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Disclaimer
This handbook serves as MU-COM’s official notification to students of its policies, rules, regulations, and standards of conduct. The provisions of this handbook are not to be regarded as a contract between any student and MU-COM. MU-COM reserves the right to change any of the policies, rules, regulations, and standards of conduct at any time as may be necessary in the interest of the College. The College also reserves the right to modify or discontinue any of the services, programs, or activities described in this handbook.

General Information

Mission Statement
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 leadership 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’s 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 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.

Program Goals and Objectives
Consistent with the mission of Marian University, the College of Osteopathic Medicine will provide:
1. 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.
2. 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.
3. 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.
4. 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.

College Faculty and Leadership
A complete list of faculty, staff and administration of MU-COM can be found here https://www.marian.edu/osteopathic-medical-school/faculty-and-staff.

Notice of Nondiscrimination
MU-COM does not discriminate on the basis of race, ethnicity, color, sex, gender, gender identity, sexual orientation, religion, creed, national origin, age or disabilities in its programs and activities. The following individuals have been designated to handle inquiries regarding the non-discrimination policies:

Ruth Rodgers, Title IX Coordinator, Vice President of Student Success and Engagement & Dean of Students
3200 Cold Spring Road
Indianapolis, IN 46222
317-955-6318

Karen Candlish, Deputy Title IX Coordinator
Assistant Director of Housing and Residence Life
3200 Cold Spring Road
Indianapolis, Indiana 46222
(317) 955-6190

Nondiscrimination Policy
MU-COM is committed to equal opportunity in employment and education. The College recruits, hires, promotes, educates and provides services to persons based upon their individual qualifications, and
discrimination on basis of race, ethnicity, color, sex, sexual orientation, gender, gender identity, national origin, age or disabilities, and religion is strictly prohibited.

As an equal opportunity employer, MU-COM subscribes to the principles and adheres to the requirements of state and federal law pertaining to civil rights and equal opportunity, in accordance with the requirements of Title VI of the Civil Rights Act of 1964, as amended; the American’s with Disabilities Act of 1990 and section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)).

Commitment to Diversity
MU-COM promotes a diverse community that embraces all individuals and we are committed to cultivating acceptance, cultural awareness, and dignity of all individuals, as noted in MU’s Franciscan Values.

MU-COM is committed to the development of health, knowledge and overall well-being of all members of the community, regardless of one’s race, ethnicity, color, sex, sexual orientation, gender, gender identity, national origin, age or disabilities, and religion.

Admissions and Accessibility
Office of Admissions

The purpose of the Office of Admissions is to identify well-qualified applicants and select those for matriculation that best align with the Mission of MU-COM and the values of Marian University.

Information relating to admissions requirements and the application and selection processes can be found on our admissions website.  https://www.marian.edu/osteopathic-medical-school/admissions

In addition, the office of admissions also engages in community outreach and recruitment.  As a student at MU-COM, we encourage you to learn more about what this office and our program have to offer.

Transfer and Advanced Standing

Transfer Policy

Transfer applications will be considered only when there is a compelling need for transfer and the applicant is in good academic standing, or eligible for readmission, at a COCA or LCME accredited medical school.

Accepted transfer applicants are required to complete the final two years of their education at MU-COM. When applicants transfer from a LCME accredited medical school, MU-COM will articulate to the applicant the requirements necessary to obtain competence in osteopathic manipulative medicine and osteopathic principles and practice.

Advanced Standing Policy

Individuals with course work completed in international medical schools or in programs that lead to other professional or academic credentials are not eligible for admission to MU-COM with advanced standing.
Individuals who already hold the degree of doctor of medicine from either a US or international institution will not be considered for admission with advanced standing.

**Minimum Technical Standards**

MU-COM is committed to the admission and matriculation of qualified students and does not discriminate on the basis of race, ethnicity, color, sex, sexual orientation, gender, gender identity, national origin, age or disabilities, and religion. Regarding disabled (or physically challenged) individuals the College will not discriminate against such individuals who are otherwise qualified, but the College expects that minimal technical standards be met by all applicants and students as set forth herein. Students must have the ability to see, hear, and touch independently to optimally assess the physical, mental, and emotional status of patients. Where a deficiency occurs, it must be compensated with the aid of prosthetics to the extent that the student’s functioning is equal to that of a non-impaired student. Reasonable adaptations are those that will enable the osteopathic student to function independently and, when necessary, in a team-like fashion with other health professionals in an unimpaired manner. The following standards reflect what has been determined to be reasonable expectations of osteopathic medical students and physicians in performing common and important functions, keeping in mind the safety and welfare of the patients for whom our graduates will care.

**Observation & Visual Integration**

Applicants and students must have sufficient visual capabilities to observe demonstrations, experiments, and laboratory exercises in the basic and clinical sciences, as well as proper evaluation and treatment integration in order to assess asymmetry, range of motion, and tissue color and texture changes. They must be able to observe a patient accurately at varying distances and with the ability to discern non-verbal communication.

**Communication**

Applicants and students should be able to speak, hear and observe patients in order to elicit information, examine patients, describe changes in mood, activity and posture, and perceive nonverbal communication. They must be able to communicate effectively and sensitively with patients in English. Communication includes not only speech but also reading and writing. Applicants and students must be able to communicate effectively and efficiently in oral and written form with all members of the health care team in English.

**Motor Function**

Applicants and students must have sufficient motor function to execute movements reasonably required to provide general care and emergency treatment to patients. Examples of movements reasonably required of physicians include, but are not limited to, cardiopulmonary resuscitation, administration of intravenous medication, the application of pressure to stop bleeding, the opening of obstructed airways, the suturing of simple wounds, the performance of obstetrical maneuvers and osteopathic manipulative medicine. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch and vision.

**Sensory Skills**

Applicants and students of osteopathic medicine must possess an enhanced ability to use their sensory skills. Individuals with disabilities who have significant tactile sensory or proprioceptive disabilities may require a thorough evaluation to determine if they are otherwise qualified, with or without reasonable accommodation. Such individuals may include those with significant previous burns, sensory motor deficits, cicatrix formation and malformations of the upper extremities.
Strength and Mobility
Medical treatments, such as osteopathic manipulative medicine and cardio pulmonary resuscitation, often require upright posture with sufficient upper and lower extremity and overall body strength and mobility. Individuals with disabilities who have significant limitations in these areas may require evaluation to determine if they are otherwise qualified, with or without reasonable accommodation.

Intellectual, Conceptual, Integrative and Quantitative Abilities
Applicants and students must be able to concentrate, analyze and interpret data, and make decisions within areas in which there is a reasonable amount of visual and auditory distraction. They must perform these functions under a time limitation and do so under a reasonable amount of stress, as physicians are expected to be able to perform such duties in diverse clinical settings where others may be present and where there is a certain degree of noise. Applicants and students must be able to accurately write prescriptions, accurately perform basic mathematical functions, and accurately and quickly read charts with minimal error in areas where there may be distractions. They also must demonstrate ability to comprehend three-dimensional relationships, and to understand spatial relationships of structures.

Behavioral and Social Attributes
Applicants and students must possess the emotional health required for full utilization of their intellectual abilities, exercise good judgment, and promptly complete all responsibilities attendant to the diagnosis and care of patients and the development of mature, sensitive and effective professional relationships with patients. Applicants and students must be able to tolerate physically taxing workloads and adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that will be assessed during the admissions and educational processes.

Participation in Osteopathic Manipulative Medicine Laboratory and Clinical Care Encounters
Active participation in Osteopathic Manipulative Medicine Laboratories and Clinical Care Encounters is an admission, matriculation and graduation requirement. During Osteopathic Manipulative Medicine laboratory and clinical care encounters, it is imperative to the educational process that the body region being examined and/or treated will need to be exposed for observation, palpation and treatment. The examination and treatment must be conducted in a respectful and professional manner.

The development of palpatory skills used for diagnosis and treatment is significant and required in osteopathic medical schools. Stedman’s Medical Dictionary defines “palpation” as examination with the hands and fingers, touching, feeling or perceiving by the sense of touch. Palpation in the osteopathic educational context is the use of touch to examine the body. Palpatory skills are used in all areas of osteopathic medical practice and are especially important in the evaluation and treatment of the musculoskeletal system.

The development of palpatory skills and ability to perform osteopathic treatments are initiated in the first- and second-year labs. This learning requires active participation in all laboratory sessions where students palpate and will experience palpation by their peers and instructors of both genders to enhance the development of their own palpatory skills. Each student will palpate a variety of people with different body types to simulate the diversity of patients expected in a practice setting. Fingernails must be trimmed so as not to impair palpation or cause discomfort to the person being palpated.

The osteopathic medical profession uses a variety of treatment models through which the student will learn the art, science and skills of osteopathic manipulative treatment. Psychomotor skills are developed by repetition and reinforcement. Reading and observation, while helpful in understanding the didactic
concepts, do not develop the skills required to perform palpatory diagnosis and manipulative treatment. Each student is required to actively participate in all skill development sessions.

