

**MARIAN UNIVERSITY**

Indianapolis <sup>®</sup>

College of Osteopathic Medicine

STUDENT  
HANDBOOK

2022 • 2023



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## Disclaimer

This handbook serves as MU-COM's official notification to students of its policies, rules, regulations, and standards of conduct. The provisions of this handbook are not to be regarded as a contract between any student and MU-COM. MU-COM reserves the right to change any of the policies, rules, regulations, and standards of conduct at any time (without notice) as may be necessary in the interest of the College. The College also reserves the right to modify or discontinue any of the services, programs, or activities described in this handbook.

## General Information

### The Founders of Marian University and Our Franciscan Values

Marian University's identity as a Catholic Franciscan institution is grounded in Jesus Christ. Our faith is ever present and visible in the fabric of the educational philosophy and operation of the university. It guides the way faculty, administration, staff, and students relate to one another and how visitors are welcomed to campus.

Additional information about our history and Franciscan Values can be found [here](#).

### Mission Statement

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

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

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

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

### Philosophy of Osteopathic Education

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

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

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

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



## College Faculty and Leadership

A complete list of faculty, staff and administration of MU-COM can be found here <https://www.marian.edu/osteopathic-medical-school/faculty-and-staff>.

## Notice of Nondiscrimination

MU-COM does not discriminate on the basis of race, ethnicity, color, sex, gender, gender identity, sexual orientation, religion, creed, national origin, age or disabilities in its programs and activities. The following individuals have been designated to handle inquiries regarding allegations of discrimination based upon sex and gender:

Karen Candlish, Dean of Students  
3200 Cold Spring Road  
Indianapolis, IN 46222  
(317) 955-6318

Clint Whitson, Deputy Title IX Coordinator  
Assistant Dean for Student Affairs  
Room 109- Evans Center  
Indianapolis, Indiana 46222  
(317) 955-6611

All other allegations of discrimination can be reported here [Incident Report Form](#).

## Student Concerns: Complaints against Accreditation Standards

MU-COM maintains policies and procedures that include a confidential accreditation standard complaint resolution process that includes a description of how these complaints are filed, resolved through an adjudication process, without retaliation, and maintained through the COM's records retention system. These policies and procedures can be found in the appendix of this document.

## Substantive Changes from 2021-2022 Handbook

There were substantive changes implemented in this handbook that differ from the 2021-2022 Student Handbook. Those changes are articulated in the appendix.

## Admissions, Financial Aid and Accessibility

### Office of Admissions

The purpose of the Office of Admissions is to identify well-qualified applicants and select those for matriculation that best align with the Mission of MU-COM and the values of Marian University.

Information relating to admissions requirements and the application and selection processes can be found on the [Office of Admissions website](#).

In addition, the office of admissions also engages in community outreach and recruitment. As a student at MU-COM, we encourage you to learn more about what this office and our program have to offer.

### Financial Aid

The [MU-COM Office of Financial Aid](#) operates on an open-door policy to provide financial aid information and payment options to students, in addition to assistance with loans, scholarships and debt management and budgeting.

### Scholarships

Through the generous support of our community partners, MU-COM is able to offer a variety of scholarships to incoming and enrolled students. These scholarships vary in the amount of funding, criteria, timing and focus. Students wishing to apply for these scholarships should review their descriptions, amounts and eligibility requirements on the MU-COM Office of Financial Aid webpage.

In addition to these scholarships, students are encouraged to apply for external opportunities. While not exhaustive, a list of recommended awards are also available on the MU-COM Office of Financial Aid webpage.

### Health Requirements

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

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

### Reasonable Accommodations for Students with Disabilities

In accordance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and other applicable laws, MU-COM provides reasonable accommodations for otherwise qualified students with verified physical, psychological or learning disabilities. 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.

An accommodation will not be provided if it would result in the fundamental alteration of the College's program or educational requirements. One or more trained intermediaries may be provided to assist the student during the educational program, but not under circumstances where the student's judgment must be mediated by someone else's power of selection and observation.

This policy will be administered consistently, fairly, and in a non-discriminatory manner in compliance with the ADA and all other applicable laws. All accepted applicants will be asked to certify they have reviewed these standards and understand continued compliance with these technical standards is a requirement for graduation from MU-COM.

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. Any student who needs to request an accommodation can contact the Director of Academic Support Services.

### Emotional Support Animals

Students who would like to request the presence of an emotional support animal at any time during their enrollment in a MU-COM academic program, must receive approval from [Personal Learning Center](#). Additional information about the request and approval process can be found on the website linked above.

### Background Checks

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

### Reapplication Following Withdrawal

#### TERMS AND DEFINITIONS

TERM	DEFINITION
Leave of Absence (LOA)	A leave of absence is a period of time during which a student is not enrolled in required MU-COM coursework or the academic program. A single leave can

	be up to 1- year in length, and multiple leaves may be granted not to exceed the 6-year deadline articulated by COCA. All students must meet the requirement to graduate in 6 years unless they are approved for a LOA to seek an additional degree, or are not making progression toward graduation requirements and receive approval from the Assistant/Associate Dean of Student Affairs.
Withdrawal	A request initiated by a student to disenroll from the academic program without the intent to return.

Students who have withdrawn from the Marian University College of Osteopathic Medicine (MU-COM) and wish to return must apply through AACOMAS and follow the full application process. MU-COM has the right to refuse consideration or acceptance based upon a holistic review of the submitted application. Please contact the Office of COM Admission with any questions regarding this process.

Only those individuals who voluntarily withdrew from the MU-COM while on good academic and professional standing are eligible to apply for readmission. Students who were dismissed from MU-COM are not eligible for admission consideration.

If readmitted, the student will be a member of the incoming matriculating class, and will be bound by all relevant requirements, handbooks, policies, catalogs, and minimum technical standards.

Students who have taken a Leave of Absence (LOA) from the MU-COM do not have to apply for readmission upon return, but must satisfy all conditions and requirements of the approved LOA prior to re-enrollment in the academic program.

## Student Support Services

### 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 of the classroom. We suggest you consider building leadership skills through participating in student and professional organizations, maintaining physical and mental wellness through recreation and intramural programs, supporting the community around you through service engagement opportunities, and broadening your intellectual and professional scope by attending cultural, educational, and social events on campus and in the community.

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

### 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. Examples of the services provided can be found here (insert link to webpage and policy).

## Student Healthcare

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 for MU students includes assessment, treatment, education and referral to appropriate medical personnel. In addition to the services offered at MU, each student may choose healthcare providers based on their insurance coverage and the type of care needed.

## Graduate Student Academic Support Services

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

## Graduate Medical Education Advising

The Director of Graduate Medical Education (GME) Advising and Applications provides guidance and support to students during the GME application and selection process. This office provides support for individuals, couples, and groups to discuss the following topics:

Residency Match planning, resources, statistics, and strategies (Military, Ophthalmology, Urology, NRMP, and SOAP);

- First year summer opportunities;
- Deciding to take the USMLE;
- Office of Student Affairs Canvas course content;
- Clerkship Development Day content follow-up;
- Curriculum Vitae (CV);
- The Electronic Residency Application Service (MyERAS);
- Interview Preparation;
- Letters of Recommendation;
- Medical Student Performance Evaluation Support;
- Personal Statements;
- Alumni engagement and networking opportunities;
- Exploring your options to find the right "fit" for residency;
- Fellowship application preparation;

The Director of Graduate Medical Education Advising and Applications also refers students to career advising consultants in specific specialty areas. Visit <http://bit.ly/ChrisParr> to schedule an appointment, or please contact Chris Parr at [cparr@marian.edu](mailto:cparr@marian.edu) or 317-955-6605 anytime for support.

## University Resources

At Marian University you will find many opportunities to engage with faculty, staff and peers both inside and outside the classroom. Specifically, we believe that you will find involvement in a student organization to be both personally and professionally rewarding.

The Marian University Graduate Health Sciences Student Organization Manual is designed to provide you with resources and information regarding your experience with student organizations. You will find information regarding establishing a new student organization, applying for a budget and funding, reserving space on campus for meetings and events, publicizing and marketing meetings and events, fundraising, campus safety, student travel, and more.

To access the Student Organization Manual please follow this link - <C:\Manual\MU Grad Health Sciences Student Organization Manual>

## 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.

## Malpractice Insurance Coverage

Students are covered by Marian University College of Osteopathic Medicine's professional malpractice insurance while participating in any required or elective course work at MU-COM affiliated hospitals, affiliates or training sites.

Students may participate in unique clinical opportunities outside of the regular curriculum only with prior written approval of the Assistant/Associate Dean for Clinical Affairs in consultation with the MU-COM Dean.

## 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>.

## Student IDs

Marian University student identification cards are available through the Marian University Police Department. 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.

## Dining Services

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

## On-Campus Housing

Students are responsible for their own living accommodations. There are currently several options available for graduate student housing on campus. Housing options are found here:

<https://www.marian.edu/Campus-Life/Housing-And-Residence-Life>

## Change of Name or Address

Notification of a change may be made in one of two ways: Obtain a Change of Name or Change of Address form directly from the Registrar's Office on the 1st floor of Marian Hall; or go the University's website: [www.marian.edu/current-students/registrar](http://www.marian.edu/current-students/registrar). Students must submit the required documentation to facilitate the change.

## Transcript Requests

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 MUHUB student portal.

[Ordering Transcripts for Residency Programs](#)

[General Transcript Ordering Process](#)

The transcript ordering process and fee information can be found on the MU Registrar's website at <http://www.marian.edu/current-students/registrar/transcripts>

## Contact People and Offices

### *Dean's Office*

317.955-6290

Room 303 - Evans Center

### *Office of Student Affairs*

317.955-6611

Room 109 – Evans Center

### *Tuition and Fee Payments*

317.955.6020

Room 103 - Marian Hall 103

### *Office of Financial Aid*

317.955.6298

Room 120 - Evans Center

### *Office of the Registrar*

317.955.6050

Room 104 - Marian Hall

### *Bookstore*

317.955.6080

First Floor of Alumni Hall

### *Campus Information*

317.955.6000

Room 107 - Marian Hall

### *Campus Ministry*

317.955.6131

Room 125 - Clare Hall

### *CLEP and DSST Exam Testing*

317.955.6150

First Floor of Clare Hall

### *Dining Services*

317.955.6349

Rooms 121 and 122 - Clare Hall *Health*

### *Services*

317.955.6154

Room 127 - Clare Hall

### *Counseling and Consultation Services Office*

317.955.6150

First Floor of Clare hall

### *Library Computer Center*

317.955.6225

Room 008 - Library

### *Marian Hall Computer Center*

317.955.6069

Room 304 - Marian Hall

### *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

Room 119 - Clare Hall

### *Police Department/Student IDs*

317.955.6789

### *Physical Education Center*

317.955.6123

## Student Activities

### Student Government Association

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

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

### Clubs and Organizations

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

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

### Participation in National and International Organizations

As students become engaged in local, regional, national and international organizations and associations, the opportunity may arise to be nominated for and serve in positions of national and international leadership. As these opportunities arise, it is essential that these students be of the highest academic achievement and professional character.

As a result, any student seeking to serve in a position representing MU or MU-COM cannot be nominated from the floor, as eligibility must be established by the Assistant/Associate Dean of Student Affairs prior to acceptance of a position.

The Assistant/Associate Dean of Student Affairs will give consideration to elements including, but not limited to, the student's academic record, professionalism and behavioral record, faculty recommendations and others. The Office of the Dean will provide a written response to the student regarding the student's eligibility.

Please note that the Dean or the Student Promotion and Academic Progress Committee may require a student to vacate any MU-COM leadership role(s), national or international representative position(s), or travel opportunities if these activities are seen to interfere with the student's academic success.

