MARIAN UNIVERSITY
Indianapolis ®

COLLEGE OF OSTEOPATHIC MEDICINE

College Catalog

2018-2019

PREFACE

The Marian University *Graduate Catalog* includes specific policies and procedures related to all graduate students at Marian University, so it will be referenced throughout this document. The Marian University College of Osteopathic Medicine (MU-COM) *College Catalog* is a supplement to the Marian University *Graduate Catalog.* MU-COM also publishes a *Student Handbook* that contains additional information about policies and procedures specifically related to MU-COM.

All inquiries regarding the MU-COM Catalog should be directed to the Office of the Dean at 317.955.6296. Any recommendations for additions, deletions, or changes must be submitted in writing to the MU-COM Dean. Final approval is by the Provost of Marian University.

CONTACT INFORMATION

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Indianapolis, IN 46222-1997
317.955.6296
http://www.marian.edu/osteopathic-medical-school

Note: MU-COM reserves the right to change the curriculum (courses or clinical sites), tuition/fees, administration, or any phase of school activity without notice.

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MESSAGE FROM THE DEAN OF MARIAN UNIVERSITY COLLEGE OF OSTEOPATHIC MEDICINE

Donald Sefcik, DO, MBA

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

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

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

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

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

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

Sincerely,

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

ACADEMIC CALENDAR 2018-2019

July 1	Semester Begins for 3rd and 4th Year Students
August 6	1st Year Orientation
August 9	Classes Begin for 1st Year Students
August 10	2nd Year Orientation
August 12	White Coat Ceremony
August 13	Classes Begin for 2nd Year Students
September 3	Labor Day (no classes)
November 22-23	Thanksgiving Recess (no classes)
December 21	Semester Ends
December 22 – January 6	Holiday Break
January 7	2nd Semester Classes Begin
January 21	Martin Luther King Holiday (no classes)
March 11-15	Spring Break
April 19	Good Friday (no classes)
May 24	Semester Ends (1st and 2nd Year Students)
June 30	Semester Ends (3rd and 4th Year Students)

In Years 1 and 2, students are expected to attend and engage in all educational activities. In Years 3 and 4, students must follow the required schedule at clinical sites. Clinical sites do not observe Marian University's schedule for breaks and holidays. Clerkship start and end dates may vary based on the location.

ABOUT THE COLLEGE OF OSTEOPATHIC MEDICINE AND OSTEOPATHIC PROFESSION

MISSION

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

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

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

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

GOALS AND OBJECTIVES

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

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

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

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

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

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

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

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

THE OSTEOPATHIC OATH

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

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

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

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

ACCREDITATION

The Commission on Osteopathic College Accreditation (COCA) granted full accreditation to the Marian University College of Osteopathic Medicine. MU-COM's next site visit is scheduled for 2024.

ADMISSIONS PROCESS

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

AACOMAS APPLICATION

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

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

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

APPLICATION DEADLINE

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

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

SUPPLEMENTAL APPLICATION

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

The Supplemental Application process consists of the following:

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

to the applicant's ability to be a competent osteopathic physician. The preference is for the applicant to have shadowed the recommending physician.

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

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

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

At the conclusion of the interviews, the interviewers forward their recommendation to the Admissions Committee. The Admissions Committee may make any of the following decisions: accept, deny, or place the applicant on an alternate or hold 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 $1,000.00 is payable, per AACOMAS guidelines, after an applicant has been accepted to MU-COM. Payment is credited toward the tuition fee upon matriculation. A nonrefundable tuition deposit fee of $2,000 is payable by May 1. Payment is credited toward the tuition fee upon matriculation.

PROFESSIONALISM IN THE PROCESS

An applicant aspiring to become an osteopathic physician is expected to show integrity 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 accredited by a regional accrediting body in order to be considered for an interview. All applicants must earn a baccalaureate degree **prior to matriculation**. An exception to the 90-hour requirement may be made if the college has a formal articulation agreement with MU-COM for a combined studies program, and all required courses in the combined studies degree have been completed. An exception to the baccalaureate degree requirement may be made when a terminal professional degree, which does not require a bachelor's, has been conferred. In this case, all pre-professional program prerequisites must be completed satisfactorily.

