MARIAN UNIVERSITY

College of Osteopathic Medicine Course Catalog • 2023-2024

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ACADEMIC CALENDAR 2023-2024

FIRST SEMESTER • FALL 2023

Clinical Medical term begins ..... Jul. 1
COM Years 1 & 2 Classes begin at 8 a.m. ..... Aug. 7
Graduate and Undergraduate Classes begin at 8 a.m. ..... Aug. 21
Last day to add a course or change from/to audit ..... Aug. 27
Labor Day: university closed ..... Sept. 4
Close pass/fail option ..... Sept. 22
Spring and Summer 2023 undergraduate incompletes due ..... Sept. 29
Mid-term date ..... Oct. 13
Mid-term recess: no classes ..... Oct. 16-17
Mid-term grades due at 4 p.m. for semester long classes ..... Oct. 18
Final grades due at 4 p.m. for classes ending on or before the mid-term date ..... Oct. 18
Registration for spring semester ..... Oct. 23 – Nov. 3
Thanksgiving recess: no Wednesday classes ..... Nov. 22
Thanksgiving recess: university closed ..... Nov. 23-24
Last day to withdraw from a semester long class ..... Dec. 8
Final examinations ..... Dec. 11-15
Final grades due at noon ..... Dec. 19
Fall diploma/graduation date (no ceremony) ..... Dec. 31
Clinical Medical term ends ..... Dec. 31

SECOND SEMESTER • SPRING 2024

Clinical Medical term begins ..... Jan. 1
All classes begin at 8 a.m. ..... Jan. 8
Last day to add a course or change from/to audit ..... Jan. 14
Martin Luther King, Jr. Day: university closed ..... Jan. 15
Close pass/fail option ..... Feb. 9
Fall 2023 incompletes due ..... Feb. 16
Mid-term date ..... Mar. 1
Mid-term recess ..... Mar. 4-8
Mid-term grades due at 4 p.m. for semester-long classes ..... Mar. 12
Final grades due at 4 p.m. for classes ending on or before the mid-term date ..... Mar. 12
Registration for fall semester ..... Mar. 18 - 28
Holy Thursday: no evening classes (4:00 p.m. and later) ..... Mar. 28
Good Friday: university closed ..... Mar. 29
Easter Monday: university closed ..... Apr. 1
Last day to withdraw from a semester long class ..... Apr. 26
Final examinations ..... Apr. 29-May 3
Commencement Ceremonies ..... May 3, 4, and 5
Spring diploma date ..... May 4
Final grades due at noon ..... May 7
COM Years 1 & 2 classes end ..... May 17
Clinical Medical term ends ..... June 30

THIRD SEMESTER • SUMMER 2024

Summer semester begin ..... May 6
Memorial Day observed: university closed ..... May 27
Independence Day observed: university closed ..... July 4
Summer semester ends ..... Aug. 17
Summer graduation date (no ceremony) ..... Aug. 31

Last date to withdraw from any course 4 or fewer weeks in length is prior to the start of the course.
Last date to withdraw from courses lasting 5 weeks or more, but less than a full semester, is 5 business days before the published end date of the course.
Students cannot withdraw from any class in which the final examination has been given.

The University

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

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

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

Description and Goals of Marian University
Marian University is a Catholic, coeducational, comprehensive liberal arts university established by the Sisters of Saint Francis, Oldenburg, which provides higher education for a student body of traditional age and adult students, resident and non-resident, with diverse abilities and varied religious, cultural, ethnic, and socio-economic backgrounds. The university integrates a values-centered, liberal arts-based approach into its curriculum. Associate and bachelor degrees are conferred in arts, business administration, nursing, science, and social work. In addition, Marian University confers master's degrees in specific disciplines and doctoral degrees in nursing practice, organizational leadership and osteopathic medicine. Marian University provides a mentoring environment that emphasizes individual attention and fosters multi-faceted personal development. Marian University is engaged in dialogue and conversation within the Catholic Church, with the broader Christian community, with other religious people, and with all people of good will.

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

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

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

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

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

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

Accreditation

Marian University is accredited by the Higher Learning Commission; Council for the Accreditation of Education Preparation, the Indiana Department of Education, the Indiana State Board of Nursing, International Assembly of Collegiate Business Education, the Commission on Osteopathic College Accreditation, and the Council on Accreditation of Nurse Anesthesia Educational Programs. The baccalaureate degree program in nursing and Doctor of Nursing Practice program at Marian University are accredited by the Commission on Collegiate Nursing Education (https://www.aacnnursing.org/ccne-accreditation).

History

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

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

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

The gradual increase in student numbers demanded a larger campus. In 1963, the Frank Wheeler estate, then owned by William Stokely, was purchased. The mansion became the William Stokely Jr. Music Hall. The former estate of Carl Fisher separated the north and south campuses. Until 1967 it served as a private preparatory school for boys, when it was purchased, giving the college 114 adjoining acres. Over time, residence halls and classroom buildings were added to the campus, and features such as the Blessed Mother Mary Shrine and Rosary Walk (2016). Renovations to existing buildings have been ongoing and include the Physical Education Center (2007), St. and the Francis Hall garage, which became the Marian College Cycling Center (2007). Additional building includes the new residence halls, University Hall (2008) and Drew Hall (2012), the Campus Operations Building (2008), the multi-purpose field (2008-2009), the Evans Center for Health Sciences (2013), the student center, Alumni Hall (2014), the Norman Center for Business (2017), the Dinning Commons (2018), and Huntington Hall (2019).

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

Marian College from 1989-99, and Dr. Robert M. Abene, the seventh president of Marian College, served from 1999-2001. Daniel J. Elsener became the eighth president in 2001.

All teacher education programs where formerly accredited by The National Council for Accreditation of Teacher Education in 1976; these programs are now accredited by the Council for the Accreditation of Education Preparation. The Indiana State Board of Nursing initially approved the bachelor-level nursing curriculum in 1987.The Commission on Collegiate Nursing Education renewed the accreditation in 2009. The Council on Social Work Education admitted the college program to candidacy status in 2020.

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

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

This effort was followed by the introduction of doctoral level training in both Nurse Anesthesiology and Family Nursing Practice in 2018, and a doctorate in Organizational Leadership in 2020.

Fall 2019 saw the creation of a specialized two year college, Marian University Saint Joseph's College, with a focused earn and learn program of study in business and liberal arts. This has been followed in 2021 with the reaction of Marian University's Ancilla College, Located in Plymouth, IN, a second two year college providing educational programing and opportunities to students in North Central, IN.

Mentoring

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

Campus Ministry

Campus ministry is an essential part of the mission of the church on campus. The ministers at Marian seek to "walk with others as Jesus Christ is God walking with us." The components of campus ministry include rich worship, service and education for social justice, faith and evangelization along with ministry to our graduate, online and interfaith community. Much of this work is done through the formation of faith-filled student leaders, to include peer ministers, liturgical ministers, retreat leaders, Alternative Break and service leaders. We seek to deepen the faith of our Catholic students as well as our students of various Christian denominations and are open to and supportive of our interfaith students and those who do not affiliate with any faith tradition.

