

MARIAN UNIVERSITY  
College of Osteopathic Medicine Course Catalog • 2019-2020

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**VISION STATEMENT**

To provide an education distinguished in its ability to prepare transformative leaders for service to the world.

**MISSION STATEMENT**

To be a great Catholic university dedicated to providing students with excellent teaching and learning in the Franciscan and liberal arts tradition.

**OUR FRANCISCAN VALUES**

Our campus welcomes students of all faiths who seek an educational experience that emphasizes a Franciscan understanding of the values of dignity of the individual, peace and justice, reconciliation, and responsible stewardship.

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Marian University does not discriminate on the basis of age, race, color, sex, gender, sexual orientation, religion or creed, national or ethnic origin, or disability in its programs, activities, hiring, or the admission of students.

**CO-EDITORS**

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## University Calendar 2019-2020

### FIRST SEMESTER • FALL

Clinical Medical term begins .....	Jul. 1
Residence halls open for upperclassmen .....	Aug. 25
Classes begin at 8 a.m. ....	Aug. 26
Last day to add a course or change from/to audit .....	Aug. 30
Labor Day: university closed .....	Sept. 2
Spring and Summer 2019 incompletes due .....	Oct. 4
Mid-term date .....	Oct. 11
Mid-term recess: no classes .....	Oct. 14-15
Registration for spring semester .....	Oct.21-Nov. 1
Last day to withdraw from a class .....	Nov. 1
Thanksgiving recess: no Wednesday classes .....	Nov. 27
Thanksgiving recess: university closed .....	Nov. 28-29
May 2020 graduation candidates: last day to apply .....	Dec. 2
Final examinations .....	Dec. 9-13
Fall diploma date (no ceremony) .....	Dec. 31
Clinical Medical term ends .....	Dec. 31

### SECOND SEMESTER • SPRING

Medical term begins.....	Jan. 1
Residence halls open .....	Jan. 12
Classes begin at 8 a.m. ....	Jan. 13
Last day to add a course or change from/to audit .....	Jan. 17
Martin Luther King, Jr. Day: university closed .....	Jan. 20
Fall 2019 incompletes due .....	Feb. 21
Mid-term date .....	Feb. 28
Mid-term recess .....	Mar. 2-6
Registration for fall semester .....	Mar. 16-27
Last day to withdraw from a class .....	Mar. 27
Holy Thursday: no evening classes (4:00 p.m. and later) .....	Apr. 9
Good Friday: university closed .....	Apr. 10
Final examinations .....	Apr. 27-May 1
Spring diploma date/Graduation Ceremony .....	May 2 or 3
Clinical Medical term ends .....	Jun. 30

### THIRD SEMESTER • SUMMER

Summer semester begin .....	May 4
Memorial Day observed: university closed .....	May 25
Independence Day observed: university closed.....	July 3
Summer semester ends .....	Aug. 21
Summer graduation date (no ceremony) .....	Aug. 31

## **The University**

### **Vision Statement**

To provide an education distinguished in its ability to prepare transformative leaders for service to the world.

### **Mission Statement**

To be a great Catholic university dedicated to providing students with excellent teaching and learning in the Franciscan and liberal arts traditions.

### **Values**

Our campus welcomes students of all faiths who seek an educational experience that emphasizes a Franciscan understanding of four values: dignity of the individual, peace and justice, reconciliation, and responsible stewardship. These values guide faculty, staff, and students.

### **Description and Goals of Marian University**

Marian University is a Catholic, coeducational, comprehensive liberal arts university established by the Sisters of Saint Francis, Oldenburg which provides higher education for a student body of traditional age and adult students, resident and non-resident, with diverse abilities and varied religious, cultural, ethnic, and socio-economic backgrounds. The university integrates a values-centered, liberal arts-based approach into its curriculum. Degrees are conferred in arts, science, business administration, and nursing at the associate and bachelor level. In addition, Marian University confers a master of arts in teaching, a master of education in Special Education, a master of education in educational leadership, the Building Level Administrator licensure program, and a doctoral degree in osteopathic medicine. Marian University provides a mentoring environment that emphasizes individual attention and fosters multi-faceted personal development. Marian University is engaged in dialogue and conversation within the Catholic Church, with the broader Christian community, with other religious people, and with all people of good will.

Marian University also commits itself with integrity and creativity to the ongoing process of renewal as it pursues its institutional goals:

- to provide quality academic programs, support services, and enrichment activities to ensure intellectual, emotional, social, physical, and spiritual development and responsible career preparation, within an environment that promotes respect for knowledge and the intellectual life, and a habit of critical thinking in pursuit of what is true, good, holy, and beautiful;
- to promote the continuing search for a mutually enriching synthesis of faith and reason; and to be engaged in a fruitful dialogue between the gospel and culture in order to discern and evaluate both the progress and decline of society;
- to support academic freedom with responsibility in order to foster a dynamic community of learners;
- to provide for effective development of faculty and staff, by encouraging academic and professional excellence and by acknowledging creative achievements;
- to provide students and personnel financial and physical resources sufficient to achieve, based on a strategic planning process, the institution's goals; to create a caring and challenging learning environment in which students, faculty, and staff prepare to be responsible agents of a more humane society, with special concerns for those who are socially, politically, and economically marginalized.

### **Strategic Direction**

Marian University has fashioned a bold, clear vision to profoundly transform the lives of our students through an excellent education that addresses every dimension of their collegiate experience. The university intends to educate every dimension of the human person—mind, body, and spirit. To realize this vision, Marian University's Board of Trustees approved a strategic plan with four goals that will:

- elevate the university's academic stature to a superior level;
- create a more vibrant campus life and learning environment;
- enrich the Catholic and Franciscan dimension of the university; and
- strengthen the university's financial resources.

These goals will be achieved primarily through seven initiatives that build on the traditional strengths of the university and address the needs of our modern society. They are:

- Great teaching and learning
- Mathematics and science education
- “Rebuild My Church” – a faith-based initiative
- Nursing
- Performing and visual arts
- Athletics
- Technology and facility improvement

### **Accreditation**

Marian University is accredited by The Higher Learning Commission, a commission of the North Central Association of Colleges and Schools; the National Council for Accreditation of Teacher Education, and the Commission on Collegiate Nursing Education. Specific academic programs are approved by the Indiana Professional Standards Board, the Indiana State Board of Nurses’ Registration and Nursing Education, and the International Assembly for Collegiate Business Education, and Indiana Department of Education.

Marian University College of Osteopathic Medicine is accredited by the Commission on Osteopathic College Accreditation (COCA).

### **History**

Marian University, dedicated to Mary the Blessed Mother of God, evolved out of the teaching mission of the Sisters of Saint Francis, Oldenburg in Oldenburg, Indiana. Founded in 1851 by Father Francis Joseph Rudolf and Mother Theresa Hackelmeier, a Franciscan sister from Vienna, Austria, the congregation sought to meet the educational needs of the German-Catholic residents of southern Indiana. Soon, the new congregation started teacher-training classes to prepare its members for teaching in its schools.

This teacher-training program, eventually called St. Francis Normal, was established long before Indiana adopted its first tax-supported normal school for the preparation of teachers. St. Francis Normal was accredited by the Indiana State Board of Education in 1910. In 1936, the normal school merged with Immaculate Conception Junior College, founded in 1924, to become Marian College, a four-year institution open to both Sisters and lay women. The following year, under the direction of its founder Mother M. Clarissa Dillhoff, the college moved to Indianapolis after securing a state charter and purchasing the James A. Allison estate.

When the college for Catholic women opened in the fall of 1937, a staff of 16 welcomed 24 full-time women students and a larger number of part-time students; with the addition of evening and Saturday classes, enrollment quickly increased to 100. In June of 1938, the first commencement was held; four Bachelor of Arts degrees were conferred. For the initial 10-year period, the entire college—classrooms, library, dormitory space, cafeteria, science laboratory, and faculty residences—was housed in existing buildings of the Allison Estate. In 1948, the college embarked on an expansion program, which added Clare Hall and the gymnasium, now known as the intramural gymnasium. Marian Hall, the present administration building, was completed in 1954. In that year, Marian College became the first Catholic coeducational college in Indiana. Monsignor Francis J. Reine was then named president, succeeding Sister Mary Kevin Kavanagh. Two years later the college was accredited by the North Central Association.

The gradual increase in student numbers demanded a larger campus. In 1963, the Frank Wheeler estate, then owned by William Stokely, was purchased. The mansion became the William Stokely Jr. Music Hall. The former estate of Carl Fisher separated the north and south campuses. Until 1967 it served as a private preparatory school for boys. The property was purchased in 1967, giving the college 114 adjoining acres. Over time, residence halls and classroom buildings were added to the campus, and features such as the statue of Saint Francis (1941), Franciscan Heritage Fountain and DeHaan Family Forum (1998), and the Allen Whitehill Clowes Amphitheater (1999) were added. Renovations to existing buildings have been ongoing and include the auditorium in Marian Hall (2004), Physical Education Center (2007), the St. Francis Hall garage, which became the Marian College Cycling Center (2007), the new residence hall, University Hall (2008), the new Campus Operations Building (2008) and the new Marian University multi-purpose field (2008-2009).

Until 1968 Marian College was administered by the Sisters of Saint Francis, Oldenburg with the assistance of Monsignor Reine who served as president from 1954 to 1968. He was succeeded by Marian College’s first lay president, Dr. Dominic J. Guzzetta, and the Board of Trustees was reorganized with a predominance of lay members. Dr. Louis C. Gatto, the college’s fifth president, retired at the end of the 1988-89 academic year after leading the college for 18 years. Dr. Daniel A. Felicetti served as the sixth president of Marian College from 1989-99, and Dr. Robert M. Abene, the seventh president of Marian College, served from 1999-2001. Daniel J. Elsener became the eighth president in 2001.

The National Council for Accreditation of Teacher Education formally accredited all teacher education programs of the college in 1976. The Indiana State Board of Nursing approved the bachelor-level nursing curriculum in 1987. The Commission on Collegiate Nursing Education renewed the accreditation in 2009. In Education, Marian University partnered with The New Teacher Project in 2007 and Teach For America in 2008 to bring hundreds of new teachers each year to teach in Indianapolis area schools while enrolled in the Master of Arts in Teaching program. In 2011, Marian implemented the Building Level Administrator licensing program as part of its new Academy for Teaching and Learning Leadership. In 2014, the National Council of Teacher Education reaccredited the Department of Education and the Marian Leadership Academy with the ranking of highest distinction.

On July 1, 2009, Marian College became Marian University, and continues to seek means to make significant educational contributions to Indianapolis. This commitment to the community is actively demonstrated through such initiatives as Consortium for Urban Education; advanced placement testing and Advanced Study Program for outstanding high school students; degree-completion programs for the career military; Marian's Adult Programs; career ladder programs in nursing; the Master of Arts in Teaching program; intensive summer science workshops and camps for middle and high school teachers and students; Family Mathematics and Family Science nights; and a partnership with the Nina Mason Pulliam EcoLab.

The Marian University College of Osteopathic Medicine (MU-COM) welcomed its first class of 162 medical students in August 2013. MU-COM combines the strengths of the osteopathic philosophy and Marian University's rich Catholic history, making it one of only five Catholic medical schools, and the only Catholic osteopathic medical school in Indiana.

### **Mentoring**

The Marian University environment encourages mentoring relationships. As with many colleges and universities, natural mentoring relationships develop between students and faculty or staff such as those of academic advisor and advisee, club advisor and club officer, residence hall directors and on-campus students, coaches and team members, etc. Opportunities for Marian University students to volunteer as mentors include both on and off campus programs. For example, students may volunteer to welcome and orient new students in the first weeks of the academic year, to relate to new students residing on campus throughout the year, or to provide extra support to off-campus students, especially those who are "non-traditional" students, age 24 years or older. Off-campus opportunities include outreach to younger students in elementary, junior high, or high schools.

### **Family Educational Rights and Privacy Act of 1974**

Marian University operates in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. Students have the right to inspect all official records pertaining to them and to challenge inaccurate or misleading information. Exceptions are parents' financial records and confidential letters and statements placed in the record before January 1, 1975, or placed under conditions where students have signed a waiver of right of access.

All student academic information is considered confidential except for the following "directory" information available to the public: student's name, campus and off-campus address, e-mail address, telephone and voice mail number, date of birth, photograph, major field of study, participation in university activities and sports, physical and performance statistics of members of athletic teams, dates of attendance, full- or part-time status, degrees, awards, honors, dean's list, and the most recent previous institution attended by the student.

Students may waive the right of nondisclosure, allowing access to their records by anyone designated on the waiver form. The waiver form is effective through the student's graduation or until the student designates otherwise.

The student may request that directory information not be released. This must be made in writing to the Office of the Registrar within 15 days of the beginning of each term. Failure to notify the Office of the Registrar may mean university publications, such as team rosters, promotional brochures, or the student directory, may include some directory information. More information can be found online at [www.marian.edu/current-students/registrar/ferpa](http://www.marian.edu/current-students/registrar/ferpa).

### **Campus**

The Marian University campus, located six miles from the center of Indianapolis, extends over 165 wooded acres, and includes the estates of three of the four developers of the Indianapolis Motor Speedway: James A. Allison, Carl G. Fisher, and Frank H. Wheeler. The university is within easy access of state and interstate highway systems which pass through Indianapolis.

A 95-acre wetland and forest area that was part of the original Jens Jensen landscape plan for the Allison estate has been established as an outdoor environmental science laboratory, known as the Marian University EcoLab, which is used by central Indiana educational groups as an educational resource and learning center.

