and clinical training years.

Fatigue: The policy addresses Fatigue at a level causing cognitive and/or motor impairment. Fatigue is defined as weariness or exhaustion from exertion and stress and it can manifest in

physical and/or mental symptoms causing impairment in functioning. The symptoms of fatigue are extremely varied, including but not limited to: lack of energy/motivation, difficulty concentrating, impaired reasoning, anxiety, or mood swings.

Physical abnormalities can also contribute to fatigue. These include, but are not limited to, the following: sleep apnea, depression, anemia, impaired cardiopulmonary health, thyroid malfunction, and diabetes. Prescription and over-the-counter medications, including those used in treating the aforementioned diseases, can also increase the symptoms of fatigue.

Procedure

Students are responsible for completing the curriculum on fatigue, health and wellness. Any concerns regarding fatigue, health, and wellness, including perceived symptoms (stress, anxiety, depression, exhaustion, etc.) of self or others, may be reported to administration.. Appropriate steps will be taken to investigate the concern confidentially and identify appropriate strategies to address the concern.

Steps

The following steps will be required to address Fatigue Mitigation that causes impairment and inability to continue with required academic or professional duties:

- Individuals are strongly advised to seek medical attention from a physician to ensure that there are no other acute health concerns that might require medical attention;
- If a student will miss an exam, the steps of the WCUCOM the exam policy must be followed;
If a student will miss a required activity (lab/lecture) etc., the student must provide a physician's signed note documenting that the absence is "due to fatigue" and provide a duration and date that the student will be "fit to return to class";

Strategies for Education

WCUCOM will provide annual education available for all faculty members, students and staff on recognizing the signs of fatigue and sleep deprivation, and information on alertness management as well as self-care and life balance.

Resource: LIFE Curriculum http://med.stanford.edu/gme/duke_life/
<https://sites.duke.edu/thelifecurriculum/2014/05/08/the-life-curriculum/>

Strategies for Fatigue Mitigation and Health and Wellness:

- The attendance policy allows students to miss up to 20% of a class. This provides flexibility to students who are fatigued to take the time to rest within the academic year;
- The preclinical curriculum allows for flexible time for study, life balance and rest if needed. This also allows flexible time for faculty and staff to balance various responsibilities with the goal of reducing stress and fatigue; and
- The Office of Clinical Rotations will utilize the fatigue mitigation policies and procedures available at each affiliate site.

WCUCOM provides a limited number of free confidential counseling services each year for students. WCU also provides confidential counseling services on-campus. They can be contacted

at (601) 318-6808. Appointments can also be scheduled on the website at [Student Counseling Center | William Carey University \(wmcarey.edu\)](http://StudentCounselingCenter|WilliamCareyUniversity(wmcarey.edu)) Services are provided by outside mental health providers and are completely anonymous to WCUCOM. To schedule a confidential appointment on the Hattiesburg campus, contact the office of the vice president for student affairs at (601) 318-6188.

In order to provide access and equity of mental health services for all students throughout the continuum of preclinical and clinical education, WCUCOM students have access to ProtoCall at 601-318-6062. This unique telehealth access has been provided to enable access to mental health services regardless of location and allows 24-hour access.

Local mental health service providers

The following are local mental health services that students may access confidential services during business hours:

- **Wesley Behavioral Health Services**- 239 Methodist Boulevard, Hattiesburg, Mississippi 39401 **601.268.5026**;
- **March Holistic Christian Therapy**, -M-F 8:00-5:00PM; S 9:00-12:00PM 805 W Pine Street, Hattiesburg MS 39401 **601.268.8796**;
- Pine Belt Mental Health; or
- Forrest General Hospital.

To supplement these services, another confidential telephone hotline is available to WCUCOM students from 5 p.m. until 8 a.m. on weekdays and 24-hours a day on weekends and holidays. This telephone hotline is a confidential service and may be accessed by calling 601.318.6211. The primary function of this service is to provide WCUCOM students the opportunity for stabilization and intervention options outside of regular office hours.

WCUCOM also provides access to Curalinc, a no-cost resource that helps you deal with life's challenges and the demands that come with balancing home and work. It can be accessed at <https://wcucom.mysupportportal.com/> or 1-888-893-5462.

The program provides confidential services for a wide array of personal and work-related concerns, such as:

- Anxiety
- Anger Management
- Depression
- Family Counseling
- Grief
- Job Stress
- Marital Concerns
- Stress Management
- Substance Abuse
- Work-Life Balance

These providers accept all major insurances including the policy offered by WCUCOM. For a complete listing of providers offered on the WCUCOM insurance plan, please visit <https://www.uhc.com/find-a-physician>

If there are significant concerns due to fatigue or life balance (e.g. resulting from health issues, life events or others), Leave of Absence (LOA) is available for students to take a break from academic requirements and return when issues have been addressed. LOA's can be requested through the WCUCOM Office of Student Affairs.

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

All WCUCOM students must maintain health insurance.

Since fatigue may be related to physical abnormalities, students experiencing continued fatigue are encouraged to seek medical advice from their healthcare provider.

Physician Services

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

William Carey University, in partnership with Hattiesburg Clinic, is now offering health care services on the Hattiesburg campus at William Carey Student Health. The clinic is located in the modular building behind Asbury Hall and is open to all students at the university. The clinic is available for evaluation of minor illnesses and injuries. Students must have an Iris account through Hattiesburg Clinic to make an appointment. All appointments must be scheduled two hours in advance. For any questions about the clinic, please contact William Carey Student Health at 601-318-6736.

For emergencies, students should call 911 or go to the nearest emergency department.

In Hattiesburg, Forrest General Hospital and Wesley Medical Center are the local hospitals with emergency departments:

- Forrest General Hospital
6051 U.S. Highway 49
Hattiesburg, MS 39404
General Information/Main Number: 601.288.7000
www.forresthealth.org
- Merit Health Wesley
5001 Hardy Street
Hattiesburg, MS 39402
General Information/Main Number: 601.268.8000

www.merithealthwesley.com

- The WCUCOM Office of Student Affairs and WCU Office of Student Services should be notified of any changes in a student's health that may impact his or her studies; and
- The Office of Clinical Rotations maintains a list of willing providers for WCUCOM students in each of our hubsite locations and each list can be found on the WCUCOM website under the current student tab, <https://www.wmcarey.edu/page/com/hubsite-willing-provider-list>.

Note: Any health professional providing health services, via a therapeutic relationship, must recuse him/herself from the academic assessment or promotion of the student receiving those services. Failure to adhere to this policy will result in referral to the Faculty Ethics and Grievance Committee.

Drug-Free Workplace

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

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

CRIMINAL BACKGROUND CHECK (CBCK)

In compliance with the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and other requirements, WCUCOM requires approved criminal background checks for all students prior to matriculating to WCUCOM and prior to the beginning of OMS 3 clinical rotations. Students are responsible for the expenses involved with this evaluation. The Office of Admissions and Associate Dean, Clinical Sciences, will determine the mechanism. Any positive history will be referred to the Student Affairs Committee for evaluation and recommendation of a course of action to the WCUCOM Dean.

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

The following policy applies to all WCUCOM students:

- WCUCOM requires that prior to admission, all students undergo a criminal background check (CBCK). The student will assume the cost of the CBCK prior to admission. No student will be allowed to participate in any classroom activities without proof of a CBCK given to the WCUCOM Office of Admissions;
- WCUCOM requires that all students undergo a second CBCK prior to the commencement of the OMS 3 clinical rotations. The student will assume the cost of the CBCK prior to

the OMS 3 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 Admission; and

- An entity, which is approved and licensed to perform background checks, will be selected at the sole discretion of WCUCOM.

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

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

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

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

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

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

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

Licensure Verification

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

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

Note: WCUCOM's curriculum encompasses affiliated teaching sites in several states.

WCUCOM will comply with the laws of each state as applicable. This may necessitate and additional or expanded CBCK before a student is allowed to participate in an education program in any given state. Some clinical rotation sites require additional background checks.

A listing on any of the following registries:

HHS/OIG list of excluded individuals;
GSA List of Parties Excluded from Federal Programs;
U.S. Treasury;
Office of Foreign Assets Control (OFAC);
List of Specialty Designated Nationals (SDN); or
an encumbered license (current or prior).

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

CBCK Process

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

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

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

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

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

Challenge of CBCK Results

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

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

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

Notification from WCUCOM that a prospective student is denied enrollment, or a currently enrolled student is denied participation in clinical rotations due to CBCK findings, will be notified by the Office of Student Affairs, explaining why the student cannot matriculate or continue in the program.

DRUG TESTING POLICY

It is the policy of WCU and WCUCOM to conduct drug testing prior to matriculation, before beginning OMS 3 rotations, and may be required randomly during a student's enrollment at WCUCOM. In part, this policy is intended to meet the requirements of agencies receiving WCU and/or WCUCOM students in clinical settings, practicals, internships, athletics, performing and competitive groups, and other such activities. WCU / WCUCOM administration is also authorized to conduct additional testing of students who represent WCU / WCUCOM in any official capacity. All drug-testing procedures will receive the approval of legal counsel before implementation.

WCUCOM Policy of Drug Screening

In compliance with the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and other requirements, prior to matriculation and prior to starting clinical rotations with a contracted/affiliated hospital or healthcare facility, students are required to undergo a drug screen. This test is conducted on urine, saliva, or blood (serum) at the discretion of WCUCOM. *Hair Follicle Analysis:* WCU / WCUCOM may conduct hair-follicle-based drug testing if, in their discretion, any of the above analysis does not provide definitive results.

A positive drug test is one in which any illegal substance is detected. For the purposes of this policy, "illegal substance" is defined as a substance whose use or possession is controlled by federal law, but that is not being properly used, or possessed, under the supervision of a licensed health care professional. (Controlled substances are listed in Schedules I-V of 21 C.F.R. Part 1308). This would include use of a prescription medication in a way not intended by the prescribing authority.

WCUCOM requires that all students prior to matriculation undergo drug screening. WCUCOM will notify all newly admitted students of the requirement that they must have a drug screen performed by a WCUCOM-approved laboratory prior to matriculation. The student will assume the cost of the drug screen prior to matriculation. No student will be allowed to participate in any classroom activities without the submission of a drug screen to the Office of Student Affairs.

A detailed copy of the test results will be provided to the student that the challenge must be cleared prior to being allowed to enter classes.

WCUCOM requires that all students undergo a second drug screen. The results will be on file in the Office of the Associate Dean, Clinical Sciences prior to the commencement of the OMS 3 clinical rotations. The drug screen will be conducted by a WCUCOM-approved laboratory on a day, randomly selected by the WCUCOM Dean. The drug screen will be performed at least three months prior to the commencement of the clinical rotation. The student will assume the cost of the drug screen prior to the OMS 3 matriculation.

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

Challenge of Drug Screen Results

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

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

STUDENT SUPPORT

Student Services

Student Services, under the direction of the Office of Student Affairs, is responsible for oversight of non-academic approved campus activities at WCUCOM, including, but not limited to, professionalism and student records.

Student Advising

WCUCOM maintains an open-door policy regarding student advising. All faculty, administrators, and academic support staff are available for advice and counsel to the students. The input and opinion of the student is important. To find your assigned advisor(s) and/or academic counselor, please visit wmcarey.progressiq.com.

Faculty Advising

At the beginning of OMS 1, all students are assigned an academic house that includes a dedicated academic counselor and at least one biomedical and clinical faculty advisor. Based

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

The Office of Assessment and Academic Affairs coordinates the faculty advisor assignment process. Permission to change advisors must be approved by the Director of Academic Success. At the end of each semester, all advisors will provide a list of their meetings to the Office of Assessment and Academic Affairs.

OMS 1 and OMS 2 Academic Advising

The Office of Assessment and Academic Affairs assists in providing students with academic guidance during the first two years of medical school. One important role of advising is to encourage students to devote sufficient time to their studies and to consider involvement in a peer study group. Students may meet with an academic advisor as often as requested.

Students on academic probation are required to meet for advising and participate in an individualized remediation program designed with the academic counselor. Faculty Advisor involvement in this process is welcomed and encouraged.

OMS 3 and OMS 4 Academic Advising

Academic advisors for the clinical rotations are assigned through the Office of Clinical Rotations. The advisor may be faculty or members of the Office of Clinical Rotations, as deemed appropriate by the Office of Clinical Rotations Leadership. Students are not required to meet with their advisor unless required by the Office of Clinical Rotations; however, students should meet with their Clinical Rotations Counselor two or more times during the OMS 3 year and twice during the OMS 4 year, either in person or electronically. Additionally, all students must meet with an assigned advisor(s) to receive appropriate information and counseling regarding specialty selection and how to navigate the GME selection process successfully.

Student Organizations and Activities

The organizations described here provide excellent examples of the breadth and variety of student activities at WCUCOM. Student organizations must abide by the rules and regulations outlined in the Translation. Students must have a minimum GPA of 2.5 to be eligible to run for or hold any office and must maintain GPA of at least 2.5 at the end of each semester. All student officers are expected to maintain academic and non-academic good standing throughout their terms. The Offices of Student Affairs and Assessment and Curricular Affairs will verify in writing whether students are eligible to hold office. This written verification is required for a student to run for any position. It is the student's responsibility to obtain this written verification of eligibility prior to running for or holding any organization or association position. Any student holding an organization or association position who is on Academic Warning will be monitored by the P&M Committee and the WCUCOM Office of Assessment and Curricular

Affairs and may not be allowed to continue to perform official position duties. Students on Academic Probation, Non-Academic Warning, or Non-Academic Probation will not be allowed to maintain the office and will be administratively removed from the position. Contact the WCUCOM Office of Student Affairs for additional information.

WCUCOM Student Government Association (SGA)

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

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

Student Clubs and Organizations

In consultation with the Office of Student Affairs, the SGA has developed bylaws, which include the process for organizing other student organizations and guidelines for securing approval through the administration. All recognized COM student organizations must have a faculty sponsor whose faculty appointment is one-half time or greater. Clinical organizations must have a DO or MD faculty sponsor.

Registration and Requirements of Student Organizations

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

The following rules apply to all student organizations:

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

Privileges of formally registered organizations include the following:

- Use of campus duplication and printing services (charged to the organization);
- Use of campus bulletin boards. All material MUST be stamped and on file in the WCUCOM Office of Student Affairs;
- Use of inter-campus mail services;
- Solicitation of membership on campus under the organization's name;
- Solicitation of funds on campus under the organization's name;
- Use of WCUCOM facilities for meetings or activities after the WCUCOM's academic needs are met. Requests for space may be submitted at the WCUCOM Office of Student Affairs;
- Receipt of relevant publications and inclusions in mailings by the WCUCOM Office of Student Affairs; and
- Those student groups, e.g., SGA Officers, with the need to travel, are to work with the Director of Operations to request funding through the current approved processes.

Mississippi Osteopathic Medical Association

WCUCOM is a proud partner with the Mississippi Osteopathic Medical Association (MOMA). All WCUCOM student doctors are automatically paid members of MOMA through WCUCOM. MOMA was founded in 1980 and has a long history of supporting and promoting osteopathic medicine in the state of Mississippi. MOMA sponsors many events annually for WCUCOM student doctors, including a new student welcome reception, student educational track and travel stipend for MOMA CME conferences, COM Prom, graduation awards, scholarships, mentorships, advocacy involvement, and much more. To learn more about MOMA and to get involved, visit www.moma-net.org.

Outside Organizations

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

Student-sponsored Events

Any on-campus or off-campus event conducted by either a student club or the SGA must receive prior approval. Organization officers must receive an Activities Form from the WCUCOM Office of Student Affairs. The form must be completed and returned no later than 30 days in advance of the event. The form must contain, at a minimum, the name of the organization(s) sponsoring the event, the proposed budget, faculty advisor approval, time and place of the event, and a description of the proposed activity. The activity must then be vetted and approved by the Office of Student Affairs to ensure that the event does not conflict with the mission or educational goals of WCUCOM. Only then may the student-sponsored event occur. This includes, but is not limited to, all presentations, seminars, exhibits, fundraisers, workshops, other vendors, and courses.

All student-sponsored fundraising activities must be approved as stated above. Any use of WCUCOM facilities by any group or individual student not mentioned above must receive prior written approval by completing an Activities Form received from the WCUCOM Office of Student Affairs. This includes, but is not limited to, all presentations, seminars, exhibits, fundraisers, workshops, other vendors, and courses. These must be received at a minimum of 30 days in advance of the event.

Failure to follow the above procedure may cause conflicts with other activities and could result in administrative cancellation of the event and/or referral to the Student Affairs Committee for review of unprofessional behavior.

Any activity deemed by administration to conflict with the educational activities or the mission or standards of WCUCOM may be denied approval.