There are three chapels on our campus; St. Francis Hall chapel in Oldenburg Hall, Our Lady of Perpetual Help in the Evans Center and Bishop Chartrand Memorial Chapel, in Marian Hall, which is the center for liturgical services on campus. Mass is offered daily Sunday through Friday along with the Sacrament of reconciliation. At the opening of each semester and on the regularly established holy days, special all-community liturgical celebrations are scheduled, during which classes are cancelled and professional meetings are discouraged. Regardless of religious affiliation, all are welcome to join the community in worship and prayer.

During the current pandemic, Campus Ministry has adapted the various ministries to include live streaming weekly Mass, putting safe protocols in place for public worship, weekly online reflections, recorded prayer services and sacred music concerts and creating a Canvas course to hold all campus ministry resources, including the ability to make a remote appointment with any one of our mission and ministry team. Marian.instructure.com/courses/2894447. Information regarding the real time offerings from campus ministry, can be found on the weekly email, through social media outlets such as Facebook and Instagram. To receive this weekly email, please contact Lesley Bartone— lbartone@marian.edu.

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

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

Buildings include:

Allison Mansion – The former home of James Allison was known as the "House of Wonders" when it was completed in 1914. The Sisters of Saint Francis purchased it in 1936 and relocated Marian College from Oldenburg to the property in 1937. It was originally the main building on campus and housed the library, administrative offices, classrooms, and sleeping quarters for the Sisters. Biology and chemistry offices and student dormitory were located in the former greenhouses. Listed in the National Register of Historic Places, today the offices of the university's president are located here.

Alumni Hall – This building opened in fall 2014 to serve as the new student center for the campus. The university bookstore and a food court with a Starbucks, grill, and pizza, serves the students, faculty and staff. There are outdoor and indoor seating options and gathering spaces, including nooks designed for small group collaboration. The building was designed to also serve as a banquet hall with seating for up to 300 guests.

Arena and Convocation Center – In 1983, the university opened the Physical Education Center, a building attached to Clare Hall at the west end. It houses the varsity gym, an intramural gym (the former Clare Hall gymnasium), a weight room, physical assessment lab, and classrooms as well as offices for athletics administration. To accommodate the growing need for better equipment and more space, an expansion and renovation of the center was completed in 2019. There is now a fitness center, expanded locker rooms, and weight room, and all are open to all students, faculty, staff, and alumni.

Caito-Wagner Hall – This hall opened in 2021 and serves as first year student housing for over 200 students. A attached bell tower dedicated to the Sisters of Saint Francis, Oldenburg, Indiana–Marian's founder and sponsor–is highest point of elevation on campus. The hall also houses Saint Joseph Chapel and includes a garden and reflection area.

Caretaker's Cottage – This building served as the caretaker's cottage for the Wheeler-Stokely estate.

Clare Hall – Named for Mother Clarissa Dillhoff, the first president of Marian College, Clare Hall was completed in 1949 and used as the primary residence hall. The lower level of Clare Hall houses the Speaking Studio and an art studio. The first floor of this building houses the campus dining commons, the Counseling and Consultation Services Office, the Center for Academic Success and Engagement, Student Health Services, the Personalized Learning Center, multiple classrooms, and our Unity Center. Two upper floors serve as a residence for students.

Doyle Hall – Opened in 1964 as a men's residence hall, it was dedicated and named for Monsignor John J. Doyle on May 17, 1967. Today it is a coed residence hall that is home to 250 students, including incoming freshmen.

Drew Hall – Opened in 2012 as a residence hall, it has four floors of suite-style rooms, with four students sharing a common living area and private bathroom in each suite. The building's amenities extend to its exterior, with a bricked courtyard and fire pit available for student use. A coed residence, the hall is home to 144 upper class students.

Huntington Hall – Home to Marian University's St. Joseph's College. The facility was opened in 2019. The hall was a former church located on the western edge of Marian's main campus. Saint Joseph's College offers a unique earn and learn model of associate degree level education to students. Graduates are prepared to enter the workforce with accumulated experience or to continue their educational pursuits with Marian University.

Marian University Cycling Center – The indoor cycling training facility opened in the spring of 2007 and is the training ground for the over 45 time national champion Marian University cycling team. It also serves as a health and fitness resource for the larger campus and Indianapolis community.

Marian Hall - Dedicated in 1954 by Archbishop Paul Schulte of Indianapolis, Marian Hall, like the university, was named for and dedicated to Mary, the Mother of God, by the Sisters of Saint Francis, Oldenburg. The statue of Mary located at the building's center

was also dedicated in 1954. The cornerstone of the building is set in the chapel wing to symbolize the Christ-centered education Marian University provides. Marian Hall houses the Bishop Chartrand Memorial Chapel and Marian Hall Theatre on opposite ends, with classrooms and Scotus Science Hall in the middle. In addition to being a classroom building, this central administration building houses the offices for academic and financial student services, and human resources. It also houses faculty offices for natural and social sciences.

Michael A. Evans Center for Health Sciences - Home to the Marian University College of Osteopathic Medicine (MU-COM), the Leighton School of Nursing, and an art gallery and classrooms, the building opened in 2013. It is a 140,000 square foot building with four floors and is LEED Gold certified. Classrooms, two lecture halls, and the admissions and student affairs offices for graduate programs occupy the first floor. The building also houses an anatomy lab and osteopathic manipulative medicine lab. Modern patient simulation centers, which duplicate hospital and clinic treatment areas for teaching and assessment of student skills and competencies for both medical and nursing students, are also located here.

Mother Theresa Hackelmeier Memorial Library – Named for the founding member of the Oldenburg Franciscan congregation and dedicated in 1970, this contemporary structure can house 200,000 volumes. Students have access to individual and group study spaces as well as several collaborative research pods combining computing technology and research tools. The library offers students and faculty traditional library collections, electronic resources, and a wireless network in a friendly student-centered environment. The library Learning Commons includes the largest open computing lab on campus, SmartSuite seminar rooms, a Writing Center, student presentation rehearsal room, and a 220-seat auditorium. The Exchange, the career development office located on the first floor, connects students with key stakeholders in the community and assists them in identifying and honing their skills and talents.

Paul J. Norman Center - Built in 2017 to represent the changing work styles and mobile technology of businesses today, the Norman Center has breakout areas, expansive glass walls, and open perimeter spaces. The building includes a total of seven classrooms, 14 offices, three conference rooms, four collaboration rooms, a large board room, and a presentation venue. The center is home to the Bryum School of Business, campus safety and police services and Subway restaurant.

Sisters of Saint Francis Oldenburg Hall – Built in 1967 as a residence for the members of the Sisters of Saint Francis, Oldenburg who worked at Marian College. The Sisters lived there until additional room was needed to accommodate the school's growing enrollment. After serving as a residence hall for many years, it now houses many liberal arts, theology and philosophy department offices, the offices of the Klipsch Educator's College, Office of Mission Effectiveness, Rebuild My Church, San Damiano Scholars, Campus Ministry, the offices of the Department for University Marketing, offices of the Athletics Department, and the St. Francis Chapel. Originally named St. Francis Hall, the name of the building was changed to Sisters of Saint Francis of Oldenburg Hall in 2014.