### Intramurals and Recreation

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

### Jury Duty

The Assistant/Associate Dean of Student Affairs must be notified as soon as a jury summons is received. Only the court, pursuant to the procedure outlined in the Jury Summons Notice, can grant deferment or excused absence from jury, but the Assistant/Associate Dean of Student Affairs can help navigate your options when responding to the summons.

### Suspected Impairment

MU-COM adheres to the drug and alcohol use policy articulated in the MU Code of Student Rights and Responsibilities and to the expectations of our clinical partners as articulated in our affiliation agreements, but the special needs College of Osteopathic Medicine requires additional procedures for handling the suspected drug/alcohol impairment.

Due to the nature of the course of study, no students enrolled in MU-COM may be under the influence of any substance (regardless of whether the use of substance is legal or illegal) which impairs or is likely to

impair their clinical judgment while in the patient care, clinical, practical or classroom setting. If impaired, a report must be filed with the Assistant/Associate Dean of Student Affairs, and a student may be removed immediately. The report should include the reasons why there is a concern or reasonable suspicion of impairment.

MU-COM will require students to submit to drug and/or alcohol testing "for cause" based upon reasonable suspicion of substance use, the unauthorized use or possession of alcohol/drugs on campus or at a health care setting, or the use of or possession of illicit drugs at any time. Impacted students may be required to submit to a blood and/or urine analysis immediately at their own expense. In addition, a specific lab may be required by the Assistant/Associate Dean of Student Affairs, or designee.

The results of the test must be submitted by the lab to the Assistant/Associate Dean of Student Affairs, or designee, within twenty-four hours of receipt. Positive results will be reviewed and appropriately referred for any additional actions or sanctions.

Failure of the student to submit to a drug test once they have been notified will be considered a positive test and all corresponding sanctions will apply. A failure to submit to a mandatory screen is grounds for immediate dismissal from the program.

Every effort will be made to keep the results of alcohol and drug testing confidential, but there may be instances where results may be used for administrative hearings and court cases and may be sent to state and /or federal agencies as required by applicable law.

## Information Technology Resources

### Canvas

Canvas is the learning management software utilized by MU. Panopto recordings, power point slides and other materials relevant to your courses can be found here <https://marian.instructure.com/login/ldap>.

### New Innovations

New Innovations is a software platform integral to years 3 and 4 of the curriculum. This platform is utilized by students to schedule rotations, complete evaluations and submission of house affiliation agreements.

### Progress IQ

Progress IQ is a software platform that contains student information related to their academic performance, including final grades, evaluations and quintile rank.

### American Databank/Complio

Complio is American Databank's comprehensive tool for student screening, immunizations and compliance. American Databank offers compliance services, including criminal background checks, credential verification, drug screening and records management. Complio is based upon technology used by the mortgage lending industry, and all medical records entrusted to American Databank are protected with the highest levels of security. To further ensure protection, communication features are designed in such a way to retain all sensitive information within Complio so sensitive information cannot be accidentally or inadvertently shared inappropriately. American Databank enables healthcare education program administrators to capture and track background screening results and health records to ensure compliance with clinical site requirements for immunizations, certifications, insurance and other documentation.

Based upon requirements articulated within our affiliation agreements, and other articulation agreements held with agents or external institutions, Marian University may have an obligation to share reports generated by American Database/Complio with these agents or external institutions. These reports will be shared with agencies and external institutions only for permissible purposes. If adverse actions are taken resulting in the denial of admission to a clinical experience, rotation or program, and the adverse action is made wholly, or in part, on information included within a report, Marian University will provide the impacted students with an oral or written notice of adverse action.



## Colleague

Colleague is where a student's permanent record is maintained. Students can log into this platform to view and request transcripts.

## 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 campus buildings and residential units.

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.

Students can access their e-mail through the web at <https://webmail.marian.edu>. Access to their MUHUB portal is available at <https://www.marian.edu/current-students/my-marian>. 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.

## Changes in Enrollment

### Course Drop or Course Withdrawal

A student may withdraw from classes by completing the appropriate withdrawal forms and submitting them to the Office of the Registrar. A schedule for withdrawal from the University and reduction of charges can be found on the [Office of the Registrar's webpage](#).

### Student-Requested Withdrawal from MU-COM

Students should contact the Office of the Registrar to ensure that all procedures are followed and forms completed.

### Leave of Absence (LOA)

Permission for a leave of absence is not guaranteed, unless the leave is required by law, or as indicated via institutional policy. MU-COM reserves the right to grant or deny leaves based upon what is deemed to be in the best interest of the student.

A student's ability to begin or return from a leave may be dependent upon the completion of requirements established by MU-COM. A failure to satisfy these requirements may prevent a leave from beginning or a student from re-entering the academic program. The timing of re-entry into the required MU-COM educational program is not guaranteed following any leave of absence.

All leaves may be noted in the student's academic history section of the Medical Student Performance Evaluation (MSPE). An administrative leave of absence may be noted in the adverse action section. The complete policy regarding LOA can be found in the appendix.

### Dismissal

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

## 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. If additional assistance is necessary, students should directly contact the Assistant/Associate Dean of Student Affairs.

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

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

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

## Policies and Expectations

### Mission and Governance

#### Policy 1.5b: Non-Discrimination

MU-COM promotes a diverse community that embraces all individuals and we are committed to cultivating acceptance, cultural awareness, and dignity of all individuals, as noted in MU's Franciscan Values.

MU-COM is committed to the development of health, knowledge and overall well-being of all members of the community, regardless of one's race, ethnicity, color, sex, sexual orientation, gender, gender identity, national origin, age or disabilities, and religion. Complete policy language can be found in the appendix.

#### Policy 1.6: Degree-Granting Body

The governing body of the COM and Marian University Board of Trustees must confer the degree of Doctor of Osteopathic Medicine (DO) upon those students who have satisfactorily completed the requirements for graduation and have been recommended for graduation by faculty. Complete policy language can be found in the appendix.

### Facilities

#### Policy 4.2: Safety and Security

MU-COM strives to ensure adequate security systems are in place to ensure faculty, staff, and student safety and articulate emergency and disaster preparedness at all COM-operated teaching and training locations. The policy includes methods of communication with students, faculty, and staff at all teaching and training locations. Complete policy language can be found in the appendix.

### Learning Environment

#### Policy 5.1.1: Code of Professional Ethics

MU-COM is committed to excellence in osteopathic education, research, and service. This Code of Professional Ethics is to be adhered to by faculty, staff, students and administration as they strive to excel in each of these areas while focusing on the fundamental principles of equity, accountability, and professional responsibility.

This Code does not address every possible situation. Instead, it establishes a set of general principles and guidelines to which all members of our community shall adhere while at MU-COM. Complete policy language can be found in the appendix.

#### Policy 5.1.2: Professional Conduct Policy

Students are expected to meet standards of behavior that fall under the definition of "professionalism." In the medical profession, this relates to qualities such as trust, respect, integrity, and competence to patients and the general public. Complete policy language can be found in the appendix.

### Policy 5.1.3: Acceptable Use of Information Technology

Students are expected to adhere to the expectations for acceptable uses of technology. This policy specifically addresses the use of recordings of learning activities, file sharing, social media, and usage of computer network and email. Complete policy language can be found in the appendix.

### Policy 5.2: Diversity, Recruitment and Retention

MU - COM recognizes and values the contribution of people with difference in capabilities, experience and perspectives. As a result, MU-COM is committed to the ongoing, systematic, and focused recruitment, selection and retention activities, to achieve mission-appropriate diversity outcomes among its students, faculty, senior administrative staff, and other relevant members of our academic community.

All candidates will be treated fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome. Complete policy language can be found in the appendix.

### Policy 5.2.2: Religious Accommodations

MU-COM respects all students' right to religious observance and will reasonably accommodate students' religious practice with regard to class attendance, examinations, and assignments when requests are made at least two weeks in advance of the observance, unless such an accommodation would create an undue hardship upon the University.

Any solution that is mutually agreeable to both student and faculty member is considered reasonable.

If an accommodation is deemed reasonable, the impacted student must request an excused absence, which will be determined by the Assistant/Associate Dean of Academic Affairs, or designee, in consultation with the course director.

No adverse or prejudicial effects will result to a student because they have made use of these provisions. The complete policy can be found in the appendix.

### Policy 5.3.1: Student Wellbeing, Mental Health and Fatigue Mitigation

MU-COM values the physical and mental health and well-being of every student, faculty, and staff member. We are committed to developing and implementing strategies that promote physical and mental wellness and prevent burnout and physical/mental fatigue. Complete policy language can be found in the appendix.

### Policy 5.3.2: Exposure Prevention and Management and Bloodborne Pathogen and Needlestick Exposure

This policy articulates the procedures to be followed in order to promote exposure prevention and respond to bloodborne pathogen and needlestick exposure. It is the responsibility of all students to pay the cost of any necessary medical treatment. Complete policy language can be found in the appendix.

### Policy 5.4: Patient Care Supervision

The purpose of this policy is to ensure that students in clinical learning situations involving patient care are under the direct supervision of a licensed health care professional at all times in order to ensure safety. To ensure that all supervised activities are within the scope of practice of the supervising health care professional. To provide clear guidelines to students regarding their role in care and the limits of their scope of authority. Complete policy language can be found in the appendix.

### Policy 5.5 Mask Fit Test

All medical students participating in required clinical activities are required to be fit tested for a N95 respirator mask on an annual basis. Students are prohibited from participating in required clinical activities if they fail to complete fit testing or obtain an exemption from fit testing. Complete policy language can be found in the appendix.

## Curriculum

### Policy 6.9: Schedule Clinical Education

MU-COM adopted policies and procedures by which all students can complete the entire clinical education curriculum. Complete policy language can be found in the appendix.

### Policy 6.11: Comparability Across Clinical Education Sites

MU-COM strives to ensure that the curriculum includes comparable educational experiences and equivalent methods of assessment across core clinical educational sites where students learn, ensuring all students achieve similar outcomes based on core educational learning objectives. Complete policy language can be found in the appendix.

### Policy 6.12: COMLEX- USA

All osteopathic medical students must successfully pass COMLEX-USA Level 1, Level 2 CE, and Level 2 PE prior to graduation from MU-COM with a D.O. degree, unless an examination is not provided by the NBOME. Complete policy language can be found in the appendix.

## Scholarly Activity

### Policy 8.4: Student Participation in Research and Scholarly Activity

MU-COM support student driven research and scholarly activity, as well as student participation in the research and scholarly activities of the faculty. Complete policy language can be found in the appendix.

## Students

### Policy 9.1: Minimal Technical Standards

MU-COM is committed to the admission and matriculation of qualified students and does not discriminate on the basis of race, ethnicity, color, sex, sexual orientation, gender, gender identity, national origin, age or disabilities, and religion. Regarding disabled (or physically challenged) individuals the College will not discriminate against such individuals who are otherwise qualified, but the College expects that minimal technical standards be met by all applicants and students as set forth herein.

Students must have the ability to see, hear, and touch independently to optimally assess the physical, mental, and emotional status of patients. Where a deficiency occurs, it must be compensated with the aid of prosthetics to the extent that the student's functioning is equal to that of a non-impaired student. Reasonable adaptations are those that will enable the osteopathic student to function independently and, when necessary, in a team-like fashion with other health professionals in an unimpaired manner. Complete policy language can be found in the appendix.

### Policy 9.2.1: Code of Student Rights and Responsibilities

MU-COM is committed to promoting a professional, respectful, and nondiscriminatory academic environment. In addition to MU-COM policies, students are required to abide by the University's established policies and procedures, including all aspects of the Code of Students Rights and Responsibilities.

### Policy 9.2.2: Student Promotion and Academic Progress

MU-COM has an obligation to assess student performance from matriculation until graduation, and to endorse each student as meeting the prerequisite knowledge, skills and attitudes for retention, promotion and graduation.