Major campus buildings include:

- Allison Mansion – The former home of James Allison was known as the “House of Wonders” when it was completed in 1914. The Sisters of Saint Francis purchased it in 1936 and relocated Marian College from Oldenburg to the property in 1937. It was originally the main building on campus and housed the library, administrative offices, classrooms, and sleeping quarters for the Sisters. Biology and chemistry offices and student dormitory were located in the former greenhouses. Listed in the National Register of Historic Places, today the offices of the university’s president are located here.
- Alumni Hall – This building opened in fall 2014 to serve as the new student center for the campus. The university bookstore and a food court with a Starbucks, Papa Johns, and a grill, serves the students, faculty and staff. There are outdoor and indoor seating options and gathering spaces, including nooks designed for small group collaboration. The building was designed to also serve as a banquet hall with seating for up to 300 guests.
- Caretaker’s Cottage – This building served as the caretaker’s cottage for the Wheeler-Stokely estate; it houses the Art Department.
- Clare Hall – Clare Hall was named for Mother Clarissa Dillhoff, the first president of Marian College. Clare Hall was completed in 1949 and used as the primary residence hall. The lower level of Clare Hall houses the Writing Center; and language lab. The first floor of this building houses the campus cafeteria, the Counseling and Consultation Services Office, the Center for Academic Success and Engagement, Student Health Services, two classrooms, and a student lounge. Upper floors serve as a residence for students.
- Doyle Hall – Doyle Hall opened in 1964 as a men’s residence hall. It was dedicated and named for Monsignor John J. Doyle on May 17, 1967. Today it is a coed residence hall that is home to 220 students, including most incoming freshmen.
- Drew Hall – Drew Hall opened in the fall of 2012 as a residence hall. The tallest building on campus, it has four floors of suite-style rooms, with four students sharing a common living area and private bathroom in each suite. All floors have the benefit of the OnGuard Card system, allowing students access to the building, their floor, and their suite with a prox card (making standard keys unnecessary). The building’s amenities extend to its exterior, with a bricked courtyard and fire pit available for student use. A coed residence, the hall is home to 144 upper class students.
- Marian University Cycling Center – The indoor cycling training facility opened in the spring of 2007 and is the training ground for the over 30-time national champion Marian University cycling team. It also serves as a health and fitness resource for the larger campus and Indianapolis community.
- Marian Hall – Dedicated in 1954 by Archbishop Paul Schulte of Indianapolis, Marian Hall, like the university, was named for and dedicated to Mary, the Mother of God, by the Sisters of Saint Francis, Oldenburg. The statue of Mary located at the building’s center was also dedicated in 1954. The cornerstone of the building is set in the chapel wing to symbolize the Christ-centered education Marian University provides. Marian Hall houses the Bishop Chartrand Memorial Chapel and Marian Hall Theatre on opposite ends, with classrooms and Scotus Science Hall in the middle. In addition to being a classroom building, this central administration building houses the offices for academic and financial student services, human resources, and Marian’s Adult Programs. It is the home of the office of the Dean of the College of Arts and Sciences and houses faculty offices for behavioral, natural, and social sciences.
- Michael A. Evans Center for Health Sciences - The Michael A. Evans Center for Health Sciences is home to the Marian University College of Osteopathic Medicine (MU-COM), the Leighton School of Nursing, Exercise Science programs, an art gallery and classrooms. The building opened in August 2013. It is a 140,000 square foot building on four floors and is LEED Gold certified. Classrooms, two lecture halls, and the admissions and student affairs offices for graduate programs occupy the first floor. The building also houses an anatomy lab and osteopathic manipulative medicine lab. Modern patient simulation centers, which duplicate hospital and clinic treatment areas for teaching and assessment of student skills and competencies for both medical and nursing students, are also located here.

- Mother Theresa Hackelmeier Memorial Library – Named for the founding member of the Oldenburg Franciscan congregation and dedicated in 1970, this contemporary structure can house 200,000 volumes. Students have access to individual and group study spaces as well as several collaborative research pods combining computing technology and research tools. The library offers students and faculty traditional library collections, electronic resources, and a wireless network in a friendly student-centered environment. The library Learning Commons includes the largest open computing lab on campus, SmartSuite seminar rooms, a student lounge, student presentation rehearsal room, and a 220-seat auditorium. The Exchange, located on the first floor, connects students with key stakeholders in the community and assists them in identifying and honing their skills and talents.
- Paul J. Norman Center - The Paul J. Norman Center was built in 2017 to represent the changing work styles and mobile technology of businesses today, with breakout areas, expansive glass walls, and open perimeter spaces. The building includes a total of seven classrooms, 14 offices, three conference rooms, four collaboration rooms, a large board room, and a presentation venue. The center is home to the Bryum School of Business, campus safety and police services and Subway restaurant.
- Physical Education Center – In 1983, the university opened the Physical Education Center, a building attached to Clare Hall at the west end. It houses the varsity gym, an intramural gym (the former Clare Hall gymnasium), a weight room, physical assessment lab, and classrooms as well as offices for athletics administration. To accommodate the growing need for better equipment and more space, ground was broken in June 2006 for expansion and renovation of the Physical Education Center. There is now a fitness center, expanded locker rooms, and weight room, and all are open to all students, faculty, staff, and alumni.
- Sisters of Saint Francis Oldenburg Hall – Built in 1967 as a residence for the members of the Sisters of Saint Francis, Oldenburg who worked at Marian College. The Sisters lived there until additional room was needed to accommodate the school’s growing enrollment. After serving as a residence hall for many years, it now houses many liberal arts, theology and philosophy department offices, the offices of the Educator’s College, Office of Mission Effectiveness, Rebuild My Church, San Damiano Scholars, Campus Ministry, the offices of the Department for University Marketing, offices of the Athletics Department, and the St. Francis Chapel. Originally named St. Francis Hall, the name of the building was changed to Sisters of Saint Francis of Oldenburg Hall in 2014.
- Sommers Mansion – Added to the university in 2017, this mansion serves as the home for the University Advancement offices as well as outreach segments of the Educators College, including the Ruth Lilly Health Education Center and Nina Mason Pulliam Eco Lab.
- Steffen Music Center – The music center was originally built in 1968 as a home for the incoming president, Dominic Guzzetta. In 1990, the Department of Music relocated from the Wheeler-Stokely Mansion to this building after the university renovated the house and added classroom and rehearsal space. Special features were added during the renovation, making the acoustics tremendous in the teaching studios, practice rooms, and rehearsal room. A renovation and expansion project began in 2009 with a gift from the estate of the late Andrew Steffen. To honor the university’s Catholic foundation, the building façade features the first 10 notes of the fight song, We Rise and Cheer for You Dear Marian, marked in pneumatic notation, a style most commonly associated with Gregorian chants and Catholic liturgical music. Additions included multiple Wenger practice rooms; a large rehearsal hall; large instrument, percussion, and uniform storage rooms; and instrument repair station.
- The Overlook at Riverdale – The Overlook at Riverdale is the home of our graduate student apartments, which opened in the fall of 2015.
- University Hall – University Hall opened in the fall of 2008 as a residence hall. Designed in consultation with Marian University students, the hall has suite-style rooms. Kitchenettes are available on every floor as well as large common areas for student gathering. The entire hall has a wireless network and internet access as well as shared student computers. A coed residence, the hall is home to 190 upper class students.

- Wheeler-Stokely Mansion – The Wheeler-Stokely Mansion was built for Frank Wheeler in 1911 as the main house on his estate, which he named Hawkeye. The most distinctive feature associated with the building is the 324-foot long colonnade known as the “dog walk” that extends across campus to the west. Monty Williams, purchased the estate in 1921 following Wheeler’s death. He filled in Wheeler’s lake and built a swimming pool. Williams occupied the house until 1937 when William B. Stokely purchased the property. He sold it to Marian College in 1963; the college subsequently removed the servant’s house, garage, and water tower to make room for a much-needed student residence, Doyle Hall. Marian University first used the mansion to house the music department. The office of admission occupies the mansion. The outdoor swimming pool, used for many years by students, alumni, and friends, was filled-in in 2003. The estate was listed on the National Register of Historic Places in 2004.



## THE COLLEGE OF OSTEOPATHIC MEDICINE AND OSTEOPATHIC PROFESSION

### MISSION

*The Marian University College of Osteopathic Medicine is a Catholic medical institution built on the inspired vision and values of our Franciscan heritage, and dedicated to preparing osteopathic physicians who are committed to the complete healing of individuals' bodies, minds, and spirits. This institution is committed to serving the people of Indiana and to developing osteopathic physicians through research, service, and teaching.*

Marian University's Board of Trustees recognized very early that there would be substantial synergy between our Franciscan Values and the Tenets of Osteopathic Medicine. These tenets state:

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

Hence, the mission of the Marian University College of Osteopathic Medicine is complementary both to the university's overall mission, vision, and values, and to the Tenets of Osteopathic Medicine.

### PHILOSOPHY OF OSTEOPATHIC MEDICINE

Patients are more than just the sum of their body parts. That is why doctors of osteopathic medicine (DOs) practice a "whole person" approach to health care. Instead of just treating specific symptoms or diseases, osteopathic physicians concentrate on treating the whole patient.

Osteopathic physicians understand that all of the body's systems are interconnected and each may affect the others. They focus special attention on the musculoskeletal system, which reflects and influences all other body systems.

The musculoskeletal system makes up about two-thirds of the body's mass, and a routine part of the examination DOs give patients is a careful evaluation of these important structures. DOs know that the body's structure plays a critical role in its ability to function. They use their eyes and hands to identify structural problems and to support the body's natural tendency toward health and self-healing.

Osteopathic physicians also use their ears to listen. DOs help patients develop attitudes and lifestyles that don't just fight illness but also help prevent disease. Millions of Americans prefer this concerned and compassionate care and have made DOs their physicians for life.

### GOALS AND OBJECTIVES

Consistent with the mission of Marian University, the College of Osteopathic Medicine will provide:

- A quality professional education program emphasizing osteopathic training through lifelong learning and scholarly activity in a caring, academic community. This community will include students from Indiana, the nation, and the world.
- An education that "profoundly transforms lives, society and the world" consistent with the sponsoring Catholic university's four core Franciscan values (dignity of the individual; peace and justice; reconciliation; and responsible stewardship) and the tenets of osteopathic medicine.
- A curriculum that promotes and measures student competencies with an emphasis on osteopathic clinical services in diverse populations of individuals and cultures, including the underprivileged and medically underserved, in local, regional, national and international environments.
- A commitment to actively support and encourage hospitals in Indiana and surrounding states in the expansion of graduate medical education either by increasing positions in existing residency and fellowship programs or by creating new programs.

## **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 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.

## College of Osteopathic Medicine Admission

### ADMISSIONS PROCESS

Within a competitive environment, MU-COM uses multiple criteria to select the most qualified candidates from its applicant pool. Since a rolling admissions process is used, applications are reviewed and interview decisions are made during the admissions cycle. After interviews are conducted and the committee meets, students are notified of their status.

### AACOMAS APPLICATION

MU-COM participates with other osteopathic colleges in a centralized application processing service called the American Association of Colleges of Osteopathic Medicine Application Service (AACOMAS). An application may be submitted online at:

<https://aacomas.liaisoncas.com>.

To initiate the application process, applicants must apply directly to AACOMAS.

Applicants who have taken coursework and/or have earned a degree from a foreign institution must also submit to AACOMAS an evaluation of their foreign transcripts. An approved list of evaluation services is in the AACOM College Information Book (CIB).

### APPLICATION DEADLINE

All applicants are strongly urged to apply as early as possible to optimize the chance of success. The deadline for MU-COM applicants generally falls on February 1, but is subject to change annually.

Applicants who have their application sent to MU-COM through AACOMAS and who meet the minimum admissions requirements will be invited to submit the Supplemental Application and supporting documents. The last date for applicants to submit the Supplemental Application is March 1. Applicants should consult the AACOM College Information Book (CIB) for the most current, official deadlines. MU-COM begins reviewing applications as early as June of the year preceding matriculation.

### SUPPLEMENTAL APPLICATION

The Supplemental Application is available by invitation only. If invited, applicants will receive a unique username and password to access the MU-COM admissions portal.

The Supplemental Application process consists of the following:

- Completing the MU-COM Supplemental Application
- Submitting a non-refundable application fee
- Submitting a certification of authenticity and responsibility
- Submitting three required letters of recommendation
  - The first required recommendation must be from a premedical committee or academic advisor.
    - If a committee or advisor recommendation is not available, applicants should submit a recommendation letter from a science faculty member (preferably one with a lab).
  - The second required recommendation must be from a science professor (preferably one with a lab) familiar with the academic work of the applicant.
  - The third recommendation must be from a physician (DO preferred) who can speak to the applicant's ability to be a competent osteopathic physician. The preference is for the applicant to have shadowed the recommending physician.

All recommendation letters must be submitted electronically; paper recommendations are not accepted. The College welcomes minimal additional recommendations from those who are acquainted with the applicant's academic or professional ability. All recommendation letters must be originals on professional or college/university letterhead, signed by the evaluator and submitted directly to the Office of Enrollment Management—or via an approved online repository such as Interfolio or VirtualEvals. The MU-COM Admissions Committee does not review letters written by a relative.

Once the Office of Enrollment Management receives the Supplemental Application and all required supporting materials, the applicant's file is reviewed to determine eligibility for an interview.

If the applicant accepts the interview, she/he visits the campus to meet with several members of the faculty and administration. The applicant also joins other applicants in this process. Information sought during the interview includes not only the applicant's academic history and knowledge, but also an assessment of personal qualities that demonstrate the potential to become a quality osteopathic physician. These include such areas as non-cognitive competencies, personal record of accomplishment, health care experience, rural or underserved orientation, community service, personal goals, and other information that reflects her/his preparedness for professional training and a medical career.

At the conclusion of the interviews, the interviewers forward their recommendation to the Admissions Committee. The Admissions Committee may make any of the following decisions: accept, deny, or place the applicant on an alternate list.

#### **Supplemental Application Fee**

A nonrefundable fee of \$100.00 is payable by credit card upon submission of the supplemental application for admission.