Sommers Mansion – Added to the university in 2017, this mansion serves as the home for the University Advancement offices as well as outreach segments of the Klipsch Educator's College.

Steffen Music Center – The music center was originally built in 1968 as a home for the incoming president, Dominic Guzzetta. In 1990, the Department of Music relocated from the Wheeler-Stokely Mansion to this building after the university renovated the house and added classroom and rehearsal space. Special features were added during the renovation, making the acoustics tremendous in the teaching studios, practice rooms, and rehearsal room. A renovation and expansion project began in 2009 with a gift from the estate of the late Andrew Steffen. To honor the university's Catholic foundation, the building façade features the first 10 notes of the fight song, We Rise and Cheer for You Dear Marian, marked in pneumatic notation, a style most commonly associated with Gregorian chants and Catholic liturgical music. Additions included multiple Wenger practice rooms; a large rehearsal hall; large instrument, percussion, and uniform storage rooms; and instrument repair station.

The Overlook at Riverdale –The home of graduate student apartments, the facility opened in 2015 and has studio, 1, 2, and 3 bedroom apartments.

University Hall – A residence hall opened in the fall of 2008 and designed in consultation with Marian University students. The hall has suite-style rooms with kitchenettes on every floor as well as large common areas for student gathering. A coed residence, the hall is home to 190 upper class students.

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

admission currently occupies the mansion. The outdoor swimming pool, used for many years by students, alumni, and friends, was filled-in in 2003. The estate was listed on the National Register of Historic Places in 2004.

Witchger School of Engineering – Opening Fall 2024.

Marian University's Ancilla Campus
On July 1, 2021 Marian University launched Marian University's Ancilla College (MUAC) near Plymouth, IN. This location offers an education to students in North Central Indiana on the campus of the Congregation of the Poor Handmaids of Jesus Christ. Coursework leading to associate level degrees as well as baccalaureate level nursing is offered here. Upon completion of their degree work, students may continue their studies on the main Marian University campus in Indianapolis.

College of Osteopathic Medicine

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

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

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

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

Osteopathic physicians also use their ears to listen. D.O.s 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 D.O.s their physicians for life.

Program Goals and Objectives

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

1. A quality professional education program emphasizing osteopathic training through lifelong learning and scholarly activity in a caring, academic community. This community will include students from Indiana, the nation, and the world.

2. An education that "profoundly transforms lives, society and the world" consistent with the sponsoring Catholic University's four core Franciscan values (dignity of the individual; peace and justice; reconciliation; and responsible stewardship) and the tenets of osteopathic medicine.

3. A curriculum that promotes and measures student competencies with an emphasis on osteopathic clinical services in diverse populations of individuals and cultures, including the underprivileged and medically underserved, in local, regional, national and international environments.

4. A commitment to actively support and encourage hospitals in Indiana and surrounding states in the expansion of graduate medical education either by increasing positions in existing residency and fellowship programs or by creating new programs.

Osteopathic Oath

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

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

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

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

College of Osteopathic Medicine Admission

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

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

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

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

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

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

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

The Supplemental Application process consists of the following:

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

A minimum of three (3) letters of recommendation are required from individuals who know the applicant in a professional capacity and can comment on one's character, work ethic, academic history, scientific acumen, empathy, compassion, resilience, emotional intelligence, commitment and knowledge of the healthcare environment. The Admissions Committee strongly prefers that the letters be from the following sources:

- A pre-health or academic advisor/committee (undergraduate, post-baccalaureate, or graduate programs). A pre-health advisor letter will meet the requirement for one of the three required letters of recommendation.
- Undergraduate, graduate, or post-baccalaureate faculty (preferably those who delivered a science course) who can attest to academic performance and aptitude. We highly recommend at least one letter from an academic source.
- Physician, preferably a DO and/or other health care provider with whom a candidate has had a professional relationship, who can attest to the applicant's clinical experiences and overall fit for the profession.

Candidates who may not have the ability to submit letters from any/all of the above sources should select letter writers who know them in a professional or service-related capacity and can comment on the applicant's character, work ethic, academic history, scientific acumen, empathy, compassion, resilience, emotional intelligence, commitment and/or knowledge of the healthcare environment.

Applicants are able to submit additional forms/letters, but it is not encouraged. All additional letters must touch on something not mentioned in previous letters of recommendation.

In order to facilitate the timely processing of applications, please follow these guidelines regarding your letters of recommendation.

- **MU-COM does not accept paper letters of recommendation**. We are the first paperless admissions system in osteopathic medical education.
- Our preferred transmission method is AACOMAS.
- If submitting through Interfolio or VirtualEvals, you **MUST include your AACOMAS ID** in the upload. Having the ID within the letter is insufficient.
- MU-COM is not responsible for the receipt or processing of materials that do not conform to these guidelines.

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

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

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

Deposit Fees
A nonrefundable seat deposit fee of $750 and a $500 tuition deposit fee is payable, per AACOMAS guidelines, after an applicant has been accepted to MU-COM. Payment is credited toward the tuition fee upon matriculation.

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

Minimum Requirements for Admission [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. 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.

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

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

1. Applicants must have completed 90 credit hours or three-fourths of the required credits for a degree in a college or university where the accrediting body is recognized by the Council for Higher Education Accreditation (CHEA) and the US Department of Education (DOE) in order to be considered for an interview. All applicants must earn a baccalaureate degree **prior to matriculation**. An exception to the 90-hour requirement may be made if the college has a formal articulation agreement with MU-COM for a combined studies program, and all required courses in the combined studies degree have

been completed. An exception to the baccalaureate degree requirement may be made when a terminal professional degree, which does not require a bachelor's, has been conferred. In this case, all pre-professional program prerequisites must be completed satisfactorily.

2. **GPA**: To be considered a competitive applicant to MU-COM, candidates should have achieved at least a 3.2 science and cumulative grade point average, on a 4.0 scale. Applicants with a GPA less than 3.2 are rarely accepted. The admissions process is highly competitive, and a higher-grade point average (above 3.5) results in improved chances for acceptance. While persistence toward degree completion is scrutinized, MU-COM places emphasis on the last 120 credit hours and on the science and required courses when choosing between competitive applicants.

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

   Note: Courses with equivalent content will be reviewed. MU follows the AACOMAS definition of science courses to determine science GPA and science hours. (See AACOMAS website)
   Note: The Admissions Committee can waive additional prerequisites at their discretion.

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

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

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

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

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

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

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

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

Applicants who will require either an F-1 or J-1 Visa must contact the MU-COM Office of Enrollment Management for immigration requirements at the time of application. At a minimum, the requirements include official, first source transcripts from previous

institutions attended, MCAT, a statement of financial proof, and citizenship documents. In addition, scores from standardized tests as may be required by the educational institution such as the Test of English as a Foreign Language (TOEFL). Marian University's Office of Admissions is responsible for processing immigration documents in concert with the MU-COM Director of Enrollment Management.MU-COM will not accept transfer students from international schools.