**Dress Code in Osteopathic Principles and Practice Laboratories**

The dress requirement in clinical skills training sessions is designed to promote learning by providing optimal access to diagnostic observation and palpatory experience. Wearing inappropriate clothing interferes with a partner’s experience of diagnosis and treatment.

Appropriate attire must be clean and includes:
- Shorts which are several inches above the knee - (no jean shorts, cut-offs, cargo, thick-seamed shorts, spandex, short shorts or knee length shorts)
- T-shirts - both genders will be asked to remove t-shirts while acting as patients.
- Sports bras or bathing suit tops for women - these should expose the spine and ribs (not wide t-back styles).
- Students may wear scrubs (or other apparel approved by the course director) over the laboratory attire when not in the role of the patient.
- When in the role of the patient, each student is expected to remove her/his shoes (no shoes are permitted on the tables).
- Hats or head coverings (other than for religious purposes) are not permitted in lab.
- Religious head coverings must be modified when necessary to allow palpation when they would obscure the immediate area to be examined or treated (e.g., head, neck, upper back). Modifications can include: adjustment of the covering permitting unobstructed palpation beneath the covering; or substitution of a thinner material that allows for adequate evaluation and treatment.
- Each student must be appropriately attired before class begins. Failure to be appropriately attired for class impedes the educational process and will not be tolerated.

Any student with a pre-existing health problem that may preclude examination and/or treatment in a clinical skills laboratory is required to submit a written request for limitation and/or exclusion to the department chair (or designee) and present appropriate medical documentation. A physician member of the department will review this information on a case-by-case basis, and may require additional diagnostic measures. The department member reviewing the case will determine any limitation or exclusion from participation, and the student will be notified in writing of the decision.

**Self-Assessment and Meeting Technical Standards:**

MU-COM is committed to making the accommodations that make a student successful. MU-COM has provided accommodations to many students with various disabilities that have enabled the student to be successful. MU-COM is also committed to a safe and effective environment for patients, MU-COM students, faculty, staff, and visitors. 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.

**Reasonable Accommodations for Students with Disabilities**

In accordance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and other applicable laws, MU-COM provides reasonable accommodations for otherwise qualified students with verified physical, psychological or learning disabilities. 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.

An accommodation will not be provided if it would result in the fundamental alteration of the College’s program or educational requirements. One or more trained intermediaries may be provided to assist the student during the educational program, but not under circumstances where the student’s judgment must be mediated by someone else’s power of selection and observation.

This policy will be administered consistently, fairly, and in a non-discriminatory manner in compliance with the ADA and all other applicable laws. All accepted applicants will be asked to certify they have reviewed these standards and understand continued compliance with these technical standards is a requirement for graduation from MU-COM.

Students with disabilities who have proper documentation must contact the Director of Academic Support Services in the Counseling and Consultation Services Office to set up a documentation review. If, after the review, accommodations are deemed reasonable and appropriate, an accommodation plan will be developed. As per the ADA, no accommodation can be provided until this process is complete. Any student who needs to request an accommodation can contact the Director of Academic Support Services.

**Health Requirements**

Noncompliance with mandatory health requirements, at any point during a student’s enrollment at MU-COM may prevent matriculation or academic advancement. A list of current health care requirements can be found here [https://www.marian.edu/osteopathic-medical-school/admissions/health-requirements](https://www.marian.edu/osteopathic-medical-school/admissions/health-requirements).

MU-COM does not waive these requirements for religious reasons or personal preferences, as many of these immunizations and proof of immunity are required by the clinical training sites, and are recommended to work with the public in a health environment.

**Tuition and Fees**

Tuition and fees are due and payable in full at registration unless special arrangements are made with the Business Office. The Marian University Board of Trustees reserves the right to change the schedule of tuition and fees, without advance notice, and to make such changes applicable to present as well as future students of the MU-COM, and to establish additional fees or charges for special services whenever, in their opinion, such actions are deemed appropriate.

The MU-COM will allow an incoming student to defer payment on those tuition amounts which will be paid from the proceeds of loans to be received by the MU-COM.

The incoming student must have completed all paperwork pertinent to those loans and all materials must have been sent to the respective lending agency prior to the due date.

Incoming students are expected to endorse loan proceeds (if lender sends a paper check to the college) promptly when received by the college. If an incoming student does not endorse the check(s) within the authorized time, late fees on the balance payable by the loan will be applied retroactively.

Those incoming students who have applied for loans to pay part of their obligation and plan to pay the remaining balance from personal sources are required to pay that balance as of the tuition due date.
Students enrolled at MU-COM may be required to take summer remediation courses based on their performance in a prior course. If course remediation takes place at MU, there will be a fee for that course remediation. Student loans are not available for Marian’s summer enrollment period. If the student remediates a course at a different University, the student will be responsible for arranging payment options for the course with that University and clarifying with the other University whether student loans or other aid might be available for this course.

Additional information about tuition and fees can be found here [https://www.marian.edu/admissions/tuition-and-fees/tuition-and-fee-payment-policy](https://www.marian.edu/admissions/tuition-and-fees/tuition-and-fee-payment-policy).

**Exceptions for Late Admission**

In the event that a student receives and accepts a late admission to the first year of study, an exception to the tuition due date will be considered if the appropriate loan application is filed.

**Consequence of Non-Payment**

The Business Office is charged with the responsibility of notifying the Office of the Registrar of those students to be dropped from classes or training assignments for non-payment. Students may be dropped or administratively withdrawn from the University if they have not satisfied their financial obligations with the University.

Students who have been dropped or administratively withdrawn from the University for non-payment will not be permitted to enroll in classes or clerkships and cannot take COMLEX-USA examinations until their financial obligations with the University have been satisfied.

**Outstanding Balances and Promotion/Graduation**

Students with unpaid student account balances will not receive diplomas, official transcripts or any other official academic records from the University. Students with unpaid balances may participate in graduation exercises.

**Tuition and Fee Refunds**

Refunds of student account overpayments are disbursed electronically through direct deposit or mailed from the University no later than Thursday of the same week. Students are responsible for maintaining current address information on the CAMS student record system for prompt receipt of checks by mail. Direct deposit is the preferred refund method. To use direct deposit, students will be required to provide banking information in order to receive funds electronically.

A student who withdraws from MU, or individual courses offered by MU, may be entitled to full or partial reduction of charges. Reduction of charges is based on the official date of withdrawal as recorded in the Office of the Registrar. Students should consult with the Office of Financial Aid about the impact that withdrawal may have on financial aid awards.

**Financial Aid**

The [MU-COM Office of Financial Aid](https://www.marian.edu/admissions/financial-aid) operates on an open-door policy to provide financial aid information and payment options to students, in addition to assistance with loans, scholarships and debt management and budgeting.
Scholarships
Through the generous support of our community partners, MU-COM is able to offer a variety of scholarships to incoming and enrolled students. These scholarships vary in the amount of funding, criteria, timing and focus. Students wishing to apply for these scholarships should review their descriptions, amounts and eligibility requirements on the MU-COM Office of Financial Aid webpage.

In addition to these scholarships, students are encouraged to apply for external opportunities. While not exhaustive, a list of recommended awards are also available on the MU-COM Office of Financial Aid webpage.

Academic Information
Curriculum Overview
The MU-COM curriculum was designed to facilitate progressive achievement of the seven (7) core competencies enunciated by the National Board of Osteopathic Medical Examiners (NBOME). The competencies serve as the targeted educational outcomes for the D.O. program. The competencies include:

1. Osteopathic Principles, Practice, and Manipulative Treatment: The student will apply osteopathic principles to the delivery of all aspects of patient care.

2. Patient Care and Procedural Skills: The student will demonstrate the essential knowledge, skills, and dispositions required to appropriately and compassionately care for patients.

3. Medical Knowledge: The student will demonstrate the appropriate knowledge of the clinical and biomedical sciences and their application to patient care.

4. Practice-Based Learning and Improvement: The student will investigate and evaluate patient care practices based on the principles of evidence based medicine.

5. Interpersonal and Communication Skills: The student will exhibit interpersonal and communication skills to appropriately interact with patients, families, and professionals.

6. Professionalism: The student will demonstrate the ethical, behavioral, and social science principles required for patient care and professional practice.

7. Systems-Based Practice: The student will display awareness of health systems and global issues that impact healthcare and patient communities.

MU-COM also reviews student progress related to the core entrustable professional activities (EPAs) using the competency crosswalk created by the American Association of Colleges of Osteopathic Medicine (AACOM).

Preclerkship Curriculum
The first two years of osteopathic medical education introduces students to the fundamental scientific concepts as they apply to the study of medicine. Courses are systems-based, with foundational clinical cases and group study. The curriculum is competency based with student assessment of learning and skills. Exposure to clinical medicine with an emphasis on osteopathic principles and practice are woven throughout the entire 4-year curriculum.
Clinical Clerkship Curriculum

Third and fourth year students at MU-COM are assigned to clerkship rotations at different regional sites throughout Indiana. In the CORE third year these clerkship rotations will occur primarily in and around Indianapolis, utilizing our main hospital partners as in-patient and clinic rotations, although there will also be opportunities in other regional cities.