All student-sponsored events requiring direct patient contact must:

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

Student Use of WCUCOM Facilities

- WCUCOM buildings are accessible to WCUCOM students 24 hours a day. Student identification badges will allow access during the hours of 7 p.m. to 7 a.m.
- Anatomy laboratory after-hours student use:
 - There must be at least two students in the anatomy laboratory during times when the lab is not normally in use,
 - Use of a “buddy” system is required for student safety, and
 - Rules for independent dissections are defined by the anatomy course director;
- Student meeting areas:
 - Various spaces in the COM may be reserved for class activities and club activities for up to two-hour increments for each group
 - Prescribed class activities (e.g., instructor-led class activities) have priority in all cases, regardless of time, and
- Student study areas
 - When otherwise not in use, the classrooms, lobby cubicles, breakout rooms, and lobbies/waiting areas in the Academic Building and the Turner Medical Arts Building may be used for student study. Respect for reservations is expected;
 - The ILC, including medical examination rooms in the Turner Medical Arts Building *shall not be used* as student study areas apart from those times when formal instruction or examination is occurring under the direction of an instructor;
 - There is no student study area located in the Asbury Administration Building; and

- The OMT lab is for practicing OMT techniques; it is not to be used as a rest area or a general study area. There are OMT tables available for practice during non-class hours in the COM 1 and COM 3 study atriums;
- Sleeping on OMT beds is not allowed. If you need help with housing, please contact the WCUCOM Office of Student Affairs.
- Common spaces: General appearance, condition, and use
 - When leaving for the day all areas utilized must be cleared of personal items before leaving. Personal items must be taken to the owner's vehicle / dorm room. No personal items are to be left in common spaces, including the classrooms and study areas;
 - The coffee / kitchenette area shall be always kept neat and clean.
 - Student organization-sponsored food events must be cleaned up within two hours of the last hour of class for that day;
 - Student pantry and refrigerator(s):
 - The student pantry and refrigerator shall be day-use only. There will be no long-term storage of frozen or other food items by individuals in this area;
 - All food in the pantry and refrigerator must have the name of the person to whom it belongs and date it was placed on the container;
 - Any item not labeled or out of current date as noted will be discarded;
 - Students are not allowed to put their own refrigerators, coffee makers, and microwaves, or other cooking devices in WCUCOM facilities;
 - Personal storage bins, refrigerators, heaters, or similar equipment are not permitted;
 - Students shall not leave items to reserve a study space while on their way to class. There will be no territoriality or homesteading in spaces; and
 - Use of recreational items (e.g., footballs, Frisbees, RC toys, etc.) within the buildings is not permitted.

*All areas used by students for non-class activities should be returned to the condition and set-up, which was established prior to student use.

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 WCUCOM Office of Student Affairs, but the contents of such publications are the responsibility of the editor, must adhere to the canons of responsible journalism, and are subject to the laws of libel, slander, and decency. A complete description of the policy governing student publications is available in the WCU Office of Student Life.

STUDENT CONDUCT, PROFESSIONALISM, AND CLASSROOM ETIQUETTE

Instances in which a student violates or is perceived to violate any of the regulations under this heading will be referred to and reviewed by the WCUCOM Office of Student Affairs and may result in further referral to the WCUCOM Student Affairs Committee.

WCU Student Code of Conduct

WCUCOM students are members of the WCU student body; as such, they are, at a minimum, held to the standards of conduct of all university students. For more information, refer to the current Translation Student Handbook and policies contained in this document.

WCUCOM reserves the right to dismiss any student at any time that poses a threat to the safety of any student(s), staff, faculty, or visitor(s). This includes but is not limited to, written threats, social media threats, text message threats, verbal threats, physical threats and weapons on campus.

Policies concerning student conduct, sexual harassment, etc. can be found in the University handbook The Translation.

Student Title

In compliance with the standardized nomenclature of the American Osteopathic Association (AOA), matriculates receive the designation Osteopathic Medical Student (OMS) followed by the current year in the program. A first-year student is designated OMS 1 and so on. All WCUCOM/WCU personnel and hospital personnel will always treat students as professionals. Students will always extend similar and appropriate courtesy to all WCUCOM/WCU personnel and hospital personnel. Medical students may not be identified by the title of “Doctor” on their identification tag while in training nor otherwise identify themselves as such. Students are to be referred to as “Student Doctor (last name).” This title will be used by WCUCOM/WCU faculty, WCUCOM/WCU staff, and hospital personnel and whenever a student introduces himself/herself refer to a student.

Physician (Job) Shadowing

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

Cell Phone Usage

Cell phones must be turned off during class lectures, exams, clinical experiences, patient care, and any other time that their use would be disruptive. Exceptions to this policy include potential

emergencies, such as a family illness, for which explicit permission must be granted by the presenter prior to the beginning of any presentation.

The use of recording devices, including cell phone cameras, is also prohibited during class without prior written permission of the presenter. Cellphones are not allowed in testing areas or exam review areas. This violation is subject to disciplinary action (see Professional Standards) and referral to the Student Affairs Committee.

Telephone Etiquette

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

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

Student Code of Ethics

The WCUCOM seeks to create and maintain an environment that encourages continued growth of moral and ethical values, which include personal honesty, mutual trust, professionalism, patient safety, cultural competency, and interprofessional collaborative practice. 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 medical education. Moreover, WCUCOM understands that judgments pertaining to potential violations of an ethical code may be perceived as subjective, thus preventing any all-encompassing written ethics code. However, certain fundamental principles of ethical behavior and of professional conduct do exist and must be adhered to by all students of WCUCOM. Examples of fundamental principles of ethical behavior include, but are not limited to:

- Honesty;
- Trust;
- Fairness;
- Respect; and
- Personal accountability.

Examples of fundamental principles of professional conduct include, but are not limited to:

- 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
- Commitment to lifelong learning.
- Adherence to HIPPA

Any actions, deeds, or behaviors contrary to these examples, implied or otherwise, are considered unethical and unprofessional behaviors.

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

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

WCUCOM students are ambassadors to the world at large, and as members of the profession, will be held to standards of professionalism.

The American Osteopathic Association (AOA) Code of Ethics is a document that applies to all physicians who practice osteopathically throughout the continuum of their careers, from enrollment in osteopathic medical college/school through postgraduate training and the practice of osteopathic medicine. It embodies principles that serve as a guide to the prudent physician. It seeks to transcend economic, political, and religious biases, when dealing with patients, fellow physicians, and society. It is flexible in nature to permit the AOA to consider all circumstances, both anticipated and unanticipated. The physician/patient relationship and the professionalism of the physician are the basis for this document.

AOA Code of Ethics

The AOA has formulated this Code to guide its member physicians in their professional lives. The standards presented are designed to address the osteopathic and allopathic physician's ethical and professional responsibilities to patients, to society, to the AOA, to others involved in health care and to self.

Further, the AOA has adopted the position that physicians should play a major role in the development and instruction of medical ethics.

Section 1. The physician shall keep in confidence whatever she/he may learn about a patient in the discharge of professional duties. The physician shall divulge information when required by law or when authorized by the patient.

Section 2. The physician shall give a candid account of the patient's condition to the patient or to those responsible for the patient's care.

Section 3. A physician-patient relationship must be founded on mutual trust, cooperation, and respect. The patient, therefore, must have complete freedom to choose her/his physician. The physician must have complete freedom to choose patients whom she/he will serve. However, the physician should not refuse to accept patients for reasons of discrimination, including, but not limited to, the patient's race, creed, color, sex, national origin, sexual orientation, gender identity, or disability. In emergencies, a physician should make her/his services available.

Section 4. A physician is never justified in abandoning a patient. The physician shall give due notice to a patient or to those responsible for the patient's care when she/he withdraws from the case so that another physician may be engaged.

Section 5. A physician should make a reasonable effort to partner with patients to promote their health and shall practice in accordance with the body of systematized and scientific knowledge related to the healing arts. A physician shall maintain competence in such systematized and scientific knowledge through study and clinical applications.

Section 6. The osteopathic medical profession has an obligation to society to maintain its high standards and, therefore, to continuously regulate itself. A substantial part of such regulation is due to the efforts and influence of the recognized local, state and national associations representing the osteopathic medical profession. A physician should maintain membership in and actively support such associations and abide by their rules and regulations.

Section 7. Under the law a physician may advertise, but no physician shall advertise or solicit patients directly or indirectly through the use of matters or activities which are false or misleading.

Section 8. A physician shall not hold forth or indicate possession of any degree recognized as the basis for licensure to practice the healing arts unless she/he is actually licensed on the basis of that degree in the state or other jurisdiction in which she/he practices. A physician shall designate her/his osteopathic or allopathic credentials in all professional uses of her/his name. Indications of specialty practice, membership in professional societies, and related matters shall be governed by rules promulgated by the American Osteopathic Association.

Section 9. A physician should not hesitate to seek consultation whenever she/he believes it is in the best interest of the patient.

Section 10. In any dispute between or among physicians involving ethical or organizational matters, the matter in controversy should first be referred to the appropriate arbitrating bodies of the profession.

Section 11. In any dispute between or among physicians regarding the diagnosis and treatment of a patient, the attending physician has the responsibility for final decisions, consistent with any applicable hospital rules or regulations.

Section 12. Any fee charged by a physician shall compensate the physician for services actually rendered. There shall be no division of professional fees for referrals of patients.

Section 13. A physician shall respect the law. When necessary a physician shall attempt to help to formulate the law by all proper means in order to improve patient care and public health.

Section 14. In addition to adhering to the foregoing ethical standards, a physician shall recognize a responsibility to participate in community activities and services.

Section 15. It is considered sexual misconduct for a physician to have sexual contact with any patient with whom a physician-patient relationship currently exists.

Section 16. Sexual harassment by a physician is considered unethical. Sexual harassment is defined as physical or verbal intimation of a sexual nature involving a colleague or subordinate

in the workplace or academic setting, when such conduct creates an unreasonable, intimidating, hostile or offensive workplace or academic setting.

Section 17. From time to time, industry may provide some AOA members with gifts as an inducement to use their products or services. Members who use these products and services as a result of these gifts, rather than simply for the betterment of their patients and the improvement of the care rendered in their practices, shall be considered to have acted in an unethical manner.

SECTION 18. A physician shall not intentionally misrepresent himself/herself or his/her research work in any way.

SECTION 19. When participating in research, a physician shall follow the current laws, regulations and standards of the United States or, if the research is conducted outside the United States, the laws, regulations and standards applicable to research in the nation where the research is conducted. This standard shall apply for physician involvement in research at any level and degree of responsibility, including, but not limited to, research, design, funding, participation either as examining and/or treating provider, supervision of other staff in their research, analysis of data and publication of results in any form for any purpose.

Performing Patient Care Activities

Student involvement in patient care is permitted when authorized by the College and a licensed clinical faculty member. Supervision by a physician or authorized medical professional (e.g. PA, APN) is required. Physicians/medical professionals must be employed by WCUCOM or under the supervision of WCUCOM physician/medical professional. In certain cases, (such as medication counseling), a pharmacist is an appropriate supervisor. The student's supervising faculty/preceptor is the faculty member that is responsible for the patient's care. Students may not perform any medical treatment or procedures without appropriate supervision and that is not appropriate for his or her level of training. The faculty member/preceptor generally should be present for any treatment, procedure, or invasive exam. Students are not to take the place of qualified staff. Students may not write patient care orders independently, all such orders must be reviewed and approved by the faculty member/preceptor. Students may not accept payment or remuneration for services.

Assurance of Students Health Prior to Involvement in Patient Care

Upon admission, students are required to obtain and to provide the required documentation indicating that they do not have conditions that would endanger the health and well-being of patients. The documentation includes immunizations and titers for immunity, verification from a physician who has performed a medical history and physical examination as to the health of the student, and background checks for legal history. Students must also sign a document that they are free from contagious disease prior to caring for the patient. When this is in question, the student and college must follow CDC guidelines. The presence of a communicable disease may limit a student's participation in clinical care. If a student has a communicable disease this must be shared with the appropriate personnel at the clinical site and the clinical site has the final determination in the student's ability to participate in certain areas of clinical training. A student must be able to demonstrate that his or her health and abilities will enable them to meet the technical standards of the program. A copy of all immunizations and laboratory tests will be obtained and shared with the clinical site.

Supervision of Students

A student (including those on clinical rotations) must be supervised in patient care situations. Supervision involves a responsible, licensed physician to:

- Be physically located in the facility where patient treatment is rendered.
- Grant authorization of services provided by the student doctor.
- Examine all patients seen by the student doctor.
- Be physically present during an invasive procedure or exam.
- Assure other clinical staff are present during any invasive or sexual organ examinations; and
- Assure that the documentation in the patient's medical record is appropriate.

Academic Dishonesty

Academic dishonesty consists of any deliberate or intended attempt to falsify, fabricate, or otherwise tamper with data, information, records, or any other material that is relevant to a student's participation in any course, laboratory, or other academic exercise or function.

Zero Tolerance

William Carey University College of Osteopathic Medicine (WCUCOM) upholds the highest standards of academic integrity, professionalism, and ethical conduct. To protect the integrity of the medical profession and the trust placed in future physicians, WCUCOM enforces a **zero tolerance policy for cheating** including, but not limited to:

- Cheating on major examinations- e.g. course summative written exams and course summative clinical exams.
- Allowing another individual to take such an examination and then presenting that examination as resulting from his/her own efforts.
- Photography or recording of any examination.
- Possession of an unauthorized electronic device in such an examination.

Forms of academic dishonesty

Plagiarism

- Submitting an assignment as one's original effort or deliberately presenting work, words, ideas, theories, etc., derived in whole or in part from a source external to the student as though they are the student's own efforts.
- The use of AI tools is not strictly prohibited at WCUCOM; however, any content generated with AI must adhere to the same academic integrity standards as all other work. Submitting AI-generated material without proper attribution, or presenting it as your own original thought, constitutes plagiarism. Students are expected to use AI responsibly and ethically—supporting learning, not replacing it.

Technology on any academic assignment

Using or possessing any device, implement, or other forms of study aid during an examination without permission will not be allowed. Students caught with an electronic device during an examination may be subject to dismissal regardless if they are seen using the device or not.

Fabrication

Inventing or falsifying information or data used in an academic exercise will not be allowed.

Misrepresentation

- Falsifying, or attempting to falsify, or providing false or misleading information regarding class absences, missed examinations, or late completion of class assignments;
- Inventing, fabricating, or falsifying data as part of the completion of any academic exercise; and / or
- Intentionally providing false, misleading, or omission of information on official WCUCOM or general WCU documents, such as admission applications, financial aid forms, or requests for academic accommodation because of a learning disability.

Unauthorized access

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

Willful obstruction

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

Unauthorized dissemination of course materials

Without written permission, students must not record, disseminate, post, or otherwise share, electronically or in any other form, any material associated with a course. These include, but are not limited to, materials provided by instructors that may be deemed the intellectual property of the faculty, e.g., PowerPoint presentations, lecture handouts, etc.

Facilitation

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

Consequences

Any verified instance of cheating on an exam or clinical experience will result in **immediate referral to the Student Affairs Committee (SAC)**. Due process will be afforded in accordance with institutional policies, but sanctions will reflect the serious breach of trust and professional ethic

Reporting and Enforcement

All faculty, staff, proctors, and clinical preceptors are required to report suspected violations. Investigations will be conducted promptly and confidentially. Students are expected to cooperate fully and honestly.

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 is to always display professionalism in and out of the classroom. As mentors and role models for other WCUCOM students, each student is expected to do the following:

- Dress in a professional manner;
- Attend scheduled classes, on time;
- Communicate using professional and respectful language when interacting with any and all individuals, including all written communications and responses, e.g., course evaluations, faculty evaluations, e-mails, social media postings, blogs, etc.;
- Adhere to all WCUCOM equal opportunity, harassment, and substance abuse policies;
- Commit to lifelong learning of scientific knowledge;
- Participate in WCUCOM activities and functions;
- Be committed to professional competence;
- Maintain the highest level of integrity and honesty;
- Comply with patient confidentiality;
- Maintain professional relations and boundaries with patients, including, but not limited to physical contact not standard in physical exam procedures, behaviors, both verbal and nonverbal, that could be considered favoritism, friendship, socializing, gifts, dating, intimacy, disclosure, coercion, or failing to engage in culturally competent behaviors;
- Seek to improve the quality of care;
- Seek to improve access to care;
- Be committed to a just distribution of finite resources;
- Maintain trust by managing conflicts of interest; and
- Embrace professional responsibilities.

As members of a profession, physicians and osteopathic medical students should be respectful of one another. Thus, all members of the profession are expected to participate in the processes of self-regulation, including remediation and discipline, of members who have failed to meet professional standards. These obligations include engaging in internal assessment and accepting external scrutiny of all aspects of professional performance. Examples of student conduct that violate professional standards and will lead to disciplinary action by WCUCOM include, but are not limited to, the following:

- Intentionally interfering with classes, research, administration, patient care, movement of other people, or school functions;

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

Dress Code

All students at WCUCOM must project a highly professional image in their dress and appearance. All articles of clothing must be neat, clean, and properly laundered. They must not appear worn, tattered, or wrinkled. Personal cleanliness and grooming must be in keeping with a

professional image. Jewelry should be minimal, non-distracting, and unobtrusive. Facial piercing jewelry, such as the nose, eyebrow, lip, tongue, etc., shall not be worn. Personal fragrances should be avoided.