This policy also includes the consideration of student requests to return to the curriculum following leaves of absence that total an excess of one academic year, either continuous or recurrent. Complete policy language can be found in the appendix.

### Policy 9.2.3: Tuition and Fees

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

#### Policy 9.2.4: Attendance – BMS and Pre-clerkship

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

Student participation in scheduled courses is expected and can be used in faculty's assessment of student performance. The MU-COM supports and understands the right of the faculty to expect student attendance and participation in many curricular components and the need to impose consequences if those expectations are not met. Complete policy language can be found in the appendix.

#### Policy 9.2.5: Attendance – Clerkship

Clerkship students are expected to attend and engage in all learning opportunities as defined by the preceptor or course director unless it violates the Guidelines for Student Clerkship Work Hours. Normal work hours will be determined by the supervising physician or course director and must meet the educational goals of the clerkship, clinic and hospital service; this may include call, night float, and weekend hours. Complete policy language can be found in the appendix.

#### Policy 9.2.6: Evaluation and Assessment

Effectual learning is best achieved through the use of well-designed and deployed assessment activities that provide frequent, formative feedback for MU-COM's students, faculty, staff, and administration. Individual courses are expected to guide and support student learning using evaluation techniques that are valid and reliable. MU-COM's assessments align with academic norms across medical schools. Complete policy language can be found in the appendix.

#### Policy 9.2.7: Grievance and Grade Appeal

MU-COM doctorate of osteopathic medicine students have a right to due process, which includes the right to file a grievance against a member of the MUCOM community for an unresolvable academic issue and/or to request a grade appeal. This policy does not apply to students enrolled in the Biomedical Science Master's Program. The complete policy can be found in the appendix.

Allegations relating to discrimination, harassment and rights articulated in the Code of Student Rights and Responsibilities are adjudicated through alternate institutional policy and process.

This policy supersedes the Marian University Grade Appeal Policy.

#### Policy 9.2.8: Exam Administration Policy

This policy applies to all MU-COM examinations, including but not limited to, written exams, practical exams, OSCEs, Simulations, and external vendor examinations (e.g. COMAT, COMSAE, etc.), as appropriate. The complete policy can be found in the appendix.

#### Policy 9.2.9: Remediation Policy

Students who fail written exams, clinical assessments, preclerkship courses and/or clerkship rotations, are expected to adhere to the same process and expectations as others who are similarly situated. The process and expectations for navigating the process of remediation (at any level) are articulated in this policy. The complete policy can be found in the appendix.

#### Policy 9.2.10: Delayed Secure Exam Review

Students will have an opportunity to review missed questions on multiple choice assessments via delayed secure review in ExamSoft. These sessions are optional, but students must be present in person to review the missed questions. Review sessions will be scheduled after exam results are released. The timing of these sessions may vary course-to-course and will be scheduled and conducted by the Course Director and Coordinator of Examinations. Exam security measures will be in place for the secure review sessions; students may not talk or take notes during the review. Accessing the review outside of the designated time is prohibited. Students will not be allowed to provide item feedback or seek additional item adjustments during or after the secure review. Secure review will not be offered for final examinations or if the

assessment was administered remotely for all students (e.g. weather closure or movement of campus activities to remote learning and assessment).

#### Policy 9.3: Transfer and Advanced Standing

This policy articulates the expectations regarding transfer or admissions with advanced standing. MU-COM may only accept credits from a school accredited by COCA or the LCME where the student is eligible for readmission. MU-COM will ensure that if transfer occurs from an LCME accredited school of medicine, the student must acquire OMM/OPP competency prior to graduation from MU-COM. The last two years of education must be completed at MU-COM. Complete policy language can be found in the appendix.

#### Policy 9.4: Student Recordkeeping and FERPA

To establish an accurate, confidential and secure system for official student record keeping that includes: admissions, advisement, academic and career counseling, evaluation, grading, credits, and the training of faculty and staff in the regulations regarding these records. Complete policy language can be found in the appendix.

#### Policy 9.8: Mental Health Services

Students will have access to a confidential, effective system of counseling and mental healthcare. A mental health representative must be accessible 24 hours a day, 365 days a year, from all location where students receive education from MU-COM. Complete policy language can be found in the appendix.

#### Policy 9.10: Non-Academic Health Professionals

Any health professional providing health services, through a physician-patient relationship, must recuse him/herself from the academic assessment or promotion of the student receiving those services. Complete policy language can be found in the appendix.

#### Policy 9.11: Health Insurance

MU-COM requires that all osteopathic medical students have health insurance. Complete policy language can be found in the appendix.

### Graduate Medical Education

#### Policy 10.1: Osteopathic Education Continuum

MU-COM will ensure that the curriculum provides content of sufficient breadth and depth to prepare students for entry into a graduate medical education program for the subsequent practice of medicine including pre-doctoral curricula, GME, and CME. This curriculum supports the continuum of osteopathic education - including predoctoral education, graduate medical education, and continuing medical education. Complete policy language can be found in the appendix.

#### Policy 10.2: ACGME Accredited GME

MU-COM will provide community partners with mechanisms to assist new and existing graduate medical education programs in meeting the requirements for accreditation by the Accreditation Council for Graduate Medical Education. Complete policy language can be found in the appendix.

## Addenda

### Biomedical Science Master's Program (BMS)

#### Course Catalog

The Graduate Course Catalog includes information related to a variety of topics that are critical for graduate students to know, including but not limited to: tuition and fees, academic success, financial aid, grading and performance standards, appeals and graduation requirements.

All graduate students are expected to read and abide by the information in the Catalog, which can be found [here](#).

## Vision and Mission Statement

Vision: To facilitate the development of knowledge, skills and confidence as students prepare for their chosen profession.

Mission: To foster student goals and resilience through academic rigor, while providing a guided and supportive environment that emphasizes the opportunities available to each individual student.

## Curriculum Overview

The Master's in Biomedical Science has two tracks, a Capstone Track and a Thesis Track. Graduation requirements for each track, along with course descriptions, can be found in the [graduate course catalog](#).

The Capstone Track is a coursework-only track designed to provide the student with comprehensive exposure to a broad array of biomedical sciences, especially those topics that would be encountered in a typical medical school curriculum. This program is designed for students who have had less exposure to upper-level biomedical science courses in their undergraduate experience or for those who would like additional didactic preparation prior to enrolling in medical school.

The Thesis Track is a research-based curriculum providing the student with a unique research experience dependent on the student's interests. Students in this track take didactic courses to support the development of a research-derived thesis. This program is designed for students interested in pursuing careers in research or students that would like a quality research experience to augment their medical school application and a career as a physician-researcher.

Students enrolled in the research track must submit an "Advisory Committee Composition" form to the COM BMS Program Director via email no later than April 15 of the Spring Semester of their first year in the BMS program. At least one committee member must have a primary appointment outside of MU-COM.

Students who are originally enrolled in the capstone track but wish to convert to the thesis track must submit an "Intent to Convert to Thesis Track" form via email to the COM BMS Program Director. Acceptance into the research track is contingent upon the availability of a qualified research mentor. Assistance will be provided in identifying a mentor.

## BMS Specific Events and Opportunities

### BMS Council

Students enrolled in the BMS program have the opportunity to participate in the BMS Council. The mission, goals and purpose of the council are to:

- Facilitate projects, speakers, and events to engage members of the Biomedical Sciences student body.
- Allow a platform for open communication between the BMS professors and the MU-COM administration and the BMS student body.
- Facilitate cooperation and communication between the BMS Student Council and student body of the MU-COM SGA and MU-COM student body.

Students interested in participating in this organization should contact Dr. Erica Ausel for additional information.

### BMS Ball

Each Spring, all BMS students are invited to the annual BMS Ball to celebrate the year. Information about this event will be communicated by the BMS Council.

### Participation in Standing Faculty Committees

Students are encouraged to participate in the Student Wellness Committee and the Curriculum Committee, two standing committees of the BMS program. Interested students should contact the Office of Student Affairs for additional information.

## Academic Success and Progress

A student's academic status (good academic standing, academic probation, and dismissal) is determined based upon criteria outlined in the graduate catalogue which can be found [here](#).

### 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.

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) or withdraw from course(s). Students are registered for courses by the Program Director, or designee, in accordance with established policies and procedures of the Office of the Registrar.

### Appeal Process- Academic Status

Students may appeal an academic dismissal, by adhering to the appeal procedures articulated in the letter of dismissal.

### Appeal Process- Course Grade

If, at the end of a term, a student has cause to question the computation or "fairness" of a final grade, an appeal process is available to review the case. That process is articulated in the [catalog](#).

### Application for Graduation

A student must complete the requirements for graduation for the Master of Science degree within three (3) calendar years of initial matriculation. The Office of Student Affairs may grant exceptions to this on an individual basis as stated in the Changes of Enrollment section of this Handbook.

Students must inform the Office of the Registrar of their intent to graduate the MUHUB. Following receipt of the audit, the COM BMS Program Director and the student's Advisory Committee will confirm to the student the acceptance of their graduation application.

The COM BMS program at Marian University schedules graduation dates at the end of the fall and spring semesters. However, Marian University holds a graduation ceremony only following the spring semester. Students are not allowed to participate in the graduation ceremony until all academic qualifications are complete, including the final draft of the Master's Thesis, which must be approved by the student's Advisory Committee and submitted to the COM BMS Program Director no later than April 15, prior to the graduation ceremony. Students are not required to participate in the graduation ceremony. Students graduating in summer or fall may participate in the next regularly scheduled graduation ceremony.

## Doctorate of Osteopathic Medicine

### Course Catalog

The catalog for the osteopathic medicine program can be found in the [catalog](#).

### Program Goals and Objectives

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

1. A quality professional education program emphasizing osteopathic training through lifelong learning and scholarly activity in a caring, academic community. This community will include students from Indiana, the nation, and the world.
2. An education that "profoundly transforms lives, society and the world" consistent with the sponsoring Catholic University's four core Franciscan values (dignity of the individual; peace and justice; reconciliation; and responsible stewardship) and the tenets of osteopathic medicine.



3. A curriculum that promotes and measures student competencies with an emphasis on osteopathic clinical services in diverse populations of individuals and cultures, including the underprivileged and medically underserved, in local, regional, national and international environments.
4. A commitment to actively support and encourage hospitals in Indiana and surrounding states in the expansion of graduate medical education either by increasing positions in existing residency and fellowship programs or by creating new programs.

### Core Competencies and Entrustable Professional Activities

MU-COM's curriculum is designed to expose osteopathic medical students to clinical presentations, which represent how a patient (or community) might present for osteopathic medical care and assess the learner's ability across the osteopathic competency domains and core entrustable professional activities (EPAs).

Competency domains are related sets of foundational abilities representing the required elements and outcomes that define the knowledge, skills, experience, attitudes, values, behaviors, and established professional standards. They constitute a general descriptive framework for the practice of osteopathic medicine: Osteopathic Principles, Practice, and Manipulative Treatment; Patient Care and Procedural Skills; Application of Knowledge for Osteopathic Medical Practice; Practice-Based Learning and Improvement; Interpersonal and Communication Skills; Professionalism; and Systems- Based Practice.

In order to best meet the needs of the patients they serve and to ensure quality health outcomes, learners are also assessed throughout the curriculum, on the level of supervision required for them to perform the 13 EPAs. It is expected that all osteopathic physicians are able to perform these EPAs without direct supervision on day one of residency. These EPAs provide direct relevancy of the osteopathic competencies as they relate to the work of a physician.

### Promotion and Graduation

#### Student Promotion and Academic Progress

The MU-COM policy for Student Promotion and Academic Progress (SPAP) outlines college standards relating to grading, promotion, retention and graduation. This policy can be found in the appendices of this handbook.