#### **DEPOSIT FEES**

A nonrefundable seat deposit fee of \$250 is payable, per AACOMAS guidelines, after an applicant has been accepted to MU-COM. Payment is credited toward the tuition fee upon matriculation. A nonrefundable tuition deposit fee of \$750 is payable by May 1. Payment is credited toward the tuition fee upon matriculation.

#### **PROFESSIONALISM IN THE PROCESS**

An applicant aspiring to become an osteopathic physician is expected to show integrity, professional conduct, and professionalism throughout the application process, in her/his interactions with AACOMAS, and with each college of osteopathic medicine. The applicant's interactions will be considered in the acceptance process as well. Applicants must familiarize themselves with the admissions requirements and procedures, meet all deadlines, report and update any changes to the application, attend all interviews, be accurate and complete in their application, disclose completely all information requested, and withdraw from all other medical schools when they have made a final decision on the medical school they plan to attend. Any falsification or misinformation is a reason for rejection or dismissal.

#### **MINIMUM REQUIREMENTS FOR ADMISSION <sup>1</sup>**

Applicants must complete and demonstrate a mastery of the subject matter in biology, physics, organic chemistry, inorganic chemistry, English, biochemistry, sociology, and psychology. The applicant's grade point average (GPA) in required courses weighs heavily in the admissions consideration. Applicants are required to take the Medical College Admissions Test (MCAT). In addition to demonstrated knowledge, acceptance is also based on the interview process. The applicant's ability to demonstrate a history of compassion, empathy, dedication and interest in patient care is considered. Applicants with a specific interest in primary care or rural practice are desired. Qualities that reflect the applicant's ability to adapt to a rigorous academic environment and to a future as a medical professional provide an advantage in the application process.

<sup>1</sup>*This information is subject to change at the discretion of the Admissions Committee. Please refer to the MU-COM website at [www.marian.edu/osteopathic-medical-school](http://www.marian.edu/osteopathic-medical-school) for the most up-to-date information.*

Applicants for admission must meet the following requirements **prior to matriculation**:

1. Applicants must have completed 90 credit hours or three-fourths of the required credits for a degree in a college or university accredited by a regional accrediting body in order to be considered for an interview. All applicants must earn a baccalaureate degree **prior to matriculation**. An exception to the 90-hour requirement may be made if the college has a formal articulation agreement with MU-COM for a combined studies program, and all required courses in the combined studies degree have been completed. An exception to the baccalaureate degree requirement may be made when a terminal professional degree, which does not require a bachelor's, has been conferred. In this case, all pre-professional program prerequisites must be completed satisfactorily.
2. **GPA:** To be considered a competitive applicant to MU-COM, candidates should have achieved at least a 3.2 science and cumulative grade point average, on a 4.0 scale. Applicants with a GPA less than 3.2 are rarely accepted. The admissions process is highly competitive, and a higher grade point average (above 3.5) results in improved chances for acceptance. While persistence toward degree completion is scrutinized, MU-COM places emphasis on the last 120 credit hours and on the science and required courses when choosing between competitive applicants.

3. The required undergraduate courses for entry are:

- **Biological Sciences:** One year with laboratory (8 credit hours/12 quarter hours)
- **Physics:** One year with laboratory (8 credit hours/12 quarter hours)
- **Inorganic Chemistry:** One year with laboratory (8 credit hours/12 quarter hours)
- **Organic Chemistry:** One year with laboratory (8 credit hours/12 quarter hours)
- **English:** One year (6 credit hours/8 quarter hours)
- **Biochemistry:** One semester (3 credit hours/4 quarter hours)
- **Behavioral Sciences:** One Year (6 credit hours/ 8 quarter hours)
- Recommended: Three (3) additional science hours each from courses in **Molecular Biology and Genetics** to enhance the applicant's success in medical school).

**Note:** Courses with equivalent content will be reviewed. MU follows the AACOMAS definition of science courses to determine science GPA and science hours. (See AACOMAS website)

*Note: The Admissions Committee can waive additional prerequisites at their discretion.*

The Marian University College of Osteopathic Medicine accepts advanced placement credit as long as such credit appears on the undergraduate transcript and indicates either specific subject credit (e.g. Organic General Chemistry - 4 units) or specific course credit (e.g. Chemistry 101 - 4 units). General advanced placement credit without such specifications is not accepted. Credits from CLEP examinations are not accepted.

4. **MCAT:** Applicants must submit scores from the MCAT. For the current admissions cycle, the College will accept MCAT scores from up to three years prior to the date of matriculation.

5. MU-COM also places a strong emphasis on the applicant's interview.

6. All applicants are required to meet the **Minimal Technical Standards for Admission** (listed below). All applicants must affirm that they meet the standards. Any falsification or misinformation regarding the ability to meet technical standards is a reason for dismissal.

7. **Applicants must submit all required paperwork and meet all deadlines.** If paperwork is not submitted as required, the offer of admission may be retracted.

## SELECTION PROCESS

To be considered for an interview, an applicant must meet all the preceding admissions requirements. After the Office of Enrollment Management receives these materials, the applicant's file is reviewed to determine eligibility for an interview, based on the established criteria of the Admissions Committee. Each applicant who interviews with MU-COM will have the complete application reviewed by the Admissions Committee. Generally, an admissions decision will be provided to the applicant within two to three weeks of the interview date.

MU-COM reserves the right to deny admission to any applicant for any reason it deems sufficient. Matriculation will be denied to accepted applicants who have failed to maintain a satisfactory record of scholastic performance and/or personal conduct between the time of their acceptance and their matriculation at the MU-COM.

## INTERNATIONAL STUDENT APPLICANTS

Undergraduate coursework taken at a foreign institution must be evaluated for United States institution equivalence. Foreign coursework must be evaluated by any one of several services designated by AACOMAS for this purpose.

Applicants who will require either an F-1 or J-1 Visa must contact the MU-COM Office of Enrollment Management for immigration requirements at the time of application. At a minimum, the requirements include official, first source transcripts from previous institutions attended, MCAT, a statement of financial proof, and citizenship documents. In addition, scores from standardized tests as may be required by the educational institution such as the Test of English as a Foreign Language (TOEFL). Marian University's Office of Admissions is responsible for processing immigration documents in concert with the MU-COM Director of Enrollment Management. MU-COM will not accept transfer students from international schools.

## TRANSFER APPLICANTS

MU-COM accepts transfer applicants in very rare circumstances only. All transfer students are required to meet the mission statement principles and the educational goals of MU-COM as published in the Student Handbook and Catalog. These goals are consistent with the overall mission of the Marian University.

Transfer applicants must be in good academic standing at an accredited (COCA or LCME) medical school at the time of transfer to MU-COM, must complete a minimum of the last two years of training at MU-COM, must show extreme need for the transfer, and if leaving a medical college to transfer, must have a letter of eligibility to transfer from the dean at the prior college attended. The transfer applicant must be eligible for continued attendance or for re-admission to their current/prior medical school to be eligible for consideration. Applicants must have a written letter from the prior medical college documenting eligibility for continued attendance, reason for transfer request, and level of prior coursework completion. Students are not accepted to transfer in the middle of an academic year. In reviewing course equivalencies, the Dean and Assistant/Associate Deans will review the Transcript prior to acceptance. The final decision will be made by the MU-COM Dean.

Course equivalency determination may require communication with the medical college from which the student is transferring and a review of the published course description. In the case of transfers from an LCME accredited allopathic medical school, MU-COM will require a minimum of 200 additional contact hours in training for osteopathic manipulative medicine, physical diagnosis, and osteopathic philosophy of care. A letter delineating the course equivalency for transfer courses accepted will be placed in the file of the transfer applicant as a part of the permanent record. The courses will be listed on the transcript; however, credit will be designated as granted by the original institution.

### **MINIMAL TECHNICAL STANDARDS FOR ADMISSION**

The requirements to succeed at MU-COM are those necessary to successfully complete the curriculum. Students must be able to function in a variety of learning and clinical settings and quickly, accurately, and consistently learn and process data.

Osteopathic physicians utilize palpation as part of the osteopathic approach to treatment. As part of the educational process, MU-COM students must be able to tolerate palpation and palpating others in order to acquire the skills necessary for examination. This palpation is performed in a professional and appropriate manner. Acquiring the skills to palpate and examine patients requires a student to examine disrobed patients of both genders and is mandatory to successful completion of the curriculum at MU-COM. In physical diagnosis and osteopathic manipulative medicine laboratory experiences, as well as other clinical laboratories where skills are acquired, students are required to participate in the examination of fellow students of both genders who may be partially disrobed. Students will need to wear attire such as shorts and to partially disrobe for certain laboratory experiences. These are requirements for all students, regardless of cultural beliefs, in order for the student to acquire the skills necessary to practice medicine. Students who have any concerns regarding these requirements should discuss them with the Assistant/Associate Dean for Clinical Affairs prior to applying.

In addition to the above, the applicant must possess the abilities and skills in the following five areas:

#### **I. Observation**

The student must be able to visually observe laboratory demonstrations, microscopic tissue with the aid of the microscope, and published and computer based images used in laboratory demonstrations. The student must be able to visually and accurately observe physical signs and symptoms of a patient used in diagnosis and management. The use of a trained intermediary in such cases would not be allowed as the observations of another could be an influence on judgment and performance.

#### **II. Communication**

The student must be able to communicate effectively in English as the curriculum and clinical experiences are offered in English. Students are encouraged to learn other languages for medical communication; however, the MU-COM curriculum and assessments are delivered in English. MU-COM requires the functional ability to speak, hear, and observe patients in order to elicit accurate medical information. The student must be able to communicate effectively and efficiently in verbal and in written form with the patient and with all members of the health care team in order to successfully complete the curriculum.

#### **III. Motor**

Candidates must have sufficient motor function to elicit information from patients by palpation, percussion, and other diagnostic measures. The candidate must have sufficient motor function to carry out maneuvers of general and emergency care and of osteopathic manipulation. In addition, the delivery of osteopathic manipulation requires the use of extremities in palpation, positioning, and carrying out maneuvers of manipulation. These actions require fine and gross motor and sensory function, as well as the senses of touch and adequate vision for inspection.

#### **IV. Intellectual**

The candidate must have the ability to reason, calculate, analyze, measure, and synthesize information. The candidate must be able to comprehend, memorize, and recall a large amount of information without assistance to successfully complete the curriculum. The student must be able to gain knowledge through all types of learning materials and must be able to identify patterns, prioritize important information, solve problems, and make decisions in timed situations and in the presence of noise and distraction. This type of demonstrated intellectual ability must be performed in a rapid and time-efficient manner so as not to place patients in emergent conditions at risk.

#### **V. Behavioral and Social Attributes**

The candidate must have the emotional health needed for full use of his/her intellectual capabilities at all times. The emotional health required for effective communication and for professional, mature, sensitive, and compassionate patient/physician or patient/student relationships must be present. Candidates must be able to function effectively under stress and with physically taxing workloads. The candidate must have the emotional stability and motivation to deliver patient care and to make emergent decisions at all times. The ability to adapt to changing environments and stressful situations and to display compassion and integrity, while maintaining the necessary intellectual capacity to care for patients is one that is observed during the interview process and throughout the progress in medical school. An ability to demonstrate the emotional health necessary for the delivery of quality and safe medical care is mandatory throughout medical school.

**Individuals with Disabilities:** MU-COM is committed to providing accommodations for otherwise qualified students with disabilities whose disability will not preclude them from meeting the minimal technical standards necessary for degree completion. Reasonable and appropriate accommodations can be provided; the student, however, is required to function with independence and demonstrate proficiency in the skills described above that MU-COM holds as mandatory for the safe and effective practice of osteopathic medicine. MU-COM facilities are handicap accessible. MU-COM accommodations, in compliance with the Americans with Disabilities Act (ADA), are not necessarily equal to ADA accommodations implemented by outside entities, e.g. National Board of Osteopathic Medical Examiners.

**Self-Assessment and Meeting Technical Standards:** MU-COM is committed to providing the accommodations that will help make a student successful. MU-COM is also committed to a safe and effective environment for patients, MU-COM students, faculty, staff, and visitors. Each technical standard listed above was derived from standards that osteopathic physicians deem necessary for the safe and effective practice of osteopathic medicine. Students must read the technical standards carefully to determine if they will be successful in the MU-COM program. If a student has a question as to his/her ability to meet the minimal technical standards listed above, he or she should contact the Office of Enrollment Management in advance of applying to determine if the standard can be met with accommodations or so reasonable testing may occur in advance. Students must identify to the Office of Enrollment Management, all areas where accommodations are needed in order to be successful in the educational program or where there is question in meeting these technical standards.

#### **HEALTH REQUIREMENTS**

Applicants accepted for admission must obtain and provide the required documentation indicating that they do not have conditions that would endanger the health and well-being of patients. 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 a legal history. Prior to matriculation, applicants are required to complete, electronically sign, and submit medical history and physical examination information through an online portal approved by Marian University. Students must maintain these health requirements throughout enrollment. Failure to perform required health and immunization activities may prevent students from completing the curriculum in clinical education rotations.

MU-COM requires the following laboratory tests and immunizations:

- Annual TB test (PPD)
- Tdap (Tetanus, Diphtheria, Acellular Pertussis)
- Hepatitis B vaccines
- Measles (Rubeola), Rubella and Mumps Titer
- Varicella Titer
- Meningococcal Vaccine
- Polio Vaccine
- Hepatitis C AB Titer
- Annual influenza vaccine

Specific information about the documentation required for each laboratory test and immunization can be found on MU-COM's website at <http://www.marian.edu/osteopathic-medicalschool/admissions/requirements/health-requirements>. Prior to matriculation, applicants must submit their medical history and physical examination and documentation of the listed laboratory tests and immunizations to the Office of Student Affairs. **Incomplete documentation will prevent matriculation and may prevent academic advancement if not kept current.** Immunizations, titers, and TB tests may be required annually while at MU-COM. As these immunizations and proof of immunity are required by the clinical training sites and recommended to work with the public in a health environment, MU-COM students may be prohibited from visiting clinical sites if immunizations are not current.