Certain courses (Gross Anatomy, OP&P, Clinical Patient Care, etc.) may require specific or alternative dress. Those guidelines will be addressed in course syllabi. All students must conform to the approved dress code while on campus during regular school hours whether they are in class, laboratory, or clinic.

T-shirts may be worn under scrub shirts. Off campus, clinic jackets should only be worn during university-sponsored events. Names are to be embroidered on all scrub shirts, clinic jackets, and lab coats. No hats or any additional headwear are to be worn indoors unless of a recognized religious nature.

Male students must wear the assigned color scrub shirt, or a shirt with collar, with slacks or scrub pants (no cargo pants, jeans, or shorts), shoes, and socks. Shoes may be dress shoes or clean, neat athletic shoes.

Female students must wear the assigned color scrub shirt, or a shirt with collar, with slacks or scrub pants (no cargo pants, jeans, shorts, or capri pants), shoes, and socks or stockings. Skirts may be worn instead of slacks if the skirts are of an appropriate length and material for a professional school. Appropriate length is defined as no more than two inches above the knee. Shoes may be flat dress shoes or clean, neat athletic-type shoes.

Items specifically prohibited include:

- denim pants or shorts;
- athletic wear unless specifically required per course syllabus;
- Open-toed shoes, canvas shoes, sandals, or flip-flops;
- Midriff tops, T-shirts, halter tops, translucent or transparent tops, shirts or tops with plunging necklines, tank tops, or sweatshirts; and
- Buttons or large pins that could interfere with work function, transmit disease, or be grabbed by a patient.

Any faculty member may require a student to leave the assigned teaching area if a student is in violation of this dress code. All classes missed due to improper dress will count as unexcused absences.

Dress Code - Clinical Rotations and Innovative Learning Center

At all times, WCUCOM students shall consider themselves to be a representative of the school and the osteopathic profession. They will be attentive to personal hygiene and cleanliness. Clothing should be clean, professionally styled, and in good repair. Women must wear skirts of two inches above the knee or longer or tailored slacks. Men must wear tailored slacks and a dress shirt. Shoes must be comfortable, clean, and in good repair. Shoes must be worn with socks or hose. Shoes must have closed toes. Fingernails must be clean and of short to medium length. Muted tones of nail polish are appropriate. Artificial nails are not permitted in clinical areas. Keep jewelry to a minimum to limit the potential for cross-infection of patients. The

following are permitted: a watch, up to four finger rings, small earrings, academic pins, badges, or insignias, modest bracelets, and necklace chains. An appropriate holiday pin during the specific holiday is suitable.

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

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

While in lectures or other activities that do not involve patient care, students must wear neat, clean, and professional attire as described above. ID badges must be always worn while on assignment.

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

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

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

- Blue jeans (regardless of color) or pants of a blue jean / denim style;
- Shorts of any material;
- Open-toed shoes, high-heeled, or canvas shoes, flip-flops;
- Midriff tops, T-shirts, halter tops, translucent or transparent tops, shirts or tops with plunging necklines, tank tops, or sweatshirts;
- Buttons or large pins that could interfere with work function, transmit disease, or be grabbed by a patient;
- Visible body tattoos or visible body piercing (other than small earrings), unless exemptions are given for religious reasons; and
- Any item that is generally accepted as offensive to religious, ethnic, cultural groups, or of a sexual nature.

It is WCUCOM policy that the Preceptor, clinical faculty, program director, or hospital administration may at any time prohibit a student from participating at any location based on

inappropriate and unprofessional dress. The student must report such instances immediately to the Office of the Associate Dean, Clinical Sciences. A student may be required to remediate the time missed.

ATTENDANCE POLICY

(*Note: See Missed Exams Policy.*)

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

OMS 1 and OMS 2 Attendance Policies

Attendance is required at all scheduled WCUCOM laboratories, small group sessions, breakout sessions, integrative sessions, and clerkships. Attendance is expected at all other scheduled WCUCOM classes. As professionals-in-training, students are expected to adhere to this attendance policy with diligence. Any student having excessive absences from class, laboratories, or clerkships will be in violation of this policy and will be referred to the P&M Committee as with all course failures. P&M Committee recommendations could result in disciplinary actions, including recommendation for review by the Student Affairs Committee for unprofessional behavior, or other recommendations up to and including dismissal from WCUCOM. *Students are responsible for knowing their individual record of attendance.*

Attendance policies for each course are dictated in individual course syllabi and are approved by the WCUCOM Curriculum Committee.

Except in the case of an approved absence to attend professional osteopathic meetings, which is limited to those individuals serving in specific SGA and student organization roles and students granted permission because of invitation to present at a function, there are no excused absences.

An individual Course Director may, after consultation with the Curriculum Council, recommend to the WCUCOM Associate Dean that a particular class, or lab portion of a course, have an altered attendance policy. This altered policy recommendation may require up to 100% attendance. If any course is approved to have a more stringent attendance policy, Course Directors must ensure that opportunities to remediate any missed time/assignments are made available to the student in a manner as to be reasonably accommodating to both the student and the individual who will administer the remediation. Only if a student fails to remediate any missed time/assignments, after reasonable accommodations have been made, may points be deducted from the student's final grade.

Each Course Director must ensure that the attendance policy is clearly published in the course syllabus.

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

Attendance may be taken daily by one of the following practices, as determined by individual Course Directors:

- Students may have assigned seats utilized for attendance.
 - WCUCOM students must select seats in the lecture hall or classrooms by the end of the first week of each semester. Any student absent on the day of selection, or who fails to make a selection, will be assigned a seat. Students are expected to use only the assigned seat throughout the semester. Reassignments may occur at the beginning of each semester, and
 - A seating chart will be used to determine attendance randomly during each day of class. The Course Director (or a designee) will be responsible for checking attendance. Any student who arrives after attendance is taken will be marked as absent;
- Students will sign in on sheets distributed during class; or
- Electronic identification by:
 - Any approved audience response systems,
 - WCU/WCUCOM identification badge recognition system,
 - Video or still photography recording, and/or
 - Other systems as approved by the WCUCOM Dean.

*WCUCOM Administration reserves the right to alter this attendance policy at any time with WCUBOT approval.

Falsifying Attendance Records

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

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

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

Students with an approved absence will be accountable for any exam(s)/quiz(s) or any assignment(s). If an exam/quiz or any assignment is to be missed during the approved absence, it is the student's responsibility to plan with the Course Director before they attend the meeting

to make up the missed exam/quiz or any assignment. Course Directors are under no obligation, other than as outlined in the section OMS 1 and 2 Attendance Policies (above), to make special arrangements for students who are not class officers, SGA officers, or SOMA president but choose to attend meetings that occur on class days.

OMS 3 and OMS 4 Attendance Policies

Students will report to their rotation sites on time and on the first day of the block or first scheduled date of their rotation unless otherwise instructed by their preceptor, or WCUCOM personnel. A student must be aware of and comply with the policies of the institution sponsoring the rotation. It is the responsibility of the student to contact his/her supervising physician, unless otherwise notified in writing by the Office of Clinical Rotations, one week in advance of a new rotation to clarify time and location to meet for the first day of duty.

Students are expected to be punctual and to attend all office hours, rounds, deliveries, conferences, and any other duties assigned by their preceptor throughout their rotation. Students are responsible for immediately notifying the Office of Clinical Rotations of any instance in which their assigned clinical preceptor is not present for more than a three (3) day period.

Students are not allowed to take days off during a rotation without their preceptor's approval. A request for a day off rotation should be made to their preceptor only if the need for the day off is unavoidable, such as the presence of an acute illness, planned medical procedure, or other unexpected emergencies. The preceptor reserves the right to deny this request or may require official documentation upon the student's return. This request should never exceed three (3) days away from the rotation. Cumulative absences excessive of three (3) days may result in an "incomplete" for the rotation until such a time as the activity requirements are satisfied. The student must inform the Office of Clinical Rotations if they have a need to request more than three days off their rotation for an extenuating circumstance.

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

Departure from Rotation

Students are required to remain at their rotation until the time designated by the Office of Clinical Rotations 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 preceptor/supervising physician. The Office of Clinical Rotations must also approve any early departures from an assigned rotation. Any unapproved early departure may result in a failing grade for the rotation. In addition, any change in the length of an approved rotation during the OMS 4 year, must be approved by the Office of Clinical Rotations prior to departure from the rotation.

Unexcused Absence While on Rotation

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 Clinical Rotations. The consequences of such an absence will be considered on a case-by-case basis.

Illness Absence While on Rotation

Should a student experience illness during a clinical rotation, he/she should immediately notify the appropriate supervising physician of the illness and resulting need to be absent. Should the illness necessitate an absence of more than three days, the supervising physician and the Office of Clinical Rotations must be contacted immediately. Additionally, for an absence of more than three days, the student must be seen by a physician for documentation and clearance to return to work. This documentation must be received before the student can return to work. If the Office of Clinical Rotations does not receive such documentation, the student may be placed on administrative leave and may fail the rotation. The supervising physician/preceptor or clinical facility may require a doctor's excuse for even one day missed. WCUCOM honors attendance policies at clinical sites, and their policy would supersede ours if it were more restrictive. A student should not, for any reason, hesitate to report any illness. The welfare of both the student and his/her contacts is the major consideration.

Temporary Absence While on Rotation

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

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

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

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

Students on clinical rotations wishing to attend a professional conference must submit a completed student travel request to the Office of Clinical Rotations at least 30 days prior to the meeting. The submission must include the approval of the clinical preceptor for which the student will be absent, the name and location of the professional meeting, sponsoring agency, and dates of prospective absence. A student travel request will be denied if the student is on probation, has an un-remediated failure, has a failing grade at the time of the request, or at the discretion of the WCUCOM Dean.

Rules governing clinical rotation scheduling

Core Clinical Rotations Scheduling

The clinical rotation hubsites will be established by the Office of Clinical Rotations. WCUCOM may utilize affiliated GME programs, state organizations (such as the Office of Mississippi Physician Workforce), and/or other relevant stakeholders associated with WCUCOM with the establishment, maintenance, and management of clinical rotations when appropriate.

Changes in Core Clinical Rotations

Changes in core clinical rotations are only permitted for compelling reasons. If a student wishes to change a scheduled core rotation in the OMS 3 year, they must complete a change of rotation request form available in the Office of Clinical Rotations. Once this request is submitted, it will be reviewed by the Office of Clinical Rotations. The student will be notified once the change is either approved or denied. Should a student change a rotation without following proper procedure, that student will not receive credit for the rotation and will be referred to the Student Affairs Committee for unprofessional behavior.

Scheduling of OMS 4 Clinical Rotations

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

A Rotation Request Form should be completed in full and submitted to the appropriate Rotations Counselor for every clinical rotation request. No rotation in the OMS 4 year will be approved without the submission of this form. The rotation request will be considered for approval by the Office of Clinical Rotations.

The counselor will assist the student in obtaining appropriate documentation, letters of agreement, etc., to allow for the rotation to take place. Any document requested from an OMS 4 clinical facility should be discussed with the Clinical Rotations Counselor. Students should not contact other WCU or WCUCOM offices to request documents unless directed by their counselor.

If not secured at the time of the request, the student must notify their Rotations Counselor as soon as they receive verification from the rotation site that they have been accepted to rotate.

All rotations should be requested and approved at least 60 days prior to the start date if the rotation is outside of the WCUCOM hubsite system, and 30 days prior to the start date if the rotation is in a WCUCOM hubsite where third year rotations occur. It is the students' responsibility to decide on a desired rotation schedule for their OMS 4 year to align with their interests and audition opportunities. However, should students have difficulty with scheduling a particular rotation, they may seek assistance or be assigned a rotation by the Office of Clinical Rotations. Examples of such difficulty might include cancellation of a rotation by a hospital or preceptor less than 60 days in advance of the rotation start date.

At least one rotation during the OMS 4 year must be completed with an osteopathic physician, in addition to the elective and core rotation requirements in the OMS 4 curriculum.

The Office of Clinical Rotations will, at the request of a student, assist him/her in finding rotations for OMS 4 year. The student should provide the OMS 4 Rotations Counselor with the

dates of the desired rotation and the specialty or specialty options that he/she wishes to study during that time frame. The counselor will provide the student with a list of potential preceptors for that specialty. It will be the responsibility of the student to contact the preceptor or appropriate contact person and finalize arrangements. Clinical Rotation Counselors will set up both core rotation experiences in the OMS 4 year to align with the requested dates for those experiences. Core rotations must be completed in a WCUCOM hubsite with a WCUCOM credentialed preceptor, while elective rotations may occur (once approved) outside of a WCUCOM hubsite.

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

Changes in Elective Clinical Rotations

Changes in elective rotations may be allowed only once per rotation after the rotation has been approved. This includes changes in rotation length, as well as the preceptor, specialty, and/or elective designation (medicine, surgery, non-clinical). Rotations may not be changed less than sixty (60) days prior to the start date for rotations outside of the hubsite or thirty (30) days prior to the start date for hubsite rotations. All changes will require that an additional rotation request form be submitted to the Clinical Rotations Counselor for approval.

Rules for International Rotations

Elective international rotations are considered a privilege, and each request will be considered by administration in the Office of Clinical Rotations; recommendations for approval or denial as appropriate will be made to the Associate Dean, Clinical Sciences. All eligible students are encouraged to seek out these opportunities depending on the individual student's interest and financial ability. An international rotation should be four weeks in length. The maximum number of international rotation weeks eligible for graduation credit is four weeks, unless otherwise approved by WCUCOM Administration. The supervising physician can be a current member of the WCUCOM faculty or be a credentialed physician or other appropriate healthcare provider as approved by the Office of Clinical Rotations and must follow all rules and requirements for appointment as adjunct clinical faculty.

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

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

Students who are accepted in the Global Health Track at WCUCOM are required to complete an international rotation in the OMS 4 year. All requirements to participate in an international

rotation must still be met as written in this handbook, but the official approval of the experience will be expedited for these students should all requirements be met.

Scheduling of International Rotations

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

Checklist for International Rotations and Travel

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

- Contact the Office of Clinical Rotations about this rotation at least six months (180 days) prior to the start of the desired rotation. Keep in mind that an international rotation must be approved by the Associate Dean, Clinical Sciences no later than three months (90 days) before the start of the rotation;
- For WCUCOM “Sponsored” International Rotation Sites, students must provide a letter/proof of rotation acceptance including approved rotation dates and specialty from one of the following sponsored sites:
 - International Rotations setup through the Institute for International Medicine (INMED, www.inmed.us)
 - Rotations setup at Bangalore Baptist Hospital in Bangalore, India
Dr. Spurgeon Rachaprolu
Director CEO, Bangalore Baptist Hospital
Bellary Road, Hebbal, Bangalore- 560024 India
Tel: +91-80-22042700
Email Address: ceo.bbh@gmail.com
- For WCUCOM “Non-Sponsored” International Rotation Sites, students must provide the following before a rotation request will be considered:
 - Demographics from the hospital, practice, or clinic that will serve as the supervising body;
 - Curriculum vitae of the supervising physician, proof of licensure in the area where they practice, and proof of required malpractice insurance. *Note: Before any rotation is approved, usual and customary practices for approval of the physician as an adjunct clinical faculty member must be followed. This may include a background check, and*
 - Letter of acceptance from the supervising physician, including approved rotation dates and specialty.
- Proof of current immunizations for the region to be visited must be submitted to the Office of Clinical Rotations (<http://wwwnc.cdc.gov/travel>). *Generally, vaccinations should be obtained at least three weeks prior to travel, if not sooner;*

- Verification of medical insurance for the region or countries to be visited. If medical insurance does not cover overseas travel, please visit <http://www.traveldocs.com/index.php?page=travel-insurance> to purchase a policy;
- Complete waiver of liability forms;
 - *International Travel Waiver*
 - *Release and Indemnification Agreement*
- Complete *Requirements for International Rotations* form;
- Students understand that each day on their rotation, they will need to log patients and record procedures performed and submit a signed copy of those logs to Office of Clinical Rotations when the rotation is complete as is customary for all rotations;
- **Register with the state department** (<https://step.state.gov/step/>); and
- Provide current mailing address and phone number, along with provision of family or next of kin with contact information while out of the country;

After International Rotation is Complete

- Submit student evaluation;
- Signed case logs with procedures submitted;
- Any other course assignments submitted;
- Students may be expected to provide written and/or oral presentation of experience as deemed appropriate by WCUCOM;
- Any remaining Global Health Track requirements for students on this track.

EXAMINATION POLICIES

WCUCOM ExamSoft/Examplify Information and Procedures

WCUCOM recognizes that institutions and organizations are increasingly integrating technology into testing. The National Board of Osteopathic Medical Examiners (NBOME) employs the use of computer testing. WCUCOM requires students to take exams using their laptop computer. As a result, WCUCOM requires students to utilize the current computer technology available with ExamSoft. Familiarity with computer-delivered exams should eliminate the uncertainty of utilizing this modality during the COMLEX-USA Level 1 and Level 2 - Cognitive Evaluation.

