

MARIAN UNIVERSITY

Indianapolis®

COLLEGE OF OSTEOPATHIC MEDICINE



GENERAL STUDENT HANDBOOK

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INTRODUCTION

The Marian University College of Osteopathic Medicine (MU-COM) Student Handbook is produced as a guide for MU-COM students.

The Student Handbook is divided into the following sections:

- General Information
- Student Ethics Code and Conduct Policies
- Academic Standing
- Enrollment Policies and Procedures
- Tuition and Fees
- Additional College Policies
- Personal, Academic and Career Support
- Safety and Security
- Essential Student Services
- Appendices

Please take the time to review the information included in this handbook and use it as a resource as it is designed to anticipate questions or concerns that you might have. Policies published in the MU-COM Student Handbook supplement other Marian University policies, but supersede all other MU-COM publications.

The Marian University College of Osteopathic Medicine Student Handbook may be modified by Marian University staff from time to time during the academic year. All modifications will be in consultation with the MU-COM Dean and the Marian University Executive Vice President and Provost.

Modifications to the code will be made during the academic year to comply with federal, state, or local law. Any modifications of the Handbook during the academic year will be made available in the Handbook on the MU-COM web site and shall become effective upon publication.

Nothing in this Handbook shall be construed to create a contract, guarantee or absolute right for any MU-COM student with regard to his or her tenure or experience at Marian University.

GENERAL INFORMATION

THE MISSION STATEMENT

Marian University's mission is to be a great Catholic university dedicated to providing students with excellent teaching and learning in the Franciscan and liberal arts tradition.

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.

EDUCATIONAL GOALS

Consistent with the mission of Marian University, MU-COM 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 those 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, provided 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.

POLICY OF FAIRNESS AND EQUAL OPPORTUNITY

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

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 the 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.

DESCRIPTION AND GOALS OF MARIAN UNIVERSITY

Marian University is a Catholic, coeducational, comprehensive liberal arts university established by the Sisters of St. Francis, Oldenburg, IN to provide 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.

Marian University integrates a values-centered, liberal arts-based approach into its curriculum and 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 persons of all faiths, 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:

1. 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;
2. 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;
3. To support academic freedom with responsibility in order to foster a dynamic community of learners;
4. To provide for effective development of faculty and staff, by encouraging academic and professional excellence and by acknowledging creative achievements;
5. 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.

HISTORY OF MARIAN UNIVERSITY

Marian University (formerly Marian College) dedicated to Mary-the Blessed Mother of God-evolved out of the teaching mission of the Sisters of St. 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-classroom, 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 B. 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. The property was purchased in 1967, giving the college 114 adjoining acres.

Over time, residence halls and classroom buildings were added to the campus, and features such as the statue of St. Francis (1941), Franciscan Heritage Fountain and DeHann Family Forum (1998), and the Allen Whitehill Clowes Amphitheater (1999) were added. Renovations to existing buildings have been ongoing and include the auditorium in Marian Hall for the Indianapolis Civic Theatre (now the Marian University Theatre) in Marian Hall (2004), Physical Education Center (2007), the St. Francis Oldenburg Hall garage, which became the Marian College Cycling Center in 2007, the a new residence hall, University Hall (2008), the new Marian University multi-purpose St. Vincent Field (2008-09) and the new Campus Operations Building (2008). In 2012, Drew Hall, a residence hall, was added. In 2013, the Michael A. Evans Center for Health Sciences was constructed to house the Marian University College of Osteopathic Medicine and the Leighton School of Nursing. In 2014, a new student center and gathering place, Alumni Hall, was completed. In 2015, The Overlook at Riverdale apartments were built, which provide housing to graduate students.

Until 1968 Marian College was administered by the Sisters of St. 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.

The National Council for Accreditation of Teacher Education formally accredited all teacher education programs of the college in 1976. The Indiana State Board of Nursing approved the associate-level nursing curriculum in 1977 and the bachelor program in 1987. The National

League of Nursing has accredited both programs: the associate program in 1986 and the bachelor program in 1992.

On July 1, 2009, Marian College became Marian University, and continues to seek means to make significant educational contribution 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; Indianapolis Teaching Fellows Program; intensive summer science workshops and camps for middle and high school teachers and students; Family Mathematics and Family Science nights; and partnerships with the Life Science Education Center at Marian University and Indianapolis Civic Theatre.

According to an April 12, 2010, article in *The Wall Street Journal*, the nation faces a shortage of 150,000 doctors in the next 15 years. Indiana was served by only one medical school which graduated approximately 300 doctors a year. By comparison, Kentucky, Michigan, and Tennessee have four schools each, and Ohio and Illinois have six schools each. According to United States Department of Health and Human Services' Health Resources and Services Administration, 57 of Indiana's 92 counties have medically underserved areas.

Encouraged by the Indiana Osteopathic Association (IOA) and others in the healthcare community to build Indiana's second medical school, President Daniel J. Elsener secured a pledge of \$48 million from a generous and loyal Marian University donor initiative to help fund the proposed medical school. After consultation with the Board of Trustees and the Sisters of St. Francis, Oldenburg, Elsener announced on January 15, 2010, the institution's intention to build the first osteopathic medical school in Indiana on the corner of the Marian University Campus at 30th Street and Cold Spring Road. The school would prepare physicians to address the needs of underserved populations in rural and urban areas of Indiana and elsewhere.

The Commission on Osteopathic College Accreditation (COCA) granted Provisional Accreditation to the Marian University College of Osteopathic Medicine, effective July 1, 2012. Full accreditation is expected when MU-COM graduates its first doctors of osteopathic medicine in the spring 2017.

THE CAMPUS

The Marian University campus, located six miles from the center of Indianapolis, extends over 114 wooded acres, and includes the estates of three of the four developers of the Indianapolis Motor Speedway: James A. Allison, Carl Fisher, and Frank Wheeler. The university is within easy access of state and interstate highway systems which pass through Indianapolis. A 55 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 Marian University EcoLab, which is used by central Indiana educational groups as an educational resource and learning center.

Major campus buildings include:

- **Allison Mansion** - The former home of James A. 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** – Opened in the fall, 2014, Alumni Hall is the “living room” of the university at large. It is a place where students, faculty and staff can all intersect, providing greater opportunity for engagement amongst these groups and community building. The building contains a food court (housing Starbucks, Papa John's and Grill Works); the campus bookstore; a large room with a variety of seating options and small group discussion spaces; and drop-down big screens for viewing events. There also are three small nooks with screens and computer hookups for small group collaboration and study. The building's front, side and back terraces offer outdoor seating and gathering areas.
- **Blessed Mother Mary Shrine and Rosary Walk** – This place of prayer was developed by four students and completed in 2012. The lights on the paths create an illuminated version of the Rosary.
- **Clare Hall** – Clare hall was 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 office of the Dean of the School of Liberal Arts, and faculty offices for professors of English, communication, and modern languages. The first floor of this building houses the campus cafeteria, the Learning and Counseling Center, Office of Campus Ministry, Office of Mission Effectiveness, “Rebuild My Church” and San Damiano Scholars, Office of Internships and Career Services, three classrooms, and a student lounge. Upper floors serve as a residence for students.
- **Doyle Hall** – 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 220 students, including most incoming freshman
- **Drew Hall** – Dedicated to the Drew Family in 2014, Drew Hall provides upperclassmen housing for 144 students, featuring double or single suite-style rooms. The air-conditioned building contains lobbies on each floor with kitchenette and LCD televisions, as well as a private prayer room and interview room.
- **Indy Cycloplex** - Marian University became the manager of the Lake Sullivan Sports Complex, home of the Major Taylor Velodrome, on April 27, 2011. With support from Indianapolis mayor Greg Ballard and the Indianapolis City County Council, the university began a new era for this amazing venue. Now known as the Indy Cycloplex, the park is home to races, clinics, and other events in four cycling disciplines: road, cyclocross, BMX, and track, as well as community events. Many opportunities exist to promote health and fitness to residents of all ages, as well as create a nationally-recognized cycling facility that can host road, cyclocross, BMX, and track cycling events. The Major Taylor Velodrome is one of less than thirty velodromes in the United States and has hosted many international and national events over the years.
- **Michael A. Evans Center for Health Sciences** – This 140,000 ft² building opened in July 2013 and houses the College of Osteopathic Medicine, the School of Nursing and

the undergraduate Art Department. The state-of-the-art building includes two 200-seat lecture halls, an anatomy lab, and osteopathic manipulative medicine lab. The building contains the clinical simulation center, which consists of live standardized patient exercises and use of robotic clinical simulation. There are ten standardized patient examination rooms, fully equipped to record and digitally store audio and video records for later viewing and critique. Administrative and faculty offices for both osteopathic medicine and nursing are also in this building.

- **Paul J. Norman Cycling Center** – The indoor cycling training facility opened in the spring of 2007 and is the training ground for nine-time national champions, the 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 college, was named for and dedicated to Mary, the Mother of God, by the Sisters of St. 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. The building houses the Bishop Chartrand Memorial Chapel and the Indianapolis Civic Theatre on opposite ends, with classrooms and Scotus Science Hall in the middle. In addition to being the main classroom building, this central administration building houses the offices for academic and financial student services, human resources, and Marian's Adult Programs. It is the home of the offices of the deans of education and mathematics and sciences; and houses faculty offices for education, health and physical education, history, social sciences, natural and behavioral science, and the Honors Program.
- **Mother Theresa Hackelmeier Memorial Library** – Named for the founding member of the Oldenburg Franciscan congregation and dedicated in 1970, this contemporary structure houses 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. The library Learning Commons includes the largest open computing lab on campus, the university book store, the Writing Center, SmartSuite seminar rooms, a student lounge, student presentation rehearsal room, coffee bar, and a 220-seat auditorium. The Life Science Education Center at Marian University is also housed here.
- **Steffen Music Center** – The music center was originally built in 1968 as a home for the incoming president, Dominic Guzzetta; he never lived there. In 1990, the Department of Music relocated from the Wheeler-Stokely Mansion to this building after the college 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. Faculty offices are also located here.
- **Physical Education Center** – In 1983, the college 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), racquetball courts, a weight room, physical assessment lab and classrooms. The college broke ground on the expansion and renovation of the Physical Education Center in June, 2006, to accommodate the growing need for better equipment and more space. The renovation included a fitness

center, expanded locker rooms, and weight room, and is open to all Marian University students, faculty, staff, and alumni.