Required laboratory tests and immunizations may change based on recommendations from the Centers for Disease Control (CDC), the United States Prevention Task Force, and healthcare facilities. Students will be notified of any change.



## Finances

The tuition and fees that each student pays to Marian University meet only about 60 percent of the expenses incurred by the university in providing a student's education. The remainder of these expenses is met through gifts and grants made to the university by individual and business donors, contributed services of the religious faculty, and from other sources. Despite the reduced tuition and fee charges, some students face difficulty in meeting their university financial obligations. Therefore, a variety of financial aid opportunities are available to Marian University students to help offset expenses.

### Tuition and Fees

A complete listing of current fees is available from the Marian University Business Office. For more information, call 317.955.6020 or 800.952.3917.

### Tuition and Fee Payment Policy

Tuition and fees for each semester are due and payable by the published tuition due date for all students who are not formally enrolled in a monthly payment plan with the approved provider. Students who fail to pay tuition on time or make a scheduled payment plan payment may be charged a late fee.

Student accounts must be paid in full in order for students to enroll in or attend classes for any subsequent semester. Academic records, including transcripts and diplomas, are encumbered until the student account is paid in full. Students in professional programs that require additional or external certifications or testing to progress will have restriction to official records allowing them to participate in these certifications or test.

Outstanding account balances for students who have ceased enrollment at Marian University may be forwarded to an outside billing service for installment billing or a collection agency for collection action. At the time the account is sent for installment billing or collection, the account may be assessed interest. All collection costs associated with the collection of an outstanding balance, which may include collection costs, interest, and attorney fees are the responsibility of the student. Marian University or its agent may report unpaid balances to national credit bureaus.

All students who make application to Marian University and who register for classes agree to this policy by signing and submitting their paper application or online application for admission.

### Installment Payment Plan

Marian University offers a monthly payment option which allows all or part of educational expenses to be spread over each semester without interest charges. The plan is currently administered by Tuition Management Systems, Inc. and is available to all students. Information may be obtained by contacting Tuition Management Systems, Inc. at 888.713.7240 or [www.afford.com/marian](http://www.afford.com/marian). The plan administrator charges a semester fee for use of the plan. Marian University reserves the right to change payment plan providers at any time.

### Reduction of Charges Due to Withdrawal from University

A student who officially withdraws from school is entitled to full or partial reduction of charges for tuition, fees, housing, and meal charges. Tuition, other related fees, and housing and meal charges will be reduced in the following manner in the event the student withdraws from Marian University after confirming registration:

Standard (semester-long) courses

- Withdraw during calendar week 1 = 100 percent
- Withdraw during calendar week 2 = 90 percent
- Withdraw during calendar week 3 = 60 percent
- Withdraw during calendar week 4 = 25 percent
- Withdraw during calendar week 5 or after = No refund

Courses lasting five weeks or more (up to, but not including, semester-long courses)

- Withdraw during calendar week 1 = 100 percent
- Withdraw during calendar week 2 = 50 percent
- Withdraw during calendar week 3 or after = No refund
- Last date to withdraw with "W" grade is six (6) business days before the published end date of class

Courses lasting four or fewer weeks

- Prior to start of class ..... 100 percent
- After class begins ..... No refund

Return of federal aid funds will follow federal law and regulations. See the Office of Financial Aid for specifics.

### **Refund of Overpayment**

Refunding of student account overpayment, whether or not the student receives federal Title IV aid, will be made in compliance with federal guidelines for federal student loans.

## **Financial Aid**

Marian University wants to work with you and your family to assist in financing your Marian University education. The Office of Financial Aid will help you consider the financial options that Marian University offers, so that you and your family can plan the best ways to manage your educational investment over the coming years. The professionals at Marian University's Office of Financial Aid are pleased to provide information and answer questions about the financial aid application process. Contact the Office of Financial Aid by phone at 800.834.5494 or 317.955.6040, by email at [finaid@marian.edu](mailto:finaid@marian.edu), or visit the web site at [www.marian.edu/financialaid](http://www.marian.edu/financialaid).

### **How to Apply for Financial Aid**

Students interested in applying for financial aid at Marian University must complete the following steps:

1. New students must apply and be accepted for admission to the university. Only students who are United States citizens, nationals, or permanent residents are eligible for federal and state aid through Marian University's Office of Financial Aid.
2. File your Free Application for Federal Student Aid (FAFSA) online at <https://fafsa.ed.gov/>. List Marian University, Title IV School Code 001821, on your FAFSA application.
3. If you have already filed the FAFSA, yet did not list Marian University as a recipient of your FAFSA information, please return to <https://fafsa.ed.gov/> and add the Title IV School Code 001821.

This information will be used to determine eligibility for all federal and state aid. Students applying for Marian University aid only are not required to file the FAFSA. However, they are still strongly encouraged to file, if only to determine student loan eligibility. The university will notify you if the federal government, through the verification process, requires you to send current federal tax forms (or additional documents) to the Office of Financial Aid.

Financial aid is tentatively awarded as soon as possible after the student has been admitted with seat deposit paid and the FAFSA results have been received by the Office of Financial Aid.

To receive federal aid, a student must not be in default on a Federal Direct Loan, National Defense/Direct Student Loan, Income Contingent Loan, Consolidated Loan, Perkins Loan, Federal Stafford, SLS, or PLUS loan. In addition, a student must not owe a refund on a Pell Grant, Supplemental Educational Opportunity Grant, or State Student Incentive Grant at any institution. Students certify that they have not and will not possess, use, or distribute illegal drugs during the current financial aid award year.

### **Federal Loans**

For more information on the federal loans described below, please go to <https://studentaid.gov>.

Federal Direct Stafford Loan program has two loan types: (1) the Subsidized Loan, with an interest subsidy, and is only available to undergraduate students (2) the Unsubsidized Loan, without an interest subsidy. Maximum annual loan limit depends upon the student's year in program and is determined by the Office of Financial Aid.

The Federal Direct PLUS Graduate Loan allows the student to borrow up to the cost of attendance minus other aid available. Student must have no adverse credit history.

Students who receive a Federal Direct Loan must participate in a minimum of two financial aid/debt counseling sessions.

**Private Alternative Loans:** You will also find information on other loan resources at [www.marian.edu/financialaid](http://www.marian.edu/financialaid).

## **Standards of Academic Progress for Financial Aid**

Federal Law requires that all students receiving financial assistance from Title IV funds must maintain satisfactory academic progress as defined by the institution.

Satisfactory academic progress (SAP) is assessed at the end of each semester and is based on three items: 1) qualitative, 2) quantitative, and 3) maximum time frame measures. You must meet all three to remain eligible for financial aid.

SAP requires financial aid recipients to meet the following criteria:

1. Maintain a minimum cumulative GPA of 2.0.
2. Satisfactorily complete at least 2/3 of cumulative credit hours attempted.
3. Complete the degree program within the 6-year maximum time frame (including any leave of absence).

Students will receive a probation letter at the end of the first semester that they fail to meet any of the requirements. Students will remain eligible to receive aid during their semester of probation. If at the end of the semester of probation, a student does not maintain academic progress, they will receive an ineligible letter notifying them they are no longer eligible to receive financial aid.

Students may submit a written appeal to the Office of Financial Aid via an appeal. Students must provide supporting documentation to substantiate mitigating circumstances, complete with a timeline of events, and an academic plan for success. If a student's SAP appeal is granted, the student will remain on probation. If the SAP appeal is denied, the student will remain ineligible for financial aid. The decision of the Financial Aid Committee is final and cannot be appealed to the U.S. Department of Education or other Marian University employees.

## **Academic and Student Services**

### **Campus Ministry**

Campus Ministry is an essential part of the mission of the total Church. It witnesses to the Gospel by teaching and preaching the Word of God, and by gathering together the community for worship and service. It promotes theological study and reflection on the religious nature of humankind. This ministry sustains the faith community on campus with pastoral care, liturgical worship, and other prayer opportunities, and calls the University community to serve the needs of its members and the wider community.

The director of campus ministry, the campus minister of music and liturgy, and a representative faculty student ministry committee coordinate the campus ministry services. All students, regardless of religious affiliation, are invited to participate in campus ministry activities.

The Bishop Chartrand Memorial Chapel is the center for liturgical services on campus. Mass is offered daily Sunday through Friday. At the opening of each school year, and on the regularly established holy days, special all-community liturgical celebrations are scheduled.

### **Campus Safety and Police Services**

The safety and well-being of our students, faculty, and staff are a top priority. Maintaining a safe and secure campus requires the involvement and support of everyone. Keeping our environment relatively crime free can be achieved only through the cooperation and vigilance of all persons in the community. Services provided by the department, staffed by sworn law enforcement officers, include 24-hour escort service, victim assistance program, motorist assistance program, disabled vehicle program, and crime prevention presentations and information

### **Computing Facilities**

The university provides computing access in different areas of the campus depending on the needs of the students. The hours available for computing access will vary by area. Wireless access to the local area network and the internet is available in all residential units, the library, the student center, and all academic areas.

All computers in the open computing and discipline-specific labs include word processing, spreadsheet, presentation, e-mail, and internet-access applications. Discipline-specific labs will have added software applications; for example, graphic design and tutorial software. Student lab assistants from the Department of Instructional Technology are available on the first floor of the library to answer questions, assist with problems, and provide informal and scheduled formal basic training on how to use the available software. Discipline-specific computing labs include biology, chemistry, education, languages, nursing, performing arts, and visual arts. Some 20 labs also have student assistants available to answer questions regarding academic software applications installed in the lab.

One computer classroom, Library 008 located in the library's lower level, is available for open computing. This classroom supports both formal class use as well as open computing access by students, faculty, and staff during non-class times. A published schedule of class times and open computing times are posted in the hall immediately outside of the lab. Other open computing locations are also available in the library and in the Ruth Lilly Student Center. Library 008 and library open computers are only available during library hours.

Students can access their e-mail through the web at <https://webmail.marian.edu>. Access to their MUHUB is available on the MyMarian page at <https://www.marian.edu/current-students/my-marian>. Both MUHUB and email accounts are available to all Marian University students. New students are issued their new accounts as they enroll. If you have forgotten your account information or your account is not working, please request assistance by visiting the Marian University Helpdesk located on the third floor of Marian Hall.

### **Counseling and Consultation Services**

The Counseling and Consultation Services Office is a resource center for the Marian University community. The staff provides academic support services, personal counseling, and consultation to students. Services are provided at no charge to students who are currently enrolled. The Counseling and Consultation Services Office is located in Clare Hall and students may schedule appointments by calling 317.955.6150. The Counseling and Consultation Services Office provides the following resources and programs:

#### ***Assessment and Screening***

Individual assessments are given to screen for learning difficulties, attention deficit issues, learning style, substance abuse, depression, anxiety, or eating disorders. Referrals off campus for assessment and longterm treatment are available.

#### ***Behavioral Health Crisis Intervention***

Confidential behavioral healthcare services are available to Marian University students 24 hours per day, 7 days per week. Marian University has licensed psychologists and mental health care providers on campus. Those needing or desiring care off campus are given an extensive referral list to both community mental health centers and to licensed behavioral and mental health professionals. Students in crisis after 23 hours are directed to call 317.251.7575 for the MHA Indy Crisis Line or 317.955.6789 for the Marian University dispatcher who can refer the student to the on-call psychologist.

#### ***Individual Counseling***

Individual counseling is available to assist students who are experiencing problems that interfere with the attainment of their academic, interpersonal, spiritual, and vocational goals. Students may seek counseling for a variety of reasons, some of which may include problems with adjustment to University life, family conflicts, relationship difficulties, depression, anxiety, eating disorders, and substance abuse. The Counseling and Consultation Services Office is designed to handle acute and short-term mental health situations. Referrals to off-campus community agencies may be necessary and are available. Off-campus referrals are at the student's expense.

#### ***Audiovisual Resources***

Audio and video tapes and resource books are available for check-out on topics such as time management, anxiety, stress management depression, eating disorders, substance abuse, personal growth and development, and many others.

### **Dining Services**

We are proud to offer one of the best university dining programs in the area. Dining locations on campus include: Dining Commons (located in Clare Hall), Subway (located in the Ruth Lilly Student Center), Papa Johns, Grille Works, Starbucks (located in Alumni hall) and P.O.D Market (located in the Evans Center). An All Access Meal Plan is available as well as Commuter student meal plans. Knight Bucks (dining dollars) and meal plan upgrades for commuter students can be purchased at the Dining Services office (Clare Hall 121) or online at [www.marian.campusdish.com](http://www.marian.campusdish.com). Whether you eat every meal on campus or just grab a bite now and then, you'll love the value, variety, convenience and flexibility of your meal plan.

### **The Exchange Career Development and Experiential Learning**

The Exchange staff works with currently enrolled students and alumni to explore career options and develop key skills critical to their long-term success. The Exchange connects students to the larger community early and often - - students learn through multiple “real world” experiences in the form of informational interviews, job shadowing, internships, mentored research, and service learning tied to their coursework.

The Exchange coordinates application for on-campus and off-campus employment, including federal work study positions, through Handshake, which can be accessed by students and alumni at [www.marian.edu/exchange](http://www.marian.edu/exchange). Exchange staff members assist with resume and cover letter development and interview skills, as well as guidance on graduate school admission and competitive graduate scholarships and fellowships. The Exchange also hosts many career preparation events throughout the school year: career fairs, networking opportunities, employer visits and tailored workshops.