Transfer Applicants

Due to the integrated nature of our curriculum, MU-COM accepts transfer applicants in rare circumstances only. All transfer students are required to meet the mission statement principles and the educational goals as published in the *Student Handbook and Catalog*. These goals are consistent with the overall mission of the institution.

Transfer Requirements

1. Be in good academic standing at a COCA accredited or LCME accredited medical school at the time of transfer to MU-COM.
2. Complete a minimum of the last two years of training at a college of osteopathic medicine.
3. Show convincing need for the transfer.
4. Have a letter of eligibility to transfer from the dean at the prior college attended. Applicants must have a written letter from the prior medical college documenting eligibility for continued attendance, reason for transfer request, and level of prior course work completion.
5. Be eligible for continued attendance or for re-admission to their current/prior medical school to be eligible for consideration.
6. Obtain a passing score on the first attempt of all applicable licensure exams.

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 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, most COMs 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.

MU-COM does not accept transfer students from international medical schools.

Policy Statement
MU-COM is dedicated to developing empathic, proficient physicians committed to continuous learning, innovation, and excellence in clinical practice, education, research and service. The admissions process is rooted in the medical college mission and seeks candidates who are academically competent, who will actively engage in campus life and the diverse communities we serve, who will enhance and contribute to the diversity of our school and university, and contribute unreservedly to serving, promoting and improving the health of the public.

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

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

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

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

Sensory Skills
Applicants and students of osteopathic medicine must possess an enhanced ability to use their sensory skills. Individuals with disabilities who have significant tactile sensory or proprioceptive disabilities may require a thorough evaluation to determine if they are otherwise qualified, with or without reasonable accommodation. Such individuals may include those with significant previous burns, sensory motor deficits, cicatrix formation and malformations of the upper extremities.

Strength and Mobility
Medical treatments, such as osteopathic manipulative medicine and cardio pulmonary resuscitation, often require upright posture with sufficient upper and lower extremity and overall body strength and mobility. Individuals with disabilities who have significant limitations in these areas may require evaluation to determine if they are otherwise qualified, with or without reasonable accommodation.

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

Behavioral and Social Attributes
Applicants and students must possess the emotional health required for full utilization of their intellectual abilities, exercise good judgment, and promptly complete all responsibilities attendant to the diagnosis and care of patients and the development of mature, sensitive and effective professional relationships with patients. Applicants and students must be able to tolerate physically taxing workloads and adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the

clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that will be assessed during the admissions and educational processes.

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.

These Technical Standards, and any exceptions or accommodations granted to a learner, apply at the MU-COM only, and do not carry over to required licensing examinations or into residency. Therefore, each learner is independently responsible for meeting the requirements for licensure and residency.

Self-Assessment and Meeting Technical Standards:
Essential abilities and characteristics required for completion of the DO degree consist of certain minimum physical and cognitive abilities and emotional characteristics to assure that candidates for admission, promotion, and graduation are able to complete the entire course of study and participate fully in all aspects of medical training, with or without reasonable accommodation. If a student has a question as to their ability to meet these standards, with or without reasonable accommodations, they should contact the Personalized Learning Center.

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

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

Personalized Learning Center (PLC)
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 students with disabilities have equal access and opportunities as Marian Knights.

The Personalized Learning Center staff, along with students and faculty, engage in an interactive process to ensure accommodations are set up in a reasonable and supportive manner. This may also include connecting students to other on-campus resources, such as peer tutoring, academic success coaching, and career exploration services.

Applying for Accommodations
At Marian University, we are committed to supporting students with all different types of disabilities and diagnoses including, but not limited to, attention-deficit/hyperactivity disorder (ADHD), learning disabilities, physical and sensory disabilities, medical and mental health conditions, autism, as well as temporary disabilities. More than 150 students actively engage with the accommodation process each year. The accommodation process is easy to engage with and can be started with an email to the PLC.

English as a Secondary Language
The PLC additionally supports students, domestic and international, in which English may not be their primary language. Supports most generally include extended time testing support. To learn more about how this support is structured and what can be offered, students should contact the PLC.

Contact information: plc@marian.edu, 317-955-6540, or check out our website http://www.marian.edu/plc

Background Checks
MU-COM requires a criminal background check for all students at the time of matriculation and may require additional background checks during a student's tenure at MU-COM. Students must arrange and pay for the background checks through Certiphi.

Finances

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

Tuition and Fees
A complete listing of current fees is available on the Marian University website at https://www.marian.edu/osteopathic-medical-school/financial-aid/Tuition-and-Budget

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

Student accounts must be paid in full in order for students to enroll in or attend classes for any subsequent semester. Academic records, including transcripts and diplomas, are encumbered until the student account is paid in full. Financial restrictions will prevent the release of academic information to external certification agencies and/or testing centers.

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

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

Billing and Payment
The student bill is available in the MUHUB for any term for which a student has registered for classes. Bills are normally generated at least 30 days prior to the due date for the semester. Payment may be made online through the MUHUB using direct ACH from a checking or savings account or use of a debit or credit card. There is no fee to the payer for using of ACH from a bank account. Payments appear in real time to the student bill. Financial restrictions do not clear in real time and normally take 24 hours for updating.

Payment made by check may be mailed to the University's business office or delivered in person. Cash is accepted as a method of payment and should be delivered in person.

Payments made from international banks may be made through the MUHUB. The payer should select thus option when prompted about payment from a non-US bank.

Installment Payment Plan
Marian University offers a monthly payment option which allows all or part of educational expenses to be spread over each semester without interest charges. The plan is currently administered by Nelnet Campus Commerce and is available to all students. Students may access the payment plan through the Student Finance section of MUHUB. The plan administrator charges a semester fee for use of the plan. Marian University reserves the right to change payment plan providers at any time.

Proxy Access to Student Information
Students may add, edit or remove proxy access to their information in the MUHUB for any individual they deem appropriate. Students determine the type of access that is available to each proxy. For an individual other than the student to make payment in the MUHUB, the individual must have person proxy access to bill payment. Proxies will receive unique username and password information upon the student's completion of proxy setup.

Reduction of Charges Due to Withdrawal from University or Approved LOA
A student who officially withdraws from school is entitled to full or partial reduction of charges for tuition, fees, housing, and meal

charges. Tuition, other related fees, and housing and meal charges will be reduced in the following manner in the event the student withdraws from Marian University after confirming registration:

Standard Medical School Semester Length
Withdrawal/LOA in Week 1 or 2 = 100% refund
Withdrawal/LOA in Week 3 or 4 = 75% refund
Withdrawal/LOA in Week 5 or 6 = 50% refund
Withdrawal/LOA in Week 7 or 8 = 25% refund
Withdrawal/LOA in Week 9+ = No refund

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

Refund of Overpayment
Refunding of student account overpayment, whether or not the student receives federal Title IV aid, will be made in compliance with federal guidelines for federal student loans. Students should enter a direct deposit refund option through the MUHUB upon admission.

