



# MARIAN UNIVERSITY

Indianapolis®

Tom and Julie Wood  
College of Osteopathic Medicine

STUDENT HANDBOOK

2024 • 2025

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## Disclaimer

This handbook serves as MU-WCOM'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-WCOM. MU-WCOM reserves the right to change any of the policies, rules, regulations, and standards of conduct at any time (without notice) 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

### The Founders of Marian University and Our Franciscan Values

Marian University's identity as a Catholic Franciscan institution is grounded in Jesus Christ. Our faith is ever present and visible in the fabric of the educational philosophy and operation of the university. It guides the way faculty, administration, staff, and students relate to one another and how visitors are welcomed to campus.

Additional information about our history and Franciscan Values and be found [here](#).

### Mission Statement

The Marian University Tom and Julie Wood 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.

1. 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:
2. The body is a unit; the person is a unit of body, mind, and spirit.
3. The body is capable of self-regulation, self-healing, and health maintenance.
4. Structure and function are reciprocally interrelated.

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 Tom and Julie Wood College of Osteopathic Medicine is complementary both to the University's overall mission, vision, and values, and to the Tenets of Osteopathic Medicine.

### Guiding Principles and Practice

It is the expectation of the Marian University Tom and Julie Wood College of Osteopathic Medicine (MU-WCOM) that all members of our community model the Franciscan Values, and interact with one another in an ethical, respectful, and professional manner. These values are reflected in Marian University and Wood COM policies and expectations ([technical, non-academic standards](#), code of professional ethics, [code of student rights and responsibilities](#), and professional conduct policy) and the Guiding Principles and Practice policy, which provides greater detail on our expectations for MU-WCOM faculty, staff, students, and administrators.

A more comprehensive overview of our Guiding Principles and Practice can be found here: [Guiding Principles and Practice](#)

## Philosophy of Osteopathic Education

Osteopathic Medicine is a philosophy and a whole-person approach to patient care. Doctors of Osteopathic Medicine, or DOs, utilize the tenets of osteopathic medicine to partner with their patients to advance and promote health and healing.

Osteopathic Medicine integrates into its curriculum osteopathic principles and practice, a component of which is osteopathic manipulative medicine (OMM). Osteopathic medical students receive training in this hands-on diagnosis and treatment across all four years of their training and are encouraged to continue their use of OMM into residency and their clinical practice.

Osteopathic Medicine has a strong foundation in primary care and preventative health. After graduation, DOs enter into a variety of residency programs and fellowships to continue their training.

## College Faculty and Leadership

A complete list of faculty, staff and administration of MU-WCOM can be found [here](#).

## Notice of Nondiscrimination

MU-WCOM 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 allegations of discrimination based upon sex and gender:

### Complaints by or Against Students and/or About Gender Equity in MU Athletics

Karen Candlish, Title IX Coordinator  
Dean of Students  
Marian University  
3200 Cold Spring Rd  
Indianapolis, IN 46222  
317-955-6190  
[kmcnulty2@marian.edu](mailto:kmcnulty2@marian.edu)

### Complaints by or Against Faculty, Staff, or Visitors

Cassie Gardner, Deputy Title IX Coordinator  
Office of Human Resources  
3200 Cold Spring Rd  
Indianapolis, IN 46222  
317-955-6743  
[Cgardner1@marian.edu](mailto:Cgardner1@marian.edu)

If you have a complaint relating to gender equity in athletics or against a student, a staff member, or a faculty member and for any reason feel uncomfortable about initiating a complaint with the designated Coordinator/ Deputy Coordinator, please feel free to contact either Coordinator directly.

All other allegations of discrimination can be reported here: [Incident Report Form](#).

## Policy on Faculty, Staff and Student Relationships

At the heart of Marian University's mission is providing our students with an excellent education in the Franciscan and liberal arts traditions. Our core Franciscan values—Dignity of the Individual, Peace and Justice, Reconciliation and Responsible Stewardship—also call us to create a campus environment that encourages, nurtures and supports student learning and development.

The interactions of students with faculty and staff are critically important aspects of their educational experience at Marian University. To ensure that those relationships are founded on mutual trust and respect, and that they are consistent with the University's values, this policy articulates the University's expectations regarding relationships between faculty or staff and students. This policy applies to all employees of Marian University (paid or unpaid), including but not limited to faculty members, administrators, staff, graduate assistants, coaches and volunteers. The complete Marian University policy can be found in the appendix.

## Student Concerns: Complaints against Accreditation Standards

MU-WCOM maintains policies and procedures that include a confidential accreditation standard complaint resolution process that includes a description of how these complaints are filed, resolved through an adjudication process, without retaliation, and maintained through the COM's records retention system. These policies and procedures can be found in the appendix of this document.

## Chain of Communication

Scope: This articulated communication protocol helps to promote direct, open, and respectful interactions so that problems and concerns can be resolved quickly and effectively. MU-WCOM encourages any member of the MU-WCOM community to engage in this process if they find they are experiencing difficulties attaining resolution to an existing situation or question.

Appropriate communication channels are listed below and can be facilitated by referencing the MU-WCOM organizational chart. Complete policy language can be found in the appendix.

## Substantive Changes from 2023-2024 Handbook

There were substantive changes implemented in this handbook that differ from the 2023-2024 Student Handbook. Those changes are articulated in the appendix.

## Admissions, Financial Aid 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-WCOM and the values of Marian University.

Information relating to admissions requirements and the application and selection processes can be found on the [Office of Admissions website](#).

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

### Financial Aid

The [MU-WCOM Office of 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-WCOM 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. The MU-WCOM Scholarship Committee makes awarding decisions using the criteria listed for each scholarship. Scholarships that require students to apply, notification and deadlines will be communicated to students by the Office of Financial Aid.

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

### Health Requirements

Noncompliance with mandatory health requirements, at any point during a student's enrollment at MU-WCOM may prevent matriculation or academic advancement. A list of current health care requirements can be found here: [DO Health Requirements](#).

With the exception of the COVID-19 vaccination, MU-WCOM 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 healthcare setting.

### 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-WCOM provides reasonable accommodations for otherwise qualified students

with verified physical, psychological or learning disabilities. MU-WCOM 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-WCOM.

In order to request a reasonable accommodation, students must follow the process articulated on the [Personalized Learning Center webpage](#).

Students are encouraged to:

- Contact the PLC as soon as possible to ensure accommodations are implemented in a reasonable and timely manner. Students can contact the PLC via email ([plc@marian.edu](mailto:plc@marian.edu)) with any questions about their process.
- Notify the PLC immediately when an accommodation is not being provided correctly.
- Notify the PLC immediately when discontinuing an accommodation (e.g., no longer needing temporary accommodations that were granted because of a concussion).

Provide timely notification to faculty of approved accommodations by electronically sharing the PLC Accommodation Letter with their faculty.

### MU Pregnancy and Parenting Policy

Marian University has adopted a policy regarding parenting and pregnancy that applies to all students. The complete policy can be found here: [MU Pregnancy and Parenting Policy](#).

### Emotional Support Animals

Students who would like to request the presence of an emotional support animal at any time during their enrollment in a MU-WCOM academic program, must receive approval from [Personalized Learning Center](#). Additional information about the request and approval process can be found on the website linked above.

### Dress Code in Osteopathic Principles and Practice Laboratories

MU-WCOM supports an inclusive and welcoming learning environment which is respectful and safe. The dress requirement in clinical skills training sessions is designed to promote learning by providing optimal access to diagnostic observation and palpation experience. Wearing clothing that differs from that articulated below can interfere with a partner's experience of diagnosis and treatment.

Appropriate attire must be clean and includes:

- When in the role of patient, all genders may be asked to expose areas (to the skin) that are being evaluated and/or treated. Which areas will need to be exposed will be communicated ahead of time by the OMM faculty member.
- Students may wear scrubs (or other apparel approved by the course director, that allows areas of the body to be exposed as needed) over the laboratory attire when not in the role of the patient.
- Shorts should be several inches above the knee - (no jean shorts, cut-offs, cargo, thick-seamed shorts, short shorts, or knee length shorts).
- When in the role of the patient, each student is expected to remove their 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 may 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.
- Gowns and drapes are available to all learners based upon their preferences.

Individuals who seek a reasonable accommodation as defined in Section 504 of the Rehabilitation Act of 1973, of the Americans with Disabilities Act, shall follow the University's procedures for verification of eligibility, which are available through the [Personalized Learning Center](#).

Any exceptions or accommodations granted to a learner, apply to the MU-WCOM, on campus laboratory activities only, and do not carry over to external requirements/partners.

Flagrant disregard of this policy, or a pattern of failing to adhere to this policy should be reported through the professionalism concern process at [Academic and Professional Concern Form](#).

### Request for Partner of the Same Gender

The training of an osteopathic physician requires the ability to receive and perform tactile examinations and osteopathic manipulative medicine. An element of that training requires that all osteopathic medical students must be able to palpate and be palpated by others as part of the educational process for learning examination and treatment skills.

Students are required to participate both as patients and as trainees in clinical settings, e.g., ICM and OPP labs, practical exams, etc., and examine and be examined by members of the same and differing gender.

All students will be surveyed prior to the beginning of the academic year. If, because of extenuating circumstances, a student desires an exemption from the requirement of being palpated by an individual of a different gender, they can request a same gender partner. All students will also be asked their gender identity to allow for appropriate matching.

Even if approved to be paired exclusively with a student of the same gender students cannot be exempt from being palpated by a faculty member/physician/table trainer for educational purposes or from palpating someone of another gender due, in part, to the fact that practicing physicians may need to palpate others from a different gender when providing care.

### Background Checks

MU-WCOM 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-WCOM. Students must arrange and pay for College-required background checks through Certiphi. Reapplication Following Withdrawal

### TERMS AND DEFINITIONS

TERM	DEFINITION
Leave of Absence (LOA)	A leave of absence is a period of time during which a student is not enrolled in required MU-WCOM coursework or the academic program. A single leave can be up to 1- year in length, and multiple leaves may be granted not to exceed the 6-year deadline articulated by COCA. All students must meet the requirement to graduate in six years unless they are approved by the Assistant/Associate Dean of Student Affairs to take a LOA to seek an additional degree or manage a non-academic issue that is limiting progress toward satisfying graduation requirements.
Withdrawal	A request initiated by a student to disenroll from the academic program without the intent to return.

Students who have withdrawn from the MU-WCOM and wish to return must apply through AACOMAS and follow the full application process. MU-WCOM has the right to refuse consideration or acceptance based upon a holistic review of the submitted application. Please contact the Office of COM Admissions with any questions regarding this process.

Only those individuals who voluntarily withdrew from the MU-WCOM while on good academic and professional standing are eligible to apply for readmission. Students who were dismissed from MU-WCOM are not eligible for admission consideration.

If readmitted, the student will be a member of the incoming matriculating class, and will be bound by all relevant requirements, handbooks, policies, catalogs, and technical, non-academic standards.

Students who have taken a Leave of Absence (LOA) from the MU-WCOM do not have to apply for readmission upon return, but must satisfy all conditions and requirements of the approved LOA prior to re-enrollment in the academic program.

## Student Support Services

### University Resources

At Marian University students will find many opportunities to engage with faculty, staff and peers both inside and outside the classroom. Specifically, we believe that students 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 students with resources and information regarding your experience with student organizations. Students 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.

### Malpractice Insurance Coverage

Students are covered by Marian University's professional malpractice insurance while participating in any required or elective course work at MU-WCOM 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-WCOM Dean.

### 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.

### 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: [Registrar](#). Students must submit the required documentation to facilitate the change.

## Student Activities

### 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-WCOM 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, or designee will give consideration to 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 the Student Promotion and Academic Progress Committee may require a student to vacate any MU-WCOM 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.

### Jury Duty

The Assistant/Associate Dean of Student Affairs, or designee must be notified as soon as a jury summons is received. Only the court, pursuant to the procedure outlined in the Jury Summons Notice, can grant deferment or excused absence from jury, but the Assistant/Associate Dean of Student Affairs, or designee can help navigate your options when responding to the summons.

### Suspected Impairment

MU-WCOM adheres to the drug and alcohol use policy articulated in the MU Code of Student Rights and Responsibilities and to the expectations of our clinical partners as articulated in our affiliation agreements, but the elevated responsibilities of Tom and Julie Wood College of Osteopathic Medicine students require additional procedures for handling the suspected drug/alcohol impairment.

Due to the nature of the course of study, no students enrolled in MU-WCOM may be under the influence of any substance (regardless of whether the use of substance is legal or illegal) which impairs or is likely to impair their clinical judgment while in the patient care, clinical, practical or classroom setting. If impaired, a report must be filed with the Assistant/Associate Dean of Student Affairs, and a student may be removed immediately. The report should include the reasons why there is a concern or reasonable suspicion of impairment.

MU-WCOM will require students to submit to drug and/or alcohol testing "for cause" based upon reasonable suspicion of substance use, the unauthorized use or possession of alcohol/drugs on campus or at a health care setting, or the use of or possession of illicit drugs at any time. Impacted students may be required to submit to a blood and/or urine analysis immediately at their own expense. In addition, a specific lab may be required by the Assistant/Associate Dean of Student Affairs, or designee.

The results of the test must be submitted by the lab to the Assistant/Associate Dean of Student Affairs, or designee, within twenty-four hours of receipt. Positive results will be reviewed and appropriately referred for any additional actions or sanctions.

Failure of the student to submit to a drug test once they have been notified will be considered a positive test and all corresponding sanctions will apply. A failure to submit to a mandatory screen is grounds for immediate dismissal from the program.

Every effort will be made to keep the results of alcohol and drug testing confidential, but there may be instances where results may be used for administrative hearings and court cases and may be sent to state and /or federal agencies as required by applicable law.

## Information Technology Resources

### Canvas

Canvas is the learning management software utilized by MU. Lecture recordings, power point slides and other materials relevant to your courses can be found here [Marian Canvas](#).

### 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 clerkships and complete and review evaluations.

### 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

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.

Based upon requirements articulated within our affiliation agreements, and other articulation agreements held with agents or external institutions, Marian University may have an obligation to share reports generated by American Database/Complio with these agents or external institutions. These reports will be shared with agencies and external institutions only for permissible purposes. If adverse actions are taken resulting in the denial of admission to a clinical experience, clerkship or program, and the adverse action is made wholly, or in part, on information included within a report, Marian University will provide the impacted students with an oral or written notice of adverse action.

## Colleague and/or Etrieve

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 on the 2<sup>nd</sup> floor of the Evans Center, Marian Hall 304 Computer Center, and the Library 008. These classrooms support both formal classes 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 [My Marian - Current Student](#). 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.

## Changes in Enrollment

### Leave of Absence (LOA)

Permission for a leave of absence is not guaranteed, unless the leave is required by law, or as indicated via institutional policy. MU-WCOM reserves the right to grant or deny leaves based upon what is deemed to be in the best interest of the student.

A student's ability to begin or return from a leave may be dependent upon the completion of requirements established by MU-WCOM. A failure to satisfy these requirements may prevent a leave from beginning or a student from re-entering the academic program. The timing of re-entry into the required MU-WCOM educational program is not guaranteed following any leave of absence.

All leaves may be noted in the student's academic history section of the Medical Student Performance Evaluation (MSPE). An administrative leave of absence may be noted in the adverse action section. The complete policy regarding LOA can be found in the appendix.

Information regarding other changes in enrollment can be found in the [MU-WCOM Catalog](#).



## 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 Norman 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/Associate Dean of Student Affairs or the Director of Academic Support Services for additional information.

## Policies and Expectations

### Mission and Governance

#### Policy 1.5b: Non-Discrimination

MU-WCOM 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-WCOM 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. Complete policy language can be found in the appendix.

#### Policy 1.6: Degree-Granting Body

The governing body of the COM and Marian University Board of Trustees must confer the degree of Doctor of Osteopathic Medicine (DO) upon those students who have satisfactorily completed the requirements for graduation and have been recommended for graduation by faculty. Complete policy language can be found in the appendix.

### Facilities

#### Policy 4.2: Safety and Security

MU-WCOM strives to ensure adequate security systems are in place to ensure faculty, staff, and student safety and articulate emergency and disaster preparedness at all COM-operated teaching and training locations. The policy includes methods of communication with students, faculty, and staff at all teaching and training locations. Complete policy language can be found in the appendix.

### Learning Environment

#### Policy 5.1.1: Code of Professional Ethics

MU-WCOM 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-WCOM. Complete policy language can be found in the appendix.

#### Policy 5.1.2: Professional Conduct Policy

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. Complete policy language can be found in the appendix.

#### Policy 5.1.3: Acceptable Use of Information Technology

Students are expected to adhere to the expectations for acceptable uses of technology. This policy specifically addresses the use of recordings of learning activities, file sharing, social media, and usage of computer network and email. Complete policy language can be found in the appendix.

#### Policy 5.2: Diversity, Recruitment and Retention

MU - COM recognizes and values the contribution of people with difference in capabilities, experience and perspectives. As a result, MU-WCOM is committed to the ongoing, systematic, and focused recruitment, selection and retention activities, to achieve mission-appropriate diversity outcomes among its students, faculty, senior administrative staff, and other relevant members of our academic community.

All candidates will be treated fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome. Complete policy language can be found in the appendix.

#### Policy 5.2.2: Religious Accommodations

MU-WCOM respects all students' right to religious observance and will reasonably accommodate students' religious practice with regard to class attendance, examinations, and assignments when requests are made at least two weeks in advance of the observance, unless such an accommodation would create an undue hardship upon the University.

Any solution that is mutually agreeable to both student and faculty member is considered reasonable. If an accommodation is deemed reasonable, the impacted student must request an excused absence, which will be determined by the Assistant/Associate Dean of Academic Affairs, or designee, in consultation with the course director.

No adverse or prejudicial effects will result to a student because they have made use of these provisions. The complete policy can be found in the appendix.

#### Policy 5.3.1: Student Wellbeing, Mental Health and Fatigue Mitigation

MU-WCOM values the physical and mental health and well-being of every student, faculty, and staff member. We are committed to developing and implementing strategies that promote physical and mental wellness and prevent burnout and physical/mental fatigue.

Complete policy language can be found in the appendix.

#### Policy 5.3.2: Exposure Prevention and Management and Bloodborne Pathogen and Needlestick Exposure

This policy articulates the procedures to be followed in order to promote exposure prevention and respond to bloodborne pathogen and needlestick exposure. It is the responsibility of all students to pay the cost of any necessary medical treatment. Complete policy language can be found in the appendix.

#### Policy 5.3.3: Incident/Injury Reporting Policy

The incident/injury reporting policy must be followed for all incidents/injuries that occur in any clinical skills lab, including but not limited to OMM, ICM and the Simulation Center, no matter the severity. As a summary, any student who is subject to an incident/injury while in a clinical skills lab must 1) immediately notify supervising faculty member or table trainer, 2) file an incident/injury report form within 24 hours of the incident/injury and 3) notify and be seen by the Student Health Center. Specifics of each of these requirements can be found in the complete policy language located in the appendix.

#### Policy 5.4: Patient Care Supervision

The purpose of this policy is to ensure that students in clinical learning situations involving patient care are under the direct supervision of a licensed health care professional at all times in order to ensure safety. To ensure that all supervised activities are within the scope of practice of the supervising health care professional. To provide clear guidelines to students regarding their role in care and the limits of their scope of authority. Complete policy language can be found in the appendix.

#### Policy 5.5 Mask Fit Test

All medical students participating in required clinical activities are required to be fit tested for a N95 respirator mask on an annual basis. Students are prohibited from participating in required clinical activities if they fail to complete fit testing or obtain an exemption from fit testing. Complete policy language can be found in the appendix.

#### Policy 5.6: Student Eligibility and Requirements to Engage in Leadership Opportunities and Co-Curricular Activities

This policy statement is in response to COCA accreditation standard 5 and applies to BMS or osteopathic medical students who matriculate in Fall of 2023 or after who apply for or engage in co-curricular or extra-curricular activities. MU-WCOM reserves the right to set eligibility requirements and expectations that exceed those articulated in this policy, as long as such eligibility requirements and expectations comply with the University's Non-Discrimination policy. Students who matriculated prior to Fall 2023 may request an exception or waiver of eligibility requirements by petitioning the Assistant/Associate Dean of Student Affairs. The entirety of the policy can be found in the appendix.

### Curriculum

#### Policy 6.9: Schedule Clinical Education

MU-WCOM adopted policies and procedures by which all students can complete the entire clinical education curriculum. Complete policy language can be found in the appendix.

#### Policy 6.11: Comparability Across Clinical Education Sites

MU-WCOM strives to ensure that the curriculum includes comparable educational experiences and equivalent methods of assessment across core clinical educational sites where students learn, ensuring all students achieve similar outcomes based on core educational learning objectives. Complete policy language can be found in the appendix.

#### Policy 6.12: COMLEX- USA

All osteopathic medical students must successfully pass COMLEX-USA Level 1, Level 2 CE, and Level 2 PE prior to graduation from MU-WCOM with a D.O. degree, unless an examination is not provided by the NBOME. All students are required to complete clinical skills assessments outlined by the NBOME in addition to MU-WCOM curricular expectations and requirements. Complete policy language can be found in the appendix.

### Scholarly Activity

#### Policy 8.4: Student Participation in Research and Scholarly Activity

MU-WCOM support student driven research and scholarly activity, as well as student participation in the research and scholarly activities of the faculty. Complete policy language can be found in the appendix.

### Students

#### Policy 9.1: Technical, Non-Academic Standards

The Marian University Tom and Julie Wood College of Osteopathic Medicine seeks to produce highly skilled and compassionate physicians. Students are expected to develop a robust medical knowledge base and the requisite clinical skills, with the ability to appropriately apply their knowledge and skills, effectively interpret information, and contribute to patient-centered decisions across a broad spectrum of medical situations and settings.

The following technical standards, in conjunction with the academic standards of our academic program, are requirements for admission, promotion and graduation. The term "candidate" refers to candidates for admissions to medical school as well as current medical students who are candidates for retention, promotion or graduation. These requirements may be achieved with or without reasonable accommodations.

Any accommodations granted apply only to a student's tenure at Marian University, and may not be approved or adopted by other institutions, including those responsible for the administration of national licensing examinations. Fulfillment of the technical standards for graduation from medical school does not guarantee that a graduate will be able to fulfill the technical requirements of any specific residency program or the essential functions of specific employment.

Complete policy language can be found in the appendix.

#### Policy 9.2.1: Code of Student Rights and Responsibilities

MU-WCOM is committed to promoting a professional, respectful, and nondiscriminatory academic environment. In addition to MU-WCOM policies, students are required to abide by the University's established policies and procedures, including all aspects of the [Code of Student Rights and Responsibilities](#).

#### Policy 9.2.2: Student Promotion and Academic Progress

MU-WCOM 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. Complete policy language can be found in the appendix.

#### Policy 9.2.3: 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-WCOM, and to establish additional fees or charges for special services whenever, in their opinion, such actions are deemed appropriate.

#### Policy 9.2.4: Attendance – BMS and Pre-clerkship

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.

Student participation in scheduled courses is expected and can be used in faculty's assessment of student performance. The MU-WCOM 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. Complete policy language can be found in the appendix.

#### Policy 9.2.5: Attendance – Clerkship

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

#### Policy 9.2.6: Evaluation and Assessment

Effectual learning is best achieved through the use of well-designed and deployed assessment activities that provide frequent, formative feedback for MU-WCOM's students, faculty, staff, and administration. Individual courses are expected to guide and support student learning using evaluation techniques that are valid and reliable. MU-WCOM's assessments align with academic norms across medical schools. Complete policy language can be found in the appendix.

#### Policy 9.2.7: Grievance and Grade Appeal

MU-WCOM doctorate of osteopathic medicine students have a right to due process, which includes the right to file a grievance against a member of the MU-WCOM community for an unresolvable academic issue and/or to request a grade appeal. This policy does not apply to students enrolled in the Biomedical Science Master's Program. The complete policy can be found in the appendix.

Allegations relating to discrimination, harassment and rights articulated in the Code of Student Rights and Responsibilities are adjudicated through alternate institutional policy and process.

This policy supersedes the Marian University Grade Appeal Policy.



#### Policy 9.2.8: Exam Administration Policy

This policy applies to all MU-WCOM examinations, including but not limited to, written exams, practical exams, OSCEs, Simulations, and external vendor examinations (e.g. COMAT, COMSAE, etc.), as appropriate. The complete policy can be found in the appendix.

#### Policy 9.2.9: Remediation Policy

Students who fail written exams, clinical assessments, preclerkship courses and/or clerkships, are expected to adhere to the same process and expectations as others who are similarly situated. The process and expectations for navigating the process of remediation (at any level) are articulated in this policy. The complete policy can be found in the appendix.

#### Policy 9.2.10: Delayed Secure Exam Review

Students will have an opportunity to review missed questions on multiple choice assessments via delayed secure review in ExamSoft. These sessions are optional, but students must be present in person to review the missed questions. Review sessions will be scheduled after exam results are released. The timing of these sessions may vary course-to-course and will be scheduled and conducted by the Course Director and Coordinator of Examinations. Exam security measures will be in place for the secure review sessions; students may not talk or take notes during the review. Accessing the review outside of the designated time is prohibited. Students will not be allowed to provide item feedback or seek additional item adjustments during or after the secure review. Secure review will not be offered for final examinations or if the assessment was administered remotely for all students (e.g. weather closure or movement of campus activities to remote learning and assessment).

#### Policy 9.2.11: Core Competency Deficiency Remediation Policy

This policy articulates the steps that will be taken if a student receives one or more “does not meet” competence or fails one more required COMAT examinations while on a clerkship. The complete policy language can be found in the appendix.

#### Policy 9.3: Transfer and Advanced Standing

This policy articulates the expectations regarding transfer or admissions with advanced standing. MU-WCOM may only accept credits from a school accredited by COCA or the LCME where the student is eligible for readmission. MU-WCOM will ensure that if transfer occurs from an LCME accredited school of medicine, the student must acquire OMM/OPP competency prior to graduation from MU-WCOM. The last two years of education must be completed at MU-WCOM. Complete policy language can be found in the appendix.

#### Policy 9.4: Student Recordkeeping and FERPA

To establish an accurate, confidential and secure system for official student record keeping that includes: admissions, advisement, academic and career counseling, evaluation, grading, credits, and the training of faculty and staff in the regulations regarding these records. Complete policy language can be found in the appendix.