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

3. The required undergraduate courses for entry are:
   - **Biological Sciences**: One year with laboratory (8 credit hours/12 quarter hours)
   - **Physics**: One year with laboratory (8 credit hours/12 quarter hours)
   - **Inorganic Chemistry**: One year with laboratory (8 credit hours/12 quarter hours)
   - **Organic Chemistry**: One year with laboratory (8 credit hours/12 quarter hours)
   - **English**: One year (6 credit hours/8 quarter hours)
   - **Biochemistry**: One semester (3 credit hours/4 quarter hours)
   - **Sociology**: One semester (3 credit hours/4 quarter hours)
   - **Psychology**: One semester (3 credit hours/4 quarter hours)
   - Recommended: Three (3) additional science hours each from courses in **Molecular Biology and Genetics** to enhance the applicant's success in medical school). **Note:** Courses with equivalent content will be reviewed. MU follows the AACOMAS definition of science courses to determine science GPA and science hours. (See AACOMAS website)

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

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

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

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

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

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

SELECTION PROCESS

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

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

INTERNATIONAL STUDENT APPLICANTS

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

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

TRANSFER APPLICANTS

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

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

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

MINIMAL TECHNICAL STANDARDS FOR ADMISSION

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

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

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

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

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

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

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

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

Individuals with Disabilities: MU-COM is committed to providing accommodations for otherwise qualified students with disabilities whose disability will not preclude them from meeting the minimal technical standards necessary for degree completion. Reasonable and appropriate accommodations can be provided; the student, however, is required to function with

independence and demonstrate proficiency in the skills described above that MU-COM holds as mandatory for the safe and effective practice of osteopathic medicine. MU-COM facilities are handicap accessible. MU-COM accommodations, in compliance with the Americans with Disabilities Act (ADA), are not necessarily equal to ADA accommodations implemented by outside entities, e.g. National Board of Osteopathic Medical Examiners.

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

HEALTH REQUIREMENTS

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

MU-COM requires the following laboratory tests and immunizations:

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

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

to work with the public in a health environment, MU-COM students may be prohibited from visiting clinical sites if immunizations are not current.

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

TUITION AND FEES

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

The current rates for tuition and fees are posted on the MU-COM website here: http://www.marian.edu/osteopathic-medical-school/admissions/prospective-student.

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

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

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

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

Students enrolled at MU-COM may be advised/required to take summer remediation courses based on their performance in a prior course. If course remediation takes place at MU, there will be no cost to the student for that course remediation. Student loans are not available for Marian's summer enrollment period. If the student remediates a course at a different University, the student will be responsible for arranging payment options for the course with that University and clarifying with the other University whether student loans or other aid might be available for this course.

Exceptions for Late Admission

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

CONSEQUENCE OF NON-PAYMENT

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

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

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

TUITION AND FEE REFUNDS

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

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

FINANCIAL AID

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

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

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

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

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

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

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

Standards of Academic Progress for Financial Aid
Federal Law requires that all students receiving financial assistance from Title IV funds must maintain satisfactory academic progress as defined by the institution.

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

SAP requires financial aid recipients to meet the following criteria:

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

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

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

PROMOTION AND MATRICULATION

EXAMINATIONS

COMLEX-USA Level 1
Candidates are required to take the COMLEX-USA Level 1 by June 30th of the 2nd year, unless otherwise directed by the Office of Student Affairs. A MU-COM student is eligible to take the COMLEX-USA Level 1 examination if he or she meets the following requirements:

1. Satisfactorily completed the first academic year of study at MU-COM;
2. Is in good academic and professional standing; and
3. Is approved by the Office of the Dean as an eligible candidate to take the COMLEX-USA Level 1 examination (per current NBOME standards).

COMLEX-USA Level 2-CE (Cognitive Evaluation)
Candidates are required to take the COMLEX-USA Level 2 Cognitive Evaluation by June 30th of the 3rd year, unless otherwise directed by the Office of Student Affairs. A MU-COM student is eligible to take the COMLEX-USA Level 2 Cognitive Evaluation examination if he or she meets the following requirements:

1. Passed the COMLEX-USA Level 1 examination (as determined by the NBOME);
2. Satisfactorily completed at least eight (8) CORE clinical rotations;
3. Is in good academic and professional standing; and
4. Is approved by the Office of the Dean as an eligible candidate to take the COMLEX-USA Level 2 CE examination (per current NBOME standards).

COMLEX-USA Level 2-PE (Performance Evaluation)
Candidates are required to take the COMLEX-USA Level 2 Performance Evaluation by August 31st of the 4th year, unless otherwise directed by the Office of Student Affairs. A MU-COM student is eligible to take the COMLEX-USA Level 2 Performance Evaluation if he or she meets the following requirements:

1. Passed the COMLEX-USA Level 1 examination (as determined by the NBOME);
2. Satisfactorily completed at least eight (8) CORE clinical rotations;
3. Satisfactorily completed the MU-COM PE Simulation exercise;
4. Is in good academic and professional standing; and
5. Is approved by the Office of the Dean as an eligible candidate to take the COMLEX-USA Level 2 PE examination (per current NBOME standards).

