

MARIAN UNIVERSITY

Indianapolis®

COLLEGE OF OSTEOPATHIC MEDICINE



STUDENT HANDBOOK

2017-2018

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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
- Educational Policies
- Enrollment Policies and Procedures
- Additional College Policies
- Personal, Academic and Career Resources
- Safety and Security
- Essential Student Services

Please take the time to review the information included in this handbook and use it as a resource. Policies published in the MU-COM Student Handbook supplement other Marian University policies. MU-COM students are also governed by the Marian University Graduate Catalog and the MU-COM College Catalog.

Note: The Marian University College of Osteopathic Medicine Student Handbook may be modified during the academic year. Any modifications 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

STANDARDS OF CONDUCT

MU-COM students are required to abide by the university's established policies and procedures, which 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 for 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: <https://www.marian.edu/docs/default-source/campus-life/codeofstudentrightsandresponsibilities.docx?sfvrsn=14>.

Academic Integrity

As noted in the Code of Student Rights and Responsibilities, 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.

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.

POLICY STATEMENT ON HARASSMENT

MU-COM is committed to providing a work and learning environment that is safe, healthy and comfortable, and free from any type of discrimination or harassment. This policy statement is meant to ensure that MU-COM will not, under any circumstance, 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, or disability.

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 promptly report any 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 the Office of Human Resources. Individuals who wish to file a complaint of harassment may contact Marian University's Title IX Coordinator: Ruth Rodgers, at rrodgers@marian.edu or 317.955.6321.

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 SCREENING POLICY

All MU-COM students are required to submit to a drug screen prior to beginning clerkships and may be asked to submit a drug test on demand if impairment is suspected.

Procedure for Suspected Impairment

Impairment is defined as being under the influence of psychoactive substances and/or evidence of psychological or physical symptoms. This can be episodic or chronic and affect cognitive, interpersonal, and psychomotor learning and performance.

1. Any student suspected of being under the influence of drugs or alcohol will be asked to submit to a blood and/or urine drug screen immediately at his/her own expense. A specific lab may be requested by a clinical preceptor or MU-COM faculty member.
2. If the test is positive, the student will be referred to the appropriate Associate Dean for possible referral and disciplinary sanctions (see the Marian University Code of Student Rights and Responsibilities).
3. If a student refuses to submit to drug screening on demand, the student will be referred to the Task Force on Professionalism and may be dismissed from MU-COM.
4. If the student holds a current professional license, MU-COM is required to notify the licensing agency of a positive test.

Remedial Action and Penalties for Positive Drug Screening

Students who test positive on a drug screening will be referred to the appropriate Associate Dean in order to ascertain the reason for the positive result. If the Associate Dean deems it necessary, the student may be referred for further evaluation. Costs for assessment and treatment, if any, are the responsibility of the medical student. Until cleared by the designated staff and assessed by the Associate Dean, the student is not permitted to return to courses or clerkship rotations.

Counseling Resources

Counseling resources are provided for all Marian University students that may have a possible drug problem. If a medical student requires treatment above and beyond those resources, he/she is responsible for any related expenses.

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>

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 diagnosing, rendering medical treatment or advice, prescribing medications, and all other activities normally performed only by physicians or other licensed professionals. Any student activities that involve patient care must be supervised by a licensed healthcare professional.

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

EDUCATIONAL POLICIES

COURSE POLICIES

Attendance Policy

Years 1 and 2

In years 1 and 2, students are encouraged to attend all classes to maximize their educational experience by participating in and following their discussions first-hand. Individual course directors 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 for remediation activities, laboratory sessions, small-group sessions, clinical activities and standardized patient exercises.

In Years 1 and 2, only the Course Director or his/her designee can authorize an excuse for missed attendance during a required activity. This request must be documented and submitted to the course director for consideration. Please see the section on Make-up Exams below.

Years 3 and 4

In clerkships, students are expected to attend all learning opportunities as defined by the preceptor. This may include evenings, weekends, and holidays. Please see the appropriate Clerkship syllabus for information regarding attendance.