#### Policy 9.8: Mental Health Services

Students will have access to a confidential, effective system of counseling and mental healthcare. A mental health representative must be accessible 24 hours a day, 365 days a year, from all location where students receive education from MU-WCOM. Complete policy language can be found in the appendix.

#### Policy 9.10: Non-Academic Health Professionals

Any health professional providing health services, through a physician-patient relationship, must recuse him/herself from the academic assessment or promotion of the student receiving those services. Complete policy language can be found in the appendix.

#### Policy 9.11: Health Insurance

Obtaining and maintaining health insurance is a requirement of your enrollment in this academic program. Proof of insurance must be uploaded annually into the health records maintenance portal known as Complio. Complete policy language can be found in the appendix.

## Graduate Medical Education

### Policy 10.1: Osteopathic Education Continuum

MU-WCOM will ensure that the curriculum provides content of sufficient breadth and depth to prepare students for entry into a graduate medical education program for the subsequent practice of medicine including pre-doctoral curricula, GME, and CME. This curriculum supports the continuum of osteopathic education - including predoctoral education, graduate medical education, and continuing medical education. Complete policy language can be found in the appendix.

### Policy 10.2: ACGME Accredited Graduate Medical Education (GME)

MU-WCOM will provide community partners with mechanisms to assist new and existing graduate medical education (GME) programs in meeting the requirements for accreditation by the Accreditation Council for Graduate Medical Education. Complete policy language can be found in the appendix.

## Addenda

### Biomedical Science Master's Program (BMS)

#### Course Catalog

The Graduate Course Catalog includes information related to a variety of topics that are critical for graduate students to know, including but not limited to: tuition and fees, academic success, financial aid, grading and performance standards, appeals and graduation requirements.

All graduate students are expected to read and abide by the information in the Catalog, which can be found [here](#).

#### Vision and Mission Statement

Vision: To facilitate the development of knowledge, skills and confidence as students prepare for their chosen profession.

Mission: To foster student goals and resilience through academic rigor, while providing a guided and supportive environment that emphasizes the opportunities available to each individual student.

#### Curriculum Overview

The Master's in Biomedical Science has two tracks, a Capstone Track and a Thesis Track. Graduation requirements for each track, along with course descriptions, can be found in the [graduate course catalog](#).

The Capstone Track is a coursework-only track designed to provide the student with comprehensive exposure to a broad array of biomedical sciences, especially those topics that would be encountered in a typical medical school or other health professions curriculum. This program is designed for students who have had less exposure to upper-level biomedical science courses in their undergraduate experience or for those who would like additional didactic preparation prior to enrolling in medical school or subsequent health professions program.

The Thesis Track is a research-based curriculum providing the student with a unique research experience dependent on the student's interests. Students in this track take didactic courses to support the development of a research-derived thesis. This program is designed for students interested in pursuing careers in research or students that would like a quality research experience to augment their future health professions application and/or a career as a physician-researcher.

Students enrolled in the research track must submit an "Advisory Committee Composition" form to the COM BMS Program Director via email no later than April 15 of the Spring Semester of their first year in the BMS program. At least one committee member must have a primary appointment outside of MU-WCOM.

Students who are originally enrolled in the capstone track but wish to convert to the thesis track must submit an "Intent to Convert to Thesis Track" form via email to the COM BMS Program Director. Acceptance into the research track is contingent upon the availability of a qualified research mentor. Assistance will be provided in identifying a mentor.

## BMS Specific Events and Opportunities

### BMS Awards & Hooding Ceremony

In May, prior to graduation, graduating BMS students may participate in our Awards & Hooding Ceremony. Students will be recognized, graduation awards will be awarded, and the BMS faculty will hood their student advisees.

### BMS Council

Students enrolled in the BMS program have the opportunity to participate in the BMS Council. The mission, goals and purpose of the council are to:

- Facilitate projects, speakers, and events to engage members of the Biomedical Sciences student body.
- Allow a platform for open communication between the BMS professors and the MU-WCOM administration and the BMS student body.
- Facilitate cooperation and communication between the BMS Student Council and student body of the MU-WCOM SGA and MU-WCOM student body.

Students interested in participating in this organization should contact the Office of Student Affairs for additional information.

### Participation in Standing Faculty Committees

Students are encouraged to participate in the standing committees of the BMS program. Interested students should contact the Office of Student Affairs for additional information.

## Academic Success and Progress

A student's academic status (good academic standing, academic probation, and dismissal) is determined based upon criteria outlined in the graduate catalogue which can be found [here](#).

### Course Registration

Students must be registered at (a minimum) part-time status for each term to allow for processing of financial aid. Students must be registered for courses in order to attend classes.

Students who register for courses and realize that they will be unable to attend are responsible for filing the appropriate withdrawal paperwork. Depending on the circumstance, a student can request to drop course(s) or withdraw from course(s). Students register for courses and that registration is approved by the Program Director, or designee, in accordance with established policies and procedures of the Office of the Registrar.

### Appeal Process- Academic Status

Students may appeal an academic dismissal, by adhering to the appeal procedures articulated in the letter of dismissal.

### Appeal Process- Course Grade

If, at the end of a term, a student has cause to question the computation or "fairness" of a final grade, an appeal process is available to review the case. That process is articulated in the [catalog](#).

## Application for Graduation

A student must complete the requirements for graduation for the Master of Science degree within three (3) calendar years of initial matriculation. Exceptions may be granted on an individual basis by the Program Director in consultation with the MU-WCOM Dean and the Office of the Registrar.

Students must inform the Office of the Registrar of their intent to graduate the MUHUB. Following receipt of the audit, the COM BMS Program Director and Office of the Registrar will confirm to the student the acceptance of their graduation application.

The COM BMS program at Marian University schedules graduation dates at the end of the fall and spring semesters. However, Marian University holds a graduation ceremony only following the spring semester. Students are allowed to participate in the May graduation and hooding ceremonies provided all academic requirements are completed by August 31st of their graduation year. Students are not required to participate in either hooding or graduation ceremonies.

## Doctorate of Osteopathic Medicine

### Course Catalog

The catalog for the osteopathic medicine program can be found in the [catalog](#).

### Program Goals and Objectives

Consistent with the mission of Marian University, the Tom and Julie Wood 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.

### Core Competencies and Entrustable Professional Activities

MU-WCOM'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.

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, coverage of the core entrustable professional activities (EPAs) is also built into our curriculum. 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-WCOM 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.

### Curriculum Overview

The MU-WCOM 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-WCOM 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).

#### The T.R.A.C.K System

T.R.A.C.K. stands for Trust, Responsibility, Accountability, Communication and Knowledge:

The T.R.A.C.K. system provides individuals with the opportunity to provide feedback or observation about the MU-WCOM curriculum or para-curricular activities.

General course/clerkship observations should continue to be communicated through course liaisons, preceptor evaluations, or other articulated processes.

If your feedback or observation relates to other topics such as harassment/sexual misconduct, a final grade or preceptor evaluation, or concern for a colleague, those should be submitted via appropriate processes articulated in the student handbook. Do not hesitate to reach out to a member of the faculty, staff or administration if you need assistance navigating those processes.

You can submit feedback or observations via this system via this link. [T.R.A.C.K.](#)

#### Professional Identity Formation Series

Professional Identity Formation (or PIF) is a longitudinal curriculum that is delivered across all four years of the medical school experience at MU-WCOM. This series includes several elements relevant to the development of transformational leaders in osteopathic medicine. Opportunities for personal and professional growth are supported through learning activities in five major areas: wellness; academic success; career development and planning; diversity, equity, inclusion, and belonging; and leadership in osteopathic medicine.

Attendance to PIF sessions is mandatory. Students must return to campus from clerkships, even if out of state, during the third and fourth year to attend in-person scheduled PIF sessions.

#### Pre-Clerkship Curriculum

The first two years of osteopathic medical education introduce students to the fundamental scientific concepts as they apply to the study of medicine. Foundational biomedical and clinical knowledge is presented in systems-based courses and integrated through interactive learning activities, clinical cases, labs, 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 is woven throughout the entire 4-year curriculum and promoted through practical OMM sessions, clinical skills labs, and interactions with simulated patients.

#### Auditing Pre-Clerkship Courses

Approval from the Assistant/Associate Dean of Academic Affairs must be obtained prior to enrollment. Audited courses carry no credit and no grade. There is a fee associated with auditing determined by Marian University.

#### Clerkship Curriculum

Clerkship 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 Clerkships (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, Clinical Colloquium 1 and 2, and Electives. This type of clinical clerkship

curriculum will allow the students to be successful in any field of medicine. Students cannot be directly supervised or evaluated by any relative during their clinical clerkships.

Core clerkships will be delivered in person. Methods of education will include, but are not limited to, direct patient care, simulated training, virtual clinical education, telehealth, and telemedicine.

#### Core Clerkships

Core Clerkships are 4- or 8- week clinical experiences assigned by MU-WCOM. These include core clerkships in: Family Medicine, Internal Medicine, General Surgery, Pediatrics, Psychiatry, Obstetrics/Gynecology, and Emergency Medicine. All core clerkships must be completed during the third year (exception: EM Core must be completed during the fourth year). Successful completion of all core clerkships is required for graduation.

Each core clerkship has an associated COMAT exam that students must pass to complete the clerkship. COMAT examination outlines, learner expectations and practice exams for each discipline can be found at [COMAT Assessments](#).

#### Regional Clerkships

Clerkships are classified as regional when they are located more than 65 miles from the MU-WCOM campus. Students can expect to participate in 2-4 regional clerkships during their third year. Due to the geographic distance from campus, MU-WCOM provides housing for students placed in regional clerkships.

#### Selective and Elective Clerkships

While in their 4<sup>th</sup> 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 2- or 4- weeks in length and can be clinical or non-clinical.

**Clinical Elective:** A clinical elective provides an experience that relates to patient care and can include, but is not limited to, simulated training, telehealth, telemedicine and online clinical clerkships.

**Non-Clinical Elective:** A non-clinical elective provides an academic or research-based experience. In the absence of extenuating circumstances, a total of 2 clerkships taken can be non-clinical. Requests to enroll in additional non-clinical electives must be approved by the Assistant/Associate Dean of Clinical Affairs (or designee).

A non-clinical elective cannot be taken during the third year without written approval from the Assistant/Associate Dean of Clinical Affairs (or designee).

#### Other Important Information about Clerkships

**Administrative Fees:** Some elective clerkships require payment of administrative fees. Travel, housing, and administrative fees are the responsibility of the student.

**Enrollment Status:** A student cannot start a clerkship if not enrolled in the DO program prior to the first day of the clerkship.

**International Clerkships:** International Travel is permitted in accordance with the Marian University policy on international travel (see MU-WCOM International Electives).

**Preceptor Guidelines:** 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 a family as their preceptor.

**Scheduling Logistics:** 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.

**Specialty:** During the fourth year, a student is limited to a maximum of 5 months in any given specialty area.

#### Evaluations

All clerkships require completion of a preceptor evaluation of the student after the clerkship ends. All Core Clerkships require the student's evaluation of the clerkship within 7 days from the end of the



clerkship. Individual student evaluations of the preceptor are not shared; only aggregate deidentified data are shared later. All third-year evaluations must be submitted for promotion to fourth year, and all fourth-year evaluations must be submitted prior to graduation.

#### Policy 11.2: Away Clerkship Travel and Approval Policy.

MU - COM recognizes the need for providing educational opportunities that occur outside of the state of Indiana. This policy is intended to ensure the quality of learning opportunities and supervision of our students when they engage in clinical and/or research opportunities outside of the state of Indiana.

This policy applies to all OMSIV students, except military students. Military students will follow their military branch policies.

These guidelines are subject to change due to changes in national recommendations. The entire policy can be found in the appendix.

#### Policy 11.3: Patient Safety Review

The Patient Safety Review Panel is interprofessional and serves to advise the deans of the Marian University LSON and COM regarding issues related to patient safety involving students, staff, and faculty. The entire policy can be found in the appendix.

### Additional Requirements

#### Immunizations and Certifications

Prior to beginning clerkships, all MU-WCOM 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. A complete list of requirements can be found on the [MU-WCOM website](#).

#### Drug Screening

All MU-WCOM students are required to submit to a ten - panel drug screen prior to beginning clerkships. Students must use American Databank/Complio to schedule these screens.

The approved sites will report all results directly to MU-WCOM 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 clerkship sites may request students to submit a more current or a more extensive drug screening in order to begin or remain on their clerkships. Positive results will be reviewed and appropriately referred for any additional actions or sanctions.

## Appendices

### Appendix A: Mission and Governance Policies

#### Policy 1.5b: Non-Discrimination

POLICY NAME	Accreditation Standard 1.5b: Non-Discrimination for Faith-Based Institutions			POLICY NO.	1.5b
EFFECTIVE DATE	7/1/2024	DATE OF LAST REVIEW	3/1/2024	VERSION NO.	2
ADMINISTRATOR RESPONSIBLE	Senior Advisor to the Senior Vice President of Health Professions				

#### SCOPE

This policy applies to all MU-WCOM faculty, staff, and students.



VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
Values. N/a	University	---	---	Unknown
2	University	09/2024	MU-WCOM 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. The responsible administrator was changed from the Dean to the Senior Advisor to the SVP of Health Professions	Elizabeth M. Petsche, JD

## POLICY STATEMENT

### Policy intro:

This policy statement is in response to COCA accreditation standard 1.5b and applies to all individuals within the MU-WCOM community.

MU-WCOM 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-WCOM 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)).

### Policy 1.6: Degree-Granting Body

POLICY NAME	Accreditation Standard 1.6: Degree-Granting Body			POLICY NO.	1.6
EFFECTIVE DATE	7/1/2020	DATE OF LAST REVIEW	3/1/2024	VERSION NO.	N/a
ADMINISTRATOR RESPONSIBLE	Dean of Tom and Julie Wood College of Osteopathic Medicine				

## SCOPE

This policy applies to all MU-WCOM faculty, staff and students.

## POLICY STATEMENT

The governing body of the COM and/or parent institution must confer the degree of Doctor of Osteopathic Medicine (DO) upon those students who have satisfactorily completed the requirements for graduation and have been recommended for graduation by faculty.

## TERMS AND DEFINITIONS

TERM	DEFINITION
AOA	American Osteopathic Association

## Appendix B: Leadership and Administration

### Policy 2.4: Accreditation Standard Complaint Policies and Procedures

POLICY NAME	Accreditation Standard 2.4: Accreditation Standard Complaint Policies and Procedures			POLICY NO.	2.4
EFFECTIVE DATE	7/1/2024	DATE OF LAST REVIEW	2/8/2024	VERSION NO.	3
ADMINISTRATOR RESPONSIBLE	Assistant/Associate Dean of Accreditation and Assessment				

#### SCOPE

This policy applies to any individual who believes MU-WCOM is not in compliance with a COCA accreditation standard.

#### POLICY STATEMENT

A COM must publish policies and procedures that include a confidential accreditation standard complaint resolution process that includes a description of how these complaints are filed, resolved through an adjudication process, without retaliation, and maintained through the COM's records retention system. The accreditation standard complaint filing process must include a process for filing confidential complaints with the COCA and the contact information of the COCA.

#### Policy intro:

This policy statement is in response to COCA accreditation standard 2.4 and applies to any individual who believes MU-WCOM is not in compliance with a COCA accreditation standard.

Any individual who believes MU-WCOM is not in compliance with a COCA accreditation standard has the right to communicate that concern to the Assistant/Associate Dean of Accreditation and Assessment.

If there continues to be a perception of non-compliance with a COCA accreditation standard, a formal complaint can be filed with the Assistant/Associate Dean of Accreditation and Assessment.

- The complaint must be in writing, signed and dated.
- Anonymous complaints will not be accepted.
- The complaint must identify the COCA standard in question and provide an explanation as to why the complainant perceives the COM is not in compliance.

Upon receipt, the complaint will be reviewed by the Dean's Cabinet. The Cabinet will then assign a task force of at least 2 members to more fully investigate the nature and validity of the complaint. Within 30 calendar days, the task force will provide a report to the Dean's Cabinet. The report will include:

- The details of the complaint (including the COCA standard in question)
- Findings that support or refute the complaint
- Recommended corrective action, if applicable

In consultation with his/her cabinet, the Dean may choose to accept the report as complete and accurate or may determine additional information is needed or further action is indicated.

A final determination will be provided to the complainant in writing, and will detail the findings of the review and the corrective action identified, if applicable. If the complaint pertains to a standing committee of the COM, the final report will be provided to the appropriate committee.

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 Tom and Julie Wood College of Osteopathic Medicine (MU-WCOM) 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](mailto:predoc@osteopathic.org).

For additional information regarding Complaint Review Procedures, please reference the AOA-COCA website here: [AOA-COCA Compliant Procedures](#)

MU-WCOM prohibits taking retaliatory action against any individual who files a good faith complaint in accordance with this policy.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
2	Dean's Cabinet and FA	6/10/2020	Inclusion of (a) adjudication and non-retaliation language and (b) Insertion of link to prior complaints and ultimate resolution.	Elizabeth M. Petsche, JD
3	AGC and Dean's Team	7/1/2024	Assistant Dean of Accreditation title was updated as was the information about where the ultimate resolutions are stored	Sarah Zahl, PhD

## Appendix C: Facilities Policies

### Policy 4.2: Safety and Security

POLICY NAME	Accreditation Standard 4.2: Security and Public Safety			POLICY NO.	4.2
EFFECTIVE DATE	7/1/2024	DATE OF LAST REVISION	3/1/2024	VERSION NO.	2
ADMINISTRATOR RESPONSIBLE	Assistant/Associate Dean of Student Affairs				

#### SCOPE

This policy applies to all individuals within Marian University.
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#### POLICY STATEMENT

To ensure that adequate security systems are in place to ensure faculty, staff, and student safety and articulate emergency and disaster preparedness at all COM-operated teaching and training locations. The policy includes methods of communication with students, faculty, and staff at all teaching and training locations.
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Policy intro:

This policy statement is in response to COCA accreditation standard 4.2 and applies to all individuals within the MU-WCOM community.

#### *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 Paul J. Normal 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 or the Director of Academic Support Services for additional information.

#### *Campus Shield App*

Marian University has partnered with the Campus Shield app to increase the safety of all members of the MU community, both on and off campus. Download the CampusShield app from the Play Store or App Store for free. Allow location services and connect to wi-fi for the best results. More information about the app can be found here: [CampusShield](#).

#### *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-WCOM students must abide by campus regulations and policies listed on the MU Campus Safety website here: [MU Campus Safety](#).

#### *Inclement Weather*

The MU\_COM inclement weather policy is found in the [MU-WCOM Catalog](#).

This policy does not apply to students participating in clerkships, unless they are scheduled to be on campus. Clerkship students are to follow the instructions of their current preceptor and the Inclement Weather Policy at their designated clerkship 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.

#### *Emergency Procedures*

Emergency procedures for the following situations can be found here. [MU 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

#### *Parking during Clinical Experiences*

During the course of study at MU-WCOM, students will visit, train in, and/or reside at locations off campus ("offsite locations") to further their education. MU-WCOM 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.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
2	Dean's Team and AGC	3/1/2024	Policy language was updated to reflect current building names and to remove redundancy	Clint Whitson, EdD

#### Appendix D: Learning Environment Policies

##### Policy 5.1.1: Code of Professional Ethics

POLICY NAME	Accreditation Standard 5.1: Professionalism – Code of Professional Ethics			POLICY NO.	5.1.1
EFFECTIVE DATE	7/1/2024	DATE OF LAST REVIEW	10/1/2024	VERSION NO.	2
ADMINISTRATOR RESPONSIBLE	Dean of MU-WCOM				

#### SCOPE

MU-WCOM 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-WCOM.

This Code does not supersede other Marian University (MU) or MU-WCOM policies, regulations, agreements or guidelines. All faculty, staff, administrators and students shall adhere to MU and MU-WCOM 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.

#### POLICY STATEMENT

To ensure the learning environment is conducive to the ongoing development of professional behaviors in students, faculty and staff and is one in which all individuals are treated with respect. Including exposure to aspects of patient safety, cultural competence, and interprofessional collaborative practice.

#### TERMS AND DEFINITIONS

TERM	DEFINITION
AOA	American Osteopathic Association

Policy intro:

This policy statement is in response to COCA accreditation standard 9.2 and applies to all MU-WCOM faculty, staff and students.

#### *Section 1: Professional Interaction*

1. The relationship between students and MU-WCOM 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-WCOM 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-WCOM 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.

#### *Section 3: Legal Obedience*

1. All MU-WCOM faculty, staff, administrators and students shall act lawfully, and in compliance with all applicable state and federal laws and with all MU and MU-WCOM policies, agreements, and guidelines.
2. This includes interaction with third parties and commercial entities.

#### *Section 4: Confidentiality*

1. MU-WCOM 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-WCOM 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-WCOM 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-WCOM 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-WCOM 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.

#### Section 9: Professional Development

1. MU-WCOM seeks to enhance the students' academic experience and to promote innovation in medical education.
2. All MU-WCOM 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-WCOM 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-WCOM has adopted the AOA Code of ethics, and all faculty, staff, students and administrators of MU-WCOM shall adhere to the guidelines outlined therein.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Dean's Cabinet	6/30/2019	Addresses COCA accreditation standard 9.4	Elizabeth M. Petsche, JD
2	Dean's Team	3/1/2024	The responsible administrator changed from the Assistant Dean of Student Affairs to the Dean of COM	Elizabeth M. Petsche, JD

#### Policy 5.1.2: Professional Conduct Policy

POLICY NAME		POLICY NO.	
Accreditation Standard 5.1.2: Professionalism – Professional Conduct		5.1.2	
EFFECTIVE DATE	DATE OF LAST REVIEW	VERSION NO.	
7/1/2024	1/29/2024	4	
ADMINISTRATOR RESPONSIBLE			
Assistant/Associate Dean of Student Affairs			

#### SCOPE

All MU-WCOM DO and BMS 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.

## POLICY STATEMENT

To ensure the learning environment is conducive to the ongoing development of professional behaviors in students, faculty and staff and is one in which all individuals are treated with respect. Including exposure to aspects of patient safety, cultural competence, and interprofessional collaborative practice.

## TERMS AND DEFINITIONS

TERM	DEFINITION
Committee on Professionalism and Ethics - CPE	The CPE is a standing faculty committee. 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.
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-WCOM utilizes internal and external standards to elaborate on this definition of professionalism.
Reasonable Professional Standard	MU-WCOM 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.
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 by other MU-WCOM or MU policies.
Coaching	Informal meetings with students that can include members of the MU-WCOM community including faculty, staff and students. Engagement in multiple coaching sessions may result in a formal complaint referred to the CPE.
Report	The CPE will determine what information must be reported to external bodies and that determination will be conveyed via a formal response from the Committee.

Policy intro:

### 1. Reporting

- 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).
- 1.2. The ADSA, or designee, in consultation with the CPE chair and the Assistant/Associate General Counsel will determine whether the allegations should be:
  - 1.2.1. Dismissed and closed without findings.
  - 1.2.2. Submitted for tracking purposes.
  - 1.2.3. Referred to coaching (defined above).
  - 1.2.4. Referred for review and resolution by the CPE.

- 1.2.5. Referred to the University's Dean of Students for resolution in accordance with the Code of Student Rights and Responsibilities.
- 1.2.6. Referred to the Title IX Coordinator for investigation and resolution.
- 1.2.7. Referred to the MU Police Department for investigation and resolution.

## 2. *Coaching*

- 2.1. Upon conclusion of the process articulated in clause 1.2 a determination may be made that a student is required to participate in an informal coaching session.
- 2.2. A coaching session will be facilitated by members of the MU-WCOM community, including faculty, staff and students
- 2.3. Upon conclusion of a coaching session, the student participant will be asked to sign a form acknowledging that the coaching session occurred and the content addressed during the session
- 2.4. The resulting form will be maintained internally for tracking purposes, and will not be reported to external entities unless a pattern of behavior persists resulting in a hearing before the CPE

## 3. *CPE Hearing*

- 3.1. If review and resolution by CPE is warranted following the conclusion of the process articulated in clause 1.2, the AD SA, or designee, will notify the accused student in writing at least 7 calendar days in advance of the hearing. This notice will include, the:
  - 3.1.1. Allegations with sufficient specificity to prepare a response
  - 3.1.2. Time and place of the hearing
  - 3.1.3. A copy of the committee procedures
- 3.2. The student may be accompanied to the hearing by an advocate. This advocate can be any member of the MU community, including faculty, staff and students. An advocate cannot be a party's personal attorney.
  - 3.2.1. The advocate is there to provide moral support for the student, however the advocate is not to actively participate in the meeting unless asked a direct question by the CPE.
- 3.3. A student must provide documentary evidence and the name of their, if applicable, at least 3 business days before the scheduled hearing date.
- 3.4. 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.

## 4. *Professional Status*

### 4.1. Monitored Professional Status

- 4.1.1. The status given to a student as a result of the evaluation of a submitted concern form.
- 4.1.2. This status can include tracking of a student's pattern of conduct and/or professional coaching.
- 4.1.3. This status is not reported to the University, to external entities, or on the medical student performance evaluation.

### 4.2. Professional Warning Status

- 4.2.1. This status may be imposed following a student meeting with the Committee of Professionalism and Ethics.
- 4.2.2. Written notice will be sent to the student who violated institutional policy. It will specify that additional sanctions may be imposed should other violations occur.
- 4.2.3. Additional meetings and requirements may also be imposed

4.2.4. This status is internal and is not reported to external entities or on the medical student performance evaluation, but will be included in the student's file.

#### 4.3. Professional Probationary Status

4.3.1. This status may be imposed following a student meeting with the Committee of Professionalism and Ethics.

4.3.2. Written notice will be sent to the student that there was a violation of institutional policy, and that should further violations of policy occur during a specified probationary period, the student may face dismissal.

4.3.3. Additional meetings and requirements may also be imposed.

4.3.4. This status will be reported to the University and will be reported to external entities and on the medical student performance evaluation

#### 4.4. Dismissal

4.4.1. This status may be imposed following a student meeting with the Committee of Professionalism and Ethics.

4.4.2. The student is permanently separated from the University as a result of severe and/or pervasive violations of policy.

