

MARIAN UNIVERSITY

— Indianapolis —®

COLLEGE OF OSTEOPATHIC MEDICINE



College Catalog

PREFACE

The Marian University College of Osteopathic Medicine (MU-COM) reserves the right to delete any course or clinical site described in this catalog. MU-COM also reserves the right to effect any other changes in the curriculum, tuition/fees/ administration, or any other phase of school activity without notice. MU-COM also publishes a *Student Handbook* that contains additional information about policies and procedures.

All inquiries regarding MU-COM Catalog should be directed to the Office of the Dean at 317.955.6290. Any recommendations for additions, deletions, or changes must be submitted in writing to the MU-COM Vice President and Dean. Final approval is by the Provost of Marian University.

CONTACT INFORMATION

Marian University College of Osteopathic Medicine
3200 Cold Spring Road
Indianapolis, IN 46222-1997
317.955.9700
<http://www.marian.edu/osteopathic-medical-school>

TABLE OF CONTENTS

MESSAGE FROM THE MU-COM DEAN	5
CAMPUS MAP	6
ACADEMIC CALENDARS	7
ABOUT MARIAN UNIVERSITY	8
Governance	8
Accreditation	8
ABOUT THE COLLEGE OF OSTEOPATHIC MEDICINE	9
Mission.....	9
Philosophy of Osteopathic Medicine.....	9
Goals & Objectives.....	9
The Osteopathic Oath	10
ABOUT THE ADMISSIONS PROCESS	11
Application Deadline	11
AACOMAS Application.....	11
MU-COM Application Process.....	11
Supplemental Application.....	11
Professionalism in the Process	12
Minimum Requirements for Admission	13
Selection Process	14
International Student Applicants	14
Transfer Applicants.....	15
Minimal Technical Standards for Admission.....	15
Observation	16
Communication.....	16
Motor	16
Intellectual	17
Behavioral and Social Attributes	17
Individuals with Disabilities.....	17
Self-Assessment in Meeting Technical Standards.....	17

HEALTH REQUIREMENTS	18
Students' Involvement in Patient Care.....	19
TUITION & FEES	19
Tuition & Fee Refunds	19
Supplemental Application Fee.....	19
Deposit Fees.....	20
FINANCIAL AID	20
Financial Aid Process.....	20
Federal Direct Loans.....	20
Scholarships	20
Standards for Academic Progress.....	20
PROMOTION AND MATRICULATION	21
Examinations	21
Percentage Grades.....	22
Course Failure Policy.....	23
MU-COM COMLEX Failure Policy.....	24
Graduation Requirements.....	26
CURRICULUM	27
Years 1 and 2	27
Years 3 and 4	28
Course List, Titles and Credit Hours.....	30
GENERAL INFORMATION	33
Housing.....	33
Student Government Association	33
Clubs & Organizations	33
POLICIES	34
Privacy of Student Records.....	34
Nondiscrimination Policy	34
ADMINISTRATION & FACULTY	35

**MESSAGE FROM THE DEAN OF MARIAN UNIVERSITY
COLLEGE OF OSTEOPATHIC MEDICINE**

Donald Sefcik, DO, MBA

What an exciting time this is in health care, especially at Marian University!

In August 2013, we welcomed our first class of osteopathic medical students. In May 2017, this energetic group of trail-blazers will become the inaugural class of alumni at MU-COM. We look forward to the impact they will have on healthcare, our institution, our communities, the state of Indiana, and beyond.

Our President, Daniel J. Elsener, and every member of our Board of Trustees, work tirelessly to provide the infrastructure and resources we need to achieve our future goals. Together we have developed a clinical network of over 125 different sites that expose our students to a variety of clinical settings and specialties. We've constructed the Michael A. Evans Center for Health Sciences, a state-of-the-art-learning environment that enhances student success. We've also attracted dynamic educators to prepare students to be leaders in the healthcare community.

Our faculty and staff were recruited from across the United States to develop a blended curricular model that prepares our students for a successful medical career. The systems- and competency-based curriculum exposes students to early clinical scenarios and integrates the biomedical sciences with clinical application. Our licensing examination performance (pass rate) validates the curriculum model.

In collaboration with the Al and Sue Leighton School of Nursing, which is also located in Evans Center, we are developing new graduate-level programs that will advance training in a truly interprofessional educational environment. This will allow our medical and nursing students to train in an environment that mirrors future clinical experiences. Together, we will become leaders in establishing more effective and efficient models to deliver a whole person approach to the treatment of patients.

Our diverse student body comes to Indianapolis from across Indiana, the United States, and beyond. They bring strong academic metrics, talents, and experiences to a learning environment focused on student success. The diverse nature of each class is essential to educating medical students in an environment where they can learn from one another and develop skills essential to becoming a great physician.

MU-COM is a wonderful place, with wonderful people, in a growing and vibrant city. The future is ours to create.

Sincerely,

Donald Sefcik, DO, MBA
Dean, College of Osteopathic Medicine and Vice President of Health Professions
Marian University

CAMPUS MAP

MARIAN UNIVERSITY
Indianapolis

THE CAMPUS

Location:

- | | |
|---|---|
| 1 Allen Whitehill Clowes Amphitheater | 17 Maintenance Building |
| 2 Allen Whitehill Clowes Oriental Garden | <i>Campus Operations Parking</i> |
| 3 Allison Mansion at Riverdale | 18 Marian Hall |
| <i>University President</i> | <i>Administration, Chapel, Information,</i> |
| 4 Future Location of Alumni Hall | <i>Marian's Adult Programs (MAP) Administration,</i> |
| 5 Alverna House | <i>School of Education and Exercise Science,</i> |
| 6 Apartments | <i>School of Mathematics and Sciences, Theatre</i> |
| 7 Art Annex | 19 Michael A. Evans Center for Health Sciences |
| 8 Blessed Mother Mary Shrine and | <i>College of Osteopathic Medicine,</i> |
| Rosary Walk | <i>Alan and Sue Leighton School of Nursing</i> |
| 9 Campus Operations | 20 Mother Theresa Hackelmeier Memorial Library |
| 10 Clare Hall | <i>Auditorium, Bookstore, Coffee Shop</i> |
| <i>21st Century Scholars, Alumni Relations,</i> | 21 New Hall |
| <i>Campus Dining, Career Services, Health</i> | <i>Student Residence</i> |
| <i>and Wellness Services, Institutional</i> | 22 Physical Education Center |
| <i>Advancement, Learning and Counseling</i> | 23 Ruth Lilly Student Center |
| <i>Center, Marketing Communications,</i> | <i>Division of Student Affairs, Office of Campus</i> |
| <i>School of Liberal Arts, Service and Social</i> | <i>Safety and Police Services, Student</i> |
| <i>Justice Ministry, Student Residence,</i> | <i>Government Association, SUBWAY®</i> |
| <i>Student Success and Retention,</i> | 24 Sisters of St. Francis, Oldenburg Hall |
| <i>Writing Center</i> | <i>Campus Ministry, Clark H. Byrum School of</i> |
| 11 DeHaan Family Forum | <i>Business, Paul N. Norman Cycling Center,</i> |
| 12 Doyle Hall | <i>San Damiano Scholars</i> |
| <i>Student Residence</i> | 25 Sisters' Residence |
| 13 Nina Mason Pulliam EcoLab | 26 Steffen Music Center |
| 14 Fisher Hall | 27 St. Francis Colonnade |
| <i>Peine Theatre</i> | 28 St. Vincent Health Field |
| 15 Franciscan Heritage Fountain | 29 University Hall |
| 16 Indy Cycloplex | <i>Student Residence</i> |
| | 30 Wheeler-Stokely Mansion |
| | <i>Admission</i> |