Excused absences from clerkship rotations must be approved by the Associate Dean of Clinical Affairs or the Assistant Dean for the Continuum of Physician Education in the absence of the Associate Dean. In the event that a student is ill or cannot report to the clerkship rotation, he/she should first notify the preceptor or rotation point of contact. The student must then report the absence to the Clerkship Coordinators.

Participation

The collaborative adult learning model requires students to participate and actively engage in the learning process. Participation is not the same as attendance. The contribution made by the student should be related to the course content, be relevant to the class discussion, and advance shared learning.

Make-up Exams

Missing an assessment for any reason, other than serious illness or emergency, will result in a zero for that assessment. Typically, excused absences are only granted for 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 Course Director or his/her designee can authorize an excused absence from an examination.
- The student must request and obtain excused authorization prior to administration of the examination or provide appropriate documentation at the earliest reasonable time after the examination.
- Notification to faculty members or the Course Director by email, voice mail or other means without prior permission will **NOT** be honored.
- A student may appeal the Course Director's decision to the Assistant Dean of Student Affairs.

All requests to miss an examination must be submitted to the Course Director, who will determine if the request meets internal standards. If internal standards are met, the Course Director will give final approval of the change prior to the date and time of the scheduled assessment. Course Directors have discretion in whether they allow students to make up missed work such as exams, quizzes or presentations. Makeup of missed quizzes, exams, or other graded activities may be done by taking a replacement written examination, standing for an oral examination, or by other means as determined by the Course Director. The course director may schedule the makeup exam or activity at her/his discretion, but in a timely fashion.

Holidays and Make-up Dates

Marian University observes most major holidays including New Year's Day, Martin Luther King Day, Memorial Day, Labor Day, Independence Day, Thanksgiving, and Christmas.

There are no designated religious or national holidays approved by MU-COM during clinical rotations. Attendance requirements on clinical services during religious or national holidays are at the discretion of the preceptor and training facility in compliance with federal law.

During the Christmas break weeks, students seeking assistance should contact the MU-COM office before stopping by to ensure that 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 in years 1 and 2. Make-up dates are determined by course directors. In the event that a make-up date is utilized, the MU-COM attendance policy is enforced.

Testing Policy

This policy applies to all examinations you will take as a COM student, including but not limited to, written exams, practical exams, OSCEs, Simulations, COMLEX, COMAT, etc.

1. Students will only be allowed to bring their testing device and a pen/pencil. No other items will be permitted in the testing room, including:
 - a. Any electronic devices (iPods, calculators, cell phones, etc.), complex watches, reference materials (books, notes, manuscripts, etc.), briefcases, book bags, coats, purses or hats* (personal lockers must be used for these items). * Note: Hats may be worn if needed for religious or medical reasons.
 - b. If approved by the course director, tripods and clear iPad cases may be used.
 - c. Non-electronic noise cancelling ear plugs are allowed.
 - d. Course directors are only permitted to make special exceptions to the above regulations if a particular item (calculator, etc.) is to be utilized by students in completing the examination.
2. If a sheet of paper is provided, then this sheet of paper must be signed and returned at the end of the exam.
3. Students may not talk in the testing room.
4. Food and drink are not permitted in the testing room. Clear containers holding water may be permitted with the consent of the course director.
5. Use of Restrooms
 - a. Examinees will be expected to sign a restroom break log before leaving and upon returning to the examination site.
 - b. Only one examinee may leave the room at a time.
 - c. No additional time will be added to the examination period to compensate for restroom breaks.