4.4.3. This status will be reported to the University and will be reported to external entities

### 5. *Sanctions*

One or more of the following sanctions may be imposed upon any student found to have violated this policy.

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

5.2. 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.

5.3. 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.

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

5.5. 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-WCOM 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.

### 6. *Urgent Cases*

When alleged conduct threatens immediate or irreparable harm to patients, the community or to self as a result of conduct or behavior that are unique to physicians in training, the student shall be placed on interim suspension by the ASDA, or designee.

6.1. The ASDA shall convene, within 3 business days, a fact-finding hearing. Based on this fact-finding hearing, the ASDA, 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.

- 6.2. 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.
- 6.3. 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.
- 6.4. 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.
- 6.5. Urgent cases that do not result from violations of conduct or behaviors that are unique to physicians in training shall be adjudicated through the appropriate university policy or procedure.
- 6.6. Urgent cases that result from a lack of medical knowledge, deficiency in technical skill, or inability to satisfy minimal technical standards shall be adjudicated through the student promotion and academic progress policy.

## *7. Notification of Outcomes*

- 7.1. The CPE chair will report the Committee's findings, judgment and sanctions in writing to the parties within seven business days of conclusion of the meeting.
- 7.2. MU-WCOM, may release information regarding conduct records and sanctions to employers, licensing agencies, certifying boards, graduate programs, government background inspectors and transfer institutions.

## *8. Student Rights*

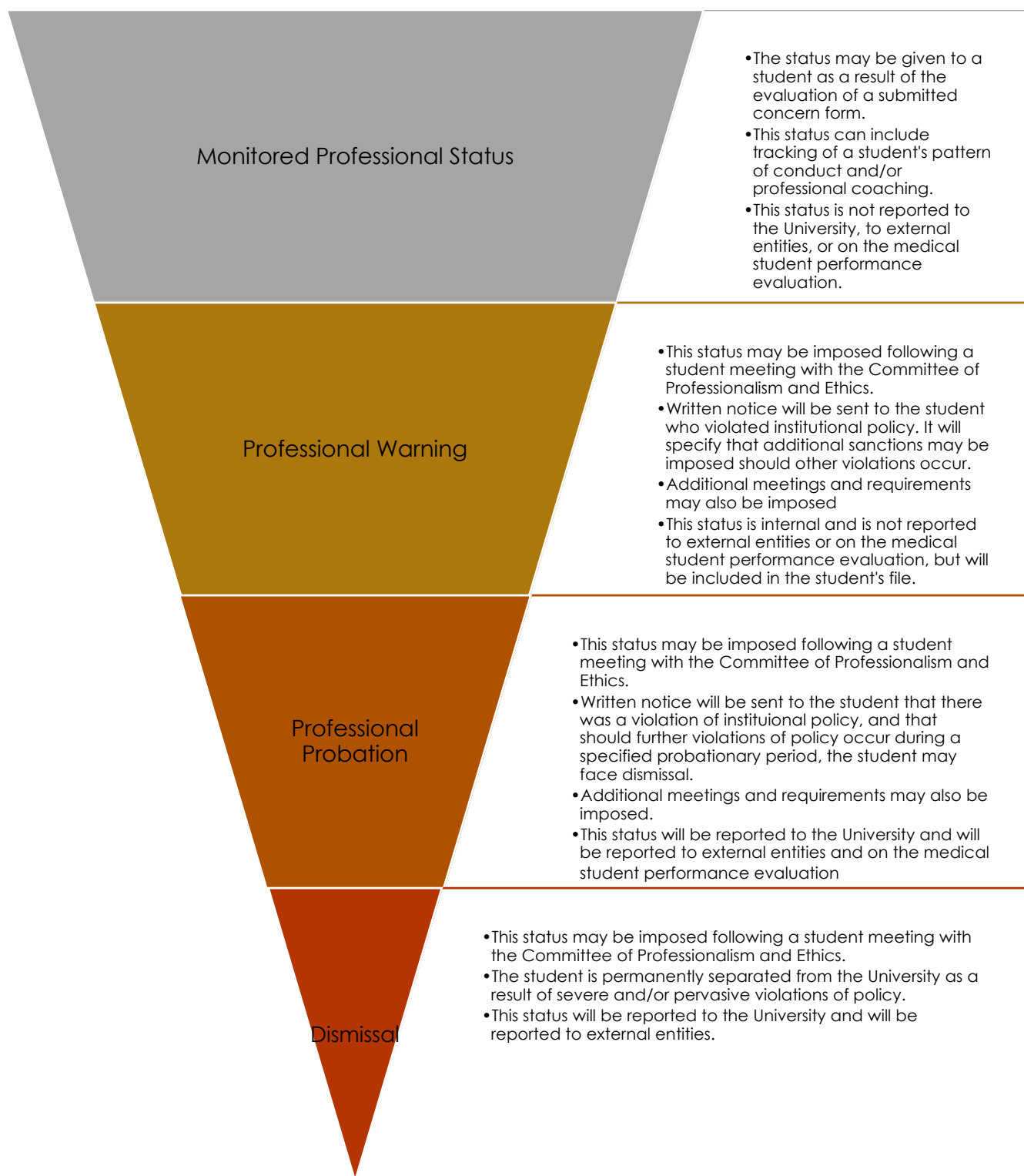
- 8.1. Students who must appear before the CPE are afforded the following rights, such as to:
  - 8.1.1. Ask for and receive from the MU-WCOM office of Student Affairs an explanation as to why they are required to attend a meeting of the CPE at least 3 business days before the scheduled meeting;
  - 8.1.2. Have an opportunity to submit a written statement to the CPE accounting for the behaviors, extenuating circumstances, proposed approaches for remediation, or any other information the student believes may be relevant to the committee. Such information must be provided at least 1 business day before the scheduled hearing date and time;
  - 8.1.3. Be accompanied to the meeting by a member of the MU-WCOM community for support. They can be any member of the MU-WCOM community, including faculty, staff, administration, or fellow MU-WCOM student. The hearing is intended to be a means of support for students, not adversarial in nature, and as a result, a student is not allowed to bring an attorney or immediate family member to the hearing. The advocate is there to provide moral support for the student; however, the advocate is not to actively participate in the meeting unless asked a direct question by the CPE. The name of the MU-WCOM community member must be provided at least 1 business day before the scheduled hearing date and time;
  - 8.1.4. Students are required to meet with the CPE on Marian University's campus. Requests for virtual options will be considered, but are not guaranteed, in the event an in-person meeting would cause undue hardship on the student.
  - 8.1.5. Receive a written letter (sent electronically or via United States Postal Service) detailing the decision of the committee;
- 8.2. Appeal the decision of the CPE within 3 business days after the receipt of the decision of the CPE;
  - 8.2.1. Grounds for appeal include alleged CPE procedural violations, revelation of new information that was not available at the time of the CPE meeting, and/or perceived bias by the CPE committee.

- 8.2.2. The appeal should be filed with the Assistant/Associate Dean of Student Affairs no later than 3 business days of the receipt of the CPE decision
- 8.2.3. Following receipt of the appeal the student will be scheduled to meet with the appellate body of the CPE.
- 8.2.4. Students are required to meet with the appellate body of the CPE on Marian University's campus. Requests for virtual options will be considered, but are not guaranteed, in the event an in-person meeting would cause undue hardship on the student.
- 8.3. Appeal the decision of the appellate body of the CPE within 3 business days after the receipt of the decision of the appellate body of the CPE
- 8.3.1. Grounds for appeal include alleged procedural violations of the CPE and/or the appellate body of the CPE, revelation of new information that was not available at the time of the CPE and/or appellate meeting, and/or perceived bias by the CPE and/or appellate body of the CPE.
- 8.3.2. The appeal should be filled with the Dean of MU-WCOM.
- 8.3.3. The Dean of MU-WCOM, or designee, will make the decision based upon the information submitted by the student and information available to the CPE and the appellate body of CPE, but will not meet with the student. This is the final decision maker, with no additional grounds for appeal.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Dean's Cabinet	6/30/2019	Addresses COCA accreditation standard 9.4	Elizabeth M. Petsche, JD
2	CPE	3/15/2021	Modification of Urgent Cases Clause and also CPE Procedures Clause	Elizabeth M. Petsche, JD
3	CPE and GA	3/15/2022	Included language around coaching and disclosure	Elizabeth M. Petsche, JD
4	CPE and AGC	1/29/2024	Clarified different professional status designations, included the coaching process, and included the appeal process	Elizabeth M. Petsche, JD

## Professional Status Guidelines

\*Disclaimer: This image does not guarantee that the progression of professional status is linear. The nature and severity of a policy violation, or the pervasiveness of a pattern of conduct may result in elevated levels of professional status being imposed or levels of review being omitted without having received all of the prior levels identified in this graphic.



#### Policy 5.1.3: Acceptable Use of Information Technology

POLICY NAME	Accreditation Standard 5.1.3: Professionalism – Acceptable Use of Information Technology	POLICY NO.	5.1.3
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EFFECTIVE DATE	7/1/2024	DATE OF LAST REVIEW	3/1/2024	VERSION NO.	2
ADMINISTRATOR RESPONSIBLE	Assistant/Associate Dean of Academic Affairs				

## SCOPE

This policy applies to all students enrolled at MU-WCOM.

## POLICY STATEMENT

Students are expected to adhere to the expectations for acceptable uses of technology. This policy specifically addresses the use of recordings of learning activities, file sharing, social media, and usage of computer network and email.

### Policy Introduction:

This policy statement is in response to COCA accreditation standard 5.1 and applies to all students enrolled at MU-WCOM.

#### *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*

Technology present in lecture halls, lab and other classrooms has the capability of recording demonstrations, lecture slides, and audio through the approved learning platform used by the MU-WCOM, 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-WCOM 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-WCOM 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-WCOM code of professional ethics or the policy on professionalism.

#### *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.

#### *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.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Dean's Cabinet	6/30/2020	n/a	Elizabeth M. Petsche, JD
2	AGC	3/1/2024	Updated to reflect current practice with respect to technology	Sophie La Salle, PhD

#### Policy 5.2: Diversity, Recruitment and Retention

POLICY NAME	Accreditation Standard 5.2: Diversity, Recruitment and Retention Policy			POLICY NO.	5.2
EFFECTIVE DATE	7/1/2020	DATE OF LAST REVIEW	3/1/2024	VERSION NO.	2
ADMINISTRATOR RESPONSIBLE	Senior Advisor to the Senior Vice President of Health Professions				

#### SCOPE

This policy applies to all vacancies and all parts of the recruitment, selection and retention process within MU-WCOM.

All employees involved at any stage of the recruitment and selection of staff, faculty, administration or students should be aware of and adhere to the contents of this policy and any related policies and procedures.

#### POLICY STATEMENT

MU – COM recognizes and values the contribution of people with difference in capabilities, experience and perspectives. As a result, MU-WCOM is committed to the ongoing, systematic, and focused recruitment, selection and retention activities, to achieve mission-appropriate diversity outcomes among its students, faculty, senior administrative staff, and other relevant members of our academic community.

All candidates will be treated fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome.

TERM	DEFINITION
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Diversity	All classes that are protected by state and federal law. Current employment law imposes obligations on employers not to discriminate on the grounds of a protected characteristic; age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy, maternity and paternity.
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## TERMS AND DEFINITIONS

### Policy intro:

This policy statement is in response to COCA accreditation standard 5.2 and applies to all vacancies and all parts of the recruitment, selection and retention process within MU-WCOM.

MU-WCOM is committed to:

- A workplace culture that is inclusive and embraces individual differences.
- Equal employment opportunities based on ability, performance and potential.
- Flexible work practices and policies that support employees and their changing needs
- Attraction, retention and development of a diverse range of talented, competent and committed people.

Equal opportunity is integral to the recruitment and selection practices at MU-WCOM and we recognize the value of recruiting, selecting and promoting employees with different backgrounds, knowledge, experiences, perspectives and beliefs. MU-WCOM actively engages in outreach efforts to minority, women and other diverse organizations to create and foster diverse applicant pools.

MU-WCOM recognizes the needs of individuals to balance family and personal lives with work. Employees may require flexible working arrangements and may, for a range of reasons, seek to alter their working arrangements. MU-WCOM will consider requests for flexible working arrangements on a case- by- case basis, considering the merit of the proposed arrangement, personal circumstances of the employee, the nature of the employment and the impact on the respective business area.

Employees from various cultures and religions are welcomed and valued. Employees who have cultural or religious commitments are supported to participate in these activities through flexible work arrangements.

Gender equality at all levels of the organization is a key component of our diversity strategy. This includes and equitable representation of women and men at all levels of management.

MU-WCOM ensures that recruitment and selection decisions are based on the ability of the applicant to meet the requirements of the job description, person specification and any other relevant criteria. All applicants and employees will be treated fairly and according to this policy and procedure, and our relevant equality policies.

Particular care will be taken to ensure that this policy is fairly applied and there is no discrimination on the grounds of race or ethnic origin, disability, gender or gender identity, caring responsibilities, sexual orientation, religion or belief, age or any other requirement that cannot be objectively justified.

MU-WCOM will fulfil its legal duties, ensuring that "reasonable accommodations", where practicable, are made to ensure that individuals with a disability are not disadvantaged as part of the recruitment, selection and retention process.

## RELATED POLICIES AND OTHER REFERENCES

[Individuals with Disabilities](#) ; [Services for Students with Disabilities](#); [Personalized Learning Center](#)

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Dean's Cabinet	6/10/2020	To address COCA accreditation standard 5.2.	Elizabeth M. Petsche, JD

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
2	Faculty Association & Dean's Cabinet	6/22/2020	To include the word "paternity" in the definition of diversity. To add related policies and other references. To adjust the responsible administrator of the policy.	Elizabeth M. Petshe, JD

#### Policy 5.2.2: Religious Accommodations

POLICY NAME	Religious Accommodations			POLICY NO.	5.2.2
EFFECTIVE DATE	7.1.2024	DATE OF LAST REVIEW	3/1/2024	VERSION NO.	2
ADMINISTRATOR RESPONSIBLE	Senior Advisor to the Senior Vice President of Health Professions				

#### SCOPE

This policy applies to all students enrolled in required courses in the educational programs offered by MU-WCOM.

#### POLICY STATEMENT

MU-WCOM respects all students' right to religious observance and will reasonably accommodate students' religious practice with regard to class attendance, examinations, and assignments when requests are made at least two weeks in advance of the observance, unless such an accommodation would create an undue hardship upon the University.

Any solution that is mutually agreeable to both student and faculty member is considered reasonable.

If an accommodation is deemed reasonable, the impacted student must request an excused absence, which will be determined by the Assistant/Associate Dean of Academic Affairs, or designee, in consultation with the course director.

No adverse or prejudicial effects will result to a student because they have made use of these provisions.

#### TERMS AND DEFINITIONS

TERM	DEFINITION
Religious Accommodation	A reasonable change in the academic environment that enables a student to practice or otherwise observe a sincerely held religious practice or belief without undue hardship on the University. A religious accommodation may include, but is not limited to: time for prayer during a work day; the ability to attend religious events or observe a religious holiday; or any necessary modification to other requirement for a student's religious beliefs, observance or practice; provided such accommodation is reasonable and does not cause undue hardship.

Religious Practice or Belief	A sincerely held practice or observance that includes moral or ethical beliefs as to what is right and wrong, most commonly in the context of the cause, nature and purpose of the universe. Religion includes not only traditional, organized religions, but also religious beliefs that are new, uncommon, not part of a formal religious institution or sect, or only subscribed to by a small number of people. Social, political, or economic philosophies, as well as mere personal preferences, are not considered to be religious beliefs.
Undue Hardship	More than a minimal burden on the operation of the University. For example, an accommodation may be considered an undue hardship if it would interfere with the safe or efficient operation of the learning environment and/or would result in the inability of the student to satisfy the course of study. The determination of undue hardship is dependent on the facts of each individual situation, and will be made on a case-by-case basis.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	FA and AGC	N/A	New Policy	Elizabeth M. Petsche, JD
2	AGC and Dean's Team	3/1/2024	The responsible administrator was changed from the Associate Dean of Academic Affairs to the Senior Advisor to the SVP of Health Professions	Sophie La Salle, PhD

#### Policy 5.3.1: Student Wellbeing, Mental Health and Fatigue Mitigation

POLICY NAME	Accreditation Standard 5.3: Student Wellbeing, Mental Health and Fatigue Mitigation Policy			POLICY NO.	5.3.1
EFFECTIVE DATE	7/1/2024	DATE OF LAST REVIEW	3/1/2024	VERSION NO.	4
ADMINISTRATOR RESPONSIBLE	Assistant/Associate Dean of Student Affairs				

#### SCOPE

This policy applies to all students enrolled at MU-WCOM.

#### POLICY STATEMENT

To promote the wellbeing and mental health of MU-WCOM students and identify resources available. Also, to articulate resources available for fatigue mitigation.

#### Policy intro:

This policy statement is in response to COCA accreditation standard 5.3 and applies to all students enrolled at MU-WCOM.

### *Mental Health and Wellness*

MU-WCOM values the physical and mental health and well-being of every student, faculty, and staff member. We are committed to developing and implementing strategies that promote physical and mental wellness, pre-vent burnout and physical/mental fatigue.

MU-WCOM will provide members of the faculty, staff and student body with the resources necessary to assist in the identification of burnout, sleep deprivation and fatigue in themselves and others. Strategies for how to mitigate these symptoms will also be provided.

In addition, periodic wellness sessions for students, faculty, and staff will be provided and will include programming on wellness topics such as diet, exercise, time and stress management techniques, burnout, resilience, relaxation, fatigue mitigation, etc.

### *Fatigue Mitigation*

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.

Driving while fatigued can put you and others at risk. Signs of drowsiness include difficulty focusing on the road or keeping your eyes open, nodding off, yawning, drifting from one lane to another, and missing exits. Avoid driving if you're tired. Instead of driving, consider getting a ride home with a friend, use public transportation (when available), a taxi or ride sharing service.

Alternatively, you can contact your preceptor to find an on call (or similarly designated room) to sleep. If you experience signs of fatigue while driving, you are encouraged to immediately stop driving and find a safe location and nap.

### *RELATED RESOURCES*

[Counseling and Consultation Services](#)  
[Student Health Center](#)  
[Marian University Campus Safety](#)

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1		6/10/2020	To address COCA accreditation standard 5.3.	Elizabeth M. Petsche, JD
2	Dean's Cabinet	6/15/2020	To include related policies and other references. To adjust the administrator responsible. To remove the word "students" from the final paragraph of the policy.	Elizabeth M. Petsche, JD

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
3	Faculty Association & Dean's Cabinet	6/23/2020	The word "to" in the final line of the policy statement was modified to "for".	Elizabeth M. Petsche, JD
4	Dean's Team and AGC	3/1/2024	Links to additional resources were added	Clint Whitson, EdD

#### Policy 5.3.2: Exposure Prevention and Management and Bloodborne Pathogen and Needlestick Exposure

POLICY NAME	Accreditation Standard 5.3: Exposure Prevention and Management and Bloodborne Pathogen and Needlestick Exposure			POLICY NO.	5.3.2
EFFECTIVE DATE	7/1/2020	DATE OF LAST REVIEW	3/1/2024	VERSION NO.	1
ADMINISTRATOR RESPONSIBLE	Assistant/Associate Dean of Continuum of Physician Education				

#### SCOPE

This policy applies to all students enrolled at MU-WCOM.

#### POLICY STATEMENT

To articulate the policies and procedures to be followed in order to promote exposure prevention and respond to bloodborne pathogen and needlestick exposure.

#### Policy intro:

This policy statement is in response to COCA accreditation standard 5.3 and applies to all students enrolled at MU-WCOM.

#### *Exposure Prevention and Management*

MU-WCOM 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 clerkships.

#### RELATED POLICIES AND OTHER REFERENCES

[Counseling and Consultation Services](#)

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Dean's Cabinet	6/30/2020		Elizabeth M. Petsche, JD

#### Policy 5.3.3: Incident/Injury Reporting Policy

POLICY NAME	Accreditation Standard 5.3: Injury/Incident Reporting Policy		POLICY NO.	5.3.3	
EFFECTIVE DATE	7/1/2024	DATE OF LAST REVIEW	3/1/2024	VERSION NO.	2
ADMINISTRATOR RESPONSIBLE	Assistant/Associate Dean of Clinical Affairs				

#### SCOPE

This policy applies to all students enrolled at MU-WCOM.

#### POLICY STATEMENT

The incident/injury reporting policy must be followed for all incidents/injuries that occur in any clinical skills lab, including but not limited to OMM, ICM and the Simulation Center, no matter the severity.

#### Policy intro:

The incident/injury reporting policy must be followed for all incidents/injuries that occur in any clinical skills lab, including but not limited to OMM, ICM and the Simulation Center, no matter the severity.

*As a summary, any student who is subject to an incident/injury while in a clinical skills lab must 1) immediately notify supervising faculty member or table trainer, 2) file an incident/injury report form within 24 hours of the incident/injury and 3) notify and be seen by the Student Health Center. Specifics of each of these requirements is articulated below.*

1. Immediately inform supervising faculty or table trainer.
  - a. These individuals will direct you to the incident/injury forms and provide you with information about the policy.
  - b. They will also instruct you to contact and schedule an appointment with the Student Health Center.

- c. You may be referred to the Student Health Center during the same laboratory session that the reported incident/injury occurred.
  - d. If there is an emergency, contact the MUPD at (317) 955-6789 or through Campus Shield
2. File an injury report within 24 hours of accident/injury.
  - a. A student must submit an incident/injury form must be filled out for every incident, no matter how minor.
  - b. The form must be returned to the appropriate course director within 24 hours of the incident/injury.
  - c. Hard copies of the form can be obtained from your course director. Digital copies of the form are available on the course Canvas page.
3. Contact and Schedule an Appointment with the Student Health Center
  - a. It is important to remember that while faculty and staff members may assist an injured student with procedural and policy information, they cannot provide medical advice or medical care, unless there is the case of an emergency or it is permitted in the Marian University policy on faculty, staff and student relationships. That policy can be found in the appendix.
  - b. An initial assessment of the injury must be provided by the Student Health Center.
  - c. Following an initial assessment, if additional care is required, students may be treated through the Student Health Center or their own health care provider.
  - d. Students must provide approval from the Student Health Center or their own health care provider prior to returning to any clinical skills lab.
  - e. Please note, students do not qualify for Worker's Compensation. Thus, payment for medical care resulting from injury sustained in any clinical skills lab is entirely the student's responsibility.

[Counseling and Consultation Services](#)

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	AGC	n/a	New policy	Elizabeth M. Petsche, JD
2	Dean's Team	3/1/2024	The responsible administrator changed from Assistant Dean of Student Affairs, to the Assistant Dean of Clinical Affairs	Elizabeth M. Petsche, JD

Policy 5.4: Patient Care Supervision

POLICY NAME	Accreditation Standard 5.4: Patient Care Supervision		POLICY NO.	5.4	
EFFECTIVE DATE	7/1/2020	DATE OF LAST REVIEW	3/1/2024	VERSION NO.	1
ADMINISTRATOR RESPONSIBLE	Assistant/Associate Dean of Clinical Affairs				

## SCOPE

This policy applies to all students enrolled at MU-WCOM.

## POLICY STATEMENT

To ensure that students in clinical learning situations involving patient care are under the direct supervision of a licensed health care professional at all times in order to ensure safety. To ensure that all supervised activities are within the scope of practice of the supervising health care professional. To provide clear guidelines to students regarding their role in care and the limits of their scope of authority.

## TERMS AND DEFINITIONS

TERM	DEFINITION
AOA	American Osteopathic Association

### Policy intro:

This policy statement is in response to COCA accreditation standard 5.4 and applies to all students enrolled at MU-WCOM.

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.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Dean's Cabinet	6/30/2020		Elizabeth M. Petsche, JD

### Policy 5.5 Mask Fit Test policy

POLICY NAME	Mask Fit Test			POLICY NO.	5.5
EFFECTIVE DATE	7/1/2024	DATE OF LAST REVIEW	3/1/2024	VERSION NO.	2
ADMINISTRATOR RESPONSIBLE	Assistant/Associate Dean of the Continuum of Physician Education				

## SCOPE

This policy applies to all students engaged in all required clinical activities.

## POLICY STATEMENT

All medical students participating in required clinical activities are required to be fit tested for a N95 respirator mask on an annual basis. Students are prohibited from participating in required clinical activities if they fail to complete fit testing or obtain an exemption from fit testing.

#### TERMS AND DEFINITIONS

TERM	DEFINITION
N95	N95 filtering face-piece respirators are air-purifying respirators certified by the National Institute of Occupational Safety and Health (NIOSH) that protect against airborne contaminants (i.e., dusts, fumes, microbial agents such as tuberculosis bacteria & flu virus).
Fit Testing	Fit testing is the process used to determine the appropriate N95 respirator mask (type and size) to ensure consistent and proper mask fit. All students must be clean shaven (no mustaches, beards or stubble) in order to be properly fitted.
PPE	Personal Protective Equipment

Policy intro:

All medical students participating in required clinical activities must be fit tested for a N95 respirator mask on an annual basis.

Students requesting an exemption to the clean-shaven guidelines will need to request an exemption in writing at least 2 weeks prior to the scheduled fit test. If an exemption is granted a student must adhere to appropriate fit testing guidelines for each required clinical activity.

In cases where an exemption is granted, a lack of alternate personal protective equipment, which do seal over facial hair, may not be readily available for use when N95 mask protection is required. This may prevent students from participating in clinical activities which may result the inability to fulfil certain educational requirements.

If additional testing is required, the cost will be the responsibility of the student.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	AGC and FA		New Policy	Elizabeth M. Petsche, JD
2	Dean's Team	3/1/2024	The responsible administrator was changed from the Assistant Dean of Clinical Affairs to the Assistant Dean for the Continuum of Physician Education	Elizabeth M. Petsche, JD

#### Policy 5.6: Student Eligibility and Requirements to Engage in Leadership Opportunities and Co-Curricular Activities

POLICY NAME	Accreditation Standard 5.6: Student Leadership Eligibility and Expectations			POLICY NO.	5.6
EFFECTIVE DATE	7/1/2024	DATE OF LAST REVIEW	12/1/2023	VERSION NO.	2

ADMINISTRATOR RESPONSIBLE	Assistant/Associate Dean of Student Affairs
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## POLICY STATEMENT

To ensure that students who engage in co-curricular and extra-curricular activities satisfy the articulated eligibility requirements and expectations articulated by MU-WCOM.