- **Ruth Lilly Student Center** – Ruth Lilly Student Center, formerly known as Alverna Hall, was used first as a garage and three-apartment servant’s quarters on the Allison estate. After it was purchased by the Sisters, it served Marian College as a women’s residence hall, student cafeteria, kindergarten, priests’ residence, and, since 1991, the student center. Today, the center’s first floor is home to the Marian University Police Department, a large community room, and a Subway restaurant. The second floor houses the offices of student affairs, student activities, student housing, and student government.
- **Sisters of St. Francis Oldenburg Hall** – Built in 1967 for the members of the Sisters of St. Francis, Oldenburg who taught at Marian College. The Sisters lived there until additional room was needed to accommodate the schools growing enrollment. After serving as a residence hall for many years, it now houses the School of Nursing, School of Business, theology and philosophy department offices, and the St. Francis Chapel, the Bishop Simon Brute´ St. Francis Chapel, and the Department of Theology and Philosophy.
- **University Hall** – University Hall provides housing for 189 upperclassmen, with double and single suite-style rooms. The air-conditioned building contains kitchenettes on each floor, with LCD televisions in each lounge, a computer room, and cable and interview room.
- **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, president of the Marmon Motor Car Company, 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 much-needed student residence, Doyle Hall. Marian College first used the mansion to house the music department. The office of admission 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.

MU-COM CODE OF CONDUCT AND ETHICS

STANDARDS OF CONDUCT

MU-COM requires that when a student enrolls, a commitment is made to abide by university policies and to participate in their revision by established procedures. The policies are based on the university's foundational values. The Office of Student Affairs assists students, faculty and staff in formulating guidelines intended to maintain an atmosphere conducive to attaining educational goals. This office is responsible to the administration of the Code of Students Rights and Responsibilities, which is made available to students in the Office of Student Affairs and on the university's website. <http://www.marian.edu/docs/default-source/campus-life/codeofstudentrightsandresponsibilities.docx?sfvrsn=14>

POLICY STATEMENT ON HARASSMENT

MU-COM is committed to providing a work and learning environment that is safe, healthy and comfortable, and is free from any type of discrimination or harassment. This policy statement is meant to ensure all of our students that, under no circumstance, will MU-COM tolerate **any** form of harassment of or by students, faculty or employees, which includes but is not limited to: hazing, threatening, offensive or intimidating behavior or remarks, demands for sexual favors, or behavior which creates a hostile or intimidating atmosphere, because of someone's age, race, ethnicity, color, sex, gender, religion, sexual orientation, religion, creed, national origin, age or disabilities.

Harassment of another person will result in disciplinary action, up to and including dismissal from the MU-COM, against any person who is found, upon investigation, to have engaged in such conduct. Harassment may result in immediate separation in accordance with the college's disciplinary Policies, and Procedures explained in detail in this handbook.

This policy applies to all members of the MU-COM community, who are encouraged to report promptly complaints of harassment. The complete version of MU-COM's Policy on Harassment, including definitions, examples and corrective measures, is available from the Office of Student Affairs or from the Office of Human Resources. Complaints of sexual harassment at the Marian campus should be referred to the Human Resources Director, who will take action as described in the full policy published on page 2 of this handbook.

POLICY ON DRUG AND ALCOHOL ABUSE

It is the policy of MU-COM to maintain an environment that is free of substance abuse by students, faculty and employees. The policy includes the following:

- a. Prohibition Against Unlawful Presence or Unauthorized Use of Controlled Substances on Campus
- b. Prohibition Against the Unlawful Unauthorized Presence of Alcoholic Beverages
- c. Prohibition Against Being Under the Influences of any Controlled Substance at off-campus classes, seminars or off-campus clerkships or internships which would alter the student's ability to perform clinical duties.

When a student is suspected of being under the influence of alcohol or drugs, that student will be reported to the Office of Student Affairs and appropriate actions will be taken. This may include referral to counseling support programs, suspension or termination of enrollment at MU-COM.

DRUG CONVICTION AND FINANCIAL AID ELIGIBILITY

Substance Abuse Question on the Free Application for Federal Student Aid (FAFSA)

Question 23 on the FAFSA form asks if the student has ever been convicted of a drug related offense. Failure to answer this question will automatically disqualify the student from receiving Federal aid. Falsely answering this question, if discovered, could result in fines up to \$20,000, imprisonment, or both.

Under the Higher Education Act, a student may become ineligible for federal student aid upon conviction of any offense involving the possession or sale of illegal drugs while receiving Title IV federal financial aid. Federal aid includes Federal Direct Loans, Federal Direct PLUS Loans, Federal Direct Graduate PLUS Loans, Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal ACG Grants, Federal SMART Grants, Federal TEACH Grants, Federal Work Study, and Perkins Loans.

Federal Financial Aid Penalties for Drug Convictions

Possession of Illegal Drugs:

First Offense: 1 year ineligibility from the date of conviction

Second Offense: 2 years ineligibility from the date of conviction

Third and Subsequent Offenses: Indefinite ineligibility from the date of conviction

Sale of Illegal Drugs:

First Offense: 2 years ineligibility from the date of conviction

Second and Subsequent Offenses: Indefinite ineligibility from the date of conviction

Convictions during Enrollment

According to the United States Department of Education, if a student is convicted of a drug offense after receiving Federal aid, he/she must notify the Financial Aid Department immediately and that student will be ineligible for further aid and required to pay back all aid received after the conviction.

Regaining Eligibility

A student can regain eligibility for federal student aid funds by successfully completing a drug rehabilitation program. To be sufficient to reinstate financial aid eligibility, the program must: include at least 2 unannounced drug tests AND be recognized as a Federal, State, or local government agency program. A student will regain eligibility on the date of successfully completing the program.

Impaired Medical Student Program

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

Referrals to the Commission can be self-generated or made by concerned faculty, friends, or family members. A report to the MU-COM is made only in the event the student does not comply with the treatment plan.

For information contact the Indiana State Medical Association or visit the organization's website <http://www.ismanet.org/resources/assistance/index.htm>

EDUCATIONAL POLICIES

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

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

MU-COM Students may waive the right of nondisclosure, allowing access to their records by anyone who has a completed copy of 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 that university publications, such as team roster, promotional brochures, or the student directory, may include some directory information.

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>

LEGAL LIMITATIONS ON PROFESSIONAL PRACTICE

It is a violation of the laws of the state of Indiana, and contrary to the policy of the college, for any unlicensed person to attempt to engage in the professional practice of health care. Students are NOT licensed health care providers and cannot engage in the practice of health care.

Professional practice in health care includes such activities as diagnosis, the rendering of medical treatment or advice, the prescribing of drugs and all other activities normally performed by physicians or other licensed professionals. Students are cautioned to confine their training activities involving the activities above to supervised teaching clinics, hospitals and training sites. At no time should students assume responsibility for the care on any patient, because students are unlicensed, and this would be an unlawful activity.

**NO STUDENT IS AUTHORIZED TO RECEIVE OR COLLECT ANY FEE FOR GRATUITY FOR PROFESSIONAL SERVICE FOR HIM/HERSELF, OR FOR ANY OTHER PERSON.*

CLASSROOM POLICIES

Attendance Policy

Students are encouraged to attend all classes to maximize their educational experience by participating in and following their discussions first-hand. Individual course coordinators may set attendance standards for their course, including the designation of mandatory lectures, and may implement in-class quizzes or record attendance. Thus, attendance may be a factor in determining the final grade in a course, at the discretion of the course director.

One-hundred percent attendance is required in clinical clerkships, remedial assignments, laboratory sessions, small-group sessions, clinical correlations and standardized patient exercises.

Serious excuses for missed attendance, which must be documented, should be reported to the assistant dean of student affairs for first and second year DO students or to the Office of Clinical Affairs for third and fourth year DO students, who in turn will advise the course or clerkship director for his or her consideration. Final determination to accept an excuse remains with the course or clerkship director.

Extended absences for illness, family emergencies, etc., must always be documented by the assistant dean of student affairs, clinical education, or the office of the specific academic program.

Make-up Exams

Missing examinations for any reason, other than serious illness or emergency, is strongly discouraged. Typically, excused absences are only granted for serious or emergency situations such as threats to life and severe illness or for rare, intimate experiences in a student's life such as the birth of a child or the death of an immediate family member. Note:

- Only the Assistant Dean of Student Affairs or his/her designee can authorize a student to miss an examination.
- The student must request and obtain excused authorization prior to administration of the examination.
- The Assistant Dean of Student Affairs will consult with the course coordinator before any final decision on the student's request.
- Notification to faculty members or the Assistant Dean of Student Affairs by email, voice mail or other means without prior permission will **NOT** be honored.

All requests to miss an examination must be submitted to the Assistant Dean of Student Affairs, who will determine if the request meets internal standards. If internal standards are met, the Office of Student Affairs will communicate with the course coordinator to seek final approval of the change prior to the date and time of the scheduled examination. Course coordinators have discretion in whether they allow students to make up missed work such as exams, quizzes or presentations. Make-up policies will be outlined on each instructor's syllabus.

Participation

The collaborative adult learning model requires students to participate and actively engage in the learning process. Participation is not the same as attendance. Participation requires

students to be actively involved in the learning process. The contribution made by the student should be related to the course content, be relevant to the class discussion, and advance shared learning.

Confidentiality in the Classroom

Peer experiences and personal information shared during classroom discussions as part of the formal curriculum are learning tools and should be treated as such. Shared information should never be used in a way that would jeopardize a person, business, or organization. Confidentiality should be practiced in the classroom.

Academic Integrity

Members of the Marian University community are expected to maintain the highest level of honesty in every phase of their academic and professional lives and to help create and promote an ethical atmosphere in which the goals of the university can be fully realized. By accepting admission to Marian University College of Osteopathic Medicine, students have agreed to abide by all the provisions of the university's published Code of Student Rights and Responsibilities.

<http://www.marian.edu/docs/default-source/campus-life/codeofstudentrightsandresponsibilities.docx>

MU-COM students are responsible for knowing and avoiding the following types of academically dishonest behaviors which are explained in detail in the Code:

- cheating;
- plagiarism;
- multiple submissions;
- fabrication;
- misuse of materials;
- misrepresentation; and
- facilitation of academic dishonesty.

Students who violate these MU-COM standards for academic integrity will be subject to disciplinary action, including possible dismissal from the institution.

Holidays and Make-up Dates

Marian University observes most major holidays including Martin Luther King Day, Memorial Day, Labor Day, Independence Day, Thanksgiving, and Christmas. The MU-COM schedule is designed so that many breaks coincide with these holidays. During the Christmas break weeks, the MU-COM offices will be open 8 a.m. to 4:30 p.m. Students seeking assistance during break times should contact the MU-COM office before stopping by to ensure that an advisor or other MU-COM personnel are available to meet their needs.

On occasion, holidays, emergencies, or inclement weather may make it necessary to have a make-up class. Make-up dates are determined by individual course coordinators. In the event that a make-up date is utilized, the MU-COM attendance policy is enforced.

Audio or Video Recordings in the Classroom

Students may not use electronic or other devices to make an audio or video record of any person while on the university premises without prior knowledge and without his or her full consent.

ACADEMIC YEAR AND CREDITS

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. MU-COM exceeds this requirement by defining one hour of classroom or direct faculty instruction each week for approximately nineteen weeks as constituting one credit hour of work.