COMSAE
MU-COM utilizes COMSAE Phase 1 and COMSAE Phase 2 to help students assess their readiness for the COMLEX. Attendance is required for all COMSAE administrations. The COMSAE Phase 1 is administered twice during the student's 2nd year. One administration serves as a baseline assessment of student readiness and is used for student outreach and advising. The subsequent administration is used as a gateway exam for the COMLEX Level 1. The Office of the Dean will approve a student to take COMLEX Level 1 only if the COMSAE Phase 1 score is at or above the specified gateway score. If the student's score falls below this threshold, he/she will be required to meet with the Graduate Learning Support Specialist and the Assistant/Associate Dean for Clinical Affairs to create an action plan. The student must meet all requirements listed in the action plan prior to taking the COMLEX Level 1.

The COMSAE Phase 2 is administered in the spring of the 3rd year to assess readiness for the COMLEX Level 2 CE. Based on the results of this assessment, the student may be required to meet with the Graduate Learning Support Specialist and the Assistant/Associate Dean for Clinical Affairs to create an action plan. Students with poor or borderline scores (per NBOME guidelines) may be asked to delay taking COMLEX Level 2CE.

MU-COM COMLEX FAILURE POLICY

All MU-COM students must pass COMLEX-USA Level 1, Level 2CE, and Level 2PE to receive a D.O. degree. Students who complete Year Two courses successfully are conditionally promoted to Year Three pending achievement of a passing score on COMLEX-USA Level 1. Students must sit for the COMLEX-USA Level 1 examination by June 30 in order to start clerkships on July 1. Students who have to remediate any Year Two course work—whether due to a course failure or incomplete—should schedule their COMLEX Level 1 for the last week of June (if possible per the NBOME). Note that any Year Two course failures must be successfully remediated prior to sitting for COMLEX Level 1 as the student must be in Good Standing.

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

- meet with the Assistant/Associate Dean for Clinical Affairs,
- retake the COMLEX-USA Level 1 exam by November 30th.

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

- may finish the current rotation,
- must meet with the Assistant/Associate Dean for Clinical Affairs,
- will be placed on Academic Probation and meet with the Student Promotion and Academic Progress Committee.

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

- meet with the Assistant/Associate Dean for Clinical Affairs,
- retake the COMLEX-USA Level 2CE exam by November 30th.

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

- may finish the current rotation,
- must meet with the Assistant/Associate Dean for Clinical Affairs,
- will be placed on Academic Probation and meet with the Student Promotion and Academic Progress Committee.

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

- may finish the current rotation,
- must meet with the Assistant/Associate Dean for Clinical Affairs and the Director of the Simulation Center,
- must retake the COMLEX-USA Level 2PE exam by the date agreed upon during the meeting with the Assistant/Associate Dean for Clinical Affairs and the Director of the Simulation Center.

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

- may finish the current rotation,
- must meet with the Assistant/Associate Dean for Clinical Affairs and the Director of the Simulation Center,
- will be placed on Academic Probation and meet with the Student Promotion and Academic Progress Committee.

If a student fails any COMLEX-USA examination more than twice, the student will be placed on Academic Probation and meet with the Student Promotion and Academic Progress Committee.

To retake a failed examination, the candidate must register with the NBOME to schedule a new test date and meet the eligibility requirements when he/she registers to retake the examination and on the date of the examination. Per NBOME guidelines, a candidate may take COMLEX-USA Level 1 or Level 2-Cognitive Evaluation a maximum of four times in any 12-month period. A candidate may take the COMLEX-USA Level 2-Performance Evaluation a maximum of three times in any 12-month period. Candidates taking COMLEX-USA examinations will be limited to a total of six attempts for each examination (COMLEX USA Level 1, Level 2- CE, and Level 2-PE).

A student who has not passed COMLEX-USA Level 1 by January 1st of the third year shall not

continue in clerkships so that the student can devote full time to study. The student will be placed on Academic Probation by the Student Promotion and Academic Progress Committee. If the student passes COMLEX-USA Level 1, the student will return to good standing and may resume clerkships at the next available month.

A student who has not passed COMLEX-USA Level 2-CE and Level 2-PE by January 1st of the fourth year shall not continue in clerkships so that the student can devote full time to study. The student will be removed from the Match process, graduation will be delayed, and the student will be placed on Academic Probation by the Student Promotion and Academic Progress Committee. If the student passes COMLEX-USA Level 2-CE and COMLEX-USA Level 2-PE, the student will return to good standing.

A candidate who fails any accommodated COMLEX-USA examination and desires a test accommodation in connection with his or her re-examination must re-apply to the NBOME for the accommodation before registering to retake the failed examination, and include all required current documentation to substantiate that the candidate is a "person with disability" for purposes of the ADA and the appropriateness of the requested accommodation. Per NBOME policy, a candidate may not retake any level of COMLEX-USA to improve his or her score or for any purpose other than to pass a previously failed examination.