### **Graduate Medical Education Advising**

The Director of Graduate Medical Education (GME) Advising and Applications provides guidance and support to students during the GME application and selection process. This office provides support for individuals, couples, and groups to discuss the following topics: Residency Match planning, resources, statistics, and strategies (Military, Ophthalmology, Urology, NRMP, and SOAP); first year summer opportunities; deciding to take the USMLE; Office of Student Affairs Canvas course content; Clerkship Development Day content follow-up; Curriculum Vitae (CV); The Electronic Residency Application Service (MyERAS); interview preparation; letters of recommendation; Medical Student Performance Evaluation Support; personal statements; Alumni engagement and networking opportunities; exploring your options to find the right “fit” for residency; Fellowship application preparation.

The Director of Graduate Medical Education Advising and Applications also refers students to career advising consultants in specific specialty areas. Visit <http://bit.ly/ChrisParr> to schedule an appointment, or please contact Chris Parr at [cparr@marian.edu](mailto:cparr@marian.edu) or 317-955-6605 anytime for support.

### **Graduate Student Academic Support Services**

The Academic Support Services Program supports all MU students in their quest for academic success. Individual consultation and group workshops are available to assist students who desire additional academic support. Students may seek academic support services for a variety of reasons, including poor academic performance, difficulties with time management and organization, help with study and test taking strategies, test anxiety, etc. All academic support services provided by MU are offered at no charge to students enrolled at MU-COM.

#### ***Peer Tutoring***

Peer tutors may be available in many academic subject areas. Peer tutors are students who have demonstrated academic excellence in a specific subject area and have been approved by student affairs. This service is dependent upon tutor availability for specific courses and is not guaranteed at all times throughout the semester.

#### ***Resource Library***

Various resources are available to students through the Graduate Student Academic Support course on Canvas. Resources include: USMLE and COMLEX review resources, time management, study strategies, note-taking, test anxiety, memory skills, stress management, wellness, and many others.

#### ***Peer Mentoring***

All first-year students have the opportunity to be paired with a second-year medical student as part of the OMS Peer Mentor Program. Peer mentors provide practical guidance on the transition to medical school, study strategies, and wellness.

#### ***Workshops***

Workshops and seminars are offered as needed or requested. Topics may include study skills, test anxiety, board preparation, test-taking strategies, and time management.

#### **Health Insurance**

MU-COM students must maintain health insurance coverage, which must be current at all times. Students must provide proof of insurance when requested.

As a benefit of enrolling in one of Marian University's graduate health sciences programs, students have access to high quality student health insurance offered at significantly lower rates than most employer plans, family plans, and options on the exchange. Students will receive an email when open enrollment begins. If no action is taken by the end of the open enrollment period, the student will be automatically enrolled in the Marian University Student Health Plan.

For more information about the Student Health Plan you can find a Health Plan Summary and FAQ page at this site - <http://www.marianstudentinsurance.com/>.

### **Health Services**

The Marian University Student Health Center, provides the clinical opportunities for students to achieve their level of optimal wellness. The Catholic Franciscan heritage coupled with current medical information guide the implementation of clinical services. These services address a wide range of needs in the form of providing treatment for acute illness, well visits, immunizations, physical exams and promotional health education programs. The Student Health Center provides limited over-the-counter medications and prescriptions when indicated.

All students must complete a Student Health Record form and Student Immunization Record form (forms can be found on the Marian University Health and Wellness web site). The student's signature, is required for authorization to administer treatment.

### **Housing and Residence Life**

Students are responsible for their own living accommodations. There are currently several options available for graduate student housing on campus. Housing options are found here: <https://www.marian.edu/Campus-Life/Housing-And-Residence-Life>

### **Inclement Weather Policy**

In the unusual event that inclement weather or adverse campus conditions necessitate the canceling of classes and/or shutting down office operations, Marian University will report this information to local media stations and on social media platforms. Additional information and for a complete listing of local media stations, go to [www.marian.edu/campus-life/campus-safety/inclement-weather](http://www.marian.edu/campus-life/campus-safety/inclement-weather). Students enrolled in online courses or have off-campus program requirements may be required to fulfill those requirements regardless of the weather conditions or operations of the main campus.

### **International Student Support**

The Director of International Student Success and Global Engagement connects International students with services, provides academic support, and shares programs to help them become more familiar with the university and American culture. This office also assists in all matters regarding immigration (such as passports, visas, and employment), health insurance, as well as the celebration of our students' cultures. The director oversees Marian 22 University's travel grants and exchange programs and serves as a resource for the university's International programs.

### **Intramurals and Recreation**

Consistent with students' needs and interests, the director of intramurals coordinates a comprehensive program of sports and recreational activities. For the active participant, activities are offered in team sports such as flag football, basketball, softball, volleyball, racquetball, tennis, and dodge ball. Opportunities for participation in low-intensity exercise programs are also provided in such sports as jogging, weight lifting, and aerobics.

### **Mother Theresa Hackelmeier Memorial Library**

The library is staffed by professional librarians whose goal is to meet the research needs of the Marian University community. It holds over 125,000 physical volumes and approximately 200 print journals. The library's electronic collection is vast; with subscriptions to over 100 databases, there is access to literally thousands of journals across multiple disciplines, and over 150,000 e-books. The health sciences collection includes 1500 electronic medical texts and more than 2700 journals. Interlibrary loan services are available to obtain materials from other libraries. Open computing stations and printers are located on three floors to accommodate student need and access. Study carrels, seminar rooms and an auditorium are also available.

Student IDs are necessary to check out materials from the library, and log in credentials are required to access library resources both on and off campus. For more information about the library, please call 317.955.6090 or visit the website at <http://www.marian.edu/library>.

### **Standards of Conduct**

The university assumes that when a student enrolls, a commitment is made to abide by university policies. The policies are based on the university's foundational values. The Office of Student Affairs in the division of Student Success and Engagement assists students, faculty, and staff in formulating guidelines intended to maintain an atmosphere conducive to attaining educational goals. This office is responsible for the administration of the Code of Students Rights and Responsibilities. To view the Code please go to [www.marian.edu/studentrights](http://www.marian.edu/studentrights)

### **Student Government Association**

The MU student government association provides an opportunity for the expression of student views and interest; all currently enrolled students are members. The governing board, elected representatives of the student body, is designed to assist in providing for students' social, cultural and physical well-being and to help promote better educational standards.

The student government association provides an opportunity for students to participate in the governance of the college. It also affords a means whereby students may gain experience and training through participation in community leadership, for student cooperation and communication with the faculty and administration, and for demonstrating that students may effectively and responsibly govern themselves.

### **Student Organizations and Activities**

Opportunities for student involvement are available through specialty areas of medicine, social interest, professional and nationally affiliated clubs and organizations. For a complete list of student organizations please contact the office of student affairs.

Numerous opportunities are available to develop leadership skills, interact with students, faculty and staff, and to share in personally enriching experiences through participation in student government, clubs and organizations and in class offices.

### **Writing Center**

The Writing Center offers a range of writing and literacy related services for Marian University students, faculty, staff, alumni, and Indianapolis residents. The Writing Center is located in the lower level of Clare Hall (CH021) and also operates satellite locations within the Mother Theresa Hackelmeier Memorial Library and The Exchange.

*Individual Consultations* – Peer Tutors are available to collaborate with English and Spanish language writers in generating ideas, responding to texts, composing drafts, identifying writing strategies, and navigating the academic and creative writing process. Individual consultations are available on a walk-in basis, but appointments are encouraged and may be made by visiting the Writing Center website at [www.marian.edu/writing-center](http://www.marian.edu/writing-center) . Online individual consultations are also available.

## Academic Success and Progress

### Academic Integrity

As noted in the Code of Student Rights and Responsibilities, members of the MU community are expected to maintain the highest level of honesty in every phase of their academic and professional lives and to help create and promote an ethical atmosphere in which the goals of the University can be fully realized.

Students are responsible for knowing and avoiding all types of academically dishonest behaviors which are explained in detail in the Code of Student Rights and Responsibilities. Students who violate these MU standards for academic integrity, or fail to report an alleged violation, will be subject to disciplinary action, including possible dismissal from the institution. The Code can be found here <https://www.marian.edu/docs/default-source/campus-life/codeofstudentrightsandresponsibilities.docx?sfvrsn=14>.

### Grading and Performance Standards

#### Grading System

The quality of each student's work as determined by class achievement, tests, and examinations, is reflected in terms of letter grades. Points are given for each semester hour of credit in the course in which the grade is earned.

#### Grading Policy

Course directors (Year 1 and 2) and the Assistant/Associate Dean for Clinical Affairs (Year 3 and 4) determine the means by which the final grade will be computed. Course grades are based on a numeric scale from 0-100. In the first two years, 70 is a passing grade in a course. During clerkships, the grading structure includes Honors, High Pass, Pass, Fail, Satisfactory, and Unsatisfactory.

Grade	Grade Points	Score	Used in GPA
A	4.00	95-100	Yes
A-	3.67	90-94	Yes
B+	3.33	85-89	Yes
B	3.00	80-84	Yes
B-	2.67	77-79	Yes
C+	2.33	74-76	Yes
C	2.00	70-73	Yes
CX Passed via remediation	2.00	70	Yes
F	0.00	<70	Yes
H Honors	4.00	90-100	Yes
HP High Pass	3.00	80-89	Yes
PS Pass	2.00	70-79	Yes
F Fail	0.00	<70	Yes
I Incomplete	none		No
IP In Progress	none		No
AU Audit	none		No
W Withdrawal	none		No
S Satisfactory	none	70-100	No
U Unsatisfactory	none	<70	No

#### Note:

1. Only letter grades will appear on the student's transcript.
2. The numerical grades will be used solely to calculate class quintiles after years 1 and 2.

**CX** Remediated C - Maximum grade for a course successfully remediated after failure.

**I** Incomplete is given when it is determined that, in unusual circumstances, the student should have the opportunity to finish incomplete work. To be eligible to arrange an incomplete, the student must have completed substantial portions of the course and be in good academic standing in the course (2.00 GPA or above). In consultation with the faculty member, the student initiates the request; final approval of awarding an incomplete grade is determined by the Assistant Provost. An incomplete form must be submitted within one week after the last day of the semester, or the grade assigned will be changed to an "F". All incompletes must be removed by the end of the sixth week of the next semester or the incomplete becomes an "F."



- IP** In progress grade for courses which span two or more semesters. The final grade and earned hours will be recorded for the course in the final semester.
- AU** Audited courses carry no credit and no grade.
- W** A grade of “W” is recorded when a student withdraws from a course during the second through the 10th week of classes for regular semester-long classes or by the end of the second week of classes for courses lasting at least five weeks but less than a full semester. The semester withdrawal is official only if the student completes the proper form and obtains authorization from the program director and the course instructor before filing the withdrawal request with the Office of the Registrar. A student who stops attending classes without processing this formal notice incurs an automatic “F” in the class. “W” grades are not given for courses lasting fewer than five weeks without complete withdrawal from the university.
- Students withdrawing from all university classes must complete the withdrawal process prior to the scheduled final exam in order to receive a “W” in the classes. Students must process the necessary paperwork to document this withdrawal starting with the Office of the Registrar. Students withdrawing from the university are also removed from all future classes enrolled in through advanced registration.
- S** Student has successfully passed the course. An “S” grade does not increase the number of divisor credits or grade points earned, but it does increase the number of credits earned.
- U** Student has not passed the course. A “U” grade does not increase the number of divisor credits, credits earned, or grade points earned.

### **Grade Point Average**

The grade point average is calculated by dividing the total number of GPA hours with the total number of quality points assigned to each course. Only courses taken at MU-COM are included in this calculation.

### **Grade Reports**

At the end of each term, final grade reports are available online in each student’s MUHUB account. Mid-term grades are not collected for doctoral level courses.

### **Transcripts**

Official transcripts of credits earned at Marian University are available at the Office of the Registrar. Students can locate fee information and order transcripts online at [www.marian.edu/current-students/registrar/transcripts](http://www.marian.edu/current-students/registrar/transcripts).

### **Student Promotion and Academic Progress**

The MU-COM policy for Student Promotion and Academic Progress (SPAP) outlines college standards relating to grading, promotion, retention and graduation.

- 1.1 Title
- 1.2 Purpose
- 1.3 Scope
- 1.4 Definitions
- 1.5 Promotion and Retention
- 1.6 Student Promotion and Academic Progress Committee
- 1.7 Student Rights

1.1. Title  
Student Promotion and Academic Progress Policy

1.2. Purpose  
To articulate the expectations held by the Marian University College of Osteopathic Medicine (MUCOM) with respect to student retention, promotion and graduation and define the methods utilized to assist students in meeting those expectations.

### 1.3. Scope

MUCOM has an obligation to assess student performance from matriculation until graduation, and to endorse each student as meeting the prerequisite knowledge, skills and attitudes for retention, promotion and graduation.

This policy also includes the consideration of student requests to return to the curriculum following leaves of absence that total an excess of one academic year, either continuous or recurrent.

### 1.4. Definitions

- 1.4.1 The Committee on Student Promotion and Academic Progress (SPAPC): A standing committee of MUCOM.
- 1.4.2 Professionalism: Students are required to satisfy professionalism standards as defined by MUCOM and Marian University. Alleged violations of professionalism are not adjudicated under this policy.
- 1.4.3 Technical Standards: Students are required to satisfy technical standards published by the College. Continued fulfillment of these standards is a requirement for enrollment at MUCOM.
- 1.4.4 Maximum Length of Degree Completion: A student has a total of 6 years from time of matriculation to complete the DO degree, including leaves and periods of disenrollment.

### 1.5. Promotion and Retention

Students are required to complete all program requirements in order to graduate from MUCOM with a doctorate of osteopathic medicine.

#### 1.5.1. Promotion

- 1.5.1.1. Students who complete all curricular requirements at the completion of year one will be recommended for promotion to year two.
- 1.5.1.2. Students who complete all curricular requirements at the completion of year two and have passed COMLEX Level 1, will be recommended for promotion to year three.
- 1.5.1.3. Students who complete all curriculum requirements at the completion of year three will be recommended for promotion to year four.
- 1.5.1.4. Students who complete all curriculum and graduation requirements by the completion of year four will be recommended for graduation. Students who have not met all requirements for graduation will not be recommended to graduate.