Clerkships are designed to provide students with a broad and diverse range of clinical experiences to enrich their education and expose them to fields of medicine that may be future career options. To this end, in addition to their Core Rotations (Family Medicine, Internal Medicine, Surgery, Pediatrics, Psychiatry Obstetrics/Gynecology, and Emergency Medicine) students are also required to participate in the following clerkship experiences; Primary Care Selective, Internal Medicine Selective, Surgery Selective, Sub-Internship, and Electives. This type of clinical clerkship curriculum will allow the students to be successful in any field of medicine.

Core Competencies and Core Entrustable Professional Activities (EPAs)

MU-COM’s curriculum is designed to expose osteopathic medical students to clinical presentations, which represent how a patient (or community) might present for osteopathic medical care and assess the learner’s ability across the osteopathic competency domains and core entrustable professional activities (EPAs).

Competency domains are related sets of foundational abilities representing the required elements and outcomes that define the knowledge, skills, experience, attitudes, values, behaviors, and established professional standards. They constitute a general descriptive framework for the practice of osteopathic medicine: Osteopathic Principles, Practice, and Manipulative Treatment; Patient Care and Procedural Skills; Application of Knowledge for Osteopathic Medical Practice; Practice-Based Learning and Improvement; Interpersonal and Communication Skills; Professionalism; and Systems-Based Practice.

In order to best meet the needs of the patients they serve and to ensure quality health outcomes, learners are also assessed throughout the curriculum, on the level of supervision required for them to perform the 13 EPAs. It is expected that all osteopathic physicians are able to perform these EPAs without direct supervision on day one of residency. These EPAs provide direct relevancy of the osteopathic competencies as they relate to the work of a physician.

Promotion and Graduation

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. This policy can be found in the appendices of this handbook.

COMLEX Failure

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.

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.
Research and Scholarly Activity
Research encompasses a breadth of forms including laboratory studies, social or behavioral investigation or biomedical and clinical trials. Marian University has an obligation to comply with all Federal regulations that relate to each of these areas of research endeavor and by extension ensure that students who are actively involved in research also comply. To this end a compendium of information is provided at https://tinyurl.com/MU-COM-research-policies.

During orientation students are required to become acquainted with specific policy governing student involvement in research which is found at https://tinyurl.com/MU-COM-student-research-policy. This policy stipulates that any student engaging in research either on campus or at another institution must report this to the COM through the use http://tinyurl.com/MU-COM-student-research.

Research-Related Absences from Mandatory Events
Absence requests to attend meetings are handled on an individual basis with the course director and must be arranged in advance. Having a paper accepted for presentation does not automatically entitle a student to be absent from a required activity.

Course Catalog- will link to when available

Policies and Expectations
Educational Policies
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.

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
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.

**Grievance Policy**
MU-COM students have a right to due process, which includes the right to file a grievance against a member of the MU-COM 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.

The grievance policy is included as an appendix to this handbook.
Audio or Video Recordings
Students may not use electronic or other devices to make an audio or video record of any person while on the University premises without prior knowledge and without his or her expressed consent.

Recordings of Learning Activities
Learning activities in the lecture hall, lab and other classrooms have the capability of recording demonstrations, PowerPoints, and audio through Panopto and being posted in the Canvas course. Except when indicated in a course syllabus, learning activities and presentations are recorded for student access and review.

Lecture capture is susceptible to user, hardware, and software failure. In the event of a failed recording, faculty are not expected to re-record the lecture. Students who choose to miss the learning activity are aware of the possibility of lack of access to recordings due to recording errors.

In addition, the rights of an individual in regard to his or her own oral presentations, visual presentations, computer programs, graphics, etc. must be honored. As a result, faculty, students, and other presenters are under no obligation to permit the recording or duplication of their presentations or academic material.

Peer-to-Peer File Sharing
The College has implemented measures within the MU-COM information system that prevent the use of Peer-to-Peer file sharing applications on all campus network computers. However, students should be aware of the implications and risks of using such applications on personal computers. Students are not permitted to post MU-COM educational materials on any internet site, including Anki, Quizlet, etc.

Copying or distributing copyrighted media such as presentation slides, images, songs, movies, software, etc. without authorization from the copyright owner may constitute copyright infringement, and be a violation of the code of student’s rights and responsibilities, the MU-COM code of professional ethics or the policy on professionalism.

Malpractice Insurance Coverage
Students covered by Marian University College of Osteopathic Medicine’s professional malpractice insurance while participating in any required or elective course work at MU-COM affiliated hospitals, affiliates or training sites.

Students may participate in unique clinical opportunities outside of the regular curriculum only with prior written approval of the Assistant/Associate Dean for Clinical Affairs in consultation with the MU-COM Dean.

Supervision Policy
Medical students participating in clinical activities and in patient care must be supervised by physicians, nurses and other licensed practitioners who are practicing within the scope of their own practice as delineated by the credentialing body of the clinical site.

Faculty supervising students must be in good standing, and credentialed by the medical school’s affiliated-institution where the faculty member practices.
Medical students with any concern regarding clinical, administrative, educational, or safety issues during a clerkship will contact the supervising physician or Assistant/Associate Dean of Clinical Affairs.

Fatigue Mitigation
During years 1-4, all students will participate in learning events relating to the impact of sleep deprivation and fatigue, and will be exposed to strategies to better manage and mitigate their effects.

A student’s work schedule during years 3 and 4 will be dependent upon their clerkship assignment. Students should seek clarification of their schedule as needed to ensure that they may optimize the clinical experience.

Assigned clinical duties, rounds, and on-site educational programs are considered part of the student’s work hours, activities such as independent study, reading for assignments, and preparing for shelf examinations are not and should not be included in a tally of work hours.

Students should be assigned to no more than 80 hours per week, averaged over a 4-week period, and should have at least one day off in every seven-day period or two consecutive days off in every fourteen-day period.

Students are expected to self-monitor their assigned hours. If a student believes that he or she is being asked to exceed these duty hours during any clerkship, he or she must immediately consult the Division of Student Affairs.

Professionalism and Behavior
Code of Professional Ethics
Marian University College of Osteopathic Medicine (MU-COM) is committed to excellence in osteopathic education, research, and service. This Code of Professional Ethics is to be adhered to by faculty, staff, students and administration as they strive to excel in each of these areas while focusing on the fundamental principles of equity, accountability, and professional responsibility. This Code does not address every possible situation. Instead, it establishes a set of general principles and guidelines to which all members of our community shall adhere while at MU-COM. The Code is found in the appendix of this document.

Code of Student Rights and Responsibilities
MU-COM is committed to promoting a professional, respectful, and nondiscriminatory academic environment. In addition to MU-COM policies, students are required to abide by the University’s established policies and procedures, including all aspects of the Code of Students Rights and Responsibilities, which is available here. https://www.marian.edu/docs/default-source/campus-life/codeofstudentrightsandresponsibilities.docx?sfvrsn=14.

Professional Attire
Students are expected to dress in accordance with course syllabi. If engaging in a clinical experience, a student must adhere to the dress code of the clinical site.

Social Media
The failure to follow relevant codes of conduct and policies relating to behavior, including interactions and postings online and through social media, may result in disciplinary action, including dismissal.
Background Checks
MU-COM requires a criminal background check for all students at the time of matriculation, and may require additional background checks during a student’s tenure at MU-COM. Students must arrange and pay for the background checks through American Databank.

Usage of Computer Network and Email
The Marian University email system supports communication between all College users, including students, faculty, staff and administration. All academic, administrative and financial information distributed electronically will be transmitted exclusively via MU email. It is the responsibility of all students to check their campus email every day – students will be held responsible for all notices or announcements sent to them in this manner.

Use of the MU computer network is for educational and informational purposes. All students are responsible for using the MU Computer Labs in a professional, efficient, ethical, and lawful manner. The use of this system is a privilege, not a right, which may be revoked at any time for misuse.

Illegal, fraudulent, harassing or obscene messages and/or materials are not to be sent, printed, requested or stored. Chain letters and other forms of mass mailings are not allowed. To request an exception (which is rarely granted), students must speak to the Assistant/Associate Dean for Student Affairs. Violations of the Computer Usage Policy may result in disciplinary action.

Solicitation
Students are prohibited from making personal solicitations from any individuals or groups if such solicitation involves them representing their connection to or status at MU-COM as a basis for the donation or funds. Discuss any such activities with Student Affairs before initiating such a project. The Student Government Association does not support students undertaking any efforts for personal gain while in the context of their role at MU-COM.

MU-COM discourages solicitations by individual students to support outside causes (Girl Scout cookies, church raffles, etc.) unless such solicitation is sponsored by a student organization that is directly involved in the solicitation activity.

Student Concerns
Complaints against Accreditation Standards and Procedures
Any individual who believes MU-COM is not in compliance with a COCA accreditation standard has the right to communicate that concern to the Assistant Dean of Accreditation, Logistics, and Advancement.