#### Curriculum Overview

The MU-COM curriculum was designed to facilitate progressive achievement of the seven (7) core competencies enunciated by the National Board of Osteopathic Medical Examiners (NBOME). The competencies serve as the targeted educational outcomes for the D.O. program. The competencies include:

1. Osteopathic Principles, Practice, and Manipulative Treatment: The student will apply osteopathic principles to the delivery of all aspects of patient care.
2. Patient Care and Procedural Skills: The student will demonstrate the essential knowledge, skills, and dispositions required to appropriately and compassionately care for patients.
3. Medical Knowledge: The student will demonstrate the appropriate knowledge of the clinical and biomedical sciences and their application to patient care.
4. Practice-Based Learning and Improvement: The student will investigate and evaluate patient care practices based on the principles of evidence-based medicine.
5. Interpersonal and Communication Skills: The student will exhibit interpersonal and communication skills to appropriately interact with patients, families, and professionals.
6. Professionalism: The student will demonstrate the ethical, behavioral, and social science principles required for patient care and professional practice.

7. Systems-Based Practice: The student will display awareness of health systems and global issues that impact healthcare and patient communities.

MU-COM also reviews student progress related to the core entrustable professional activities (EPAs) using the competency crosswalk created by the American Association of Colleges of Osteopathic Medicine (AACOM).

### Pre-Clerkship Curriculum

The first two years of osteopathic medical education introduce students to the fundamental scientific concepts as they apply to the study of medicine. Courses are systems-based, with foundational clinical cases and group study. The curriculum is competency based with student assessment of learning and skills. Exposure to clinical medicine with an emphasis on osteopathic principles and practice are woven throughout the entire 4-year curriculum.

### Audit Policy

Approval from the Assistant/Associate Dean of Academic Affairs must be obtained prior to the enrollment. Audited courses carry no credit and no grade. There is a fee associated with auditing that is determined by Marian University.

### Clerkship Curriculum

Clerkship rotations are designed to provide students with a broad and diverse range of clinical experiences to enrich their education and expose them to fields of medicine that may be future career options. To this end, in addition to their Core Rotations (Family Medicine, Internal Medicine, Surgery, Pediatrics, Psychiatry Obstetrics/Gynecology, and Emergency Medicine) students are also required to participate in the following clerkship experiences; Primary Care Selective, Internal Medicine Selective, Surgery Selective, Sub-Internship, and Electives. This type of clinical clerkship curriculum will allow the students to be successful in any field of medicine.

Third- and fourth- year students will engage in rotations that are delivered in a variety of modalities. Methods of delivery include, but are not limited to: direct patient care, simulated training, virtual clinical education, Telehealth and Telemedicine.

### Core Clerkships

Successful completion of all core clerkships is required for graduation.

### Regional Core Clerkships

Core clerkships are classified as regional when they are located more than 65 miles from the MU-COM campus. Students can expect to participate in at least 2 regional core clerkships during their third year. Due to the geographic distance from campus, MU-COM provides housing for students placed in regional core clerkships.

### Selective and Elective Clerkships

While in their 4<sup>th</sup> year, students work with the Clerkship Coordinators to schedule their selective/elective clerkships. These clerkships provide opportunities for students to explore areas of professional interest. They are either ½ month or 1 month in length and can be clinical or non-clinical.

### Clinical Elective:

- A clinical elective provides an experience that relates to patient care and can include, but are not limited to: simulated training, telehealth, telemedicine and online clinical rotations.

### Non-Clinical Elective:

- A non-clinical elective provides an academic or research-based experience. In the absence of extenuating circumstances, a total of 2 clerkships taken can be non-clinical. Requests to enroll in additional non-clinical electives must be approved by the Assistant/Associate Dean of Clinical Affairs (or his/her designee).
- No non-clinical electives can be taken during a student's 3<sup>rd</sup> year without written approval from the Assistant/Associate Dean of Clinical Affairs (or his/her designee).

#### Other Important Information about Selectives/Electives

- **International Rotations:** International Travel is permitted in accordance with the Marian University policy on international travel. <https://www.marian.edu/international-programs/study-abroad/mu-com-international-electives>
- **Family:** Students can complete one elective or selective clerkship with a family member serving as their preceptor. Students will not be allowed to complete core clerkships with immediate family as their preceptor.
- **Preceptor:** A student can only rotate with the same preceptor a maximum of 3 months during their clerkship years.
- **Specialty:** During the fourth year, a student is limited to a maximum of 5 months in any given specialty area.
- If a student does not schedule a non-core clerkship at least 45 days prior to the start date, the Clerkship Coordinator will place the student on an available clerkship.
- Some elective clerkships require payment of administrative fees. Travel, housing, and administrative fees are the responsibility of the student.
- A student cannot start a clerkship if not enrolled prior to the first day of the clerkship.

#### Evaluations

All clerkships (both 3<sup>rd</sup> and 4<sup>th</sup> year) require the completion of the preceptor evaluation of the student within 7 calendar days from the end of the clerkship. All Core Rotations require both the student's evaluation of the clerkship and the preceptor evaluation of the student within 7 calendar days from the end of the clerkship. All third year evaluations must be submitted for promotion to fourth year, and all fourth year evaluations must be submitted prior to graduation.

#### Academic Development Days

Academic Days occur during the students' third year. The Academic Days are designed to build upon the practical, cognitive, and professional skills introduced in the pre-clerkship years and Colloquium

During the Academic Days students will expand their knowledge and skills related to the seven Osteopathic Core Competencies and the Entrustable Professional Activities through guided practice and both formative and summative assessments. The students will also participate in OSCEs (Objective Structured Clinical Examinations) and multiple clinical presentation based OMM hands-on sessions with MU-COM faculty.

#### Colloquium 1 and 2

The Clinical Colloquium are month- long courses that osteopathic medical students complete during third and fourth years of education. These courses are designed to teach students the practical and professional skills necessary to become competent and compassionate osteopathic physicians. The goal of the Colloquium Courses is to assist students with the transition to clerkship training and ultimately graduate medical education. During both Colloquium the students will expand their knowledge and skills related to the seven Osteopathic Core Competencies and the Entrustable Professional Activities

#### COMAT Exams

The National Board of Osteopathic Medical Examiners (NBOME) has developed a series of eight tests on CORE clinical disciplines that will be used as an end of rotation exam. These exams will assess the achievement level of the students on these particular disciplines after they have completed their clinical rotation. COMAT exams focus on clinical applications and thoroughly assess the students' knowledge of osteopathic principles and practices. The eight disciplines currently available include Family Medicine, Internal Medicine, Obstetrics/Gynecology, Osteopathic Principles and Practice, Pediatrics, Psychiatry, Surgery and Emergency Medicine. Students are required to obtain a passing score the rotation's COMAT exam in order to pass the rotation.

COMAT examination outlines, learner expectations and practice exams for each discipline can be found at <http://www.nbome.org/comat>.

**Policy 11.2: Away Rotation Travel and Approval Policy.**

MU - COM recognizes the need for providing educational opportunities that occur outside of the state of Indiana. This policy is intended to ensure the quality of learning opportunities and supervision of our students when they engage in clinical and/or research opportunities outside of the state of Indiana.

This policy applies to all OMSIV students, except military students. Military students will follow their military branch policies.

These guidelines are subject to change due to changes in national recommendations. These recommendations can be found here [CPA Recommendations](#). The entire policy can be found in the appendix.

**Policy 11.3: Patient Safety Review**

The Patient Safety Review Panel is interprofessional and serves to advise the deans of the Marian University LSON and COM regarding issues related to patient safety involving students, staff, and faculty. The entire policy can be found in the appendix.

**Additional Requirements**

**Immunizations and Certifications**

Prior to beginning clerkships, all MU-COM students must have completed and submitted documentation related to immunization records, HIPAA training, bloodborne pathogen training, BLS certification, a 10-panel drug screen to their training site, any other certification requirements as determined by a clinical training site.

**Drug Screening**

All MU-COM students are required to submit to a ten - panel drug screen prior to beginning clerkships. Students must use American Databank to schedule these screens.

The approved sites will report all results directly to MU-COM Student Affairs. It is required that the students complete the process a minimum of thirty (30) days prior to the first day of clerkships.

In addition to the initial drug screening, clinical rotation sites may request students to submit a more current or a more extensive drug screening in order to begin their rotations. Positive results will be reviewed and appropriately referred for any additional actions or sanctions.

**Appendices**

**Appendix A: Mission and Governance Policies**

**Policy 1.5b: Non-Discrimination**

<b>POLICY NAME</b>	Accreditation Standard 1.5b: Non-Discrimination for Faith-Based Institutions			<b>POLICY NO.</b>	1.5b
<b>EFFECTIVE DATE</b>	7/1/2020	<b>DATE OF LAST REVISION</b>	n/a	<b>VERSION NO.</b>	n/a
<b>ADMINISTRATOR RESPONSIBLE</b>	Dean of College of Osteopathic Medicine				

**SCOPE**

This policy applies to all MU-COM faculty, staff, and students.

**POLICY STATEMENT**

Describe policy and reason for policy

MU-COM promotes a diverse community that embraces all individuals and we are committed to cultivating acceptance, cultural awareness, and dignity of all individuals, as noted in MU's Franciscan Values.

MU-COM is committed to the development of health, knowledge and overall well-being of all members of the community, regardless of one's race, ethnicity, color, sex, sexual orientation, gender, gender identity, national origin, age or disabilities, and religion.

Policy intro:

This policy statement is in response to COCA accreditation standard 1.5b and applies to all individuals within the MU-COM community.

MU-COM is committed to equal opportunity in employment and education. The College recruits, hires, promotes, educates and provides services to persons based upon their individual qualifications, and discrimination on basis of race, ethnicity, color, sex, sexual orientation, gender, gender identity, national origin, age or disabilities, and religion is strictly prohibited.

As an equal opportunity employer, MU-COM subscribes to the principles and adheres to the requirements of state and federal law pertaining to civil rights and equal opportunity, in accordance with the requirements of Title VI of the Civil Rights Act of 1964, as amended; the American's with Disabilities Act of 1990 and section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)).

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
N/a	University	---	---	Unknown

**Policy 1.6: Degree-Granting Body**

<b>POLICY NAME</b>	Accreditation Standard 1.6: Degree-Granting Body			<b>POLICY NO.</b>	1.6
<b>EFFECTIVE DATE</b>	7/1/2020	<b>DATE OF LAST REVISION</b>	n/a	<b>VERSION NO.</b>	N/a

**ADMINISTRATOR RESPONSIBLE**

Dean of College of Osteopathic Medicine

## SCOPE

This policy applies to all MU-COM faculty, staff and students.

## POLICY STATEMENT

The governing body of the COM and/or parent institution must confer the degree of Doctor of Osteopathic Medicine (DO) upon those students who have satisfactorily completed the requirements for graduation and have been recommended for graduation by faculty.

## TERMS AND DEFINITIONS

Define any acronyms, jargon, or terms that might have multiple meanings.

TERM	DEFINITION
AOA	American Osteopathic Association

## Appendix B: Leadership and Administration

## Policy 2.4: Accreditation Standard Complaint Policies and Procedures

<b>POLICY NAME</b>	Accreditation Standard 2.4: Accreditation Standard Complaint Policies and Procedures			<b>POLICY NO.</b>	2.4
<b>EFFECTIVE DATE</b>	7/1/2020	<b>DATE OF LAST REVISION</b>	6/10/2020	<b>VERSION NO.</b>	2
<b>ADMINISTRATOR RESPONSIBLE</b>	Assistant/Associate Dean of Accreditation and Assessment				

## SCOPE

This policy applies to any individual who believes MU-COM is not in compliance with a COCA accreditation standard.

## POLICY STATEMENT

A COM must publish policies and procedures that include a confidential accreditation standard complaint resolution process that includes a description of how these complaints are filed, resolved through an adjudication process, without retaliation, and maintained through the COM's records retention system. The accreditation standard complaint filing process must include a process for filing confidential complaints with the COCA and the contact information of the COCA.