What is Examplify from ExamSoft?

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

Will Examplify work on my computer?

Neither WCU nor WCUCOM supplies computers for any student activities; therefore, it is the student's responsibility to procure a computer which is compatible with the systems supplied and to maintain that computer in working order. Students are required to ensure that their computers have this capacity prior to examinations.

WCUCOM is primarily a Microsoft Windows environment. Incoming students are strongly encouraged to buy a new Windows-based laptop computer that exceeds the minimum specifications listed below. Should you decide to purchase Macintosh hardware, be aware that the closest service centers are located approximately two hours away. Due to our use of ExamSoft's Exemplify software for testing, tablets other than the Microsoft Surface are not supported. Required system guidelines for all options are listed below.

The WCUCOM Lecture Halls run on the latest WIFI 6 frequency. Older devices made before 2016 may not be able to connect to the network. It is the student's responsibility to ensure their computer meets technical standards.

For the most up-to-date system requirements please visit:

[Minimum System Requirements - ExamSoft](#)

Computer and Loaner Policies

If a computer malfunctions on the morning of the test, support staff will attempt to troubleshoot your issue or recommend one of our Surface Loaners for the duration of the test. Loaner Laptops are loaned out to a student only if the student's computer is malfunctioning to the point it cannot be made usable for testing by the 15-minute mark of an exam. If a loaner is needed days before an exam, an email must be sent at least 72 hours prior to the exam day stating why the loaner computer is required. If approved, see the Office of Assessment to procure and set-up a loaner. Loaners can only be used by students during an exam and must be returned as soon as the exam is over. Failure to return a loaner computer may result in a replacement charge on your student account and referral to the WCUCOM Student Affairs Committee.

At any point, if a machine is continually having issues or is in an unsuitable condition, we can recommend that the machine be repaired or replaced.

If you have issues for 3 tests in a row that result in borrowing a loaner laptop, you will be asked to have your computer repaired or replaced.

If suitable actions are taken, but your computer is away for repair or replacement on the day of a test, WCUCOM will extend support and access to loaners for up to 4 more weeks. This can be extended or suspended depending on circumstance. Students must provide documentation that actions were taken. A receipt or confirmation email will do, please submit within 24 hours of the test.

If no suitable action is taken after it was recommended that you have your computer repaired or replaced, we reserve the right to discontinue support of your devices and bar access to the loaner machines until such actions are taken.

Computers must be well maintained. If tests are inhibited by user actions or errors, we reserve the right to deny support of the device, and the student is responsible for getting the issue resolved. A loaner will only be provided for one test if it is concluded that the user is responsible for the malfunction of his/her device.

You are responsible for having your charger with you on test day.

Internet connection is required for both downloading and uploading exams; do not install anything that may cause that connection to be blocked.

Examplify is the software we use for testing, and it will completely lockdown your computer once it is Activated for the duration of the test. Once it has locked down a device, no changes can be made. Please make sure any external peripherals including keyboards, mice, trackpads, and headphones are attached and working before the test starts. Also, make sure the computer volume is set to a reasonable level. Once again, once Examplify locks the machine down there is nothing that can be done by yourself or support staff, so please take time to check this before the tests start. Failure to do so can negatively impact your grade.

For details about specifications, visit <http://support.examssoft.com/h/i/258193614-minimum-system-requirements-for-pc-devices> .

Examplify Registration Process

The student will complete the registration process by registering with ExamSoft at the ExamSoft Custom Home Page located at <https://www.examssoft.com/dotnet/Default.aspx?f=wmcareyosteo>.

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

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

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

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

Frequently Asked Questions

What student ID number is used in Step 1?

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

Can a student practice using Examplify before the exam?

Yes. After registering Examplify, launch the program by double-clicking the Examplify icon on the Windows Desktop. Click the “LAUNCH EXAMPLIFY” button. On the Examplify Start

Window, select the “Practice Exam” button. Click “Yes” to take the practice exam and then “Yes” again to take it in secure mode. This enables the student to familiarize him/herself with the Exemplify exam environment. Students’ may use the practice exam as many times as they wish. Note that the practice exam *cannot* be saved, cannot be used until Exemplify is registered, but can be printed *during* the exam.

How do students prepare prior to exam day?

Register Exemplify prior to the date(s) of exam(s). Note that it is permissible to re-download Exemplify on additional computers for use as backups; however, typically exam files can be downloaded only once, so it is recommended that Exemplify be loaded only on the computer you intend to use on exam day.

Ensure 1) that the intended PC meets the specifications listed above, 2) that there is plenty of free hard-drive space, 3) that the PC is virus-free, and 4) that the PC is free of disk errors by running SCANDISK (click Start Button, Programs, Accessories, System Tools, Scandisk *or* Disk Cleanup). Once installation and registration are complete for Exemplify, familiarization occurs by utilizing the built-in practice exam feature.

Exemplify’s opening screen asks for an ID#. Be sure to acquire this number prior to exam day. Locate A/C – battery power indicator light on the laptop to determine which light indicates the computer is running on A/C power (i.e., power from a wall outlet).

Ensure that the battery is charged prior to the exam in the event there is a temporary power outage.

Exam Administration and Proctoring OMS 1 and OMS 2

On exam day, please be aware of the following:

- Students are encouraged to be in the lobby area of their exam 30 minutes prior to the start of the exam.
- Students will be in their seat at least 10 minutes prior to the scheduled exam start time failure to do so will result in:
 - 1st offense: Meeting with WCUCOM Office of Student Affairs
 - 2nd offense: Referral to the Student Affairs Committee
 - 3rd offense: Re-referral to the Student Affairs Committee
 - Students who are not in their seats at the required time and have subsequent technology issues will have their examination time deducted.
 - No delayed exam will be offered to anyone who has not appropriately charged his/her computer and downloaded the ExamSoft software prior to the exam time;
- When entering the exam room, students are only allowed: laptop, charger, mouse, earbuds (only if notified they are needed by Office of Assessment) and a jacket/coat/blanket (subject to search). Possession of any other objects during the examination period, whether in the testing room or not, may result in a zero.
 - Students needing water or snacks due to a health condition but arrange this ahead of time with the Office of Assessment.

- Once seated in the classroom, students may not use their laptop until the exam has officially begun.
- Whiteboards cannot be touched until the exam officially begins.
- The exam official start time is when the password is revealed on the whiteboard or projection screen.
 - This means the timing of the exam is dictated by when the password is written, not what the digital clock on the testing software states.
 - All examinations will meet or exceed time given on the NBOME COMLEX-USA Level 1.
- Once the password is written on the board, proctors will be present in the back of the room to ensure all students begin their exam.
 - It is essential that students enter the exam software immediately. No extra time will be given for students to write notes on their board prior to clicking into the exam.
- Students may not go to the restroom during the first 15 minutes of the examination. Once a student goes to the restroom, no student will be allowed to start an examination late.
 - Only one male and one female will be allowed out of the room at a time.
 - Bathroom breaks should take no longer than 5 minutes.
- Only answers entered electronically by the student will be grading.
- No questions will be answered during the examination.
 - If a student feels there is something wrong with a question, they can make a comment in the provided comment box. They may also raise their hand and show the proctor, and the proctor will inform the Office of Assessment. All questions should be answered to the best of the student's ability no matter the situation.
- Upon completing the exam, students are responsible for showing the proctor the completion screen with a green checkmark. Failure to do so may result in the student's examination being made null and void.
- Where an examination is impacted by an unexpected interruption (e.g., power failure, computer/software malfunction, earthquake, bomb threat, fire alarm, weather warning), the proctor will implement appropriate action; and
- In the event of an evacuation of an examination venue, the Course Director or nominee will determine which of the following outcomes will apply:
 - The examination may be declared void and a new examination scheduled for a date and time within the current examination period, including on a Saturday,
 - Students' examination scripts may be marked and an adjusted examination result determined,
 - An alternative assessment item may be set with a suitable due date for submission,
 - As well as the aforementioned outcomes, an additional assessment item may be set with a suitable due date for submission

Any student suspected of using a program or any other electronic means to corrupt an assessment tool, i.e., tests or quizzes, will be referred to the WCUCOM Student Affairs Committee and will be subject to immediate dismissal.
- Students must leave the examination area once completed. Students staying the area and distracting their classmates will be referred to the Office of Student Affairs.
- Failure to follow any of these rules may result in referral to the Office of Student Affairs and the Student Affairs Committee.

Once the exam is complete, the student will save and exit the exam, his/her computer will automatically reboot, and it will then take 90 seconds for his/her exam to automatically upload. This is to ensure the student's wireless connectivity is enabled first. If there is no wireless connection within 90 seconds, it will prompt the student to select the upload button. Do not leave the exam room until you have uploaded your exam and you receive a message saying, "Your exam has been successfully uploaded." *Failure to upload an exam before leaving the exam room may result in the exam not being graded.*

Important Notices

Use of ExamSoft falls within the rules, regulations, and academic policies that govern students at the WCUCOM. Any attempt to disable or tamper with Examplify's security features will be considered a violation of the Professional Standards: Academic Dishonesty. Commencement of the exam will not be delayed due to a hardware problem with a laptop. While the proctors would like to resolve a computer or software problem during the exam, they are unfortunately prohibited from assisting the student. If a computer or software problem occurs, then the student will be required to complete the exam on another computer. Any technical issues during the exam must be reported prior to the scoring of the examination. All students are responsible for bringing all required testing materials, i.e., charging cords, to the examination room. There will be no exiting the examination room to obtain any necessary testing materials once the examination has begun.

Campus Technology Related to Student Grading

WCU provides a variety of technology resources to support student learning. These resources include the Indigo Student Self Service Portal, the Canvas learning management system, student email accounts, remote access to library database resources, and "Carey Air," a university-wide unified wireless network. The Indigo Portal allows students to access their campus information including course registration, course offerings, unofficial transcripts, job searches, billing information, schedules, financial aid information, and grades. The portal also allows students to pay tuition and fees online. WCU does not mail individual grade reports. Many courses incorporate information technology both within the classroom and remotely through the Internet. The university uses Canvas for communicating vital course information to students, including course content, assignments, discussions, and more. Students are required to access their WCU email and Canvas accounts as quickly as possible so that faculty and administrative offices will have a reliable means of communication with the student. A student technology guide is available for download at <http://indigo.wmcarey.edu/help/guide>. This guide is constantly updated to reflect any changes since the Office of Information Technology is constantly working to bring new and improved services.

Exam Accommodations– OMS 1 and OMS 2

- Any student requesting a testing accommodation is required to arrange this in advance through the WCUCOM Director of Assessment and the Course Director. All ADA accommodations are provided by the WCU Office of Disability Services. Following written approval for accommodation, students are required to provide a copy to the WCUCOM Office of Student Affairs, the Office of Assessment and appropriate course

director(s). All documentation must be received in these offices a minimum of ten (10) business days prior to any exam where accommodations are needed. All rules for test administration apply to students seeking testing accommodations. (*Note:* Being granted accommodation by WCU does not guarantee an accommodation by the National Board of Osteopathic Medical Examiners - NBOME);

Missed Exam Policy OMS 1 and OMS 2

Missed exam policies are outlined in individual course syllabi and governed by the following standards set forth for all OMS 1 and OMS 2 students:

- Please see the WCUCOM Procedures Manual for detailed processes regarding reasons for missed exams.
- Students are expected to take all exams during assigned times, as listed on the course schedule. Students are responsible for knowing scheduled examination times, which are listed in each syllabus, and for noting any changes in the scheduled examination times by referring to the course syllabi, e-mail notice, and/or official WCUCOM calendar;
- Any student who misses an examination is responsible for contacting the Office of Student Affairs within 24 hours to present a valid reason for the absence (see below);
- When a student knows ahead of time that an exam will be missed, that student must contact the WCUCOM Office of Student Affairs, who will then notify respective Course Directors before the exam; and
- Valid documentation, i.e., medical excuses, police reports, etc., must be provided to the WCUCOM Office of Student Affairs immediately upon return to campus.

Valid reasons for missing an examination include, but are not limited to, the following:

- Please see the WCUCOM Procedures Manual for detailed processes regarding reasons for missed exams.
- Acute, serious personal illness that does not rise to the significance of violating the minimal technical standards (see Minimal Technical Standards, Participation requirements);
- Emergency travel related to a personal or family emergency;
- Emergency events (e.g., childbirth or complications of pregnancy); and
- Pre-approved attendance at osteopathic national meetings (AOA, ACOFP, AAO, etc.) for second semester OMS 1 student/any OMS 2 student who is a WCUCOM class officer, SGA officer, or SOMA president.

Unacceptable reasons for missing an examination include, but are not limited to, the following:

- Not feeling prepared for the examination;
- Non-emergency travel plans, regardless of when these plans were made;
- Not having read an announcement of a rescheduled examination; or
- Having an appointment scheduled at a time that conflicts with the examination.

Student rights to privacy and safety are tenants of the WCUCOM culture. Any student who has a health issue that they do not wish to discuss with a faculty member may report that issue to the WCUCOM Office of Student Affairs.

Students missing an examination to attend a national meeting must follow the attendance policy for professional conferences.

If a student misses an examination without a valid reason, as determined by the Office of Student Affairs, the Course Director may assign a grade of zero (0) for that examination (see Grade Appeal Policy).

If a single make-up examination is offered by the Course Director(s), then the make-up examination date will be announced during a time determined by the Course Director(s). This will be the final offering of the examination, and students who do not take the missed exam at this date will receive a zero (0) for the examination. The student is responsible for all material tested during the examination, which may be cumulative in nature. The Course Director may require the student to take an examination that is different in format, content, or length from the examination that was originally administered to the class.

If a second examination is missed during the academic year, regardless of the reason or course, then the student will be referred by the Office of Assessment to the P&M Committee for review of circumstances. The Committee, in consultation with the Course Director(s) will recommend to the Associate Dean, Preclinical Sciences for OMS1-OMS2 students or the Office of Clinical Rotations for OMS3-OMS4 students whether or not a make-up examination should be granted.

- If the WCUCOM Associate Dean accepts a recommendation allowing a make-up examination, then the Course Director(s) for the missed examination will follow the above make-up exam policy. If he/she rejects the recommendation for completion of a make-up examination, then the Course Director(s) will not give a make-up exam. The student will receive a zero for the exam; and
- If the WCUCOM Associate Dean accepts a recommendation that no make-up exam be given, then the Course Director(s) will not give a makeup exam. The student will receive a zero for the missed exam. If the Dean rejects the recommendation that no make-up exam be given, then the Course Director(s) will follow the above make-up exam policy.

Integrated examinations are considered as a single examination.

Exam Administration and Proctoring OMS 3 and OMS 4

Students must complete a COMAT examination at the end of each rotation as identified in the rotation syllabi. This examination will be administered through a secure browser provided by the NBOME and will be administered during the final week of the rotation when possible. The time and place may vary due to the requirement that the examination be provided in a proctored environment. Students will receive notification of the exact date, time and location of their COMAT by the end of the second week of the rotation block via their WCUCOM email.

Exam Accommodations– OMS 3 and OMS 4

Any student requesting testing accommodation is required to arrange this in advance.. All ADA accommodations are provided by the WCU Office of Disability Services. Following written

approval for accommodation, students are required to provide a copy to the WCUCOM Office of Student Affairs, the Office of Clinical Rotations, and appropriate course director(s). All documentation must be received in these offices a minimum of ten (10) business days prior to any exam where accommodations are needed. All rules for test administration apply to students seeking testing accommodations. (*Note:* Being granted accommodation by WCU does not guarantee an accommodation by the National Board of Osteopathic Medical Examiners - NBOME);

Missed Exam Policy OMS 3 and OMS 4

Students are expected to take all COMAT examinations during assigned times. Students are responsible for knowing the examination schedule and for noting any changes in the examination schedule relayed to them by representatives of the Office of Clinical Rotations.

Any student who misses an examination is responsible for contacting the Director, Clinical Rotations directly to request approval for the absence.

Valid reasons for missing an examination include, but are not limited to, the following:

- Extenuating circumstances pre-approved by Office of Clinical Rotations
- Personal or family emergency including related travel (e.g., childbirth or complications of pregnancy); and
- Pre-approved attendance at osteopathic national meetings (AOA, ACOFP, AAO, etc.).

Unacceptable reasons for missing an examination include, but are not limited to, the following:

- Not feeling prepared for the examination;
- Non-emergency travel plans, regardless of when these plans were made;
- Not having read an email announcement of a rescheduled examination; or
- Appointment at a time that conflicts with the examination.

Students missing an examination to attend a national meeting must request approval of the Rotations Office as soon as possible, but no later than four weeks before the start of the clerkship.

If a student misses an examination without a valid reason, as determined by the Office of Clinical Rotations, a grade of zero (0) may be assigned.