Parking Code:

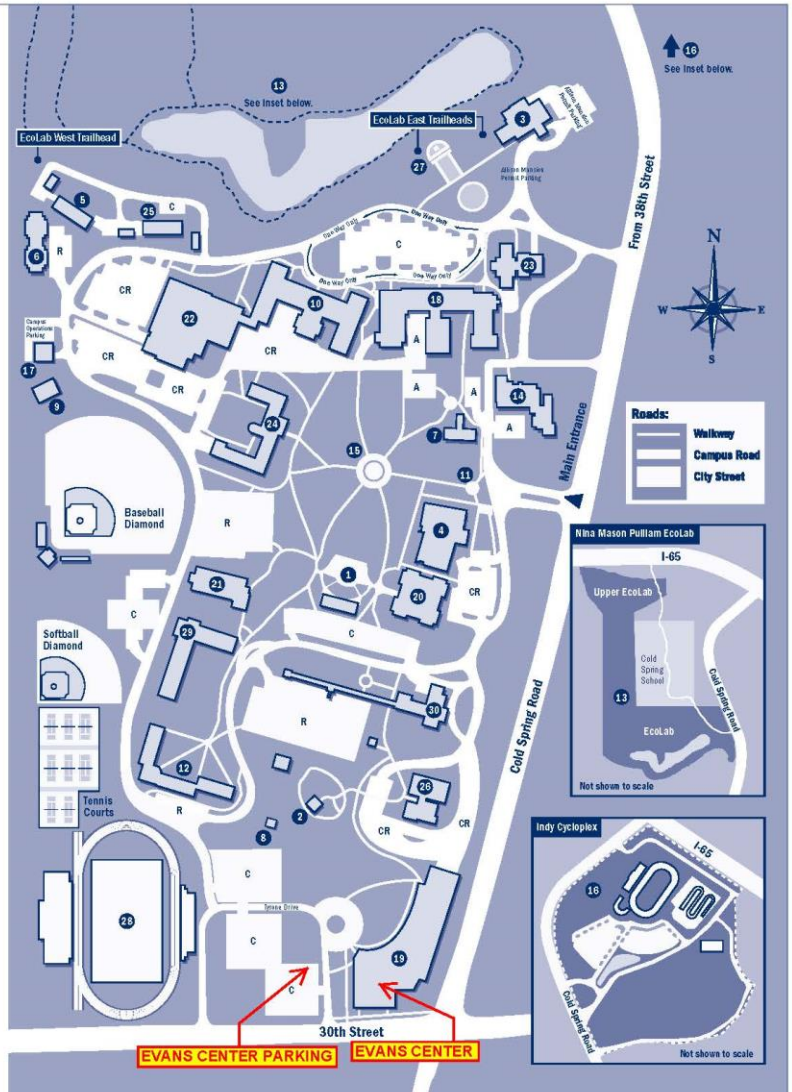
- A Faculty/Staff (*designated lots*)
 C Commuter and MAP Students (*designated lots*)
 R Resident Students (*designated lots*)

All guests must receive a temporary parking permit from the Office of Campus Safety and Police Services.

Marian University is a tobacco-free campus.

Marian University is sponsored by the Sisters of St. Francis, Oldenburg, Indiana.

MAR. 2014



ACADEMIC CALENDARS

MU-COM Academic Calendar 2016-2017

August 1-3	1st Year Orientation
August 4	1 st Semester Classes Begin for 1 st Year Students
August 5	2nd Year Orientation
August 7	White Coat Ceremony
August 8	1 st Semester Classes Begin for 2 nd Year Students
September 5	Labor Day (no classes)
October 3	Rosh Hashanah
October 12	Yom Kippur
November 24-25	Thanksgiving Recess
December 21	Semester Ends (Wednesday)
December 24 – January 4	Holiday Break
January 5	2nd Semester Classes Begin (Thursday)
January 16	Martin Luther King Holiday (no classes)
March 6-10	Spring Break
April 14	Good Friday (no classes)
April 10-18	Passover
May 7	Graduation for Class of 2017
May 24	Semester Ends (Wednesday) (1 st Year Students only)
July 3 ¹	3 rd and 4 th Year Registration
July 5 ¹	3 rd and 4 th Year Rotations Begin

MU-COM Academic Calendar 2017-2018 (Tentative)

July 31 - August 2	1st Year Orientation
August 3	1 st Semester Classes Begin for 1 st Year Students
August 4	2nd Year Orientation
August 6	White Coat Ceremony
August 7	1 st Semester Classes Begin for 2 nd Year Students
September 3	Labor Day (no classes)
September 21	Rosh Hashanah
September 30	Yom Kippur
November 22-23	Thanksgiving Recess
December 22	Semester Ends
December 23 – January 7	Holiday Break
January 8	2nd Semester Classes Begin
January 15	Martin Luther King Holiday (no classes)
March 5-9	Spring Break
March 30	Good Friday (no classes)
March 31 – April 8	Passover
May 25	Semester Ends (1 st Year Students only)
July 2 ¹	3 rd and 4 th Year Registration
July 3 ¹	3 rd and 4 th Year Rotations Begin

¹ Clerkship registration and start dates may vary from hospital to hospital.

Day-by-day schedules will be distributed at registration.

ABOUT MARIAN UNIVERSITY

Marian University's mission is to be a Catholic university dedicated to excellent teaching and learning in the Franciscan and liberal arts traditions, and our vision is to provide an education that profoundly transforms lives, society, and the world. The Sisters of St. Francis of Oldenburg, Indiana continue to be Marian University's sponsor. Our four core Franciscan values, illuminated by prayer, are:

- Dignity of the individual
- Peace and justice
- Reconciliation
- Responsible stewardship

Located on 114 wooded acres six miles from downtown Indianapolis, Marian University has achieved remarkable success in the areas of academic quality, vibrancy of campus life, and enhancing the Catholic and Franciscan dimension of the university community. Presently, there are five schools and one college: Education, Liberal Arts, Math & Science, Business, the School of Nursing and the College of Osteopathic Medicine.

GOVERNANCE

Marian University is a nonprofit corporation operating as an institution of higher learning from its campus on the northwest side of Indianapolis. A Board of Trustees governs the university. The Board consists of representatives from the Sisters of St. Francis, Oldenburg and a broad cross-section of community and academic leaders, several are Marian University graduates.

ACCREDITATION

Marian University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

ABOUT THE COLLEGE OF OSTEOPATHIC MEDICINE AND OSTEOPATHIC PROFESSION

MISSION

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

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

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

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

PHILOSOPHY OF OSTEOPATHIC MEDICINE

You are more than just the sum of your body parts. That's why doctors of osteopathic medicine (DOs) practice a "whole person" approach to health care. Instead of just treating specific symptoms, osteopathic physicians concentrate on treating you as a whole.

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

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

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

GOALS AND OBJECTIVES

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

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

THE OSTEOPATHIC OATH

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

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

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

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

ABOUT THE ADMISSIONS PROCESS

Admissions Process

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

APPLICATION DEADLINE

The official AACOMAS application is available online at <https://aacomas.liaisoncas.com>. All applicants are strongly urged to apply as early as possible to optimize the chance of success. The deadline for MU-COM applicants generally falls on February 1, but is subject to change annually. The last day for applicants to submit their Supplemental Application is March 1. Applicants should consult the AACOM College Information Book (CIB) for the most current, official deadlines. MU-COM begins reviewing applications as early as June of the year preceding admission.

AACOMAS APPLICATION

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

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

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

MU-COM APPLICATION PROCESS

Applicants who have their application sent to MU-COM through AACOMAS and who meet the minimum admissions requirements will be invited to submit the Supplemental Application and supporting documents.