#### 1.5.2. Retention

- 1.5.2.1. Good Academic Standing: An enrolled student is in good academic standing when eligible to continue in the curriculum, to transfer to another medical school or to graduate.
- 1.5.2.2. Monitored Academic Status: A student who fails a single course or clerkship, or has failed a single attempt at a COMLEX exam, will be placed on monitored academic status.
  - 1.5.2.2.1. When placed on monitored academic status for a failure of a preclerkship course the student is required to meet with learning support specialist and create a student success plan. The plan will identify deficiencies in his or her knowledge, skill or attitude and establish a plan to remediate those deficiencies.
  - 1.5.2.2.2. When placed on monitored academic status for a failure of a single attempt of a COMLEX exam, the student is required to meet with the Assistant/Associate Dean of Academic Affairs and create a student success plan.
  - 1.5.2.2.3. When placed on monitored academic status for the failure of a single clerkship, the student is required to meet with the Assistant/Associate Dean of Clinical Affairs to create a student success plan.
  - 1.5.2.2.4. The student on monitored academic status is permitted to take the remediation experience associated with the failed course or rotation without review or permission from the SPAPC.
  - 1.5.2.2.5. The monitored academic status will be removed when the student passes the remediation experience associated with the failed course or rotation or has passed the second attempt of the COMLEX. In addition, the student must create a student success plan.
- 1.5.2.3. Academic Warning: A student is placed on academic warning due to a demonstrated unsatisfactory level of performance that places the student at risk for additional failures, or dismissal, if not addressed.
  - 1.5.2.3.1. A student is placed on academic warning if he or she fails more than one course or rotation or fails two or more COMLEX licensure examinations.
  - 1.5.2.3.2. Students placed on academic warning are required to appear at a meeting of the SPAPC.

- 1.5.2.3.3. If a student fails a course or rotation and does not pass the corresponding remediation, he or she will be placed on academic warning.
- 1.5.2.3.4. A student on academic warning is not permitted to take a remediation experience associated with a failed course or rotation unless permission is given by the SPAPC.
- 1.5.2.3.5. The SPAPC will provide the student with requirements necessary to remediate identified deficiencies in his or her knowledge, skill or attitude.
- 1.5.2.3.6. The academic warning status will be removed when the student satisfies the requirements outlined by the SPAPC.
- 1.5.2.4. Academic Probation: A student is placed on academic probation when a student fails to remediate his or her deficiencies related to knowledge, skills or attitudes and is at risk of dismissal.
  - 1.5.2.4.1. A student who did not satisfy the requirements necessary to remove the academic warning status will be placed on probation.
  - 1.5.2.4.2. A student on probation is required to meet with the SPAPC, who will determine terms of the probation and duration, not to exceed one academic year.
  - 1.5.2.4.3. The academic probation status will be removed when the student satisfies the requirements outlined by the SPAPC.
  - 1.5.2.4.4. If unable to satisfy the terms of the probationary status, a student will be dismissed.
  - 1.5.2.4.5. The status of academic probation will be reported to third party entities with a need to know.
- 1.5.2.5. Dismissal: The status given to a student who is no longer enrolled at MUCOM.
  - 1.5.2.5.1. The SPAPC may make the determination to dismiss due to a student's inability to:
    - 1.5.2.5.1.1. meet the school's technical standards,
    - 1.5.2.5.1.2. successfully remediate deficiencies in knowledge, skill or attitude
    - 1.5.2.5.1.3. complete the program in 6 years,
    - 1.5.2.5.1.4. obtain a passing score on COMLEX Level 1, LEVEL 2CE or 2PE after 3 attempts on any single level of the exam

## 1.6 Student Promotion and Academic Progress Committee

- 1.6.1 The SPAPC convenes three times a year, at the conclusion of the spring, summer and fall semesters, to meet with students who are: on academic warning, on academic probation, or are requesting to return from a leave of absence that exceeds one academic year (continuous or recurrent).
  - 1.6.1.1 The SPAPC may convene additional meetings as needed to engage in continuous quality improvement. These meetings will not include students or and individual student data will not be reviewed.
- 1.6.2 At the conclusion of the fall semester, the committee will make recommendations for student graduation.
- 1.6.3 The SPAPC will adopt procedures consistent with this document.

## 1.7 Student Rights

Students who appear on the SPAPC agenda are afforded the following rights, to:

- 1.7.1 Ask for and receive from the MUCOM office of student affairs an explanation as to why they are required to attend a meeting of the SPAPC and a copy of the committee's procedures.
- 1.7.2 Have an opportunity to discuss their academic progress and deficiencies with a learning support specialist or Assistant/Associate Dean of Student Affairs.
- 1.7.3 Have an opportunity to submit a written statement to the SPAPC accounting for the failure(s), extenuating circumstances, proposed approaches for remediation, or any other information the student believes may be relevant to the committee.
- 1.7.4 Be accompanied to the meeting by an advocate of his or her choice. An attorney is not considered an advocate and will not be permitted into the hearing.
- 1.7.5 Receive a written letter detailing the decision of the committee.
- 1.7.6 Appeal the decision of the SPAPC within 3 business days of receipt of written notice to the appropriate subcommittee of the SPAPC.

## **COMLEX Failure Policy**

All students must pass COMLEX-USA Level 1, Level 2CE and Level 2PE to graduate from MU-COM with a D.O. degree.

All students must take COMLEX-USA Level 1 before June 30th of their second year in order to enter their clerkships, unless an extension is granted by the Assistant/Associate Dean of Academic Affairs.

Students who successfully pass all required courses in years 1 and 2 of the curriculum will be conditionally promoted to year 3 pending achievement of a passing score on COMLEX-USA Level 1. If a student fails COMLEX Level 1, they are required to meet with the Assistant/Associate Dean of Academic Affairs to determine the most appropriate next steps, which may include a variety of actions, including but not limited to adjusting a clerkship schedule, student removal from clerkships, or completing a remediation plan.

In addition, students must take the COMLEX Level 2 CE before July 31st and COMLEX Level 2 PE between July 1st but before August 31st of their fourth year, respectively, unless an extension is granted by the Assistant/Associate Dean of Clinical Affairs.

## **MU-COM Grievance Policy**

MUCOM students have a right to due process, which includes the right to file a grievance against a member of the MUCOM community.

As defined in the policy, a grievance is an allegation filed by a student against a member of the faculty, staff or administration of Marian University that pertains to an alleged violation of student rights. A grievance may include a request to review an academic evaluation when there is an allegation that the evaluation is based, entirely or in part, upon factors other than good faith judgment of academic performance. A grievance cannot be filed on the basis of dissatisfaction of final grade or upon the basis of the content knowledge of a faculty member.

- 1.1 Title
- 1.2 Purpose
- 1.3 Scope
- 1.4 Definitions
- 1.5 Administrative Resolution
- 1.6 Filing a Grievance
- 1.7 Committee on Professionalism and Ethics

1.1 Title  
Academic Grievance Policy

1.2 Purpose  
To articulate the rights and responsibilities of students when filing a grievance.

1.3 Scope  
MUCOM students have a right to due process, which includes the right to file a grievance against a member of the MUCOM community for an unresolvable academic issue. This policy supersedes the Marian University Grade Appeal Policy.

- 1.4 Definitions
- 1.4.1 Grievance: An allegation filed by a student against a member of the faculty, staff or administration of Marian University that pertains to a potential violation of student rights. A grievance may include a request to review an academic evaluation on the ground that the evaluation was based, entirely or in part, upon factors other than good faith judgment of academic performance. A grievance cannot be filed on the basis of dissatisfaction of final grade or upon the basis of content knowledge.
  - 1.4.2 Burden of Proof: Academic judgment is presumed to be made in good faith, and the grievant has the burden of proving the contrary a preponderance of the evidence.
  - 1.4.3 Respondent: The person who responds to the allegation or grievance.

1.5 Administrative Resolution  
Prior to a grievance being filed, a student must attempt to resolve an issue informally through direct discussion. If the issue remains unresolved, a grievance may be filed.

## 1.6 Filing a Grievance

To file a grievance, a written, signed statement must be submitted to the Assistant/Associate Dean of Student Affairs. The statement must contain the specific provision of a policy that was violated, the time/place and nature of the alleged violation, facts supporting the allegation, the person(s) against whom the grievance is filed and redress sought.

1.6.1 Anonymous grievances will not be accepted.

1.6.2 Grievances must be filed no later than 30 calendar days after the alleged violation occurred. Grievances filed after this time will not be considered.

## 1.7 Committee on Professionalism and Ethics (CPE)

1.7.1 The CPE convenes as needed.

1.7.2 The CPE will issue a decision of its findings and supporting rationale, which will include any redress to be implemented.

1.7.3 The CPE will establish procedures in accordance with this policy.

## 1.8 Appeal

1.8.1 The decision of the CPE can be appealed by either party in accordance with established procedures of the CPE.

## Student Records

Marian University operates in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. Students have the right to inspect official records pertaining to them and to challenge inaccurate or misleading information. Exceptions are parents' financial records and confidential letters and statements placed in the record before January 1, 1975, or placed under conditions where students have signed a waiver of right of access.

All student academic information is considered confidential except for the following "directory" information available to the public: student's name, campus and off-campus address, e-mail address, telephone and voice mail number, date of birth, photograph, major field of study, participation in University activities and sports, physical and performance statistics of members of athletic teams, dates 18 of attendance, full- or part-time status, degrees, awards, honors, dean's list, and the most recent previous institution attended by the student.

The student may request that directory information not be released. This must be made in writing to the Office of the Registrar within 15 days of the beginning of each term. Failure to notify the Office of the Registrar may mean University publications, such as team rosters, promotional brochures, or the student directory, may include some directory information. Clerkship sites require MU-COM to disclose directory information per contractual agreements.

Students may waive the right of nondisclosure, allowing access to their records by anyone designated on the waiver form. The waiver form is effective through the student's graduation or until the student designates otherwise.

## Maintenance of Records

A student record is comprised of three basic categories: admissions materials, academic information and financial aid materials.

MU maintains student records for the purpose of admissions, monitoring the progress of students through the curriculum, counseling students and assisting them in the completion of their academic progress, responding to requests for licensing purposes and for formulating letters of evaluation for students as they apply for internships and residency positions. MU-COM also uses information from student records to conduct studies designed to improve instruction and services to the students.

A student can request to review the information in his/her file with a 10-day written notice to the Office of the Registrar.

## Access to Student Records

Access to student's record may be granted to school officials determined to have a legitimate educational interest. The custodian of the records must determine the legitimacy of each request. The school official is not authorized to share this information with a third party without the student's written permission. All other access to a student's record is granted in accordance with FERPA.

Transcripts or grade reports from other institutions, criminal background check(s), copies of scores from national tests (MCAT, National Board, Praxis etc.) and/or any other third party material will not be released by MU. Students must contact the institution that issued these documents to obtain copies.

**Assessment of Student Learning Outcomes**

The assessment of university outcomes is central to strategic planning, budgeting, and improvement of university programs and operations. Periodically, the university will conduct university-wide assessment activities to gather data for such purposes. Students and university personnel are expected to participate in annual data gathering, which may include placement testing, learning assessments, attitudinal surveys, and administrative/departmental annual reports and self-studies. The results of data analyses are used to improve academic programs and university services.

All degree programs have learning objectives to be attained by their graduates. Evidence for attainment is gathered annually, using a program-specific assessment plan and rubrics for evaluation. As part of annual institutional assessment, reports of program learning outcome attainment are sent to the Teaching and Learning Committee for review and compilation. Revisions in program curricula, academic strategic planning, and budgeting flow from assessment findings and recommendations. Academic departments are responsible for periodic evaluation of their assessment plans.

## Registration Policies

The Office of the Registrar serves as the custodian of student academic records and ensures the accuracy, integrity, and security of these records. Primary responsibilities include: creating and maintaining student academic records; publication of university catalogs and schedule of classes; course registration; transcript requests; interpreting and articulating academic policies and procedures; evaluating transfer credits; publication of the final exam schedule; FERPA training and compliance; certifying completion of degree requirements degree candidates; enrollment/degree verifications; academic status verifications.

The Office of the Registrar is located on the first floor of Marian Hall and is open Monday through Friday from 8 a.m. to 4:30 p.m. For Additional information and resources and a complete listing of staff members go to [www.marian.edu/current-students/registrar](http://www.marian.edu/current-students/registrar). Email: [regis@marian.edu](mailto:regis@marian.edu); Main phone: 317.955.6050; Fax: 317.955.6575.

### Registration and Class Changes

Students are encouraged to advance register for classes. Students must register online through the MUHUB. The MUHUB will be open and available through 11:59pm the day immediately prior to the start of the semester.

Except for courses lasting four or fewer weeks, a course may be dropped with no record during the first week of classes. From the second week through the end of the tenth class week for semester-long courses, and during the second class week of classes lasting five or more weeks but less than a full semester, a course may be dropped with a grade of "W" provided the student processes the official change of registration form. (See Grading System for details.)

### Course Load

The minimum course load for a full-time graduate student is 9 credits per semester.

### Course Remediation

A student who successfully remediates a course will receive a grade of CX (70%) in that course and that grade will be used to calculate the GPA. In the event a course and the remediation of that course are failed, or the remediation of that course is not completed, the original course grade shall be recorded on the transcript.

### Course Repeat Policy

Based on the SPAPC and/or course failure guidelines, a student may be required to repeat a course for which he/she has received credit. The last grade and credit replace the previous ones in computing the grade point average. A student who fails a repeated course for which he/she received credit forfeits the original grade and credit earned. All courses attempted are listed on the student's records.