Tuition Insurance
Marian University offers a tuition insurance program through an outside provider. This insurance is available to any enrolled student for each semester of attendance. The insurance is available through the payment section of the MUHUB and must be paid in full before the first date of each semester. The insurance cost is based on the amount of insurance coverage the student elects. For information about the current provider and to obtain a quote for coverage, visit https://gradguard.com.

Veteran Affairs Benefits
Students receiving and using *GI Bill® benefits should to go www.marian.edu/current-students/registrar/gi-bill-benefits-information to read how to start using the benefit at Marian University.

Marian University does not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or require that covered students borrow additional funds, if the student is covered and unable to meet financial obligations to Marian University due to any delayed disbursement funding from the VA under Chapter 31 or 33.

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

Financial Aid

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

How to Apply for Financial Aid
Students interested in applying for financial aid at Marian University must complete the following steps:

1. New students must apply and be accepted for admission to the university. In order to be considered for financial aid, students must be regularly admitted and enrolled in a degree-granting program at least half-time for federal and full time for state aid. Only students who are United States citizens, nationals, or permanent residents are eligible for federal and state aid through Marian University's Office of Financial Aid.
2. File your Free Application for Federal Student Aid (FAFSA) online at https://studentaid.gov. List Marian University, Title IV School Code 001821, on your FAFSA application.
3. If you have already filed the FAFSA yet did not list Marian University as a recipient of your FAFSA, please return to https://studentaid.gov and add the Title IV School Code 001821.

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

Financial aid at Marian University is tentatively awarded as soon as possible after the student has been admitted and the FAFSA results have been received by the Office of Financial Aid.

To receive federal aid, a student must not be in default on a Federal Direct Loan, National Defense/Direct Student Loan, Income Contingent Loan, Consolidated Loan, Perkins Loan, Federal Stafford, SLS, or PLUS loan. In addition, a student must not owe a refund on a Pell Grant, Supplemental Educational Opportunity Grant, or State Student Incentive Grant at any institution.

A student's financial aid award will be based upon the number of credit hours for which they are registered. After classes begin, the enrollment status will be verified with the Office of the Registrar. Adjustments may be made to any student's financial aid if their enrollment status changes. If the adjustment drops a student below half-time attendance, the student will be ineligible to receive federal loans. Students must complete a separate application for the Federal Direct PLUS loan programs.

Federal Loans
For more information on the federal loans described below, please visit the Marian University financial aid website or Federal Student Aid website at studentaid.gov.

Federal Direct Stafford has two types of loans: (1) the Subsidized Loan, with an interest subsidy, and only available to undergraduate students (2) the Unsubsidized Loan, without an interest subsidy. Maximum annual loan limits depend upon:

- the student's status as a dependent or independent
- the student's year in college
- the student's financial need

The Federal PLUS Loan for graduate students allows the student to borrow up to the cost of attendance minus other aid available. A student must have no adverse credit history.

Private Alternative Loans: You will also find information on other loan resources at www.marian.edu/financialaid.

All student loan programs have loan deferral provisions. All borrowers with outstanding indebtedness in the Perkins, Stafford, PLUS, and HPSL programs are eligible to consolidate their loans. Please contact the Office of Financial Aid for details.

Academic and Student Services

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

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

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

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

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

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

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

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

Numerous opportunities are available to develop leadership skills, interact with students, faculty and staff, and to share in personally enriching experiences through participation in student government, clubs and organizations and in class offices. Students who wish to engage in these leadership opportunities must be in good academic standing. Please contact the Office of Student Affairs for more information about this requirement.

Counseling and Consultation Services
Counseling and Consultation Services (CCS) supports both the academic and personal growth of Marian University students. Individual counseling is available to assist students who are experiencing problems that interfere with the realization of their academic, interpersonal, spiritual, and vocational goals. Group counseling is available depending on student need and interest. 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. In addition, students with disabilities or chronic medical conditions may find counseling services helpful in developing effective coping strategies for adjustment and adaptation to university life. Counseling services are provided free of charge, and coordinated care with other professionals is arranged for those who experience more chronic conditions. When necessary, and at the discretion of the counseling staff, referrals to community agencies may be required which would result in fee for service costs to the student.

The Counseling Services Program uses psychological assessment and screening tools by licensed and professionally trained clinicians to assist in the recognition of mental health issues and academic functioning. Where additional evaluation, psychiatric, or specialized mental healthcare is indicated, referrals are made to providers in the Indianapolis area or within the student's healthcare organization. Off-campus referrals are at the student's expense.

Counseling and Consultation Services staff members make use of educational programs and prevention workshops as part of their support services for the academic and personal growth of Marian University students. Information is provided on topics such as, depression, anxiety and panic disorders, eating disorders, stress management, communication skills, personal wellness, conflict resolution, sexual assault and domestic violence, substance abuse, and alcohol awareness. In addition, with permission of the student; consultation and collaboration with Marian University faculty and staff members are utilized to better serve the student's needs. CCS maintains and follows confidentiality and the professional ethical guidelines of the American Psychological Association.

Assessment and Screening
Individual assessments are available to screen for learning difficulties, attention deficit issues, learning style, substance abuse, depression, anxiety, or eating disorders.

Crisis Intervention
During normal daytime office hours (M-F 8-4:30), the CCS staff are available to provide crisis intervention services to all students. Resident students needing emergency mental health services during the evening or weekends are directed to contact their residence hall director or the Campus Police at 317.955.6789. Non-resident students should call the MHA Indianapolis Crisis Line number at 317.251.7575, 911 or 317-924-2750 to speak to the CCS counselor on call.

Dining Services
Dining with friends is an integral part of your college experience. Dining locations on campus include: the Dining Commons (located in Clare Hall), Subway (located in the Paul J. Norman Center), Knights Table and Starbucks (located in Alumni Hall) and P.O.D Market (located in the Evans Center).

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

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

The Director of Graduate Medical Education Advising and Applications also refers students to career advising consultants in specific specialty areas. Visit http://bit.ly/ChrisParr to schedule an appointment, visit the GME content within the Office of Student Affairs Canvas pages (https://marian.instructure.com/courses/3013947), or please contact Chris Parr at cparr@marian.edu or 317-955-6605 anytime for support.

The Career Advisor and Graduate Medical Education (GME) Specialist serves as a lead career development advisor to provides one-on-one and group career development advising to the DO, BMS, and DNP student populations. The specialist coordinates activities related to the medical residency match process and assures all elements of residency application for all students are created, collected, and uploaded in a timely manner. Directly advises 1st and 2nd year medical students in self-exploration and medical specialty fit. Guides and supports students through the creation and submission of their match portfolios (CV, LORs, PS, and all supporting documents). Assists in the assembling of major medical residency application items like the Medical Student Performance Evaluation (MSPE). Identifies, implements, and maintains career exploration tools. Maintains and connects 1st year DO students and BMS students to summer experiential opportunities. Serves as an integral member of student success teams and committees in designing support interventions for struggling or at-risk students.

The Career Advisor and GME Specialist also refers students to career advising consultants in specific specialty areas. Visit http://bit.ly/ElishaHancock to schedule an appointment, visit the GME content within the Office of Student Affairs Canvas pages (https://marian.instructure.com/courses/3013947), or please contact Elisha Hancock at ehancock@marian.edu or 317-955-6367 anytime for support.