GRADING POLICY

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

Years One and Two

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

F	Failure to demonstrate a marginal level of competency; the credit courses from a course in which a final grade of "F" is earned do not count towards the total number required for completion of the program.
I	Incomplete: An incomplete grade must be requested by the student in writing, in advance of the end of the course. If the instructor approves the student's request, a written agreement is made regarding the work required and its due date. A final grade must be substituted for the Incomplete and sent to the Registrar within six weeks of the last class. The only exception is for an Independent Study course (see 'Independent Study' section).
W	Withdrawal before the midpoint or midterm of a course; once a student has taken the midterm or reached midpoint, he/she is not eligible to withdraw unless there are extenuating circumstances and the student is granted permission from whom???
AU	Audited (no course credit)
CX	2.00 = C Maximum grade for a course successfully remediated after failure.
S	Satisfactory: Student has successfully passed the course. Credit is awarded, but grade holds no GPA weight.
U	Unsatisfactory: Student has not passed the course. Credit is not awarded, but the grade holds no GPA weight. The credit courses from a course in which a final grade of "U" is earned do not count towards the total number required for completion of the program.

Years Three and Four - Letter Grade and GPA

H = Honors	4.00 (90-100)
HP = High Pass	3.00 (80-89)
PS = Pass	2.00 (70-79)
F = Fail	0.00 (<69)
S	Satisfactory: Student has successfully passed the course. Credit is awarded, but grade holds no GPA weight.
U	Unsatisfactory: Student has not passed the course. Credit is not awarded, but the grade holds no GPA weight. The credit courses from a course in which a final grade of "U" is earned do not count towards the total number required for completion of the program.

Note:

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

Grade Point Average

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

COURSE FAILURE POLICY

If a student fails a course in the MU-COM curriculum, the Student Promotion and Academic Progress committee (SPAPC) will determine the most likely source of the deficit and decide if the deficit can or cannot be remedied while maintaining academic standards.

If a student has only one course failure and no behavioral or professionalism deficits, they shall be required to remediate or retake the failed course. If a student fails two or more courses/remediations or fails one course but also has an accompanying behavioral or professionalism issue, their case will be reviewed and adjudicated by the SPAPC.

Failures of all required courses in the MU-COM curriculum must be remediated if the student is to continue to progress through the program. Remediation requirements will be established by the course coordinator .

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

In general, a student will not be allowed to remediate more than one course during the summer.

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

If student has multiple failures or is unable to successfully complete remediation, the student is at high risk and will be referred to the SPAPC for reevaluation and disposition.

If the student fails to meet the minimum acceptable standard as determined by a preponderance of the evidence in competency, behavior, or professionalism, the SPAPC may take any of the following actions, including, but not limited to:

1. Determine the student to have the academic standing of Good Standing.
2. Determine the student to have the academic standing of Probation.
3. Determine the student to have the academic standing of Dismissed.
4. Require that the student successfully repeat an entire year of the curriculum.
5. Require that the student successfully repeat an entire course or clerkship.
6. Require that the student successfully repeat designated remedial course work at the direction of the course coordinator(s).
7. Require that the student successfully participate in another activity, program, or intervention as deemed appropriate by the committee.

GRADUATION REQUIREMENTS

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

To graduate a student must:

- Complete all pre-clinical and clinical education coursework with a grade of “C” or better with a minimum of two years having been completed at Marian University College of Osteopathic Medicine (MU-COM).
- At a minimum, earn the credits hours as outlined below:
 - **Credit Hour Breakdown**
 - *Year 1 = 50.3 credit hours*
 - *Year 2 = 39.7 credit hours*
 - *Pre-Clinical Total = 90.0 Credit Hours*
 - *Year 3 = 58.5 credit hours*
 - *Year 4 = 50 credit hours*
 - *Clinical Total = 108.5 Credit Hours*
 - **Total Credit Hours = 198.5**
- Satisfy all requirements for graduation within seven years (including approved leaves of absence) from the date of matriculation.
- Maintain compliance with all the curricular, legal, and financial requirements of Marian University.
- Successfully complete COMLEX Level 1 and Level 2 CE and Level 2 PE examinations of the National Board of Osteopathic Medical Examiners (NBOME).
- Demonstrate ethical personal, and professional behavior in compliance with the Marian University Code of Student Rights and Responsibilities, the MU-COM Student Handbook, and the MU-COM Professional Pledge.
- Demonstrate suitability for the practice of medicine as evidenced by displaying standards of competency, conduct, and professionalism both within and outside of MU-COM.

Satisfying all of the above will result in endorsement for graduation from the MU-COM Student Promotion and Academic Progress Committee, the MU-COM Dean, and approval from the Marian University Board of Trustees.

Note: Completion of a program of study at MU-COM does not guarantee placement in a residency program or future employment, licensure, or credentialing.

STUDENT PROMOTION AND ACADEMIC PROGRESS COMMITTEE

The Marian University College of Osteopathic Medicine (MU-COM) has a moral duty to its students, the osteopathic medical profession, and the communities our graduates will serve to ensure that all students who receive the degree of Doctor of Osteopathic Medicine (D.O.) from this institution meet at least the minimum standards for competence, appropriate behavior, and professionalism expected of osteopathic physicians at the time of graduation. The Student Promotion and Academic Progress committee (SPAPC) is thus charged to work with students, their advisors, and the faculty to maximize the likelihood of each student's success in achieving these competencies.

MU-COM students are valued and all efforts will be made to provide resources necessary to aid them in successful completion of all degree requirements. However, as student physicians it is imperative for students to understand that members of the medical profession, as well as those pursuing entry into the profession, are held to a higher standard of ethical behavior than the general public and most other professions. As such, student compliance with expectations for competency, behavior, and professionalism are reviewed on an ongoing basis by the SPAPC. The committee meets as needed for individual cases, but also reviews each individual class member at least annually to determine a student's eligibility for promotion to the next year of study and, at the end of the program, eligibility for graduation.

Student performance is evaluated by the SPAPC from three perspectives: competency, behavior, and professionalism, the details of which are outlined below:

1. **Competency** – Students will be evaluated for academic and clinical competency. If significant academic and/or clinical competency deficiencies are noted by course instructors or clinical preceptors that result in a final, total score below 70.0% in an academic course in the MU-COM curriculum and the awarding of a grade of 'F', the main focus of the SPAPC will be to determine the most likely source of the deficit and decide if the deficit can or cannot be remedied while maintaining academic standards.

If a student has only one course failure and no behavioral or professionalism deficits, they shall be required to remediate the failed course. If a student fails two or more courses/remediations or fails one course but also has an accompanying behavioral or professionalism issue, their case will be reviewed and adjudicated by the SPAPC.

2. **Behavior** – Students are expected to meet minimal standards of behavior that may or may not fall under the definition of "professionalism." In addition to adhering to criminal and civil codes, MU-COM students will be held to three lists of standards. The first is the [Marian University Code of Student Rights and Responsibilities](#). The second is found in the MU-COM Handbook and includes, but is not limited to sections on the CODE OF CONDUCT AND ETHICS as well as Academic Integrity which can be found in the in this MU-COM Student Handbook. The third is found in the MU-COM Professionalism Pledge:

I pledge:

- To commit myself to the ethical, responsible, and diligent practice of my profession.
- To treat those that I encounter with respect, consideration, and appreciation for our diversities.
- To not publish or redistribute (electronically, in writing, or verbally) testing, lecture, or review materials as it is strictly prohibited in the Copyright section of the MU-COM Student Handbook.
- To protect the confidentiality and the rights of those that seek my help professionally and those who have shared their information to benefit my professional education.
- To always strive to further my professional competencies, to share my knowledge with those that seek my professional guidance, and to eternally strive to learn.
- To always represent the school, the program, the profession, and myself in a positive manner.
- To address any unprofessional behavior or violation of the MU-COM Student Handbook by speaking with a student directly or reporting the behavior to the course director, Assistant Dean of Student Affairs, or another member of the MU-COM faculty.

3. **Professionalism** – Students are expected to act in a professional manner. The Merriam-Webster Dictionary defines “professionalism” as: the skill, good judgment, and polite behavior that is expected from a person who is trained to do a job well. In the medical profession, this definition is amplified in importance because of the absolute need to portray ethical qualities such as trust, respect, integrity, and competence to patients and the general public. One can use the osteopathic medical oath and the AOA Code of Ethics as basic guides for foundational ethical practices. However, no list of professionalism standards will ever be of sufficient breadth and depth to comprehensively outline all professional expectations. Therefore, MU-COM makes a distinction between lists of prohibited behaviors and professionalism. MU-COM shall hold students to a “reasonable professional” standard. A “reasonable professional” is a theoretical person in the same profession at a similar level of training and experience. If an action or inaction would be viewed by a “reasonable professional” as not displaying the skill, good judgment, polite behavior, and other ethical qualities expected from a medical student, it will be considered a deficit in professionalism.

Any student who fails to meet a minimum standard in competency, behavior, or professionalism will be referred to SPAPC.

Matters related to behavior and professionalism may be reported from any source to any faculty or staff member of MU-COM. Any report of a breach in behavioral standards or professionalism must be forwarded to at least one of the following individuals upon receipt: i) SPAPC chair, ii) Marian University Dean of Students (or designee), iii) Dean of MU-COM. If the report includes Title IX accusations, it must be forwarded to the Marian University Dean of Students. If the report involves a possible criminal matter, it must be reported to campus police.

The SPAPC may or may not wait for the outcome of a Title IX investigation or criminal proceedings to consider a report depending on the available weight of evidence before it. If the weight of evidence is clear and convincing, the SPAPC may proceed with determinations. If the weight of evidence is merely a preponderance of the evidence, then the SPAPC may elect to

wait for the investigations to take their course and rely on their outcome. Upon receipt of a report, the SPAPC will evaluate and investigate the issue with due diligence. The accused student must be informed of the accusation and have an opportunity to address any allegations during the investigatory phase, prior to the matter being presented to the entire committee per the SPAPC procedures.

The SPAPC will evaluate each student that comes before it by considering all available information from various sources including, but not limited to, faculty, student, staff, and patient interactions – both at MU-COM and at healthcare facilities during clerkship rotations or extracurricular activities – as well as performance in other MU-COM courses and any other pertinent information from reliable sources. The intent is to take into consideration the uniqueness of each student and determine what action best fits the needs of the student, the osteopathic medical profession, the public, and Marian University.

If the student fails to meet the minimum acceptable standard as determined by a preponderance of the evidence in competency, behavior, or professionalism, the SPAPC may take any of the following actions, including, but not limited to:

1. Determine the student to have the academic standing of Good Standing.
2. Determine the student to have the academic standing of Probation.
3. Determine the student to have the academic standing of Dismissed.
4. Require that the student successfully repeat an entire year of the curriculum.
5. Require that the student successfully repeat an entire course or clerkship.
6. Require that the student successfully repeat designated remedial course work at the direction of the course director(s).
7. Require that the student successfully participate in another activity, program, or intervention as deemed appropriate by the committee.