A single remediation examination date will be announced during a time mutually agreed upon by the Office of Clinical Rotations and the student. This will be the final offering of the examination, and students who do not take the missed exam at this date will receive a zero (0) for the examination.

Appeals of missed exams: See Appeals Procedures.

COMLEX-USA Exam Policy

Students must pass COMLEX-USA Level 1 and Level 2-CE examinations to be eligible to graduate. The United States Medical Licensing Examination (USMLE) is not a substitute for any component of the COMLEX-USA examination.

National Board of Osteopathic Medical Examiners (NBOME)—COMLEX-USA

Students meeting WCUCOM academic, legal, and financial qualifications for COMLEX-USA Level 1 and COMLEX-USA Level 2 Comprehensive Exam (CE) are expected to schedule COMLEX-USA exams online at the scheduled times delineated by the NBOME after receiving the approval of the Office of Clinical Rotations. Students are responsible for any examination fees, travel expenses, or other accommodations required to complete these examinations.

COMLEX-USA Eligibility

Students must successfully complete all OMS 2 course requirements as well as other additional requirements that may be established by the WCUCOM Dean's Office prior to taking COMLEX-USA Level 1. Ability to schedule any COMLEX-USA exam in the NBOME system is dependent upon WCUCOM's designation of a student's eligibility in the NBOME system. NBOME requires that WCUCOM report each student's individual eligibility for COMLEX-USA Level 1 and Level 2-CE before a student may schedule an exam. WCUCOM recognizes that students must schedule exams in advance, but students are forbidden to take any COMLEX-USA examination if they have been notified of their ineligibility by WCUCOM per WCUCOM standards, regardless of registration with NBOME. Students authorized to take COMLEX-USA Level 1 must sit for the examination within 60 days after the successful completion of OMS 2 course requirements. Failure to successfully complete the COMLEX-USA Level 1 within 60 days of eligibility will be considered a failure to progress academically and will be referred to the P&M Committee. This policy includes those students who have applied for, but not yet received, accommodations from the NBOME. The Associate Dean, Clinical Sciences may require additional preparation beyond 60 days for students deemed to be at risk of failure. COMLEX-USA Level 1 must be taken prior to the beginning of clinical rotations.

All requests for accommodation must be received by NBOME no later than April 15 of the OMS 2 year. <http://www.nbome.org/docs/ADAApp.pdf>

Students must successfully 1) pass the COMLEX-USA Level 1 examination; 2) complete the first nine (9) clinical rotations of their OMS 3 year; 3) successfully complete the Patient Care and OMT Competency Course; and 4) meet any other additional requirements that may be established by the Office of Clinical Rotations prior to being eligible for COMLEX-USA Level 2-CE.

All students are encouraged to take the COMLEX-USA Level 2-CE exam as soon as they are notified by the WCUCOM Office of Clinical Rotations that they are eligible to do so. Students authorized to take COMLEX-USA Level 2-CE must sit for the examination within 90 days after the successful completion of OMS 3 course requirements. Failure to successfully complete the COMLEX-USA Level 2-CE within 90 days of eligibility will be considered a failure to progress academically and will be referred to the P&M Committee. This policy includes those students who have applied for, but not yet received, accommodations from the NBOME. The Associate

Dean, Clinical Sciences may require additional preparation beyond 90 days for students deemed to be at risk of failure.

COMLEX-USA Failures

Students who fail a combined total of any five (5) COMLEX-USA Level 1 and 2 board examinations will be dismissed. Students who fail any single COMLEX-USA (Level 1 or Level 2-CE) board examination three (3) times will be dismissed. These rules are garnered from State licensure requirements.

COMLEX-USA Level 1 and Level 2-CE Failures

Any student who fails either the COMLEX-USA Level 1 or Level 2-CE examinations will be allowed to complete the clinical rotation in which he/she is participating once notified of the failure. Upon notification of failure, the student must immediately contact the Office of Clinical Rotations to determine the most appropriate course of action to prepare for another attempt at the failed exam. The student will be referred to the P&M Committee and placed on a mandatory academic program of directed study, approved by the Associate Dean, Clinical Sciences, in consultation with the Committee, for a minimum of 30 days and a maximum of 60 days. The Office of Clinical Rotations reserves the right to, in consultation with the P&M Committee, require additional time and preparation for students deemed to be at risk of repeat failure. This may include additional classroom preparation, or a formal board review course. All expenses required to meet these additional requirements will be the student's responsibility. A COMLEX-USA exam test date must be established at the onset of the directed study program.

With the approval of the Office of Clinical Rotations, a student may elect to participate in a live, intensive board review course that extends the directed study duration greater than four (4) weeks. A final COMLEX-USA Level 1 or Level 2-CE testing date must be re-established at the onset of the selected study program. The student will not resume clinical rotations until he/she has made another attempt at the COMLEX-USA Level 1 or COMLEX-USA Level 2-CE. The student may resume rotations while awaiting the results from this examination.

Students who fail to follow the remediation plan, including timelines, as directed in the mandatory academic program of direct study approved by the Associate Dean, Clinical Sciences, will be referred to the P&M Committee, and may be barred from sitting for repeat examinations. In such a case, all costs, including those of rescheduling will be the responsibility of the student.

The order and location of any clinical rotations that are missed due to directed study will be at the discretion of the Office of Clinical Rotations. All OMS 3 requirements must be completed prior to entering the OMS 4 curriculum. Students will not be promoted to the OMS 4 year until the COMLEX-USA Level 1 examination has been successfully completed (passed). No exceptions will be allowed.

COURSE RELATED INFORMATION

Course Evaluations

Student feedback provides important information for the evaluation of teaching and learning at WCUCOM. Course evaluations help faculty understand the student learning experience, instructional strengths and weaknesses, and gain insight into course improvement. Students are asked to be honest, fair, constructive, and professional as they complete evaluations. Course evaluations may be administered online or in non-electronic formats. It is imperative that students complete these evaluations for their benefit. In OMS 3 and OMS 4, a review of student assessment data will be conducted to evaluate the performance and adequacy of clinical rotations regarding instructional content, personnel involvement, facility utilization, and similar matters on a regular basis.

Evaluations (course and instructor) must be completed prior to receiving a grade for a course.

Passing Courses

The requirements to pass any course in the curriculum are defined in the course syllabus or the clinical education manual. All students must achieve a passing grade in all courses and clinical rotations to graduate.

Course and Test Grading

WCUCOM uses a multifaceted evaluation approach. Students may be evaluated based on performance on assignments, and activities including, but not limited to, quizzes, examinations, laboratory exercises, performance in the standardized patient laboratory, practical skills tests (including OSCEs), and participation in lecture and small-group discussions. Evaluation methods vary depending upon course goals, objectives, and course content. Course syllabi, which are distributed at the beginning of every course, provide detailed student performance criteria and methods used to calculate the course grades. Courses that incorporate multiple evaluation methods (i.e., exams, practical exams, formative assessments, labs) should describe the contribution of each component toward the final grade.

Grading Policy

The WCUCOM adheres to the following grading scale as outlined in the course syllabi and approved by the WCUCOM Curriculum Committee:

OMS 1 and OMS 2

P = Passing

I = Incomplete

W = Withdrawal, no credit (used only if insufficient data is available to determine passing or failing at the time of withdrawal or leave of absence); and

OMS 3 and OMS 4

Clinical Rotations

Honors

High Pass
Pass
Fail
IP = In Progress.

Descriptions of each level are indicated in the *Clinical Education Manual*.

OMS 3 and OMS 4 Asynchronous Courses

OMS 7300, OMS 7381, OMS 7382, OMS 7383, OMS 7384, OMS 8000, OMS 8082

P = Passing

F = Failing

I = Incomplete

W = Withdrawal, no credit (used only if insufficient data is available to determine passing or failing at the time of withdrawal or leave of absence); and

Rounding of Grades

When assigning course grade percentages, grades with fractions that are equal to or greater than 0.5 will be rounded up to the nearest whole percentage number; whereas, any course grade less than 0.5 will be rounded down to the nearest whole percentage number. Final grades will be posted to Canvas.

No grade changes will be accepted after the final course grade has been posted for one calendar year.

Recorded Grades

In cases where the notation of an incomplete (“I”) has been recorded as the earned grade, a student who has satisfied any outstanding deficiency prior to the end of the next semester will have the “I” removed from his/her official transcript following completion of a Change of Grade Form by the Course Director. If the deficiency has not been remedied in advance of the end of the next semester, the (“I”) notation on the transcript will change to a failed grade (“F”) except as described below in LEAVE OF ABSENCE (LOA) POLICY. The grade of Fail shall remain permanently on the transcript (See Academic Policies for Remediation of courses/rotations).

Requests for Transcripts

Official transcript requests are handled through a third party vendor. Instructions to request an official transcript can be found at <https://wmcarey.edu/page/how/services/transcript-request>. Request for an unofficial transcript may be made to the WCU registrar office. When a transcript bearing the stamp “Issued to Student” is given to the person whose credits are transcribed thereon, the university assumes no responsibility for its accuracy after it leaves the Registrar’s Office. Transcripts of credit will not be issued for students who have any type of administrative holds on their records. It is the responsibility of the student to make sure that all outstanding fees and other issues are settled with WCU before leaving.

ACADEMIC POLICIES

The Academic Policies of the WCUCOM define the standards of academic performance and professionalism for students who are candidates for the Doctor of Osteopathic Medicine degree. The Curriculum Committee and Promotion and Matriculation (P&M) Committee have developed the academic policies with final approval by the Associate Dean, Preclinical Sciences for OMS1-OMS2 and the Associate Dean, Clinical Sciences for OMS3-OMS4. The respective associate dean has the authority to approve, disapprove, modify, or return such recommendations for further consideration or revision. The decision of the WCUCOM Dean is final in all cases concerning student academic performance.

The P&M Committee defines the procedures by which students are considered for promotion, graduation, remedial instruction, placement in the curriculum after returning from a leave of absence, and academic dismissal. The P&M Committee consists of voting faculty members from both the biomedical and clinical sciences. Non-voting advisory members of the P&M Committee include the WCUCOM Office of Student Affairs; Associate Dean, Preclinical Sciences; Associate Dean, Assessment and Curricular Affairs; and Associate Dean, Clinical Sciences. Students are evaluated based on their performance on assignments as well as on their achievements on regularly scheduled written and practical examinations. Each Course Director keeps these results. The Course Director will submit the names and numerical grade(s) of OMS 1 and OMS 2 students who are performing below a 70% to the P&M Committee for review and recommended actions. The WCUCOM Office of Assessment and Curricular Affairs reviews OMS 1 and OMS 2 grades after each testing period and may require counseling for students performing below a 70%

The Student Affairs Committee is responsible for the deliberation and recommendations in matters involving violations of student conduct, professionalism, classroom etiquette, code of ethics, and WCUCOM rules and policies not directly related to academic performance. The Student Affairs Committee is also charged with determining compliance with conditions for readmission and return from leaves of absence. (See Disciplinary Issues.)

The Office of Clinical Rotations reviews all OMS 3 and OMS 4 student assessment data on a periodic basis to ensure that the student performance meets or exceeds the educational objectives set for the respective rotations. Associate Dean, Clinical Sciences serves as Course Director for all Clinical Rotations and assumes responsibility for forwarding failure of any end of rotation exams and failure of any clinical rotation to the P&M Committee for review and recommended actions.

The WCUCOM Office of Student Affairs; the Associate Dean, Preclinical Sciences; and the Associate Dean, Clinical Sciences communicate with the Assistant Dean, Assessment and Curricular Affairs regarding students in academic difficulty throughout all four years of the curriculum. The Appropriate Associate Dean provides written communication to students regarding academic deficiencies within five business days of receipt of the P&M Committee's recommendation in the WCUCOM Dean's Office. Any Associate Dean may convene a meeting of the P&M Committee, if necessary, to counsel students in academic difficulty.

Early identification of, and appropriate intervention for, students with potential academic problems is an important part of WCUCOM's program. Such students will be classified as being on Academic Watch, Academic Warning or Academic Probation.

Any student who is identified by the Course Directors or the Office of Assessment and Curricular Affairs as unsatisfactory in academic and/or clinical performance will be referred to the Promotions and Matriculation Committee for a complete review of his/her record. The committee shall consider, among other topics, grades, faculty feedback, professional demeanor, professional conduct, concern for the welfare and dignity of patients, concern for the rights of others, responsibility to duty, trustworthiness, ethical conduct, aberrant behavior, and general or specific conduct meriting concern. At these meetings, the committee will formulate recommendations for individual students based upon performance data. These recommendations may include, but will not be limited to, 1) a program of remedial instruction, 2) leave of absence, or 3) dismissal. The committee may request the appearance of a student at any scheduled meeting to discuss matters pertaining to his/her standing.

For the purposes of promotion, at the end of the academic year, the P&M committee reviews all transcripts, records, and reports to determine if a student has fulfilled all academic requirements, and has maintained the standards of ethical, moral, personal, and professional conduct required for the continued study of osteopathic medicine. The P&M Committee will consult with the Student Affairs Committee as needed. 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 information provided by the WCUCOM Office of Student Affairs, and the Associate Dean, Assessment and Curricular Affairs. Students are considered for promotion one academic year at a time. Eligibility for promotion to the next higher academic year is determined by the student's successful completion of the appropriate academic, professional, and financial requirements of WCUCOM. Students who have successfully completed all requirements will be recommended to the Faculty Congress for promotion to the next year.

Students with failures or incompletes, for whatever reason, are not eligible for promotion, and will be considered for appropriate remediation or dismissal. No student may advance a year at WCUCOM with a failing grade or an incomplete in any course. All clinical rotations must be successfully completed with a passing grade prior to graduation.

If a student is placed in a different peer cohort and the student has met all requirements for progression into the cohort level, the student will be required to comply with all WCUCOM policies as applied to the new cohort. Examples of such instances could include a student entering a decelerated curriculum, failure to be promoted, withdrawal and returning, returning from a leave of absence, or other conditions. This applies whether such policies and requirements have changed during the period of absence. In the event of a change of policy that affects a student's ability to return, WCUCOM requires the student to meet the requirement(s) of the new policy.

In all cases, the welfare of students, the institution, and the general public served by our graduates is paramount to the deliberations and recommendations set forth by the advisory committees. WCUCOM reserves the right to require the withdrawal of any student at any time it

is deemed necessary to safeguard the WCUCOM ideals of scholarship and character or to secure compliance with its regulations.

Student Review by the P&M Committee

The P&M Committee 1) reviews the academic records of WCUCOM students to monitor the fulfillment of academic requirements, 2) determines eligibility for ongoing study or appropriate remedial action, 3) tracks progress of students with academic deficiencies, and 4) recommends appropriate action to the appropriate associate dean regarding grades, absences, remediation, promotions, graduation, dismissal, and placement after a leave of absence. The P&M Committee may occasionally require the appearance of a student before the committee to directly obtain additional information not available in the submitted documentation. *Legal counsel for the student is not allowed at these internal hearings.*

In addition, at the end of the academic year, the P&M Committee conducts a summative review of all transcripts, records, and reports to confirm whether students have fulfilled their academic requirements. The P&M Committee may recommend promotion to the following year, repetition of the year just completed, remediation of specific courses, or dismissal. All final recommendations regarding student academic performance, remediation, warning, or probationary status are submitted in writing by the chair of the P&M Committee to the appropriate associate dean. The associate dean may accept or reject the committee's recommendations and may recommend other actions as necessary for the student.

The appropriate associate dean, as well as the WCUCOM Dean, with the advice of the P&M Committee, can require the withdrawal of a student at any time if, in the majority opinion of the members of the committee, the student should not continue in the WCUCOM curriculum.

If the student believes the decision of the associate dean regarding remediation or dismissal is in error, then the student may follow the appeal process. If the decision is appealed, then the student will be considered enrolled at WCUCOM until the appeal is acted upon.

Good Standing

For the purposes of this handbook, the definition of Good Standing includes all students who are eligible for promotion, do not have any incompletes, and are currently not on Warning or Probation of any type. For OMS 3 and OMS 4 students on Warning or Probation, letters of eligibility may be written to complete the necessary components of OMS 3 and OMS 4 curriculum only.

Academic Promotion

Promotion is defined as progression from one academic year to the next. Students are considered for promotion one academic year at a time. Satisfactory academic progress and eligibility for promotion to the next higher academic year is determined by each student's successful completion of the appropriate academic, professional, and financial requirements of WCUCOM each academic year. A student who is marginally passing his or her courses in any academic year may be considered to have poor academic performance and, therefore, is subject to review by the P&M Committee for lack of satisfactory progress. Students with failures or incompletes are not eligible for promotion and will be considered for appropriate remediation or dismissal.

No student may advance a year at WCUCOM with a failing grade or an incomplete in any course. All clinical rotations must be successfully completed with a passing grade prior to graduation.

At the end of each year, the P&M Committee presents a list of students who have satisfactory academic progress and eligibility for promotion to the next higher academic year/meet all requirements for graduation to the WCUCOM Faculty Congress. The Faculty Congress will make a recommendation to the WCUCOM Dean for approval or denial.