Policy intro:

This policy statement is in response to COCA accreditation standard 2.4 and applies to any individual who believes MU-COM is not in compliance with a COCA accreditation standard.

Any individual who believes MU-COM is not in compliance with a COCA accreditation standard has the right to communicate that concern to the Assistant/Associate Dean of Accreditation, Logistics, and Advancement.

If there continues to be a perception of non-compliance with a COCA accreditation standard, a formal complaint can be filed with the Assistant/Associate Dean of Accreditation, Logistics, and Advancement.

- The complaint must be in writing, signed and dated.
- Anonymous complaints will not be accepted.
- The complaint must identify the COCA standard in question and provide an explanation as to why the complainant perceives the COM is not in compliance.

Upon receipt, the complaint will be reviewed by the Dean's Cabinet. The Cabinet will then assign a task force of at least 2 members to more fully investigate the nature and validity of the complaint. Within 30 calendar days, the task force will provide a report to the Dean's Cabinet. The report will include:

- The details of the complaint (including the COCA standard in question)
- Finds that support or refute the complaint
- Recommended corrective action, if applicable

In consultation with his/her cabinet, the Dean may choose to accept the report as complete and accurate or may determine additional information is needed or further action is indicated.

A final determination will be provided to the complainant in writing, and will detail the findings of the review and the corrective action identified, if applicable. If the complaint pertains to a standing committee of the COM, the final report will be provided to the appropriate committee.

Alternatively, an individual may also file a confidential complaint related to 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).

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 or via email to [predoc@osteopathic.org](mailto:predoc@osteopathic.org).

For additional information regarding Complaint Review Procedures, please reference the AOA-COCA website here: <https://osteopathic.org/wp-content/uploads/2018/02/complaint-review-procedures.pdf>

MU-COM prohibits taking retaliatory action against any individual who files a good faith complaint in accordance with this policy.

Complaints received and their ultimate resolution can be found here [Accreditation Standards Complaints Policy](#)

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
2	Dean's Cabinet and FA	6/10/2020	Inclusion of (a) adjudication and non-retaliation language and (b) Insertion of link to prior complaints and ultimate resolution.	Elizabeth M. Petsche, JD

## Appendix C: Facilities Policies

### Policy 4.2: Safety and Security

<b>POLICY NAME</b>	Accreditation Standard 4.2: Security and Public Safety			<b>POLICY NO.</b>	4.2
<b>EFFECTIVE DATE</b>	7/1/2020	<b>DATE OF LAST REVISION</b>	n/a	<b>VERSION NO.</b>	1
<b>ADMINISTRATOR RESPONSIBLE</b>	Assistant/Associate Dean of Student Affairs				

### SCOPE

This policy applies to all individuals within Marian University.

### POLICY STATEMENT



To ensure that adequate security systems are in place to ensure faculty, staff, and student safety and articulate emergency and disaster preparedness at all COM-operated teaching and training locations. The policy includes methods of communication with students, faculty, and staff at all teaching and training locations.

Policy intro:

This policy statement is in response to COCA accreditation standard 4.2 and applies to all individuals within the MU-COM community.

#### 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. If additional assistance is necessary, students should directly contact the Assistant/Associate Dean of Student Affairs.

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

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

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

#### Campus Shield App

Marian University has partnered with the Campus Shield app to increase the safety of all members of the MU community, both on and off campus. Download the CampusShield app from the Play Store or App Store for free. Allow location services and connect to wi-fi for the best results. More information about the app can be found here: <https://www.marian.edu/campus-life/campus-safety/campus-shield-app>

#### Campus Shield

Marian University has partnered with the CampusShield app to increase your safety on and off campus. Allow location services and connect to wi-fi for the best results <https://www.marian.edu/campus-life/campus-safety/campus-shield-app>

#### Campus Parking

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. MU-COM students must abide by campus regulations and policies listed on the MU Campus Safety website here: <https://www.marian.edu/campus-life/campus-safety/frequently-asked-questions>.

#### Inclement Weather

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

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

- |              |             |
|--------------|-------------|
| Radio        | Television  |
| • WIBC 93.1  | • WXNT 1430 |
| • 97.1       | • WRTV 6    |
| • 105.7      | • WISH-TV 8 |
| • WTPI 107.9 | • WTHR 13   |
| • WZPL 99.5  | • FOX 59    |
|              | • WNDY-UPN  |
|              | • WIIH      |

The MU-COM Inclement Weather policy 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 and the Inclement Weather Policy at their designated clerkship rotation site. If students are concerned about commuting in extreme weather conditions, they should use their best judgment and notify their preceptor if they are unable to attend.

### Emergency Procedures

Emergency procedures for the following situations can be found here. <https://www.marian.edu/campus-life/campus-safety/emergency-procedures>

- General Emergency Procedures
- Active Shooter
- Bomb Threat
- Building Structural Damage
- Campus/Building Lockdowns
- Criminal Activity
- Demonstration/Disturbance on Campus
- Earthquake
- Evacuation
- Fire
- Hazardous Spill Material
- Medical Emergency/Ambulance
- Severe Weather Conditions
- Shelter-in-Place
- Suspicious Object/Package/Letter
- Tornado
- Utility Failure

### Parking during 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.

## Appendix D: Learning Environment Policies

### Policy 5.1.1: Code of Professional Ethics

<b>POLICY NAME</b>	Accreditation Standard 5.1: Professionalism – Code of Professional Ethics			<b>POLICY NO.</b>	5.1.1
<b>EFFECTIVE DATE</b>	7/1/2019	<b>DATE OF LAST REVISION</b>	6/30/2019	<b>VERSION NO.</b>	1

ADMINISTRATOR  
RESPONSIBLE

Assistant/Associate Dean of Student Affairs

## SCOPE

MU-COM is committed to excellence in osteopathic education, research, and service. This Code of Professional Ethics is to be adhered to by faculty, staff, students and administration as they strive to excel in each of these areas while focusing on the fundamental principles of equity, accountability, and professional responsibility. This Code does not address every possible situation. Instead, it establishes a set of general principles and guidelines to which all members of our community shall adhere while at MU-COM.

This Code does not supersede other Marian University (MU) or MU-COM policies, regulations, agreements or guidelines. All faculty, staff, administrators and students shall adhere to MU and MU-COM policies, procedures, agreements and guidelines. Violations of any of the aforementioned regulations, or this Code, are subject to disciplinary action, up to and including termination or dismissal.

## POLICY STATEMENT

To ensure the learning environment is conducive to the ongoing development of professional behaviors in students, faculty and staff and is one in which all individuals are treated with respect. Including exposure to aspects of patient safety, cultural competence, and interprofessional collaborative practice.

## TERMS AND DEFINITIONS

TERM	DEFINITION
AOA	American Osteopathic Association

Policy intro:

This policy statement is in response to COCA accreditation standard 9.2 and applies to all MU-COM faculty, staff and students.

### Section 1: Professional Interaction

1. The relationship between students and MU-COM faculty, staff, students and administrators shall be carried out in an environment that focuses on education, professionalism, and ethical conduct.
2. Students will receive guidance, leadership, and instruction from faculty, staff, and administration. Behavior that interferes with professional development, including harassment, discrimination and violence, will never be tolerated. MU-COM faculty, staff and administrators can expect students to be accountable for their learning experience and to make an appropriate effort to acquire the skills and knowledge necessary to become effective physicians.
3. Likewise, interactions between faculty, staff and administrators shall model professional behavior.
4. Additional rights and responsibilities of faculty, staff, administrators and students can be found within the faculty handbook, policy on professionalism, code of student rights and responsibilities, and MU policies, regulations and ordinances regarding academic honesty and integrity.

## Section 2: Harassment and Discrimination

1. MU-COM is committed to maintaining an environment of respect and inclusivity.
2. Harassment and discrimination, in any form, whether based upon an individual's race, ethnicity, color, sex, sexual orientation, gender, gender identity, national origin, age or disabilities, and religion is strictly prohibited.
3. University policies may be found at sexual harassment, sexual misconduct and equal employment & non-discrimination.

## Section 3: Legal Obedience

1. All MU-COM faculty, staff, administrators and students shall act lawfully, and in compliance with all applicable state and federal laws and with all MU and MU-COM policies, agreements, and guidelines.
2. This includes interaction with third parties and commercial entities.

## Section 4: Confidentiality

1. MU-COM faculty, staff, and administrators with access to confidential information shall maintain the confidentiality and privacy of that information in order to protect all involved parties.
2. Also, faculty, staff and administrators shall maintain the confidentiality of oral communications and shall respect the privacy and rights of students and disclose protected information only when authorized (student rights under the family educational rights and privacy act), for a legitimate business purpose, or as required by law.

## Section 5: Workplace Conduct

1. It is the responsibility of all MU-COM faculty, staff, administrators and students to create and maintain a workplace that is built upon honesty, professionalism, and ethical standards.
2. If a suspicion arises regarding a violation of any of these areas, or any other misconduct, a report should be made through the appropriate University or college channels, as outlined in applicable University policies or specific department guidelines.

## Section 6: Research and Scholarly Activity

1. While conducting research, within the United States or abroad, MU-COM faculty, staff, administrators and students shall adhere to all relevant laws, regulations, and standards, including those adopted by MU (research integrity mission statement and guidelines for integrity in research and creative activities), and shall do so while maintaining high ethical standards and intellectual honesty.

## Section 7: Use of Facilities and Equipment

1. MU-COM faculty, staff, administrators and students shall use all University equipment and facilities efficiently, economically, and for authorized University purposes only, unless expressed permission has been granted for personal use in accordance with University policy.

## Section 8: Conflict of Interest

1. A conflict of interest includes any situation, whether actual or perceived, where there is a reasonable expectation of direct or indirect benefit or loss (either financial or non-financial) for an individual with a personal interest that could be influenced in favor of that interest, in the performance of their duties.
2. MU-COM faculty, staff, and administrators shall take appropriate steps to avoid or resolve any situation or relationship which may compromise the performance of their responsibilities.

3. Examples of potential conflicts of interest include, but are not limited to: professional and personal relationships, gifts or benefits, and research conduct.
4. University conflict of interest policies may be found at conflict of interest.

Section 9: Professional Development

1. MU-COM seeks to enhance the students' academic experience and to promote innovation in medical education.
2. All MU-COM faculty, staff, and administrators shall continually maintain and develop knowledge and understanding of their field or area of expertise.
3. Active efforts should be made to seek out ways to improve individual and student performance.
4. Also, MU-COM faculty, staff and administrators should continually maintain and develop and understanding of overall College organization and processes.

Section 10: AOA Code of Ethics

1. MU-COM has adopted the AOA Code of ethics, and all faculty, staff, students and administrators of MU-COM shall adhere to the guidelines outlined therein.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Dean's Cabinet	6/30/2019	Addresses COCA accreditation standard 9.4	Elizabeth M. Petsche, JD

Policy 5.1.2: Professional Conduct

<b>POLICY NAME</b>	Accreditation Standard 5.1.2: Professionalism – Professional Conduct			<b>POLICY NO.</b>	5.1.2
<b>EFFECTIVE DATE</b>	7/1/2022	<b>DATE OF LAST REVISION</b>	2/28/2022	<b>VERSION NO.</b>	3
<b>ADMINISTRATOR RESPONSIBLE</b>	Assistant/Associate Dean of Student Affairs				

SCOPE

Describe what and to whom this policy applies

All MU-COM DO and BMS students are expected to meet standards of behavior that fall under the definition of "professionalism." In the medical profession, this relates to qualities such as trust, respect, integrity, and competence to patients and the general public.

If the identified breach of professionalism relates to potential violations of Title IX (including discrimination, sexual misconduct or sexual harassment) it will be referred to the title IX (according to the mandatory reporting policy), and adjudicated in accordance with University policies. If the report involves a violation of state, federal or local law, it will be reported to the Marian University Police Department.