Alternatively, an individual may also file a confidential complaint related to accreditation standards or requirements. Complaint review procedures are established to protect the integrity and the maintenance of accreditation standards and procedures as they relate to Marian University College of Osteopathic Medicine (MU-COM) having recognition from the American Osteopathic Association’s (AOA) Commission on Osteopathic College Accreditation (COCA).

The complaint must be in writing and signed by the complainant. All signed complaints must be submitted to the COCA Secretary, Department of Accreditation, 142 E. Ontario Street, Chicago, IL 60611 or via email to predoc@osteopathic.org. Complaints that are not signed by the complainant or submitted anonymously will not be processed.
In addition, the complaint must present a concern regarding the violation(s) of an accreditation standard or procedure that must be based upon direct and responsible information. The complainant must provide a narrative of his/her allegation, as it relates to the accreditation standards or procedures, and include any documentation that could support his or her allegation. This information must be accurate and well documented.


Student Support Services
The Office of Student Affairs
The Office of Student Affairs is committed to promoting an environment of safety and wellness, leadership development, cognitive development and enhancement, and milestone recognition. It is also our goal to integrate the Franciscan values of *dignity of the individual, peace and justice, reconciliation, and responsible stewardship* into every facet of campus life. As a student you will find that these values fuse teaching and learning with intellectual, spiritual, moral, and social development.

At Marian University we offer many opportunities for you to become engaged with your faculty and peers inside and outside of the classroom. We suggest you consider building leadership skills through participating in student and professional organizations, maintaining physical and mental wellness through recreation and intramural programs, supporting the community around you through service engagement opportunities, and broadening your intellectual and professional scope by attending cultural, educational, and social events on campus and in the community.
We also offer many academic and advising services to support your educational journey. These range from general academic support, such as strategies for managing stress and test anxiety, to mental health counseling from licensed psychologists. MU also offers accommodation services for students with documented disabilities. In addition, MU provides a full campus police department for your safety and security.

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 long-term 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
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.

**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.

**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 or 317-955-6605 anytime for support.

**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/.

**Impaired Medical Student Program**

The Impaired Medical Student Program provides students with appropriate educational experiences relating to substance abuse problems. A treatment component of the program, administered by the Indiana State Medical Association’s Commission on Physician Assistance, permits a student to seek help confidentially.

Referrals to the Commission can be self-generated or made by concerned faculty, friends, or family members. A report to the MU-COM is made only in the event the student does not comply with the treatment plan. For information, contact the Indiana State Medical Association of visit the organization’s website http://www.ismanet.org/resources/assistance/index.htm

**Student Healthcare**

The Marian University Student Health Center is located in Clare Hall, 1st Floor West. Appointments are encouraged and walk-ins are seen as the schedule permits. Health management by the nurse practitioner for MU students includes assessment, treatment, education and referral to appropriate medical personnel. In addition to the services offered at MU, each student may choose healthcare providers based on his/her insurance coverage and the type of care needed.
Students may receive health care services, through a therapeutic relationship, from a member of the MU-COM faculty or assigned clinical preceptor, so long as that provider recuses him/herself from the academic assessment or promotion of the student receiving those services.

Safety and Security

Campus Police Services
Marian University Police are responsible for a full range of public safety services, including all crime reports, investigations, medical emergencies, fire emergencies, traffic accidents, enforcement of laws regulating underage drinking, the use of controlled substances, weapons, and all other incidents requiring police assistance. The Marian University Police Department is located on the first floor of the Ruth Lilly Student Center. This office may be reached by calling 317.955.6789. If additional assistance is necessary, students should directly contact the Assistant/Associate Dean of Student Affairs.

The Marian University Police provide 24-hour-a-day patrol protection to the campus, including parking lots and residence halls. Marian University police officers are vested with full law enforcement powers and responsibilities.

On-campus services provided by the department include a 24-hour escort service; victim assistance program; motorist assistance program; disabled vehicle program; crime alert program when there is a crime problem in a particular area; crime prevention presentations, emergency management, and safety.

Note: Students who may require assistance in emergency evacuations should consult with their instructor as to the most appropriate procedure to follow. If there are questions regarding such a procedure, contact the Assistant Dean of Student Affairs, Clint Whitson (cwhitson@marian.edu) or the Director of Academic Support Services for additional information.

911 Shield App
Marian University has partnered with the 911Shield app to increase the safety of all members of the MU community, both on and off campus. Download the 911Shield app from the Play Store or App Store for free.

Campus Parking
Please refer to the Marian University Campus map for student/faculty parking locations. If you need a parking pass, please visit the Marian University Police Department during normal business hours. MU-COM students must abide by campus regulations and policies listed on the MU Campus Safety website here: https://www.marian.edu/campus-life/campus-safety/frequently-asked-questions.

Inclement Weather
In rare occurrences, inclement weather or adverse campus conditions may necessitate the canceling of classes and/or shutting down office operations. MU-COM may be open even if the rest of the University is closed. Students are responsible for checking with notification sites and/or email. If students are concerned about commuting to class in extreme weather conditions, those students should use their best judgment and notify their professor if unable to attend class.

Weather related decisions affecting Marian University will be announced via the following media outlets:
Radio             Television
• WIBC 93.1
• 97.1
• 105.7
• WTPI 107.9
• WZPL 99.5
• WXNT 1430
• WRTV 6
• WISH-TV 8
• WTHR 13
• FOX 59
• WNDY-UPN
• WIIH

Emergency Procedures
Emergency procedures for the following situations can be found here. [https://www.marian.edu/campus-life/campus-safety/emergency-procedures](https://www.marian.edu/campus-life/campus-safety/emergency-procedures)

- General Emergency Procedures
- Active Shooter
- Bomb Threat
- Building Structural Damage
- Campus/Building Lockdowns
- Criminal Activity
- Demonstration/Disturbance on Campus
- Earthquake
- Evacuation
- Fire
- Hazardous Spill Material
- Medical Emergency/Ambulance
- Severe Weather Conditions
- Shelter-in-Place
- Suspicious Object/Package/Letter
- Tornado
- Utility Failure

Exposure Prevention and Management
MU-COM students who are on clinical experiences as part of the preclerkship or clerkship requirements are expected to utilize appropriate clinical precautions and abide by applicable policies and procedures of the College and the clinical training site.

Bloodborne Pathogen and Needlestick Exposure
In the case of Needlestick/exposure to blood and/or bodily fluids students must:

1. Immediately wash the area with soap and water and then apply direct pressure to stop bleeding if needed.
2. If blood or a bodily fluid has come in contact with the skin, eyes, nose, or mouth thoroughly flush the exposed area with saline or water for a minimum of 15 minutes. If available use the closest wash station. Remove contact lenses from eye if necessary.
3. Immediately report the incident to your preceptor or charge nurse at your current location and complete any necessary steps required by the clinical site’s exposure policy.
4. Immediately seek medical treatment, if necessary, at the nearest health care facility. Payment of any treatment is the student’s responsibility.

5. All results from blood draws or lab work are to be faxed to the Marian University Student Health Center, 317-955-6133.

6. Students are to complete a Student Incident/Injury Report form and fax one copy to the Student Health Center and one the Assistant/Associate Dean of Student Affairs.

7. Students are to follow up with the healthcare providers at the MARIAN Student Health Center following an exposure. The providers at the Student Health Center will review any test or lab results with the student. If necessary the healthcare provider will refer the student to outside providers for further treatment.

The Instructor of Record shall serve as a point of contact for any incidents involving students on clerkship rotations.

University Resources

At Marian University you will find many opportunities to engage with faculty, staff and peers both inside and outside the classroom. Specifically, we believe that you will find involvement in a student organization to be both personally and professionally rewarding.

The Marian University Graduate Health Sciences Student Organization Manual is designed to provide you with resources and information regarding your experience with student organizations. You will find information regarding establishing a new student organization, applying for a budget and funding, reserving space on campus for meetings and events, publicizing and marketing meetings and events, fundraising, campus safety, student travel, and more.

To access the Student Organization Manual please follow this link - C:\Manual\MU Grad Health Sciences Student Organization Manual

Contact People and Offices

Dean’s Office
955-6290
Room 303 - Evans Center

Assistant/Associate Dean of Student Affairs
955-6611
Room 114 – Evans Center

Tuition and Fee Payments
317.955.6020
Room 103 - Marian Hall 103

Office of Financial Aid
317.955.6298
Room 120 - Evans Center

Office of the Registrar
317.955.6050
Room 104 - Marian Hall

Bookstore
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.

**Clubs and Organizations**
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.

**Participation in National and International Organizations**
As students become engaged in local, regional, national and international organizations and associations, the opportunity may arise to be nominated for and serve in positions of national and international leadership. As these opportunities arise, it is essential that these students be of the highest academic achievement and professional character.