SUPPLEMENTAL APPLICATION

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

The Supplemental Application process consists of the following:

- Completing the MU-COM Supplemental Application
- Submitting a non-refundable application fee
- Submitting a certification [of authenticity and responsibility]

- Submitting three required letters of recommendation not written by a relative (by blood or through marriage):
 - The first required recommendation must be from a premedical committee or academic advisor.
 - The second required recommendation must be from a biology, chemistry or physics science faculty member (preferably one with a lab) familiar with the academic work of the applicant.
 - The third recommendation must be from a physician (DO/MD) who can speak to the applicant's ability to be a competent osteopathic physician. The preference is for the applicant to have shadowed the recommending physician. A letter from a D.O. is preferred.
 - *If a committee or advisor recommendation is not available, applicants should submit an additional recommendation letter from a hard science faculty member (preferably one with a lab).*

MU-COM welcomes minimal additional recommendations from those who are acquainted with the applicant's academic or professional ability. All recommendation must be originals on professional or college/university letterhead, signed by the evaluator and submitted directly to the Office of Enrollment Management—or via an approved online repository such as Interfolio or VirtualEvals. *Paper recommendations are not accepted.*

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

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

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

PROFESSIONALISM IN THE PROCESS

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

MINIMUM REQUIREMENTS FOR ADMISSION ¹

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

¹This information is subject to change at the discretion of the Admissions Committee. Please refer to the MU-COM website at www.marian.edu/osteopathic-medical-school for the most up-to-date information.

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

1. Applicants must have completed 90 hours or three-fourths of the required credits for a degree in a college or university accredited by a regional accrediting body in order to be considered for an interview. All applicants must earn a baccalaureate degree **prior to matriculation**. The only exception to the 90-hour requirement is where the college has a formal articulation agreement with MU-COM for a combined studies program, and all required courses in the combined studies degree have been completed. The only exception to the baccalaureate degree requirement is where a terminal professional degree, which does not require a bachelor's, has been conferred. In this case, all pre-professional program prerequisites must be completed satisfactorily.
2. **GPA:** To be considered a competitive applicant to MU-COM, candidates should have achieved at least a 3.2 science and cumulative grade point average, on a 4.0 scale. The minimum overall GPA for acceptance is 3.00 in the last 120 hours; however, applicants with a GPA less than 3.2 are rarely accepted. The admissions process is highly competitive, and a higher grade point average (above 3.5) results in improved chances for acceptance. While persistence toward degree completion is scrutinized, MU-COM places emphasis on the last 120 credit hours and on the science and required courses when choosing between competitive applicants.
3. Effective with the entering fall 2015 class, the required undergraduate courses for entry are:
 - **Biological Sciences:** One year with laboratory (8 credit hours/12 quarter hours)
 - **Physics:** One year with laboratory (8 credit hours/12 quarter hours)
 - **Inorganic Chemistry:** One year with laboratory (8 credit hours/12 quarter hours)
 - **Organic Chemistry:** One year with laboratory (8 credit hours/12 quarter hours)
 - **English:** One year (6 credit hours/8 quarter hours)
 - **Biochemistry:** One semester (3 credit hours/4 quarter hours)
 - **Sociology:** One semester (3 credit hours/4 quarter hours)
 - **Psychology:** One semester (3 credit hours/4 quarter hours)
 - Faculty recommend three (3) additional science hours each from courses in **Molecular Biology and Genetics** to enhance the applicant's success in medical school). **Note:** Courses with equivalent content will be reviewed. MU-COM follows

the AACOMAS definition of science courses to determine science GPA and science hours. (See AACOMAS website.)

Note: The MU-COM Director of Enrollment Management can waive prerequisites of less than 1.0 credit. The Dean can waive additional prerequisites at his/her discretion.

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

4. **MCAT:** Applicants must submit scores from the MCAT. For the current admissions cycle, the College will accept MCAT scores from up to three years prior to the date of matriculation. The January MCAT from the intended year of matriculation is no longer accepted. The MCAT is weighed in connection with GPA and personal qualities.
5. MU-COM also places a strong emphasis on the applicant's interview.
6. All applicants are required to meet the **Minimal Technical Standards for Admission** (see pp. 15ff). All applicants must affirm that they meet the standards. Any falsification or misinformation regarding the ability to meet technical standards is a reason for dismissal.
7. **Applicants must submit all required paperwork and meet all deadlines.** If paperwork is not submitted as required, the offer of admission may be retracted.

SELECTION PROCESS

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

Misrepresentation or omission of information on any form relevant to admissions or in any records will subject the student to withdrawal of acceptance or dismissal if enrolled.

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

INTERNATIONAL STUDENT APPLICANTS

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

Applicants who will require either an F-1 or J-1 Visa must contact the MU-COM Office of Enrollment Management for immigration requirements at the time of application. At a minimum, the requirements include official, first source transcripts from previous institutions attended, MCAT, a statement of financial proof, and citizenship documents. In addition, scores from standardized tests as may be required by the educational institution such as the Test of English as a Foreign Language (TOEFL). Marian University's Assistant Director for International Admissions in the Office of Admissions is responsible for processing immigration documents in concert with the MU-COM Director of Enrollment Management.

MU-COM will not accept transfer students from international schools.

TRANSFER APPLICANTS

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

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

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

MINIMAL TECHNICAL STANDARDS FOR ADMISSION

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

Osteopathic physicians utilize touching as part of the osteopathic approach to treatment. As part of the educational process, MU-COM students must be able to tolerate being touched and to touch others in order to acquire the skills necessary for palpation and examination. This

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

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

I. Observation

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

II. Communication

The student must be able to communicate effectively in English as the curriculum and clinical experiences are offered in English. Students are encouraged to learn other languages for medical communication; however, all curriculum and assessment is given in English. MU-COM requires the functional ability to speak, hear, and observe patients in order to elicit accurate medical information. The student must be able both to describe changes in behavior, mood, activity, posture, and other physical characteristics and to perceive nonverbal communication. The student must be able to communicate effectively and efficiently in verbal and in written form. The student must be able to communicate effectively and efficiently with the patient and with all members of the health care team in order to successfully complete the curriculum.

III. Motor

Candidates must have sufficient motor function to elicit information from patients by palpation, percussion, and other diagnostic measures. The candidate must have sufficient motor function to carry out maneuvers of general and emergency care and of osteopathic manipulation. Examples of emergent motor functions are cardiopulmonary resuscitation, administration of intravenous fluids and intravenous medications, management of an obstructed airway, hemorrhage control, closure by suturing of wounds, and obstetrical deliveries. In addition, the delivery of osteopathic manipulation requires the use of extremities in palpation, positioning, and carrying out maneuvers of manipulation. These actions require fine and gross motor and sensory function, as well as the senses of touch and adequate vision for inspection.

IV. Intellectual

The candidate must have the ability to reason, calculate, analyze, measure, and synthesize information. The candidate must be able to comprehend, memorize, and recall a large amount of information without assistance, to successfully complete the curriculum. The candidate must be able to comprehend and understand spatial relationships to succeed in school and to administer medical care. The student must be able to gain knowledge through all types of learning materials that the MU-COM curriculum offers and must be able to perform pattern identification, and to identify and prioritize important information, to problem solve and make decisions in timed situations and in the presence of noise and distraction. The above intellectual abilities are necessary, as students and graduates will be expected and required to perform pattern identification, immediate recall of memorized material, identification and discrimination to elicit important information, problem solving, and decision-making as to emergent diagnosis and treatment of patients. This type of demonstrated intellectual ability must be performed in a rapid and time-efficient manner so as not to place patients in emergent conditions at risk. Such emergent situations include, but are not limited to, cardiopulmonary compromise, cardiopulmonary resuscitation, obstetrical and neonatal emergencies, trauma presentations, poisonings and toxic exposures, shock, and hemorrhage.