Investigations related to Title IX, or violations of the law, take precedence over this policy, and any action warranted by this policy will be delayed until any aforementioned investigations are resolved. Upon their resolution, the CPE process may begin in consultation with the University's general counsel.

## POLICY STATEMENT

To ensure the learning environment is conducive to the ongoing development of professional behaviors in students, faculty and staff and is one in which all individuals are treated with respect. Including exposure to aspects of patient safety, cultural competence, and interprofessional collaborative practice.

## TERMS AND DEFINITIONS

TERM	DEFINITION
Committee on Professionalism and Ethics - CPE	The CPE is a standing faculty committee. The CPE is responsible for the implementation of the Professional Conduct Policy, determining if there was a violation of this policy, and imposing sanctions if a violation occurred.
Professionalism	Character and attitudinal aspects that demonstrate compassion, integrity, responsiveness to patients' needs, respect for patients' privacy, accountability and sensitivity to a diverse patient population. MU-COM utilizes internal and external standards to elaborate on this definition of professionalism.
Reasonable Professional Standard	MU-COM holds students to a "reasonable professional" standard. 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 of professionalism.
Other Student Behavior	Student conduct that is not unique to physicians in training, will not be adjudicated by this policy. Instead, it will be reviewed and resolved by the processes outlined by other MU-COM or MU policies.
Coaching	Informal meetings with students that can include ex-officio members of the CPE, the Assistant/Associate Dean of Clinical Affairs, the Assistant/Associate Dean of Academic Affairs, and/or relevant course faculty.  Engagement in multiple coaching sessions may result in a formal complaint referred to the CPE.
Report	The CPE will determine what information must be reported to external bodies and that determination will be conveyed via a formal response from the Committee.

Policy intro:

#### 1.5.1 Reporting:

1.5.1.1 Any member of the MU community who has reason to believe that a student has violated this policy can report suspected violations to the Assistant/Associate Dean of Student Affairs (ADSA).

1.5.1.2 The ADSA, or designee, will assess the facts and relevant information relating to the allegation and will meet with the accused student or students.

1.5.1.3 The ADSA, or designee, in consultation with the CPE chair will determine whether the allegations should be:

- i. Dismissed and closed without findings.
- ii. Referred to coaching (defined above) and/or mentoring.
- iii. Referred for review and resolution by the CPE.
- iv. Referred to the University's Dean of Students for resolution in accordance with the Code of Student Rights and Responsibilities.
- v. Referred to the Title IX Coordinator for investigation and resolution.
- vi. Referred to the MU Police Department for investigation and resolution.

#### 1.5.2 CPE Hearing:

1.5.2.1 If review and resolution by CPE is warranted, the ADSA, or designee, will notify the accused student in writing at least 7 business days in advance of the hearing. This notice will include, the:

- i. Allegations with sufficient specificity to prepare a response
- ii. Time and place of the hearing
- iii. A copy of the committee procedures

1.5.2.2 The student may be accompanied to the hearing by an advocate. This advocate can be any member of the MU community, including faculty, staff and students. An advocate cannot be a party's personal attorney.

1.5.2.3 A student must provide documentary evidence and the name of his or her advocate, if applicable, at least 3 business days before the scheduled hearing date.

1.5.2.4 The CPE members are the sole arbiters of the evidence and information provided, and will determine the validity of the allegations and any resulting sanctions.

1.5.3 Sanctions: One or more of the following sanctions may be imposed upon any student for any single violation of this policy.

1.5.3.1 Warning: A written notice will be sent to the student who violated this policy. It will specify what inappropriate and unacceptable actions occurred and that more severe conduct will result should other violations occur while the student is enrolled at the University.

1.5.3.2 Community/University Service Requirements: Completion of supervised University/community service for the number of hours specified.

1.5.3.3 Behavioral Requirement: This includes required activities such as, but not limited to, seeking academic or personal counseling or substance abuse screening, at cost to the student; writing a letter of apology, etc.

1.5.3.4 Educational Program: Imposition of a requirement to attend, present, or participate in a program related to the violation. A reflection paper regarding the violation or topic may be assigned.

1.5.3.5 Probation: Official notice that, should further violations of this policy occur during a specified probationary period, the student may face suspension or expulsion. Regular probationary meetings may also be imposed.

1.5.3.6 Suspension: The student is separated from the University for a specified period of time, and upon the satisfaction of specific conditions, after which the student is eligible to return.

1.5.3.7 Expulsion: The student is permanently separated from the University.

1.5.3.8 Other Sanctions: Additional or alternate sanctions may be created and designed as deemed appropriate to the offense.

1.5.3.9 Interim Suspension: If the health, safety, or welfare of patients, the College, or the University requires immediate action, the ASDA, after consultation with the MUCOM Dean, may impose an interim suspension, conditions or restrictions on the student. The student may request a meeting with the ASDA or designee to demonstrate why an interim suspension is not merited.

1.5.4 Urgent Cases: When alleged conduct threatens immediate or irreparable harm to patients, the community or to self as a result of conduct or behavior that are unique to physicians in training, the student shall be placed on interim suspension by the ADSA, or designee.

1.5.4.1 The ADSA shall convene, within 3 business days, a fact-finding hearing. Based on this fact-finding hearing, the ADSA, or designee, will determine whether there is sufficient evidence to justify continuation of the interim suspension. The student will be notified of the time and place of the fact-finding hearing and shall have the right to be present, to be informed of the particulars of the allegation, and to speak on his or her own behalf.

1.5.4.2 Based upon the fact-finding hearing, if there is sufficient evidence that the student has engaged in conduct that threatens immediate or irreparable harm to a member of the MU community or a patient, interim suspension will be upheld. This decision will be communicated to the CPE.



1.5.4.3 Upon receiving notification that a student has been suspended following a fact-finding hearing, the normal procedures for conducting a hearing will be instituted. The student will remain suspended pending a decision by the CPE.

1.5.4.4 If the fact-finder does not find sufficient evidence to justify a suspension, the suspension will be lifted. The ADSA, or designee, will forward its conclusions in writing to the CPE and normal procedures for conducting a hearing will be instituted.

1.5.4.5 Urgent cases that do not result from violations of conduct or behaviors that are unique to physicians in training shall be adjudicated through the appropriate university policy or procedure.

1.5.4.6 Urgent cases that result from a lack of medical knowledge, deficiency in technical skill, or inability to satisfy minimal technical standards shall be adjudicated through the student promotion and academic progress policy.

### 1.5.5 Notification of Outcomes

1.5.5.1 The CPE chair will report the Committee's findings, judgment and sanctions in writing to the parties within seven business days of conclusion of the meeting.

1.5.5.3 On inquiry, MUCOM, may release information regarding conduct records and sanctions to employers, licensing agencies, certifying boards, graduate programs, government background inspectors and transfer institutions.

1.5.6 Appeal: A student can appeal the decision of the CPE in accordance with published CPE procedures.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Dean's Cabinet	6/30/2019	Addresses COCA accreditation standard 9.4	Elizabeth M. Petsche, JD
2	CPE	3/15/2021	Modification of Urgent Cases Clause and also CPE Procedures Clause	Elizabeth M. Petsche, JD
3	CPE and GA	3/15/2022	Included language around coaching and disclosure	Elizabeth M. Petsche, JD

### Policy 5.1.3: Acceptable Use of Information Technology

<b>POLICY NAME</b>	Accreditation Standard 5.1.3: Professionalism – Acceptable Use of Information Technology			<b>POLICY NO.</b>	5.1.3
<b>EFFECTIVE DATE</b>	7/1/2020	<b>DATE OF LAST REVISION</b>	6/30/2020	<b>VERSION NO.</b>	1

ADMINISTRATOR  
RESPONSIBLE

Assistant/Associate Dean of Academic Affairs

SCOPE

This policy applies to all students enrolled at MU-COM.

POLICY STATEMENT

Students are expected to adhere to the expectations for acceptable uses of technology. This policy specifically addresses the use of recordings of learning activities, file sharing, social media, and usage of computer network and email.

Policy Introduction:

This policy statement is in response to COCA accreditation standard 5.1 and applies to all students enrolled at MU-COM.

[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 expressed consent.

[Recordings of Learning Activities](#)

Learning activities in the lecture hall, lab and other classrooms have the capability of recording demonstrations, PowerPoints, and audio through Panopto and being posted in the Canvas course. Except when indicated in a course syllabus, learning activities and presentations are recorded for student access and review.

Lecture capture is susceptible to user, hardware, and software failure. In the event of a failed recording, faculty are *not* expected to re-record the lecture. Students who choose to miss the learning activity are aware of the possibility of lack of access to recordings due to recording errors.

In addition, the rights of an individual in regard to his or her own oral presentations, visual presentations, computer programs, graphics, etc. must be honored. As a result, faculty, students, and other presenters are under no obligation to permit the recording or duplication of their presentations or academic material.

[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 Anki, 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, and be a violation of the code of student's rights and responsibilities, the MU-COM code of professional ethics or the policy on professionalism.

**Social Media**

The failure to follow relevant codes of conduct and policies relating to behavior, including interactions and postings online and through social media, may result in disciplinary action, including dismissal.

**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 email. 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.

Use of the MU computer network is for educational and informational purposes. All students are responsible for using the MU Computer Labs 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.

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/Associate Dean for Student Affairs. Violations of the Computer Usage Policy may result in disciplinary action.

VERSION HISTORY				
VERSION	APPROVED BY		DESCRIPTION OF CHANGE	AUTHOR
6/30/2020	Dean's Cabinet		n/a	Elizabeth M. Petsche, JD

**Policy 5.2: Diversity, Recruitment and Retention**

<b>POLICY NAME</b>	Accreditation Standard 5.2: Diversity, Recruitment and Retention Policy			<b>POLICY NO.</b>	5.2
<b>EFFECTIVE DATE</b>	7/1/2020	<b>DATE OF LAST REVISION</b>	6/22/2020	<b>VERSION NO.</b>	2
<b>ADMINISTRATOR RESPONSIBLE</b>	Senior Advisor to the Senior Vice President of Health Professions				

**SCOPE**

This policy applies to all vacancies and all parts of the recruitment, selection and retention process within MU-COM. All employees involved at any stage of the recruitment and selection of staff, faculty, administration or students should be aware of and adhere to the contents of this policy and any related policies and procedures.

**POLICY STATEMENT**

MU – COM recognizes and values the contribution of people with difference in capabilities, experience and perspectives. As a result, MU-COM is committed to the ongoing, systematic, and focused recruitment, selection and retention activities, to achieve mission-appropriate diversity outcomes among its students, faculty, senior administrative staff, and other relevant members of our academic community.

All candidates will be treated fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome.

#### TERMS AND DEFINITIONS

TERM	DEFINITION
Diversity	All classes that are protected by state and federal law. Current employment law imposes obligations on employers not to discriminate on the grounds of a protected characteristic; age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy, maternity and paternity.

Policy intro:

This policy statement is in response to COCA accreditation standard 5.2 and applies to all vacancies and all parts of the recruitment, selection and retention process within MU-COM.

MU-COM is committed to:

- A workplace culture that is inclusive and embraces individual differences.
- Equal employment opportunities based on ability, performance and potential.
- Flexible work practices and policies that support employees and their changing needs
- Attraction, retention and development of a diverse range of talented, competent and committed people.

Equal opportunity is integral to the recruitment and selection practices at MU-COM and we recognize the value of recruiting, selecting and promoting employees with different backgrounds, knowledge, experiences, perspectives and beliefs. MU-COM actively engages in outreach efforts to minority, women and other diverse organizations to create and foster diverse applicant pools.

MU-COM recognizes the needs of individuals to balance family and personal lives with work. Employees may require flexible working arrangements and may, for a range of reasons, seek to alter their working arrangements. MU-COM will consider requests for flexible working arrangements on a case- by- case basis, considering the merit of the proposed arrangement, personal circumstances of the employee, the nature of the employment and the impact on the respective business area.