The SPAPC will meet and make one of the above determinations within a reasonable amount of time following the initial report.

Under the following circumstances, the SPAPC may table a vote for future determination if, and only if, the committee determines all of the following:

- the committee currently lacks essential data to make the determination at that time
- the delay will result in a high probability of gaining the missing essential data
- delay is not likely to harm the student
- the student consents to the delay
- the delay does not extend beyond the beginning of the next academic semester,

The SPAPC serves in an adjudicatory capacity in regards to the academic standing of the student. A student may appeal the decision of the SPAPC to the MU-COM Dean as described below.

Categories of Academic Standing *

The categories of academic standing are Good Standing, Probation, Dismissal:

Good Standing: Status of a student who has met all course and clerkship competency requirements and has demonstrated good behavior and professionalism.

Probation: Status of a student who has demonstrated an unsatisfactory level of competency, behavior, or professionalism to the degree that any additional deficiencies will make the student liable for dismissal according to policy.

Dismissal: Action, after review of any and all competency, behavior, and professionalism deficiencies of a student by the SPAPC, whereby a student is dismissed from the

academic program and is no longer enrolled as a student at MU-COM, pending any student appeal.

* Note: A student's academic standing will impact that student's eligibility for co-curricular and extra-curricular activity and involvement. Students not in good academic standing are subject to removal or suspension from co-curricular and extra-curricular activities and involvement at MU-COM. Students in this situation will be referred to the Assistant Dean of Student Affairs for an evaluation and determination as to the extent of restriction on activities and involvement.

PROCEDURAL OUTLINE FOR THE MU-COM STUDENT PROMOTION AND ACADEMIC PROGRESS COMMITTEE

1. Failures of academic or clinical competency will be reported to the committee by the office of the MU-COM Assistant Dean of Student Affairs.

i. The committee meets after final grades are posted for courses within Years 1 and 2 if there are reported failures, and as needed for reported failures of a clerkship in Years 3 and 4.

ii. Students with a single course/clerkship failure and no reported behavioral or professionalism violations will not be required to appear before the committee. They will be directed to the appropriate course coordinator(s), department chair, or associate dean for remediation as per the course syllabus. Students that fail an attempted remediation of a course, have two or more cumulative course/clerkship failures, or also have a reported behavioral or professional violation will be required to appear before the committee. Prior to the meeting, students will be invited to submit a letter to the committee accounting for the failure and explaining any mitigating circumstances. Students may invite their academic advisor to be present for their interview with the committee.

iii. The committee may seek pertinent information directly related to the student's circumstances from individuals such as course coordinators, clerkship preceptors, academic advisors, etc.

2. Allegations of violations of behavioral codes or unprofessional conduct may be reported to any member of the committee by any source.

i. Upon receipt of any such allegations, the chair of will inform the committee and appoint two committee members—one biomedical science faculty member and one clinical faculty member—who do not have a pertinent conflict of interest (e.g., neither is the student's advisor) to make a preliminary investigation on the merits of the allegation in order to advise the entire committee and recommend whether:

a) There is no merit to the allegation;

b) There is merit to the allegation, but the nature of the violation is such that the student may be informally reprimanded by the chair; or

c) There is merit to the allegation and the student must appear in person before the committee.

The entire committee will then determine which of the above categories is applicable.

ii. If b) is determined, the chair will communicate the informal reprimand to the student and a note will be placed in the student's file in case further issues arise in the future; the note will be expunged from the student's file if no other issues arise prior to graduation and not taken into account in the formulation of the student's MSPE letter.

iii. If c) is determined, a meeting with the committee will be called within a reasonable timeframe. The student will be invited to submit a letter to the committee accounting for the alleged violation and explaining any mitigating circumstances.

iv. The committee may seek additional information not only from the student, but from anyone else or from other sources (such as electronic or video records) from whom the committee believes it may derive pertinent information (including, but not limited to,

course coordinators, clerkship preceptors, academic advisors, email, Facebook, text messages, IP addresses, and so on).

3. SPAPC meeting: An invitation to an SPAPC meeting is the opportunity for the student to voice their story and reasoning. The goal is to give the SPAPC a more complete picture of the circumstances that gave rise to the situation being reviewed.
 - i. Students shall be informed what the meeting is about and be given enough time to prepare for the meeting.
 - ii. The scope of the meeting shall not include a review of the components of a specific grade or grades, but may include any contributing factors to academic performance.
 - iii. The student may be represented by legal counsel at his or her sole expense and discretion; however, the chair of the committee must be notified at least five (5) full business days in advance. It should be noted that the legal counsel may not address the committee and can only be used as an advisor for the student. If legal counsel disrupts the proceedings in any way, legal counsel will be asked by the chair to leave.
 - iv. The student must also provide a list of any witnesses he or she plans to call on his or her behalf and/or the use of an advisor at least five (5) days prior to the hearing.
 - v. The committee can hear, receive and weigh all forms of evidence from any source and is not bound by local, state or federal rules of civil procedure.
4. The committee will then formally vote on the student's disposition or table the decision as delineated above.
5. The chair of SPAPC will communicate any action taken by the committee to the student by a formal letter which will also be included in the student's file in the MU-COM Office of Student Affairs. Such letter may be attached to an email, but shall be on MU-COM letterhead.
 - i. The chair, as the designated voice of the committee, will be responsible for all official committee communications. They will communicate the committee's decision to the individual student before the committee, to that student's academic advisor, salient course coordinators, and to the Dean. Other administrative personnel (e.g., registrar, financial aid) will be advised as appropriate.
6. Any information obtained in the course of this process may serve as historical background that may be taken into consideration by the committee in reviewing and adjudicating any future matters that come before it.
7. The committee will maintain confidentiality with respect to each individual case in line with, but not limited to, applicable laws (e.g., FERPA). Allegations, details reported in a student's letter or in conversation with the committee, and the final disposition of each case will not be shared with anyone outside of the committee except as stipulated in (1.iii), (2.iv), and (5.1) above, as required by law, or as otherwise necessary to investigate the allegations with due diligence or to prevent potential future harm—such harm must be clearly identifiable and as likely as not to occur. Minutes of the committee's meetings will be recorded, but will not be accessible on Marian University's online portal.
8. The student may appeal the committee's decision to the Dean in accord with the procedure outlined below.
 - i. A student may appeal the decision of SPAPC only if they have new and pertinent information salient to the fair disposition of the matter.
 - ii. Any appeal must be made to the MU-COM Dean within fifteen (15) business days after the student has been notified in writing of the SPAPC's decision.
 - iii. The Dean, in consultation with the SPAPC Chair, will determine if the appeal contains new and pertinent information. If there is new and pertinent information, the Dean will adjudicate the matter within a reasonable time after being informed on all the particulars of the matter and report the decision to the student, the SPAPC, and the Marian University Provost.

- iv. The student may appeal the Dean's decision to the Provost within 30 days of the receipt of the written decision of the Dean.
- v. The decision of the Provost is final and binding.

STUDENT ACADEMIC FREEDOM

Marian University students have may express their ideas in the classroom or in writing, free from political, religious, or institutional restrictions, even if these ideas are unpopular.

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 COMLEX-USA Level 1 examination prior to starting their first clerkship on July 1.

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

- finish the current rotation;
- reschedule the next repeat COMLEX-USA Level 1 examination;
- be withdrawn from the next rotation;
- retake COMLEX-USA Level 1 examination; and
- resume the next rotation immediately after completing one calendar month of study.

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

- finish the present rotation;
- reschedule the next repeat COMLEX-USA Level 1 examination;
- undergo review by the Student Promotion and Academic Progress Committee; and
- not resume clerkships until achieving a passing score.

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

- finish the current rotation;
- reschedule the next repeat COMLEX-USA Level 2CE examination;
- be withdrawn from the next rotation;
- retake COMLEX-USA Level 2CE examination;
- resume the next rotation immediately after completing one calendar month of study; and
- await the score on the examination.

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

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

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

- finish the current rotation;
- reschedule the next repeat COMLEX-USA Level 2PE examination;
- be withdrawn from the next rotation;
- retake COMLEX-USA Level 2PE examination;
- resume the next rotation only after retaking the examination;
- undergo review by the Student Promotion and Academic Progress Committee; and
- await the score on the examination.

To re-take a failed examination, the candidate must register with the NBOME and schedule online a new test date and meet the eligibility requirements when he or she registers to re-take the examination and on the date of the examination. A candidate may take the COMLEX-USA Level 1 examination, Level 2-Cognitive Evaluation, or Level 3 examination 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.

In a new NBOME policy, effective July 1, 2016, candidates taking COMLEX-USA examinations will be limited to a total of six attempts for each examination (COMLEX USA Level 1, Level 2-CE, Level 2-PE and Level 3), including but not limited to all attempts prior to July 1, 2016.

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

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

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

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

GENERAL STUDENT COMPLAINTS/GRIEVANCES

Any student may present a grievance against faculty, staff, or another student regarding an unresolvable academic school issue or concern (such as unfair or biased treatment via

schedule, attendance, requirements or remediations arising out of the execution of the MU-COM curriculum. Grievances are not related to a course grade appeal. Documentation of date, time, and results of meetings, is required at each step of the procedure. The steps listed below for conducting a grievance must be followed or the appeal will be invalid:

- 1) The student must first meet with the person(s) involved and present the problem as a grievance.
- 2) If the grievance cannot be resolved , the student must present the grievance in a formal letter to the MU-COM Dean within one week of the meeting with the faculty member(s).
- 3) If the grievance cannot be resolved with the MU-COM Dean, the student may present the grievance to the executive vice president/provost or academic dean within one week of the decision of the MU-COM Dean. Decisions of the vice president/provost are final and binding.

STUDENT RECORDS

Directory Information

Marian University College of Osteopathic Medicine considers certain information to be "Directory Information" under the Family Educational Rights and Privacy Act (FERPA) and, therefore, subject to disclosure without prior consent of the student. See FERPA policy on p. 13.

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 Family Educational Rights and Privacy Act 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 the Family Educational Rights and Privacy Act.

ENROLLMENT POLICIES AND PROCEDURES

MU-COM APPLICATION PROCESS

Prospective Students must apply for admission to MU-COM through the AACOM Application Service (AACOMAS) at www.aacom.org. AACOMAS General and Supplemental Deadline Information and FAQs can be viewed on the website at <http://www.aacom.org/InfoFor/applicants/Pages/default.aspx>

TRANSCRIPT REQUEST

Official transcripts can only be released to those who have satisfied all financial obligations to the university. To settle financial obligations prior to requesting an official transcript, students must contact the Business Office at 317.955.6020. Unofficial transcripts are available at no charge to students through the CAMS student portal.