- d. Due to the special nature of laboratory exams, restroom breaks are not allowed.
6. Assigned Seating: Course directors may implement assignment of seats. Students will be notified ahead of time if assigned seating will occur.
7. Questions Asked During Examinations
 - a. Proctors will not answer questions regarding examination content. If an examinee thinks there is an error in a test question, proctors will instruct the examinee to answer the question to the best of his/her ability with the information provided.
 - b. When ExamSoft provides an opportunity for students to comment on individual questions, please use this resource to address any concerns about a question, otherwise use your sheet of paper to make comments on specific questions.
8. Testing Times
 - a. Students must be in their seats and ready to start the test on time. The course director will determine if students with extenuating circumstances will be allowed to start the test late, but if allowed, students will not be provided any additional time.
 - b. If an exam is missed due to extenuating circumstances, the course syllabus will define the circumstances and procedures for addressing this issue.
9. Students must leave the examination room immediately after submitting their exam in ExamSoft, unless directed otherwise by the course director.
10. Failure to obey these rules will result in the examinee being reported to the Task Force on Professionalism (TFP).

Course Grade Appeal

A student may appeal a course grade if the student has cause to question the computation or “fairness” of a final grade. This process is outlined in the MU Graduate Catalog located at this link: <https://www.marian.edu/academics/course-catalogs>.

Confidentiality

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

Audio or Video Recordings

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

Professional Attire

Students are expected to dress professionally for clinical assessments and clerkships. The student must dress in a manner that is fitting for a physician in the clinical setting. Students will wear clean, white jackets with MU-COM name tags or name badges provided by the clerkship. If the clerkship facility has a dress code that differs from MU-COM, the student will be informed to abide by that policy. If students are on a service that requires scrubs, students will be required to wear scrubs provided by the clerkship facility or personal scrubs that meet the facility's requirements.

STUDENT PROMOTION / ACADEMIC PROGRESS COMMITTEE

Purpose

The Student Promotion / Academic Progress Committee (SPAPC) is charged to work with MU-COM's students, advisors, counselors, faculty, staff, training partners, and MU's administrative staff to maximize the likelihood that each MU-COM student successfully achieves the educational outcomes and competencies expected of an MU-COM graduate. The committee reviews every student's academic performance annually and at the end of the program to determine eligibility for promotion to the next year of study and graduation. Additionally, the SPAPC meets as needed to discuss documented concerns raised regarding student academic progress.

Determining Academic Progress

To determine eligibility for promotion, students are evaluated by SPAPC for academic and clinical competency. The SPAPC may take any of the following actions, including, but not limited to:

1. Determine the academic standing of the student:
 - Academic Good Standing
 - Academic Warning
 - Academic Probation
 - Dismissal
2. Require that the student successfully repeat:
 - A portion of a course through remediation
 - An entire course through remediation or retaking
 - A semester or an entire year of the curriculum
3. Require that the student successfully participate in another activity, program, or intervention as deemed appropriate by the committee.

Categories of Academic Standing

Academic Good Standing: Student has met course and clerkship competency requirements.

Academic Warning: Student whose current academic performance places him/her at risk for failing one or more academic courses/clerkships. If a student receives a single failure in a course/clerkship, the student is placed on Academic Warning (by the Office of Student Affairs) and is required to remediate the failed course/clerkship. The student may be asked to appear before the SPAPC.

Failing the COMLEX Level 1, Level 2CE or Level 2PE a first time automatically places a student on Academic Warning. All students placed on Academic Warning receive a formal letter from the Office of Student Affairs outlining the reason for being assigned Academic Warning and the steps they need to follow.

Students placed on Academic Warning are required to meet with a representative from the Office of Student Affairs (and follow provided advice) and pass all course work (score above 70.0%) and/or clerkships during the next semester to have the status removed.

While not required, students on Academic Warning are highly encouraged to complete the following:

- Meet with the Course Director of the course(s) or clerkship(s) that resulted in failure
- Consult with a Peer Mentor
- Attend group and/or open tutoring (when applicable)

Academic Probation: Student has demonstrated an unsatisfactory level of competency that places the student at risk for subsequent dismissal if not addressed. If a student fails two or more courses/clerkships/remediations, the student will be required to appear before the SPAPC. The student will be placed on Academic Probation and may have other requirements imposed by the SPAPC, taking into consideration the uniqueness of each student and what action best fits the needs of the student, the osteopathic medical profession, the public, and Marian University.