GRADING POLICY

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

Years One and Two

95-100	4.00 = A
90-94	3.67 = A-
85-89	3.33 = B+
80-84	3.00 = B
77-79	2.67 = B-
74-76	2.33 = C+
70-73	2.00 = C
<70	0.00 = F

F: (Failure) - "F" does not count toward the total number required for the program.
V: (Incomplete) - An incomplete grade must be requested by the student in writing, in advance of the end of the course. If the instructor approves the student's request, a written agreement is made regarding the work required and the due date. The new grade must be sent to the Registrar within six weeks of the last class. The only exception is for an Independent Study.
W: (Withdrawal) - A withdrawal before the midpoint or midterm of a course; once a student has taken the midterm or reached midpoint, he/she is not eligible to withdraw unless there are extenuating circumstances and the student is granted permission.
AU: (Audited) - No course credit.
CX: (Remediated C) - Maximum grade for a course successfully remediated after failure.
S: (Satisfactory) - Student has successfully passed the course. Credit is awarded, but grade holds no GPA weight.
U: (Unsatisfactory) - Student has **not** passed the course. Credit is **not** awarded; the grade holds no GPA weight.

Years Three and Four

H:	(Honors)	4.00 (90-100)
HP:	(High Pass)	3.00 (80-89)
PS:	(Pass)	2.00 (70-79)
F:	(Fail)	0.00 (≤ 69)

S: (Satisfactory) - Student has successfully passed the course. Credit is awarded, but grade holds no GPA weight.
U: (Unsatisfactory) - Student has **not** passed the course. Credit is **not** awarded; the grade holds no GPA weight.

Note:

1) **Only letter grades will appear on the student's transcript.**

2) **The numerical grades will be used solely to calculate class quintiles.**

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.

COURSE FAILURE POLICY

Failure of any course at MU-COM may result in dismissal from the program. If a student fails a course, the student will be placed on Academic Warning and may be asked to appear before the SPAPC. The SPAPC will gather relevant data and determine whether a student should be dismissed or presented with an opportunity for course remediation or repeating a portion of the curriculum the next academic year. Failure of any required course in the MU-COM curriculum must be remediated if the student is to continue in the program and be promoted to the next year of study.

The course director(s) will determine the format and timing of the remediation program. If remediation cannot be accomplished between semesters, it must be accomplished during the summer, but not later than July 20 (Year 1) or June 30 (Year 2). In general, a student will not be allowed to remediate more than one course or part of a course during the summer unless the material being remediated does not exceed six (6) credit hours.

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

Typically, two failures of a required course will result in dismissal from MU-COM. Please see the Student Handbook for an outline of SPAPC procedures.

Clerkship Failure Policy
If a student receives a failing grade on the preceptor evaluation form, he/she must repeat the rotation. If a student fails the COMAT exam, he/she must retake the COMAT at the next available date, unless otherwise approved by the Assistant/Associate Dean for Clinical Affairs. If a student fails the COMAT twice, he/she must repeat the rotation.

After rotation grades are submitted, a student cannot seek additional preceptor evaluations.

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.

GRADUATION REQUIREMENTS

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.

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

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

- Satisfactory completion of all pre-clerkship and clerkship coursework. A minimum of two years must have been completed at Marian University College of Osteopathic Medicine.
- Satisfactory completion of all requirements for graduation within six years from the date of matriculation, including approved leaves of absence.
- Compliance with the curricular, legal, and financial requirements of the university.
- Successful completion of COMLEX Level 1, Level 2CE and Level 2PE examinations.
- 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.

CURRICULUM
YEARS 1 AND 2

The MU-COM curriculum is system-based, with foundational clinical cases and group study. Students will be exposed to clinical medicine in years 1 and 2. MU-COM faculty use the 2011 Fundamental Osteopathic Medical Competency Domains (FOMCD) from the National Board of

Osteopathic Medical Examiners' (NBOME) as critical elements in creating teaching and assessment activities.

The first and second years introduce the student to fundamental scientific concepts as they apply to the study of medicine. Exposure to clinical medicine with an emphasis on osteopathic principles and practice is woven throughout the curriculum. An understanding of the etiology, pathophysiology, diagnosis and management of disease is fundamental to the development of a complete osteopathic primary care physician. The preclinical components of the MU-COM curriculum are organized into Integrated Basic Science Courses and Organ Systems. The Courses and Organ Systems are integrated with biomedical sciences and clinical information for the student in classroom and small group settings.

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

The Introduction to Clinical Medicine courses introduce first and second year students to the world of clinical medicine through a multifaceted approach, including early patient contact with patient models and standardized patients through simulations, facilitated small group sessions, didactic sessions, self-directed and online exercises, and group projects. Emphasis is on the development of history-taking and physical examination skills, critical thinking skills, differential diagnosis formation, construction of treatment plans, and doctor-patient communication skills. Other components of the course include professionalism, medical informatics, and health promotion and disease prevention.