As a result, any student seeking to serve in a position representing MU or MU-COM cannot be nominated from the floor, as eligibility must be established by the Assistant/Associate Dean of Student Affairs prior to acceptance of a position.

The Assistant/Associate Dean of Student Affairs will consider elements including, but not limited to, the student’s academic record, professionalism and behavioral record, faculty recommendations and others. The Office of the Dean will provide a written response to the student regarding the student’s eligibility.

Please note that the Dean or SPAPC may require a student to vacate any MU-COM leadership role(s), national or international representative position(s), or travel opportunities if these activities are seen to interfere with the student’s academic success.

**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.

**Dining Services**

*P.O.D. Market*
Located in the Evans Center for Health Sciences, the P.O.D. Market offers foods ranging from prepared sandwiches and salads to fresh produce, pre-packaged foods, bottled beverages and gourmet coffee.

*Union Hospital Café Space*
Located adjacent to the P.O.D. Market at the Evans Center for Health Sciences, this seating space offers students, faculty and staff a comfortable dining area for meals and breaks throughout the day.

*Alumni Hall*
This facility includes a la carte food options and features monthly specials.
**S2L3 Dining Commons**
Connected to the south side of Clare Hall, the Dining Commons features all-you-care-to-eat dining in a comfortable setting. Destinations include deli, grill, pizza & pasta, home style favorites, salad bar, dessert and more.

**Subway**
Located in the Ruth Lilly Student Center, offers sandwiches, soup, salads and pizza made to order. You can dine in or carry out.

For meal plan information and hours of operation, please visit the Marian University Aramark webpage at http://www.Marian.CampusDish.com for addition information.

**Student IDs**
Marian University student identification cards are available through the Marian University Police Department. Students may contact the Department at 317.955.6789 to confirm office hours. Students may pick up a student ID at no charge once the student has been officially accepted into the program. Student IDs are necessary to check out materials from the library, utilize the PE Center facilities, and attend sporting events.

**On-Campus Housing**
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

**Change of Name or Address**
Notification of a change may be made in one of two ways: Obtain a Change of Name or Change of Address form directly from the Registrar’s Office on the 1st floor of Marian Hall; or go the University’s website: www.marian.edu/current-students/registrar. Students must submit the required documentation to facilitate the change.

**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.
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.

Information Technology Resources
Canvas
Canvas is the learning management software utilized by MU. Ponopto recordings, power point slides and other materials relevant to your courses can be found here https://marian.instructure.com/login/ldap.

New Innovations
New Innovations is a software platform integral to years 3 and 4 of the curriculum. This platform is utilized by students to schedule rotations, complete evaluations and submission of house affiliation agreements.

Progress IQ
Progress IQ is a software platform that contains student information related to their academic performance, including final grades, evaluations and quintile rank.

American Databank
Complio is American DataBank’s comprehensive tool for student screening, immunizations and compliance. American DataBank offers compliance services, including criminal background checks, credential verification, drug screening and records management. Complio is based upon technology used by the mortgage lending industry, and all medical records entrusted to American DataBank are protected with the highest levels of security. To further ensure protection, communication features are designed in such a way to retain all sensitive information within Complio so sensitive information cannot be accidentally or inadvertently shared inappropriately. American DataBank enables healthcare education program administrators to capture and track background screening results and health records to ensure compliance with clinical site requirements for immunizations, certifications, insurance and other documentation.

Colleague
Colleague is where a student’s permanent record is maintained. Students can log into this platform to view and request transcripts.
Computer Centers
The University provides computing access in different areas of the campus 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 campus buildings and residential units.

Labs are available for open computing in the Michael A. Evans Center for Health Sciences 215, Marian Hall 304 Computer Center, and the Library 008. These classrooms support both formal class use as well as open computing access by students, faculty, and staff during non-class times.

Students can access their e-mail through the web at https://webmail.marian.edu. Access to their MUHUB portal is available at https://www.marian.edu/current-students/my-marian. Students who require account assistance may visit the Department of Technology located in Marian Hall, Room 315, contact the Help Desk at 317.955.6444, or submit a Help Desk request.

Pre-Clerkship Specific Information
Attendance and Absence Policies
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.

Mandatory Class Sessions and Examinations
In the spirit of professional behavior and the mastery of defined educational objectives, students are expected to attend all mandatory class sessions (e.g., lectures, laboratories) and take all examinations during their originally scheduled times. If this is not possible, the student must request an excused absence. If an excused absence is not obtained, the course director(s) may give the student a "zero" for class session(s)/examination(s) missed which may result in a failing grade for the course(s).

Receipt of an excused absence does not relieve the student from responsibilities for missed mandatory class sessions and examinations. It is highly possible that an excused absence will not be granted, and it is the responsibility of the student to refer to course syllabus to understand daily requirements, responsibilities and the consequences of not completing these requirements.

To obtain an excused absence, you need to contact the course director prior to the scheduled mandatory class session(s) or the administration of an examination(s).

Emergencies:
Acute illness, hospitalization, automobile accident, or death of an immediate family member will be acceptable reasons for a retroactive excused absence. Retroactive excused absence requests must be received within 48 hours of the relevant emergency. Failure to request an excused absence within this time frame may result in the excused absence not being granted.
When there is Advance Notice of Absence:

A student must submit his or her excused absence request at least one week in advance of the scheduled mandatory class session(s) or examination(s).

The request for an excused absence will be considered and the student will be notified of a decision in a timely fashion. Retroactive excused absence requests will not be accepted.

Conferences, Conventions, Meetings, College Sponsored Activities

Students are encouraged to participate locally, regionally, nationally and internationally with student organizations and other medically related groups. However, the college recognizes the student's academic program to be the priority and it is the students' responsibility to fulfill all course requirements.

Exam Administration

This policy applies to all MU-COM examinations, including but not limited to, written exams, practical exams, OSCEs, Simulations, and external vendor examinations (e.g. COMAT, COMSAE, etc.), as appropriate.

1. Students are only permitted to bring their testing device, 1-2 writing utensils, and non-electronic noise cancelling ear plugs into the examination room.
   a. iPads within clear iPad cases are permitted in the testing room. In addition, clear iPad cases that incorporate a kickstand are permitted.
   b. Independent iPad mounts, holders, and tripods are not permitted, unless specifically provided by the COM.

2. Forbidden items include (but are not limited to):
   a. Any electronic devices (iPods, calculators, cell phones, etc.), complex watches, reference materials (books, notes, manuscripts, etc.), briefcases, book bags, coats, purses, hats*, food, or drinks. *Hats or head coverings may be worn if required for religious or medical reasons.
   b. Course directors are only permitted to make special exceptions to the above regulations if a particular item is to be utilized by students in completing the examination.

3. For multiple choice exams, one sheet of scratch paper is provided to each student. Course directors may choose to permit scratch paper within other assessments. Upon completion of the exam and exiting the exam room, the student must print his/her name on the paper and return it to the proctor.

4. Students may not talk in the examination room.

5. Use of Restrooms
   a. Students must sign a restroom break log before leaving and upon returning to the examination site.
   b. Only one student may leave the room at a time.
   c. No additional time will be added to the examination period to compensate for restroom breaks.
   d. Due to the special nature of laboratory exams, restroom breaks are allowed only under special circumstances with course director approval.

6. Course directors will not formally assign seats, but they may shuffle students as they enter the room.

7. Questions Asked During Examinations
a. Proctors will not answer questions regarding examination content. If a student thinks there is an error in a test question, proctors will instruct the student to answer the question to the best of his/her ability with the information provided.
b. On multiple choice examinations, students will have the opportunity to provide feedback on individual questions within MU-COM’s examination software. Students should complete the examination first before providing feedback. No additional time will be added to the examination period to compensate for time lost providing feedback.

8. Students must be in their seats and ready to start the examination on time. If a student arrives late, the course director will determine if the student will be permitted to take the examination. If the student is permitted entry into the examination, no extra time will be provided unless the tardiness is excused.

9. Students should immediately notify a proctor or course director for assistance if exceptional circumstances occur during an examination (e.g. serious illness). The course director will determine if, when, and how the student is permitted to complete or retake the examination. Appropriate documentation may be requested by the course director to evaluate any such request.

10. Students must leave the examination room immediately after submitting their exam in MU-COM’s exam software system, unless directed otherwise by the course director.

Failure of students to follow elements 1-4 or 10 of this policy or demonstration of academically dishonest behaviors could lead to disciplinary procedures and may result in University expulsion or other sanctions, as indicated in the Code of Student Rights and Responsibilities (CSRR).

Clerkship Specific Information

Academic Development Days
Academic Days occur the last day of each clerkship month during the students’ third year. The Academic Days are designed to build upon the practical, cognitive, and professional skills introduced in the preclerkship years and Colloquium 1. During the Academic Days students will expand their knowledge and skills related to the seven Osteopathic Core Competencies and the Entrustable Professional Activities through guided practice and both formative and summative assessments. The students will also participate in OSCEs (Objective Structured Clinical Examinations) and multiple clinical presentation based OMM hands-on sessions with MU-COM faculty.