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

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

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

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

Workshops
Workshops are offered on a monthly basis. Topics may include study skills, test anxiety, board preparation, test-taking strategies, and time management.

Health Insurance
MU-COM students must maintain health insurance coverage, which must be current at all times. For additional information about health insurance requirements, please see the MU-COM Student Handbook.

Health Services
The Marian University Student Health Center, provides the clinical opportunities for students to achieve their level of optimal wellness. The Catholic Franciscan heritage coupled with current medical information guide the implementation of clinical services. The Student Health Center addresses a wide range of needs and provides treatment for acute illness, wellness visits, immunizations, physical exams, minor injuries, breathing treatments, and can test for strep, mono and the flu. The health care providers in the Student Health Center are able to write prescriptions and provide some over the counter treatments. The Student Health Center also presents promotional health education programs, biannual health fairs and campus health events. Students must provide health insurance policy information

All students must complete a Student Health Record form and Student Immunization Record form (forms can be found on the Marian University Health and Wellness web site). The student's signature, (or parent's signature for a student younger than 18), is required for authorization to administer treatment.

Housing (On-Campus)
Students are responsible for their own living accommodations. There are currently several options available for graduate student housing on campus. Housing options are found here: https://www.marian.edu/campus-life/residential-and-commuter-life/graduate-housing-at-marian-university

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

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

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

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

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

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

At Marian University we offer many opportunities for you to become engaged with your faculty and peers inside and outside of the classroom. We suggest you consider building leadership skills through participating in student and professional organizations, maintaining physical and mental wellness through recreation and intramural programs, supporting the community around you through service engagement opportunities, and broadening your intellectual and professional scope by attending cultural, educational, and social events on campus and in the community.

We also offer many academic and advising services to support your educational journey. These range from general academic support, such as strategies for managing stress and test anxiety, to mental health counseling from licensed psychologists. MU also offers accommodation services for students with documented disabilities. In addition, MU provides a full campus police department for your safety and security.

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

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

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

The Exchange Career Development and Experiential Learning
The Exchange staff works with students and alumni to explore and discern potential career paths and develop key skills critical to their long-term success. The Exchange connects students to the larger community early and often in the form of informational interviews, networking, internships, mentoring, and community-engaged learning.

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

Unity Center
Located on the first floor of Clare Hall, the Unity Center's mission is to develop and create stronger, more culturally competent, transformative leaders in their service to the world. The Unity Center is committed to fostering diversity and inclusion throughout campus and welcome all students, while specifically supporting underrepresented populations.

Writing Center
The Writing Center offers a range of writing and literacy related services for Marian University students, faculty, staff, alumni, and Indianapolis residents. The Writing Center is located in Mother Theresa Hackelmeier Memorial Library.

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

Workshops– Workshops are regularly offered to Marian University students covering topics including research writing, plagiarism, professional writing, personal statements, developing ideas for essays, navigating writing situations, MLA/APA formatting, and general composing and revising strategies. Current workshop schedules are available at https://www.marian.edu/academics/academic-commons

Academic Success and Progress

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

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

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

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

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

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

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

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

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

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

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

Academic Integrity
The search for truth, the transmission of knowledge, and the facilitation of moral development are the avowed goals of institutions of higher education around the world. These goals cannot be achieved unless the men and women who participate in their achievement are honorable persons with a common desire for the highest level of academic integrity.

Members of the Marian University community are expected to maintain the highest level of honesty in every phase of their academic lives and to help create and promote an ethical atmosphere in which the goals of the university can be fully realized. Students must understand that by accepting admission to Marian University, they have agreed to abide by all the provisions of the code. Their willingness to respect and comply with the code should depend less on an expectation of punishment for violation than on a sincere belief in the university's commitment to foster their intellectual and moral integrity.

The university has a positive obligation to protect this commitment by stating its code of academic integrity clearly and by taking decisive and responsible action when the code is violated. All Marian University students are responsible for knowing and avoiding academically dishonest behaviors. The code, the procedures and sanction (up to permanent dismissal from the university) for violation, are specified in the Code of Student Rights and Responsibilities.

Grading and Performance Standards

Grading System
The quality of each student's work as determined by class assessments is reflected in terms of letter grades. Points are given for each semester hour of credit in the course in which the grade is earned.

Grading Policy
Course directors determine the means by which the final grade will be computed, which will be in alignment with expectations articulated by the MU-COM Curriculum Committee in consultation with the Dean and appropriate Assistant/Associate Deans.

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

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

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

PX Remediated P - Maximum grade for a course successfully remediated after failure.

SX Remediated S - Maximum grade for a course successfully remediated after failure.

I Incomplete is given when it is determined that, in unusual circumstances, the student should have the opportunity to finish incomplete work. To be eligible to arrange an incomplete, the student must have completed substantial portions of the course

and be in good academic standing in the course (2.00 GPA or above). In consultation with the faculty member, the student initiates the request; final approval of awarding an incomplete grade is determined by the Assistant/Associate Dean of Academic Affairs or Clinical Affairs. An incomplete form must be submitted within one week after the last day of the semester, or the grade assigned will be changed to an "F". All incompletes must be removed by the end of the sixth week of the next semester or the incomplete becomes an "F."

IP In progress grade for courses which span two or more semesters. The final grade and earned hours will be recorded for the course in the final semester.

AU Audited courses carry no credit and no grade.

W A grade of "W" is recorded when a student withdraws from a course during the second through the 10th week of classes for regular semester-long classes or by the end of the second week of classes for courses lasting at least five weeks but less than a full semester. The semester withdrawal is official only if the student completes the proper form and obtains authorization from the program director and the course instructor before filing the withdrawal request with the Office of the Registrar. A student who stops attending classes without processing this formal notice incurs an automatic "F" in the class. "W" grades are not given for courses lasting fewer than five weeks without complete withdrawal from the university.

Students withdrawing from all university classes must complete the withdrawal process prior to the scheduled final exam in order to receive a "W" in the classes. Students must process the necessary paperwork to document this withdrawal starting with the Office of the Registrar. Students withdrawing from the university are also removed from all future classes enrolled in through advanced registration.

S Student has successfully passed the course. An "S" grade does not increase the number of divisor credits or grade points earned, but it does increase the number of credits earned.

U Student has not passed the course. A "U" grade does not increase the number of divisor credits, credits earned, or grade points earned.

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

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

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

Student Promotion and Academic Progress
MU-COM has an obligation to assess student performance from matriculation until graduation, and to endorse each student as meeting the prerequisite knowledge, skills and attitudes for retention, promotion and graduation. See the Student Handbook for the complete policy relating to grading, promotion, retention and graduation.

Registration Policies

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

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

Registration and Class Changes
Students should register for classes via MUHUB during the registration dates as published in the academic calendar. Students are eligible to register for available course sections if all financial obligations have been met. The university reserves the right to edit the schedule including the cancelling of course sections, day/time changes, instructor changes, etc. Students are required to meet with an academic advisor prior to registration. Students must register online through the MHUB.