The eligibility requirements and expectations articulated in this policy apply to DO and BMS students who matriculated in the Fall of 2024 or later. This policy applies to all officer positions in SOMA, SGA, and BMS Student Council and the President of each club within the COM

This policy applies to co-curricular or extra-curricular activities including leadership positions and travel during which the student is representing the COM

### Policy intro:

This policy statement is in response to COCA accreditation standard 5 and applies to any students who apply for or engage in co-curricular or extra-curricular activities. MU-WCOM reserves the right to set eligibility requirements and expectations that exceed those articulated in this policy, as long as such eligibility requirements and expectations comply with the University's Non-Discrimination policy.

### *Eligibility to apply to a position*

- a. Students must have a passing average in each course at the time of application (this average includes any assessment, including but not limited to exams and quizzes)

### *Eligibility to maintain a position*

- a. Students must maintain a passing average in each course throughout the duration of their leadership participation in co-curricular or extra-curricular activities
- b. The passing average is calculated once the exam grades are released and is a cumulative calculation of all assessments
- c. If a student falls below an 70% average in any course, they will have until the next exam grade release to bring their average above 70% and will remain in office and allowed to travel during this timeframe
- d. Students repeating or remediating failed course(s) or clerkship(s) cannot serve in a leadership opportunity during the time they are remediating or repeating failed course(s) or clerkship(s).
- e. Students may request an exception or waiver of eligibility requirements by petitioning the Assistant/Associate Dean of Student Affairs

### *Conference Attendance and Travel*

- a. Any student who desires to travel during times that may conflict with mandatory experiences, including in relation to their leadership opportunities, must submit requests for excused absences through the formal pre-clerkship and clerkship attendance policies prior to being absent from mandatory College events and learning activities.
- b. No requests for absences are guaranteed and may be denied in accordance of attendance policies articulated in the Student Handbook and course/clerkship syllabus

### *Leadership Transition*

- a. If a student's leadership participation in co-curricular or extra-curricular endeavors jeopardizes academic performance, the appropriate individuals within MU-WCOM may counsel the student about the scope of these activities.
- b. If a student is unable to achieve the stated expectations, responsibilities or qualifications, they may be required to vacate their role in MU or MU-WCOM co-curricular or extra-curricular activities.

- c. Students found to be in violation of MU or MU-WCOM policies, including the Professional Conduct policy, Code of Professional Ethics, or the Code of Student Rights and Responsibilities, may be removed from their participation in MU or MU-WCOM co-curricular or extra-curricular activities.
- d. Restrictions may be placed on a student's participation in any co-curricular or extra-curricular activities for the duration of the program by the Student Promotion and Academic Progress Committee, the Committee on Professionalism and Ethics and the MU-WCOM Administration.
- e. Once a student is deemed ineligible:
- f. If the student is the president of a club, the next eligible officer will assume all Presidential roles and responsibilities
- g. If student is an officer in SOMA, SGA, or BMS Student Council then the vacancies will be filled per the bylaws of the appropriate club or organization

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	AGC and FA	n/a	New policy	Elizabeth M. Petsche, JD
2	AGC and FA	12/1/2023	Separated eligibility and maintenance requirements and allowed timeframe to increase average	Amanda Wright DO

## Appendix E: Curriculum Policies

### Policy 6.9: Schedule Clinical Education

POLICY NAME	Accreditation Standard 6.9: Scheduling Clinical Education Policy			POLICY NO.	6.9
EFFECTIVE DATE	7/1/2024	DATE OF LAST REVIEW	3/1/2024	VERSION NO.	3
ADMINISTRATOR RESPONSIBLE	Assistant/Associate Dean for the Continuum of Physician Education and the Assistant/Associate Dean of Clinical Affairs				

#### SCOPE

This policy applies to the entire clinical education curriculum.

#### POLICY STATEMENT

MU-WCOM adopted policies and procedures by which all students can complete the entire clinical education curriculum.

#### Policy intro:

This policy statement is in response to COCA accreditation standard 6.9 and applies to the entire clinical education curriculum.

Student clinical education experiences will be scheduled utilizing the corresponding monthly scheduling responsibility and elective scheduling procedures. Students will be notified of MU-WCOM coordinated schedules by the beginning of each academic semester.

All requests to change a clinical clerkship must be made at least sixty days prior to the start of the clerkship unless extenuating circumstances and approval by the Assistant Dean of the Continuum of Physician Education.

#### *Clerkship Schedule Changes*

Students may request to exchange clerkships that were scheduled by MU-WCOM. It is the student's responsibility to find another student on a clerkship in the same specialty willing to agree to the clerkship exchange. The request for the clerkship exchange must be made using the Rotation Exchange Request Form available on the corresponding clerkship Canvas course, or in New Innovations via this link: [New Innovations Rotation Exchange](#)

The request must be submitted to the clerkship coordinator and approved by the Assistant Dean of the Continuum of Physician Education. The request must be submitted in full sixty days (unless extenuating circumstances as determined by the Assistant Dean of the Continuum of Physician Education) prior to the start of the clerkship. The final decision for approval or denial of the request is made by the Assistant Dean of the Continuum of Physician Education.

#### *Accommodations*

MU-WCOM is committed to providing equitable access to learning opportunities for all students enrolled in the educational programs. If a student would like to request an accommodation based on their individualized needs, they are encouraged to contact the Personalized Learning Center. A representative from that office will engage with the student via an interactive process to make determinations regarding any reasonable and appropriate accommodation that may be necessary.

#### *Pregnancy-Related Requests*

For pregnancy-related requests, students are advised to use the following link to access the specific form designed for processing such requests [via this link](#).

This form has been created to streamline the process and ensure timely consideration of the request.

Students may elect to arrange their own clerkship using the appropriate form available via this link on New Innovations: [Rotation Request](#). This request must be made sixty days before the start of the clerkship and an affiliation agreement must be in place at least thirty days before the start of the clerkship. If the request and affiliation agreement are not in place within the stated timeframe the student will be assigned a clerkship based upon preceptor availability and could be in a different specialty.

No more than two out of state clerkships may be scheduled during the third year unless approved by the Assistant Dean of the Continuum of Physician Education/Assistant Dean of Clinical Affairs.

If an originally assigned core clerkship site becomes unavailable, impacted students will be assigned to a different location. MU-WCOM will attempt to reassign this clerkship without impacting an existing schedule. If an affected student's schedule is impacted and needs to be re-scheduled, he or she will still have access to the experiences necessary to satisfy all existing educational requirements.

In the event that a catastrophic event occurs precluding core clerkships at a specific site or location, MU-WCOM may offer distance learning or utilize alternative methods of instruction in response. These alternative methods of instruction may include, but are not limited to: offering alternative clerkships, simulated training, virtual clinical education, Telehealth and telemedicine experiences.

Alternate methods of instruction will be thoroughly considered, and there will be documented justification for decisions made, and steps taken to ensure students satisfy existing educational requirements and learning objectives. Examples of alternative methods may include, but are not limited to:

- Identification of alternate sites for students to complete clerkships
- Facilitation of online or distance learning
- Re-schedule student vacation time to accommodate switching clerkship schedules
- Re-schedule some classes to the summer or fall so students can finish on time
- Offer teleconference options with clinical scenarios



During this time, MU-WCOM will consult COCA staff with questions regarding the consistency of these decisions with COCA requirements and standards, and will communicate plans and decisions to the COCA in a regular and timely manner.

With respect to Standard 6.3, if a student who is affected by interruptions to their education due to a pandemic, or catastrophic event, MU-WCOM will extend those students time commensurate with the time missed due to the disruption.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Dean's Cabinet	6/10/2020	Addresses COCA accreditation standard 6.9	Elizabeth M. Petsche, JD
2	Faculty Association	6/19/2020	To adjust the administrator responsible for this policy.	Elizabeth M. Petsche, JD
3	AGC and FA	3/1/2024	Updated to include language regarding affiliation agreements and requested schedule changes. Also the responsible administrator was updated to include the Assistant Dean for the Continuum of Physician Education	Anthony Martin, DO and Rhonda Garrison

#### Policy 6.11: Comparability Across Clinical Education Sites

POLICY NAME	Accreditation Standard 6.11: Comparability Across Clinical Education Sites Policy			POLICY NO.	6.11
EFFECTIVE DATE	7/1/2024	DATE OF LAST REVIEW	3/1/2024	VERSION NO.	3
ADMINISTRATOR RESPONSIBLE	Assistant/Associate Dean of Clinical Affairs				

#### SCOPE

This policy applies to the entire clinical education curriculum.

#### POLICY STATEMENT

MU-WCOM strives to ensure that the curriculum includes comparable educational experiences and equivalent methods of assessment across core clinical educational sites where students learn, ensuring all students achieve similar outcomes based on core educational learning objectives.

#### TERMS AND DEFINITIONS

TERM	DEFINITION
Primary Clinical Partner	A clinical institution that accepts more than 100 MU-WCOM student clerkships during a calendar year.

Student Feedback Reports	A qualitative and quantitative summary of student feedback received upon completion of a core clinical clerkship.
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Policy intro:

This policy statement is in response to COCA accreditation standard 6.11 and applies to all institutions in which MU-WCOM students are placed for core clinical clerkships.

#### *External Review*

- Student feedback reports will be provided bi-annually to all Primary Clinical Partners.
- Non-Primary Clinical Partners will receive aggregate data by location after a minimum of students or six core clerkships have completed at their site, determined by absolute numbers, not calendar year.
- Additional data may be provided if done in accordance with this policy and corresponding procedures.

#### *Administrative Review*

- Student feedback reports related to clinical sites where students engage in core clerkships will be reviewed bi-annually by the Assistant/Associate Dean for Clinical Affairs, and Assistant/Associate Dean for the Continuum for Physician Education and Clerkship Directors.

#### *MU-WCOM Curriculum Committee Review*

- Data relevant to Primary Clinical Partners will be presented to the curriculum committee bi-annually.
- Aggregate data reviewed will include, but are not limited to: student feedback reports, COMAT scores, overall student grades, student evaluation of preceptor, student evaluation of site, and additional data related to the education provided by the preceptor and clinical site.
- Additional data may be requested by the Committee if not otherwise provided.

#### *MU-WCOM DSME (Director of Student Medical Education) Review*

- Data relevant to Primary Clinical Partners will be presented to the DSME bi-annually.
- Aggregate data reviewed will include, but are not limited to: student feedback reports, COMAT scores, overall student grades, student evaluation of preceptor, student evaluation of site, and additional data related to the education provided by the preceptor and clinical site.
- Additional data may be requested by the Committee if not otherwise provided.
- Upon review, Clinical Chairs will make recommendations to the MU-WCOM Curriculum Committee if curricular modifications or enhancements were identified. The MU-WCOM Curriculum Committee will make the final determination as to whether modifications are warranted.

#### *Outcomes*

- If a core site, or preceptor at a core site, receives consistent student feedback that demonstrates academic needs or objectives are not being met, the Assistant/Associate Dean of Clinical Affairs, or the Assistant/Associate Dean of Physician Education Continuum in consultation with the clerkship director will determine if continued placement of students with the relevant site or preceptor is warranted.
- If the curriculum committee determines that a site where core clerkships are completed does not provide MU-WCOM students with the opportunity to achieve similar outcomes based on core educational learning objectives, the Committee will identify the requirements necessary to remediate the identified deficiencies.
  - These identified requirements will be articulated to the relevant clinical site to ensure the curriculum includes comparable educational experiences and equivalent methods of assessment across core clinical educational sites where students learn.
- MU-WCOM reserves the right to suspend any student placement where the site has been deemed unsafe or inadequate to provide quality education and supervision for students. This determination can be made at any time by the Dean of MU-WCOM, or designee.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR

1	Draft	6/10/2020	To address COCA accreditation standard 6.11.	Elizabeth M. Petsche, JD
2	Faculty Association & Dean's Cabinet	6/19/2020	To adjust the administrator responsible for this policy.	Elizabeth M. Petsche, JD
3	AGC and Dean's Team	3/1/2024	Titles were updated and clarification provided regarding to aggregate data necessary to be shared with external partners	Anthony Martin, DO

#### Policy 6.12: COMLEX-USA

POLICY NAME	Accreditation Standard 6.12: COMLEX- USA			POLICY NO.	6.12
EFFECTIVE DATE	7/1/2024	DATE OF LAST REVIEW	3/1/2024	VERSION NO.	6
ADMINISTRATOR RESPONSIBLE	Assistant/Associate Dean of Academic Affairs				

#### SCOPE

This policy applies to all MU-WCOM students enrolled in the DO program.

#### POLICY STATEMENT

All osteopathic medical students must successfully pass COMLEX-USA Level 1, Level 2- CE, and Level 2- PE prior to graduation from MU-WCOM with a D.O. degree, unless an examination is not administered by the NBOME.

#### TERMS AND DEFINITIONS

TERM	DEFINITION
COMLEX	Comprehensive Osteopathic Medical Licensing Examination
SPAPC	Student Promotion and Academic Progress Committee
NBOME	National Board of Osteopathic Medical Examiners

#### Policy intro:

This policy statement is in response to COCA accreditation standard 6.12 and applies to all students enrolled at MU-WCOM.

The promotion and academic progress of students is governed by the Student Promotion and Academic Progress policy in the current [MU-WCOM Student Handbook](#). Students are responsible for understanding that policy, including the effect failure(s) of the COMLEX-USA examinations may have upon their ability to progress within the curriculum, and ultimately graduate.

All students must take the COMLEX-USA Level 1 by a date specified by the Office of the Dean, before the start of Clinical Colloquium I, in order to enter their clerkships, unless an extension is granted by the Assistant/Associate Dean of Academic Affairs, or designee. The specific date by which the COMLEX-USA Level 1 must be taken will be communicated to students during the Fall semester of their second year.

Students must obtain approval from the Office of the Dean in order to sit for any COMLEX-USA examination. Additionally, students are required to take COMLEX-style assessments (e.g., COMSAE) in order to obtain approval to sit for any COMLEX-USA examination; the score received on that examination may impact timing of the COMLEX examinations, but will not negate the obligation of all students to sit for the examination by the date articulated by the Office of the Dean.

To be approved to complete the COMLEX-USA Level 1 exam as scheduled, each student is required to achieve a predetermined qualifying score on a COMLEX-style assessment (e.g., COMSAE Phase I) as specified by Assistant/Associate Dean of Academic Affairs, or designee. The specific assessment, qualifying score, and date by which this score must be achieved will be communicated to students during the Fall semester of their second year. Failure to meet the qualifying score by the designated date will result in failure of an academic requirement as identified by the Assistant/Associate Dean of Academic Affairs, or designee, halting student academic progression in alignment with the SPAP policy. Following completion of the requirements outlined by the SPAP Committee, students will be permitted to engage in clinical clerkships prior to receipt of a passing score for their exam.

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.

Students who have not taken COMLEX-USA Level 1 will not be permitted to start clinical clerkships, unless an exception is granted by the Office of the Dean, Assistant/Associate Dean of Academic Affairs, or designee. Upon taking the examination, students will be permitted to engage in clinical clerkships prior to receipt of a passing score. Students who do not receive a passing score on the COMLEX-USA Level 1 by January 1<sup>st</sup> of their third year will be removed from clerkships unless an extension is granted by the Assistant/Associate Dean of Academic Affairs, or designee. Students may not return to clinical clerkships until a passing score is obtained on COMLEX –USA Level 1.

Students must successfully pass all required third- year core clerkships and Clinical Colloquium II of the curriculum to be permitted to complete COMLEX-USA Level 2-CE, unless an exception is granted by the Assistant/Associate Dean of Clinical Affairs or designee. An exception may be granted if a student achieves a predetermined qualifying score on a COMLEX-style assessment (e.g., COMSAE Phase II) as specified by the Assistant/Associate Dean of Clinical Affairs, or designee. The specific assessment, qualifying score, and date by which this score must be achieved will be communicated to students during the Fall semester of their third year.

All students must take the COMLEX-USA Level 2-CE by a date specified by the Office of the Dean, after the completion of Clinical Colloquium II, unless an extension is granted by the Assistant/Associate Dean of Academic Clinical Affairs, or designee. The specific date by which the COMLEX-USA Level 2-CE must be taken will be communicated to students during the Fall semester of their third year.

Students who are progressing through the program following a modified timeline (i.e., off-cycle students) may be required to take their COMLEX-USA Level 2-CE exam by a different date which will be specified by the Assistant/Associate Dean of Clinical Affairs, or designee.

Students who successfully pass year three of the curriculum will be conditionally promoted to year four pending achievement of a passing score on COMLEX-USA Level 2-CE.

Students who do not receive a passing score on the COMLEX-USA Level 2-CE by January 1<sup>st</sup> of their fourth year will be removed from clerkships unless an extension is granted by the Assistant/Associate Dean of Clinical Affairs, or designee.

December graduates should take the COMLEX-USA Level 2-CE by March 30<sup>th</sup> of their 4<sup>th</sup> year unless given an extension by the Assistant Dean of Clinical Affairs or their designee.

All students are required to complete clinical skills assessments outlined by the NBOME in addition to MU-WCOM curricular expectations and requirements.

VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
2	Dean's Cabinet	6/12/2020	Added #2 under MU-WCOM will...	Amanda Wright, DO
3	Dean's Cabinet and FA	11/6/2020	REMOVED requirement for students to take 2PE prior to graduation given NBOME postponement through April 2021 (released on 10/23/2020)	Amanda Wright, DO
4	SPAPC & AGC	5/25/2021	Clarified language related to timelines and the 2 PE	E. Petsche, JD
5	SPAPC	3/30/2023	Clarified language around promotion to 3 <sup>rd</sup> year	SPAPC
6	SPAPC, AGC and FA	3/1/2024	Edits were made to reflect current practice with respect to the COMSAE, including a qualifying score, and titles were updated	Sophie La Salle, PhD

## Appendix F: Scholarly Activities Policies

### Policy 8.4: Student Participation in Research and Scholarly Activity

POLICY NAME	Accreditation Standard 8.4: Student Research and Scholarly Activity			POLICY NO.	8.4
EFFECTIVE DATE	7/1/2024	DATE OF LAST REVIEW	3/1/2024	VERSION NO.	3
ADMINISTRATOR RESPONSIBLE	Assistant/Associate Dean of Academic Affairs				

#### SCOPE

This policy applies to all students enrolled at MU-WCOM.

#### POLICY STATEMENT

MU-WCOM support student -driven research and scholarly activity, as well as student participation in the research and scholarly activities of the faculty.

#### Policy Introduction:

This policy statement is in response to COCA accreditation standard 8.4 and applies to all students enrolled at MU-WCOM.

#### *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 in the MU-WCOM Research Policies and Procedures manual. This manual can be found by visiting the Research Programs section of the following site <https://tinyurl.com/MU-WCOM-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-WCOM-student-research-policy> as outlined in the MU-WCOM Research Policies and Procedures manual. This policy stipulates that any student engaging in research either on campus or at another institution must report this to the COM through this [link](http://tinyurl.com/MU-WCOM-student-research).e use <http://tinyurl.com/MU-WCOM-student-research>.

#### *Research-Related Absences from Mandatory Events*

##### **Years 1 and 2**

Absences related requests to the attendance of a conference or meetings are handled on an individual basis with the course director through the request of an excused absence from the Assistant/Associate Dean of Academic Affairs 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.

##### **Years 3 and 4**

Absences related to the attendance of a conference or meeting are handled on an individual basis through the request of an excused absence from the Clerkship 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.

#### *Distribution of Surveys*

All students who intend to participate in research must report the research activity as noted in the Research Policies and Procedures located here: [MU-WCOM Research Policies and Procedures](#).

If the research proposal includes the collection of data through survey instruments (internal or external), students must receive specific study approval from the Director of Research Laboratories and the Assistant/Associate Dean of Accreditation and Assessment prior to the submission for IRB approval. If approved, the research study will be placed on an internal calendar for release on a specific date. For internal studies, the study description and link to the survey will be sent to appropriate members of the student body by the Director of Research Laboratories faculty member (student researchers and/or PIs should not send the survey request to students) conducting the study. For external studies, the study description and link to the survey will be sent to appropriate members of the student body by the Chair of the MU-WCOM Research Committee.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Johnathan Lowery, PhD	7/17/2020	Addresses COCA accreditation standard 8.4	Elizabeth M. Petsche, JD
2	Research Committee	4/13/2021	Include distribution of surveys	Sarah Zahl, PhD
3	AGC and FA	3/1/2024	The link to the research manual was corrected. There is an inclusion of absences related to presenting research in years 3 and 4 (which mirrors what is in years 1 and 2). Titles have been updated and language regarding external studies was added.	Sophie La Salle, PhD

## Appendix G: Student Policies

### Policy 9.1: Technical, Non-Academic Standards

POLICY NAME	Accreditation Standard 9.1: Admissions Policy – Technical Standards			POLICY NO.	9.1
EFFECTIVE DATE	7/1/2024	DATE OF LAST REVIEW	1/29/2024	VERSION NO.	5
ADMINISTRATOR RESPONSIBLE	Vice President for Graduate Enrollment				

#### SCOPE

This policy applies to all potential and enrolled osteopathic medical students.

#### POLICY STATEMENT

The Marian University Tom and Julie Wood College of Osteopathic Medicine seeks to produce highly skilled and compassionate physicians. Students are expected to develop a robust medical knowledge base and the requisite clinical skills, with the ability to appropriately apply their knowledge and skills, effectively interpret information, and contribute to patient-centered decisions across a broad spectrum of medical situations and settings.

#### Policy intro:

This policy statement is in response to COCA accreditation standard 9.1 and applies to all potential and current osteopathic medical students.

The Marian University Tom and Julie Wood College of Osteopathic Medicine seeks to produce highly skilled and compassionate physicians. Students are expected to develop a robust medical knowledge base and the requisite clinical skills, with the ability to appropriately apply their knowledge and skills, effectively interpret information, and contribute to patient-centered decisions across a broad spectrum of medical situations and settings.

The following technical standards, in conjunction with the academic standards of our academic program, are requirements for admission, promotion and graduation. The term “candidate” refers to candidates for admissions to medical school as well as current medical students who are candidates for retention, promotion or graduation. These requirements may be achieved with or without reasonable accommodations.

Candidates with disabilities are encouraged to contact the [Personalized Learning Center](#) early in the application process to begin a confidential conversation about what accommodations they may need to meet these standards.

Any accommodations granted apply only to a student's tenure at Marian University, and may not be approved or adopted by other institutions, including those responsible for the administration of national licensing examinations. Fulfillment of the technical standards for graduation from medical school does not guarantee that a graduate will be able to fulfill the technical requirements of any specific residency program or the essential functions of specific employment.

#### *Observational Skills*

Candidates must acquire information as presented through demonstrations and experiences in the foundational sciences. In addition, candidates must be able to evaluate patients accurately and assess their relevant health, behavioral and medical information. Candidates must be able to obtain and interpret information through a comprehensive assessment of patients, correctly interpret diagnostic representations of patients' physiologic data, and accurately evaluate patients' conditions and responses.

#### *Communication Skills*



Candidates must exhibit interpersonal skills to enable effective caregiving of patient, including the ability to communicate effectively, with members of a multidisciplinary healthcare team, patients, and those supporting patients, in person and in writing. Candidates must be able to clearly and accurately record information and accurately interpret verbal and non-verbal communication.

#### *Examination, Diagnostic, and Procedural Skills*

Candidates must possess the capacity to perform all medical, diagnostic, and surgical procedures considered essential for the area of practice, including physical examinations and diagnostic maneuvers. They must be able to respond to emergent or urgent situations and provide general and emergency care. They must adhere to universal precaution measures and meet safety standards applicable to inpatient and outpatient settings and other clinical activities.

#### *Intellectual-Conceptual, Integrative, and Cognitive Skills*

Candidates must effectively interpret, assimilate, and understand the complex information required to function within the medical school curriculum, including, but not limited to, the ability to comprehend three-dimensional relationships of structures; effectively participate in individuals, small-group and lecture learning modalities in the classroom, clinical, and community settings; learn, participate, collaborate, and contribute as a part of a team; synthesize information both in person and via remote technology; interpret causal connections and make accurate, fact-based conclusions based on available data and information; formulate a hypothesis and investigate potential answers and outcomes; and reach appropriate and accurate conclusions.

#### *Behavioral Attributes and Social Skills*

Candidates must exercise good judgement; complete all responsibilities attendant to the diagnosis and care of patients; and develop appropriate sensitive, and effective relationships with patients. The skills required to do so include the ability to effectively handle and manage heavy workloads, function effectively under stress, adapt to changing environments, display flexibility, and learn to function in the face of the uncertainties inherent in the clinical problems of patients.

#### *Ethical and Professional Expectations*

Candidates are expected to exhibit professionalism, personal accountability, compassion, integrity, concern for others, and interpersonal skills including the ability to accept and apply feedback and to respect boundaries and care for all individuals in a respectful and effective manner regardless of gender identity, age, race, sexual orientation, religion, disability, or any other protected status.

Candidates should understand and function within the legal and ethical aspects of the practice of medicine and maintain and display ethical and moral behaviors commensurate with the role of a physician in all interactions with patients, faculty, staff, students, and the public. Candidates must adhere to the Marian University code of student rights and responsibilities, and the Marian University Tom and Julie Wood College of Osteopathic code of professional ethics and professional conduct policy.

#### *Closing*

Marian University, through policy and practice, is committed to providing equitable access to learning opportunities for all students. In the Catholic, Franciscan tradition, we celebrate the dignity of each individual to ensure all students, including those with disabilities, have equal access and opportunities during their time at Marian University.