### Class Attendance

For required courses students must follow the requirements outlined in the course syllabus. Receiving an excused absence from a course activity does not affect the expectation that the student will meet the course requirements as outlined in the course syllabus.

Osteopathic medical student education is a participatory activity. Student participation in scheduled courses is expected and can be used in faculty's assessment of student performance. The MU-COM supports and understands the right of the faculty to expect student attendance and participation in many curricular components and the need to impose consequences if those expectations are not met.

Marian University reserves the right to administratively drop or withdraw students who are reported as never attending class(es). Administrative drops or withdraws may affect financial aid, billing, and enrollment status.

### Changes of Enrollment

There are five change-of-enrollment categories at MU-COM. They are: Course Drop/Withdrawal, Leave of Absence, Student Requested Withdrawal from MU-COM, College's Right to Require Withdrawal or Leave of Absence, and Dismissal. Failure to file the appropriate paperwork to drop, withdraw or request a leave of absence within the appropriate time period may result in full tuition charges and a failing grade.

Detailed information about changes to enrollment are described below.

### **Course Drop or Course Withdrawal**

A student may withdraw from classes by completing the appropriate withdrawal forms and submitting them to the Office of the Registrar. A schedule for withdrawal from the University and reduction of charges can be found on the Office of the Registrar's webpage.

### **Student-Requested Withdrawal from MU-COM**

Students should contact the Office of the Registrar to ensure that all procedures are followed and forms completed.

### **College Required Withdrawal or Leave of Absence**

The College reserves the right, and the student, by the act of matriculation, concedes to the College the right to require withdrawal or leave of absence at any time the College deems it necessary to safeguard MU-COM standards of scholarship, conduct, and compliance with regulations or for such other reasons deemed appropriate by the College.

### **Leave of Absence**

Students may, under exceptional circumstances, be granted a Leave of Absence (LOA) from medical school. Any such LOA granted shall be solely within the discretion of MU-COM based upon the merits of the request, evaluated on a case-by-case basis.

A student who is considering a LOA should discuss this request with the Assistant/Associate Dean of Student Affairs.

### **Dismissal**

Dismissal is a complete separation from MU-COM. Dismissal from the College may result in charges to the student depending on when the dismissal occurs.

## **Additional Graduation Information**

### **Determining the Catalog in Effect for You**

Marian University students who maintain continuous enrollment each fall and spring semester use the catalog in effect at the point they first enroll at the university as a degree-seeking student. Sometimes a program change is approved for both new and current students, particularly when it is required for professional certification.

### **Credits Required for Graduation**

Candidates for the Doctor of Osteopathic Medicine degree must complete a minimum of 190 credits and earn a minimum 2.00 cumulative GPA.

### **Graduation Application**

All graduating students, whether participating in the graduation ceremony or not, must complete a Graduation Application. This form, available online, initiates the graduation audit and the process of preparing diplomas.

### **Attendance at Commencement**

Doctoral candidates for degrees are required to wear the Marian University prescribed academic attire if attending the commencement ceremony. Degree candidates must be in good academic standing to participate in commencement. Graduate students who will complete all remaining degree requirements by August may attend the May commencement ceremony. December graduates are invited to participate in the graduation ceremony the following May.

### **Diplomas**

Diplomas are only issued to those who have fully completed all requirements and have met all financial obligations to the college. Diplomas are not presented to students during the commencement ceremony. Students will be notified of diploma availability by the Registrar's Office leading up to and after each graduation date in May, August, and December. Diplomas may be picked up or will be mailed to the permanent address of record within ten weeks of the ceremony.



## Graduation Requirements

The Doctor of Osteopathic Medicine (D.O.) degree is conferred upon candidates who have satisfactorily completed all academic requirements, any requirements stipulated by the Student Promotion and Academic Progress Committee and the Task Force on Professionalism and satisfied all financial obligations.

The items that follow provide a descriptive overview of the individual elements needed for graduation from MU-COM:

- Satisfactory completion of all pre-clerkship and clerkship coursework. A minimum of two years must have been completed at Marian University College of Osteopathic Medicine.
- Completion of a minimum of 190 credit hours with a minimum 2.00 cumulative GPA.
- Satisfactory completion of all requirements for graduation within six years from the date of matriculation, including approved leaves of absence and periods of disenrollment.
- Successful completion of COMLEX-USA Level 1, Level 2 Cognitive Evaluation, and Level 2 Performance Evaluation examinations. Students are approved as an eligible candidate to take the examinations by the Office of the Dean (in accordance with current NBOME standards). Additional information regarding COMLEX requirements is located in the student handbook - <https://www.marian.edu/docs/default-source/osteopathic-school-documents/final-student-handbook.pdf?sfvrsn=2>
- Compliance with the curricular, legal, and financial requirements of the university.
- Demonstrated ethical, personal, and professional behavior in compliance with the Marian University Code of Student Rights and Responsibilities and MU-COM Student Handbook.
- Demonstrated suitability for the practice of medicine as evidenced by displaying integrity and competence in the conduct of clinical and academic activities.

Each graduating student must receive the endorsement of the MU-COM Faculty Association, the Marian University Faculty Assembly, the MU-COM Dean, and the Marian University Board of Trustees.

Completion of a program of study at Marian University College of Osteopathic Medicine does not guarantee placement in a residency program or future employment, licensure or credentialing.

### Required Coursework

#### Year 1

Semester	Course Number	Course Title	Credit Hours
Fall	MED 611	Scientific Foundations of Medicine	7
Fall	MED 612	Essential Clinical Anatomy and Development	8
Fall	MED 615	Introduction to Clinical Medicine 1	3
Fall	MED 616	Osteopathic Principles and Practice 1	3
<b>Fall Total</b>			<b>21</b>
Spring	MED 617	Cardiopulmonary & Renal Systems	14.5
Spring	MED 625	Introduction to Clinical Medicine 2	3
Spring	MED 626	Osteopathic Principles and Practice 2	3
<b>Spring Total</b>			<b>20.5</b>
<b>Year 1 Total</b>			<b>41.5</b>

## Year 2

Semester	Course Number	Course Title	Credit Hours
Fall	MED 627	Neurology, EENT, and Motor Systems	9
Fall	MED 715	Introduction to Clinical Medicine 3	3
Fall	MED 716	Osteopathic Principles and Practice 3	3
Fall	MED 717	Dermatology, Immunology, Skeletal Muscle, Orthopedics	7.5
<b>Fall Total</b>			<b>22.5</b>
Spring	MED 718	GI, Endocrine, and Metabolism	7.5
Spring	MED 720	Reproduction, Aging, and Psychiatry	9.5
Spring	MED 725	Introduction to Clinical Medicine 4	2
Spring	MED 726	Osteopathic Principles and Practice 4	2
<b>Spring Total</b>			<b>21</b>
<b>Year 2 Total</b>			<b>43.5</b>

## Years 3 and 4

Type	Course Number	Course Title	Credit Hours
Core Rotation	MED 800	Family Medicine 1	5
Core Rotation	MED 801	Family Medicine 2	5
Core Rotation	MED 810	Internal Medicine 1	5
Core Rotation	MED 811	Internal Medicine 2	5
Core Rotation	MED 822	Emergency Medicine	5
Core Rotation	MED 835	Surgery 1	5
Core Rotation	MED 836	Surgery 2	5
Core Rotation	MED 840	Obstetrics/Gynecology	5
Core Rotation	MED 850	Pediatrics	5
Core Rotation	MED 860	Psychiatry	5
Selective	IMS XXX	Internal Medicine Selective	5
Selective	PCS XXX	Primary Care Selective	5
Selective	SUR XXX	Surgery Selective	5
Electives	MED XXX	Medical Electives (five months)	25
Internship	MED 907	Sub-Internship	5
Course	MED 803	Clinical Colloquium 1	5
Course	MED 804	Clinical Colloquium 2	5
<b>Years 3 &amp; 4 Total</b>			<b>105</b>

<b>Total credit hours required for graduation</b>	<b>190</b>
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## Catalog of Courses

An alphabetical list of course descriptions is printed on the following pages. Each course is identified by a code of three letters and a three-digit number. The number of credits per course is listed.

**Numbers 500 and above** designate graduate level courses.

Not all courses listed in this catalog are offered each semester. The rotation code of each course is indicated at the end of the course description. The codes are as follows:

SEM – every semester

FAL – every fall

SPR – every spring

SUM – summer

2FO – every fall of the odd year

2FE – every fall of the even year

2SO – every spring of the odd year

2SE – every spring of the even year

ADD – at the discretion of the department

Prior to the beginning of registration, a schedule of classes is distributed and used as the immediate guide for planning the student's schedule. The university reserves the right to add to or delete from the semester's schedule as registrations warrant.

The University [Catalog of Courses and Section Offerings](#) is also available online. This provides real-time course descriptions and sections offerings for all courses, for all programs.

### **MED 611 Scientific Foundations of Medicine**

**7 credits**

Emphasis in this course will be placed on foundational knowledge in the biomedical sciences relevant to an understanding of clinical medicine. Consistent with the systems-based courses that will follow, biomedical science disciplines will not be presented as separate courses. The foundations course will prepare the learner to have an understanding of the basic tenets of several biomedical science disciplines. This course will cultivate the application of scientific fundamentals to a deep understanding of healthy and disease states in the systems courses that will follow. (FAL)

### **MED 612 Essential Clinical Anatomy and Development**

**8 credits**

The Essential Clinical Anatomy and Development course introduces the basic organization, function, and clinical importance of human structures. It serves as a framework from which to build a more in-depth understanding of the body systems and specialty clinical material presented in the integrated systems courses. Through this anatomy course, students obtain an expansive clinical and anatomical vocabulary, examine human tissues in detail, develop an understanding of human clinical anatomy, and discover the developmental basis of anatomic variants and a variety of clinical conditions. In addition, this course provides students with a first introduction to medical imaging modalities, furthering student familiarity with three-dimensional anatomic relationships. Students are routinely encouraged to integrate and apply the domains of anatomic knowledge during clinical anatomy lectures, team-based donor dissection, small group and interactive exercises, case-based interactive lecture sessions, and self-directed learning opportunities. (FAL)

### **MED 615 Introduction to Clinical Medicine 1**

**3 credits**

The Introduction to Clinical Medicine courses will develop skills in history-taking, physical examination, clinical reasoning, initiation of treatment, application of medical ethics and biostatistical/epidemiologic concepts, professionalism, health promotion and disease prevention, interprofessional collaboration, cultural sensitivity and competency, patient safety, and the provision of cost-effective care. ICM is taught longitudinally during the semester, with content integration from systems and OPP courses. (FAL)

### **MED 616 Osteopathic Principles and Practice 1**

**3 credits**

The Osteopathic Principles and Practice 1 (OPP-1) course is designed to provide students with foundational knowledge of Osteopathic Medicine. The course introduces basic palpatory skills and clinical knowledge related to Osteopathic diagnosis and treatment. Knowledge and skills taught in OPP 1 will provide a foundation for further learning and practice in subsequent courses. (FAL)

**MED 617 Cardiopulmonary & Renal Systems****14.5 credits**

This course covers the major biomedical and clinical science related to the heart, lungs, blood, blood vessels, and kidneys. Both the acute and chronic disease states of the cardiovascular, pulmonary, hematologic, and renal systems are presented, and all the systems are integrated to understand the dynamic relationship between them. (SPR)

**MED 625 Introduction to Clinical Medicine 2****3 credits**

The Introduction to Clinical Medicine courses will develop skills in history-taking, physical examination, clinical reasoning, initiation of treatment, application of medical ethics and biostatistical / epidemiologic concepts, professionalism, health promotion and disease prevention, interprofessional collaboration, cultural sensitivity and competency, patient safety, and the provision of cost-effective care. ICM is taught longitudinally during the semester, with content integration from systems and OPP courses. (SPR)

**MED 626 Osteopathic Principles and Practice 2****3 credits**

The Osteopathic Principles and Practice 2 (OPP-2) course is designed to build on the knowledge and skills obtained in OPP 1. Students will expand their foundational knowledge of Osteopathic Medicine and palpation skills introduced in OPP 1. The application of Osteopathic diagnosis and treatment related to clinical presentations will be introduced. (SPR)

**MED 627 Neuroscience, EENT, and Motor Systems****9 credits**

The purpose of this course is to provide the learner with a foundational understanding of the biomedical science concepts and most common diseases encountered clinically that involve normal anatomy, physiology and acute and chronic disease states of the nervous system, motor systems, the eyes, ears, nose, and throat. Biochemical and physiological regulation of systems covered are presented, and pharmacologic and non-pharmacologic interventions for common conditions are described. (FAL)

**MED 715 Introduction to Clinical Medicine 3****3 credits**

The Introduction to Clinical Medicine courses will develop skills in history-taking, physical examination, clinical reasoning, initiation of treatment, application of medical ethics and biostatistical / epidemiologic concepts, professionalism, health promotion and disease prevention, interprofessional collaboration, cultural sensitivity and competency, patient safety, and the provision of cost-effective care. ICM is taught longitudinally during the semester, with content integration from systems and OPP courses. (FAL)

**MED 716 Osteopathic Principles and Practice 3****3 credits**

The Osteopathic Principles and Practice 3 (OPP-3) course is designed to expand on the knowledge obtained in OPP-1 and OPP-2. The students will apply the Four Tenets of Osteopathic Philosophy utilizing the Five Treatment Models of patient care, and will incorporate OMT and the advanced palpation skills that have been covered in previous courses. This course provides didactic and laboratory training to promote mastery in palpation skills and OMT that will be utilized by the students. (FAL)

**MED 717 Dermatology, Immunology, Skeletal Muscle, Orthopedics****7.5 credits**

DISKO covers four somewhat related subjects. Dermatology and Immunology are integrated and delivered in the first 2/3rds of the course together. Skeletal Muscle and Orthopedics are integrated and presented in the last third of the course. Immunology is tightly related with dermatologic disease and symptoms, and immunology connects with musculoskeletal issues through rheumatology. (FAL)