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

CLERKSHIP EDUCATIONAL EXPERIENCES YEARS 3 AND 4

All third-year students (MS3s) spend the first (July) and last (June) month of the academic year on the MU-COM campus completing month-long Clinical Colloquium experiences.

Third and fourth year students must also complete three, one-day required experiences in Osteopathic Manipulative Medicine (OMM) on the MU-COM campus each year and complete a longitudinal patient encounter log as defined in the OMM longitudinal course syllabus.

Third- and fourth-year students may take a total of one month of vacation time within the two year time period. Many students use this time to schedule a vacation, residency interviews, and/or complete the COMLEX Level 2CE and 2PE examinations.

CORE Rotations

- Emergency Medicine (EM) (1 month)
- Family Medicine I & II (FM) (2 months)
- Internal Medicine I & II (IM) (2 months)
- Obstetrics/Gynecology (OBG) (1 month)
- Pediatrics (PED) (1 month)
- Psychiatry/Behavioral Medicine (PSY) (1 month)
- Surgery (SURG) (2 months)

The descriptions for these CORE rotations are:

Emergency Medicine:
Upon completion of this month of training, the student is expected to understand the nature of acute emergent/urgent, acute non-urgent, and exacerbations of chronic patient conditions. The student on the Emergency Medicine rotation will have direct contact with patients and develop an understanding of the emergency and disaster response system. Experiences will include diagnosis, management, and appropriate care of patients presenting to the Emergency Department. Students will develop an appreciation of the difference between the assessment and management of life-threatening and urgent conditions. Students will perform the initial patient evaluation, under physician supervision, and establish an appropriate plan of care.

Family Medicine:
Upon completion of these two months of training, the student is expected to understand the unique role of the osteopathic family physician and the basic knowledge, skills, and attitudes necessary for a family doctor to care for patients of all ages. The two month experience is designed to expose the student to a variety of clinical presentations that constitute the specialty of family medicine. The Family Medicine experience is predominantly clinic-based; there may also be an opportunity to experience the care of hospitalized patients. Competencies will include but not be limited to: using active listening communications in obtaining patient history related to chief complaint; presenting to the preceptor a focused patient history with corroborating physical evidence as well as a differential diagnosis and proposed treatment plan; interpreting results of office labs, performing common office procedures; and developing management plans to guide osteopathic patient care in sickness and health.

Internal Medicine:
Upon completion of these two months of training, the student is expected to understand the breadth of internal medicine. The two month experience is designed to expose the student to a variety of clinical presentations that constitute the specialty of internal medicine. The Internal Medicine experience will include both inpatient and ambulatory patient encounters. Students will assist in the management of patients under the supervision of attending physicians and other members of the healthcare team (e.g. interns and residents). The student will be expected to take part in patient care, teaching rounds, and educational conferences. Skills developed during this rotation will include but not be limited to exposure to common diagnostic, therapeutic and life-saving interventions; using active listening to obtain patients' histories related to their presenting complaints; presenting cases to the preceptor in a focused manner; gathering physical evidence to support a differential diagnosis and proposed management plan; interpreting results of ordered labs, e.g. imaging studies, cardiopulmonary assessments, and a plethora of diagnostic labs.

Obstetrics & Gynecology:
Upon completion of this one month of training, the student is expected to understand the elements of routine OB/GYN care performed in the inpatient and outpatient setting. Students will gain skill recognizing both normal and abnormal findings encountered in both obstetrics and gynecology including the management of pregnancy (prenatal care, labor, delivery, post-partum care), and other common aspects of female health and wellness. Skills will include but not be limited to the interpretation of prenatal risks and management; diagnosis of labor; fetal and maternal monitoring; spontaneous vaginal delivery; assisting in operative delivery; principles of the management of newborns; and the post-partum management of common abnormalities. Students will also learn how to perform a pelvic examination including PAP smears and cervical biopsies, to diagnose and manage common reproductive challenges such as infertility, spontaneous abortion, ectopic pregnancy, contraception and family planning, and their effects on the family.

Pediatrics:
Upon completion of this month of training, the student is expected to understand how to diagnose and manage pediatric disease as it applies to newborns, infants, and children. In addition, students will gain knowledge and skill regarding normal growth and development of the pediatric patient. The expectations for the pediatrics rotation are for a broad scope of experiences and didactics that help the student develop an understanding of common pediatric problems. The experience will include an emphasis on evaluation of the child, the family and social environment, and maintaining wellness. Skills learned will include but not be limited to performing the neonatal exam; assessing the milestones of normal growth and development; managing acute and chronically seen common illnesses in children; understanding nutritional needs; and administering immunizations appropriate for age.