For additional registration information, please visit: https://www.marian.edu/current-students/registrar/online-registration-resources

For information regarding withdrawal, please visit: https://www.marian.edu/current-students/registrar/schedules-for-withdrawal

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

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

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

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

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

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

Changes of Enrollment
There are five change-of-enrollment categories at MU-COM: Course Drop/Withdrawal, Student Requested Withdrawal from MU-COM, College Required Withdrawal or Leave of Absence, Leave of Absence, and Dismissal. Please reference the MU-COM Student Handbook for policies related to Leaves of Absence. Failure to file the appropriate paperwork to drop, withdraw or request a leave of absence within the appropriate time period may result in full tuition charges and a failing grade.

Detailed information about changes to enrollment are described below.

Course Drop or Course Withdrawal
A student may withdraw from classes by completing the appropriate withdrawal forms and submitting them to the Office of the Registrar. For information regarding withdrawal, please visit: https://www.marian.edu/current-students/registrar/schedules-for-withdrawal

Student-Requested Withdrawal from MU-COM
Students should contact the Office of the Registrar to ensure that all procedures are followed and forms completed.

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

Leave of Absence
Students considering any type of leave must complete the appropriate Leave of Absence Request Form and submit all required paperwork. Permission for a leave of absence is not guaranteed, unless the leave is required by law, or as indicated via institutional policy. MU-COM 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-COM. 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-COM educational program is not guaranteed following any leave of absence.

See the Student Handbook for the complete policy relating to leaves of absence.

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

Graduation Information

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

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

Graduation Application
All graduating students must complete a Graduation Application. This form, available in the MUHUB, initiates the graduation audit and the process of preparing diplomas. Only students who meet the published graduation application deadlines can be assured of having their names appear in the commencement program.

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

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

Graduation Requirements

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

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

- Satisfactory completion of all pre-clerkship and clerkship coursework. A minimum of two years must have been completed at Marian University College of Osteopathic Medicine.

- Completion of a minimum of 190 credit hours with a minimum 2.00 cumulative GPA.

- Satisfactory completion of all requirements for graduation within six years from the date of matriculation, including approved leaves of absence and periods of disenrollment.

- Successful completion of COMLEX-USA Level 1, Level 2 Cognitive Evaluation, and Level 2 Performance Evaluation examinations prior to graduation from MU-COM with a D.O. degree, unless an examination is not administered by the NBOME.

- Compliance with the curricular, legal, and financial requirements of the university.

- Demonstrated ethical, personal, and professional behavior in compliance with the Marian University Code of Student Rights and Responsibilities and MU-COM Student Handbook.

- Demonstrated suitability for the practice of medicine as evidenced by displaying integrity and competence in the conduct of clinical and academic activities.

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

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

Required Coursework

Year 1

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

Year 2

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

Years 3 and 4

Type	Course Number	Course Title	Credit Hours
Core Rotation	MED 800	Family Medicine 1	5
Core Rotation	MED 801	Family Medicine 2	5
Core Rotation	MED 810	Internal Medicine 1	5
Core Rotation	MED 811	Internal Medicine 2	5
Core Rotation	MED 822	Emergency Medicine	5
Core Rotation	MED 835	Surgery 1	5
Core Rotation	MED 836	Surgery 2	5
Core Rotation	MED 840	Obstetrics/Gynecology	5
Core Rotation	MED 850	Pediatrics	5
Core Rotation	MED 860	Psychiatry	5
Selective	IMS XXX	Internal Medicine Selective	5
Selective	PCS XXX	Primary Care Selective	5
Electives	MED/SUR XXX	Medical Electives (six months)	30
Selective	MED 907	Sub-Internship	5
Course	MED 803	Clinical Colloquium 1	5
Course	MED 804	Clinical Colloquium 2	5
Course	MED 829	Osteopathic Principles and Practice 5	3
Course	MED 929	Osteopathic Principles and Practice 6	2
Years 3 & 4 Total			**110**

Total credit hours required for graduation	**195**

COMLEX Policy

The promotion and academic progress of students is governed by the Student Promotion and Academic Progress policy found in the 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. Please see the MU-COM Handbook for a complete description of the COMLEX policy.

All students must take the COMLEX-USA Level 1 before the start date of Clinical Colloquium I, in order to enter their clerkship rotations, unless an extension is granted by the Assistant/Associate Dean of Academic Affairs, or designee. A specific date by which the COMLEX-USA Level 1 must be taken will be identified by the Office of the Dean and communicated to students when available.

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 do not receive a passing score on their second attempt of the COMLEX-USA Level 1 by January 1st of their third year will be removed from rotations unless an extension is granted by the Assistant/Associate Dean of Academic Affairs, or designee. Students must take the COMLEX-USA Level 2 CE before July 31st and COMLEX-USA Level 2 PE between July 1st but before August

31st of their fourth year, respectively, unless an extension is granted by the Assistant/Associate Dean of Academic Affairs, or designee, or unless the examination is not administered by the NBOME.

Catalog of Courses

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

Numbers 500 and above designate graduate level courses.

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

SEM – every semester
FAL – every fall
SPR – every spring
SUM – summer
2FO – every fall of the odd year
2FE – every fall of the even year
2SO – every spring of the odd year
2SE – every spring of the even year
ADD – at the discretion of the department

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

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

MED 611 Scientific Foundations of Medicine **7 credits**
Emphasis in this course will be placed on foundational knowledge in the biomedical sciences relevant to an understanding of clinical medicine. Consistent with the systems-based courses that will follow, biomedical science disciplines will not be presented as separate courses. The foundations course will prepare the learner to have an understanding of the basic tenets of several biomedical science disciplines. This course will cultivate the application of scientific fundamentals to a deep understanding of healthy and disease states in the systems courses that will follow. (FAL)

MED 612 Essential Clinical Anatomy and Development **8 credits**
The Essential Clinical Anatomy and Development course introduces the basic organization, function, and clinical importance of human structures. It serves as a framework from which to build a more in-depth understanding of the body systems and specialty clinical material presented in the integrated systems courses. Through this anatomy course, students obtain an expansive clinical and anatomical vocabulary, examine human tissues in detail, develop an understanding of human clinical anatomy, and discover the developmental basis of anatomic variants and a variety of clinical conditions. In addition, this course provides students with a first introduction to medical imaging modalities, furthering student familiarity with three-dimensional anatomic relationships Students are routinely encouraged to integrate and apply the domains of anatomic knowledge during clinical anatomy lectures, team-based donor dissection, interactive clinical presentations, case-based learning sessions, formative and summative assessment, and self-directed learning opportunities. (FAL)

MED 615 Introduction to Clinical Medicine 1 **3 credits**
The Introduction to Clinical Medicine (ICM) courses develop skills in history-taking, physical examination, clinical reasoning, initiation of treatment, application of medical ethics and biostatistical/epidemiologic concepts, professionalism, health promotion and disease prevention, interprofessional collaboration, cultural sensitivity and competency, patient safety, and the provision of cost-effective care. ICM is taught longitudinally in each of the first four semesters of the medical curriculum and integrates content from systems and OPP courses. (FAL)