The WCUCOM Dean will recommend to the President and the Board of Trustees of WCU the names of candidates who meet all requirements for graduation and have been recommended by the Faculty Congress.

Academic Watch

Academic Watch status is used by the P&M Committee to denote a student whose academic progress is unsatisfactory. This status is official notice to the student that his/her performance requires immediate attention and increased effort to avoid ongoing academic difficulty. Following notification by the P&M Committee that a student is recommended to be placed on Academic Watch, the student will be notified in writing of this status change. An example of criteria for Academic Watch includes, but is not limited to, a failing average in one or more course(s) at the time of the P&M Committee meeting.

Students who fail to comply with all the requirements of Academic Watch may be referred to the Student Affairs Committee. It is the responsibility of the student to contact the appropriate offices listed in the communication. If a student's academic performance does not improve, the student may be required to meet with the P&M Committee to determine what steps should be taken to facilitate his/her progress.

Academic Watch requires the following:

- Student compliance with all requirements in any official document from the WCUCOM regarding Academic Watch;
- Prohibited from traveling to conventions, conferences, meetings, recruiting trips, or other travel that will require time away from the agreed-upon learning programs;
- Prohibition against student serving on any committees or as a peer tutor; and
- The P&M Committee may make other recommendations to the WCUCOM Dean.

Academic Warning

Academic Warning status is used by the P&M Committee to denote a student whose academic progress is unsatisfactory. This status is official notice to the student that his/her performance requires immediate attention and increased effort to avoid ongoing academic difficulty. Following notification by the P&M Committee that a student is recommended to be placed on Academic Warning, the student will be notified in writing of this status change. Examples of criteria for Academic Warning may include, but are not limited to), failure of two or more course/rotation examination(s), or multiple failing course averages at the time of the meeting. Students on academic warning are required to meet with their Course Director and a counselor in

the Office of Assessment and Academic Affairs and to complete any requirements set forth by these parties. Students on Academic Warning who are participating in research must consult with both the WCUCOM Assistant Dean, Assessment and Curricular Affairs and the WCUCOM Associate Dean, Research the about continuation of that research. Written permission to continue must be obtained from the Assistant Dean, Assessment and Curricular Affairs. The P&M Committee can recommend other prohibitions at its discretion. Upon passing each course and examination in the academic semester, the student will be automatically removed from Academic Warning. The fact that a student has been assigned an Academic Warning will not become part of the student's permanent record.

Students who fail to comply with all requirements of Academic Warning may be referred to the Student Affairs Committee. It is the responsibility of the student to contact the appropriate offices listed in the communication. If a student's academic performance does not improve, the student may be required to meet with the P&M Committee to determine what steps should be taken to facilitate his/her progress.

Academic Warning requires the following:

- Student compliance with all requirements in any official document from the WCUCOM regarding Academic Warning;
- Prohibition against running for any student government or club office;
- Prohibition against student acting in the capacity of any office in student government, clubs, or organization which the student may hold while on academic warning;
- Prohibited from traveling to conventions, conferences, meetings, recruiting trips, or other travel that will require time away from the agreed-upon learning programs;
- Prohibition against student serving on any committees or as a peer tutor; and
- The P&M Committee may make other recommendations to the WCUCOM Dean.

Students on Academic Warning who fail to meet all requirements of Academic Warning and those of the Office of Assessment and Academic Affairs, may be recommended for Academic Probation or Dismissal or may be referred to the Student Affairs Committee.

Academic Probation

Students who are unsuccessful at any course remediation attempt or failure to progress (Failure to Progress- Stagnation in the curriculum such as: Multiple COMAT failures in one semester Failure to take Boards in the timeframe as given by the Office of Clinical Rotations) will be placed on Academic Probation. A student who fails any COMLEX examination will be placed on Academic Warning for a first-time failure and Academic Probation for any subsequent failures. Students who repeat an academic year will be placed on Academic Probation until successful completion of the repeat year.

Following notification by the P&M Committee that a student was recommended for probation, the appropriate dean or his/her designee will communicate in writing to the student citing the reason(s) for this probationary classification. A student who fails a rotation will remain on academic probation for the remainder of their enrollment of WCUCOM.

A student shall remain on Academic Probation until the end of the academic year in which the student was placed onto academic probation or until the student passes all failed COMLEX-USA exam(s); or if repeating the year, until successful passage of the entire year. At that time, the student shall be removed from probation and notified in writing by the appropriate associate dean or his/her designee.

Academic Probation requires the following:

- Student compliance with all requirements in any official document from WCUCOM regarding Academic Probation;
- Students are prohibited from running for or holding any office or serving in any leadership or advisory roles;
- Prohibition against student serving on any committees or as a peer tutor;
- Prohibition against participation in any research activity, ongoing or planned;
- Prohibition against student travel to conventions, conferences, meetings, recruiting trips or other travel that will require time away from the classroom or agreed learning plans;
- Prohibition from participation in international rotations;
- Participation in an individualized remediation program designed with an academic counselor; and / or
- The P&M Committee may make other recommendations to the Associate Dean.

Students on Academic Probation who fail to meet all requirements of Academic Probation may be dismissed or referred to the Student Affairs Committee.

Remediation

Remediation of a course is reserved for students who have one course failure at the end of a semester. Appropriate remedial procedures to resolve a failing grade are dictated by the course director and may require outside programs at an additional cost to the student. Appropriate use of all these remedial procedures is outlined in the Academic Policies section of this document. These remedial recommendations are submitted to and approved by the Curriculum Council to enable the P&M Committee to formulate its recommendations on an individual basis. (See Course/Rotation Remediation.)

Academic Course/Rotation Remediation

Students must remediate all course/rotation failures (“F”) or incompletes (“I”) prior to beginning the next academic year. Remediation must be approved by the appropriate associate dean and accomplished in a timely manner and according to the timeline specified in the remediation plan. There will be zero tolerance for missing a remediation deadline or exam without approval. Remediation plans will be disseminated to students by the course director

Failing/incomplete grades may be removed by successfully completing a planned remediation. This final passing grade will be recorded on the student's transcript as a 70%. Students who fail remediation of any OMS 1 or OMS 2 course or any clinical rotation or course in the OMS 3 and OMS 4 years, regardless of assigned credit hours, are subject to dismissal.

One clinical rotation may be remediated with the written approval of the Office of Clinical Rotations. Failure of a second clinical rotation, even if the prior failed clinical rotation was successfully remediated, will be referred to the P&M Committee and may result in a recommendation for dismissal by the P&M Committee to the Office of Clinical Rotations.

Repeating of an Academic Year

Students may be eligible to repeat the academic year at the discretion of the P&M Committee and the WCUCOM Appeals Committee, depending upon circumstances. The P&M Committee may recommend that a student repeat an entire academic year. In this instance, the student must retake and pass *all* courses regardless of previous performance. All grades received at WCUCOM during the repeated academic year will be recorded on the student's transcript. Repeated grades will be recorded as an "R" and will be computed in compliance with the WCU policies. Students repeating any OMS year and on Academic Probation are "admitted with conditions." Those conditions will be stated in the formal probation letter from the WCUCOM Dean or the Dean's designee. In the case of students repeating an academic year, the Academic Probation will remain until removed by the P&M Committee at the end of the year when all classes are successfully completed unless so stated in a letter documenting the terms of a conditional repeat. (See Appeal Procedure of Academic and Disciplinary Issues.)

Academic Dismissal

In cases where dismissal is being considered, the dismissal will not become final until the WCUCOM internal appeal process, if instituted, has been completed. The effective date of dismissal will be the date of final action of the Appeals Committee. Pending the final decision and in accordance with WCUCOM-specific policies governing student dismissals, if the student is allowed to continue his/her participation in academic activities, he/she will continue to be bound by all school and university regulations and obligations, including those regarding the assessment and collection of tuition and fees.

Reasons for dismissal may include, but are not limited to, the following:

- Failure of three or more courses during the OMS 1 year;
- Failure of three or more courses during the OMS 2 year;
- Failure of any two clinical rotations, including failing the same rotation twice, and/or courses during the OMS 3 year regardless of remediation of a single clinical rotation or course;
- Failure of any two clinical rotations, including failing the same rotation twice, and/or courses during the OMS 4 year regardless of remediation of a single clinical rotation or course;
- Failure of any two clinical rotations at any time during their enrollment at WCUCOM;
- Failure of the same course two times (For purposes of clarity, "same course" is defined as any two courses where the Associate Dean, Assessment and Curricular Affairs and the Course Director agree the content is significantly similar as to generally be recognized as "the same course.");
- Failure of any course during a repeated year of study;
- Failure of remediation of any course, regardless of assigned credit hours;

- Failure of a combined total of any five (5) COMLEX-USA Level 1 and 2 board examinations;
- Failure of any single COMLEX-USA (Level 1, Level 2-CE, or Level 2-PE) board examination three (3) times;
- Failure to complete all required coursework within the maximum time frame specified for the degree program (six years from the original date of matriculation); and/or
- Absence of the personal qualifications and attributes, as described throughout this handbook, necessary to perform the duties of an osteopathic medical student and the osteopathic physician.

WCUCOM reserves the right to dismiss any student at any time prior to graduation. Circumstances warranting such action may be of an academic, legal, or social nature among others. (See Appeal Procedure of Academic and Disciplinary Issues.)

ACADEMIC REQUIREMENTS

Students must complete all coursework within the maximum time frame as specified by the WCUCOM Graduation Requirements in accordance with COCA standards (six years from the original date of matriculation).

Academic Policies Specific to OMS 1 and OMS 2:

- Students must pass all courses in an academic year in order to progress into the next academic year;
- A student has failed a course when he/she receives a grade of “F” at the completion of the course;
- The P&M Committee, in consultation with the Course Director and Associate Dean, Assessment and Curricular Affairs, will review remediation options for the student before final approval;
- The P&M Committee will recommend that any student with a cumulative percentage grade average below 70% for any class (See Category II: Academic Probation) be placed into one of three categories with possible restrictions and modifications:
 - Remediation,
 - Repeat the academic year in full, or
 - Dismissal from WCUCOM;
- Students who fail remediation of any course are subject to dismissal;
- Students who fail a course that is being repeated (due to a previous failure) will be recommended for dismissal; and
- Students must complete all coursework in the maximum time frame specified for their degree program (six years from the original date of matriculation).
- Students who fail 2 courses will be recommended by the P&M Committee for a repeat academic year to the Associate Dean, Preclinical Sciences provided they are in good standing otherwise. Students may be required to submit a “Fit for Duty” letter prior to re-matriculating.
- Students who fail 3 or more courses may be recommended by the P&M Committee for dismissal to the Associate Dean, Preclinical Sciences.

Academic Policies Specific to OMS 3 and OMS 4:

- Students in the clinical years must pass all rotations;
- Students may not begin their OMS 4 elective rotations until they have successfully completed all of their required OMS 3 rotations;
- Students may not begin their OMS 4 clinical rotations until they have passed the Patient Care and OMT Competency Course and earned a passing score on COMLEX-USA Level 1;
- Students who take an approved leave of absence or are placed on directed study during clinical rotations must make up any missed or partial rotations. Students are not permitted to schedule their own makeup rotations;
- Students are not permitted to make up any rotation at the same time they are scheduled for another rotation. The order, location, and timing of completing missed clinical rotations will be at the discretion of the Office of Clinical Rotations;
- Students who fail a COMAT examination will retest as outlined in the Clinical Education Manual. Unsuccessful retesting will constitute a rotation failure. (See academic course/rotation failure);
- Students who fail a required rotation will be mandated to repeat the rotation with a new Preceptor. This remediation will be scheduled by the Office of Clinical Rotations and must be successfully completed prior to advancement to the OMS 4 year;
- Students who fail an elective rotation must complete another elective rotation of the same type (i.e. medicine, surgery, non-clinical). The student is not required to complete the additional elective in the same discipline. If the student fails the second elective, he/she will be recommended for dismissal;
- Students who fail a clinical rotation will be referred to the P&M Committee for a complete review of their records and will remain on probation unless otherwise recommended by P&M; and
- Students who fail two clinical rotations at any time during their enrollment at WCUCOM will be referred to the P&M Committee and will be recommended for dismissal.

Student Evaluation (Grading) for OMS 3 and 4 Rotations and Courses

The basis for the rotation grade is discussed in detail in the *WCUCOM Clinical Education Manual*. It is important that students note that end of rotation grades cannot be computed until all grade components have been submitted to the WCUCOM Office of Clinical Rotations. Student grades will not be posted until the Student Evaluation of the Preceptor(s) has been received for that rotation. A student will not be certified as having completed all requirements for graduation until all rotation grades are posted.

DISCIPLINARY ISSUES

Since academic grades are only one criterion for probationary status, the P&M Committee may confer with the Student Affairs Committee, and either committee may recommend to the WCUCOM Dean probationary status at any time. Probation, mandatory leave of absence, or dismissal may also be considered by WCUCOM for any student who fails to maintain ethical,

moral, personal, or professional conduct standards, who fails to abide by WCUCOM policies, rules, and regulations, who fails to fulfill legal or financial obligations, or who is considered to be mentally or emotionally unfit or impaired.

Student Affairs Committee

The Student Affairs Committee is responsible for deliberation and recommendation(s) to the WCUCOM Office of Student Affairs in matters involving violations of student conduct, professionalism, classroom etiquette, code of ethics, and WCUCOM rules and policies not directly related to academic performance. Substantial compliance with any conditions associated with the leave of absence will also be determined by the Student Affairs Committee, and a recommendation to the WCUCOM Office of Student Affairs will be made prior to granting a return from leave.

Guidelines Regarding Student Violations of Student Conduct, Professionalism, Classroom Etiquette, Code of Ethics, and WCUCOM Rules and Policies Not Directly Related to Academic Performance

Filing of a complaint of violation(s) of student conduct, professionalism, classroom etiquette, code of ethics, and WCU or WCUCOM rules and policies not directly related to academic performance

If an individual has violated WCUCOM policy as outlined in the *WCUCOM Student Handbook*, the student should be reported to the WCUCOM Office of Student Affairs. Anyone with knowledge of such offenses should report the same *within 30 days* after discovery of the incident. The Student Affairs Committee will review the report and will schedule a separate meeting with the student and complainant(s) if the accusations are felt to be warranted unless the safety of any individual student or group of individuals is in jeopardy by doing so. Please see the safety policy under Duty to Warn.

Complaint Procedures

- Any charge, accusation, or allegation which is to be presented against a student, and, which if proved, may subject a student to disciplinary action, must be submitted in writing in as complete detail as possible to the WCUCOM Office, Student Affairs promptly by an individual, organization, or department making the accusation;
- The WCUCOM Office of Student Affairs will conduct a preliminary investigation to determine whether disciplinary actions should be instituted. The WCUCOM Office of Student Affairs will advise the student of the charge(s) against them (unless the safety of any individual student or group of individuals is in jeopardy by doing so), consult with other parties who may be involved or who have information regarding the incident, and review other relevant material. Following this preliminary investigation, which shall be concluded within 30 days of filing the complaint, the WCUCOM Office of Student Affairs or designee shall take one of the following actions:
 - Recommend to the Student Affairs Committee that the matter be dismissed if there is no basis for the allegation(s) or the allegation(s) fails to warrant disciplinary actions. If the Student Affairs Committee agrees with the recommendation, then the Chair of

- the Student Affairs Committee will file a written report with the Office of the appropriate associate dean. The individuals involved shall be notified electronically by the associate dean that the complaint has been dismissed or does not warrant action. The complainant may, if they choose, appeal the decision of the WCUCOM Office of Student Affairs or directly to the Student Affairs Committee,
- Refer the matter to conciliation. The accused student shall receive notice in writing electronically if a matter is referred to conciliation, or
 - Refer the matter to the Student Affairs Committee for recommendation to the WCUCOM Dean.

Conciliation Conference

If the WCUCOM Office of Student Affairs has a reasonable expectation that an equitable decision can be determined by a Conciliation Conference, he/she may use this vehicle to resolve the matter. A Conciliation Conference is not required before the matter is referred to the Student Affairs Committee. The Conciliation Conference, if conducted, shall be conducted by a senior member of the Office of Student Affairs.

The following procedures shall be in effect at this conference:

- If the complaint is found to lack merit, then the WCUCOM Office of Student Affairs will report this opinion to the Chairperson of the Student Affairs Committee. If the Student Affairs Committee agrees with the recommendation, then the Chair of the Student Affairs Committee will file a written report with the appropriate associate dean. The individuals involved shall be notified electronically by the appropriate associate dean that the complaint has been dismissed or does not warrant action. The complainant may, if they choose, appeal the decision of the WCUCOM Office of Student Affairs directly to the Student Affairs Committee. An effort will be made to resolve the matter by mutual agreement;
- If an agreement is reached, then the Conciliator shall report his/her recommendation to the Student Affairs Committee. If the Student Affairs Committee agrees with the recommendation, then the Chair of the Student Affairs Committee will file a written report with the respective associate dean or the designee. The individuals involved shall be notified electronically by the appropriate associate dean that the parties have reached an agreement; If no agreement is reached, or if the student fails to appear, the Office of Students Affairs or Conciliator shall refer the matter to the Student Affairs Committee; and
- The Conciliator may speak at a Student Affairs Committee meeting regarding information received during the Conciliation Conference.