Students on Academic Probation are not eligible to hold an office in a MU-COM student club or organization, serve as an MU-COM representative, hold any leadership role at MU-COM, or participate in an honors track or fellowship. Any exceptions to these rules may be granted only by the Dean. Additionally, even if a student is not on Academic Probation, the Dean or SPAPC may require a student to vacate any MU-COM leadership role(s) or representative position(s) if these activities are seen to interfere with the student's academic success.

Students who fail two or more courses/clerkships or experience a second (or subsequent) failure on COMLEX Level 1, Level 2CE or Level 2PE will automatically be placed on Academic Probation and will be required to meet with the SPAPC.

Unless altered by the SPAPC, the Academic Probation period begins when the course/clerkship grade is received by the Registrar and will be in place until the course is successfully remediated AND the student has passed the next semester of courses or two clerkship rotations in the curriculum.

Dismissal: Student is dismissed from the academic program and is no longer enrolled as a student at MU-COM, pending any student appeal.

SPAPC Process

1. Identifying a Concern: Failures of academic or clinical competency will be reported in writing to the committee by the office of the MU-COM Assistant Dean of Student Affairs.

- i. Typically, students with a single course/clerkship failure will not be required to appear before the committee, but will be placed on Academic Warning until the course/clerkship is successfully remediated. They will be directed to the appropriate course director(s), department chair, or associate dean for remediation as per the course syllabus.
- ii. Students that fail an attempted remediation of a course, and/or have two or more cumulative course/clerkship failures will be required to appear before the committee. Prior to the meeting, students may submit a letter to the committee accounting for the failure(s) and explaining any extenuating circumstances. The presence of a representative from the Office of Student Affairs may be requested 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 directors, clerkship preceptors, etc.

2. The SPAPC Meeting: An invitation to an SPAPC meeting is the opportunity for the student to share information about the specific and unique circumstances of his/her situation.

- i. Students shall be provided with a written notice of the meeting and a summary of the topics to be addressed, and will be given no less than five (5) calendar days 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 accompanied to the SPAPC meeting by legal counsel at his or her sole expense and discretion; however, the chair of the committee must be notified that legal counsel will be present at least four (4) calendar days in advance of the meeting. The student's legal counsel may not address the committee directly and can only serve 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 may be accompanied to the SPAPC meeting by a non-legal advisor. Notice that a non-legal advisor will be present must be provided to the committee chair at least four (4) calendar days in advance of the meeting. A student may not be accompanied by both a legal and non-legal advisor.
- v. The student must provide a written list of any witnesses he or she plans to call on his or her behalf at least four (4) calendar days prior to the hearing.

3. The SPAPC Decision: 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. He/She will communicate in writing the committee's decision to the student, the Office of Student Affairs, and the Dean. Other individuals (e.g., registrar, financial aid personnel, course directors, etc.) will be advised as appropriate by the Office of Student Affairs.
- ii. Except for communication to the individuals noted above, the committee will maintain confidentiality with respect to each individual case in compliance with, among other things, applicable laws (e.g., FERPA). Minutes of the committee's meetings will be recorded, but will not be accessible on Marian University's online portal and will not be shared with anyone other than committee members, the Office of Student Affairs and the Dean.

4. Appeal Process: The student may appeal the committee's decision to the Dean as noted:

- i. A student may appeal the decision of SPAPC only if he/she has new and pertinent information salient to the fair disposition of the matter.
- ii. The student must indicate in writing his/her intent to appeal by submitting a letter to the Dean within five (5) calendar days after receiving written notification of the SPAPC decision.
- iii. Any new and pertinent information that constitutes the student's appeal must be submitted in writing to the MU-COM Dean within ten (10) calendar days after the student has received written notification of the SPAPC's decision.
- iv. The Dean in his/her sole discretion 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 (typically within ten (10) calendar days) after being informed on all the particulars of the matter and report the decision to the student, the SPAPC, and the Marian University Provost.