Psychiatry/Behavioral Medicine:
Upon completion of this month of training, the student is expected to understand how to diagnose and manage psychiatric disorders and behavioral problems which commonly present in a primary care office, paying particular attention to the stress factors that contribute to emotional dysfunction. This rotation will focus on the importance of the family in relation to individual behavior, and the ability to identify conflicts and communication problems within the family. Students will gain knowledge and experience to address common psychiatric disorders. Students will learn how to perform a psychiatric assessment and mental status exam, to diagnose and treat common mental health disorders, and to understand the basic principles of prescribing psychiatric medications. An emphasis will be on common conditions and their effects on overall health, such as anxiety, depression, bipolar disorder, schizophrenia, somatization, eating disorders, and personality disorders. Learning the principles of psychopharmacology will be an important competency. In addition, students will gain an appreciation of the influence of mental illness in families, schools, and communities.

Surgery:
Upon completion of these two months of training, the student is expected to understand how to care for surgical patients, with an emphasis on assessing acute surgical illnesses; providing pre-operative and post-operative management; understanding the principles of wound care, fluid and electrolyte management, operating room protocols, the assessment and management of acute trauma, and the diagnosis and treatment of common surgical conditions. Skills will include but not be limited to suturing of lacerations and operative wounds; obtaining IV access through peripheral or central venous routes; interpreting laboratory, testing, and imaging results; and understanding the surgical approach to common conditions. Students will also learn basic surgical procedures, aseptic technique, correct handling of tissues and instruments to assist the

surgical team in the pre- and post-operative care of the patient. Students will learn various surgical techniques and recognize potential risks associated with surgical care.

Elective and Selective Rotations
All elective and selective rotations must comply with MU-COM educational requirements, including appropriately processed affiliation agreements and adherence to limits imposed on the number of rotations completed within a specialty area. Elective and selective requests must be submitted to the clerkship coordinators utilizing the Rotation Request Form at least 90 days prior to the first day of the rotation.

Primary Care Selective (1 month)
The primary Care (PC) Selective provides the opportunity to spend an additional month training in a traditional primary care specialty – Family Medicine, General Internal Medicine, Obstetrics-Gynecology, Emergency Medicine, or Pediatrics.

Internal Medicine and Surgery Selectives (2 months)
Internal Medicine and Surgery (IM&S) Selectives provide the opportunity to spend two months training in subspecialty areas of Internal Medicine and Surgery. Options include: Allergy-Immunology, Anesthesiology, Cardiology, Dermatology, Endocrinology, Gastroenterology, Hematology-Oncology, Infectious Disease, Nephrology, Neurology, Ophthalmology, Otolaryngology, Radiology, Plastic Surgery, Pulmonology, Rheumatology, and Urology. The opportunity to complete rotations in other specialty areas may be requested.

Electives (4 months)
An elective is defined as "an opportunity for students to explore an area of personal or professional interest beyond the MU-COM required CORE rotations, Primary Care Selectives and Internal Medicine / Surgery Selectives."

DOCTOR OF OSTEOPATHIC MEDICINE CURRICULUM

Years 1 and 2

Fall Semester Year 1

Course Number	Course Title	Credit Hours
MED 611	Scientific Foundations of Medicine	7.0
MED 612	Essential Clinical Anatomy and Development	7.5
MED 615	Introduction to Clinical Medicine 1	3.0
MED 616	Osteopathic Principles and Practice 1	3.0
MED 617	Cardiopulmonary Renal (CPR) *	13.5
Semester Total		34.0

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

Spring Semester Year 1

Course Number	Course Title	Credit Hours
MED 625	Introduction to Clinical Medicine 2	3.0
MED 626	Osteopathic Principles and Practice 2	3.0
MED 627	Neurology, EENT, Motor Systems (NEMS)	9.5
Semester Total		15.5

Fall Semester Year 2

Course Number	Course Title	Credit Hours
MED 715	Introduction to Clinical Medicine 3	3.0
MED 716	Osteopathic Principles and Practice 3	3.0
MED 717	Dermatology, Immunology, Skeletal Muscle, Orthopedics	7.5
MED 718	GI, Endocrine, Metabolism (GEM)	7.5
Semester Total		21.0

Spring Semester Year 2

Course Number	Course Title	Credit Hours
MED 725	Introduction to Clinical Medicine 4	2.0
MED 726	Osteopathic Principles and Practice 4	2.0
MED 720	Reproduction, Aging, Psychiatry (RAP)	10.5
Semester Total		14.5