**MED 718 GI, Endocrine, and Metabolism****7.5 credits**

There are two major components of the GEM course. The initial focus of the course is on biomedical aspects of the normally functioning gastrointestinal tract and hepatic, biliary, and exocrine pancreatic functions as well as the pathophysiology of various disease states of these systems. Following this, the course covers the glands and tissues (including the endocrine pancreas) that are responsible for secreting hormone mediators for many biological and metabolic processes, including the signs and symptoms of endocrinopathies and diagnostic approaches to these potentially serious and life-threatening diseases. Emphasis is placed on diabetes and thyroid disorders as common examples of conditions that have far reaching consequences for public health, preventive medicine and the community and are likely to be encountered in a primary care setting. (SPR)

**MED 720 Reproduction, Aging, and Psychiatry****9.5 credits**

This course is delivered in three sequential sections: Reproduction, Aging (clinical considerations through the continuum of age including Pediatrics and Geriatrics), and Psychiatry. The Reproduction section of the course will provide medical students with an understanding of the structural and functional components of the male and female reproductive system. In addition, an introduction to the anatomic, metabolic and biochemical aspects of human pregnancy will be followed by a brief overview of common disorders of pregnancy. The Aging section of the course will entail the following stages of life: newborn, childhood, adolescence, and advanced age. The Psychiatry portion of the course will focus on adaptive and maladaptive patterns of behavior, including, developmental and pervasive disorders, mental health concerns and pathological conditions. Pharmacologic and non-pharmacologic approaches to mental health concerns/disorders are presented, and the basic biochemical basis is linked to pharmaceutical agents. As one of the last systems courses, foundational knowledge attained up that point will be synthesized and assessed to allow for a more nuanced understanding of disease. (SPR)

**MED 725 Introduction to Clinical Medicine 4****2 credits**

The Introduction to Clinical Medicine courses will develop skills in history-taking, physical examination, clinical reasoning, initiation of treatment, application of medical ethics and biostatistical/epidemiologic concepts, professionalism, health promotion and disease prevention, interprofessional collaboration, cultural sensitivity and competency, patient safety, and the provision of cost-effective care. ICM is taught longitudinally during the semester, with content integration from systems and OPP courses. (SPR)

**MED 726 Osteopathic Principles and Practice 4****2 credits**

The Osteopathic Principles and Practice 4 (OPP-4) course is designed to further expand on the knowledge from previous OPP courses. The emphasis will be on the clinical application of OPP and OMT in patient treatment, with primary focus on high frequency, high impact patient presentations that frequent an osteopathic generalist office. The student will assimilate knowledge from previous courses and apply the Five Treatment Models of patient care. This course provides didactics and supervised laboratory sessions in order to prepare the student for clinical rotations and clinical patient care. (SPR)

**MED 803 Clinical Colloquium 1****5 credits**

Clinical Colloquium is a month-long course designed to teach students the practical and professional skills necessary to become competent and compassionate osteopathic physicians. The goal of the course is to assist students with the transition to clerkship training. Students will expand their knowledge and skills related to the seven Osteopathic Core Competencies, as well as the 13 Entrustable Professional Activities. (FAL)

**MED 804 Clinical Colloquium 2****5 credits**

Clinical Colloquium is designed to further develop the practical and professional skills necessary for students to become competent and compassionate osteopathic physicians. The goal of the course is to assist students with the transition to the next year of clerkship training. Students will engage in activities related to the seven Osteopathic Core Competencies, as well as the 13 Entrustable Professional Activities (EPAs). (SPR)

**MED 8XX Core Clinical Clerkships****5 credits**

The core clinical clerkships are designed to provide students with exposure to a comparable variety, scope, and breadth of clinical experiences, through patient encounters and assigned learning activities. The clinical experiential learning opportunities reinforce and expand students' understanding of concepts introduced during the first two years of the curriculum. Through guided practice, students will learn how to transfer that knowledge and skill to increasingly complex situations with increasing autonomy. (SEM)

**MED 9XX Clerkship Electives****5 credits**

Clerkship electives are month-long opportunities for students to explore an area of personal or professional interest beyond the MU-COM required core and selective rotations. Electives provide a variety of healthcare-related experiences and learning opportunities to expand students' knowledge, ability, and understanding of the skills required to be successful in the medical profession. (SEM)

**IMS 9XX, PCS 9XX or SUR 9XX Internal Medicine and Surgery Selectives****5 credits**

Internal Medicine, Primary Care, and Surgery (IM, PCS, SURG) Selectives allow students the opportunity for additional training in subspecialty areas of Internal Medicine, Primary Care, and Surgery. Selectives provide students with a comparable variety of clinical experiential learning opportunities to expand students' knowledge, ability, and understanding of the skills required to be successful in the medical profession. (SEM)

**MED 907 Sub-Internship****5 credits**

A Sub-Internship (Sub-I) experience is designed to provide fourth-year (MS4) medical students with patient responsibility to a greater degree of autonomy than granted to a third-year (MS3) student. Students work in inpatient settings with a resident and/or attending physician conducting daily rounds, working on consulting services, and being more involved in the admission and discharge aspects of patient care. (SEM)

**MED 1002 OMM Honors Elective****1 credit**

The OMM honors program will introduce the student to the living history of Osteopathy, through reading, conversation and experiential lab. The students will first be introduced to the writings of Dr. Still as well as our present day understanding of his approach to the patient. The course will evolve to study the work of other distinguished Osteopathic physicians including the work of Dr. W.G. Sutherland, Dr. Louisa Burns, and others. This course will additionally be designed to teach students how to present the material they are learning and to enhance their communication and teaching abilities. A strong emphasis will be placed on the application of principles in the direct care of patients. Also, the students will be trained to table train, with an emphasis on teaching in the OMM lab for first year students. (SEM)

## PEOPLE

*(Every effort was made to capture the organizational structure and title changes at the time of print)*

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Ice Miller LLP

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Sisters of St. Francis, Oldenburg

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Indiana Governor's Commission on Latino/Hispanic Affairs

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Business Development Corporation

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Sisters of St. Francis, Oldenburg

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St. Vincent Health

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CEO/ Founder  
Indy Signature Group | Keller Williams

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Executive Director  
Cornea Research Foundation of America

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St. Luke Catholic Church  
Archdiocese of Indianapolis

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Chairman Emeritus  
OneAmerica

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Program Director  
Community South Osteopathic Family Medicine Residency

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Managing Director  
Fifth Third Private Bank

**Joseph Slaughter**

CEO and Chairman, retired  
Herff Jones Company

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Sisters of St. Francis, Oldenburg

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Human Resources Director  
Archdiocese of Baltimore

**D. Anthony Watt '69**

Plant Manager, retired  
DaimlerChrysler Corporation

**Robyn R. Werner**

Partner  
Ernst & Young LLP

**Ramarao Yeleti, M.D.**

Chief Physician Executive  
Community Physician Network

**Richard Andrew "Drew" Young**

Owner  
Drew Young Law

**Raul Zavaleta**

President and Chief Executive Officer  
Volatus Advisors LLC



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S. Michael Hudson  
William Kelsey '61  
James F. Matthews  
Robert H. McKinney  
Charles O'Drobinak  
John A. Purdie  
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Mary L. Welch '68  
Mary Young '47  
Judge Gerald S. Zore '63

## EXECUTIVE OFFICERS

### **Daniel J. Elsener** (2001)

President

B.A., Nebraska Wesleyan University, 1977

B.S., Nebraska Wesleyan University, 1977

M.S., University of Nebraska, 1980

### **Alan J. Silva, Ph.D.** (2018)

Executive Vice President and Provost

B.A., California State University, 1985

M.A., University of California, 1988

Ph.D., University of California, 1993

### **Gregory A. Ginder** (2009)

Senior Vice President for Personnel, Finance, Facilities & Technology

B.S., Indiana University-Purdue University, 1981

## PRESIDENT

### **Daniel J. Elsener**

President

(See Executive Officers)

### **Olivia Gehrich '14** (2016)

Administrative Assistant and Correspondence Secretary

B.A., Marian University, 2014

### **Cyndi Kamp** (2006)

Executive Assistant to the President

### **Deborah Lawrence** (2002)

Vice President for Administration and General Counsel

B.A., DePauw University, 1984

J.D., The Columbus School of Law of The Catholic University of America, 1987

**Kortni Wright (2016)**

Conference Services and Special Events Coordinator  
B.S., Indiana University/Purdue University Indianapolis, 2013

**PROVOST**

**Zachary Beck (2018)**

Director of Sponsored Research Programs  
B.S., Eastern Illinois University, 2007  
B.S., Purdue University, 2015  
M.S., Purdue University, 2017

**William B. Harting (2000)**

Assistant Provost for Accreditation and Administration  
B.A., DePauw University, 1988  
M.S., University of Kentucky, 1991

**Brooke Kile (2015)**

Director, Office of Institutional Research  
B.A., Butler University, 2004  
M.S., University of St. Francis, 2011

**Dale Selbe (2000)**

Executive Assistant to Provost

**Alan J. Silva (2018)**

Executive Vice President and Provost  
(See Executive Officers)

**Nicole Van Volkenburg '17 (2017)**

Institutional Research Analyst  
B.A., Marian University, 2017

## ADMINISTRATION AND FACULTY OF MARIAN UNIVERSITY COLLEGE OF OSTEOPATHIC MEDICINE

### Dean's Cabinet

Donald Sefcik, DO, MBA	College of Osteopathic Medicine Dean & Senior Vice President of Health Professions
Jana Baker, DO	Assistant Dean of Academic Affairs
Kristan Durbin	Executive Assistant to the Dean
Rhonda Garrison	Assistant Dean for the Continuum of Physician Education
Bryan Larsen, PhD	Associate Dean of Biomedical Sciences
Luke Nelligan, DO	Senior Advisor to the Dean
Elizabeth Petsche, JD	Senior Advisor to the Senior Vice President of Health Professions
Clint Whitson, MS	Assistant Dean of Student Affairs
Amanda Wright, DO	Assistant Dean of Clinical Affairs
Sarah Zahl, PhD	Assistant Dean for Accreditation Logistics & Advancement

### MU-COM Faculty

Samina Akbar, Ph.D.	Associate Professor of Microbiology
Sage Arbor, Ph.D.	Assistant Professor of Biochemistry
Tafline Arbor, Ph.D.	Associate Professor of Anatomy
Jana Baker, DO	Associate Professor of Internal Medicine
Medhane Cumbay, Ph.D.	Assistant Professor of Pharmacology
David Dufeu, Ph.D.	Assistant Professor of Anatomy
David Gardner, Ph.D.	Professor of Biochemistry
Garren Gebhardt, DO	Assistant Professor of Osteopathic Manipulative Medicine
Daniel Gelfman, MD	Associate Professor of Internal Medicine
Sherman Gorbis, DO	Associate Professor of Osteopathic Manipulative Medicine
Richard Klabunde, Ph.D.	Professor of Physiology
Michael La Fontaine, Ph.D.	Associate Professor of Biochemistry
Bryan Larsen, Ph.D.	Professor of Microbiology
Jonathan Lowery, Ph.D.	Assistant Professor of Physiology
John Lucich, MD	Professor of Internal Medicine
Lyree Mikhail, MD	Associate Professor of Obstetrics and Gynecology
Minal Mulye, Ph.D.	Assistant Professor of Microbiology and Immunology
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Elizabeth Petsche, JD	Associate Professor of Family Medicine
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Sarah Zahl, Ph.D.	Assistant Professor of Family Medicine

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Julia Hum, Ph.D.	Assistant Professor of Physiology
Inaia Phoenix, Ph.D.	Assistant Professor of Microbiology and Immunology
Guang Xu, Ph.D.	Assistant Professor of Biostatistics and Public Health

### Clinical Chairs

Ryan Bence, DO	Clinical Assistant Professor of Emergency Medicine
Jesse Clark, DO	Clinical Assistant Professor of Family Medicine

Ann Cunningham, DO  
Mark DiLella, DO  
Leah Gehring, DO  
Barbara Matakevich, DO  
Heather Richardson, DO

Clinical Assistant Professor of Psychiatry  
Clinical Assistant Professor of Surgery/Orthopedics  
Clinical Assistant Professor of Internal Medicine  
Clinical Assistant Professor of Obstetrics and Gynecology  
Clinical Assistant Professor of Pediatrics

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## FACULTY AND STAFF EMERITI

**Timothy R. Akin, M.B.A., C.P.A., C.F.P., P.F.S.**  
(1975 – 2015)

Professor of Accounting & Finance, Emeritus

**Rev. Francis E. Bryan, M.Div.** (1974-)

Assistant Professor of Theology, Emeritus

**James Divita, Ph.D.** (1961-2003)

Professor of History, Emeritus

**William J. Doherty, Ph.D.** (1963-2000)

Professor of History, Emeritus

**Shirley J. Friedman, MSN, RN** (1978-2000)

Associate Professor of Nursing, Emerita

**Sister Mary Gloria Gallagher, OSF, M.M. '46**

(1980-1995)

Associate Professor of Music, Emerita

**Sister Stella Gampfer, OSF, M.A. '61** (1974-2011)

Associate Professor of English, Emerita

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Associate Professor of Mathematics, Emeritus

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Professor of Sociology, Emerita

**John A. Hill, M.A.** (1988-2013)

Registrar, Emeritus

**Sister Marilyn Hofer, OSF, Ph.D. '60** (1967-1995)

Professor of Education, Emerita

**Mary Malatesta, M.B.A.** (1957-1986)

Professor of Business Administration and Accounting, Emerita

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Nursing and Nutrition Sciences, Emerita

**William Pedtke, M.A.** (1965-2000)

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Assistant Professor of English, Emeritus

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Dean, Emerita

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**Diana Smith** (2005-2017)

Associate Professor of Nursing

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Professor of Biology, Emeritus

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