- v. The student may appeal the Dean's decision to the Provost within fifteen (15) calendar days of the receipt of the written decision of the Dean. The Provost will consider all of the information compiled prior to the Dean's decision, and will render a decision within twenty (20) calendar days of receiving the written appeal. The decision of the Provost is final and binding.

STUDENT PROMOTION / PROFESSIONALISM & BEHAVIORAL MATTERS

Expectation of Professionalism

As osteopathic physicians-in-training, students need to understand that members of the medical profession, as well as those pursuing entry into the profession, are held to higher standards of behavior than the general public and most other professions. The Task Force on Professionalism (TFP) works with students to highlight instances when those higher standards are not met and equips students with the resources to meet them.

Students are expected to meet minimal standards of behavior that fall under the definition of "professionalism." 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 is related to ethical qualities such as trust, respect, integrity, and competence to patients and the general public. Faculty and students must use the Osteopathic Medical Oath, the AOA Code of Ethics, and the Fundamental Osteopathic Medical Competency Domains (FOMCD) as guides to foundational professional and ethical practices. MU-COM holds students to a "reasonable professional" standard for medical students. If any action or inaction would be viewed by a "reasonable professional" as not displaying the good judgment, appropriate behavior, and other ethical qualities expected from a medical student, it will be considered a breach in professionalism.

Standards of Behavior, Conduct and Professionalism

In addition to adhering to criminal and civil codes, MU-COM students will be held to three sets of standards. The first is the Marian University Code of Student Rights and Responsibilities. The second is found in this MU-COM Handbook and includes all policies and procedures as outlined. 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.

Professional Standards for the Use of Social Media

MU-COM students are expected to adhere to standards of professionalism and abide by applicable laws, policies, and rules that govern privacy and the dissemination of protected

information (e.g., Copyright and Intellectual Property). When using social media and other internet sites that involve postings, comments, and images, students are expected to refrain from posting protected information (e.g., HIPAA), disparaging others, or otherwise conducting themselves in a way that could reasonably be perceived as unethical or unprofessional. Care should be taken when expressing opinions. When expressing opinions, particularly opinions about medical or health care issues, students should clearly state that their viewpoints are their own and do not necessarily represent the views of MU-COM or others. MU-COM students should be mindful of the fact that social media and other internet sites are never completely secure; what is posted can be seen by many, including patients, families, prospective residency program directors and faculty, and future employers. Students are expressly forbidden to share any protected health information or any information that could reveal the identity of a patient. Social media conduct that is contrary to this policy may result in disciplinary action (up to and including dismissal from MU-COM) and, in some instances, legal action if postings violate applicable laws.

Task Force on Professionalism Process

1. Identifying a Concern: Matters related to behavioral issues and professionalism may be reported in writing from any source to any faculty or staff member of MU-COM or MU. Any report of a breach in behavioral standards or professionalism will be referred to the Task Force on Professionalism (TFP). 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 the Marian University Police Department. Investigations related to Title IX or criminal matters take precedence over the TFP process, and the TFP process must be delayed until the Title IX or criminal matter is resolved. Upon the resolution of a Title IX or criminal matter, a TFP process may begin in consultation with the university's General Counsel.
2. The TFP meeting: An invitation to a TFP meeting is the opportunity for the student to share his/her situation.
 - a. Students shall be informed regarding the subject of the meeting and given no less than five (5) calendar days to prepare for the meeting.
 - b. The scope of the meeting shall include a review of all components of the specific concern.
 - c. The student may be represented by legal counsel at his/her sole expense and discretion; however, the chair of the committee must be notified at least four (4) calendar days in advance. It should be noted that the legal counsel may not address the TFP 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.
 - d. The student must also provide a list of any witnesses he/she plans to call on his/her behalf and/or the use of an advisor at least four (4) calendar days prior to the hearing. A student may not be accompanied by both a legal and non-legal advisor.
3. TFP Decision: The chair of TFP will communicate any action taken by the TFP to the student by 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.
 - a. The chair, as the designated voice of the committee, will be responsible for all official TFP communications. He/she will communicate the TFP's decision to the student, the Office of Student Affairs, and the Dean. Other individuals (e.g., registrar, financial aid personnel, course directors, etc.) will be advised as appropriate by the Office of Student

Affairs.