The transcript ordering process and fee information can be found on the MU website at <http://www.marian.edu/Registrar/Pages/HowtoOrderTranscripts.aspx>

The Registrar's Office attempts to send transcripts within three business days after the request is received. The time may be extended during periods of registration, grade recording, and degree clearance. Students are encouraged to use the online ordering system, but may create their own request, which must include the following information:

- Name (as well as any previous last names)
- Social Security number
- Approximate dates of attendance
- Current address and phone number
- Indication of whether you are requesting an official, sealed transcript or an unofficial transcript and the number of transcripts that you are requesting
- Address to which the transcript should be sent
- Written signature and the date
- *appropriate fee paid by cash or check if request is being mailed.*

Transcripts will not be released without the student's legal signature.

COURSE REGISTRATION

Students must be registered for each term to allow for processing of financial aid.. Students must be registered for class in order to attend classes, clinical experiences or clerkships. . Students who register for courses and realize that they will be unable to attend are responsible for filing the appropriate withdrawal paperwork. Depending upon the circumstance, a student can either request to drop course(s), withdraw from course(s) or request a leave of absence. Students are registered for classes by the Registrar's Office.

CHANGES OF ENROLLMENT

There are five change-of-enrollment categories at MU-COM. They are: Course Drop/Withdrawal, Leave of Absence, Student Requested Withdrawal from MU-COM, College's Right to Require Withdrawal or Leave of Absence and Dismissal. Detailed information about changes to enrollment are described in the following section.

If it is determined that the presence of a student would be disruptive to the College or represents a possible threat to the safety of faculty, students, staff, patients, clients or others, the Campus Dean may immediately withdraw the student in question from all activities, placing the student on leave of absence pending investigation, required documentation and/or referral for committee action.

Please Note:

Failure to file the appropriate paperwork to either drop, withdraw or request a leave of absence within the appropriate time period will result in full tuition being charged and the student will receive a failing grade.

CHANGES OF ENROLLMENT CATEGORIES

Dismissal

Dismissal is a complete separation from MU-COM. Dismissal may be the result of an action by the Student Promotion and Academic Progress Committee. Details about Academic Dismissal are described in the Academic Standings and Student Rights section of this handbook. Details about Disciplinary Dismissal are described in the Student Ethics Code and Conduct Policies section of this handbook. Dismissal from the College at certain times in the academic semester may result in charges to the student. Refer to the published withdrawal policy.

Course Drop or Course Withdrawal

A student may withdraw from classes by completing the appropriate withdrawal forms and submitting them by the published due dates to the Office of the Registrar. Students who withdraw from the University during the first week of classes do not incur a tuition and fee charge. Consult the University refund policy for details of course drop/withdrawal after the first week of classes. The impact of course withdrawal on grades is determined by the amount of time that has passed in a course or term and follows the rules outlined in the section on Leave of Absence.

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's Right to Require 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 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 (LOA)

A leave of absence (LOA) is granted for a maximum of one year from the date the LOA is approved. An LOA may be granted for military, jury duty, maternity/paternity, or circumstances covered under the Family and Medical Leave Act of 1993. This section includes information on

how to request a Leave of Absence, receive approval for a Leave of Absence, return from a Leave of Absence, and implications of a Leave of Absence

How to Request a Leave of Absence:

You must first make an appointment to discuss your situation with the Dean's office. The next step is to write a letter to the Dean explaining the LOA request and request a meeting. Final approval comes from the Dean.

Completing the Leave of Absence Process:

After receiving approval from the Dean, the student will be given the MU-COM Leave of Absence Request Form to complete. The form must be completed at least seven days prior to when the Leave of Absence is to begin. The Leave of Absence form can be found in the Dean's Office.

How to Process a Leave of Absence form:

- 1) The osteopathic medical student (OMS) must fill out an LOA request form and submit it to the MU-COM Dean explaining the LOA request. This form must include the exact proposed LOA begin and end dates. Final approval must be granted by the Dean.
- 2) If the Dean approves the LOA, the OMS must **submit the approved form to Office of the Registrar** either in person to Marian Hall 104, via fax: 317-955-6575, or via email: regis@marian.edu. The Registrar will review and sign the completed form. Notification will be sent to all MU-COM administrative offices and the National Student Clearinghouse of the student's LOA status. The Dean will follow-up with a letter to the student that will provide additional instructions, after the Registrar has sent notification that the completed LOA form has been received.
- 3) The OMS also must set up an appointment with MU-COM's Financial Aid Officer to discuss how the LOA will affect the student's financial aid.
- 4) An updated billing statement will be available on the CAMS student portal if an adjustment of tuition and fees occurs on the student account (see implications of an LOA below).

Implications of a Leave of Absence

In addition to the implications an LOA can have on academic progress, a LOA also impacts financial aid, academic standing and access to campus services. Depending on when the LOA is approved, the academic record and billing statement could be impacted in the following ways:

LOA approved prior to the start of a fall or spring term: student will be dropped from all registered classes and tuition and fee charges will be removed from the student account. The LOA letter from the Dean to the student will specify details related to re-enrollment after the LOA period. Students will not have access to online course materials.

LOA approved during a fall or spring term: student will receive 'W' grades in all classes where a final exam has not yet been completed. If the student has completed the final exam, the final grade given will stand on the academic record. The student will be responsible for all tuition and fees for that semester. Students may have some limited access to online course materials.

If a student has not earned a final grade in any classes, the student will receive 'W' grades in those classes and the university will use the published refund schedule to determine any adjustment to charges based on the approved effective date of the LOA. Students may be required to repeat and/or remediate all or some of the DO program courses. The LOA letter to the student will specify details related to re-enrollment after the LOA period.

Impact on Financial Aid

A student who is on a Leave of Absence, is considered withdrawn from MU-COM unless the student returns from the LOA within that same semester. Once an LOA is approved, the student will not be eligible for any aid during the LOA period. Aid eligibility will be re-evaluated once attendance resumes.

Please be aware that a financial aid withdrawal status may affect:

- Financial Aid that was already received for the term of the Leave of Absence
- Disbursements pending in the term of the Leave of Absence.
- The grace period and repayment of your student loans.

TUITION AND FEES

TUITION AND FEE SCHEDULE

The University publishes tuition and fees annually. Tuition and fee schedules for all University programs are available in the Business Office.

Students enrolled in the College of Osteopathic Medicine may be advised/required to take summer remediation courses based on their performance in a prior course. If course remediation takes place at Marian University, 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.

THE TUITION BILL

The University normally mails one (1) tuition bill per semester in advance of the tuition due date. The tuition bill is available on the CAMS student portal 24 hours a day, 7 days a week once students are registered for classes.

TUITION PAYMENT POLICY

The University publishes tuition due dates annually. Fall tuition is due on July 15 of each year. Spring tuition is due on December 15 of each year. Any portion of tuition and fees that is not covered by an awarded and approved federal direct loan and/or private loan must be paid by the published due date. Loans do not normally disburse until 10 days prior to the first day of class. The University will defer the portion of tuition and fees covered by awarded and approved loans until that time without penalty to the student. :

The University assesses a fee for late payment of tuition and fees. All University fees are published annually and are available from the Business Office.

The University encumbers the official academic records of any student whose account balance is greater than zero.

Tuition and fees are due by the published due dates established by Marian University. Outstanding account balances for students who have ceased enrollment at Marian University may be forwarded to an outside billing service for installment billing. At the time the account is sent for installment billing, the account will be assessed interest at the rate of five percent annually. If regular payment on a student account fails to occur during the monthly billing process, the student account may be forwarded to a collection agency or attorney's office. All collection costs associated with the collection of an outstanding balance which may include collection costs, interest, and fees are the responsibility of the student. All students who make application to Marian University and who register for classes agree to this policy by signing or submitting their paper or online application for admission.

TUITION REFUND POLICY for Withdrawal from the University

When a student officially withdraws from Marian University refund of tuition and fee charges

will be made based on the official date of withdrawal and the following schedule of refunds. The official date of withdrawal is the date the University provides on the official withdrawal form. Withdrawal forms are available from the Office of the Registrar. Courses or clerkships that are not conducted on a weekly basis will have charges refunded based on the percentage of time completed in the experience. The determination of this percentage will be made by the University.

REFUND SCHEDULE

Withdrawal Within:	Refund Percentage
1st week of class	100%
2nd week of class	90%
3rd week of class	60%
4th week of class	25%
After 4th week of class	0%

All federal financial aid funds are credited or returned in compliance with the federal return of funds schedule.

Students have the right to appeal tuition and fee charges in the case of withdrawal from the University. The appeal form is available in the Office of the Registrar. The Office of the Registrar maintains information on the deadlines which apply to the appeal process and this information is provided on the appeal form.

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 return to classes or training assignments until their financial obligations with the University have been satisfied.

Students with unpaid balances will be restricted from registering for future courses or clerkship experiences until their balance is paid in full.

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.

LATE FEES

The University charges a late fee to those students who have not completed their financial obligations by published due dates. All tuition and fees are available in the Business Office and are subject to change by approval of the Board of Trustees.

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

are filed immediately in the expectation of making full tuition payment. This exception is for the first payment period of the first year of study only. Any exceptions beyond the first payment period must be discussed with the Business Office .

DISBURSEMENT OF REFUNDS

Refund of student account overpayments are produced at the beginning of each business week and 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.

Upon the University's implementation of direct deposit of student refunds, all students will be required to participate in this delivery method and provide banking information in order to receive funds electronically.

ADDITIONAL COLLEGE POLICIES

COPYRIGHT POLICY

It is the policy of Marian University College of Osteopathic Medicine to comply with the U.S. Copyright Act of 1976. All MU-COM faculty, staff, and students are expected to act as responsible users of the copyrighted works of others, which includes making informed decisions based on the fair use exemptions to the copyright laws.

U.S. laws protect the rights of individuals regarding their own works. The penalties for violation of copyright law can range from college sanctions to civil and criminal prosecution. Persons who copy and distribute copyrighted material without the legal permission may be found liable for civil or criminal copyright infringement. Civil penalties for federal copyright infringement provide for significant financial compensation for damages, such as \$150,000 for each willful act. Criminal penalties can be up to five years in prison and \$25,000 in fines. The College cannot protect students, faculty, or staff from a copyright complaint, and the college may also be required by law to disclose information to a complainant for use in pursuing legal action.

Copyright infringement may also result in college-imposed sanctions for misconduct. Federal copyright law protects “original works of authorship fixed in any tangible medium,” which includes works of literature, music, drama, film, sculpture, visual art, architecture, and other creative media. (Title 17, U.S. Code, Section 101). Most works published after 1923 (except those authored by the U.S. Government) should be presumed to be copyright protected, unless there is information or notice from the copyright holder that the work is in the public domain. Works published prior to March 1, 1989, generally require a copyright notice to be protected, but those published on or after March 1, 1989 are not required for copyright protection.

The doctrine of “Fair Use” (Section 107 of the U.S. Copyright Law) in limited situations permits the use of a copyrighted work, including reproducing portions of that work, without the copyright owner’s permission. Section 107 of the Copyright Act establishes four basic factors to be examined in determining whether a use constitutes a “Fair Use” under the copyright law. These factors are:

- a. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit education purposes;
- b. The nature of the copyrighted work;
- c. The amount and substantiality of the portion of the work used in relation to the copyrighted work as a whole; and
- d. The effect of the use in question upon the potential market for or value of the copyrighted work.