Years 3 and 4

Course Number	Course Title	Credit Hours
MED 800	Family Medicine I Clinical Rotation (Core Rotation)	5.0
MED 801	Family Medicine II Clinical Rotation (Core Rotation)	5.0
MED 803	Clinical Colloquium I	5.0
MED XXX	Clinical Colloquium II	5.0
MED 810	Internal Medicine I Clinical Rotation (Core Rotation)	5.0
MED 811	Internal Medicine II Clinical Rotation (Core Rotation)	5.0
MED 907	Internal Medicine Sub Internship	5.0
IMS 9XX	Internal Medicine Selective	5.0
PCS 9XX	Primary Care Selective	5.0
MED 822	Emergency Medicine (Core Rotation)	5.0
MED 829	Osteopathic Principles and Practice 5 (OMM)	5.0
MED 835	Surgery I Clinical Rotation (Core Rotation)	5.0
MED 836	Surgery II Clinical Rotation (Core Rotation)	5.0
SUR 9XX	Surgery Selective Rotation	5.0
MED 840	Obstetrics/Gynecology Clinical Rotation (Core Rotation)	5.0
MED 850	Pediatrics Clinical Rotation (Core Rotation)	5.0
MED 860	Psychiatry Clinical Rotation (Core Rotation)	5.0
MED 9XX	Elective Rotations*	20.0
Total Years 3 and 4	Minimum Required Credit Hours	105.0

*All MU-COM students complete an OMM experience in the 4th year as a graduation requirement. Students may choose to enroll in MED 901 (OPP6) or MED 929 (OMM Longitudinal Experience). If students choose to enroll in MED 901, they must complete two (2) additional electives. If students choose to enroll in MED 929, they must complete three (3) additional electives.

*Elective rotations can be split into 1 month (5.0 credit hours) or two week (2.5 credit hours) rotations. Students can request a maximum of four rotations that meet for two weeks.

Credit Hour Breakdown
Year 1 = 49.5 credit hours
Year 2 = 35.5 credit hours
Year 3 and 4 = 105.0 credit hours
Minimum Credit Hours Required for Graduation = 190.0

According to the U.S. Secretary of Education in 34 CFR 600.2, one hour of classroom or direct faculty instruction each week for approximately fifteen weeks per semester constitutes one credit hour of work. During clerkships, a minimum of 140 hours of patient contact = 5 credit hours. Assignment of credit hours to all courses and rotations is subject to change based on consultation with faculty members and/or the preceptor/site personnel.

CLERKSHIP SCHEDULING PROCESS

In the fall of the semester of the 2nd year, students have the opportunity to rank-order clerkship sequences based on personal preferences. Using the New Innovations software, student preferences are maximized and determined. Students are notified of their core rotation assignments in spring of the 2nd academic year.

EDUCATIONAL POLICIES

PRIVACY OF STUDENT RECORDS

Marian University operates in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. Please see the MU Graduate Catalog for a description of student rights and protection of information.

Maintenance of Student Records

There is one Admissions file for each applicant and each program for which he or she applies. This file is kept in the Office of Admissions until the point of matriculation. When the student matriculates, the following materials are retained in the Office of the Registrar and all other materials in the applicant file are purged in accordance with the FERPA of 1974, as amended. A student can request to review the information in his/her file with a 10 day written notice to the Office of the Registrar.

Information retained in the file is as follows:

- Current Application
- AACOMAS Profile (for D.O. Students)
- Transcripts
- Standardized Test Scores (i.e. MCAT, GRE, MAT)
- Letters of Acceptance and Prepayment
- Completed Technical Standards Form
- Previous Applications and Decision-related correspondence

Other data accrued during the student's tenure at the College including, but not limited to, transcripts, board scores, academic status letters (i.e. probation, warning, dismissal), course related forms (i.e. withdrawal), name change, and change of status documentation will be placed in the student's file. Transcripts or grade reports from other institutions, Criminal Background check, copies of scores from National Tests (MCAT, National Board, Praxis etc.) and/or any other third party material will NOT be released by MU-COM. Students must contact the institution that issued these documents to obtain copies.

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. A school official is determined to have a legitimate educational interest if the information requested is required for that official to:

- Perform appropriate tasks that are specified in his/her position description or contract/agreement
- Perform a task related to the student's education
- Provide a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid

The school official is not authorized to share this information with a third party without the student's written permission. Such information, when it has fulfilled its original purpose, should be returned to the originating office. All other access to a student's record is granted in accordance with FERPA.

FERPA Complaints
Complaints regarding alleged violations of rights accorded by students by the Family Educational Rights and Privacy Act or the regulations promulgated under may be directed in writing to:

Family Policy Compliance Office
U.S. Department of Education 400
Maryland Avenue, SW
Washington, DC 20202-5901

For more information visit the Department of Education's Family Compliance Office at http://www.ed.gov/offices/OM/fpco/index.html

POLICY OF FAIRNESS AND EQUAL OPPORTUNITY

Marian University does not discriminate on the basis of age, race, ethnicity, color, ancestry, gender, gender identity, sex, religion, sexual orientation, creed, national origin, or ability in the selection of administrative personnel, faculty and staff, and students. MU-COM subscribes to the principles and adheres to the requirements of state and federal law pertaining to civil rights and equal opportunity, in accordance with the requirements of Title VI of the Civil Rights Act of 1964, as amended; the American's with Disabilities Act of 1990 and section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)).