V. Behavioral and Social Attributes

The candidate must have the emotional health needed for full use of his/her intellectual capabilities at all times. The emotional health required for effective communication and for professional, mature, sensitive, and compassionate patient/physician or patient/student relationships must be present. Candidates must be able to function effectively under stress and with physically taxing workloads. Candidates must have the emotional health to be able to function without the aid of medications that are known to affect intellectual abilities and judgment. The candidate must have the emotional stability and motivation to deliver patient care and to make emergent decisions at all times. The ability to adapt to changing environments and stressful situations and to display compassion and integrity, while maintaining the necessary intellectual capacity to care for patients is one that is observed during the interview process and throughout the progress in medical school. An ability to demonstrate the emotional health necessary for the delivery of quality and safe medical care is mandatory throughout medical school. MU-COM considers addiction or the participation in substance abuse as a risk for unsafe medical care.

Individuals with Disabilities: MU-COM is committed to providing accommodations for otherwise qualified students with disabilities whose disability will not preclude them from meeting the minimal technical standards which are necessary for a successful career as an osteopathic physician. Reasonable and appropriate accommodations can be provided; the student, however, is required to function with independence and demonstrate proficiency in the skills described above that MU-COM holds as mandatory for the safe and effective practice of osteopathic medicine. MU-COM facilities are handicap accessible.

Self-Assessment and Meeting Technical Standards: MU-COM is committed to making the accommodations that make a student successful. MU-COM has provided accommodations to many students with various handicaps that have enabled the student to be successful. MU-COM is also committed to assuring patient safety and to assuring a safe and effective environment that does not place patients and/or MU-COM students, faculty, and staff at risk. Each technical standard listed above was derived from standards that osteopathic physicians deem necessary for the safe and effective practice of osteopathic medicine. Students must read

the technical standards carefully to determine if they will be successful in the MU-COM program. If a student has a question as to his/her ability to meet the minimal technical standards listed above, he or she should contact the Office of Enrollment Management in advance of applying to determine if the standard can be met with accommodations or so reasonable testing may occur in advance. Students must identify to the Office of Enrollment Management, all areas where accommodations are needed in order to be successful in the educational program or where there is question in meeting these technical standards.

HEALTH REQUIREMENTS

Applicants accepted for admission are required to obtain and to provide the required documentation indicating that they do not have conditions that would endanger the health and well-being of patients. Documentation includes: immunizations and titers for immunity, verification from a physician who has performed a medical history and physical examination as to the health of the student and background checks for a legal history. Applicants are required to submit medical history and physical examination information on a Marian University form that has been completed and signed, prior to matriculation. Students must maintain these health requirements throughout enrollment. Failure to perform required health and immunization activities may prevent students from completing the curriculum in clinical education rotations.

MU-COM requires the following laboratory tests and immunizations:

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

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

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

Students' Involvement in Patient Care

Applicants must also be able to demonstrate that their personal health and abilities will enable them to meet the technical standards of the program. See Minimal Technical Standards for Admission above.

TUITION AND FEES

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

The tuition for 2016-2017 is \$47,200.00. Mandatory fees for 2016-2017 are \$1,500.00. Tuition and fees at MU-COM are billed electronically.

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

- The incoming student must have completed all paperwork pertinent to those loans and all materials must have been sent to the respective lending agency prior to the due date.
- Incoming students are expected to endorse loan proceeds (if lender sends a paper check to the college) promptly when received by the college. If an incoming student does not endorse the check(s) within the authorized time, late fees on the balance payable by the loan will be applied retroactively.

Those incoming students who have applied for loans to pay part of their obligation and plan to pay the remaining balance from personal sources are required to pay that balance as of the tuition due date.

TUITION AND FEE REFUNDS

If a student withdraws from classes within four weeks from the start of the term; a pro-rata refund or tuition credit may be authorized. In the case of full withdrawals, the effective date of the withdrawal is the date on which the student filed with the Dean a written notification of withdrawal or a request for a leave of absence. For courses not conducted on a weekly schedule, summer sessions, and for clinical clerkships in the DO program, the refund is prorated according to the percent of the clerkships or course completed. Students can obtain a copy of the refund schedule from the Office of Business Services or reference the appropriate section of the Student Handbook.

SUPPLEMENTAL APPLICATION FEE

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

DEPOSIT FEES

A nonrefundable seat deposit fee of \$1,000.00 is payable, per AACOMAS traffic rules, after an applicant has been accepted to MU-COM. Payment is credited toward the tuition fee upon matriculation.

A nonrefundable tuition deposit fee of \$2,000 is payable by May 1. Payment is credited toward the tuition fee upon matriculation.

FINANCIAL AID

Financial Aid Application Process

All students must complete a Free Application for Federal Student Aid (FAFSA) to receive federal student aid. The FAFSA becomes available in early January each year, and should be completed as soon as possible to ensure timely processing of financial aid.

Once the Office of Financial Aid receives the results from the FAFSA a financial aid award determination can be made. All prospective students to MU-COM must be accepted to the program with seat deposit paid prior to receiving a financial aid award letter. The financial aid award letter notifies each student of their Federal Direct Loan eligibility. It is the responsibility of the student to notify the Office of Financial Aid of any outside resource (i.e. parental support, outside scholarship).

First time students to MU-COM are required to complete a Direct Loan Master Promissory Note, and an Entrance Counseling session.

Federal Direct Loans

Students enrolled in MU-COM are eligible to receive two types of Federal Direct Loans:

- 1) Direct Unsubsidized Stafford– Not based on financial need. Amount determined by Office of Financial Aid but cannot exceed annual or cumulative limits.
- 2) Direct Graduate PLUS – Not based on financial need. Can borrow up to cost of attendance minus any financial aid received. This loan is credit based.

Scholarships

Scholarships may be funded by federal, state and private organizations. In an effort to reduce sole reliance on student loans, the Office of Financial Aid strongly encourages students to conduct scholarship searches with local civic, religious, fraternal, and community organizations, personal donors, and free scholarship search engines. Scholarship funds replace dollar for dollar the amount needed in loans, reducing the students overall loan debt upon graduation.

Standards of Academic Progress

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

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

SAP requires financial aid recipients to meet the following criteria:

1. Maintain a minimum cumulative GPA as required by the Academic Dean.
2. Satisfactorily complete at least 2/3 of cumulative credit hours attempted.
3. Complete the degree program within the 7 year maximum time frame (including any leave of absence).

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

Students may submit a written appeal to the office of financial aid via the appeal form that is mailed along with the letter notifying them of their ineligible status. Students must provide supporting documentation to substantiate mitigating circumstances, complete with a timeline of events, and an academic plan for success. If a student's SAP appeal is granted, the student will remain on probation. If the SAP appeal is denied, the student will remain ineligible for financial aid. The decision of the financial aid committee is final and cannot be appealed to the U.S. Department of Education or other Marian University employees.

PROMOTION AND MATRICULATION

EXAMINATIONS

COMLEX-USA Level 1

A candidate is eligible to take the COMLEX-USA Level 1 examination if he or she meets the following requirements:

1. Satisfactorily completed the first academic year of study at an osteopathic medical school accredited by the American Osteopathic Association's Commission on Osteopathic College Accreditation (AOA COCA);
2. Is in good standing as a matriculated student in an accredited osteopathic medical school; and
3. The Office of the Dean of an accredited osteopathic medical school has approved the candidate to take the COMLEX-USA Level 1 examination and the NBOME has received confirmation of that approval from the Office of the Dean (or if the candidate has graduated, provided a verified copy of his or her medical school diploma from an accredited osteopathic medical school).