Employees from various cultures and religions are welcomed and valued. Employees who have cultural or religious commitments are supported to participate in these activities through flexible work arrangements.

Gender equality at all levels of the organization is a key component of our diversity strategy. This includes and equitable representation of women and men at all levels of management.

MU-COM ensures that recruitment and selection decisions are based on the ability of the applicant to meet the requirements of the job description, person specification and any other relevant criteria. All applicants and employees will be treated fairly and according to this policy and procedure, and our relevant equality policies.

Particular care will be taken to ensure that this policy is fairly applied and there is no discrimination on the grounds of race or ethnic origin, disability, gender or gender identity, caring responsibilities, sexual orientation, religion or belief, age or any other requirement that cannot be objectively justified.

MU-COM will fulfil its legal duties, ensuring that "reasonable accommodations", where practicable, are made to ensure that individuals with a disability are not disadvantaged as part of the recruitment, selection and retention process.

RELATED POLICIES AND OTHER REFERENCES

[Minimum Technical Standards; Individuals with Disabilities](#) ; [Services for Students with Disabilities](#)

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Dean's Cabinet	6/10/2020	To address COCA accreditation standard 5.2.	Elizabeth M. Petsche, JD
2	Faculty Association & Dean's Cabinet	6/22/2020	To include the word "paternity" in the definition of diversity. To add related policies and other references. To adjust the responsible administrator of the policy.	Elizabeth M. Petsche, JD

Policy 5.2.2: Religious Accommodations

<b>POLICY NAME</b>	Religious Accommodations			<b>POLICY NO.</b>	5.2.2
<b>EFFECTIVE DATE</b>	7.1.2022	<b>DATE OF LAST REVISION</b>	1.24.2022	<b>VERSION NO.</b>	1
<b>ADMINISTRATOR RESPONSIBLE</b>	Assistant/Associate Dean of Academic Affairs				

SCOPE

This policy applies to all students enrolled in required courses in the educational programs offered by MU-COM.

Definitions

Religious Accommodation	A reasonable change in the academic environment that enables a student to practice or otherwise observe a sincerely held religious practice or belief without undue hardship on the University. A religious accommodation may include, but is not limited to: time for prayer during
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	a work day; the ability to attend religious events or observe a religious holiday; or any necessary modification to other requirement for a student's religious beliefs, observance or practice; provided such accommodation is reasonable and does not cause undue hardship.
Religious Practice or Belief	A sincerely held practice or observance that includes moral or ethical beliefs as to what is right and wrong, most commonly in the context of the cause, nature and purpose of the universe. Religion includes not only traditional, organized religions, but also religious beliefs that are new, uncommon, not part of a formal religious institution or sect, or only subscribed to by a small number of people. Social, political, or economic philosophies, as well as mere personal preferences, are not considered to be religious beliefs.
Undue Hardship	More than a minimal burden on the operation of the University. For example, an accommodation may be considered an undue hardship if it would interfere with the safe or efficient operation of the learning environment and/or would result in the inability of the student to satisfy the course of study. The determination of undue hardship is dependent on the facts of each individual situation, and will be made on a case-by-case basis.

**POLICY STATEMENT**

MU-COM respects all students' right to religious observance and will reasonably accommodate students' religious practice with regard to class attendance, examinations, and assignments when requests are made at least two weeks in advance of the observance, unless such an accommodation would create an undue hardship upon the University.

Any solution that is mutually agreeable to both student and faculty member is considered reasonable.

If an accommodation is deemed reasonable, the impacted student must request an excused absence, which will be determined by the Assistant/Associate Dean of Academic Affairs, or designee, in consultation with the course director.

No adverse or prejudicial effects will result to a student because they have made use of these provisions.

**VERSION HISTORY**

VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	FA and AGC	N/A	New Policy	Elizabeth M. Petsche, JD

**Policy 5.3.1: Student Wellbeing, Mental Health and Fatigue Mitigation**

<b>POLICY NAME</b>	Accreditation Standard 5.3: Student Wellbeing, Mental Health and Fatigue Mitigation Policy	<b>POLICY NO.</b>	5.3.1
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EFFECTIVE DATE	7/1/2020	DATE OF LAST REVISION	6/23/2020	VERSION NO.	3
ADMINISTRATOR RESPONSIBLE	Assistant/Associate Dean of Student Affairs				

## SCOPE

This policy applies to all students enrolled at MU-COM.

## POLICY STATEMENT

To promote the wellbeing and mental health of MU-COM students and identify resources available. Also, to articulate resources available for fatigue mitigation.

### Policy intro:

This policy statement is in response to COCA accreditation standard 5.3 and applies to all students enrolled at MU-COM.

### Mental Health and Wellness

MU-COM values the physical and mental health and well-being of every student, faculty, and staff member. We are committed to developing and implementing strategies that promote physical and mental wellness, pre-vent burnout and physical/mental fatigue.

MU-COM will provide members of the faculty, staff and student body with the resources necessary to assist in the identification of burnout, sleep deprivation and fatigue in themselves and others. Strategies for how to mitigate these symptoms will also be provided.

In addition, periodic wellness sessions for students, faculty, and staff will be provided and will include programming on wellness topics such as diet, exercise, time and stress management techniques, burnout, resilience, relaxation, fatigue mitigation, etc.

### Fatigue Mitigation

All students will participate in learning events relating to the impact of sleep deprivation and fatigue, and will be exposed to strategies to better manage and mitigate their effects.

A student's work schedule during years 3 and 4 will be dependent upon their clerkship assignment. Students should seek clarification of their schedule as needed to ensure that they may optimize the clinical experience.

Assigned clinical duties, rounds, and on-site educational programs are considered part of the student's work hours, activities such as independent study, reading for assignments, and preparing for shelf examinations are not and should not be included in a tally of work hours.

Students should be assigned to no more than 80 hours per week, averaged over a 4-week period, and should have at least one day off in every seven-day period or two consecutive days off in every fourteen-day period.

Students are expected to self-monitor their assigned hours. If a student believes that he or she is being asked to exceed these duty hours during any clerkship, he or she must immediately consult the Division of Student Affairs.

Driving while fatigued can put you and others at risk. Signs of drowsiness include difficulty focusing on the road or keeping your eyes open, nodding off, yawning, drifting from one lane to another, and missing exits. Avoid driving if you're tired. Instead of driving, consider getting a ride home with a friend, use public transportation (when available), a taxi or ride sharing service.

Alternatively, you can contact your preceptor to find an on call (or similarly designated room) to sleep. If you experience signs of fatigue while driving, you are encouraged to immediately stop driving and find a safe location and nap.

#### RELATED POLICIES AND OTHER REFERENCES

<a href="#">Counseling and Consultation Services</a>
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VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1		6/10/2020	To address COCA accreditation standard 5.3.	Elizabeth M. Petsche, JD
2	Dean's Cabinet	6/15/2020	To include related policies and other references. To adjust the administrator responsible. To remove the word "students" from the final paragraph of the policy.	Elizabeth M. Petsche, JD
3	Faculty Association & Dean's Cabinet	6/23/2020	The word "to" in the final line of the policy statement was modified to "for".	Elizabeth M. Petsche, JD

#### Policy 5.3.2: Exposure Prevention and Management and Bloodborne Pathogen and Needlestick Exposure

<b>POLICY NAME</b>	Accreditation Standard 5.3: Exposure Prevention and Management and Bloodborne Pathogen and Needlestick Exposure			<b>POLICY NO.</b>	5.3.2
<b>EFFECTIVE DATE</b>	7/1/2020	<b>DATE OF LAST REVISION</b>	n/a	<b>VERSION NO.</b>	1



ADMINISTRATOR  
RESPONSIBLE

Assistant/Associate Dean of Continuum of Physician Education

SCOPE

This policy applies to all students enrolled at MU-COM.

POLICY STATEMENT

To articulate the policies and procedures to be followed in order to promote exposure prevention and respond to bloodborne pathogen and needlestick exposure.

Policy intro:

This policy statement is in response to COCA accreditation standard 5.3 and applies to all students enrolled at MU-COM.

[Exposure Prevention and Management](#)

MU-COM students who are on clinical experiences as part of the preclerkship or clerkship requirements are expected to utilize appropriate clinical precautions and abide by applicable policies and procedures of the College and the clinical training site.

[Bloodborne Pathogen and Needlestick Exposure](#)

In the case of Needlestick/exposure to blood and/or bodily fluids students must:

1. Immediately wash the area with soap and water and then apply direct pressure to stop bleeding if needed.
2. If blood or a bodily fluid has come in contact with the skin, eyes, nose, or mouth thoroughly flush the exposed area with saline or water for a minimum of 15 minutes. If available use the closest wash station. Remove contact lenses from eye if necessary.
3. Immediately report the incident to your preceptor or charge nurse at your current location and complete any necessary steps required by the clinical site's exposure policy.
4. Immediately seek medical treatment, if necessary, at the nearest health care facility. Payment of any treatment is the student's responsibility.
5. All results from blood draws or lab work are to be faxed to the Marian University Student Health Center, 317-955-6133.
6. Students are to complete a Student Incident/Injury Report form and fax one copy to the Student Health Center and one to the Assistant/Associate Dean of Student Affairs.
7. Students are to follow up with the healthcare providers at the MARIAN Student Health Center following an exposure. The providers at the Student Health Center will review any test or lab results with the student. If necessary the healthcare provider will refer the student to outside providers for further treatment.

The Instructor of Record shall serve as a point of contact for any incidents involving students on clerkship rotations.

RELATED POLICIES AND OTHER REFERENCES

[Counseling and Consultation Services](#)

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Dean's Cabinet	6/30/2020		Elizabeth M. Petsche, JD

Policy 5.4: Patient Care Supervision

<b>POLICY NAME</b>	Accreditation Standard 5.4: Patient Care Supervision			<b>POLICY NO.</b>	5.4
<b>EFFECTIVE DATE</b>	7/1/2020	<b>DATE OF LAST REVISION</b>	6/30/2020	<b>VERSION NO.</b>	1
<b>ADMINISTRATOR RESPONSIBLE</b>	Assistant/Associate Dean of Clinical Affairs				

SCOPE

This policy applies to all students enrolled at MU-COM.

POLICY STATEMENT

To ensure that students in clinical learning situations involving patient care are under the direct supervision of a licensed health care professional at all times in order to ensure safety. To ensure that all supervised activities are within the scope of practice of the supervising health care professional. To provide clear guidelines to students regarding their role in care and the limits of their scope of authority.

TERMS AND DEFINITIONS

TERM	DEFINITION
AOA	American Osteopathic Association

Policy intro:

This policy statement is in response to COCA accreditation standard 5.4 and applies to all students enrolled at MU-COM.

Medical students participating in clinical activities and in patient care must be supervised by physicians, nurses and other licensed practitioners who are practicing within the scope of their own practice as delineated by the credentialing body of the clinical site.

Faculty supervising students must be in good standing, and credentialed by the medical school's affiliated-institution where the faculty member practices.

Medical students with any concern regarding clinical, administrative, educational, or safety issues during a clerkship will contact the supervising physician or Assistant/Associate Dean of Clinical Affairs.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Dean's Cabinet	6/30/2020		Elizabeth M. Petsche, JD

#### Policy 5.5 Mask Fit Test policy

<b>POLICY NAME</b>	Mask Fit Test			<b>POLICY NO.</b>	5.5
<b>EFFECTIVE DATE</b>	7.1.2022	<b>DATE OF LAST REVISION</b>	1.24.2022	<b>VERSION NO.</b>	1
<b>ADMINISTRATOR RESPONSIBLE</b>	Assistant/Associate Dean of Clinical Affairs				

#### SCOPE

This policy applies to all students engaged in all required clinical activities.