- b. Except for communication to the individuals noted above, the TFP will maintain confidentiality with respect to each individual case in compliance with, among other things, applicable laws (e.g., FERPA). Minutes of the TFP's meetings will be recorded, but will not be accessible on Marian University's online portal and will not be shared with anyone other than committee members, the Office of Student Affairs and the Dean.
4. Appeal Process: The student may appeal the TFP's decision to the Dean as noted:
- a. A student may appeal the decision of TFP only if he/she has new and pertinent information salient to the fair disposition of the matter.
 - b. The student must indicate in writing his/her intent to appeal by submitting a letter to the Dean within five (5) calendar days after being notified of the TFP decision.
 - c. Any new and pertinent information that constitutes the student's appeal must be submitted to the MU-COM Dean within ten (10) calendar days after the student has been notified in writing of the TFP's decision.
 - d. The Dean 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 (typically within ten (10) calendar days) after being informed on all the particulars of the matter and report the decision to the student, the TFP, and the Marian University Provost.
 - e. The student may appeal the Dean's decision to the Provost within fifteen (15) calendar days of the receipt of the written decision of the Dean. The Provost will consider all of the information compiled prior to the Dean's decision, and will render a decision within twenty (20) calendar days of receiving the written appeal. The decision of the Provost is final and binding.

Required Reporting

MU-COM is required to share documentation of professional and unprofessional behavior with the National Board of Medical Examiners (NBOME) and within the Medical Student Performance Evaluation (MSPE) Letter. The NBOME established a new procedure (effective 2019) that will require an attestation from an AOA COCA-accredited COM Dean stating that an osteopathic medical student is in "Good Academic and Professional Standing" to be eligible to take the COMLEX Levels 1, 2CE and 2PE examinations. Additionally, the Association of American Medical Colleges (AAMC) released a new template (2016) for the MSPE Letter, which asks each medical school to report details of Professionalism – both deficient and exemplary performance – for its students. Thus, any determination of unprofessional behavior by a MU-COM student as a result of the processes described above will be reported as required.

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

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 Marian University Provost within one week of the decision of the MU-COM Dean. Decisions of the Provost's Office are final and binding.

Complaints Against Accreditation Standards and Procedures

Students may file complaints against accreditation standards or requirements. Complaint review procedures are established to protect the integrity and the maintenance of accreditation standards and procedures as they relate to Marian University 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 Secretary, Department of Accreditation, 142 E. Ontario Street, Chicago, IL 60611. Complaints that are received that are submitted anonymously will not be processed.

The complainant must present a concern regarding the 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 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 MU-COM is in compliance with the accreditation standards; or
- Notify MU-COM that, on the basis of an investigation, the COCA has determined that MU-COM is failing to meet the accreditation standards.

If 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 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 Secretary, AOA, 142 E. Ontario Street, Chicago, IL 60611.

The COCA Secretary will present the complaint, in conjunction with AOA corporate counsel, to the COCA chair, vice-chair, 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.

ENROLLMENT POLICIES AND PROCEDURES

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 courses 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 on the circumstance, a student can 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 Marian University Dean of Students 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 drop, withdraw or request a leave of absence within the appropriate time period will result in full tuition charges and 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 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 or leave of absence at any time the College deems it necessary to safeguard MU-COM standards of scholarship, conduct and compliance with regulations or for such other reasons deemed appropriate by the College.

Leave of Absence (LOA)

A leave of absence (LOA) at Marian University College of Osteopathic Medicine is defined as a specified period of time in which a student has requested and been granted permission to be absent from formal academic or curricular work to satisfy the needs of a serious medical, personal, or academic issue standing in the way of the student's success. The LOA may be requested for up to a maximum of one year. If an approved LOA is ending and the student has not successfully resolved the original issue that prompted the LOA request, the student must request a new LOA.