COMLEX-USA Level 2-CE (Cognitive Evaluation)

A candidate is eligible to take the COMLEX-USA Level 2-Cognitive Evaluation examination if he or she meets the following requirements:

1. Passed the COMLEX-USA Level 1 examination as determined by the NBOME;
2. Satisfactorily completed the second academic year of study at an osteopathic medical school accredited by the American Osteopathic Association's Commission on Osteopathic College Accreditation (AOA COCA);
3. Is in good standing as a matriculated student in an accredited osteopathic medical school; and
4. The Office of the Dean of an accredited osteopathic medical school has approved the candidate to take the COMLEX-USA Level 2 examination and the NBOME has received

confirmation of that approval from the Office of the Dean (or if the candidate has graduated, provided a verified copy of his or her diploma from an accredited osteopathic medical school).

COMLEX-USA Level 2-PE (Performance Evaluation)

A candidate is eligible to take the COMLEX-USA Level 2-Performance Evaluation if the candidate meets eligibility requirements to take the COMLEX-USA Level 2-CE examination.

1. Passed the COMLEX-USA Level 1 examination as determined by the NBOME;
2. Satisfactorily completed the second academic year of study at an osteopathic medical school accredited by the American Osteopathic Association's Commission on Osteopathic College Accreditation (AOA COCA);
3. Is in good standing as a matriculated student in an accredited osteopathic medical school; and
4. The Office of the Dean of an accredited osteopathic medical school has approved the candidate to take the COMLEX-USA Level 2 examination and the NBOME has received confirmation of that approval from the Office of the Dean (or if the candidate has graduated, provided a verified copy of his or her diploma from an accredited osteopathic medical school).

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

PERCENTAGE GRADES

MU-COM has two academic terms that consist of at least nineteen (19) weeks in each term. Hence, MU-COM exceeds the 15 hour standard as defined by the U.S. Secretary of Education in 34 CFR 600.2, i.e. one (1) credit hour is equal to "approximately fifteen (15) weeks for one semester" of instruction.

Grading Policy

Course coordinators determine the means by which the final grade will be computed, which may include exam scores, written assignments, laboratory exercises, practical examinations, class participation and other means of evaluation. Courses are graded in accordance with the following system: Doctor of Osteopathic Medicine program grading structure is on a numeric scale from 0-100 for the first two years with 70 being passing grade. In the clinical years the grading structure is Honors, High Pass, Pass, and Fail.

Years One and Two

95-100	4.00 = A	
90-94	3.67 = A-	
85-89	3.33 = B+	
80-84	3.00 = B	
77-79	2.67 = B-	
74-76	2.33 = C+	
70-73	2.00 = C	
<70	0.00 = F	Failure to demonstrate a marginal level of competency; "F" does not count towards the total number required for the program.
I	Incomplete:	An incomplete grade must be requested by the student in writing, in advance of the end of the course. If the instructor approves the student's request, a written agreement is made regarding the work required and the due date. The

	new grade must be sent to the Registrar within six weeks of the last class. The only exception is for an Independent Study (see 'Independent Study' section).
W	Withdrawal before the midpoint or midterm of a course; once a student has taken the midterm or reached midpoint, he/she is not eligible to withdraw unless there are extenuating circumstances and the student is granted permission
AU	Audited (no course credit)
CX	2.00 = C Maximum grade for a course successfully remediated after failure.
S	Satisfactory: Student has successfully passed the course. Credit is awarded, but grade holds no GPA weight.
U	Unsatisfactory: Student has not passed the course. Credit is not awarded, but the grade holds no GPA weight.

Years Three and Four - Letter Grade and GPA

H = Honors	4.00 (90-100)
HP = High Pass	3.00 (80-89)
PS = Pass	2.00 (70-79)
F = Fail	0.00 (<69)
S	Satisfactory: Student has successfully passed the course. Credit is awarded, but grade holds no GPA weight.
U	Unsatisfactory: Student has not passed the course. Credit is not awarded, but the grade holds no GPA weight.

Note:

- 1) ***Only letter grades will appear on the student's transcript.***
- 2) ***The numerical grades will be used solely to calculate class rank.***

Grade Point Average

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

COURSE FAILURE POLICY

Failure of any course at MU-COM is grounds for dismissal from the program. If a student fails a course the Student Promotions and Academic Progress Committee will gather relevant data and present a recommendation to the Dean on whether a student should be dismissed or presented with an opportunity for course remediation or repeating a portion of the curriculum the next academic year. Failures of all required courses in the MU-COM curriculum must be remediated if the student continues in the program. Remediation requirements will be established by the course director, the through the Student Promotion and Academic Progress Committee, and the Dean. All final decisions regarding dismissal, remediation or repeats will be made by the Dean.

If a course director offers remediation, the course director will determine the format and timing of the remediation program. If remediation cannot be accomplished between semesters it must be accomplished during the summer, but not later than July 20 to allow administrative processing.

In general, a student will not be allowed to remediate more than one course during the summer unless the courses being remediated are not equal to more than five (5) credit hours.

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

If student has multiple failures or is unable to successfully complete remediation, the student is at high risk for dismissal from the program. The Student Promotions and Academic Progress Committee will gather relevant data and present a recommendation to the Dean. Typically, two failures of a required course will result in dismissal from MU-COM.

Depending on the precise circumstances a student who has or may fail one or more courses may be eligible for a decelerated program. This program will be designed on a case-by-case basis with consultation from both the student promotions committee and the dean.

MU-COM COMLEX FAILURE POLICY

COMLEX Level I & II Failure Policy

All MU-COM students must pass COMLEX-USA Level 1, Level 2CE, and Level 2PE to receive a D.O. degree. Students who complete Year Two courses successfully are conditionally promoted to Year Three pending achievement of a passing score on COMLEX-USA Level 1. Students must sit for COMLEX-USA Level 1 examination prior to starting their first clerkship on July 1.

If a MU-COM student fails COMLEX-USA Level 1 examination on the first attempt, he/she must:

- finish the current rotation;
- reschedule the next repeat COMLEX-USA Level 1 examination;
- be withdrawn from the next rotation;
- retake COMLEX-USA Level 1 examination; and
- resume the next rotation only after retaking the examination.

If a MU-COM student fails COMLEX-USA Level 1 examination on the second attempt, he/she must:

- finish the present rotation;
- reschedule the next repeat COMLEX-USA Level 1 examination; and
- not resume clerkships until achieving a passing score.

If a MU-COM student fails COMLEX-USA Level 2CE examination on the first attempt, he/she must:

- finish the current rotation;
- reschedule the next repeat COMLEX-USA Level 2CE examination;
- be withdrawn from the next rotation;
- retake COMLEX-USA Level 2CE examination;
- resume the next rotation only after retaking the examination; and
- await the score on the examination.

If a MU-COM student fails COMLEX-USA Level 2CE examination on the second attempt, he/she must:

- finish the present rotation;
- reschedule the next repeat COMLEX-USA Level 2CE examination;
- be withdrawn from clerkships for two months or more; and
- not resume any clerkships until achieving a passing score on COMLEX-USA Level 2CE.

If a MU-COM student fails COMLEX-USA Level 2PE examination on the first, second or third attempts, he/she must:

- finish the current rotation;
- reschedule the next repeat COMLEX-USA Level 2PE examination;
- be withdrawn from the next rotation;
- retake COMLEX-USA Level 2PE examination;
- resume the next rotation only after retaking the examination; and
- await the score on the examination.

To re-take a failed examination, the candidate must register and schedule online a new test date and meet the eligibility requirements when he or she registers to re-take the examination and on the date of the examination. A candidate may take the COMLEX-USA Level 1 examination or Level 2-Cognitive Evaluation a maximum of four times in any 12-month period. A candidate may take the COMLEX-USA Level 2-Performance Evaluation a maximum of three times in any 12-month period.