No factor is determinative of a person’s right to use a copyrighted work without permission. Education use alone is not sufficient to make the use in question a fair one.

Photocopies or other reproductions can be furnished only under certain conditions if they will be used solely for private individual study, scholarship, or research. Use of the reproduction for other purposes may make the user liable for copyright infringement. MU-COM reserves the right to refuse to accept a copyright request if, in its judgment, fulfillment of the order would involve violation of copyright law. (17 U.S.C. 207, and under Title 17 of the U.S. Code as amended by Pub. Law 94-553: 108, 702. Dated August 9, 1977).

PEER-TO-PEER FILE-SHARING

The College has implemented measures within the MU-COM information system that prevent the use of Peer-to-Peer file sharing applications on all campus network computers. However, students should be aware of the implications and risks of using such applications on personal computers.

Copying or distributing copyrighted media such as songs, movies, software, video games, text, and pictures without authorization from the copyright owner may constitute copyright infringement. The *Copyright Owner* has the right to control, within certain limits, how their works are published, distributed, and sold, and the correlative right to be paid for the use of a work.

A number of copyright infringement lawsuits and subpoenas have been filed by major companies and their respective industry associations, including the Recording Industry Association of America (RIAA), the Motion Pictures Association of America (MPAA) and the Software & Information Industry Association (SIIA). Federal copyright law entitles the copyright holders to seek statutory damages of up to \$150,000 for each act of willful infringement (for example, each song or movie illegally copied or distributed).

Resources

Educause – Copyrights http://www.educause.edu/Browse/645?PARENT_ID=252

US Copyright Office – DMCA Summary <http://www.copyright.gov/legislation/dcma.pdf>

Alternatives to Illegal Downloading

Below are lists of sites that offer free or inexpensive products that can be used as alternatives to illegal downloading:

Clipart:

<http://www.coolarchive.com/>

<http://www.mediabuilder.com/>

<http://www.barrysclipart.com/>

Fonts:

<http://www.blambot.com>

<http://www.fonts.com>

<http://www.fontshop.com/index.cfm>

Photos:

<http://www.freefoto.com/>

<http://www.istockphoto.com/>

Music:

<http://www.iTunes.com/>

<http://www.MusicMatch.com/>

<http://www.rhapsody.com/>

<http://www.napster.com/>

<http://www.music.msn.com/>

<http://www.music.yahoo.com/unlimited/>

INTELLECTUAL PROPERTY

The rights of an individual in regard to his or her own oral presentations, visual presentations, computer programs, graphics, etc. must be honored. Faculty, fellow students, and other presenters are under no obligation to permit the recording or duplication of their presentations or academic material. Video cameras are not permitted in any classroom or lab without the express written consent of the Program Dean or the instructor.

BACKGROUND CHECK POLICIES

The College requires a criminal background check for all entering students. Students must arrange and pay for the background check, which must be sent directly to the College from the investigating agency. It is the student's responsibility to determine the effect of the entry on their internship, clerkship, residency or licensure.

CELL PHONE AND ELECTRONIC DEVICE POLICY

Use of cell phones, iPads, computers, and other electronic devices in the classroom, laboratory, small group room settings and the Library must be for academic purposes only. Cell phones, iPads, computers, and other electronic devices are not allowed in testing or assessment activities, e.g. Standardized Patient rooms, Simulation Center, laboratory, or small group review sessions. In the event of an emergency, the student must leave the academic setting when talking on a cell phone.

SOCIAL MEDIA POLICY

The Office of Marketing Communications (MarCom) manages Marian University's brand identity and coordinates production and dissemination of marketing communications materials in collaboration with others across the university. MarCom works with others on campus to ensure that all communications serve the university's mission and goals.

Social media is personal interaction and communication that uses highly accessible and scalable technology tools such as Facebook, Twitter, etc. It also includes blogs and personal web sites. At this time, MarCom administers the university's official presence on these social media sites: [Facebook](#), [Twitter](#), [LinkedIn](#), [Flickr](#), and [YouTube](#).

Marian University faculty, staff, and students should observe the same professional and behavioral standards online and when using social media as they would in person.

The Marian University web site will not link to any social media site that does not adhere to these guidelines. Marian University also reserves the right to disable and/or report any social media site or page that does not follow these policies or the Terms of Service as described by the entity. Any faculty or staff member or student's failure to follow these guidelines may result in discipline, including termination.

COMPUTER CENTER USAGE POLICY, MU-COM NETWORK AND EMAIL

The College email system supports communication between all College users, including students, faculty, staff and administration. All academic, administrative and financial information distributed electronically will be transmitted exclusively via MU-COM email.

Computer Policies:

Use of the MU-COM computer network is for educational and informational purposes. Abuse or frivolous use of the MU-COM Network will be subject to disciplinary action. All students are responsible for using the MU-COM Computer Lab in a professional, efficient, ethical, and lawful manner. The use of this system is a privilege, not a right, which may be revoked at any time for misuse. It is the responsibility of all students to check their campus email every day – students will be held responsible for all notices or announcements sent to them in this manner. MU-COM will never send information to a student's outside email account.

MU-COM Information Systems are to be used only for the purpose for which they are assigned and are not to be used for commercial purposes or non-college related activities. Illegal, fraudulent, harassing or obscene messages and/or materials are not to be sent, printed, requested or stored. Chain letters and other forms of mass mailings are not allowed. To request an exception, students must speak to the Assistant Dean for Student Affairs. Please note that exceptions are rarely granted. Violations of the Computer Usage Policy may result in disciplinary action. All software is licensed to MU-COM and may not be copied or distributed. In special circumstances, the Management Information Systems Department may distribute necessary software for the support of special projects. From time to time these Computer Usage Policies and related policies will be revised.

HEALTH INSURANCE POLICY

MU-COM students must purchase and maintain their own health insurance coverage.

STUDENT HEALTH CENTER

The Marian University Student Health Center is located in the Clare Hall, Room 127. Appointments are encouraged and walk-ins are seen as the schedule permits. Health management by the nurse practitioner for Marian University students includes assessment, treatment, education and referral to appropriate medical personnel.

MU-COM has negotiated with Community Westview Hospital for the creation of a distinctive osteopathic manipulative medicine (OMM) clinic at the hospital's Speedway Pavilion. Plans involve providing clinical care and an OMM consult service for both inpatients and outpatients in conjunction with Community Westview Hospital's main campus.

Speedway Family Physicians and Pediatrics
1011 Main Street, Suite 110
Speedway, In 46224
(317) 967-9050

MALPRACTICE INSURANCE COVERAGE POLICY

Students are fully covered by Marian University College of Osteopathic Medicine's professional malpractice insurance while on all training assignments approved by the College. Students may participate in unique clinical opportunities outside of the regular curriculum only with prior written approval of the MU-COM Dean. Direct any such requests for special assignments or activities to the MU-COM Dean.

STUDENT IDs

Marian University student identification cards are available through the Marian University Police Department located on the first floor of the Ruth Lilly Student Center. Students may contact the Department at 317.955.6789 to confirm office hours. Students may pick up a student ID at no charge once the student has been officially accepted into the program. Student IDs are necessary to check out materials from the library, utilize the PE Center facilities, and attend sporting events. For a new or replacement student ID, visit the Marian University Police Department. The fee for a replacement student ID is \$20, and will be charged to the student account.

SMOKING POLICY

Marian University is a tobacco free campus. Information on smoking cessation programs is available in the Office of Human Resources and the Health and Wellness Center. The responsibility for carrying out this policy is placed upon all members of the University community. Each member of the community is responsible to inform visitors and guests of the policy and procedures. All community members and guests will be treated with dignity and respect, however persistent violators should be reported to Human Resources (faculty, staff or contractor) or the Dean of students (students). Violations of this policy will be evaluated as a student conduct issue for students. (Note – university policy became effective for the entire campus as of May 8, 2011.)

SOLICITATION POLICY

Solicitations by Individual Students

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

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

Insurance Representatives/Financial Advisors

Solicitation by insurance representatives or financial advisors of students, interns, residents, physicians or employees is prohibited on MU-COM property. Report any such solicitations to the Marian University Police Department. MU-COM will never officially provide agents

with lists of names for solicitation purposes. Students are also expected to comply with this policy and to maintain the confidentiality of student directory information. Please report off-campus solicitations to Student Affairs for guidance.

STUDY SPACE POLICY

Student group study rooms are available for use by students during normal operating hours of the College. Students are expected to use study space on a "transient" basis -personal items left in a study carrel or on a study table when not accompanied by the owner will be removed to allow another student to utilize the area. Certain study rooms will be specified for "group" study or for "quiet" individual study. Study areas may not be "reserved" for exclusive use by individuals or groups. Students are expected to maintain compliance with these policies and may act on an individual basis to ensure compliance.

CAMPUS VISITORS AND GUESTS POLICY

All visitors must be accompanied by a faculty, staff member or student and must register at the Marian University Police Department. A temporary Visitor's Badge will be issued, which must be returned to the same location upon the visitor's departure from campus. Visitors are not permitted to use any university computer facilities, and may use the Library only according to Library policy. Visitors are not permitted in the Gross Anatomy Lab without permission of the faculty.

No visitors are permitted in buildings when the buildings are closed. Only students may be permitted entry during closed hours, and then only with prior written authorization from the appropriate member of the administration or faculty.

GLOBAL HEALTH PROGRAMS

If students participate in any international medical education program opportunity that may be offered, they first must obtain advance approval from the Office of the Dean, regardless whether the program might be a university-sponsored program or an international outreach program sponsored by an institution or program other than MU-COM. International travel that has not been approved by the Office of the Dean is considered completely independent of MU-COM. All students and faculty who participate in non-university sponsored outreach programs must secure all their own arrangements and will travel at their own risk.

PERSONAL, ACADEMIC
AND
CAREER RESOURCES

THE OFFICE OF STUDENT AFFAIRS will work closely with faculty advisors to track individual student problems. In the case of any academic or nonacademic issues that are impeding a student's progress the faculty academic advisor will refer the student to the Office of Student Affairs. Faculty members regularly communicate their respective office hours to students. Students also may request individual appointments via email communications.

At the beginning of Year 1, medical students will be assigned a faculty academic advisor. The Office of Student Affairs will be responsible for making these assignments. The faculty advisors will provide medical students with academic guidance during the first two years of medical school. Advisors will ensure that their advisees are monitored to help them succeed. Students in good academic standing will be required to meet with their advisor regularly. Students on academic probation will be required to interact regularly with their advisor. At the end of every semester the advisors will report to the Assistant Dean of Student Affairs about students in difficulty and make a plan to address them.