Reasons for LOA: An LOA may be requested due to one of three primary reasons: a serious medical, personal, or academic issue. Serious medical issues can include, but are not limited to, emergency surgery, sudden severe illness or injury, severe psychological or mental condition, maternity/paternity leave, and circumstances covered under the Family and Medical Leave Act of 1993. Serious personal issues can include, but are not limited to, military obligations, jury duty, death of an immediate family member, and personal or family financial crisis. Leaves of absence due to serious academic issues are typically not requested by the student. This type of LOA is usually one of many interventions used by the Student Promotion and Academic Progress Committee (SPAPC) to aid in a student's academic development. Students may submit LOA requests for other reasons. These requests will be reviewed by the Assistant Dean of Student

Affairs who will meet with the student to discuss the submission; additional documentation or information, as well as additional meetings, may be required prior to a final decision being made.

Requesting a Leave of Absence

To request a LOA the student should first make an appointment to discuss the situation with the Assistant Dean of Student Affairs. The Assistant Dean will walk the student through the different types of LOA and the documentation needed for each type. Following that meeting, the student should submit the formal MU-COM Leave of Absence Form to the Assistant Dean and attach any accompanying documentation. A decision will be made by the Assistant Dean of Student Affairs.

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 Assistant Dean of Student Affairs explaining the LOA request. This form must include the **exact** proposed LOA begin and end dates. Approval must be granted by the Assistant Dean.
2. If the Assistant Dean approves the LOA, the OMS must **submit the approved form to the 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.
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, an 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. 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.

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.

ADDITIONAL COLLEGE POLICIES

COPYRIGHT POLICY

It is the policy of MU-COM 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 do not require a notice 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 “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. Students are not permitted to post MU-COM educational materials on any internet site, including CRAM, Quizlet, etc.

Copying or distributing copyrighted media such as presentation slides, images, songs, movies, software, etc. without authorization from the copyright owner may constitute copyright infringement. 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).

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 instructor.

BACKGROUND CHECK POLICY

MU-COM requires a criminal background check for all students at the time of entry and before beginning clerkships. Students will also receive additional reminders regarding MU-COM's expectation that students maintain clean background checks. Students must arrange and pay for the background checks through American Databank. It is the student's responsibility to determine the effect of the background check 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 groups, and the Library must be for academic purposes only. Please see the Testing Policy in the Handbook for information regarding prohibited devices during exams. 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 the 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 websites. 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 website 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 failure to follow these guidelines may result in disciplinary action, including dismissal or termination.

USAGE OF COMPUTER NETWORK AND EMAIL

The Marian University email system supports communication between all College users, including students, faculty, staff and administration. All academic, administrative and financial information distributed electronically will be transmitted exclusively via MU-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 (which is rarely granted), students must speak to the Assistant Dean for Student Affairs. 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 Information Systems Department may distribute necessary software for the support of special projects.

HEALTH INSURANCE POLICY

MU-COM students must maintain health insurance coverage, which must be current at all times. Students must provide proof of insurance when requested.

STUDENT HEALTH CENTER

The Marian University Student Health Center is located in Clare Hall, 1st Floor West. 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.

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 Associate Dean of Clinical Affairs in consultation with 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.

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.

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. The 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

Group study rooms are available for use by students during normal operating hours. 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.

GLOBAL HEALTH PROGRAMS

If students participate in any international medical education program opportunity, they first must obtain advance approval from the Office of the Dean, regardless of 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 their own arrangements and will travel at their own risk.

International Clerkship Electives

Students requesting international elective clerkship rotations must receive approval from the Associate Dean of Clinical Affairs and the Marian University Office of International Affairs. Please see the Clerkship Manual for additional details.

PERSONAL, ACADEMIC
AND
CAREER RESOURCES

THE OFFICE OF STUDENT AFFAIRS

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

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

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

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

Assessment and Screening - Individual assessments are given to screen for learning difficulties, attention deficit issues, learning style, substance abuse, depression, anxiety, or eating disorders. Referrals off campus for assessment and long-term treatment are available.