A student who has not passed COMLEX-USA Level 1 by January of the third year shall not continue in clerkships so that the student can devote full time to study. Promotion to third-year status will be revoked and the student will be placed on academic probation. If the student passes COMLEX-USA Level 1, the student will return to good standing and may resume clerkships at the next available month.

A student who has not passed COMLEX-USA Level 2-CE by January of the fourth year shall not continue in clerkships so that the student can devote full time to study. Graduation will be delayed and the student will be placed on academic probation. If the student passes COMLEX-USA Level 2-CE, the student will return to good standing and may resume clerkships at the next available month.

A candidate who fails any accommodated COMLEX-USA examination and desires a test accommodation in connection with his or her re-examination must re-apply to the NBOME for the accommodation before registering to re-take the failed examination, and include all required current documentation to substantiate that the candidate is a "person with disability" for purposes of the ADA and the appropriateness of the requested accommodation. A candidate requesting a test accommodation must contact the NBOME to register and schedule an accommodated re-take of a failed examination, and may not register and schedule an accommodated examination online.

A candidate may not re-take any level of COMLEX-USA to improve his or her score or for any purpose other than to pass a previously failed examination.

GRADUATION REQUIREMENTS

The degree D. O. (Doctor of Osteopathic Medicine) is conferred upon candidates who have satisfactorily completed all academic requirements and satisfied all financial obligations.

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

- Satisfactory completion of all pre-clinical and clinical education coursework with a grade of "C" (70%). A minimum of two years must have been completed at Marian University College of Osteopathic Medicine.

Credit Hour Breakdown

Year 1 = 50.3 credit hours

Year 2 = 39.7 credit hours

Pre-Clinical Total = 90.0 Credit Hours

Year 3 = 58.5 credit hours

Year 4 = 50 credit hours

Clinical Total = 108.5 Credit Hours

Total Credit Hours = 198.5

- Satisfactory completion of all requirements for graduation within seven years from the date of matriculation, including approved leaves of absence.
- Maintained compliance with all the curricular, legal, and financial requirements of the university.
- Successful completion of COMLEX Level 1 and Level 2 CE and Level 2 PE examinations of the National Board of Osteopathic Medical Examiners (NBOME).
- Demonstrated ethical, personal, and professional behavior in compliance with the Marian University Code of Student Rights and Responsibilities.
- Demonstrated suitability for the practice of medicine as evidenced by displaying integrity and competence in the conduct of clinical and academic activities.

Each graduating student must receive the endorsement from the Student Promotion and Academic Progress Committee as well as the Dean of the College of Osteopathic Medicine and approval from the Marian University Board of Trustees.

CURRICULUM

YEARS 1 AND 2

The MU-COM curriculum will be modeled after recommendations contained in the Carnegie Report 2010. Courses will be system-based, with foundational clinical cases and group study. Students will be exposed to clinical medicine in years 1 and 2. The curriculum will be competency based with student assessment of learning and skills. Biomedical science will have a clinical basis. MU-COM faculty have used the 2011 Fundamental Osteopathic Medical Competency Domains (FOMC) from the National Board of Osteopathic Medical Examiners' (NBOME) as critical elements in creating teaching and assessment materials.

The first and second years of osteopathic medical education will introduce the student to the fundamental scientific concepts as these apply to the study of medicine. Exposure to clinical medicine with an emphasis on osteopathic principles and practice will be woven throughout the curriculum.

An understanding of the etiology, pathophysiology, diagnosis and management of disease is fundamental to the development of a complete osteopathic primary care physician. Therefore, the basic and preclinical as well as the clinical components of the MU-COM Course/Systems Curricula are organized into an Integrated Basic Science Courses and Organ Systems. The Systems Courses are concerned with each major organ of the body. The Courses and Organ Systems are presented to and integrated with both biomedical sciences and clinical information for the student in classroom and/or small group instruction/discussion.

MU-COM chose a modified organ system approach to curricular organization over a discipline based model because the basic biological science principles and concepts presented in the courses can be expanded in the context of each particular organ system. The preclinical sciences presented in each organ system include anatomy, biochemistry, immunology, microbiology, pathology, pharmacology, physiology, and molecular and cell biology; however, as opposed to a discipline approach, these preclinical domains are better integrated with the clinical sciences from within each system as clinical perspectives are offered from the viewpoint of both the primary care physician and the respective specialist. This affords the student an improved understanding and integration/correlation of course materials as clinical considerations are presented and integrated with the practical application of the basic science principles. Using this curricular paradigm, the basic science concepts, which are the foundation for the understanding of clinical situations, can be readily comprehended by the student. This information is further reinforced in the Introduction to Clinical Medicine and Osteopathic Principles and Practice courses, which are designed to complement, reinforce, and expand upon the coursework within the current system.

The Foundations course is designed to give the student a basic understanding of the science considered essential to the evidence supporting clinical medicine. Each basic science discipline will be more fully developed in all of the clinical systems, but it is felt that to fully integrate the science encountered in each of the systems, the student needs a building block of basic understanding of the fundamentals of the important basic sciences.

The Introduction to Clinical Medicine introduces first and second year students to the world of clinical medicine through a multifaceted approach, including early patient contact with patient models, standardized patients, and simulations, facilitated small group sessions, didactic sessions, self-directed and online exercises, and group projects. Emphasis is on the development of history-taking and physical examination skills, critical thinking skills, differential

diagnosis formation, construction of treatment plans, and doctor-patient communication skills. Other components of the course include professionalism, medical informatics, and health promotion and disease prevention.

The Osteopathic Principles and Practice course is planned throughout the first and second year curricula and will address osteopathic history, philosophy, and principles, and problem-solving and patient management, incorporating direct and indirect, traditional, and contemporary manipulative techniques.

YEARS 3 AND 4

The CORE rotations for the clinical clerkship at MU-COM are in the third year.

- Family Medicine (8 weeks)
- Internal Medicine (8 weeks)
- Emergency Medicine (8 weeks)
- Pediatrics (4 weeks)
- General Surgery (4 weeks)
- Orthopedics/Sports Medicine (4 weeks)
- Psychiatry (4 weeks)
- OBGYN (4 weeks)

The course descriptions for each are:

Family Medicine: to understand the discipline of family medicine in its breadth, and to be exposed to the variety of clinical areas, and scope of practice that makes up the specialty of family medicine. Family medicine is predominantly clinic based, but there will be hospital patients as well the potential for obstetrics and clinic procedures. Competencies will include but not be limited to: (a) using active listening communications in obtaining patient history related to chief complaint; (b) presenting to the preceptor a focused patient history with corroborating physical evidence as well as a differential diagnosis and proposed treatment plan; (c) interpreting results of office labs, e.g. EKG, X-ray, Spirometry, wet mounts, Hgb A1C, pap smears, coloscopies, and biopsies; and (d) developing management plans to guide osteopathic patient care in sickness and health.

Internal Medicine: to obtain a sense of the full scope of adult medicine with broad based specialty exposure, both out- patient and inpatient. Students will learn the systems-based internal medicine content and medical knowledge of patient care, as well as the system of hospital care of the sick patient. History and physical findings on sick adults will be of major emphasis. Competencies will include but not be limited to: (a) intravenous and central line placement; (b) blood gas acquisition (arterial stick) and interpretation; (c) suturing and minor surgical procedures; (d) interpretation of lab values; and (e) basic life support and advanced cardiac life support.