Students on academic probation, in conjunction with their advisor, will be required to develop a written academic plan, which will be submitted to the Assistant Dean of Student Affairs and forwarded to the Student Promotion and Academic Progress Committee. The plan must outline the student's strategy for improving his or her academic performance so that ultimately he/she will no longer be on probation.

MU-COM will have an open-door policy to encourage meaningful communication with all students whenever possible. MU-COM administrators will be accessible to all osteopathic medical students, who will be encouraged to make appointments with the person(s) who have the responsibility and authority to address the specific needs of the student if their issues require more time than a brief visit affords.

The Director of Financial Aid will prepare an annual Financial Aid Report for the Dean. This report will provide administrative data to identify the amount of student aid dispersed among the MU-COM population, i.e., parent support, loans, etc. Sound financial decisions are important for the success of the medical student. MU-COM will offer to its students annual seminars on budgeting, financial planning, and fiscal management to keep their plans on track.

COUNSELING AND CONSULTATION SERVICES

The Counseling and Consultation Services Office is a resource center for the Marian University community. The staff provides academic support services, personal counseling, and consultation to students. Services are provided at no charge to students who are currently enrolled. The Counseling and Consultation Services Office is located in Clare Hall and students may schedule appointments by calling 317.955.6150.

As an integral component of the Counseling and Consultation Services Office the Academic Support Services Program supports all Marian University 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 are free of additional charge to current Marian University students.

The Counseling and Consultation Services Office provides the following resources and programs:

Assessment and Screening - Individual assessments are given to screen for learning difficulties, attention deficit issues, learning style, substance abuse, depression, anxiety, or eating disorders. Referrals off campus for assessment and long-term treatment are available, for students whose needs are beyond the short-term, generalist scope of treatment offered.

Behavioral Health Crisis Intervention – Confidential behavioral healthcare services are available to Marian University students 24 hours per day, 7 days per week. Marian University has two licensed psychologists and several mental health care providers on campus. Those needing or desiring care off campus are given an extensive referral list to both community mental health centers and to licensed behavioral and mental health professionals. Students in crisis after hours are directed to call 317.251.7575 for the MHA Indy Crisis Line or 317.955.6789 for the Marian University dispatcher who can refer the student to the on-call psychologist.

Individual Counseling - Individual counseling is available to assist students who are experiencing problems that interfere with the attainment of their academic, interpersonal, spiritual, and vocational goals. Students may seek counseling for a variety of reasons, some of which may include problems with adjustment to university life, family conflicts, relationship difficulties, depression, anxiety, eating disorders, and substance abuse. The LLC is designed to handle acute and short-term mental health situations. Referrals to off-campus community agencies may be necessary and are available. Off-campus referrals are at the student's expense.

Peer Tutoring - Peer tutors may be available in many academic subject areas. Students who have demonstrated academic excellence in a specific subject area and have been approved by a faculty member, tutor students who desire academic support in those courses. This service is dependent upon tutor availability for specific courses and is not guaranteed for a specific course or at all times throughout the semester. It can be difficult to arrange for tutoring over the summer terms because many of the student tutors have gone home over the summer months. Usually, tutoring is not available in the summer.

Resource Library – Audio and video tapes and resource books are available for check-out on topics such as: USMLE and COMLEX review resources, time management, organizational skills, study strategies, note-taking, test anxiety, speed reading, memory skills, stress management, depression, eating disorders, substance abuse, personal growth and development, and many others.

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

Students with disabilities who have proper documentation must contact the Director of Academic Support Services in the Counseling and Consultation Services Office to set up a documentation review. If after the review, accommodations are deemed appropriate, an accommodation plan will be developed. As per the ADA (Americans with Disabilities Act) no accommodation can be provided until this process is complete. Please contact Marj Batic, Director of Academic Support Services (mbatic@marian.edu; 317.955.6150; located in Clare Hall.

Study Skills Assistance – Individual sessions, web-based resources, and booklets on issues such as test taking skills, test anxiety, time-management, note taking, reading and understanding textbooks are available.

Workshops – Workshops and seminars are offered on a regular basis or as requested. Topics include study skills, test anxiety, learning styles, test-taking strategies, and time management. Each program has an academic advisement model specific to the needs of the students. These services are described the academic program handbook. Peer facilitated study sessions are coordinated by the Office of Student Affairs on both campuses.

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 and liturgical worship and other prayer opportunities, and calls the university community to serve the needs of its members and the needs of 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.

SAFETY AND SECURITY

CAMPUS POLICE SERVICES

Marian University Police are responsible for a full range of public safety services, including all crime reports, investigations, medical emergencies, fire emergencies, traffic accidents, enforcement of laws regulating underage drinking, the use of controlled substances, weapons, and all other incidents requiring police assistance.

The Marian University Police Department is located on the first floor of the Ruth Lilly Student Center. This office may be reached by calling 317.955.6789. This number should be given to your family members in case of a family emergency.

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. All officers that are employed by Marian University are required to be certified graduates of the Indiana Law Enforcement Academy.

On-campus services provided by the department include 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.

PARKING POLICIES

Please refer to the Marian University Campus map for student/faculty parking locations. If you need a parking pass, please visit the Marian University Police Department during normal business hours.

1. All students, faculty, and staff are required to register all vehicles that are operated and parked on campus.
2. The parking permit is valid through the entire academic year, including summer, and is purchased through the Marian University Police Department.
3. The cost of the parking permit is set by the university for vehicles and motorcycles each academic year for resident and commuter students. The speed limit on campus is 15 mph.
 - a. Parking is permitted ONLY where parking lines are painted or where signs are posted designating a parking area. Handicapped and visitor spaces are marked with the appropriate symbols and require specialized permits available in the Marian University Police Department.
 - b. After 5 p.m. during the week and all day on weekends, the faculty and staff parking lots are available for any Marian University permit holder to utilize. All vehicles must be moved before 7 a.m. Friday evenings, starting at 5 p.m., all permit holders are permitted to park in the parking lot in front of Marian and Clare Halls. All resident vehicles must be cleared from these areas by 7 a.m. on Monday. Failure to do so will result in a parking fine.
 - c. There is no parking along campus roadways or on lawn or grass areas at any time unless specifically instructed by a police officer or by a designated sign authorizing parking on the roadway or grassy area.
4. Violations of these traffic and parking privileges shall result in the following fines and/or actions:
 - a. Fines (each ticket \$50)

- (1) Individuals may appeal a ticket at the Marian University Police Department within seven days of the ticket issue date.
 - (2) Fines and fees will be charged to student accounts and will be billed along with regular tuition and fees. Official transcripts will not be released by the university until all accounts are paid.
- b. Towing of vehicles at owner's cost for:
- (1) Unregistered vehicles
 - (2) Illegal parking (fire lanes, loading zones, entrances to buildings, designated lots, roadway, yellow curb or line areas, handicapped/visitor spaces). Under these circumstances no warning will be issued.
 - (3) Any damage to university property done by a vehicle will be paid for by the owner of the vehicle.

At no time will Marian University be responsible for damage that may occur to your vehicle during towing or while your vehicle is impounded by the Marian University Police Department. The owner or operator accepts all liability and responsibility.

5. Due to special events on campus, there are times that vehicles may be required to be parked in other areas. Notification will be sent via e-mail.

PARKING DURING ROTATIONS-CLINICAL EXPERIENCES

During the course of study at MU-COM, students may be asked to visit, work and/or reside at locations off campus ("offsite locations") to further their education. MU-COM has no control over the safety and security procedures at these offsite locations. Students are to be mindful of their own safety and security and to familiarize themselves with the policies, practices and procedures regarding safety and security at these offsite locations.

POLICY ON THE POSSESSION OF DANGEROUS ARTICLES

It is the policy of MU-COM to provide a safe work and learning environment for our students and employees. We are committed to providing a work and learning environment free from dangerous articles of any kind. Possession of firearms on the Marian University campus is strictly forbidden. Faculty, students, employees, or visitors may not possess or use firearms, ammunition, knives or any other weapon, gunpowder, fireworks, explosives, gasoline and any other dangerous articles and substances on university property. Normal laboratory materials are excluded from this policy when used in a laboratory setting. Any individual who violates this policy should be reported to the Marian University Police Department. Violators will be subject to immediate dismissal and/or civil or criminal action.

INCLEMENT WEATHER

In the unusual event that inclement weather or adverse campus conditions necessitate the canceling of classes and/or shutting down office operations, please listen to the stations listed below for media reports. For day classes, the decision will usually be made by 5 a.m., but may be made later. Students may be notified by text message and/or email.

Radio**FM:**

- WIBC 93.1
- 97.1
- 105.7
- WTPI 107.9
- WZPL 99.5

AM:

- WXNT 1430

Television

- WRTV 6
- WISH-TV 8
- WTHR 13
- FOX 59
- WNDY-UPN
- WIIH (Spanish language television station)

Weather Alerts to Cell Phone or E-Mail

School Watch 8: <http://my.textcaster.com/ServePopup.aspx?id=1133>

Now Indianapolis WTHR: www.wthr.com/global/link.asp?L=176469&nav=menu188_3_8

The MU-COM Dean will make the decision on cancelation of MU-COM classes after consultation with course coordinators. 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.

ESSENTIAL STUDENT SERVICES

COLLEGE OF OSTEOPATHIC MEDICINE FACILITIES

The Michael A. Evans Center for Health Sciences houses all classrooms, laboratories, administration, and most support services for osteopathic medical students.

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, Papa Johns, and a grill, serve the students, faculty and staff. There are be outdoor and indoor seating options and gathering spaces, including nooks designed for small group collaboration. The building is designed to also serve as a banquet hall with seating for up to 300 guests.

BOOKSTORE

The bookstore is located in the new Alumni Hall. The bookstore has inventory including the basic supplies students need, including MU-COM emblematic clothing and supplies. Hours are posted weekly in front of the store.

CHANGE OF ADDRESS

Notification of a change may be made in one of two ways: Obtain a Change of Address form directly from the Registrar's Office in Marian Hall Room 104; or go the university's website www.marian.edu/current-students/registrar, click on Change Address, and fill out the online submission form to update your address.

CHANGE OF NAME

Notification for a name change must be submitted on the Change of Name form.

1. Download the form from the Registrar's website <http://www.marian.edu/current-students/registrar> and either mailing or faxing the written notification and supporting documentation to the Office of the Registrar.
2. In person at the Office of the Registrar by completing the notification form and providing the supporting documentation.

COMPUTER CENTERS

The university provides computing access in different areas of the campus on the needs of the students. The hours available for computing access will vary by area. Wireless access to the local area network and the Internet is available in all residential units, Michael A. Evans Center for Health Sciences, the library and green space, amphitheater, PE Center, and the Ruth Lilly Student Center.

All computers in the three campus-wide labs, the library open computing, and discipline-specific labs include word processing, spreadsheet, presentation, e-mail, and Internet-access applications. Discipline-specific labs will have added software applications; for example, graphic design and tutorial software.