Candidates with questions regarding the technical standards are encouraged to contact the [Personalized Learning Center](#). Admission to Marian University Tom and Julie Wood College of Osteopathic Medicine is conditional on the candidate's ability to satisfy these technical standards, with or without reasonable accommodation, and results from a process that examines and values all the skills, attitudes, and attributes of each candidate on a case-by-case basis.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
2	Dean's Cabinet	6/30/2020	Incorporation of language approved by AACOM	Elizabeth M. Petsche, JD

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
3	AGC and FA	3/15/2022	Incorporated more inclusive language and refer students to the PLC	Elizabeth M. Petsche, JD
4	Admissions Committee	3/9/2023	Incorporated more inclusive language and removed language regarding dress code in OMM lab	Elizabeth M. Petsche, JD
5	Admissions Committee and AGC	1/29/2024	This policy was updated to reflect best practices based upon external research and professional organizations.	Elizabeth M. Petsche, JD

#### Policy 9.2.1: Code of Student Rights and Responsibilities

POLICY NAME	Accreditation Standard 9.2: Academic Standards – Student Rights and Responsibilities			POLICY NO.	9.2.1
EFFECTIVE DATE	7/1/2024	DATE OF LAST REVIEW	3/1/2024	VERSION NO.	2
ADMINISTRATOR RESPONSIBLE	Senior Advisor to the Senior Vice President of Health Professions				

#### SCOPE

This policy applies to all students enrolled at MU-WCOM.

#### POLICY STATEMENT

MU-WCOM is committed to promoting a professional, respectful, and nondiscriminatory academic environment.

#### Policy intro:

This policy statement is in response to COCA accreditation standard 9.2 applies to all students enrolled at MU-WCOM.

MU-WCOM is committed to promoting a professional, respectful, and nondiscriminatory academic environment. In addition to MU-WCOM 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: [My Marian](#).

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	University Processes	--	---	Unknown

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
2	AGC and Dean's Team	3/1/2024	The responsible administrator was changed from Assistant Dean of Student Affairs to the Senior Vice President of Health Professions. Also a stable link to the code was added.	Clint Whitson, EdD

#### Policy 9.2.2: Student Promotion and Academic Progress

POLICY NAME	Accreditation Standard 9.2: Academic Standards – Student Promotion and Academic Progress			POLICY NO.	9.2.2
EFFECTIVE DATE	7/1/2024	DATE OF LAST REVISION	1/15/2024	VERSION NO.	4
ADMINISTRATOR RESPONSIBLE	Assistant/Associate Dean of Academic Affairs				

#### SCOPE

This policy applies to all students enrolled in the doctorate of osteopathic medicine program.

#### POLICY STATEMENT

MU-WCOM 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.

#### TERMS AND DEFINITIONS

TERM	DEFINITION
SPAPC	The Committee on Student Promotion and Academic Progress. A standing committee of MU-WCOM.
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-WCOM.
Maximum Length of Degree Completion	All students must meet the requirement to graduate in six years unless they are approved by the Assistant/Associate Dean of Student Affairs to take a LOA to seek an additional degree or manage a non-academic issue that is limiting progress toward satisfying graduation requirements.

Student Success Plan	A plan that will establish the steps that should be taken by a student to remediate identified deficiencies in knowledge, skill, and/or attitude.
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#### Policy Introduction:

Policy Introduction: This policy statement is in response to COCA accreditation standard 9.2 and applies to all students enrolled in the doctorate of osteopathic medicine program.

### 1.1. *Promotion, Graduation, and Academic Status*

#### 1.1.1. Promotion and Graduation

- 1.1.1.1. Students who complete all curricular requirements at the completion of year one will be recommended for promotion to year two.
- 1.1.1.2. Students who complete all curricular requirements at the completion of year two will be conditionally promoted to year three pending achievement of a passing score on COMLEX-USA Level 1 in accordance with the COMLEX-USA Policy. Upon receipt of a passing score for COMLEX-USA Level 1, students will be recommended for promotion to year three.
- 1.1.1.3. Students who complete all curriculum requirements at the completion of year three will be conditionally promoted to year four pending achievement of a passing score on COMLEX-USA Level 2 CE in accordance with the COMLEX-USA Policy. Upon receipt of a passing score for COMLEX-USA Level 2 CE, students will be recommended for promotion to year four.
- 1.1.1.4. Students who complete all curriculum and graduation requirements by the completion of year four will be recommended for graduation with a doctorate of osteopathic medicine. Students who have not met all requirements for graduation will not be recommended to graduate.

#### 1.1.2. Academic Status

- 1.1.2.1. Good Academic Standing: An enrolled student is in good academic standing when they have successfully completed all appropriate requirements in the curriculum for their year of training. A student in good academic standing is eligible to continue in the curriculum, to transfer to another medical school or to graduate.
- 1.1.2.2. Monitored Academic Status: A student who fails a single course or clerkship, will be placed on monitored academic status, and the SPAPC will be notified of the course or clerkship failure.
  - 1.1.2.2.1. Students placed on monitored academic status may be required to appear at a meeting of the SPAPC.
  - 1.1.2.2.2. When placed on monitored academic status for a failure of a single preclerkship course the student is required to meet with Assistant/Associate Dean of Academic Affairs, or designee, to create a student success plan in accordance with recommendations of the SPAPC.
  - 1.1.2.2.3. 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, or designee, to create a student success plan in accordance with recommendations of the SPAPC.
  - 1.1.2.2.4. The monitored academic status will be removed when the student satisfies the requirements outlined by the SPAPC, such as successfully completing the course/clerkship remediation experience or repeating the failed course/clerkship.

- 1.1.2.2.5 If a course/clerkship remediation is failed, the student will be moved to academic warning and will appear before SPAPC.
- 1.1.2.2.6 If a repeated course or clerkship is failed, the student will appear before SPAPC and may be dismissed.
- 1.1.2.3. Academic Warning: A student who fails simultaneously or cumulatively a combination of any two of the following: courses, clerkships, and/or remediation experiences; and/or who has a single COMLEX-USA examination failure will be placed on Academic Warning. Academic Warning demonstrates an unsatisfactory level of performance that places the student at risk for additional failures, or dismissal, if not addressed.
  - 1.1.2.3.1. Students placed on academic warning are required to appear at a meeting of the SPAPC.
  - 1.1.2.3.2. A student on academic warning is not permitted to take a remediation experience associated with a failed course or clerkship unless permission is given by the SPAPC.
  - 1.1.2.3.3. The SPAPC will identify the requirements necessary to remediate the failed course(s), clerkship(s), remediation(s), and/or COMLEX-USA examination.
  - 1.1.2.3.4. The academic warning status will be removed when the student satisfies the requirements outlined by the SPAPC, such as successfully completing the course/clerkship remediation experience or receiving a passing score on the repeated COMLEX-USA licensure examination.
  - 1.1.2.3.5. If a student fails a second attempt on any COMLEX-USA examination they will be moved to the status of Academic Probation and will be required to appear before SPAPC.
  - 1.1.2.3.6. If a course/remediation is failed, the student will be moved to academic probation and will appear before SPAPC.
  - 1.1.2.3.7 If a repeated course or clerkship is failed, the student will appear before SPAPC and may be dismissed.
- 1.1.2.4. Academic Probation: A student who fails simultaneously or cumulatively a combination of any three of the following: courses, clerkships, and/or remediation experiences; and/or fails two attempts of any COMLEX-USA licensure examination(s) (same level or any combination of levels) will be placed on academic probation. A student placed on academic probation is at risk of dismissal.
  - 1.1.2.4.1. Students placed on academic probation are required to appear at a meeting of the SPAPC.
  - 1.1.2.4.2. A student on academic probation is not permitted to take a remediation experience associated with a failed course(s) or clerkship(s) unless permission is given by the SPAPC.
  - 1.1.2.4.3. The SPAPC will identify the requirements necessary to remediate the failed course(s), clerkship(s), remediation(s) or second failure of any COMLEX-USA examination. If the SPAPC determines deficiencies exist that cannot be remediated, the committee may vote for student dismissal.
  - 1.1.2.4.4. The academic probation status will be removed when the student satisfies the requirements outlined by the SPAPC, such as successfully completing the course/clerkship remediation experience or receiving a passing score on a repeated COMLEX-USA licensure examination.
  - 1.1.2.4.5. If unable to satisfy the terms of the academic probation, a student will appear before SPAPC and may be dismissed.

1.1.2.5. Academic Dismissal: A student who demonstrates deficiencies in academic progress beyond those previously defined under other academic statuses may be dismissed. Academic dismissal will result in the student being disenrolled from MU-WCOM.

1.1.2.5.1. Reasons the SPAPC may make the determination to dismiss a student include, but are not limited to, a student's:

1.1.2.5.1.1. inability to meet the school's technical standards;

1.1.2.5.1.2. inability to successfully remediate deficiencies in knowledge, skill or attitude;

1.1.2.5.1.3. inability to complete the program in 6 years;

1.1.2.5.1.4. inability to successfully pass a repeated course or clerkship, not including the associated remediation experience;

1.1.2.5.1.5. failure to obtain a passing score after three attempts of any single component and/or combination of components of the COMLEX-USA examination series;

1.1.2.5.1.6. cumulative failure of four of the following: courses, clerkships, and/or remediation experiences.

1.1.2.6 The academic status of a student will be reported to third party entities with a need-to-know.

## 1.2. *Student Promotion and Academic Progress Committee*

1.2.1. The SPAPC may convene once a month to engage in review of student promotion and progress matters, or as needed.

1.2.2. The SPAPC will make recommendations for graduation and student progression to the next academic year.

1.2.3 The SPAPC may meet with students when concerns are raised regarding the ability to meet the minimum technical standards

1.2.4 The SPAPC will adopt procedures consistent with this document.

## 1.3. *Student Rights*

1.3.1. Students who must appear before the SPAPC are afforded the following rights, such as to:

1.3.1.1. Ask for and receive from the MU-WCOM office of Student Affairs an explanation as to why they are required to attend a meeting of the SPAPC at least 3 business days before the scheduled meeting;

1.3.1.2. Have an opportunity to discuss their academic progress and deficiencies with a learning support specialist and/or Assistant/Associate Dean of Student Affairs;

1.3.1.3. 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. Such information must be provided at least 1 business day before the scheduled hearing date and time;

1.3.1.4. Be accompanied to the meeting by a member of the MU-WCOM community for support. They can be any member of the MU-WCOM community, including faculty, staff, administration, or fellow MU-WCOM student, but may not be personal attorney or family member. The hearing is intended to be a means of support for students, not adversarial in nature, and as a result, a student is not allowed to bring an attorney or immediate family member to the hearing. The advocate is there to provide moral support for the student, however the advocate is not to actively participate in the meeting unless asked a direct

question by the SPAPC. The name of the MU-WCOM community member must be provided at least 1 business day before the scheduled hearing date and time;

- 1.3.1.5 Students are required to meet with the SPAPC on Marian University's campus. Requests for virtual options will be considered, but are not guaranteed, in the event an in-person meeting would cause undue hardship on the student.
- 1.3.1.6. Receive a written letter (sent electronically or via United States Postal Service) detailing the decision of the committee;
- 1.3.1.7. Appeal the decision of the SPAPC within 3 business days after receipt of the decision of the SPAPC;
  - 1.3.1.7.1. Grounds for appeal include alleged SPAPC procedural violations, revelation of new information that was not available at the time of the SPAPC meeting, and/or perceived bias by the committee.
  - 1.3.1.7.2. The appeal should be filled with the Assistant/Associate Dean of Student Affairs
  - 1.3.1.7.3. Following receipt of the appeal the student will be scheduled to meet with the appellate body of the SPAPC.
  - 1.3.1.7.4 Students are required to meet with the appellate body of the SPAPC on Marian University's campus. Requests for virtual options will be considered, but are not guaranteed, in the event an in-person meeting would cause undue hardship on the student.
- 1.3.1.8 Appeal the decision of the appellate body of the SPAPC within 3 business days after the receipt of the decision of the appellate body of the SPAPC
  - 1.3.1.8.1. Grounds for appeal include alleged procedural violations of the SPAPC and/or the appellate body of the SPAPC, revelation of new information that was not available at the time of the SPAPC and/or appellate meeting, and/or perceived bias by the SPAPC and/or appellate body of the SPAPC.
  - 1.3.1.8.2. The appeal should be filed with the Dean of MU-WCOM.
  - 1.3.1.8.3. The Dean of MU-WCOM, or designee, will make the decision based upon the information submitted by the student and information available to the SPAPC and the appellate body of SPAPC, but will not meet with the student. This is the final decision maker, with no additional grounds for appeal.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Dean's Cabinet	6/26/2020	Addresses COCA accreditation standard 9.2	Elizabeth M. Petsche, JD
2	SPAPC	6/2/2021	To clarify language related to promotion, dismissal and failures	Elizabeth M. Petsche, JD
3	SPAPC and AGC	3/15/2022	Clarified language in academic probation	Elizabeth M. Petsche, JD
4	SPAPC	3/15/2023	Clarified language to reflect current practice	SPAPC
5	SPAPC and AGC	1/15/2024	Included all levels of appeal and their corresponding timelines. Included reference to the ability of the Committee to	SPAPC



VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
			meet with students who may not be able to satisfy the technical, non-academic standards (minimum technical standards). Language was included to specify the role of the advocate in addition to the locations of meetings.	

#### *Student Promotion and Academic Progress Historical Course of Action to Return to Good Academic Standing*

The SPAPC may require various actions to return to Good Academic Standing, including, but not limited to, remediation of a course or clerkship as outlined in the Remediation Policy and the Core Competency Deficiency Remediation Policy, repeating a course or clerkship, requiring a student to obtain a passing score on a COMLEX-USA exam by a specific date, or mandating the student receive support services. The committee may also impose a required leave of absence, separately or in combination with any action. Alternatively, the committee can dismiss a student as outlined in the SPAP policy.

The following tables highlight the major actions usually required, though additional requirements including meetings with support services, faculty, or staff are often required as well. These serve as a guideline, but other actions may be required.

**Table A: Student Promotion and Academic Progress Guidelines for COMLEX-USA Failures**

Exam	Usual Action*	Academic Status	Usual Exam Timing, if permitted†	Action Following Retake*
All Passed	Continue in program	Good standing	N/A	N/A
One COMLEX-USA failure (Either COMLEX-USA Level 1 or COMLEX-USA Level 2-CE)‡	Student will appear before SPAPC.  Retake failed COMLEX-USA component after completion of a study plan.	Academic Warning	Approximately 2 months of total preparation time, with approximately 1 month on academic leave of absence	Pass: Continue in program and returned to Good Academic Standing  Fail: See next row
Two COMLEX- USA failures (same component or any combination of COMLEX-USA Level 1 and/or COMLEX-USA Level 2-CE)‡	Student will appear before SPAPC.  Retake failed COMLEX-USA component after completion of study plan	Academic Probation	Approximately a semester of preparation time while on an academic leave of absence. A passing score may be required to return to clerkships.	Pass: Continue in program and Returned to Good Academic Status  Fail: See next row
Three COMLEX-USA failures (same component or any combination of COMLEX-USA Level 1	Student will appear before the SPAPC.  Recommend dismissal.	Dismissal		

and/or COMLEX-USA Level 2-CE				
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\*Action may be modified by the SPAPC for reasons of additional considerations, including, but not limited to, previous course, clerkship, remediation, and/or COMLEX failures

†Exam repeat schedule is at the discretion of the SPAPC and/or the Office of the Dean.

Table B: Student Promotion and Academic Progress Guidelines for Course and Clerkship Failures

Course or Clinical Clerkship	Usual Action*	Academic Status	Timing of Repeat Course/Clerkship†	Action Following Remediation*
All passed	Promote or Graduate	Good Standing	N/A	N/A
One course or clerkship failure‡	<p>SPAPC is notified, though student appearance is usually not required, but may be required at the discretion of the Committee.</p> <p>Remediate course or remediate/retake clerkship. ‡</p>	Monitored Academic Standing	<p>Course remediations occur in the summer.</p> <p>Remediation of clerkships may occur concurrently with other clerkships.</p> <p>Repeating a course or clerkship occurs at the next available offering.</p>	<p>Pass: Promote and return to good academic standing.</p> <p>Fail: See Below If a student fails a course remediation, they may be required to retake the entire course, as prescribed by the SPAPC.</p> <p>If the student fails a repeated course or clerkship they may be dismissed.</p>
Any combination of course, clerkship‡, and/or remediation failures resulting in two total failures	<p>A student will appear before SPAPC.</p> <p>Remediate course or remediate/retake clerkship‡, unless failures occur in the same AY.</p> <p>Course failures occurring in the same AY may require retaking courses in lieu of remediation</p>	Academic Warning	<p>Course remediations occur in the summer.</p> <p>Remediation of clerkships may occur concurrently with other clerkships.</p> <p>Repeating a course or clerkship occurs at the next available offering.</p>	<p>Pass both: Promote and return to good academic standing</p> <p>Fail either: See Below If a student fails a course remediation, they may be required to repeat the entire course, as prescribed by the SPAPC.</p> <p>If the student fails a repeated course or clerkship they may be dismissed.</p>
Any combination of course, clerkship‡, and/or remediation failures resulting in three total failures	Determine terms of probation and duration	Academic Probation	Summer or on Committee recommended schedule	<p>Pass: Returned to Good Academic Standing</p> <p>Fail: See next row</p> <p>If the student fails a repeated course or clerkship they will be dismissed.</p>
Any combination of course, clerkship, and/or remediation failures resulting in four failures	Dismissal	Dismissal		

\*Action may be modified by the SPAPC for reasons of additional considerations, including, but not limited to, previous course, clerkship, remediation, and/or COMLEX failures

†Course and clerkship remediation and repeat scheduling may be modified at the discretion of the SPAPC and/or the Office of the Dean.

‡Clerkship failures may involve competency-driven remediation or retaking the clerkship depending on the reason for failure. This will be determined on a case-by-case basis.

### Policy 9.2.3: Tuition and Fees

POLICY NAME	Accreditation Standard 9.2: Academic Standards – Tuition and Fees			POLICY NO.	9.2.3
EFFECTIVE DATE	7/1/2024	DATE OF LAST REVIEW	3/1/2024	VERSION NO.	2
ADMINISTRATOR RESPONSIBLE	Vice President for Graduate Enrollment				

### SCOPE

This policy applies to all students enrolled at MU-WCOM.

### POLICY STATEMENT

To articulate the tuition and fee structure, including refunds, at Marian University.

### Policy Intro:

This policy statement is in response to COCA accreditation standard 9.2 applies to all students enrolled at MU-WCOM.

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-WCOM, and to establish additional fees or charges for special services whenever, in their opinion, such actions are deemed appropriate.

The MU-WCOM 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-WCOM.

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-WCOM 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 to cover remediated courses. 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 [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's third-party processor, Nelnet, no later than Friday of the same week. Students are responsible for maintaining current address information on the MUHUB student record system for prompt receipt of checks by mail. Direct deposit is the preferred refund method. Direct deposit may be set up through Payment and Refund Preference link found under the finance section of MUHUB.

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.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Business Office/Financial Aid	7/17/2020	Addresses COCA accreditation standard 9.2	Elizabeth M. Petsche, JD
2	Dean's Team	3/1/2024	The responsible administrator was changed from the MU-WCOM Dean to the VP for Graduate Enrollment.	Elizabeth M. Petsche, JD

### Policy 9.2.4: Academic Standards – Pre-clerkship and BMS Attendance

POLICY NAME	Accreditation Standard 9.2.4: Academic Standards –Pre-Clerkship and BMS Attendance			POLICY NO.	9.2.4
EFFECTIVE DATE	7/1/2024	DATE OF LAST REVIEW	3/1/2024	VERSION NO.	4
ADMINISTRATOR RESPONSIBLE	Assistant/Associate Dean of Academic Affairs				

## SCOPE

Describe what and to whom this policy applies

This policy applies to all students enrolled at MU-WCOM who are in their 1st or 2nd year of the D.O. program or are enrolled in the BMS program.

## POLICY STATEMENT

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.

Student participation in scheduled courses is expected and can be used in faculty's assessment of student performance. The MU-WCOM 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.

COCA Standard 9.2 "A COM must publish and follow policies and procedures on academic standards that include grading, class attendance, tuition and fees, refunds, student promotion, retention, graduation, students' rights and responsibilities, and the filing of grievances and appeals."

### Policy Introduction:

This policy statement is in response to COCA accreditation standard 9.2 and applies to all students enrolled at MU- COM who are in their 1st or 2nd year of the D.O. program, or are enrolled in the BMS program.

In the spirit of professional behavior and the mastery of defined educational objectives, students are required to attend all mandatory class sessions (e.g., lectures, laboratories, etc.), take all examinations, and participate in any College -administered activity or assessment 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" or impose other penalties as stated in the syllabus, for any missed educational or classroom (online, virtual or in-person) events, which may result in a failing grade for the course(s). Alternatively, with respect to college-administered activities and assessments, action may be taken in accordance with the professional conduct policy, code of student rights and responsibilities, or other applicable policy.

Receipt of an excused absence does not relieve the student from responsibilities for missed mandatory class sessions and examinations, or /*guarantee*/ that the missed event can be replicated. In addition, issuance of excused absences may delay the release of scores related to assessments.

It is possible that an excused absence will not be granted, and it is the responsibility of the student to refer to course syllabi to understand daily requirements and responsibilities, and the consequences of not completing these requirements.

Students must notify the Assistant/Associate Dean of Academic Affairs, or designee, about any absence as soon as practical, but no more than 48 hours after a missed mandatory event, so that accommodations may be made. Please note that documentation (e.g., a note from a medical provider) for medical excuses may be required, and requests made more than 48 hours after a missed event may be denied.

For non-urgent or advance notice absences, a student must submit his or her excused absence request to the Assistant/Associate Dean of Academic Affairs, or designee, at least two weeks in advance of the scheduled mandatory class session(s) or examination(s). Appropriate documentation should be submitted to support the request. 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.

- Students should utilize the [Excused Absence Request Form](#) when requesting an excused absence.

Students who are absent, or expect to be absent, from more than 5 cumulative days in a semester are required to meet with the Assistant/Associate Dean of Academic Affairs to determine appropriate next steps. Appropriate next steps can include the Assistant/Associate Dean placing a student on a leave. If a LOA is required, the impacted student must speak with the Assistant/Associate Dean of Student Affairs.

Conferences, Conventions, Meetings, College Sponsored Activities

Students are encouraged to participate locally, regionally, nationally and internationally with student organizations and other medically related groups, as long as it can be done safely. Because of safety concerns involving COVID, requests to attend conferences, conventions and meetings outside the state of Indiana may not be approved.

MU-WCOM recognizes the student's academic program to be the priority and it is the students' responsibility to fulfill all course requirements.

#### Remote Testing

In limited situations, a student may be granted permission by the Assistant/Associate Dean of Academic Affairs to take an assessment remotely. If this permission is granted, it is the responsibility of the student to take the assessment during the scheduled assessment time. The student must ensure they have adequate technology and internet connectivity to complete and upload the assessment. Also, the student must be physically able to come to the Evans Center if they experience any type of technological difficulties during the assessment. This means a student taking an assessment remotely cannot travel outside the state of Indiana until the remote assessment has been completed.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Curriculum Committee, FA and Dean's Cabinet	8/11/2020	Modify impacts of failure to obtain an excused absence, and include language related to COVID-19	Elizabeth M. Petsche, JD
2	Curriculum Committee	4/24/2021	Edits made to include College-administered assessments and activities and to replace Elizabeth Petsche with Dr. Sophie La Salle.	Elizabeth M. Petsche, JD
3	Curriculum Committee	1/30/2023	Edits were made to include language around remote testing, the excused absence request form and cumulative absences	Elizabeth M. Petsche, JD
4	AGC and FA	3/1/2024	Edits were made to reflect current practice	Sophie La Salle

#### Policy 9.2.5: Academic Standards – Clerkship Attendance

POLICY NAME	Accreditation Standard 9.2: Academic Standards – Clerkship Attendance			POLICY NO.	9.2.5
EFFECTIVE DATE	7/1/2024	DATE OF LAST REVIEW	3/1/2024	VERSION NO.	1
ADMINISTRATOR RESPONSIBLE	Assistant/Associate Dean of Clinical Affairs				

## SCOPE

This policy applies to all students enrolled at MU-WCOM who are in their 3<sup>rd</sup> or 4<sup>th</sup> years.

## POLICY STATEMENT

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

### Policy Introduction:

This policy statement is in response to COCA accreditation standard 9.2 and applies to all students enrolled at MU-WCOM who are in their 3<sup>rd</sup> or 4<sup>th</sup> year.

To receive five (5) credit hours for a one-month clinical clerkship, MU-WCOM requires that students complete at least 140 hours clinically-relevant activities. These activities can include, but are not limited to: direct patient care, participating in teaching rounds and patient conferences, reviewing literature, completing required clerkship-specific reading assignments and online modules, and engaging in indirect patient care (i.e.: Telemedicine).

The expectation is 100% attendance. However, safety is a priority and if an absence is unavoidable, please follow the following guidelines:

- Any absence (unless emergent) must be approved in advance by the preceptor and course director. The time off for these absences should be made up through coordination with the preceptor or course director.
- Any emergent absence should be reported to the preceptor and course director and to the MU-WCOM Clerkship Coordinator within 24 hours of the event (this is not meant to be punitive, rather to keep MU-WCOM informed in case the preceptor inquires about the student or if the situation requires further absences).

Students must notify the course director and preceptor about an absence as soon as practical, but within 48 hours. Please note that documentation (a Doctor's note) for medical excuses may be required.

- If the student does not submit such evidence, the absences will remain unexcused.
- Unexcused absences are considered a lack of professionalism, please reference the clerkship syllabus for guidance navigating clinical clerkship absences.

Prolonged illness and bereavement that extend beyond two calendar days will be handled on a case-by-case basis with Student Affairs, Clinical Affairs, and the clinical site.

Days off that are approved through MU-WCOM (i.e.: extended illness, bereavement, interviews, COMLEX, conferences, etc.) will be communicated by the Clerkship Coordinators to the preceptor.

- Students should utilize the [Excused Absence Request Form](#) when requesting an excused absence.

Repeated infractions will result in referral to the Committee on Professionalism and Ethics.

### Holidays

Students on clinical clerkships may request an absence to observe a religious holiday from their preceptor and course director. Details of the absence will be worked out directly between the student and the preceptor 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 clerkship, 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 preceptor as soon as possible after the student's clinical clerkship schedule is known or, at the latest, at the beginning of a clerkship.