Colloquium 1 and 2
The Clinical Colloquium are month long courses that osteopathic medical students complete prior to beginning both their third and fourth years of education. These courses are designed to teach students the practical and professional skills necessary to become competent and compassionate osteopathic physicians. The goal of the Colloquium Courses is to assist students with the transition to clerkship training and ultimately graduate medical education. During both Colloquium the students will expand their knowledge and skills related to the seven Osteopathic Core Competencies and the Entrustable Professional Activities.

Clerkship Requirements

Curriculum
An overview of the clerkship curriculum is included as an appendix to this document.
Core Clerkships
Successful completion of all core clerkships is required for graduation.

Regional Core Clerkships
Core clerkships are classified as regional when they are located more than 65 miles from the MU-COM campus. Students can expect to participate in at least 2 regional core clerkships during their third year. Due to the geographic distance from campus, MU-COM provides housing for students placed in regional core clerkships.

Selective and Elective Clerkships
While in their 4th year, students work with the Clerkship Coordinators to schedule their selective/elective clerkships. These clerkships provide opportunities for students to explore areas of professional interest. They are either ½ month or 1 month in length, and can be clinical or non-clinical.

Clinical Elective:
- A clinical elective provides a patient-based experience.

Non-Clinical Elective:
- A non-clinical elective provides an academic or research-based experience. A total of 2 clerkships taken can be non-clinical.

Other Important Information about Selectives/Electives
- **Family:** Students can complete one elective or selective clerkship with a family member serving as their preceptor. Students will not be allowed to complete core clerkships with immediate family as their preceptor.
- **Preceptor:** A student can only rotate with the same preceptor a maximum of 3 months during their clerkship years.
- **Specialty:** During the fourth year, a student is limited to a maximum of 5 months in any given specialty area.
- If a student does not schedule a non-core clerkship at least 45 days prior to the start date, the Clerkship Coordinator will place the student on an available clerkship.
- Some elective clerkships require payment of administrative fees. Travel, housing, and administrative fees are the responsibility of the student.
- A student cannot start a clerkship if not enrolled prior to the first day of the clerkship.

Evaluations
All clerkships (both 3rd and 4th year) require the completion of the preceptor evaluation of the student within 7 calendar days from the end of the clerkship. All Core Rotations require both the student’s evaluation of the clerkship and the preceptor evaluation of the student within 7 calendar days from the end of the clerkship. All third year evaluations must be submitted for promotion to fourth year, and all fourth year evaluations must be submitted prior to graduation.

International Electives
The International Elective is an elective experience available to students who have completed their third year core rotations or with approval by the Assistant/Associate Dean of Clinical Affairs. This elective will expose the student to both public health and direct clinical experience in a variety of settings (may be
within the US or abroad). As such, rotations that allow for observation of population health practice and/or directly supervised patient care are permitted. This elective allows students to see the depth and breadth of medicine (any specialty) through the global/international lens.

In order to participate in an international elective, students must:

- Submit a Student Obtained Qualtrics Form at least one hundred and twenty (120) days prior to the rotation.
- Meet with the Marian University International Student Success & Global Engagement to review international requirements and to determine if the location chosen is safe for travel.
- Receive approval from the Assistant/Associate Dean of Clinical Affairs based on the quality of education the rotation will provide and supervision.

If approved by both the Office of International Student Success & Global Engagement and Clinical Affairs, Clerkship Coordinators will work to secure appropriate affiliation agreement.

Policies and Expectations
Educational Policies
Attendance and Absence

Students are expected to attend and engage in all learning opportunities as defined by the preceptor unless it violates the Guidelines for Student Clerkship Work Hours. Normal work hours will be determined by the supervising physician and must meet the educational goals of the clerkship, clinic and hospital service; this may include call, night float, and weekend hours.

To receive five (5) credit hours for a one-month clinical rotation, MU-COM requires that students complete at least 140 hours of clinically-relevant activities that include a majority of that time being involved in direct patient care; additional time spent participating in teaching rounds and patient conferences, reviewing the literature related to patient cases seen during the rotation, and required rotation-specific reading assignments and online modules.

The expectation is 100% attendance. If an absence is unavoidable, please follow the following guidelines:

- Any absence (unless emergent) must be approved in advance by the supervising physician. The time off for these absences should be made up through coordination with the supervising physician.

- Any emergent absence should be reported to the supervising physician and to the MU-COM Clerkship Coordinator within 24 hours of the event (this is not meant to be punitive, rather to keep MU-COM informed in case the supervising physician inquires about the student or if the situation requires further absences).

- A student may not be absent more than 2 days on any one-month rotation; greater than two absences is considered excessive and will be reported to Clinical Affairs by the supervising
physician.

- A MU-COM Clerkship Coordinator will notify the student and request any additional paperwork or evidence which would support extenuating circumstances for the absence.
- If the student does not submit such evidence, the absences will remain unexcused.
- Excessive unexcused absences are considered a lack of professionalism and may result in 5% reduction in the final rotation grade.
- Repeated infractions will result in referral to the Committee on Professionalism and Ethics.

- Prolonged illness and bereavement will be handled on a case by case basis between Assistant/Associate Dean of Clinical Affairs and the base hospital/medical education department.

- Days off that are approved through MU-COM (ie: extended illness, bereavement, interviews, COMLEX, conferences, etc) will be communicated by the Clerkship Coordinators to the supervising physician.

- Students are required to contact Office of Clinical Affairs for any events that will be >2 days.

**Holidays**

Students on clinical rotations may request an absence to observe a religious holiday from their clerkship director. Details of the absence will be worked out directly between the student and the clerkship director on an individual basis. Modifications to schedules (including breaks for prayer), will be supported as long as these requests do not alter the fundamental requirements of the clinical rotation, require substantial program modification, or pose safety risks to patients. Allotted non-work days may need to be used to allow for schedule adjustments or to make up missed time that results from religious holidays or other religious-related absences. Students should make such requests of the clinical rotations director as soon as possible after the student’s clinical rotation schedule is known or, at the latest, at the beginning of a course or clerkship.

**Vacations**

Students are allotted a total of 4 weeks of vacation time during their clerkships, and can be taken in ½ month or full month increments.

Vacation time taken during the third year must be taken during the scheduled elective/vacation block. Vacation time cannot be scheduled when a student is scheduled for a core clerkship.

**Interview Leave**

If, during their fourth year, a student has an interview outside of their vacation time they will only be permitted to take a maximum of four (4) days off of a rotation for an interview, including travel time. Students must complete an Interview Leave Request Form and submit to the Clerkship Coordinators for approval from the Instructor of Record. Any excessive time outside of the 4 day limit could result in a failing grade for that rotation. Any time taken for interviews without prior approval will be considered unexcused and subject to disciplinary actions.
Conference Participation

Students who are in good academic standing are eligible to receive an excused absence in order to attend a professional meeting or conference.

While on core rotations, no excused absences for any professional meeting will be allowed unless the student is presenting research in which they have participated. If a student is presenting research, he/she will be provided only 1 excused absence in an academic year to present that content.

While on selective/elective rotations a student may submit a request for an excused absence to attend one (1) professional meeting if the following requirements are satisfied:

1. Students who are presenting research, and are able provide documentation confirming this with their request for absence.
2. Students representing a committee or serving in a leadership capacity, and is obligated to attend based upon the position held.
3. Students who are requesting to attend a conference who are not presenting or serving in an official capacity must provide evidence that there is programming directed specifically at students and/or residents (such as a brochure/website description of same) at the conference.

If approved, a maximum of 3 days will be excused for conference attendance. This includes travel time.

COMAT Exams

The National Board of Osteopathic Medical Examiners (NBOME) has developed a series of eight tests on CORE clinical disciplines that will be used as an end of rotation exam. These exams will assess the achievement level of the students on these particular disciplines after they have completed their clinical rotation. COMAT exams focus on clinical applications and thoroughly assess the students’ knowledge of osteopathic principles and practices. The eight disciplines currently available include Family Medicine, Internal Medicine, Obstetrics/Gynecology, Osteopathic Principles and Practice, Pediatrics, Psychiatry, Surgery and Emergency Medicine. Students are required to obtain a passing score the rotation’s COMAT exam in order to pass the rotation.

COMAT Administration

Students must take the discipline associated Comprehensive Osteopathic Medical Achievement Tests (COMAT) provided by the National Board of Osteopathic Examiners (NBOME) for all CORE Rotations. Exams are to be completed at the end of the rotation block (4 or 8 weeks) with no exceptions.

Students are required to follow COMAT- specific policy related to exam administration. Failure to adhere to this policy may result in disciplinary action or receipt of a failing grade on the examination.

COMAT Specific Policy:

1. Students are to register for their designated exam via the Qualtrics link sent out by clerkship staff each month.
2. Students are required to complete the discipline specific COMAT at the end of the rotation block.
3. Students are allowed to take COMAT exams prior to the month they complete their CORE rotation. Exam must be completed on designated COMAT exam date/time.
4. Students are required to take all COMAT exams on iPads utilizing the eCOMAT app or at a Prometric testing site (the cost of which is to be paid by the student) when approved by the Assistant/Associate Dean of Clinical Affairs.