MED 616 Osteopathic Principles and Practice 1 **3 credits**
The Osteopathic Principles and Practice 1 (OPP-1) course is designed to provide students with foundational knowledge of Osteopathic Medicine and Osteopathic thinking. The course introduces basic palpatory skills and clinical knowledge and application of both

through the introduction of the Five Models in Osteopathic diagnosis and treatment. Knowledge and skills taught in OPP 1 will provide a foundation for further learning and practice in subsequent courses. (FAL)

MED 617 Cardiopulmonary & Renal Systems **14.5 credits**
This course covers the major biomedical and clinical science related to the heart, lungs, blood, blood vessels, and kidneys. Both the acute and chronic disease states of the cardiovascular, pulmonary, hematologic, and renal systems are presented, and all the systems are integrated to understand the dynamic relationship between them. (SPR)

MED 625 Introduction to Clinical Medicine 2 **3 credits**
The Introduction to Clinical Medicine (ICM) courses develop skills in history-taking, physical examination, clinical reasoning, initiation of treatment, application of medical ethics and biostatistical/epidemiologic concepts, professionalism, health promotion and disease prevention, interprofessional collaboration, cultural sensitivity and competency, patient safety, and the provision of cost-effective care. ICM is taught longitudinally in each of the first four semesters of the medical curriculum and integrates content from systems and OPP courses. (SPR)

MED 626 Osteopathic Principles and Practice 2 **3 credits**
The Osteopathic Principles and Practice 2 (OPP-2) course is designed to build on the knowledge and skills obtained in OPP 1. Students will expand their foundational knowledge of Osteopathic Medicine and palpation skills introduced in OPP 1. The application of Osteopathic thinking in diagnosis and treatment related to clinical presentations will be integrated with the concurrent system courses in sequence. (SPR)

MED 627 Neuroscience, EENT, and Motor Systems **9 credits**
The purpose of this course is to provide the learner with a foundational understanding of the biomedical science concepts and most common diseases encountered clinically that involve normal anatomy, physiology and acute and chronic disease states of the nervous system, motor systems, the eyes, ears, nose, and throat. Biochemical and physiological regulation of systems covered are presented, and pharmacologic and non-pharmacologic interventions for common conditions are described. (FAL)

MED 698 Directed Research **1-4 credits**
This is an elective for OMS I/OMS II students performing mentored research with a Marian University faculty member. This research experience may be completed during the summer between first and second year or at other times as long as it does not interfere with class time or academic progress in the DO program. All elective research activities require students prospectively identify a mentor from a full-time faculty member who agrees to provide appropriate mentorship. Research is broadly defined as the discovery of knowledge and may be undertaken in a variety of areas with a broad range of options including (but not limited to) human subjects research, educational research, health services research, laboratory research, or clinical research. The mentor and student will agree on a project and the expected time commitment. (SEM)

MED 715 Introduction to Clinical Medicine 3 **3 credits**
The Introduction to Clinical Medicine (ICM) courses develop skills in history-taking, physical examination, clinical reasoning, initiation of treatment, application of medical ethics and biostatistical/epidemiologic concepts, professionalism, health promotion and disease prevention, interprofessional collaboration, cultural sensitivity and competency, patient safety, and the provision of cost-effective care. ICM is taught longitudinally in each of the first four semesters of the medical curriculum and integrates content from systems and OPP courses. (FAL)

MED 716 Osteopathic Principles and Practice 3 **3 credits**
The Osteopathic Principles and Practice 3 (OPP-3) course is designed to expand on the knowledge obtained in OPP-1 and OPP-2. The students will apply the Four Tenets of Osteopathic Philosophy utilizing the Five Treatment Models of patient care, and will incorporate OMT while advancing palpation skills that have been covered in previous courses. This course provides didactic and laboratory training to promote competency in palpation skills and OMT that will be utilized by the students. (FAL)

MED 717 Dermatology, Immunology, Skeletal Muscle, Orthopedics **7.5 credits**
DISkO covers four interrelated subjects spanning the largest organ systems in the body – the musculoskeletal and dermatological systems – with immunology bridging the systems through diseases like rheumatoid arthritis and systemic lupus erythematosus. The musculoskeletal system covers disorders that lead to weakness, fatigue, and pain. The orthopedics section addresses numerous aspects of skeletal system physiology that are critical to bone formation and repair. The immunology section discusses various dysfunctions such as hypersensitivities, autoimmune disorders, and primary, secondary or acquired immune deficiencies. For dermatology, primary care practitioners are often the first to see the clinical presentation of skin diseases. This section covers diseases of the skin, hair and nails. (FAL)

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

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

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

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

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

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

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

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

MED 803 Clinical Colloquium 1 **5 credits**

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

MED 804 Clinical Colloquium 2 **5 credits**

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

MED 829 Osteopathic Principles and Practice 5 **3 credits**

This is a longitudinal online course that runs during the third year of the DO program. The course includes hands-on training opportunities that are verified through patient logs as well as on-campus OPP training. In this course, students will apply the OPP tenets to the most common outpatient clinical diagnoses encountered. As part of the longitudinal OPP curriculum, this course focuses on developing appreciation and application of basic science and clinical knowledge obtained in the first two years. There is a progression of involvement with patients over the course of the year. This is the first real opportunity to palpate 'real' patient problems from an OMM perspective. (SEM)

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

The core clinical clerkships are designed to provide students with exposure to a comparable variety, scope, and breadth of clinical experiences, through patient encounters and assigned learning activities. The clinical experiential learning opportunities reinforce

and expand students' understanding of concepts introduced during the first two years of the curriculum. Through guided practice, students will learn how to transfer that knowledge and skill to increasingly complex situations with increasing autonomy. (SEM)

MED 929 Osteopathic Principles and Practice 6 **2 credits**

This is a longitudinal online course that runs during the fourth year of the DO program. The course will include didactic modules, hands-on training opportunities that are verified through patient encounter submissions, and on-campus OPP training opportunities. In this course, students will apply the OPP tenets to the most common outpatient clinical diagnoses encountered. As part of the longitudinal OPP curriculum, this course will focus on refining appreciation and application of basic science and clinical knowledge obtained in the first three years in preparation for internship years. Instruction and application of knowledge will be directed at recognizing opportunities to apply osteopathic principles competently and efficiently in the clinical setting. (SEM)

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

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

IMS 9XX or PCS 9XX Internal Medicine and Primary Care Selectives **5 credits**

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

MED 907 Sub-Internship **5 credits**

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

MED 1002 OMM Elective **1 credit**

The OMM honors program will introduce the student to the living history of Osteopathy, through reading, conversation and experiential lab. The students will first be introduced to the writings of Dr. Still as well as our present day understanding of his approach to the patient. The course will evolve to study the work of other distinguished Osteopathic physicians as expressed by their techniques and the principles behind them. This course will additionally be designed to teach students how to present the material they are learning and to enhance their communication and teaching abilities through table training for first year students with an emphasis on teaching one-on-one in the OMM lab. The application of principles in the direct care of patients through the educational opportunities provided through work with the university's athletic trainers and athletes will be a focus in this elective course. (SEM)

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