### *Vacations*

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

If a student chooses to use vacation time during the third year, it 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 they will only be permitted to take a maximum of four (4) days off of a clerkship for interviews, including travel time. Students must complete an Interview Leave Request Form and submit to the Clerkship Coordinators for approval from the Course Director. Any excessive time outside of the 4-day limit could result in a failing grade for that clerkship. Any time taken for interviews without prior approval will be considered unexcused and subject to disciplinary actions. A maximum of two days may be taken off per 4-week clerkship for a second-look/recruitment visit. A maximum of four days total per 4-week clerkship may be taken off for any interview/recruitment event.

### *Conference Participation*

Days off that are approved through MU-WCOM (i.e.: extended illness, bereavement, interviews, COMLEX, conferences, etc.) will be communicated by the Clerkship Coordinators to the preceptor.

Please see the Student Handbook for further details about absences, vacation, conference, and interview days.

While on core clerkships, 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, they will be provided only 1 excused absence in an academic year to present that content.

While on selective/elective clerkships 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. Due to COVID, travel restrictions may apply to in-person conferences and meetings.

VERSION HISTORY				
VERSION	APPROVED BY	REVIEW DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Curriculum Committee, FA and Dean's Cabinet	8/11/2020	Modify impacts of failure to obtain an excused absence, and include language related to COVID-19	Elizabeth M. Petsche, JD
2	Curriculum Committee	1/30/2023	Modifications were made to reflect current practice	Elizabeth M. Petsche, JD

VERSION HISTORY				
VERSION	APPROVED BY	REVIEW DATE	DESCRIPTION OF CHANGE	AUTHOR
3	AGC and FA	3/1/2024	Clerkship Director's role in absences/attendance was included. There was also an update to the potential consequences of receiving unexcused absences. Also, language was included to clarify the number of days that may be taken for interviews/recruitment activities.	Anthony Martin, DO

#### Policy 9.2.6: Evaluation and Assessment

POLICY NAME	Accreditation Standard 9.2: Academic Standards – Evaluation and Assessment			POLICY NO.	9.2.6
EFFECTIVE DATE	7/1/2024	DATE OF LAST REVIEW	2/8/2024	VERSION NO.	2
ADMINISTRATOR RESPONSIBLE	Assistant/Associate Dean of Accreditation and Assessment				

#### SCOPE

This policy applies to all faculty and students enrolled at MU-WCOM.

#### POLICY STATEMENT

Effectual learning is best achieved through the use of well-designed and deployed assessment activities that provide frequent, formative feedback for MU-WCOM's students, faculty, staff, and administration. Individual courses are expected to guide and support student learning using evaluation techniques that are valid and reliable. MU-WCOM's assessments align with academic norms across medical schools.

#### TERMS AND DEFINITIONS

TERM	DEFINITION
Assessment	Strategic processes used to gather evidence (i.e. data) of observed performance
Measurement	Numerical values (i.e., scores) assigned to represent the degree of a characteristic observed
Evaluation	A value judgment (i.e., grade) based on measurement and assessment
Validity	Scores represent the inferences that they were designed to measure
Tests	Assessment techniques based on samples used to infer achievement
Reliability	Item responses establish consistency based on psychometric properties

Performance Standards	Grade – Summative judgment representing achievement in a course Test Result – Score obtained on individual measurements Learning Objectives – Goals of instructional activities Learning Outcomes – Performance observed that represent achievement
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Policy intro:

This policy statement is in response to COCA accreditation standard 9.2 applies to all faculty and students enrolled at MU-WCOM.

Assessment procedures (the majority of which are dependent upon multiple choice question format [MCQs]) will include the following activities and follow the practice of national organizations that administer licensing examinations:

#### Pre-Test (Exam Assembly)

Item distribution and difficulty should sufficiently sample learning outcomes and match instructional activities

#### Item Editing

Items should be vetted for accuracy and readability

Window dressing, red herrings, and pseudo-cases should be avoided

#### Key Validation

Item analysis should be conducted using appropriate psychometric parameters

Rescoring should be conducted to align with student ability and competence

#### Feedback

- i. Students: Some form of feedback must be provided in an effective and timely manner for all assessments with the exception of course final examinations
- ii. Course Director(s), Faculty and Staff: A summary of item and examination performance must be shared with those involved in the design and assembly of the assessment

#### Grades (Reporting)

When determining grades, course directors may consider and apply the Conditional Standard Error of Measurement (SEM) for any multiple-choice examinations included in the final course grade.

- i. Course Grades – Course grades should be assigned and submitted in alignment with the policies of the Marian University Registrar's Office.
- ii. Rounding – All final course grades must be rounded to the nearest whole number ( $\leq 0.49$  is rounded downward;  $\geq 0.50$  is rounded upward)

#### Remediation

Inadequate achievement (i.e., course failure) must be remediated through retesting (section(s) or a comprehensive single examination) or retaking the entire course and should be determined using a defensible method guided by the magnitude of the inadequacy of competency

#### Course Review

The Course Review must be completed and submitted by the Course Director within the timeframe determined by the Curriculum Committee, not to exceed 12 weeks from the time of final grade submission to the Registrar. The Curriculum Committee will evaluate the review and provide feedback and/or recommendations to the Course Director within 8 weeks of the date the submission was received.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Curriculum Committee and Dean's Cabinet	6/30/2020		Elizabeth M. Petsche, JD

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
2	AGC and FA	2/8/2024	Clarifying language was added regarding the use of the Conditional Standard Error of Measurement.	Sarah Zuhl, PhD

#### Policy 9.2.7: Grievances and Grade Appeal

POLICY NAME	Accreditation Standard 9.2: Grievances and Grade Appeals			POLICY NO.	9.2.7
EFFECTIVE DATE	7/1/2024	DATE OF LAST REVIEW	3/1/2024	VERSION NO.	4
ADMINISTRATOR RESPONSIBLE	Senior Advisor to the Senior Vice President of Health Professions				

#### SCOPE

MU-WCOM doctorate of osteopathic medicine students have a right to due process, which includes the right to file a grievance against a member of the MU-WCOM community for an unresolvable academic issue and/or to request a grade appeal. This policy does not apply to students enrolled in the Biomedical Science Master's Program.

Allegations relating to discrimination, harassment and rights articulated in the Code of Student Rights and Responsibilities are adjudicated through alternate institutional policy and process.

This policy supersedes the Marian University Grade Appeal Policy.

#### POLICY STATEMENT

A grievance is an allegation filed by a student against a member of the faculty, staff or administration of MU-WCOM that pertains to an alleged violation of a student's academic 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.

#### TERMS AND DEFINITIONS

TERM	DEFINITION
Grievance	An allegation filed by a student against a member of the faculty, preceptor, staff or administration of Marian University that pertains to a potential violation of a student's academic rights.
Grade Appeal	Submitted requests to course directors related specifically to the mathematical computation of a final course grade. A grade appeal does not pertain to grades on individual assessments or the course assessment policy.

Burden of Proof	Academic judgment is presumed to be made in good faith, and the grievant has the burden of proving the contrary of a preponderance of the evidence.
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Policy intro:

This policy statement is in response to COCA accreditation standard 9.2 and applies to all osteopathic medical students enrolled at MU-WCOM.

### *Grade Appeal*

#### 1. Grade Appeal Process:

- a. The student must consult with the course director concerning a course or clerkship grade. The meeting is to be documented by means of a memorandum of record containing the meeting date, a summary of the results of the meeting, and the signatures of the student and the course director.
- b. If there is no resolution, a student may consult with the Assistant/Associate Dean of Accreditation and Assessment. The meeting is to be documented by means of a memorandum of record containing the meeting date, a summary of the results of the meeting, and the signatures of the student and the assistant/associate dean. The assistant/associate dean's determination is final and cannot be appealed and a grievance cannot be filed if there is dissatisfaction with the ultimate outcome.
- c. Grade appeals must be filed no later than 5 calendar days after notice of a final grade is given. Grade appeals filed after this time will not be considered.

### *Grievance*

#### 1. Any student enrolled in the MU-WCOM who believe their rights were violated can notify the Assistant/Associate Dean of Student Affairs (ADSA).

- a. The ADSA, or designee, will assess the facts and relevant information relating to the allegation and may meet with the affected student.
- b. The ADSA, or designee, will determine whether the allegations should be, referred to:
  - i. Standing faculty committees or individuals within MU-WCOM for review and potential adjudication.
  - ii. The University's Dean of Students for resolution in accordance with the Code of Student Rights and Responsibilities.
  - iii. The Title IX Coordinator in accordance with the MU non-discrimination policy for investigation and resolution.
  - iv. The MU Police Department for investigation and resolution.

#### 2. Administrative Resolution

- a. Prior to a grievance being filed, a student must attempt to resolve an issue through direct discussion with the individuals articulated below. If the issue remains unresolved, a grievance may be filed.
  - i. The student must consult with the course director to discuss concerns relating to a course or clerkship grade. The meeting is to be documented by means of a memorandum of record containing the meeting date, a summary of the results of the meeting, and the signatures of the student and the course director.
  - ii. If there is no resolution, a student may file a grievance with the Assistant/Associate Dean of Student Affairs.

#### 3. Grievance:

- a. 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.
- b. A grievance cannot be filed on the basis of dissatisfaction with the final grade, upon the basis of content knowledge, or to appeal the final decision of a grade appeal.
- c. A grievance cannot be filed on the basis of policy interpretation.

d. Filing: 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 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.

i. Anonymous grievances will not be accepted.

ii. Grievances must be filed no later than 5 calendar days after the alleged violation occurred. Grievances filed after this time will not be considered.

#### 4. Formal Resolution

a. The Grievance Body is responsible for review and handing of all grievances received by the Assistant/Associate Dean of Student Affairs.

i. This body is composed of one Chairperson of the Biomedical Sciences; the Assistant/Associate Dean of the Continuum of Physician Education, and the Assistant/Associate Dean of Student Affairs.

ii. The Chairperson of the Biomedical Sciences will be identified at the start of the academic year and will sit on this body for the duration of the year.

b. Upon receipt of a grievance, the Grievance Body will determine if:

i. Sufficient reasons for a grievance do not exist and that the grievance will be dismissed,

ii. Sufficient reasons exist for a grievance hearing and schedule a grievance hearing in a timely manner.

c. The decision of the Grievance Body will stand with no opportunity for appeal.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
2	FA and AGC	5/2/2021	Inclusion of administrative adjudication, grievance body and other avenues for resolution	Elizabeth M. Petsche, JD
3	FA and AGC	3/13/2022	The amount of time a student has to appeal was modified	Elizabeth M. Petsche, JD
4	FA and AGC	3/1/2024	The structure of the grievance body was modified. It no longer includes the Assistant/Associate Dean of Clinical and Academic Affairs. Also, the responsible administrator was changed from the Assistant/Associate Dean of Academic Affairs to the Senior Advisor to the Senior Vice President of Health Professions.	Sophie La Salle, PhD

#### Policy 9.2.8: Exam Administration Policy

POLICY NAME	Accreditation Standard 9.2.8: Examination Administration			POLICY NO.	9.2.8
EFFECTIVE DATE	7/1/2024	DATE OF LAST REVIEW	3/1/2024	VERSION NO.	3

## SCOPE

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

## POLICY STATEMENT

Failure of students to follow 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).

## TERMS AND DEFINITIONS

TERM	DEFINITION
ADA	Americans with Disabilities Act

## Policy intro:

This policy statement is in response to COCA accreditation standard 9.2 and applies to all MU- COM students.

1. Students are only permitted to bring their testing device, tripod, 1-2 writing utensils, and non-electronic noise cancelling ear plugs into the assessment room.
  - a. A functional camera and audio recording must be available on the testing device.
2. Forbidden items include, but are not limited to, any electronic device (calculators, cell phones, etc.), complex and/or smart watches, recording devices (smart glasses), reference materials (books, notes, manuscripts, etc.), backpacks, keyboards, mice, book bags, coats, purses, hats, food, or drinks. Hats or head coverings may be worn if required for religious or medical reasons.
  - a. Tissues and cough drops must be checked by a Proctor.
  - b. Students may bring water in a transparent container.
  - c. 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 assessment.
3. One sheet of scratch paper is provided to each student.
  - a. Students may not write on the scratch paper until the first question appears (Anatomy lab exams are an exception; please follow directions from the proctor).
  - b. Students may request additional scratch paper from the Proctor when needed.
  - c. Students must clearly print their name and sign in the designated spaces when returning scratch paper(s) at the end of the assessment.
4. Use of Restrooms
  - a. Assessments may be broken up into smaller sections to allow for restroom breaks between blocks. In these cases, students will not be permitted to return to the previous section.
  - b. If restroom breaks are permitted during the assessment by the Course Director or proctor, no additional time will be added to the assessment period to compensate for restroom breaks.
  - c. Restroom breaks should be brief (3-4 minutes maximum).
  - d. Course Directors may limit the numbers of students taking a restroom break at the same time.
  - e. Due to the special nature of laboratory assessments, restroom breaks are allowed only under special circumstances with Course Director or proctor approval.
5. Communication During Assessments
  - a. Students may not talk during the assessment, except to verbally explain any technical challenges to the Course Director or Proctor during testing.
  - b. Faculty and staff will not answer questions regarding assessment content. If a student thinks there is an error in a test question the student should answer the question to the best of their ability with the information provided.
  - c. On multiple choice assessments, students will have the opportunity to provide feedback on individual questions within MU-WCOM's assessment software. Students should complete the

- assessment first before providing feedback. No additional time will be added to the assessment period to compensate for time lost providing feedback.
6. Students must be ready to start the assessment at the designated time. If a student starts an assessment late, the Course Director or proctor will determine if the student will be permitted to take and/or complete the assessment.
    - a. If the student is permitted entry into the assessment, no extra time will be provided unless the tardiness is excused.
  7. Students may not record or share passwords unless obtaining explicit written permission from the Course Director.
  8. Students may not knowingly communicate assessment information (written, in person, on social media) with students who have not started, finished, or taken an assessment.
  9. Students must leave the assessment room immediately after submitting the assessment, unless directed otherwise by the Course Director.
  10. Open Book and Open Note Assessments
    - a. Students are provided a 24-hour window to upload assessments.
    - b. Failure to upload without contacting an Exam Administrator to resolve technical challenges with an upload may result in the loss of points for that assessment.
  11. Makeup Assessments
    - a. See the Attendance Policy regarding requesting excused absences and gaining approval for a makeup assessment. If a makeup assessment is scheduled more than 3 business days after the missed assessment date, the method of the makeup assessment is at the discretion of the Course Director, and may consist of multiple-choice questions (the same or different than those administered), short answer, fill-in-the-blank, essay, and/or oral assessment.
    - b. Makeup Assessments must be of similar difficulty and assess the same course content that was assessed during the missed assessment.
  12. In the event of an emergency (serious illness, evacuation, shelter in place, etc.) during an examination, students are to follow the instructions of the Proctor.
    - a. Students should immediately notify the Proctor for assistance if exceptional circumstances occur during an assessment (e.g., serious illness). Appropriate documentation may be required by the Assistant/Associate Dean for Academic Affairs to evaluate any such request.
    - b. Communicating anything related to examination content during an emergency is prohibited.
    - c. The Course Director, Assistant/Associate Dean for Accreditation and Assessment, and/or the Assistant/Associate Dean for Academic Affairs (in consultation with the Student Affairs Office) will determine if, when, and how an assessment is resumed or completed.
  13. Remote Assessments
    - a. Students are permitted to take remote assessments only if prior approval is given by the Assistant/Associate Dean for Academic Affairs.
    - b. If Marian University and/or the Evans Center building is closed due to inclement weather, the assessment may take place remotely for all students. Students will be notified as early as possible for this circumstance.
    - c. The testing room must be well lit, quiet, and closed from other persons during the assessment.
    - d. Reference materials on the wall, such as white boards or posters, must be cleared, covered, or taken down prior to starting the assessment.
    - e. Internet or hotspot connection may be required to download, start, take, submit, and/or upload the assessment.
    - f. A functional camera and audio recording must be available on the testing device.
    - g. The testing device must be set upright and remain on a firm surface such as a desk or table.
      - i. A tripod or other device to secure the iPad screen in an upright position is required for iPads.
    - h. Students will be required to visually record their test space and utilize a mirror to show the sides and behind the testing device.
    - i. Use of Restrooms
      - i. Restroom breaks should be brief.
      - ii. Students must provide the times of the breaks to the Exam Administrator via e-mail within 5 minutes of the conclusion of the assessment window.
    - j. Scratch Paper
      - i. Scratch paper must be blank at the start of the assessment.
      - ii. Students may not write question or answer choice text on the scratch paper.



- iii. During startup procedures of the assessment, students must show both sides of the scratch paper.
- iv. At the completion of the assessment, students must show both sides of the scratch paper again. If time runs out before scanning, the student must send a picture of both sides of the scratch paper to the Exam Administrator within 5 minutes of the conclusion of the assessment window.

#### 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 clerkship block.
3. Students are allowed to take COMAT exams prior to the month they complete their CORE clerkship. Exam must be completed on designated COMAT exam date/time.
4. Students are required to take all COMAT exams on iPads or laptop utilizing the eCOMAT app.
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 may result in the following:
  - a. The Course Director will be notified.
  - b. Immediate make up of exam per clerkship staff availability
  - c. Maximum percent score of 70% for final grade calculation
8. Students approved to take the COMAT remotely must take the exam in settings that mimic the on-campus environment.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	MU-WCOM Curriculum Committee	8/6/2020	Adjustments were made to reflect changes related to remote testing	Sarah Zahl, PhD
2	AGC and FA	6/8/2022	Updates were made to reflect current practice	Sarah Zahl, PhD
3	MU-WCOM Curriculum Committee	3/31/2023	Updates were made to reflect current practice	Sarah Zahl, PhD
4	AGC	3/1/2024	Titles were updated. Also, clarifying language was added to reflect current practice regarding length of restroom breaks and remote COMAT Exams.	Sarah Zahl, PhD

#### Policy 9.2.9: Remediation Policy

POLICY NAME	Accreditation Standard 9.2: Remediation Policy		POLICY NO.	9.2.9	
EFFECTIVE DATE	7/1/2024	DATE OF LAST REVIEW	3/1/2024	VERSION NO.	2
ADMINISTRATOR RESPONSIBLE	Assistant/Associate Dean of Academic Affairs				

## SCOPE

This policy applies to students enrolled in required courses in the Tom and Julie Wood College of Osteopathic Medicine.

Students who fail written exams, clinical assessments, preclerkship courses and/or clerkships, are expected to adhere to the same process and expectations as others who are similarly situated. The process and expectations for navigating the process of remediation (at any level) are articulated in this policy.

## POLICY STATEMENT

Policy intro:

### *Years 1 and 2*

If a student fails a written exam or clinical skills-based assessment, the failing score will be recorded into the gradebook. While course directors may offer failing students assistance to remediate deficiencies in medical knowledge, *there will be no opportunity for score improvement and the originally recorded score will stand.*

If a student fails a course, the student may be eligible to remediate the failed course during the summer pending approval by the Student Promotion and Academic Progress Committee (SPAPC). The goal of remediation is to provide the student with an opportunity to demonstrate an acceptable level of proficiency in content for which acceptable proficiency had not been previously demonstrated during the course without having to repeat the course in its entirety.

The remediation plan is determined by the course directors in collaboration with the Assistant/Associate Dean for Academic Affairs and must include a remediation assessment. A meeting with the course director/s is required before a student can engage with the remediation plan. Remediation experiences should begin following the conclusion of the Spring semester and be completed no later than July 15 for OMS1 students and June 15 for OMS 2 students. The specific length of a remediation experience will be determined according to the student's individual academic situation. If the remediation is unsuccessful, the student will be referred to the SPAPC for further consideration (see SPAP policy).

If a student fails more than one course during an academic year, the student will be required, if eligible, to repeat the failed courses in their entirety the next time they are offered during the typical academic year according to the SPAP policy.

Students must successfully complete all academic requirements of one year to be promoted by the SPAPC to the subsequent year or to graduation.

### *Years 3 and 4*

Students who fail any clerkship in the third or fourth year will follow policy 9.2.11 Core Competency Remediation Policy.

Students who fail an elective clerkship, i.e., a clerkship necessary to fulfill hour requirements for graduation but not necessary to meet specific content objectives, must take and pass an additional elective clerkship in any available specialty approved by the Assistant/Associate Dean of Clinical Affairs.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	CC	n/a	n/a	Sarah Zahl, PhD
2	AGC and FA	3/1/2024	Policy 9.2.11 is referenced.	Sophie La Salle, PhD

## Policy 9.2.11: Core Competency Deficiency Remediation Policy

POLICY NAME	Accreditation Standard 9.2: Core Competency Deficiency Remediation Policy			POLICY NO.	9.2.10
EFFECTIVE DATE	7/1/2023	DATE OF LAST REVIEWED	3/1/2024	VERSION NO.	1
ADMINISTRATOR RESPONSIBLE	Assistant/Associate Dean of Clinical Affairs				

### SCOPE

This policy applies to all students enrolled in a clinical clerkship at MU-WCOM.

### Policy:

#### *Core Competency Deficiency Remediation Policy: 1 "Does Not Meet" (DNM) Assessment*

- The NBOME recognizes 7 core competency domains. Preceptors evaluate these core competencies in the summary of student performance on clinical clerkships.
- If a clerkship preceptor documents that a student Does Not Meet (DNM) expectations for a competency domain, the course director (CD) will gather relevant feedback from the preceptor to verify the DNM. The CD will meet with the student to review that feedback, provide coaching, and develop an individualized learning plan (ILP).
- If the preceptor or CD have professionalism concerns, a student concern form will be completed and submitted to the Office of Student Affairs.
- The CD will actively monitor the student's evaluations for the subsequent 3 clerkships. If no further DNM competency concerns are documented, the student returns to routine monitoring.
- If a student receives a DNM assessment on a subsequent clerkship evaluation, the Clinical Affairs Team (CAT) will review the student's performance evaluations and revise the student's ILP as appropriate. After implementation of the ILP, the CAT will perform an on-campus assessment of the student's performance in the indicated competency domain and implement any further remediation indicated for competency.
- This does not result in a course failure and is not referred to the SPAPC.

#### *Core Competency Deficiency Remediation Policy: 2 or More "Does Not Meet" (DNM) Assessments*

- If a student is documented to be deficient for 2 or more competencies (DNM) on their final clerkship performance evaluation by the preceptor, this indicates an unsatisfactory performance for the clerkship.
- The CD will contact the clinical clerkship preceptor to verify competency deficiencies and gather information including pertinent observed examples.
- The CAT will review the evaluation and additional information with the CD. Based on available information, the CAT independently evaluates the data related to reported competency deficiencies. If necessary, the CAT may require additional objective assessments of the student's applicable competencies.
- If the CAT determines the student is meeting expectations for all the competency domains, the CD will submit an evaluation addendum for the clinical clerkship and assign a final passing grade considering all CAT and preceptor evaluations.
- If based on the objective assessments the CAT determines that only one competency was not met, the CD will submit an evaluation addendum for the clinical clerkship and assign a final passing grade considering all CAT and preceptor evaluations and the student will enter the process for 1 DNM competency domain.
- If based on the objective assessments the CAT determines that 2 or more competencies were not met, the CD will notify the student and Assistant Dean of Clinical Affairs (ADCA) of the clerkship failure.
- The ADCA will refer the student to SPAPC because of the clerkship failure. The CAT competency performance assessment report will be communicated to the SPAPC.

- SPAPC will review the performance assessment report and determine requirements for the student to either 1) repeat the clerkship in the same specialty along with any applicable COMAT, or 2) complete targeted competency remediation and reassessment
- If required to repeat the clerkship, the final grade for the clerkship is Fail
- If required to remediate competency deficiencies, the student must complete an ILP developed by the CAT. The ILP will include in person remediation followed by reassessment.
- If the student meets competency expectations on reassessment, the final grade for the clerkship will be Pass with Remediation (PX) or Satisfactory with Remediation (SX)
- If the student fails reassessment after remediation, the remediation failure is reported to the SPAPC and the final grade is Fail

#### *Single COMAT Failure*

- If a student fails a required core clerkship COMAT on the first attempt for the first time, the CD will coach the student and develop an ILP with the student.
- The student will have a second attempt at the COMAT. If the student passes the COMAT on a second attempt, they will have met the COMAT requirement for that clerkship. The student is at risk of not successfully passing the COMLEX Level 2 CE exam and will be strongly encouraged to participate in COMLEX Level 2 CE preparation sessions.
- This does not result in a course failure and is not referred to the SPAPC.

#### *Repeated First Attempt COMAT Failure*

- If a student fails a required clerkship COMAT on the first attempt during more than one clerkship, the CD and CAT will review the student's performances on COMATs, revise the previous ILP as needed, and require the student to complete on campus test taking coaching session(s).
- The student will have a second attempt at the COMAT. If the student passes the COMAT on a second attempt, they will have met the COMAT requirement for that clerkship. The student is at risk of not successfully passing the COMLEX Level 2 CE exam and will be strongly encouraged to participate in COMLEX Level 2 CE preparation sessions.
- This does not result in a course failure and is not referred to the SPAPC.

#### *Two COMAT failures on a single Clerkship*

- If a student fails to pass a required COMAT on a second attempt, the CD notifies the student and the ADCA of the clerkship failure.
- The ADCA will refer the student to SPAPC
- SPAPC will determine requirements, typically including repeating the clerkship in the same specialty and successfully completing the required COMAT for the clerkship

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	AGC and FA	n/a	New policy	Elizabeth M. Petsche, JD

#### *Policy 9.3: Transfer and Advanced Standing*

POLICY NAME	Accreditation Standard 9.3 Transfer and Advanced Standing Policies			POLICY NO.	9.3
EFFECTIVE DATE	7/1/2024	DATE OF LAST REVIEW	3/1/2024	VERSION NO.	3
ADMINISTRATOR RESPONSIBLE	Vice President of Graduate Enrollment				

#### SCOPE

This policy applies to all potential applicants to MU-WCOM.

#### POLICY STATEMENT

To articulate expectations regarding transfer or admissions with advanced standing. MU-WCOM may only accept credits from a school accredited by COCA or the LCME where the student is eligible for readmission. MU-WCOM will ensure that if transfer occurs from an LCME accredited school of medicine, the student must acquire OMM/OPP competency prior to graduation from MU-WCOM. The last two years of education must be completed at MU-WCOM.

Policy intro:

This policy statement is in response to COCA accreditation standard 9.3 applies to all potential applicants to MU-WCOM.