5. COMAT registration will begin 30 mins prior to exam time. Students are required to check in with a picture ID.

6. No students will be permitted to enter exam after doors have closed.

7. Failure to arrive on time will result in the following:
   a. The Instructor of Record will be notified.
   b. Immediate make up of exam per clerkship staff availability
   c. Maximum percent score of 68% (78 Standard Score) for final grade calculation

8. In order to pass the COMAT a Standard Score ≥78 must be earned.

9. Receiving a failing grade (≤ 78) on a COMAT exam will result in the following:
   a. If a student fails the COMAT examination, he/she must meet with the Assistant/Associate Dean of Clinical Affairs and establish an approved retake date (ideally within 60 days). If a student fails the COMAT examination twice, he/she must meet with the Assistant/Associate Dean of Clinical Affairs to develop a student success plan. If the student fails the COMAT twice, they will fail the rotation.
   b. National data suggests that students who score between 79 and 90 on the COMAT examinations may underperform on their COMLEX 2CE. As such, students who score in this range are strongly encouraged to meet with the Assistant/Associate Dean of Academic Affairs to determine a student success plan.

10. Students completing rotations out of the state may be eligible to take the exam at a Prometric Testing Site. Eligibility will be determined and approved by the Clinical Affairs team. All fees are the responsibility of the student. All scheduling must be completed 60 days in advance.

11. A COMAT cannot be missed without prior written approval of Assistant/Associate Dean of Academic Affairs. Failure to take the COMAT during the assigned time may result in a failure or lower grade.

COMAT examination outlines, learner expectations and practice exams for each discipline can be found at http://www.nbome.org/comat.

Immunizations and Certifications
Prior to beginning clerkships, all MU-COM students must have completed and submitted documentation related to immunization records, HIPAA training, bloodborne pathogen training, BLS certification, a 10-panel drug screen to their training site, any other certification requirements as determined by a clinical training site.

Professionalism and Behavior
Drug Screening
All MU-COM students are required to submit to a ten - panel drug screen prior to beginning clerkships. Students must use American Databank to schedule these screens.

The approved sites will report all results directly to MU-COM Student Affairs. It is required that the students complete the process a minimum of thirty (30) days prior to the first day of clerkships.
In addition to the initial drug screening, clinical rotation sites may request students to submit a more current or a more extensive drug screening in order to begin their rotations. Positive results will be reviewed and appropriately referred for any additional actions or sanctions.

**Student Support Services**

*WellConnect by Student Resource Services*

In addition to all student resources provided to students in years 1 and 2, clerkship students also have access to an online service called WellConnect.

WellConnect is a professional, confidential service provided by MU-COM to give students immediate access to a comprehensive network of experts and. This service is available 24 hours a day, 7 days a week and is available at no cost to students.

Students can register for an account at [https://wellconnect.cuthrive.com/register.jsp](https://wellconnect.cuthrive.com/register.jsp).

**Safety and Security**

*Inclement Weather*

The MU-COM Inclement Weather policy does not apply to students participating in clerkship rotations, unless they are scheduled to be on campus. Students are to follow the instructions of their current preceptor and the Inclement Weather Policy at their designated clerkship rotation site. If students are concerned about commuting in extreme weather conditions, they should use their best judgment and notify their preceptor if they are unable to attend.

*Parking during Clinical Experiences*

During the course of study at MU-COM, students will visit, train in, and/or reside at locations off campus ("offsite locations") to further their education. MU-COM has no control over the safety and security procedures at these offsite locations. Students are to be mindful of their own safety and security and to familiarize themselves with the policies, practices and procedures regarding safety and security at these offsite locations.
Appendices
Appendix A: Professional Conduct Policy

1.1 Title
Professional Conduct Policy

1.2 Purpose
MU-COM is committed to fostering a learning environment that is professional, supportive, and conducive to providing students with the best educational experience possible. The College intentionally promotes a learning environment that is characterized by integrity, acceptance, continuous improvement, respect, cultural competence and interprofessional collaborative practice.

In addition to satisfying academic requirements, students are required to display attitudes, personal characteristics, and behaviors consistent with standards of professional conduct. Medicine is a profession that requires not only the mastery of a large body of knowledge and acquisition of clinical skills, but also high standards of behavior.

1.3 Scope
Students are expected to meet standards of behavior that fall under the definition of “professionalism.” In the medical profession, this relates to qualities such as trust, respect, integrity, and competence to patients and the general public.

If the identified breach of professionalism relates to potential violations of Title IX (including discrimination, sexual misconduct or sexual harassment) it will be referred to the title IX (according to the mandatory reporting policy), and adjudicated in accordance with University policies. If the report involves a violation of state, federal or local law, it will be reported to the Marian University Police Department.

Investigations related to Title IX, or violations of the law, take precedence over this policy, and any action warranted by this policy will be delayed until any aforementioned investigations are resolved. Upon their resolution, the CPE process may begin in consultation with the University’s general counsel.

1.4 Definitions
1.4.1 Committee on Professionalism and Ethics (CPE): The CPE is a committee appointed by the MU-COM Dean. The CPE is responsible for the implementation of the Professional Conduct Policy, determining if there was a violation of this policy, and imposing sanctions if a violation occurred.

1.4.2 Professionalism: Character and attitudinal aspects that demonstrate compassion, integrity, responsiveness to patients’ needs, respect for patients’ privacy, accountability
and sensitivity to a diverse patient population. MU-COM utilizes internal and external standards to elaborate on this definition of professionalism. These standards include, the:

1.4.2.1 MU-COM Code of Professional Ethics
1.4.2.2 The MU-COM Student handbook

1.4.3 “Reasonable Professional” Standard: MU-COM holds students to a “reasonable professional” standard. If any action, or inaction, would be viewed by a “reasonable professional” as not displaying the good judgment, appropriate behavior, and other ethical qualities expected from a medical student, it will be considered a breach of professionalism.

1.4.4 Other Student Behavior: Student conduct that is not unique to physicians in training, will not be adjudicated by this policy. Instead, it will be reviewed and resolved by the processes outlined in the code of student rights and responsibilities.

1.5 Policy
1.5.1 Reporting:
1.5.1.1 Any member of the MU community who has reason to believe that a student has violated this policy can report suspected violations to the Assistant/Associate Dean of Student Affairs (ADSA).
1.5.1.2 The ADSA, or designee, will assess the facts and relevant information relating to the allegation and will meet with the accused student or students.
1.5.1.3 The ADSA, or designee, will determine whether the allegations should be:
   i. Dismissed and closed without findings.
   ii. Referred to CPE for coaching and mentoring.
   iii. Referred for review and resolution by the CPE.
   iv. Referred to the University’s Dean of Students for resolution in accordance with the code of student rights and responsibilities.
   v. Referred to the Title IX coordinator for investigation and resolution.
   vi. Referred to the MU Police Department for investigation and resolution.

1.5.2 CPE Hearing:
1.5.2.1 If review and resolution by CPE is warranted, the ADSA, or designee, will notify the accused student in writing at least 7 business days in advance of the hearing. This notice will include, the:
   i. Allegations with sufficient specificity to prepare a response
   ii. Time and place of the hearing
   iii. Documentary evidence that ADSA, or designee, plans to present to the CPE
1.5.2.2 The student may be accompanied to the hearing by an advocate. This advocate cannot be the student’s personal attorney.
1.5.2.3 A student must provide documentary evidence and the name of his or her advocate, if applicable, at least 3 business days before the scheduled hearing date.

1.5.2.4 The CPE members are the sole arbiters of the evidence and information provided, and will determine the validity of the allegations and any resulting sanctions.

1.5.3 Sanctions: One or more of the following sanctions may be imposed upon any student for any single violation of this policy.

1.5.3.1 Warning: A written notice will be sent to the student who violated this policy. It will specify what inappropriate and unacceptable actions occurred and that more severe conduct will result should other violations occur while the student is enrolled at the University.

1.5.3.2 Community/University Service Requirements: Completion of supervised University/community service for the number of hours specified.

1.5.3.3 Behavioral Requirement: This includes required activities such as, but not limited to, seeking academic or personal counseling or substance abuse screening, at cost to the student; writing a letter of apology, etc.

1.5.3.4 Educational Program: Imposition of a requirement to attend, present, or participate in a program related to the violation. A reflection paper regarding the violation or topic may be assigned.

1.5.3.5 Probation: Official notice that, should further violations of this policy occur during a specified probationary period, the student may face suspension or expulsion. Regular probationary meetings may also be imposed.

1.5.3.6 Suspension: The student is separated from the University for a specified period of time, and upon the satisfaction of specific conditions, after which the student is eligible to return.

1.5.3.7 Expulsion: The student is permanently separated from the University.

1.5.3.8 Other Sanctions: Additional or alternate sanctions may be created and designed as deemed appropriate to the offense.