Emergency Medicine I & II: to see patients under the supervision of an ER attending or house officer. The student on the ER rotation will have direct contact with patients and develop an understanding of the emergency and disaster response system (EMS). There will be Emergency Medicine lectures and cases (podcasts, and Medscape topics) available to the students accessed through the student's iPad. Students are also required to attend any Emergency Medicine conferences or grand rounds scheduled by the emergency department where they are clerking.

Pediatrics: to gain understanding of pediatric practice in both out-patient and inpatient environments. Students will learn the diagnosis, treatment and management of common childhood conditions for neonates, infants, young children and adolescents. This will include emphasis on evaluation of the child, the family and social environment, and maintaining wellness. Competencies will include but not be limited to: (a) performing the neonatal exam; (b) assessing the milestones of normal growth and development; (c) managing acute and chronically seen common illnesses in children; (d) understanding nutritional needs; and (e) prescribing immunizations appropriate for age.

General Surgery: to learn the process of care for surgical patients to include assessment for surgical illnesses, pre-operative and post-operative management, wound care, principles of fluid management and resuscitation, operating room protocols, assessment and management of trauma, and diagnosis and treatment of common surgical conditions. Students will also learn principles for dealing with ethical issues and end of life care. Skills will include but not be limited to: (a) suturing of lacerations and operative wounds; (b) obtaining IV access through peripheral or central means; (c) assisting in operative procedures; (d) interpreting laboratory, testing, and imaging results; and (e) understanding surgical procedures for common conditions.

Orthopedics/Sports Medicine: To experience orthopedics in the out-patient setting where there is also a strong sports medicine emphasis. The students will focus on history and physical examination and participate in the evaluation and management of orthopedic related injuries under the supervision of certified orthopedic surgeons, primary care sports medicine physicians and their assistants. There should also be opportunities to work with registered physical therapists in the management and rehabilitation of patients with a variety of injuries, including post-operative care and rehabilitation. Competencies include taking a focused history and physical examination of orthopedic injuries, diagnostic imaging patient presentations to the supervising physician or assistant and discussion of the treatment plan, including working with orthopedic assistants and physical therapists. There will also be consideration of prevention, wellness, exercise prescriptions, training effect, nutrition, isometric and strength training, and mechanisms of injury.

Psychiatry: to perform a psychiatric assessment and mental status exam, to diagnose and treat common mental health disorders, and to understand the basic principles of prescribing psychiatric medications. Management principles will include treatment in both inpatient and outpatient environments, in individual and group therapy settings. An emphasis will be on common conditions and their effects on overall health, such as anxiety, depression, bipolar disorder, schizophrenia, somatization, eating disorders, and personality disorders. Learning the principles of psychopharmacology will be an important competency. In addition, students will gain an appreciation of the influence of mental illness in families, schools, and communities.

OBGYN: to learn the diagnosis and management of pregnancy, to include prenatal care, labor, delivery, post-partum care, and aspects of female health and wellness. Skills will include but not be limited to: (a) interpretation of prenatal risks and management; (b) diagnosis of labor; (c) fetal and maternal monitoring; (d) spontaneous vaginal delivery; (e) assisting in operative delivery; (f) principles of management of newborns; and (g) post-partum management of common abnormalities. Students will also learn to diagnosis and manage common reproductive challenges such as infertility, spontaneous abortion, ectopic pregnancy, contraception and family planning, and their effects on the family.

Students will learn the diagnosis and management of common gynecological conditions to include abnormal vaginal bleeding, abnormal Pap smears, menopause, sexually transmitted illnesses, sexual dysfunction, osteoporosis, and chronic pelvic pain. Skills will include: (a)

performing a pelvic exam and Pap smear; (b) observing colposcopy and cervical biopsy; (c) assisting in operative GYN procedures such as hysterectomy; and (d) understanding principles of pre- and post-operative management of the GYN patient.

Rural Medicine: to introduce a primary care environment in a rural or urban setting, where the student can observe and understand the breadth and commitment to patient care that is part of a primary care practice, as well as the relationship this practice has with the community it serves.

In addition to the CORE rotations, third-year students will also have rotations in:

- osteopathic manipulative medicine/neuromusculoskeletal medicine
- radiology (includes two weeks of vacation during this rotation.); and
- one selective rotation, either in a CORE discipline or other specialty.

In the fourth year, students must complete a CORE rotation in either family medicine or emergency medicine as well as:

- rural medicine; and
- osteopathic manipulative medicine.

Fourth-year students also will have seven elective rotations, which can be either hospital-based or out-patient. The remaining two months are available for vacation, residency interviews and board examinations.

Doctor of Osteopathic Medicine Curriculum Year 1

Fall Semester

Course Number	Course Title	Credit Hours
MED 611	Scientific Foundations of Medicine	6.9
MED 612	Essential Clinical Anatomy and Development	7.9
MED 615	Introduction to Clinical Medicine 1	3.0
MED 616	Osteopathic Principles and Practice 1	3.0
MED 617	Cardiopulmonary Renal (CPR) *	13.5
	Semester Total	34.3

* Course runs for four weeks in fall semester and nine weeks in spring semester.

Spring Semester

Course Number	Course Title	Credit Hours
MED 625	Introduction to Clinical Medicine 2	3.0
MED 626	Osteopathic Principles and Practice 2	3.0
MED 627	Neurology, EENT, Motor Systems (NEMS)	10.0
	Semester Total	16.0

Total credit hours during year 1: 50.3 hours

Curriculum Year 2

Fall Semester

Course Number	Course Title	Credit Hours
MED 715	Introduction to Clinical Medicine 3	3.0
MED 716	Osteopathic Principles and Practice 3	3.0
MED 717	Dermatology, Immunology, Orthopedics (IDO)	6.0
MED 718	GI, Hepatic, Metabolism (GHM)	6.0
MED 719	Reproduction, Endocrine, Urogenital (REU)	6.0
	Semester Total	24.0

Spring Semester

Course Number	Course Title	Credit Hours
MED 724	Integration of Biomedical and Clinical Sciences	5.7
MED 725	Introduction to Clinical Medicine 4	2.0
MED 726	Osteopathic Principles and Practice 4	2.0
MED 727	Core Concepts of Biomedical Sciences (note: pass/fail)	1.0
MED 728	Growth, Development, Behavior (GDB)	5.0
Semester Total		15.7

Total credit hours during year 2: 39.7 hours

Total credit hours during years 1 and 2: 90.0 hours

Year 3 (July – June)

One-half month is available for vacation during year 3

Course Number	Course Title	Credit Hours
MED 800	Family Medicine I Clinical Rotation (Core Rotation)	5.0
MED 801	Family Medicine II Clinical Rotation (Core Rotation)	* 5.0
MED 810	Internal Medicine I Clinical Rotation (Core Rotation)	5.0
MED 811	Internal Medicine II Clinical Rotation (Core Rotation)	5.0
MED 820	Emergency Medicine I (Required Rotation)	5.0
MED 821	Emergency Medicine II (Required Rotation)	* 5.0
MED 829	Osteopathic Manipulative Medicine	* 5.0
MED 830	General Surgery Clinical Rotation (Core Rotation)	5.0
MED 831	Clinical Ethics (Required Course)	1.0
MED 840	Obstetrics Gynecology Clinical Rotation (Core Rotation)	5.0
MED 850	Pediatrics Clinical Rotation (Core Rotation)	5.0
MED 860	Psychiatry Clinical Rotation (Core Rotation)	5.0
MED 870	Radiology/Vacation (Required Rotation)	2.5
MED 880	Orthopedics/Sports Medicine (Required Rotation)	5.0
MED 890	Elective – 3 rd Year Clerkship	5.0
MED 895	Biomedical Foundations of Medicine	* 5.0
Total		* 58.5