#### *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.

According to this policy, good academic standing is defined as having earned a passing score on the first attempt of all applicable licensure exams and provides a letter of good standing and acknowledgement of transfer from his or her existing dean.

Transfer requests are submitted to the Dean of MU-WCOM and final determinations are made in consultation with the Assistant Vice President of Health Professions Enrollment Management and Chair of the MU-WCOM Admissions Committee.

Accepted transfer applicants are required to complete the final two years of their education at MU-WCOM. When applicants transfer from a LCME accredited medical school, MU-WCOM 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-WCOM 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.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
2	FA and AGC	5/2/2021	Inclusion of submission and determination process	Elizabeth M. Petsche, JD
3	AGC and Deans Team	3/1/2024	The responsible administrator was changed from the MU-WCOM Dean to the VP of Graduate Enrollment.	Elizabeth M. Petsche, JD

#### Policy 9.4: Student Recordkeeping and FERPA

POLICY NAME		POLICY NO.	
Accreditation Standard 9.4: Student Recordkeeping and FERPA Policy		9.4	
EFFECTIVE DATE	7/1/2023	DATE OF LAST REVIEW	3/1/2024
VERSION NO.		3	

**ADMINISTRATOR  
RESPONSIBLE**

Senior Advisor to the Senior Vice President of Health Professions

## SCOPE

This policy applies to all individuals with access to confidential student records.

## POLICY STATEMENT

To ensure an accurate, confidential and secure system for official student record keeping that includes: admissions, advisement, academic and career counseling, evaluation, grading, credits, and the training of faculty and staff in the regulations regarding these records.

## TERMS AND DEFINITIONS

TERM	DEFINITION
FERPA	The Family Education Rights and Privacy Act

## Policy intro:

This policy statement is in response to COCA accreditation standard 9.4 applies to all individuals with access to confidential student records.

*Record retention schedule*

This records retention schedule is based on recommendations developed by the American Association of Collegiate Registrars and Admission Officers' (AACRAO) Retention of Records: Guide for Retention and Disposal of Student Records (2000 Edition), recommendations from the Office of the Registrar, and the Marian University Tom and Julie Wood College of Osteopathic Medicine (MU-WCOM).

While varied stakeholders serve important roles in the course of a student's enrollment, coursework, and graduation, the Office of the Registrar maintains the official student file and educational record for all MU-WCOM students. "Education records" are records that are directly related to a student and that are maintained by an educational agency or institution or a party acting for or on behalf of the agency or institution.

Copies of student education records accumulated by other stakeholders or units need not be retained beyond the period of their administrative use in those units' offices. By following this records retention schedule, campus units may dispose of student records and copies of records when their retention is no longer necessary. Disposal of records will be completed in accordance with internal procedures of the department.

The student records covered by this schedule contain confidential information protected by federal and state law, including FERPA. Any release of student records requires written authorization from the student. This documentation is kept in the student's individual academic file. In all cases, student information is considered strictly confidential and kept in a secured filing system that is only accessible to authorized personnel.

*FERPA*

All MU-WCOM individuals with access to confidential student data are required to complete an online Federal Family Education Rights and Privacy Act (FERPA) training module upon hire and then annually. The training module was created by the Department of Education and is available here: <https://studentprivacy.ed.gov/training/ferpa-101-colleges-universities>.

Preceptors evaluating MU-WCOM students are required to attest to adhere to FERPA guidelines with respect to student evaluations and assessment.

All student records are confidential and strict adherence to FERPA and MU Guidelines for Access to Student Information is followed.

All “need to know” requests for student information by those who have a “legitimate educational interest” are screened by the Office of the Registrar, and a determination made according to established guidelines. Legitimate Educational Interest is defined as an individual has a legitimate educational interest in education records if the information or record is relevant and necessary to the accomplishment of some employment or other institutional task, service, or function.

Records Series Title	Description	Recommended Retention Period	Official Record	Location
Academic advisement records	Documentation created and maintained by a student's graduate learning support specialist or designated school official.	5 years after graduation/separation	Office of Student Affairs	
Academic Accommodations	Documentation relating to implementation of student accommodations (ADA)	5 years after graduation/separation	Personalized Learning Center	
Academic warning	Notice of academic action related to academic deficiency	Permanent	Registrar	Colleague, Etrieve &/or Progress IQ
Academic probation	Notice of academic action related to academic deficiency	Permanent	Registrar	Colleague, Etrieve &/or Progress IQ
Academic dismissal	Notice of academic action related to academic deficiency	Permanent	Registrar	Colleague, Etrieve &/or Progress IQ
Academic records (miscellaneous)	Narrative evaluations, competency assessments, etc.	Permanent	Registrar	Canvas
Applications and All Application Materials	Admission application and supplemental documentation	5 years after graduation/separation	Registrar	AMP
Compliances	Related to student compliance with immunizations, drug screens, and other non-academic requirements.	3 years after graduation/separation	Office of Student Affairs	American Databank
Final disposition of disciplinary action records, with or without sanctions	Grade or program actions, notice of sanctions related to personal conduct, decisions of the CPE	Permanent	Registrar	Colleague, Etrieve &/or Progress IQ
Grievance/complaint (by student)	Various course/exam related issues and formal COCA complaints, not grade or FERPA disputes	5 years after graduation/separation	Registrar	
Change of status forms and letters related to leave of absence, and extended academic schedule	Documentation completed and accepted by the Office of Student Affairs relating to these matters.	Permanent	Registrar	
SPAPC and CPE Correspondence	All correspondence sent to student from the SPAPC or CPE.	Permanent	Registrar	Colleague, Etrieve &/or Progress IQ

Exams (final)/graded coursework	Final graded exams and coursework (including recorded media), if not returned to student.	1 year after course completion	Course Director	ExamSoft and Canvas
Grade appeal/complaint	Student final grade disputes	1 year after resolution	Registrar	
Grade book (faculty)	Record of students in course and work completed	5 years after course completion	Course Director	Canvas
Grade submission sheets/data	Original record of grades submitted at end of term	Permanent	Registrar	Colleague
Final Course/Clerkship Evaluations	Clerkship evaluations submitted by student and preceptor.	5 years after graduation/separation	Registrar	New Innovations
Medical Student Performance Evaluation	Final document submitted to ERAS	Permanent	Registrar	ERAS
Sole Possession Notes	Notes made by one person as an individual observation or recollection of a student, not shared with others	3 years after graduation, separation	Individual faculty/staff/administrators	Individual Faculty Files/Computers

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Dean's Cabinet	6/10/2020	Addresses COCA accreditation standard 9.4	Elizabeth M. Petsche, JD
2	Faculty Association & Dean's Cabinet	7/1/2020	Add location column	Sarah Zahl, PhD
3	FA and AGC	1/30/2023	Modifications were made to reflect current practice	Elizabeth M. Petsche, JD

#### Policy 9.8: Mental Health Services

POLICY NAME	Accreditation Standard 9.8: Mental Health Services			POLICY NO.	9.8
EFFECTIVE DATE	7/1/2024	DATE OF LAST REVIEW	3/1/2024	VERSION NO.	2
ADMINISTRATOR RESPONSIBLE	Assistant/Associate Dean of Student Affairs				

#### SCOPE

This policy applies to all MU-WCOM faculty, staff and students.



## POLICY STATEMENT

Policy intro:

Students will have access to a confidential, effective system of counseling and mental healthcare. A mental health representative must be accessible 24 hours a day, 365 days a year, from all location where students receive education from MU-WCOM.

This policy statement is in response to COCA accreditation standard 9.8 applies to students enrolled at MU-WCOM.

The Counseling and Consultation Services Office is a resource center for the Marian University community. The staff is committed to promoting and supporting students' holistic well-being and educational success through direct clinical services; psychoeducational, outreach, and prevention programs. The Counseling and Consultation Services Office is located in Clare Hall and students may schedule appointments by calling 317.955.6150 or emailing cc@marian.edu. 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.

### *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-WCOM 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 [WellConnect Home](#).

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Dean's Cabinet	6/30/2020		Elizabeth M. Petsche, JD
2	AGC	3/1/2024	Language was updated to reflect current practice.	Clint Whitson, EdD

## Policy 9.10: Non-Academic Health Professionals

POLICY NAME	Accreditation Standard 9.10: Non-Academic Health Professionals Policy			POLICY NO.	9.10
EFFECTIVE DATE	7/1/2023	DATE OF LAST REVIEW	3/1/2024	VERSION NO.	4
ADMINISTRATOR RESPONSIBLE	Assistant/Associate Dean of Clinical Affairs				

### SCOPE

#### POLICY STATEMENT

To ensure that any health professional providing health services, through a physician-patient relationship, must recuse him/herself from the academic assessment or promotion of the student receiving those services.

### TERMS AND DEFINITIONS

This policy applies to any individual who is involved in the teaching, assessment or evaluation of students currently enrolled at MU-WCOM.

TERM	DEFINITION
BMS	Master's Program in Biomedical Sciences

#### Policy intro:

This policy statement is in response to COCA accreditation standard 9.10 and applies to any individual involved in the teaching, assessment or evaluation of students currently enrolled at MU-WCOM.

- Clinical Preceptors
  - Students may receive health care services, through a therapeutic relationship, from an assigned clinical preceptor so long as that provider recuses himself or herself from any and all academic assessment or decisions regarding promotion of the student receiving those services.

It is the responsibility of the clinical preceptor and/or student to notify the school if a therapeutic relationship has been created. Upon notification, MU-WCOM will take the steps necessary

- Full-time MU-WCOM Faculty
  - MU-WCOM faculty may not engage in a therapeutic relationship with students currently enrolled in the DO or BMS program.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
2	Dean's Cabinet	6/10/2020	To include language that precludes faculty from engaging in a therapeutic relationship with current students.	Elizabeth M. Petsche, JD

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
3	Faculty Association & Dean's Cabinet	6/15/2020	To adjust the responsible administrator. To include language that distinguishes the expectations of clinical preceptors and MU-WCOM full or part-time faculty. To insert language dictating that students and clinical faculty are responsible for notifying MU-WCOM of an existing therapeutic relationship.	Elizabeth M. Petsche, JD
4	AGC and FA	1/30/2023	The language regarding part-time MU-WCOM faculty was removed	Elizabeth M. Petsche, JD

#### Policy 9.11: Health Insurance

POLICY NAME	Accreditation Standard 9.11: Health Insurance			POLICY NO.	9.11
EFFECTIVE DATE	7/1/2024	DATE OF LAST REVIEW	3/1/2024	VERSION NO.	2
ADMINISTRATOR RESPONSIBLE	Assistant/Associate Dean of Student Affairs				

#### SCOPE

This policy applies to all MU-WCOM students.

#### POLICY STATEMENT

This policy statement is in response to COCA accreditation standard 9.11 and applies to any student enrolled at MU-WCOM.

As stated in the [MU-WCOM Student Handbook](#), obtaining and maintaining health insurance is a requirement of your enrollment in this academic program. Proof of insurance must be uploaded annually into the health records maintenance portal known as Complo. To ensure compliance with this requirement, please review the following information.

#### *Minimum Essential Coverage*

To meet the requirement of this policy, students must obtain and maintain a health insurance plan that meets the standard of "minimum essential coverage". Minimum essential coverage refers to health insurance plans that satisfy the individual mandate within the Affordable Care Act. Plans that meet minimum essential coverage include a series of essential health benefits as defined by the U.S. Department of Health and Human Services. For more information and a list of essential health benefits please visit this webpage of the U.S. Department of Health and Human Services: [What Market Place Plans Cover](#).

## Health Insurance Options

Listed below is information that outlines common student health insurance plans that meet the requirement of this policy as well as information that describes plans that do not meet the requirement of this policy.

### I. Parental or Spousal Coverage

If you are covered under a parent's or spouse's employer-based health insurance plan it is likely that your coverage meets the requirement of this policy. To qualify, the plan will need to meet the standard of essential minimum coverage as described above.

### II. Healthy Indiana Plan (HIP) and Marketplace Plans

Two additional sources of health insurance available to students include the [Healthy Indiana Plan \(HIP\)](#) and [Federal Marketplace](#) plans. Marian University has partnered with CareSource to help you explore the options that are best for you. You can start by accessing CareSource here - [CareSource Home](#).

#### 1. Health Indiana Plan (HIP)

The Healthy Indiana Plan is a health insurance program for qualified adults. It pays for medical costs for members and could even provide vision and dental coverage. The plan covers Hoosiers ages 19-64 who meet specific income levels.

#### 2. Federal Marketplace Plans

With CareSource's Marketplace plans, you'll get affordable health insurance that covers what you need, when you need it. All CareSource's Marketplace plans are Affordable Care Act (ACA) compliant with all of the protections afforded by the ACA and coverage for all Essential Health Benefits.

### III. Other Plans

Please know that the vast majority of students enrolled at MU-WCOM maintain health insurance through the options articulated in sections I and II. If you have health insurance through some other means and would like to discuss whether your plan meets the health insurance requirements, please contact the Office of Student Affairs.

Healthcare cost sharing programs, such as Medi-Share, are not considered health insurance or insurance policies and do not meet the requirement for health insurance.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Dean's Cabinet	6/30/2020		Elizabeth M. Petsche, JD
2	AGC and FA	3/1/2024	Significant changes were made to this policy to define what is required to satisfy the expectation that students have health insurance. This included adding the term minimum essential coverage and providing examples of plans that may satisfy this requirement. We also include information regarding CareSource, as it is a resource students may use to identify coverage options.	Clint Whitson, EdD

## Policy 9.12 Leave of Absence

POLICY NAME	Leave of Absence				9.12
EFFECTIVE DATE	7/1/2023	DATE OF LAST REVIEW	3/1/2024	VERSION NO.	3
ADMINISTRATOR RESPONSIBLE					

### SCOPE

This policy applies to all students enrolled in the doctor of osteopathic medical school curriculum.

### POLICY STATEMENT

Permission for a leave of absence is not guaranteed, unless the leave is required by law, or as indicated via institutional policy. MU-WCOM reserves the right to grant or deny leaves based upon what is deemed to be in the best interest of the student.

A student's ability to begin or return from a leave may be dependent upon the completion of requirements established by MU-WCOM. A failure to satisfy these requirements may prevent a leave from beginning or a student from re-entering the academic program. The timing of re-entry into the required MU-WCOM educational program is not guaranteed following any leave of absence.

All leaves may be noted in the student's academic history section of the Medical Student Performance Evaluation (MSPE). An administrative leave of absence may be noted in the adverse action section.

### TERMS AND DEFINITIONS

TERM	DEFINITION
Leave of Absence (LOA) or Leave	A leave of absence is a period of time during which a student is not enrolled in required MU-WCOM coursework or the academic program. A single leave can be up to 1- year in length, and multiple leaves may be granted not to exceed the 6- year deadline articulated by COCA. All students must meet the requirement to graduate in six years unless they are approved by the Assistant/Associate Dean of Student Affairs to take a LOA to seek an additional degree or manage a non-academic issue that is limiting progress toward satisfying graduation requirements
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-WCOM.
SPAPC	The Student Promotion and Academic Progress Committee.
CPE	The Committee on Professionalism and Ethics.
MSPE	Medical Student Performance Evaluation
LOA- P	The designation for a personal leave of absence when reported.
LOA – D	The designation for a administrative leave absence when reported.
LOA-M	The designation for a medical leave of absence when reported.
LOA- A	The designation for an academic leave of absence when reported.

LOA – E	The designation for an enrichment leave of absence when reported.
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Policy intro:

### *Types of Leaves*

#### 1. School - Initiated Leave

MU-WCOM may require a student be placed on a leave of absence if the student has academic, professionalism, or technical deficiencies not addressed by other types of leaves.

Students who are absent, or expect to be absent, from more than 5 cumulative days in a semester are required to meet with the Assistant/Associate Dean of Academic Affairs or the Assistant/Associate Dean of Clinical Affairs to determine appropriate next steps. Appropriate next steps can include the Assistant/Associate Dean placing a student on a leave. If a LOA is required, the impacted student must meet with the Assistant/Associate Dean of Student Affairs.

A student placed on a school-initiated leave will be removed from the academic program, including coursework and/or clinical duties.

Students placed on a school-initiated leave may re-enroll in the academic program contingent upon satisfactorily meeting the conditions set forth by MU-WCOM. Students who are not permitted to return may be dismissed.

#### School - initiated leaves are categorized below:

**Administrative:** A student may be placed on an administrative leave in a variety of scenarios including, but not limited to; noncompliance with administrative requirements, confirmed violations of institutional policies, and substantiated concerns regarding patient safety. MU-WCOM will determine if and when an administrative leave is warranted.

**Academic:** A student may be placed on an academic leave by the Student Promotion and Academic Progress Committee (SPAPC) in accordance with the Student Promotion and Academic Progress policy.

#### 2. Student - Initiated Leave

Students who are absent, or expect to be absent, from more than 5 cumulative days in a semester are required to meet with the Assistant/Associate Dean of Academic Affairs or the Assistant/Associate Dean of Clinical Affairs to determine appropriate next steps. Appropriate next steps can include the Assistant/Associate Dean placing a student on a leave. If a LOA is required, the impacted student must speak with the Assistant/Associate Dean of Student Affairs.

Students considering any type of leave must complete the appropriate Leave of Absence Request Form and submit all required paperwork as soon as reasonably possible, unless otherwise stated in this policy.

#### Student-initiated leaves are categorized below:

**Career Enrichment:** Students who are in good academic standing, and have been admitted to a degree-granting program or have secured a position to explore a particular research interest may request an educational/research leave. Requests for an educational/research leave must be submitted at least 30 calendar days before the anticipated start date of the leave.

**Personal:** Students who have compelling personal circumstances that are temporarily impeding their academic progress may request a personal leave.

**Medical:** Students who have documented health reason(s) that are temporarily impeding their academic progress may request a medical leave.

Upon the initiation of any type of leave of absence identified above, a designation of Withdrawal (W), Incomplete (I), or a final grade of Fail (F) will be awarded on the transcript for any course that has not received a final grade. If an Incomplete (I) is awarded, it must be resolved prior to the student's advancement in the MU-WCOM academic program. If a Withdrawal (W), the student is required to repeat and/or complete that educational requirement to be eligible for progression, promotion and/or graduation. If a failing grade (F) is recorded, the student is pursuant to the student promotion and academic progress policy.

### *Completion of academic and program requirements*

Appropriate committees (such as CPE and the SPAPC) and/or designated personnel within MU-WCOM may mandate conditions that must be satisfied before, during or upon return from a leave. The requirements may include, but are not limited to: auditing some or all previously completed course work, taking or receiving a passing score on any level of the COMLEX-USA examination series, registering for any level of the COMLEX examination series, or speaking with a representative from the Office of Financial Aid.

A failure to satisfy any of the identified requirements may impact the length of a student's leave or the ability to begin a leave or re-enroll in the academic program.

### Participation in MU-WCOM Activities while on LOA:

Students who are on a leave are prohibited from registered participation in formal educational programs, including classroom, laboratory, and clinical course work. However, in certain circumstances, students on leave who are in good standing may, with specific approvals, participate in experiences that enhance their education, which may include auditing courses. In addition, students may be required to take COMLEX examination(s), maintain compliance with MU-WCOM requirements, and engage in correspondence with individuals from MU-WCOM while on a LOA.

### *Returning from Leave*

Prior to termination of a leave, a MU-WCOM representative will contact a student with information about enrollment and requirements for return.

Any student returning to the 3<sup>rd</sup> or 4<sup>th</sup> year of curriculum after having been on a LOA for 6 months or longer must complete a clinical re-entry refresher session prior to returning to clerkships. The clinical re-entry refresher session will be scheduled with the department of clinical affairs. The clinical refresher session will be a formative session and consist of a combination of clinical skills evaluation / check-off and reinforcement.

Prior to return, a student must submit documentation that all conditions/requirements for re-enrollment to the Assistant/Associate Dean of Student Affairs. If a student does not comply with the requirements to return from a LOA they may be placed on administrative leave.

Any student wishing to request an extension to a leave must submit a new request form to the Assistant/Associate Dean of Student Affairs at least 30 calendar days in advance of the original date of return. If a full 30-day's notice is not possible, the ability to return on a requested date may be delayed.

Consideration of student requests to return to the academic program following leaves of absence that total an excess of twelve months, either consecutive or in the aggregate, will be reviewed by the SPAPC.

### *Appeal*

A student may appeal the decision to impose or deny a leave of absence within 3 business days of receipt of the decision.

Grounds for appeal include alleged procedural violations, revelation of new information that was not available at the time of the decision, and/or perceived bias. The appeal should be filled with the Office of the Dean. Any determinations made by the Office of the Dean are final, with no opportunity for additional appeal.

Determinations of leaves that are determined by standing faculty committees (CPE and SPAPC) cannot be appealed through this policy, but may be appealed with the appropriate corresponding policies articulated in the student handbook.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
3	AGC and FA	1/30/2023	Clarifying language was added around the maximum term to complete the program and cumulative absen	Elizabeth M. Petsche, JD

#### Policy 9.13: Faculty, Staff and Student Relationships

POLICY NAME	Faculty, Staff and Student Relationships			POLICY NO.	9.13
EFFECTIVE DATE	7/1/2023	DATE OF LAST REVIEW	3/1/2024	VERSION NO.	1
ADMINISTRATOR RESPONSIBLE	Senior Advisor to the Senior Vice President of Health Professions				

#### Policy Introduction

This policy statement is in response to COCA accreditation standard 9 and applies to all members of the MU-WCOM community.

#### Purpose

At the heart of Marian University's mission is providing our students with an excellent education in the Franciscan and liberal arts traditions. Our core Franciscan values—Dignity of the Individual, Peace and Justice, Reconciliation and Responsible Stewardship—also call us to create a campus environment that encourages, nurtures and supports student learning and development.

The interactions of students with faculty and staff are critically important aspects of their educational experience at Marian University. To ensure that those relationships are founded on mutual trust and respect, and that they are consistent with the University's values, this policy articulates the University's expectations regarding relationships between faculty or staff and students. This policy applies to all employees of Marian University (paid or unpaid), including but not limited to faculty members, administrators, staff, graduate assistants, coaches and volunteers.

#### Consensual Romantic or Sexual Relationships Between Faculty or Staff and Students

When individuals involved in a consensual romantic or sexual relationship (which includes but is not limited to activities such as flirting, dating, sexting, "hooking-up", committed romantic relationships as well as engagement and marriage) are in positions of unequal power at the university, there is the potential for a conflict of interest, favoritism and exploitation. These relationships may be less voluntary than the person with greater power perceives, or circumstances may change and conduct that was once welcome may become unwelcome. The fact that a relationship was initially consensual does not insulate the person with greater power from a claim of sexual harassment. Further, a person's professional or academic reputation may suffer due to perceptions of favoritism or exploitation. Such relationships may lead to restricted opportunities, or a perception thereof, for others in the work or academic environment.

Consensual romantic or sexual relationships between faculty and students or staff and students, even absent any supervisory or evaluative authority, may lead to unanticipated conflicts of interest since a faculty member's or staff member's influence and power may extend beyond the classroom, department or team. Due to the institutional power differential in faculty-student and staff-student relationships, there is the inherent risk of coercion and the perception of exploitation.

##### 1. Undergraduate Students

Therefore, it is the policy of Marian University that when undergraduate students are involved, the difference in institutional power and the inherent risk of coercion are so great that no faculty member or staff member shall enter into or maintain a romantic, dating or sexual relationship with a Marian University undergraduate student, regardless of whether there is a supervisory or evaluative relationship between them.

##### 2. Graduate or Professional Students

Romantic or sexual relationships between faculty or staff and graduate/professional students are also problematic. Therefore, it is the policy of Marian University that no faculty or staff member



shall enter into or maintain a romantic, dating or sexual relationship with a Marian University graduate or professional student who:

- a. Is in an academic program in his/her school OR
- b. Is under his/her direct or indirect supervision

"Supervision" is defined as overseeing, directing or evaluating the work of others and/or participating in decisions affecting the academic or professional career of another. For faculty, examples include teaching, formal mentoring, supervision of research, employment of a student as a research or teaching assistant, exercising substantial responsibility for grades, honors or degrees and considering disciplinary action involving the student. For staff, supervisory roles include managers, teachers, coaches, directors, deans, chairs, physicians, advisors, resident life staff, and teaching assistants.

Accommodations for pre-existing relationships between a faculty or staff member and a graduate/professional student will be considered on a case-by-case basis and, when possible, will lead to development of an appropriate plan in consultation with the department chair or supervisor and the appropriate Vice President, Senior Vice President or the Executive Vice President and Provost. Failure to comply with the required notification, removal of evaluative authority or management plan is a violation of this Policy.

Members of the President's Leadership Team (all vice presidents and above), Deans, Chancellors and the Board of Trustees are strictly prohibited from entering into or maintaining a romantic, dating or sexual relationship with any Marian University undergraduate, graduate or professional student.

#### *Health Care Relationships Between Faculty or Staff and Students*

All on-campus Marian University students are provided with health care services through the Office of Student Health Services and the Office of Counseling and Consultation Services. Except in the case of an emergency or as noted below, all Marian University faculty and staff members (except those employed in the Office of Student Health Services or Office of Counseling and Consultation Services) are prohibited from providing any and all health care/medical services to any Marian University undergraduate or graduate/professional student at a Marian University campus facility or during a university activity. This prohibition includes providing health care/medical advice, treatment, prescriptions, medications, supplements, or herbal remedies of any kind. This also includes physical treatments, including osteopathic manipulative medicine, physical therapy, or treatment of athletic injuries, unless such treatment is provided under the direct supervision and direction of an independent licensed health care professional (such as an athletic trainer or physical therapist). In an emergency, faculty and staff members may render such health care/medical assistance to a student as they feel able to provide after contacting the Marian University Police Department at 317-955-6789 and/or calling 9-1-1. In all other non-emergency situations, faculty and staff members should refer students requiring health care or medical services to the Office of Student Health Services or Office of Counseling and Consultation Services.

Licensed health care professionals who, in addition to their duties at Marian University, provide health care services at off-campus facilities may, in the course of their regular duties at those facilities, provide health care services to any student who chooses to use those off-campus facilities for their health care needs. See the attached Code of Professional Conduct for Health Care Faculty for further clarification regarding this provision.