Marian University supports Title IX of the Education Amendments of 1972, which prohibits discrimination based on gender in educational programs receiving federal financial assistance. Title IX also protects students and employees both male and female, from unlawful sexual harassment, (unwelcome conduct of a sexual nature, unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature). Sexual harassment also includes sexual violence (sexual assault, battery, or coercion; rape), in school programs and activities. Individuals with questions or concerns regarding monitoring of compliance or those who wish to file a complaint of non-compliance may contact Marian University's Title IX Coordinator: Ruth Rodgers, at: rrodgers@marian.edu; 317.955.6321; Room 201 RLSC; or the Office of Civil Rights. Information about the Office of Civil Rights and Title IX compliance can be found at www.ed.gov/about/offices/list/ocr/index.html.

ADMINISTRATION AND FACULTY OF MU-COM

ADMINISTRATION

Donald Sefcik, DO	COM Dean and Vice President of Health Professions
Bryan Larsen, PhD	Associate Dean for Biomedical Sciences
Jana Baker, DO	Assistant Dean for Clinical Affairs
Rhonda Garrison	Assistant Dean for Continuum of Physician Education
Clint Whitson, MS	Assistant Dean for Student Affairs
Sarah Zahl, PhD	Assistant Dean for Accreditation Logistics & Advancement
Regina Asaro, DO	Chair of Osteopathic Manipulative Medicine
John Lucich, MD	Chair of Internal Medicine
Angela Wagner, DO	Chair of Family Medicine
Luke Nelligan, DO	Senior Advisor to the Dean

CLINICAL CHAIRS

Ryan Bence, DO	Clinical Chair, Emergency Medicine
Jesse Clark, DO	Clinical Chair, Family Medicine
Elizabeth Cunningham, DO	Clinical Chair, Psychiatry
Mark DiLella, DO	Clinical Chair, Surgery/Orthopedics
Leah Gehring, DO	Clinical Chair, Internal Medicine
Barbara Matakevich, DO	Clinical Chair, OB/Gyn
Heather Richardson, DO	Clinical Chair, Pediatrics

CLINICAL FACULTY

Regina Asaro, DO	Associate Professor, Osteopathic Manipulative Medicine
Jana Baker, DO	Associate Professor, Internal Medicine
Garren Gebhardt, DO	Assistant Professor, Osteopathic Manipulative Medicine
Daniel Gelfman, MD	Associate Professor, Internal Medicine
Samuel Gurevitz, PharmD	Clinical Associate Professor, Pharmacology
John Lucich, MD	Associate Professor, Internal Medicine
Lyree Mikhail, MD	Associate Professor, Obstetrics and Gynecology
Veera Motashaw, DO	Assistant Professor, Osteopathic Manipulative Medicine
Luke Nelligan, DO	Assistant Professor, Family Medicine
Donald Sefcik, DO	Professor, Family Medicine
Michael Summers, MD	Assistant Professor, Family Medicine
Angela Wagner, DO	Assistant Professor, Family Medicine
Emily Young, MD	Assistant Professor, Internal Medicine and Pediatrics
Sarah Zahl, PhD	Assistant Professor, Family Medicine

BIOMEDICAL SCIENCE FACULTY

Samina Akbar, PhD	Associate Professor, Microbiology
Sage Arbor, PhD	Assistant Professor, Biochemistry
Tafline Arbor, PhD	Associate Professor, Anatomy
Samina Akbar, PhD	Associate Professor, Microbiology
Bhupal Bhetwal, PhD	Assistant Professor, Biochemistry and Molecular Biology
Medhane Cumbay, PhD	Assistant Professor, Pharmacology
David Dufeau, PhD	Assistant Professor, Anatomy
David Gardner, PhD	Professor, Biochemistry
Julia Hum, PhD	Assistant Professor, Physiology
Richard Klabunde, PhD	Professor, Physiology
Michael La Fontaine, PhD	Associate Professor, Biochemistry
Bryan Larsen, PhD	Professor, Microbiology and Immunology

Jonathan Lowery, PhD	Assistant Professor, Physiology
Kristen Metzler-Wilson, PhD	Associate Professor, Pharmacology and Neuroscience
Minal Mulye, PhD	Assistant Professor, Microbiology and Immunology
Inaia Phoenix, PhD	Instructor, Microbiology and Immunology
David Raskin, PhD	Associate Professor, Microbiology
Mary Jo Robinson, DO	Associate Professor, Pathology
David Strom PhD	Associate Professor, Pharmacology
Sumathilatha Sakthi Velavan, MBBS	Assistant Professor, Anatomy
Thad Wilson, PhD	Professor, Physiology