Notice to Appear Before the Student Affairs Committee

If a student is required to appear before the Student Affairs Committee, then the student will be notified in writing electronically using the student's WCU email, giving him/her at least five business days' notice. The notice will provide the time, date, and location of the meeting. This is to ensure that the student has sufficient time to prepare for appearance before the Student Affairs Committee. *Notice sent to WCU maintained email address will constitute receipt by the student.* Failure of the student to appear, without prior notice to the Committee Chair, will not

preclude the Student Affairs Committee from proceeding with the scheduled hearing or making a recommendation..

The electronic notice shall contain the following:

- An itemized statement of the accusations(s) made against the student, including the rule, bylaw, or regulation he/she is charged with violating, and the possible penalties for such violation. Such statement may be amended at any time, including during the proceedings if information regarding additional charges, or the need to drop a charge, is discovered; and
- A statement that the student is entitled to the following considerations during the Student Affairs Committee meeting:
 - i. to present his/her side of the situation
 - ii. to present persons having information about the incident and any documentation pertinent to the accusation on his/her behalf with written pre-approval of the Student Affairs Committee
 - iii. to question persons having information pertinent to the accusations
 - iv. to remain silent without admitting culpability
 - v. a warning that any facts or materials presented to the Committee could be used at a non-college hearing such as in a civil and/or criminal proceeding.
- It should be noted, however, that if school officials determine that there exists evidence of a security issue or other conditions that might place WCU students, faculty, staff, or any additional personnel at risk, the prior notice timeline and summary of charges may be shortened or waived.

Student Affairs Committee Procedures

The following procedures shall apply at the hearing before the Student Affairs Committee:

- The Chairperson shall preside at the hearing. The Chairperson shall inform the student of the charges, the hearing procedures, and student's rights;
- Student Affairs Committee meetings are closed hearings, open only to the student, committee members, and invitees of the Chairperson who may include witnesses;
- The role of the Student Affairs Committee is to listen to the materials/facts, ask questions of any person presented as having information pertinent to the accusations, review the testimony and relevant materials/facts presented at the hearing, and render a determination as to whether a WCU or WCUCOM standard has been violated;
- At the end of the fact-finding phase, the following may take place:
 - The student may, with the permission of the chairperson, introduce additional records, such as character references,
 - The college will introduce a copy of the student's previous disciplinary record, provided the student was shown a copy of the record prior to the fact-finding phase,
 - In the event the student has been determined to have violated WCU or WCUCOM standards, the records and documents introduced by the student and the college shall be used by the committee to determine a recommendation to the WCUCOM Dean of appropriate penalty;
- The appropriate associate dean shall be sent a copy of the Student Affairs Committee's decision

- The appropriate associate dean will make a final decision, communicating this decision to the student and appropriate WCUCOM officials;
- The committee may have more than one meeting with the student in order to address the concerns of the committee and give the student an opportunity to respond to the questions and charges;
- The following are prohibited in all Student Affairs Committee meetings unless otherwise authorized in writing by the WCUCOM Dean
 - Electronic recording of the meeting,
 - Legal counsel, and
 - Uninvited individuals
- The appropriate associate dean will consider the Committee's findings and recommendations and notify the student within five business days, excluding WCUCOM holidays. The associate dean may appoint a designee to communicate the findings to the student.

Non-academic Warning

The current Translation Student Handbook states that a letter of warning may be given in lieu of a more stringent penalty. The Office of Student Affairs and/or WCUCOM Student Affairs Committee may enact this disciplinary device when a finding of violation of the standards stated above are found to exist (a finding of guilty), but in the majority opinion of the committee, probation or dismissal is over prescriptive. Letters of non-academic warning will be considered as part of the committee's recommendation for future infractions.

Non-academic Probation

Probation is defined as a citation that any future behavior/situations inconsistent with the professional behavior outlined in the *WCUCOM Student Handbook and Catalog* or deemed inappropriate by the Student Affairs Committee may result in his or her immediate dismissal from WCUCOM. It is important to note, that a probation is not required to occur before a dismissal may be recommended. The Student Affairs Committee will make a recommendation to the appropriate associate dean regarding whether the probationary status is to be recorded in the student's academic file. Any student put on probation will remain so for the stated time, which may include his or her entire stay at WCUCOM. Letters of non-academic probation will be considered as part of the committee's recommendation for future infractions.

Non-academic Probation requires the following:

- Student compliance with all stipulated requirements in the letter of Non-academic Probation from the associate dean;
- Prohibition against student holding any office in student government, clubs, etc.;
- Prohibition against student serving on any committees or as a peer tutor;
- Prohibition against student travel to conventions, conferences, meetings, recruiting trips or other travel that will require time away from the classroom;
- Participation in an individualized remediation program designed with an advisor or counselor;
- The committee may recommend other requirements to the WCUCOM Dean; and
- The WCUCOM Dean may accept, reject, and/or alter the Committee's recommendations.

Students on Non-academic Probation who fail to meet all requirements of Non-academic Probation may be recommended for dismissal.

Probation, mandatory leave of absence, or dismissal may also be considered by WCUCOM for any student who fails to maintain academic, ethical, moral, personal, or professional conduct standards, who fails to abide by WCUCOM policies, rules, and regulations, who fails to fulfill legal or financial obligations.

Non-Academic Probation with Conditions

This form of probation includes all 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 associate dean. Failure to meet the terms and conditions of non-academic probation with conditions will result in either:

- Immediate dismissal; or
- Referral back to Student Affairs for a recommendation.

Non-Academic Dismissal

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

If a student is dismissed, there will be no refund of tuition, fees, or other payments previously made to WCU or WCUCOM.

Appeals of Non-Academic Dismissal

Appeals shall follow those outlined in the most recent *WCUCOM Student Handbook* that is in effect at the time of the infraction (See APPEALS POLICY).

Student Grievances

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

A student's grievance concerning a WCUCOM faculty or staff member should be made to the WCUCOM Office of Student Affairs. 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 Office of Student Affairs or the Student Affairs Committee Chair. After a written grievance is received, a response to the grievance will be issued within 10 business days. After a response by the appropriate WCUCOM official, any grievance may be appealed to the WCUCOM Dean. Such appeal must be in writing and must be filed within five calendar days of the response.

Complaints regarding the Family Educational Rights and Privacy Act are outlined in the section heading “FERPA.”

Complaints or grievances concerning WCUCOM accreditation standards and procedures should be submitted in writing to the Secretary, Commission on Osteopathic College Accreditation, American Osteopathic Association, 142 East Ontario Street, Chicago, IL 60611; Phone: 312.202.8097; Fax: 312.202.8397; predoc@osteopathic.org. Upon receipt of the complaint, the WCUCOM Dean will assign an ad hoc committee composed of the Associate Dean responsible for the area of accreditation concern, three faculty members, one which would be related to the academic concern, and two students selected by the Student Government Association (SGA).

The committee shall review the complaint(s) and determine whether the appropriate standards were met according to the most recent publication of the Accreditation of Colleges of Osteopathic Medicine: COM Accreditation Standards and Procedures. If the committee determines, in its opinion, that the academic standards are not in accordance with the American Osteopathic Association Commission on Osteopathic College Accreditation standards, the committee shall provide corrective recommendations that will bring WCUCOM in accordance with the standards. The committee report shall be submitted to the WCUCOM Dean for consideration and corrective action.

The WCUCOM Dean will then provide the complainant with a written response within 30 days of receipt of the complaint. Should the student complaint related to accreditation be upheld and valid, WCUCOM will establish, as a method of performance improvement, a monitoring of the accreditation deficiency for a period of no less than five years to monitor the corrective action with yearly reporting to the WCUCOM Dean to ensure compliance. At no time will any adverse action be allowed against any faculty, staff, or student(s) reporting the adverse accreditation standard. Any reportable adverse activity against any faculty, staff, or student(s) will result in disciplinary action as delineated above.

All complaints or grievances and the WCUCOM Dean’s written response, adjudication, and resolution of such complaints will be filed and maintained in the Office of the WCUCOM Dean.

Check-out Procedures for Student Dismissal or Withdrawal

It is imperative that a student who leaves WCUCOM for any reason goes through the check-out procedure. Failure to complete this exit procedure will give WCUCOM the right to withhold all records pertaining to the student’s attendance. The check-out procedure is as follows:

- If the student is withdrawing, then he/she must supply the WCUCOM Office of Student Affairs with a letter of resignation;
- For withdrawal requests, the WCUCOM Office of Student Affairs will make a recommendation to the WCUCOM Dean to accept or deny;
- All withdrawals must be approved by the Dean;

- If the request is accepted, then the WCUCOM Dean will notify the Office of Student Affairs;
- If the student is being dismissed, then the Promotions and Matriculation Committee Chair or the Student Affairs Committee Chair will make a recommendation to the appropriate associate dean;
- If the recommendation to dismiss is accepted, then the associate dean will notify the student, the initiating Chairperson, the Office of Assessment and Academic Affairs, and the WCUCOM Office of Student Affairs;
- If the student disagrees with the decision, then he/she should refer to Appeals of Remediation, Warning, Probation, Denied LOA Request/Re-entry, and Dismissal; and
- As soon as the WCUCOM Office of Student Affairs is formally notified by the Dean of the final decision of a student's withdrawal or dismissal, a memorandum stating the change in the student's status will be produced, and all appropriate WCUCOM offices and professors will be notified.

Before leaving campus, the student must undergo an exit interview with the following:

- WCUCOM Student Affairs Office;
- WCU Student Services Office;
- Financial Aid Office;
- Business Office;
- Library; and
- The student must report to the Associate Registrar for WCUCOM to complete the withdrawal process.

LEAVE OF ABSENCE (LOA) POLICY

Leaves of absence are intended to accommodate a student who experiences life situations, medically documented medical conditions, or medically documented psychological conditions that significantly impair his or her ability to function successfully or safely as a student. In these instances, time away from the university for treatment and recovery will allow the student to recover to a level that will enable him or her to participate fully in academic coursework and the university community.

As part of the medical community, students function not just as individuals, but also as connected parts of the university, the community, and the healthcare environment. When a student becomes impaired to the extent of requiring a leave of absence, this impairment often impacts that larger community. WCUCOM has a vested interest and a responsibility, both to the student and the larger community, to establish criteria regarding eligibility for re-enrollment following a leave of absence. The criteria include, but are not limited to, compelling evidence that the condition that precipitated the leave of absence has been sufficiently addressed to the point where it will no longer adversely affect the student's safety and functioning; *therefore, WCUCOM reserves the right to deny readmission to any student who has requested to return from a leave of absence.* Substantial compliance with any conditions associated with the leave of absence will be determined by the Student Affairs Committee, and a recommendation to the WCUCOM Dean will be made prior to granting a return from leave. Recommendations for exact placement in the program of study will be made by the P&M Committee and will be

determined by several factors that include, but are not limited to, the student's pre-leave status and length of leave of absence. Leaves of absence may be either administrative or voluntary for any of the reasons listed below. Leaves of absence will not be granted for segments of time greater than 180 consecutive days.

All leaves of absence must be requested in writing to the WCUCOM Office of Student Affairs, who will review the request and make a recommendation to the WCUCOM Dean. All leave of absences are granted for specific periods of time. The time spent on leave of absence may count against the maximum allotted time for degree completion (six years from the original date of matriculation). Any amount of time over a total of twelve months during a student's academic career at WCUCOM will be counted as part of the maximum allotted time for degree completion.

Due to the academic rigor of the OMS 1 and OMS 2 years, leave of absences exceeding one week in duration may necessitate the student to enter a decelerated curriculum. Exact placement within the curriculum will be recommended to the WCUCOM Dean by the Promotions and Matriculation Committee.

A leave of absence will generally not be granted in the last month of any semester in the OMS 1 and OMS 2 years for any condition that was present before the leave was requested. The WCUCOM Dean may grant an exception to this policy in circumstances such as, but not limited to, a sudden and unavoidable physical impairment. Students granted a leave of absence in the last two weeks of any semester will receive a grade of "I" (incomplete) for all course work in which they are currently enrolled. All incompletes must be completed before beginning the next academic year.

Students granted a leave of absence for more than one week duration during any semester will receive a grade of "W" withdrawal, "WP" withdrawing passing, or "WF" withdrawing failing based on the cumulative average in each course at the time the leave of absence is granted. These grades will be part of the permanent record. All "W," "WP," and "WF" grades must be remediated within one year of return from a leave of absence.

No "credit" will be given for completion of a partial term's work.

Satisfactory academic progress and eligibility for promotion to the next higher academic year is determined by each student's successful completion of the appropriate academic, professional, and financial requirements of WCUCOM each academic year regardless of leave of absence status.

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

Academic Standing for Leave of Absence

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

A “leave of absence in good academic standing” is one in which a student is granted a leave of absence having no incompletes or failures at the time the leave of absence is granted. The student will receive a letter from WCUCOM outlining any requirements before the student is allowed to return to campus. Students returning to WCUCOM from a leave of absence in good academic standing will be eligible for reinstatement as full-time WCUCOM students once they have notified the WCUCOM Office of Student Affairs, met all requirements to return as verified by the Student Affairs Committee, and return from leave has been approved by the WCUCOM Dean. Recommendations for exact placement in the program of study will be made by the P&M Committee and will be determined by several factors that include, but are not limited to, the student’s pre-leave status and length of the leave of absence.

A “leave of absence not in good academic standing” is one in which the leave of absence is granted to a student who has one or more failures, withdrew failing (WF), or has incompletes on his or her transcript in any one term, including the term in which the request for a leave of absence is made. The student will receive a letter from WCUCOM outlining any requirements before the student is allowed to return to campus. Students returning to WCUCOM from a leave of absence not in good academic standing may be eligible for reinstatement as full-time WCUCOM students once they have notified the WCUCOM Office of Student Affairs, met all requirements to return as verified by the Student Affairs Committee, and return from leave has been approved by the WCUCOM Dean. Recommendations for exact placement in the program of study will be made by the P&M Committee and will be determined by several factors that include, but are not limited to, the student’s pre-leave status and length of leave of absence. These recommendations may include, but will not be limited to, 1) a program of remedial instruction, 2) continued leave of absence, 3) dismissal, or 4) repeat of the academic year. Such students will be classified as on Academic Warning or Academic Probation.

Categories of Leave of Absence

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

- *Medical Leave:* Enrolled students who become seriously ill can request a leave of absence for medical reasons. The request must be in writing and sent to the WCUCOM Office of Student Affairs; however, prior to officially requesting a medical leave, the student must contact the WCUCOM Office of Student Affairs to discuss how a leave will affect his/her progress in the academic program and to review options available to them. The amount of leave time depends on the severity of the illness. All medical leave requires documentation from a WCUCOM-approved physician or appropriate healthcare provider. WCUCOM reserves the right to require such providers have expertise related to the condition that warrants a leave of absence. Verification of expertise is solely at the discretion of WCUCOM. Documentation must include a diagnosis and a statement as to why the student cannot continue with his/her coursework. Additional documentation from a WCUCOM-approved physician or appropriate healthcare provider verifying that the student is medically capable of returning to classes must be submitted to the WCUCOM Office of Student Affairs at least one month prior to the end of the leave-of-absence period. WCUCOM reserves the right to require such providers have expertise related to the condition that warrants a leave of absence. Verification of expertise is solely at the discretion of WCUCOM

- Special Circumstances for Medical Leave
 - *Maternity leave:* Enrolled students who become pregnant can request a medical leave of absence for maternity reasons. The request must follow the rules for any other medical leave. The amount of leave time granted depends largely on the personal needs of the student and the timing of the birth within the academic program,
 - *A financial emergency:* A financial leave of absence may be granted when a student is temporarily unable to meet his/her financial obligations. Before returning to WCUCOM, the student must prove to the financial departments at WCUCOM that he/she has the financial capability to advance in his/her education. Recommendations for exact placement in the program of study will be made by the P&M Committee and will be determined by several factors that include, but are not limited to, the student's pre-leave status and length of leave of absence,
 - *Military reserve obligation:* WCUCOM is committed to assisting students called to active military duty. Students called to such duty will be considered on military leave. A military leave of absence is granted to students whose military reserve obligations may necessitate a period of absence from the academic program when they are called to extended active duty. Students returning to WCUCOM from active duty will be eligible for reinstatement as full-time WCUCOM students once they have notified the WCUCOM Office of Student Affairs and have supplied any pertinent military papers requested by the WCUCOM Dean. See Readmission below. Recommendations for exact placement in the program of study will be made by the P&M Committee and will be determined by several factors that include, but are not limited to, the student's pre-leave status and length of leave of absence;
- *Pursuit of an academic endeavor other than regular classroom work either on campus or at another recognized teaching facility:* Such leaves of absence will be considered on an individual basis. Except for joint degree programs, leaves of absence of this type will not normally extend beyond one academic year. Prior to officially requesting such a leave, the students must contact the ,WCUCOM Office of Student Affairs to discuss how a leave will affect their progress in the academic program and to review options available to them. Leave in this category will not be granted solely for the purpose of extending the time available to meet requirements for graduation. The amount of leave time granted depends largely on the program of study to be pursued. A final decision will be reached after careful consideration is given to personal and professional circumstances;
- *Family emergency:* Such leaves are granted solely at the discretion of the WCUCOM Dean; and
- *Administrative Leave:* During the course of a student's medical education it may become necessary for the student to be placed on administrative leave. A student may be placed on administrative leave due to, personal, and/or professional reasons. The WCUCOM Office of Student Affairs, the Associate Dean, Clinical Sciences, the Assistant Dean, Assessment and Curricular Affairs, the Promotion and Matriculation Committee, or the Student Affairs Committee may recommend to the appropriate associate dean and/or WCUCOM Dean that a student may be placed on administrative leave. Examples for reasons for Administrative Leave include, but are not limited to:

- Violations of professional standards not severe enough to require dismissal and related to issues that could reasonably be expected to be resolved in 180 days or less,
- Noncompliance with the standards set in the **Financial Aid, Tuition, and Fees**, section of this document,
- Noncompliance with standards set in the **Student Health Issues**, section of this document; and

All policies and procedures related to a leave of absence, including, but not limited to, readmission policies, will be in effect for any administrative leave.