#### *Social Relationships Between Faculty or Staff and Students*

Marian University strongly encourages faculty and staff to become engaged with students outside of the classroom or workplace through extra-curricular and social activities. The University especially encourages faculty and staff to attend and participate in student-focused events and activities, such as athletic competitions, music, art and theatre performances, or exhibits and lectures. Other student-led programs, such as the Transformational Leadership Conference, also provide excellent opportunities for students to interact with faculty and staff on a personal level.

The University also recognizes that faculty and staff may occasionally wish to invite students to their home for a meal or other family-oriented activity. Marian University prohibits faculty and staff from providing alcoholic beverages to students under the age of 21 at any of these activities, prohibits serving alcohol to anyone if there are students present who are under the age of 21, and strongly discourages faculty and

staff from providing alcoholic beverages to students if everyone present is over the age of 21 at these events.

The University recognizes that faculty and staff may seek to employ students to perform personal tasks for them and their families, including house or pet sitting. Students may be eager to do this work. However, the University discourages faculty and staff from engaging students for such work, especially if it is located at the home of the employee, because of the inherent risk of personal entanglement, unintended information exchange and misunderstanding about the scope of the student's relationship with the faculty or staff member.

#### *Faculty-Staff-Student Travel*

Occasionally, faculty and staff will travel with students, for athletic competition, academic conferences, etc. For liability reasons, faculty and staff are prohibited from transporting students in their personal vehicles. If using a rental car or van, Marian University strongly recommends that more than one faculty or staff member, and/or more than one student travel together.

Faculty and staff are strictly prohibited from sharing a room with a student while traveling.

#### *Housing a Student*

Faculty and staff may be asked to provide housing for a student on a short-or long-term basis (during a semester break, for example). This is strictly prohibited.

#### *Faculty and Staff Have a Duty to Report an Act of Sexual Harassment, Discrimination or Assault Involving a Student*

There are three laws that establish responsibilities for employees of colleges and universities to report certain types of crimes and incidents, especially sexual misconduct—the Clery Act, Title VII and Title IX. Each of these areas of federal law has a different purpose, but generally the laws are intended to protect members of the campus community, visitors and guests from criminal or discriminatory behavior. Equally important, Marian University expects all faculty and staff to take all actions necessary to create a campus environment that encourages, nurtures and supports student learning and development, and that specifically means one that is free from criminal or discriminatory behavior.

Therefore, it is the policy of Marian University that all faculty and staff members are defined under these laws as “mandatory reporters” with regard to any alleged act of sexual harassment, discrimination or assault perpetrated against a Marian University student. Thus, when a faculty or staff member becomes aware of an alleged act of sexual harassment, discrimination or assault perpetrated against a Marian University student, he/she must promptly contact the Title IX Coordinator (Karen Candlish, [kmcnulty2@marian.edu](mailto:kmcnulty2@marian.edu); 317-955-6190), the Deputy Title IX Coordinator in HR (Cassie Gardner, [cgardner1@marian.edu](mailto:cgardner1@marian.edu); 317-955-6743), MUPD (317-955-6789) or his/her supervisor.

See the Marian University Mandatory Reporting Policy for additional details about this obligation.

#### *Enforcement of this Policy*

Violations of this policy will be considered significant misconduct on the part of the faculty or staff member, and will be subject to institutional sanctions up to and including termination.

#### *For Further Information*

Faculty or staff with questions about this Policy are encouraged to consult with the University's Title IX Coordinator, the Deputy Title IX Coordinator, the University's General Counsel or his/her department chair, Dean, or supervisor.

#### *Code of Professional Conduct for Health Care Faculty*

It is the intention of this policy to delineate, in broad terms, areas of professional conduct, as well as behaviors that may be considered conflicts of interest in a health care teaching facility.

Marian University's Office of Student Health Services and the Office of Counseling and Consultation Services are the only providers of health care on campus. All on-campus students should be referred to the Office of Student Health Center or the Office of Counseling and Consultation Services, or to their Primary Care Provider, for all health care needs.

In the case of emergencies on campus, all faculty and staff should act in accordance with their training and the laws of the state of Indiana. The University Police Department should be contacted immediately, if possible, at 317-955-6789, or call 911. In the case of emergencies that occur in the administration of an academic program at a location other than the Indianapolis main campus, faculty and staff should act in accordance with their training and the laws in the applicable state and appropriate safety/security officials should be contacted immediately, if possible, and call 911.

When a handoff of care is provided to emergency services, faculty and staff will relinquish their role in the provision of emergency care. It is imperative that the community work together to resolve any exigent situation and respectfully provide timely health care to any member of our Marian University community, including students, faculty, staff or visitors.

It is understood that in the course of educating health care providers, it is often necessary to demonstrate treatment for the student. These demonstrations might be done while a student is practicing treatment on another student, or may be a demonstration by a member of the faculty directly on a student, so students can experience treatments, and acquire the necessary skills to perform such treatment. Such demonstrations are always to be done in the context of education and in a professional manner with at least three people present. If the demonstrations include video recording, the third person must be a member of the faculty or staff. It is incumbent on the faculty to create clear boundaries and to clarify expectations. If, in the course of teaching, a faculty member discovers possible pathology in a student, whether physical, mental or spiritual, the faculty member shall refer that student appropriately.

The relationship between the faculty member and the student, should, at all times, maintain the integrity of the faculty/student relationship. In the event that the faculty/student relationship may be compromised due to the formation of a provider/patient relationship, it is incumbent on the faculty member to recuse themselves from providing evaluations, grades or otherwise make determinations regarding a student's academic progression.

Students may receive health care services, through a therapeutic relationship, from an assigned clinical preceptor so long as that provider is not full-time faculty and they recuse themselves from any and all academic assessment or decisions regarding promotion of the student receiving those services. It is the responsibility of the clinical preceptor and/or student to notify the school if a therapeutic relationship has been created. Upon notification, MU will take the steps necessary to alleviate any potential conflict.

Full-time faculty employed by MU may not engage in a therapeutic relationship with students currently enrolled in a MU academic program, unless it is done under the direct supervision and direction of an independent health care professional (such as a physical therapist or athletic trainer).

It is expected that all members of the Marian University Community will act professionally and in the best interest of the Community, working toward the goals and mission of the University, including respect and dignity of each individual.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	MU	3/1/2024	This was added as a formal policy and assigned a responsible administrator.	MU

#### Policy 9.13: Chain of Communication

POLICY NAME	Chain of Communication			POLICY NO.	9.13
EFFECTIVE DATE	7/1/2023	DATE OF LAST REVIEW	3/1/2024	VERSION NO.	1

ADMINISTRATOR RESPONSIBLE	MU-WCOM Dean
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#### Scope

This policy does not apply to questions involving the curriculum or discrimination, as those questions are addressed through a separate process such as utilizing the [TRACK reporting form](#)

Appropriate communication channels are listed below and can be facilitated by referencing the MU-WCOM organizational chart. Complete policy language can be found in the appendix.

Policy Language: Communication should begin with the staff/faculty member closest to the situation, as

This articulated communication protocol helps to promote direct, open, and respectful interactions so that problems and concerns can be resolved quickly and effectively. MU-WCOM encourages any member of the MU-WCOM community to engage in this process if they find they are experiencing difficulties attaining resolution to an existing situation or question.

that person will usually have the most information. If a question cannot be answered at that level, they should contact that person's next immediate supervisor who is identified on the organizational chart.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1		3/1/2024	This was added as a formal policy and assigned a responsible administrator.	Elizabeth M. Petsche, JD

#### Appendix H: Graduate Medical Education Policies

##### Policy 10.1: Osteopathic Education Continuum

POLICY NAME	Accreditation Standard 10. 1: Osteopathic Education Continuum			POLICY NO.	10.1
EFFECTIVE DATE	7/1/2024	DATE OF LAST REVIEW	3/1/2024	VERSION NO.	2
ADMINISTRATOR RESPONSIBLE	Assistant/Associate Dean of Graduate Medical Education and the Assistant/Associate Dean of Clinical Affairs				

#### SCOPE

This policy applies to MU-WCOM faculty and administration.

#### POLICY STATEMENT

MU-WCOM will ensure that the curriculum provides content of sufficient breadth and depth to prepare students for entry into a graduate medical education program for the subsequent practice of medicine including pre-doctoral curricula, GME, and CME. This curriculum supports the continuum of osteopathic education - including predoctoral education, graduate medical education, and continuing medical education.

#### TERMS AND DEFINITIONS

TERM	DEFINITION
OPP	Osteopathic Principles and Practice
OMT	Osteopathic Manipulative Treatment
OMM	Osteopathic Manipulative Medicine

#### Policy Introduction:

This policy statement is in response to COCA accreditation standard 10.1 and applies to the entire continuum of osteopathic education.

#### Structure of Osteopathic Education Continuum

MU-WCOM integrates osteopathic principles and practice and osteopathic manipulative medicine throughout the four years of the undergraduate medical education curriculum. Students begin learning about osteopathy during orientation and continue that focus throughout their undergraduate medical education experience. Osteopathic considerations are integrated into all pre-clinical courses including the OPP courses. Students also complete longitudinal OMM curricula throughout their clinical years.

To ensure focus and attention to this important component of the student experience, both the Assistant/Associate Dean of Academic Affairs and the Assistant/Associate Dean of Clinical Affairs focus on implementation of the curriculum defined by the Curriculum Committee. This structure ensures that the osteopathic curriculum extends across the continuum to take students above and beyond their preparation included in their didactic and clinical curriculum.

MU-WCOM's Director of Graduate Medical Education (GME) Advising and Applications, or designee meets with students periodically throughout the duration of their educational program to prepare them for the Match process, including MSPE letters, applications, selection, and interviews. Students may schedule appointments with the Director, or designee at any point during the continuum of osteopathic medical education.

MU-WCOM's Assistant/Associate Dean for GME focuses on MU-WCOM meeting requirements to maintain accreditation as an AOA Continuing Medical Education (CME) provider. MU-WCOM, alone or in partnership with the Indiana Osteopathic Association (IOA), offers CME for physicians, including faculty and preceptors, who complete training in osteopathic medicine. MU-WCOM faculty regularly provide this training and education through local accredited CME conferences and activities. MU-WCOM faculty also provide faculty development and osteopathic educational conferences on-site at clinical partners' sites.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Faculty Association & Dean's Cabinet	6/26/2020	Addresses COCA accreditation standard 10.1	Elizabeth M. Petsche, JD
2	AGC and Dean's Team	3/1/2024	Responsible Administrator was changed to remove the Assistant/Associate Dean of Academic Affairs, and to add the Assistant/Associate Dean of GME. Also, language was updated to reflect current practice.	Clif Knight, MD

## Policy 10.2: ACGME Accredited Graduate Medical Education (GME)

POLICY NAME	Accreditation Standard 10. 2: ACGME Accredited Graduate Medical Education (GME)			POLICY NO.	10.2
EFFECTIVE DATE	7/1/2024	DATE OF LAST REVIEW	3/1/2024	VERSION NO.	2
ADMINISTRATOR RESPONSIBLE	Assistant/Associate Dean of Graduate Medical Education				

This policy applies to MU-WCOM faculty and administration.

### SCOPE

### POLICY STATEMENT

MU-WCOM will provide community partners with mechanisms to assist new and existing graduate medical education programs in meeting the requirements for accreditation by the Accreditation Council for Graduate Medical Education.

### TERMS AND DEFINITIONS

TERM	DEFINITION
GME	Graduate Medical Education
ACGME	Accreditation Council for Graduate Medical Education

### Policy Introduction:

This policy statement is in response to COCA accreditation standard 10.2.

### Structure of Mechanisms that Assist New and Existing GME Programs

MU-WCOM's Assistant/Associate Dean of GME facilitates coordination with clinical partners to support their ACGME accredited GME programs – including efforts to:

- expand current programs,
- develop new programs, and
- promote achievement of Osteopathic Recognition.

MU-WCOM's Assistant / Associate Dean of GME serves as the appointed representative from MU-WCOM to serve on the Indiana Graduate Medical Education Board. This Board meets to foster creation of additional GME positions in Indiana via awarding state funded grants and advocating for GME growth. MU-WCOM's Assistant /Associate Dean of Clinical Affairs and/or the MU-WCOM's Assistant/Associate Dean of GME serve on GME Committees at our largest clinical partners, Community Health Network and Ascension St. Vincent as well as GME committees of other clinical partners as invited. These partnerships lead to open lines of communication regarding potential expansion of GME positions.

MU-WCOM Clinical Faculty deliver presentations and/or conduct training sessions with physicians and residents for clinical partners. These training sessions often focus on fundamentals of OMM/OMT and how to effectively precept students performing OMT.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Faculty Association & Dean's Cabinet	6/26/2020	Addresses COCA accreditation standard 10.2	Elizabeth M. Petsche, JD
2	AGC and FA	3/1/2024	The title of the policy changed in addition to the responsible administrator. The responsible administrator is now the Assistant/Associate Dean of Graduate Medical Education.	Clif Knight, MD

#### Policy 11.2: Away Clerkship Travel and Approval

POLICY NAME	Away Clerkship Travel and Approval Policy OMSIV			POLICY NO.	11.2
EFFECTIVE DATE	7/1/2024	DATE OF LAST REVIEW	3/1/2024	VERSION NO.	4
ADMINISTRATOR RESPONSIBLE	Assistant/Associate Dean of the Continuum of Physician Education				

#### POLICY STATEMENT

MU - COM recognizes the need for providing educational opportunities that occur outside of the state of Indiana. This policy is intended to ensure the quality of learning opportunities and supervision of our students when they engage in clinical and/or research opportunities outside of the state of Indiana.

This policy applies to all OMSIV students, except military students. Military students will follow their military branch policies.

*These guidelines are subject to change due to changes in national recommendations. These recommendations can be found here [CPA Recommendations](#)*

#### TERMS AND DEFINITIONS

TERM	DEFINITION
Away Clerkship	A clinical and/or research clerkship experience during the fourth year at an institution outside the state of Indiana*
Regional Clerkship	A required clinical clerkship experience, assigned and placed by MU-WCOM, that occurs more than 65 miles from campus.
Required Clerkship	An educational experience in which all students must participate as part of the program curriculum. These include all core, selective and sub-internship clerkships.
Elective Clerkship	An educational experience in which a medical student has interest. Elective clerkships count toward the credit hours required for graduation. See the Student Handbook and Clerkship Guidebook for requirements and limitations to elective clerkships.



Clinical Health Guidelines	The set of expectations established by healthcare organizations and facilities that must be met in order to place students in an educational experience.
Coalition for Physician Accountability (CPA)	A group of national medical education organizations. One area of focus is recommendations that support predictable, common practices across schools and programs as they prepare to transition to residency, in hopes to greatly reduce unnecessary confusion, stress, and inequity among students, and promote a more successful residency selection process for all.

\* If a student has moved residence to outside of Indiana, with prior approval from MU-WCOM, "away" clerkships will be considered any clerkship outside of that state.

Policy intro:

1. This policy does not limit the number of clinical clerkships that a student may complete within Indiana – see Student Handbook and Clerkship Manual.
2. Application: Students must apply for an away clerkship a minimum of 60 calendar days before the anticipated start of a clerkship, and an affiliation agreement must be present at least 30 days before the start of the clerkship. This provides adequate time for required Qualtrics surveys and all necessary documentation to be received by MU-WCOM before the anticipated start date of the clerkship.
  - a. Housing for all away clerkships is the responsibility of the student.
  - b. Housing will be provided for fourth year regional clerkships only if MU-WCOM places the student.
3. Frequency and Duration of Away Clerkships: MU-WCOM students may be bound by the away clerkship restrictions published by the Coalition for Physician Accountability or individual specialty areas.
  - a. Review and Approval: Approval of away clerkships will be based on the educational merit of the clerkship and the ability of students and institutional partners to satisfy established Clinical Health Guidelines. Students may be required to obtain a syllabus or learning objectives to satisfy MU-WCOM's educational requirements.
  - b. MU-WCOM reserves the right to suspend any away clerkships where the site has been deemed unsafe or inadequate to provide quality education and supervision for MU-WCOM students.
4. Students on away clerkships are required to attend all mandatory, in-person activities articulated by MU and MU-WCOM policies, catalog, and syllabi.
  - a. These mandatory, in-person events include, but are not limited to: academic/professional days, COMAT examinations, required educational experiences, including OMM lab sessions, and any expectations articulated in the clerkship syllabus.
5. International Travel is permitted in accordance with the Marian University policy on international travel. [MU-WCOM International Electives](#)

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
2	Faculty Association & Dean's Cabinet	3/1/2024	The responsible administrator was changed from the Assistant/Associate Dean of Clinical Affairs to the Assistant/Associate Dean of the Continuum of Physician Education. Also, language was added to articulate when affiliation agreements must be in place.	Rhonda Garrison



### Policy 11.3: Patient Safety

POLICY NAME	Patient Safety			POLICY NO.	11.3
EFFECTIVE DATE	7/1/2021	DATE OF LAST REVIEW	3/1/2024	VERSION NO.	1
ADMINISTRATOR RESPONSIBLE	Assistant/Associate Dean of Clinical Affairs				

#### SCOPE

This policy applies to all COM faculty, staff, and students.

#### POLICY STATEMENT

The Patient Safety Review Panel is interprofessional and serves to advise the deans of the Marian University LSON and COM regarding issues related to patient safety involving students, staff, and faculty.

#### TERMS AND DEFINITIONS

TERM	DEFINITION
Patient Safety	The absence of preventable harm to a patient during the process of health care and reduction of risk of unnecessary harm associated with health care to an acceptable minimum.
Near miss	An unsafe situation that is indistinguishable from a preventable adverse event except for the outcome. A patient is exposed to a hazardous situation but does not experience harm (either through luck or early detection).
Error	A broader term referring to any act of commission (doing something wrong) or omission (failing to do the right thing) that exposes patients to a potentially hazardous situation.

#### Policy intro:

The Patient Safety Review Panel meets as needed at the call of either the Dean of LSON or the Dean of COM to review a safety concern or concerns regarding one or more students, staff members, or faculty members. The panel will develop recommendations to advise the appropriate dean or deans related to the significance of the concerns and/or next steps in addressing or mitigating the patient safety concerns. Recommendations may include referral for remedial action plan development or referral to appropriate committee or committees.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	AGC and FA	n/a	New policy	Elizabeth M. Petsche, JD
Handbook Modifications				
Student Promotion and Academic Progress Policy		Updated: The policy now reflects the entirety of the appellate process regarding decisions of the student promotion and academic progress committee. Which now clearly defines that a decision of the SPAPC can be		

	<p>appealed to the appellate body of the SPAPC and to the Dean of MU-WCOM who is the final decision maker of an appeal.</p> <p>The new language also includes clarity around the role of an advocate. Language regarding the role of an advocate at a hearing of the SPAPC states, "The hearing is intended to be a means of support for students, not adversarial in nature, and as a result, a student is not allowed to bring an attorney or immediate family member to the hearing. The advocate is there to provide moral support for the student, however the advocate is not to actively participate in the meeting unless asked a direct question by the SPAPC. The name of the MU-WCOM community member must be provided at least 1 business day before the scheduled hearing date and time."</p> <p>In addition, the policy now states that students are required to meet with the SPAPC on Marian University's campus, and requests for virtual options will be considered, but not guaranteed.</p>
Student Promotion and Academic Progress Historical Course of Action to Return to Good Academic Standing Chart	<p>New: A chart containing 2 tables was inserted into the handbook. These charts provide historical decisions that have been made by the SPAPC regarding course, clerkship and COMLEX failures. The chart does not dictate what the SPAPC will do in specific situations, and they can be modified by the SPAPC for reasons of additional considerations, including but not limited to prior failures. This should be used as an informational item, not as a guarantee that these specific outcomes will apply to individual student situations.</p> <p>Table A: Student Promotion and Academic Guidelines for COMLEX-USA failures.</p> <p>Table B: Student Promotion and Academic Progress Guidelines for Course and Clerkship Failures.</p>
Professional Conduct Policy	<p>Update: This policy was updated to provide clarity regarding the role of coaching in the professional process.</p> <p>There was also language added to provide clarity as to each professional status that may result if a student engages in this professionalism process.</p> <ol style="list-style-type: none"> <li>1. Monitored Professional Status</li> <li>2. Professional Warning Status</li> <li>3. Professional Probationary Status</li> <li>4. Dismissal</li> </ol> <p>There was additional language regarding the role of an advocate at a hearing of the Committee on Professionalism and Ethics, That language includes " The hearing is intended to be a means of support for students, not adversarial in nature, and as a result, a student is not allowed to bring an attorney or immediate family member to the hearing. The advocate is there to provide moral support for the student, however the advocate is not to actively participate in the meeting unless asked a direct question by the CPE."</p> <p>Clarifying language was added regarding the appellate process, including the potential grounds for appeal, and the steps associated with an appeal. This includes the Dean of MU-WCOM as the final decision maker.</p>
Grievance and Grade Appeal Policy	<p>Update: The composition of the grievance body changed. The prior grievance body was composed of the Assistant/Associate Dean of Academic Affairs, the Assistant/Associate Dean of Clinical Affairs and the Assistant/Associate Dean of Student Affairs.</p> <p>The new composition of the grievance body is the Assistant/Associate Dean of the Continuum of Physician Education, the Assistant/Associate Dean of Student Affairs, and a Chairperson of the Biomedical Sciences.</p>

Student Eligibility and Requirements to Engage in Leadership Opportunities and Co-Curricular Activities	<p>Updated: The purpose of this policy is to ensure that students who engage in co-curricular and extra-curricular activities satisfy the articulated eligibility requirements and expectations articulated by MU-WCOM.</p> <p>The eligibility requirements and expectations articulated in this policy apply to DO and BMS students who matriculated in the Fall of 2024 or later. This policy applies to all officer positions in SOMA, SGA, and BMS Student Council and the President of each club within the COM</p> <p>This policy applies to co-curricular or extra-curricular activities including leadership positions and travel during which the student is representing the COM. The specific eligibility requirements to apply for and maintain a leadership position (and associated travel/conference attendance) are included within the policy.</p>
Technical, Non-Academic Standards (formerly known as the Minimum Technical Standards)	<p>Updated: This policy was modified to be more inclusive through the addition and reflective of the current educational landscape. These standards are now written based upon what students must do in medical school (functional) instead of how they must do things (organic). The policy now reflects best practice</p> <p>The previous standards included elements such as observation and visual integration, motor function/strength and mobility and sensory skills. The new standards have modified those elements to include things like examination, diagnostic and procedural skills and ethical and professional expectations.</p>
Student Participation in Research Policy	<p>Updated: The policy was updated to include a correct link to the research manual.</p> <p>The manual can be found by visiting the Research Programs section of the following site: <a href="#">MU-WCOM Faculty Research</a>.</p>
Scheduling Clinical Education Policy	<p>Updated: The policy now states that requests to change a scheduled clerkship must be made at least 60 days prior to the start of the clerkship.</p> <p>Students may request to change a clerkship scheduled by MU-WCOM, but it is the student's responsibility to find another student on a clerkship in the same specialty willing to agree to the exchange and they must complete the New Innovation Rotation Exchange form on New Innovations.</p> <p>There is also language included in the policy that directs students to the Personalized Learning Center if they need to request a reasonable accommodation and to the Pregnancy/Post-Natal policy.</p> <p>In addition, language was added that states an affiliation agreement must be in place at least 30 days before the start of the clerkship.</p>
Health Insurance	<p>Updated: Students are still required to obtain and maintain health insurance, but additional clarity was added to the policy to articulate what is required of those health insurance policies.</p> <p>"To meet the requirement of this policy, students must obtain and maintain a health insurance plan that meets the standard of "minimum essential coverage". Minimum essential coverage refers to health insurance plans that satisfy the individual mandate within the Affordable Care Act. Plans that meet minimum essential coverage include a series of essential health benefits as defined by the U.S. Department of Health and Human Services. For more information and a list of essential health benefits please visit this webpage of</p>

	<p>the U.S. Department of Health and Human Services - <a href="#">HealthCare.gov - Health benefits &amp; coverage</a></p> <p>Also, resources were provided to assist students as they navigate the health insurance landscape, "Two additional sources of health insurance available to students include the <a href="#">Healthy Indiana Plan (HIP)</a> and <a href="#">Federal Marketplace</a> plans. Marian University has partnered with CareSource to help you explore the options that are best for you. You can start by accessing CareSource here - <a href="#">Indiana Marketplace Insurance</a></p>
Clerkship Attendance Policy	<p>Updated: This policy was updated to more clearly align with current practices in the clerkships. This includes modifying the impact of unexcused absences on a clerkship grade. Also, it now includes the following language regarding time off for interview/recruitment events.</p> <p>"A maximum of two days may be taken off per 4-week clerkship for a second-look/recruitment visit. A maximum of four days total per 4-week clerkship may be taken off for any interview/recruitment event."</p>
COMLEX Policy	<p>Updated: Significant changes were made to the COMLEX Examination policy.</p> <p>Inclusion of a qualifying score on a MU-WCOM provided COMSAE was added, "To be approved to complete the COMLEX-USA Level 1 exam as scheduled, each student is required to achieve a predetermined qualifying score on a COMLEX-style assessment (e.g., COMSAE Phase I) as specified by Assistant/Associate Dean of Academic Affairs, or designee. The specific assessment, qualifying score, and date by which this score must be achieved will be communicated to students during the Fall semester of their second year. Failure to meet the qualifying score by the designated date will result in failure of an academic requirement as identified by the Assistant/Associate Dean of Academic Affairs, or designee, halting student academic progression in alignment with the SPAP policy."</p> <p>In addition, "Students must obtain approval from the Office of the Dean in order to sit for any COMLEX-USA examination. Additionally, students are required to take COMLEX-style assessments (e.g. COMSAE) in order to obtain approval to sit for any COMLEX-USA examination; the score received on that examination may impact timing of the COMLEX examinations, but will not negate the obligation of all students to sit for the examination by the date articulated by the Office of the Dean."</p>
Language that was redundant with the MU-WCOM Catalog	<p>Removal: There were items in the handbook that are also found in the MU-WCOM Catalog, those redundancies were removed from the student handbook. Examples include reference to the Office of Student Affairs, Campus Ministry, Dining Services, Transcript Requests, Intramurals and Recreation, and the Mother Theresa Hackelmeier Memorial Library.</p>