1.5.3.9 Interim Suspension: If the health, safety, or welfare of patients, the College, or the University requires immediate action, the ASDA, after consultation with the MU-COM Dean, may impose an interim suspension, conditions or restrictions on the student. The student may request a meeting with the ASDA or designee to demonstrate why an interim suspension is not merited.

1.5.4 Urgent Cases: When alleged conduct threatens immediate or irreparable harm to patients, the community or to self, the student shall be placed on interim suspension by the ADSA, or designee.

1.5.4.1 The ADSA shall convene, within 3 business days, a fact-finding hearing. Based on this fact-finding hearing, the ADSA, or designee, will determine whether there is sufficient evidence to justify continuation of the interim suspension. The student will be notified of the time and place of the fact-finding hearing and shall have the right to be present, to be informed of the particulars of the allegation, and to speak on his or her own behalf.
1.5.4.2 Based upon the fact-finding hearing, if there is sufficient evidence that the student has engaged in conduct that threatens immediate or irreparable harm to a member of the MU community or a patient, interim suspension will be upheld. This decision will be communicated to the CPE.

1.5.4.3 Upon receiving notification that a student has been suspended following a fact-finding hearing, the normal procedures for conducting a hearing will be instituted. The student will remain suspended pending a decision by the CPE.

1.5.4.4 If the fact-finder does not find sufficient evidence to justify a suspension, the suspension will be lifted. The ADSA, or designee, will forward its conclusions in writing to the CPE and normal procedures for conducting a hearing will be instituted.

1.5.5 Notification of Outcomes

1.5.5.1 The CPE chair will report the Committee’s findings, judgment and sanctions in writing to the ADSA within seven business days of conclusion of the meeting.

1.5.5.2 The ADSA will inform the student in writing of the judgment and any sanctions, and the procedure for an appeal to the grievance committee with a copy to the Dean and the Office of the Registrar.

1.5.5.3 On inquiry, MU-COM, as permitted by law or with consent of the student, will release information regarding conduct records and sanctions to employers, licensing agencies, certifying boards, graduate programs, government background inspectors and transfer institutions.

1.5.6 Appeal: A student can appeal the decision of the CPE in accordance with published CPE procedures.

1.5.7 Reconsideration

1.5.7.1 If new evidence should arise, either party to a hearing may request the CPE to reconsider the case within 30 business days upon receipt of the hearing outcome. The written request for reconsideration is to be sent to the chairperson of the CPE, who will convene the committee within 14 business days to review the new material and render a decision as to whether a new hearing is warranted.

Appendix B: Student Promotion and Academic Progress

1.1 Title
1.2 Purpose
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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 (MU-COM) with respect to student retention, promotion and graduation and define the methods utilized to assist students in meeting those expectations.

1.3. Scope
MU-COM 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 MU-COM.
1.4.2 Professionalism: Students are required to satisfy professionalism standards as defined by MU-COM 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 MU-COM.
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 MU-COM 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 MU-COM.

1.5.2.5.1. The SPAPC may make the determination to dismiss due to an 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 MU-COM 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.

Appendix C: Grievance Policy

1.1 Title
Academic Grievance Policy

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

1.3 Scope
MU-COM students have a right to due process, which includes the right to file a grievance against a member of the MU-COM 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.

Appendix D: Code of Professional Ethics
Marian University College of Osteopathic Medicine (MU-COM) is committed to excellence in osteopathic
education, research, and service. This Code of Professional Ethics is to be adhered to by faculty, staff,
students and administration as they strive to excel in each of these areas while focusing on the
fundamental principles of equity, accountability, and professional responsibility. This Code does not
address every possible situation. Instead, it establishes a set of general principles and guidelines to which
all members of our community shall adhere while at MU-COM.

This Code does not supersede other Marian University (MU) or MU-COM policies, regulations,
agreements or guidelines. All faculty, staff, administrators and students shall adhere to MU and MU-COM
policies, procedures, agreements and guidelines. Violations of any of the aforementioned regulations, or
this Code, are subject to disciplinary action, up to and including termination or dismissal.

Section 1: Professional Interaction

1. The relationship between students and MU-COM faculty, staff, students and administrators shall be
carried out in an environment that focuses on education, professionalism, and ethical conduct.

2. Students will receive guidance, leadership, and instruction from faculty, staff, and administration.
   Behavior that interferes with professional development, including harassment, discrimination and
   violence, will never be tolerated. MU-COM faculty, staff and administrators can expect students to
   be accountable for their learning experience and to make an appropriate effort to acquire the skills
   and knowledge necessary to become effective physicians.

3. Likewise, interactions between faculty, staff and administrators shall model professional behavior.

4. Additional rights and responsibilities of faculty, staff, administrators and students can be found
   within the faculty handbook, policy on professionalism, code of student rights and responsibilities,
   and MU policies, regulations and ordinances regarding academic honesty and integrity.

Section 2: Harassment and Discrimination

1. MU-COM is committed to maintaining an environment of respect and inclusivity.
2. Harassment and discrimination, in any form, whether based upon an individual’s race, ethnicity, color, sex, sexual orientation, gender, gender identity, national origin, age or disabilities, and religion is strictly prohibited.

3. University policies may be found at sexual harassment, sexual misconduct and equal employment & non-discrimination. (I will link to these policies, as soon as I can find them).

Section 3: Legal Obedience

1. All MU-COM faculty, staff, administrators and students shall act lawfully, and in compliance with all applicable state and federal laws and with all MU and MU-COM policies, agreements, and guidelines.

2. This includes interaction with third parties and commercial entities.

Section 4: Confidentiality

1. MU-COM faculty, staff, and administrators with access to confidential information shall maintain the confidentiality and privacy of that information in order to protect all involved parties.

2. Also, faculty, staff and administrators shall maintain the confidentiality of oral communications and shall respect the privacy and rights of students and disclose protected information only when authorized (student rights under the family educational rights and privacy act), for a legitimate business purpose, or as required by law.

Section 5: Workplace Conduct

1. It is the responsibility of all MU-COM faculty, staff, administrators and students to create and maintain a workplace that is built upon honesty, professionalism, and ethical standards.

2. If a suspicion arises regarding a violation of any of these areas, or any other misconduct, a report should be made through the appropriate University or college channels, as outlined in applicable University policies or specific department guidelines.

Section 6: Research and Scholarly Activity

1. While conducting research, within the United States or abroad, MU-COM faculty, staff, administrators and students shall adhere to all relevant laws, regulations, and standards, including those adopted by MU (research integrity mission statement and guidelines for integrity in research and creative activities), and shall do so while maintaining high ethical standards and intellectual honesty.

Section 7: Use of Facilities and Equipment

1. MU-COM faculty, staff, administrators and students shall use all University equipment and facilities efficiently, economically, and for authorized University purposes only, unless expressed permission has been granted for personal use in accordance with University policy.

Section 8: Conflict of Interest

1. A conflict of interest includes any situation, whether actual or perceived, where there is a reasonable expectation of direct or indirect benefit or loss (either financial or non-financial) for an
individual with a personal interest that could be influenced in favor of that interest, in the performance of their duties.

2. MU-COM faculty, staff, and administrators shall take appropriate steps to avoid or resolve any situation or relationship which may compromise the performance of their responsibilities.

3. Examples of potential conflicts of interest include, but are not limited to: professional and personal relationships, gifts or benefits, and research conduct.

4. University conflict of interest policies may be found at conflict of interest. (I will link to these policies, as soon as I can find them).

Section 9: Professional Development

1. MU-COM seeks to enhance the students’ academic experience and to promote innovation in medical education.

2. All MU-COM faculty, staff, and administrators shall continually maintain and develop knowledge and understanding of their field or area of expertise.

3. Active efforts should be made to seek out ways to improve individual and student performance.

4. Also, MU-COM faculty, staff and administrators should continually maintain and develop and understanding of overall College organization and processes.

Section 10: AOA Code of Ethics

1. MU-COM has adopted the AOA Code of ethics, and all faculty, staff, students and administrators of MU-COM shall adhere to the guidelines outlined therein.
### Appendix E: Clerkship Curriculum

#### Year 3 – Overview

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<tr>
<th>Clerkship</th>
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<td>Family Medicine</td>
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<td>2 months</td>
<td>MED 810, 811</td>
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<td>Surgery</td>
<td>2 months</td>
<td>MED 835, 836</td>
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<td>Pediatrics</td>
<td>1 month</td>
<td>MED 850</td>
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<td>Psychiatry</td>
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<td>Obstetrics/Gynecology</td>
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<td>MED 840</td>
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<td>Electives*</td>
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<tr>
<td>Clinical Colloquium</td>
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#### Year 4 – Overview

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#### Internal Medicine Selectives (select one)

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<td>Hematology/Oncology</td>
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<td>Critical Care Medicine</td>
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<td>Internal Medicine Sub-Specialty</td>
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#### Surgery Selectives (select one)

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<td>Colon and Rectal Surgery</td>
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<td>Neurological Surgery</td>
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