(Clerkship hours are calculated as 45 contact hours per week for 4 weeks = 5 credit hours)

** Third-year students will complete 12 clinical rotations and earn 57.5 credit hours in the third year. Students will have either Family Medicine II OR Emergency Medicine II in the fourth year. Osteopathic Manipulative Medicine (MED 829) is a course for all third-year students who must meet requirements throughout the academic year, with final testing at the close of the year. Biomedical Foundations of Medicine (MED895) is an elective course subject to approval of the Associate Dean for Clinical Affairs.*

Year 4 (July – April)

Electives are denoted by credit hours in parenthesis

Students will choose electives equal to 4 months of work (48 Credit Hours)

Students will have 1 month for vacation and interviewing for residency during year 4

Course Number	Course Title	Credit Hours
MED 801	Family Medicine II (Core Rotation)	* 5.0
MED 821	Emergency Medicine II (Required Rotation)	* 5.0
MED 918 MED 929	Osteopathic Manipulative Medicine Elective – or Osteopathic Manipulative Medicine Longitudinal	* 5.0
MED 900	Rural Medicine Rotation (Required Rotation)	* 5.0
MED 930	Elective Sub-specialty (six each valued at 5.0 credit hours)	30.0
	Cardiology	(5.0)
	Elective Sub-specialty Cardiothoracic Surgery	(5.0)
	Elective Sub-specialty Clinical Investigation	(5.0)
	Elective Sub-specialty Critical Care	(5.0)
	Elective Sub-specialty Dermatology	(5.0)
	Elective Sub-specialty Emergency Medicine	(5.0)
	Elective Sub-specialty Endocrinology	(5.0)
	Elective Sub-specialty Gastroenterology	(5.0)
	Elective Sub-specialty Hematology/Oncology	(5.0)
	Elective Sub-specialty Medical Ethics	(5.0)
	Elective Sub-specialty Mental Health	(5.0)
	Elective Sub-specialty Neonatal Intensive Care	(5.0)
	Elective Sub-specialty Neurology	(5.0)
	Elective Sub-specialty Neurosurgery	(5.0)
	Elective Sub-specialty Radiology	(5.0)
	Elective Sub-specialty Sports Medicine	(5.0)
	Elective Sub-specialty Urology	(5.0)
	Elective Sub-internship Family Medicine	(5.0)
	Elective Sub-internship General Surgery	(5.0)
	Elective Sub-internship Internal Medicine	(5.0)
	Elective Sub-internship Obstetrics/Gynecology	(5.0)
	Elective Sub-internship Orthopedics	(5.0)
	Elective Sub-internship Pediatrics	(5.0)
	Elective Sub-internship Other	(5.0)
Semester Total		50.0

Note: Students must complete ten rotations in the fourth year, four core/required and six electives.

** Students will have either Family Medicine II OR Emergency Medicine II in the fourth year.*

Total credit hours for clinical years: 108.5 hours

Total credit hours for years one through four: 198.5 hours

NOTE: Assignment of credit hours to all courses and rotations is subject to change depending on the faculty and administration's final calculation of actual contact hours in each semester.

GENERAL INFORMATION

HOUSING

Students are responsible for their own living accommodations. Currently, there is limited on-campus housing for graduate students. However, the University opened a 136-bed graduate apartment building in time for the 2015-2016 academic year.

RESEARCH AND SCHOLARLY ACTIVITY

MU-COM encourages biomedical, clinical and academic research. The college will make every effort to assist students and faculty in the development and funding of research programs which are of interest to faculty and students. Research projects must be submitted for approval through the Dean and Institutional Research Board (IRB).

GOVERNMENT ASSOCIATION

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

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

CLUBS AND ORGANIZATIONS

Opportunities for student involvement are available through speciality area of medicine, social interest, professional, and nationally affiliated clubs and organizations. For a complete list of student organizations please contact the Office of Student Affairs.

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

POLICIES

PRIVACY OF STUDENT RECORDS

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

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

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

The student may request that directory information not be released. This must be made in writing to the Office of the Registrar within 15 days of the beginning of each term. Failure to notify the Office of the Registrar may mean university publications, such as team rosters, promotional brochures, or the student directory, may include some directory information.

NONDISCRIMINATION POLICY

Aware that some groups have been denied equal opportunity because of discriminatory policies and practices by some institutions in the past, the university enforces the following equal opportunity policy:

Marian University does not discriminate on the basis of race, ethnicity, color, sex, gender, gender identity, sexual orientation, religion, creed, national origin, age or disabilities in the selection of administrative personnel, faculty and staff, and students.

ADMINISTRATION AND FACULTY OF MU-COM

ADMINISTRATION

Daniel J. Elsener	President, Marian University
Donald Sefcik, DO	Vice President of Health Professions and COM Dean
Charles Henley, DO	Associate Dean for Clinical Affairs
Bryan Larsen, PhD	Associate Dean for Biomedical Sciences

ADMISSIONS

Bryan Moody	Director of Enrollment Management
Dan Kallenberger	Assistant Director of Marketing, Recruitment and Admissions
Julia Ford	Financial Aid Counselor

STUDENT AFFAIRS

Clint Whitson	Assistant Dean for Student Affairs
Melinda Wallpe, PhD	Mental Health Counselor/Academic Support
Michael Koluch, MA	Graduate Learning Support Specialist
Kaylee Hofmeister	Student Affairs Specialist
John Shelton	Evans Center Campus Minister

CLINICAL FACULTY

Ann Habenicht, DO	Chair of Department of Osteopathic Manipulative Medicine
John Lucich, MD	Chair of Clinical Skills
David Hormuth, MD	Chair of Clerkship Education
Jason Eberl, PhD	Endowed Chair and Professor of Biomedical Ethics
Michael Kuchera, DO	Professor, Osteopathic Manipulative Medicine
Daniel Gelfman, MD	Associate Professor, Internal Medicine
John Coppinger, DO	Assistant Professor, Osteopathic Manipulative Medicine
Garren Gebhardt, DO	Assistant Professor, Osteopathic Manipulative Medicine
Sherry Jimenez, EdD	Assistant Professor, Family Medicine
Genomary Krigbaum, PsyD	Assistant Professor, Behavioral Medicine
Lyree Mikhail, MD	Assistant Professor, Obstetrics and Gynecology
Linnea Nelson, DO	Assistant Professor, Family Medicine
Daniel Williams, DO	Assistant Professor, Osteopathic Manipulative Medicine
Emily Young, MD	Assistant Professor, Internal Medicine and Pediatrics
Sarah Zahl, PhD	Assistant Professor, Family Medicine

BIOMEDICAL SCIENCE FACULTY

David Gardner, PhD	Professor, Biochemistry
Richard Klabunde, PhD	Professor, Physiology
Thad Wilson, PhD	Professor, Physiology
Michael La Fontaine, PhD	Associate Professor, Biochemistry
Sam Pope, PhD	Associate Professor, Microbiology/Immunology
David Strom PhD	Associate Professor, Pharmacology
Samina Akbar, PhD	Assistant Professor, Microbiology
Sage Arbor, PhD	Assistant Professor, Biochemistry
Taflin Arbor, PhD	Assistant Professor, Anatomy
Allison Chatterjee, PhD	Assistant Professor, Anatomy
Medhane Cumbay, PhD	Assistant Professor, Pharmacology
David Dufeu, PhD	Assistant Professor, Anatomy
Jonathan Lowery, PhD	Assistant Professor, Physiology

Blaine Maley, PhD Assistant Professor, Anatomy
Kristen Metzler-Wilson, PhD Assistant Professor, Pharmacology and Neuroscience
David Raskin, PhD Assistant Professor, Microbiology
Mary Jo Robinson, DO Assistant Professor, Pathology