Staff from the Department of Instructional Technology are available on the first floor of the library to answer questions, assist with problems, and provide informal and scheduled formal basic training on how to use the available software. Discipline-specific computing labs include those for biology, chemistry, education, languages, medicine, nursing, performing arts, and visual arts.

Some labs also have student assistants available to answer questions regarding academic software applications installed in the lab. Two computer classrooms are available for open computing: Michael A. Evans Center for Health Sciences 215, Marian Hall 304 Computer Center and the Library 008, located in the library's lower level. These classrooms support both formal class use as well as open computing access by students, faculty, and staff during non-class times. A published schedule of class times and open computing times are posted in the hall immediately outside of each lab.

Students can access their e-mail through the web at <https://webmail.marian.edu>. Access to their CAMS portal is available at <http://camsap.marian.edu/estudent>. Both CAMS and e-mail accounts are available to all Marian University students. Students, who have forgotten their account information or their account is not working, may request assistance by visiting the Department of Technology located in Marian Hall, Room 315, contacting the iHelp Desk at 317.955.6444, or submitting an iHelp Desk request at www.marian.edu/ihelpdesk.

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>

DINING SERVICES

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

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

Alumni Hall: Opened in fall, 2014 the facility includes a Starbucks, Papa John's Pizza, and Grill Works, featuring monthly specials and cooked to order sandwiches, burgers & fries.

Barbara B. Cooling Dining Room, located in Clare Hall, features all-you-care-to-eat dining in a comfortable setting. Destinations include deli, grill, pizza & pasta, home style favorites, exhibition, salad bar, dessert and more!

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

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

STUDENT PUBLICATIONS

On-campus publications include the *Knight Times*, the student newspaper

INTRAMURALS AND RECREATION

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

VARSITY ATHLETICS

Students are welcome to attend any of the university's sporting events and schedules are posted on the university web-site. University ID's are necessary for admission. Marian University is a member of the National Association of Intercollegiate Athletics (NAIA) and provides opportunities for students to view university sports. Marian belongs to the Mid-Central Conference, which includes the following member schools: Bethel College, Goshen College, Grace College, Huntington College, Indiana Wesleyan University, University of St. Francis, and Taylor University.

Marian University has teams for men in intercollegiate basketball, baseball, cross country, football, track, tennis, golf, soccer, and cycling. Women compete in intercollegiate basketball, volleyball, tennis, golf, softball, cross country, track, soccer, cycling, and lacrosse. Men and women may participate in varsity cheerleading. Women may also participate on a dance team which performs throughout the year. Marian University plays intercollegiate football as a member of the Mid-States Football Association. The Knights cycling team has earned twenty-five national championships in collegiate track cycling and competes as a member of the National Collegiate Cycling Association (NCAA).

APPENDICES

STUDENT SERVICES

Tuition and Fee Payments 317.955.6020

Marian Hall 103

Office of Financial Aid 317.955.6298

Michael A. Evans Center for Health Sciences Room 120

Office of the Registrar 317.955.6050

Marian Hall 104

Book Store 317.955.6080

Library, First Floor

Campus Information 317.955.6000

Marian Hall 107

Campus Ministry 317.955.6131

Clare Hall 125

Michael A. Evans Center for Health Sciences

Dean's Office - Room 303 – 955-6290

Assistant Dean of Student Services - Room 114 - 955-6611

CLEP and DSST Exam Testing 317.955.6150

Learning and Counseling Center, Clare Hall, First Floor

Dining Services 317.955.6349

Clare Hall 121 and 122

Health Services 317.955.6154

Clare Hall, Room 127

Counseling and Consultation Services Office 317.955.6150

Clare Hall, First Floor

Library Computer Center 317.955.6225

Library 008, Lower Level

Marian Hall Computer Center 317.955.6069

Marian Hall 304

Mental Health Hotline

317.251.7575 for the MHA Indy Crisis Line

Mother Theresa Hackelmeier Memorial Library 317.955.6224

Office of Internships and Career Services 317.955.6341

Clare Hall 119

Police Department/Student IDs 317.955.6789
Ruth Lilly Student Center

Physical Education Center 317.955.6123

MARIAN UNIVERSITY CABINET

Sr. Jean Marie Cleveland, OSF

Vice President for Mission Effectiveness
jeanm@marian.edu
317.955.6508

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Vice President for Marketing
Communications
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Excellence and Dean, The Educators
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Paul (PJ) Woolston, Ed.D.

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317.955.6307

Review Procedures – Complaints Against Accreditation Standards and Procedures

Complaint review procedures are established to protect the integrity and the maintenance of accreditation standards and procedures as they relate to Marian University College of Osteopathic Medicine (MU-COM) having recognition from the American Osteopathic Association's (AOA) Commission on Osteopathic College Accreditation (COCA). Complaint procedures provide a mechanism for concerned individuals or organizations to bring to the attention of the accrediting agency information concerning specific actions and programs, which may be in non-compliance with the COCA's accreditation standards. The COCA recognizes their responsibility to provide complainants the opportunity to utilize the COCA as a vehicle to deal with specific grievances as well as being a mechanism for reviewing and finally resolving complaints against the COCA or the administrative staff.

Complaints may be filed by any individual or group including, but not limited to, the following:

- An osteopathic medical student;
- An individual, organization, or institution affected by the accreditation program
- academically or professionally; and
- A member of the general public.

Complaint Submission about the MU-COM

The complaint must be in writing and signed by the complainant. All signed complaints must be submitted to the COCA Assistant Secretary, AOA, 142 E. Ontario Street, Chicago, IL 60611.

Complaints that are received that are submitted anonymously will not be processed.

The complainant will present a concern regarding a violation(s) of an accreditation standard or procedure that must be based upon direct and responsible information. The complainant must provide a narrative of his/her allegation, as it relates to the accreditation standards or procedures, and include any documentation that could support his/her allegation. This information must be accurate and well documented.

The complainant will provide evidence that an effort has been made to resolve the problem through the recommended route through MU-COM administration, and will include information about all other actions initiated to resolve the problems.

Within ten (10) business days of receipt of a signed complaint, copies of the complaint will be sent to the MU-COM's chief executive officer or chief academic officer for response to the complaint. The MU-COM's chief executive officer or chief academic officer will have fifteen (15) business days to respond. The MU-COM's response and the complaint will be forwarded to the COCA chair who will either ask the COCA Executive Committee or appoint an *ad hoc* subcommittee to determine whether the complaint merits further investigation. An investigation will be conducted if the complaint has merit. If the COCA or the *ad hoc* subcommittee finds no merit in the complaint, the complainant and the MU-COM will be notified in writing. The complainant and the MU-COM will be notified of the outcome in writing. This process will be concluded within fifteen (15) business days.

Complaint Investigation

If an investigation is warranted, the COCA Assistant Secretary, in cooperation with American Osteopathic Association's (AOA) corporate counsel, and the COCA Executive Committee or the *ad hoc* subcommittee will initiate a formal review within thirty (30) days from the decision to initiate an investigation. The *ad hoc* subcommittee will decide what particular method of study and mode of investigation is most appropriate for the complaint that has been received, which may include an on-site visit.

The COCA Executive Committee or the *ad hoc* subcommittee's findings will be forwarded to the COCA. Based upon these findings, the COCA may take either of the following actions:

- Dismiss the complaint and report that the MU-COM is in compliance with the accreditation standards; or
- Notify the MU-COM in question that, on the basis of an investigation, the COCA has determined that the MU-COM is failing to meet the accreditation standards.

If the MU-COM has been found to be out of compliance with the accreditation standards, the COCA may determine one of the following methods of review:

- A report outlining the MU-COM's plans to address the deficiencies outlined by the COCA; and/or
- A Progress Report documenting the MU-COM's planning and its implementation of the plans; or
- An on-site visit may be recommended to determine whether a change in the accreditation status of the MU-COM is warranted.

These procedures should be completed and the MU-COM notified within fifteen (15) days of the COCA decision. Any such accreditation decision or action of the COCA will be subject to the reconsideration and appeal procedures set forth in these procedures.

Investigation and Resolution of a Complaint Against the COCA or Administrative Staff

The complaint must be in writing and signed by the complainant. All signed complaints must be submitted to the COCA Assistant Secretary, AOA, 142 E. Ontario Street, Chicago, IL 60611.

The COCA Assistant Secretary will present the complaint, in conjunction with AOA corporate counsel, to the COCA chair, vice-chair, and Secretary, and, when applicable, to affected staff members. A subcommittee of the COCA will be appointed by the COCA chair to formally review the complaint and develop a response to the complaint. This subcommittee review process and response will be completed and forwarded to the COCA within thirty (30) days of the date the subcommittee is convened.

The COCA will consider the complaint and the response at its next regularly scheduled meeting.

The complainant will be invited to appear before the COCA to present respective views in order to attempt an agreed resolution. The final action of the COCA will be communicated to the complainant within fifteen (15) business days of the COCA decision.

Student Complaints

The policies and procedures for student complaints are stated in Standard 5.7 as follows:

The MU-COM, and/or its parent institution, must publish policies and procedures regarding student complaints related to accreditation standards and procedures, and must maintain records of the receipt, adjudication, and resolution of such complaints.

MARIAN UNIVERSITY
College of Osteopathic Medicine

Student Grievance Procedure

Any student may present a grievance (academic school issue or concern not related to course grade appeal) when the issue cannot be resolved. Documentation of date, time, and results of meetings, as well as signatures of student and faculty is required at each step of the procedure.

The steps listed below for conducting a grievance must be followed or the appeal will be invalid:

1. The student must first meet with the faculty person(s) involved and present the problem as a grievance.
2. If the grievance cannot be resolved with the faculty member(s), the student must present the grievance in a formal letter to the Vice President/Dean of the College of Osteopathic Medicine within one week of the meeting with the faculty member(s).
3. If the grievance cannot be resolved with the Vice President/Dean of the College of Osteopathic Medicine, the student may present the grievance to the Provost within one week of the decision of the Vice President/Dean of the College of Osteopathic Medicine.

MARIAN UNIVERSITY
College of Osteopathic Medicine

STUDENT COMPLAINT FORM

The purpose of this form is to provide written documentation of student complaints. Examples of complaints might include: concerns such as supplies, uniforms, books and other material resources, governance (committee representatives) or course content.

Student complaints will be presented to the faculty for discussion/resolution.

Grievances regarding grades or instructors must go through the grievance process and should not be included on this form.

Date: _____

Student year (Soph., Jr., Sr.): _____

STUDENT ACKNOWLEDGEMENT AND AGREEMENT TO ABIDE BY POLICIES

The Marian University College of Osteopathic Medicine's Student Handbook is a dynamic document that is published on the MU-COM website and therefore, subject to change without notice. Students can access the latest version online at <http://www.marian.edu/osteopathic-medical-school/current-students>

As a student enrolling in the Marian University College of Osteopathic Medicine, I hereby acknowledge that I have accessed the Student Handbook online and verify by my signature that I understand and agree to abide by the policies, rules and regulations published in this document.

Printed name

Signature

Date