Leave of Absence on Clinical Rotations Not Otherwise Defined

“Leave of absence on clinical rotations” is defined as an extended period away from service rotation activities that may become necessary due to matters of significant gravity not otherwise defined in the Leave of Absence Policy. The Supervising Physician and the Office of Clinical Rotations must be informed immediately of the absence. The student should submit a written request documenting why the leave of absence is necessary. The Office of Clinical Rotations will then assist the student in designing a plan to make up time missed from a rotation. Students taking an LOA for greater than 8 weeks must LOA for an academic year in order to appropriately complete rotations.

Procedure to Request a Leave of Absence

To request a Leave of Absence from WCUCOM a student must do the following:

- Obtain a Leave of Absence form from the WCUCOM Office of Student Affairs;
- Request a leave in writing as specified on the Leave of Absence form. The request must include the length of time desired for the leave, reasons for the request that are consistent with the *Student Handbook*, and a description of the activities that will make the leave necessary, meaningful and/or useful (outline a plan);
- This written request must be brought/sent to the WCUCOM Office Student Affairs, and the student must meet with the WCUCOM Office of Student Affairs, if possible. In the event of an emergency situation, communication by telephone will suffice;
- The student must continue in course work, barring an emergency situation, until the leave of absence is approved;
- The leave of absence may be recommended by the WCUCOM Office of Student Affairs for reasons outlined above;
- All leaves of absence must be approved by the WCUCOM Dean;
- The WCUCOM Dean, or the Dean’s designee, will notify the student and the Assistant to the Registrar for WCUCOM in writing of the approval or disapproval of the request; and
- The student must report to the Assistant to the Registrar for WCUCOM to complete the process.

When the student completes all of these obligations, WCUCOM will then release the student’s records upon the proper request. Dismissal and check-out forms are available in the WCUCOM Student Affairs Office.

If a student who is requesting a leave of absence fails to complete the check-out procedure within two weeks of the date of commencing the leave for WCUCOM, the student will be administratively withdrawn from the college. Such student will no longer be considered to be on leave but will be considered to be withdrawn.

Students who fail to update their status or request an extension of their leave of absence before the leave of absence expires will be administratively withdrawn.

When a student starts a leave of absence that is expected to last more than 180 days, the federal loan guaranteeing agencies will be notified that the student is no longer enrolled at WCUCOM. Students who take a LOA in excess of 180 days within a 12-month period are no longer eligible for financial aid. Students are encouraged to contact the WCU Financial Aid Office prior to requesting the leave of absence to explore ramifications associated with the anticipated leave.

Procedure to Request Readmission After a Leave of Absence

Following a leave of absence, a student must submit a written request for readmission to the WCUCOM Office of Student Affairs. Students requesting to return from a leave of absence must be able to comply with the Minimal Technical Standards as defined by the most recent WCUCOM Student Handbook and Catalog in effect at the time of the request to return. At the sole discretion of WCUCOM, a returning student may be required to submit and pass a Criminal Background Check (CBCK) and/or drug screen before being re-admitted.

Students requesting to return from a leave of absence are subject to review by the Student Affairs Committee and the Promotions and Matriculation Committee as stated above.

Once a recommendation is received from both committees, the WCUCOM Dean will approve or deny the return request. The WCUCOM Dean, or the Dean's designee, will notify the student and WCUCOM Associate Registrar of the decision.

If a student fails to follow the conditions set forth by an approved leave of absence, for any reason, the withdrawal date will be the last date of attendance.

Denial of Leave Request/Re-entry: See Appeals Policy.

APPEALS POLICIES

OMS3 and OMS4 Grades

Appeals of any OMS3 or OMS4 grades will be made to the Office of Clinical Rotations. Individual grades that result in remediation, academic probation, and dismissal may be appealed to the WCUCOM Appeals Committee.

Appeals of Grade(s)

Appeals of summative exam grades or final course grades will follow the steps outlined below. Students will not be allowed to bypass any step in this appeal process. Examination grades that result in a failed course grade will be considered as a single appeal.

- Meeting with the Course Director: A student who seeks appeal of a particular grade must first speak with the specific Course Director within 24 hours after the grade is posted. The involved faculty member(s) will then discuss the situation with the student and decide.
- Meeting with the appropriate associate dean: If the student disagrees with the faculty member(s), then he/she may appeal and discuss the situation with the associate dean over their curriculum within two business days of the course director decision. After hearing from the student and the faculty member(s), the Associate Dean will decide;
 Note: The Associate Dean will only make decisions based upon processes, not content or individual examination questions.
- Meeting with the Promotion and Matriculation (P&M) Committee: If the student still seeks appeal, he/she may request a hearing before the P&M Committee. A faculty member who disagrees with the decision of the Associate Dean, Assessment and Curricular Affairs also may request a hearing before the P&M Committee. The P&M committee will schedule a hearing as soon as a majority of the committee can accommodate the request. After hearing and evaluating all the information, the committee will deliberate and recommend an action to the WCUCOM Dean who will then make the final decision regarding the matter.
- Individual grades will not be considered by the WCUCOM Appeals Committee;
- The intent of this appeal process is to provide for a means to consider students' grade appeals in a timely manner;

Appeals of Remediation, Warning, Probation, Denied LOA Request/Re-entry, and Dismissal

Decisions of remediation and probation, denied LOA request/re-entry, and dismissal may be appealed by the student. Non-academic warning nor academic warning may not be appealed by the student. Such appeals will follow the steps outlined below. Students will not be allowed to bypass any step in this appeal process.

The student must write a letter of appeal and submit the appeal to the Office of the WCUCOM Dean within one week (defined as seven days, including weekends and holidays) after receiving notice of remediation, academic probation, and dismissal sanctions.

The appealed action is in effect during the appeals process unless otherwise indicated in writing by the WCUCOM Dean. In cases where dismissal is being considered, the dismissal will not become final until the WCUCOM internal appeals process, if instituted, has been completed, and a final determination of academic status has been made by the WCUCOM Appeals Committee. * The written appeal must be complete and detailed, providing a specific rationale for the student's request for reconsideration.

The Appeals Committee will review all appeals and direct the scheduling of a hearing. Reasonable accommodations will be made to ensure all necessary parties, including the student, are available at the time of the hearing. No legal counsel outside of WCUCOM will be allowed in the meeting.

The student will be provided an official written notification of the date and time of an appeal hearing. Failure of the student to respond to written communications for two days (48 hours) during the appeal scheduling window will result in a forfeit of the appeal request, and the action stated in the original communication with the student will be upheld.

The student will be provided official written notification of the decision after the Appeals Committee has considered the appeal. The act of appealing any action automatically lends the student to any of the following results, no matter the action being appealed:

- Overturning of the status assigned that is being appealed;
- Placement onto academic and/or non-academic warning;
- Placement onto academic and/or non-academic probation;
- Placement onto Leave of Absence, administrative and/or otherwise;
- Repeat of an academic year, with or without special stipulations; and/or
- Dismissal from WCUCOM.

Any stipulations provided in official communications from the WCUCOM Appeals Committee or the designee, will supersede the WCUCOM Student Handbook for the individual addressed in the communication.

The appropriate WCUCOM office will report the results of all appeal hearings to the WCUCOM Office of Student Affairs, WCUCOM Associate Registrar, and any initiating Chairperson. In the case of a dismissal decision, the student should refer to the section Check-Out Procedures for Student Dismissal or Withdrawal.

** William Carey University reserves the right to require the immediate withdrawal of any student whose conduct poses a direct threat to the health and safety of the student or others, as determined by WCU. In cases where safety or orderly function of the COM is potentially jeopardized, the WCUCOM Dean or the Office of the WCU President may require the student be physically removed from the WCU campus until the appeal is resolved. Should an incident necessitate, such removal will be immediate. Check-Out Procedures for Student Dismissal or Withdrawal will be modified to accommodate orderly function and safety for all parties and may be waived.*

GRADUATION REQUIREMENTS

Per the accreditation standards of the Commission on Osteopathic College Accreditation, all graduation requirements must be completed in no more than six academic years. Time missed for approved leaves of absence will be counted in this six-year time frame. The Office of Assessment and Curricular Affairs will monitor student progress in meeting the requirements for the degree of Doctor of Osteopathic Medicine. Students are required to begin the Graduation Application process with the WCU Assistant Registrar no less than six (6) months prior to their anticipated graduation date.

At minimum, a graduate must be able to do the following:

- Demonstrate basic knowledge of osteopathic philosophy and practice and osteopathic manipulative treatment;
- Medical knowledge demonstrated through a combination of the following:

- Passing of course tests,
- Standardized tests of the NBOME,
- Post-core rotation tests,
- Research activities, presentations, and
- Participation in directed reading programs/journal clubs/other evidence-based medical activities;
- Demonstrate interpersonal and communication skills with patients and other healthcare professionals;
- Demonstrate knowledge of professional, ethical, legal, practice management, and public health issues applicable to medical practice; and
- Demonstrate basic skills, as assessed by nationally standardized evaluations.

Candidates for the degree of Doctor of Osteopathic Medicine must exhibit the requisite knowledge and skills to complete the prescribed course of study and must also possess personal qualifications and attributes deemed necessary to perform the duties of the osteopathic medical profession. A student who has fulfilled all the academic requirements will be granted the Doctor of Osteopathic Medicine degree, provided the student has met the following stipulations:

- Compliance with all WCUCOM curricular, legal, and financial requirements, including the accurate and timely submission of the application for graduation;
- Attend and participate in commencement exercises at which time the degree is conferred;
- Achievement of a successful passing score on the COMLEX-USA Level 1 and COMLEX-USA Level 2-CE
- Is at least 21 years of age;
- A minimum of 36 months has elapsed between the date of matriculation and graduation, at least 24 months of which must have been completed at WCUCOM;
- Demonstration of the ethical, personal, and professional qualities deemed necessary for the successful and continued study and practice of osteopathic medicine; and
- Demonstration of characteristics suitable for the practice of medicine, including the assumption of responsibility for patient care and integrity in the conduct of clinical activities.

Graduation on Alternate Dates

The Doctor of Osteopathic Medicine (DO) degree is usually awarded in May, after successful completion of the OMS 4 curriculum. A student who will complete all his/her degree requirements after the month of May can be awarded the DO degree later subsequent to completion of all degree requirements. Upon notification from the WCUCOM Office of Assessment and Curricular Affairs that a student will complete all his/her degree requirements, the name of the students(s) will be presented at the next regularly scheduled meeting of the P&M Committee for recommendation to receive the DO degree.

To be awarded the DO degree, students must complete all degree requirements and have the approval of the WCUCOM faculty, WCUCOM Dean, WCU President, and WCU Board of Trustees. Students will be permitted to participate in the WCUCOM spring graduation ceremonies if it is anticipated that they will complete their degree requirements by the end of the calendar year in which the graduation ceremony occurs (December 31); however, under no circumstances will a student receive his or her diploma until all degree requirements have been

met. Students who complete their degree requirements after December 31 will be permitted to participate in the graduation ceremony the following WCUCOM spring graduation ceremonies and will be considered members of that graduating class for alumni purposes.

CONTACT INFORMATION

William Carey University Board of Trustees listing can be found at [Board of Trustees | William Carey University](#)

Contact Information for WCUCOM Administration

WCUCOM Website: [College of Osteopathic Medicine | William Carey University](#)

Dean, College of Osteopathic Medicine.....	601.318.6610
Associate Dean, Clinical Sciences.....	601.318.6090
Associate Dean, Preclinical Sciences.....	601.318.6271
Associate Dean, Assessment and Curricular Affairs.....	601.318.6731
Director, Student Affairs.....	601.318.6235

Contact Information for Key Staff of WCUCOM

Administrative Assistant to the Office of the Dean.....	601.318.6572
Assistant Director, Student Affairs.....	601.318.6316
Assistant Director, Student Services.....	601.318.6771
Administrative Assistant, Faculty	601.318.6097
Office of Clinical Rotations.....	601.318.6094
WCUCOM Financial Aid.....	601.318.6009

WCU General Contacts

William Carey Website: <http://www.wmcarey.edu/>

Main Switchboard.....	601.318.6051
Office of the President.....	601.318.6495
Housing.....	601.318.6102
Disability—Student Services.....	601.318.6209
Financial Aid.....	601.318.6153
Veterans’ Program.....	601.318.6195
Medical Librarian.....	601.318.6236

GLOSSARY OF TERMS

AACOM – American Association of Colleges of Osteopathic Medicine

ACGME – Accreditation Council for Graduate Medical Education

AOA – American Osteopathic Association

COPT – Council on Postdoctoral Training (AOA)

COPTI – Council on Osteopathic Postdoctoral Training Institutions (AOA)

DO – Doctor of Osteopathic Medicine

Failure to Progress- Stagnation in the curriculum such as:

1. Multiple COMAT failures in one semester
2. Failure to take Boards in the timeframe as given by the Office of Clinical Rotations

GME – Graduate Medical Education

IMG – International Medical Graduate

MD – Medical Doctor

NMS – National Matching Services, Inc., the company that administers the osteopathic graduate medical education match through an outsourcing agreement with the AOA

NRMP – National Resident Matching Program

OGME – Osteopathic Graduate Medical Education

OMM – Osteopathic Manual Medicine

OMS 2 Student: A student that has successfully completed all WCUCOM OMS1 curricular requirements, either at WCUCOM or another COCA accredited institution

OMS3 Student: A student that has successfully completed all WCUCOM OMS1 and OMS2 curricular requirements, including score a 450+ on the school-administered COMSAE and sat for an initial attempt at COMLEX-USA Level 1.

OPTI – Osteopathic Postdoctoral Training Institution

OPP – Osteopathic Principles and Practice

Preliminary Year of Training - A first-year postgraduate training program that can be either medical or surgical in nature, which is meant to be a precursor to further training that is not connected to the initial year of training

PTRC – Program Trainee Review Council (AOA)

Transitional Year Program – A one-year education experience in GME, which is structured to provide a program of multiple clinical disciplines. It is designed to facilitate the choice of/preparation for a specialty. The transitional year is not a complete graduate education program in preparation for the practice of medicine (from the ACGME *Glossary of Terms*, June 29, 2011).

QR CODE QUICK REFERENCE



Student Catalog and Handbook (current version)



E-mail a Librarian

Library Website



William Carey University Student Technology Guide



SaderWatch



William Carey University Homepage



Emergency Notification Registration



eLearning Portal



AACOM Website



Indigo Student Portal Login



FAFSA Homepage



American College of Osteopathic Surgeons Homepage



AOA Homepage



SOMA Foundation Homepage



The Family Practice/After Hours Clinic Homepage



Wesley Medical Center Homepage



CDC Travelers' Health Website



Traveldocs Homepage



State Department Homepage



WCUCOM ExamSoft Homepage



E-mail ExamSoft Support



William Carey University Student Helpdesk



William Carey University Student Technology Guide



William Carey University Board of Trustees



WCUCOM Homepage



City of Hattiesburg Homepage



The Area Development Partnership Homepage

Statistical information, including GME placement and first time pass rates of graduates on the COMLEX-USA Level 3 exam may be found at:

<http://www.wmcarey.edu/com/statistical-information>

NOTICE OF RECEIPT

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

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

By signing this form, I understand that it is my responsibility to read the *WCUCOM Student Handbook and Catalog*, keep up with my campus email address, and abide by the policies established by the William Carey University College of Osteopathic Medicine and published in this handbook.

Signature

Date

Print Full Legal Name

Student Number