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

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

referrals are at the student's expense.

Resource Library - Audio and video tapes and resource books are available for check-out on topics such as time management, anxiety, 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. 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 reasonable and appropriate, an accommodation plan will be developed. As per the ADA, no accommodation can be provided until this process is complete. Please contact Marj Batic, MS, Director of Academic Support Services (mbatic@marian.edu; 317.955.6150), located on the first floor of Clare Hall.

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

GRADAUTE STUDENT ACADEMIC SUPPORT SERVICES

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 offered at no charge to current Marian University students.

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

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

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

Workshops - Workshops and seminars are offered as needed or requested. Topics may include study skills, test anxiety, board preparation, test-taking strategies, and time management.

GRADUATE MEDICAL EDUCATION ADVISING

The Director of Graduate Medical Education Advising and Applications provides guidance and support to students during the GME application and selection process. This office provides group sessions and individual counseling appointments. To schedule an appointment, please contact Chris Parr at cparr@marian.edu or 317-955-6605.

CAMPUS MINISTRY

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

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

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

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.

Campus 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 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 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
 - (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 Clerkships and Clinical Experiences

During the course of study at MU-COM, students will visit, train in, 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 rare occurrences, inclement weather or adverse campus conditions may necessitate the canceling of classes and/or shutting down office operations. For daytime 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. The MU-COM Dean will make the decision on cancelation of MU-COM classes after consultation with course directors. 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.

The MU-COM Inclement Weather policy for the campus does not apply to students participating in clerkship rotations, unless they are scheduled to be on campus. Students are to follow the instructions of their current preceptor at their designated clerkship rotation site with regard to inclement weather.

Weather related decisions affecting Marian University will be announced via the following media outlets:

Radio

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

Television

- WXNT 1430
- WRTV 6
- WISH-TV 8
- WTHR 13
- FOX 59
- WNDY-UPN
- WIIH (Spanish language television station)

ESSENTIAL STUDENT SERVICES

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 mail or fax 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.

Labs are available for open computing in the Michael A. Evans Center for Health Sciences 215, Marian Hall 304 Computer Center, and the Library 008. 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.

All labs include word processing, spreadsheets, presentation, e-mail, and Internet access. Discipline-specific labs will have added software applications (e.g., graphic design and tutorial software). Discipline-specific computing labs include those for biology, chemistry, education, languages, medicine, nursing, performing arts, and visual arts. 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. Some labs also have student assistants available to answer questions regarding academic software applications installed in the 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>. Students who require account assistance may visit the Department of Technology located in Marian Hall, Room 315, contact the Help Desk at 317.955.6444, or submit a Help Desk request.

HOUSING

Students are responsible for their own living accommodations. There are currently several options available for graduate student housing on campus. Please review Housing options online here: <https://www.marian.edu/Campus-Life/Housing-And-Residence-Life>

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, the P.O.D. Market offers foods ranging from prepared sandwiches and salads to fresh produce, 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: This 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, the Dining Room features all-you-care-to-eat dining in a comfortable setting. Destinations include deli, grill, pizza & pasta, home style favorites, 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.

RESEARCH AND SCHOLARLY ACTIVITY

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

STUDENT PUBLICATIONS

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

GOVERNMENT ASSOCIATION

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

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

CLUBS AND ORGANIZATIONS

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

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

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 website. University IDs 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.

STUDENT SERVICES CONTACTS

Dean's Office - Room 303 – 955-6290

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

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

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

Physical Education Center 317.955.6123

STUDENT ACKNOWLEDGEMENT AND AGREEMENT TO ABIDE BY POLICIES

The Marian University College of Osteopathic Medicine's Student Handbook and Catalog are dynamic documents that are 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/resources/current-students>

As a student enrolling in the Marian University College of Osteopathic Medicine, I hereby acknowledge that I have accessed the MU-COM Student Handbook and Catalog 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