#### Definitions

N95	N95 filtering face-piece respirators are air-purifying respirators certified by the National Institute of Occupational Safety and Health (NIOSH) that protect against airborne contaminants (i.e., dusts, fumes, microbial agents such as tuberculosis bacteria & flu virus).
Fit Testing	Fit testing is the process used to determine the appropriate N95 respirator mask (type and size) to ensure consistent and proper mask fit. All students must be clean shaven (no mustaches, beards or stubble) in order to be properly fitted.
PPE	Personal Protective Equipment

POLICY STATEMENT

All medical students participating in required clinical activities are required to be fit tested for a N95 respirator mask on an annual basis. Students are prohibited from participating in required clinical activities if they fail to complete fit testing or obtain an exemption from fit testing.

Policy intro:

All medical students participating in required clinical activities must be fit tested for a N95 respirator mask on an annual basis.

Students requesting an exemption to the clean-shaven guidelines will need to request an exemption in writing at least 2 weeks prior to the scheduled fit test. If an exemption is granted a student must adhere to appropriate fit testing guidelines for each required clinical activity.

In cases where an exemption is granted, a lack of alternate personal protective equipment, which do seal over facial hair, may not be readily available for use when N95 mask protection is required. This may prevent students from participating in clinical activities which may result the inability to fulfil certain educational requirements.

If additional testing is required, the cost will be the responsibility of the student.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	AGC and FA		New Policy	Elizabeth M. Petsche, JD

Appendix E: Curriculum Policies

Policy 6.9: Schedule Clinical Education

<b>POLICY NAME</b>	Accreditation Standard 6.9: Scheduling Clinical Education Policy			<b>POLICY NO.</b>	6.9
<b>EFFECTIVE DATE</b>	7/1/2020	<b>DATE OF LAST REVISION</b>	6/19/2020	<b>VERSION NO.</b>	2
<b>ADMINISTRATOR RESPONSIBLE</b>	Assistant/Associate Dean for the Continuum of Physician Education and the Assistant/Associate Dean of Clinical Affairs				

SCOPE

This policy applies to the entire clinical education curriculum.

## POLICY STATEMENT

MU-COM adopted policies and procedures by which all students can complete the entire clinical education curriculum.

### Policy intro:

This policy statement is in response to COCA accreditation standard 6.9 and applies to the entire clinical education curriculum.

Student clinical education experiences will be scheduled utilizing the corresponding monthly scheduling responsibility and elective scheduling procedures. Students will be notified of MU-COM coordinated schedules by the beginning of each academic semester.

If an originally assigned core clerkship rotation site becomes unavailable, impacted students will be assigned to a different location. MU-COM will attempt to reassign this rotation without impacting an existing schedule. If an affected student's schedule is impacted and needs to be re-scheduled, he or she will still have access to the experiences necessary to satisfy all existing educational requirements.

In the event that a catastrophic event occurs precluding core rotations at a specific site or location, MU-COM may offer distance learning or utilize alternative methods of instruction in response. These alternative methods of instruction may include, but are not limited to: offering alternative rotations, simulated training, virtual clinical education, Telehealth and telemedicine experiences.

Alternate methods of instruction will be thoroughly considered, and there will be documented justification for decisions made, and steps taken to ensure students satisfy existing educational requirements and learning objectives. Examples of alternative methods may include, but are not limited to:

- Identification of alternate sites for students to complete rotations
- Facilitation of online or distance learning
- Re-schedule student vacation time to accommodate switching rotation schedules
- Re-schedule some classes to the summer or fall so students can finish on time
- Offer teleconference options with clinical scenarios

During this time, MU-COM will consult COCA staff with questions regarding the consistency of these decisions with COCA requirements and standards, and will communicate plans and decisions to the COCA in a regular and timely manner.

With respect to Standard 6.3, if a student who is affected by interruptions to their education due to a pandemic, or catastrophic event, MU-COM will extend those students time commensurate with the time missed due to the disruption.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Dean's Cabinet	6/10/2020	Addresses COCA accreditation standard 6.9	Elizabeth M. Petsche, JD
2	Faculty Association	6/19/2020	To adjust the administrator responsible for this policy.	Elizabeth M. Petsche, JD

#### Policy 6.11: Comparability Across Clinical Education Sites

<b>POLICY NAME</b>	Accreditation Standard 6.11: Comparability Across Clinical Education Sites Policy			<b>POLICY NO.</b>	6.11
<b>EFFECTIVE DATE</b>	7/1/2020	<b>DATE OF LAST REVISION</b>	6/19/2020	<b>VERSION NO.</b>	2
<b>ADMINISTRATOR RESPONSIBLE</b>	Assistant/Associate Dean of Clinical Affairs				

#### SCOPE

This policy pertains to all institutions in which MU-COM students are placed for core clinical rotations.

#### POLICY STATEMENT

MU-COM strives to ensure that the curriculum includes comparable educational experiences and equivalent methods of assessment across core clinical educational sites where students learn, ensuring all students achieve similar outcomes based on core educational learning objectives.

#### TERMS AND DEFINITIONS

Define any acronyms, jargon, or terms that might have multiple meanings.

TERM	DEFINITION
Primary Clinical Partner	A clinical institution that accepts more than 100 students during a calendar year.
Student Feedback Reports	A qualitative and quantitative summary of student feedback received upon completion of a core clinical rotation.

Policy intro:

This policy statement is in response to COCA accreditation standard 6.11 and applies to all institutions in which MU-COM students are placed for core clinical rotations.

#### External Review

- Student feedback reports will be provided bi-annually to all Primary Clinical Partners.
- Non-Primary Clinical Partners will receive aggregate data by location after a minimum of 10 students have completed core rotations at their site, determined by absolute numbers, not calendar year.
- Additional data may be provided if done in accordance with this policy and corresponding procedures.

#### Administrative Review

- Student feedback reports related to clinical sites where students engage in core rotations will be reviewed bi-annually by the Assistant/Associate Dean for Clinical Affairs, Assistant/Associate Dean for the Continuum for Physician Education and Clinical Coordinators.

#### MU-COM Curriculum Committee Review

- Data relevant to Primary Clinical Partners will be presented to the curriculum committee bi-annually.
- Aggregate data reviewed will include, but are not limited to: student feedback reports, COMAT scores, overall student grades, student evaluation of preceptor, student evaluation of site, and additional data related to the education provided by the preceptor and clinical site.
- Additional data may be requested by the Committee if not otherwise provided.

#### MU-COM Clinical Chair Review

- Data relevant to Primary Clinical Partners will be presented to the Clinical Chairs bi-annually.
- Aggregate data reviewed will include, but are not limited to: student feedback reports, COMAT scores, overall student grades, student evaluation of preceptor, student evaluation of site, and additional data related to the education provided by the preceptor and clinical site.
- Additional data may be requested by the Committee if not otherwise provided.
- Upon review, Clinical Chairs will make recommendations to the MU-COM Curriculum Committee if curricular modifications or enhancements were identified. The MU-COM Curriculum Committee will make the final determination as to whether modifications are warranted.

#### Outcomes

- If a core site, or preceptor at a core site, receives consistent student feedback that demonstrates academic needs or objectives are not being met, the Assistant/Associate Dean of Clinical Affairs, or the Assistant/Associate Dean of Physician Education Continuum will determine if continued placement of students with the relevant site or preceptor is warranted.
- If the curriculum committee determines that a site where core rotations are completed does not provide MU-COM students with the opportunity to achieve similar outcomes based on core educational learning objectives, the Committee will identify the requirements necessary to remediate the identified deficiencies.
  - o These identified requirements will be articulated to the relevant clinical site to ensure the curriculum includes comparable educational experiences and equivalent methods of assessment across core clinical educational sites where students learn.
- MU-COM reserves the right to suspend any student placement where the site has been deemed unsafe or inadequate to provide quality education and supervision for students. This determination can be made at any time by the Dean of MU-COM, or designee.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Draft	6/10/2020	To address COCA accreditation standard 6.11.	Elizabeth M. Petsche, JD
2	Faculty Association & Dean's Cabinet	6/19/2020	To adjust the administrator responsible for this policy.	Elizabeth M. Petsche, JD

#### Policy 6.12: COMLEX-USA

<b>POLICY NAME</b>	Accreditation Standard 6.12: COMLEX- USA			<b>POLICY NO.</b>	6.12
<b>EFFECTIVE DATE</b>	7/1/2021	<b>DATE OF LAST REVISION</b>	4/15/2021	<b>VERSION NO.</b>	2
<b>ADMINISTRATOR RESPONSIBLE</b>	Assistant/Associate Dean of Academic Affairs				

#### SCOPE

This policy applies to all MU-COM students enrolled in the DO program.

#### POLICY STATEMENT

All osteopathic medical students must successfully pass COMLEX-USA Level 1, Level 2 CE, and Level 2 PE prior to graduation from MU-COM with a D.O. degree, unless an examination is not administered by the NBOME.

#### TERMS AND DEFINITIONS

Define any acronyms, jargon, or terms that might have multiple meanings.

TERM	DEFINITION
COMLEX	Comprehensive Osteopathic Medical Licensing Examination
SPAPC	Student Promotion and Academic Progress Committee
NBOME	National Board of Osteopathic Medical Examiners

#### Policy intro:

This policy statement is in response to COCA accreditation standard 6.12 and applies to all students enrolled at MU-COM.



The promotion and academic progress of students is governed by the Student Promotion and Academic Progress policy (link here). Students are responsible for understanding that policy, including the effect failure(s) of the COMLEX-USA examinations may have upon their ability to progress within the curriculum, and ultimately graduate.

All students must take the COMLEX-USA Level 1 by a date specified by the Office of the Dean, before the start of Clinical Colloquium I, in order to enter their clerkship rotations, unless an extension is granted by the Assistant/Associate Dean of Academic Affairs, or designee. The specific date by which the COMLEX-USA Level 1 must be taken will be communicated to students during the Fall semester of their second year.

Students who successfully pass all required courses in years 1 and 2 of the curriculum will be conditionally promoted to year 3 pending achievement of a passing score on COMLEX-USA Level 1.

Students who do not receive a passing score of the COMLEX-USA Level 1 by January 1<sup>st</sup> of their third year will be removed from rotations unless an extension is granted by the Assistant/Associate Dean of Academic Affairs, or designee.

Students must successfully pass all required third- year core rotations of the curriculum to be permitted to complete COMLEX-USA Level 2 CE, unless an exception is granted by the Assistant/Associate Dean of Academic Affairs or designee.

All students must take the COMLEX-USA Level 2CE by a date specified by the Office of the Dean, after the completion of Clinical Colloquium II, unless an extension is granted by the Assistant/Associate Dean of Academic Affairs, or designee. The specific date by which the COMLEX-USA Level 2 CE must be taken will be communicated to students during the Fall semester of their third year.

Students who do not receive a passing score on the COMLEX-USA Level 2 CE by January 1<sup>st</sup> of their fourth year will be removed from rotations unless an extension is granted by the Assistant/Associate Dean of Academic Affairs, or designee.

All students are required to complete clinical skills assessments outlined by the NBOME in addition to MU-COM curricular expectations and requirements.

#### RELATED POLICIES AND OTHER REFERENCES

VERSION HISTORY						
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE			AUTHOR
2	Dean's Cabinet	6/12/2020	Added #2 under MU-COM will...			A. Wright
3	Dean's Cabinet and FA	11/6/2020	REMOVED requirement for students to take 2PE prior to graduation given NBOME postponement through April 2021 (released on 10/23/2020)			A. Wright
4	SPAPC & AGC	5/25/2021	Clarified language related to timelines and the 2 PE			E. Petsche, JD

## Appendix F: Scholarly Activities Policies

### Policy 8.4: Student Participation in Research and Scholarly Activity

#### SCOPE

This policy applies to all students enrolled at MU-COM.

#### POLICY STATEMENT

MU-COM support student driven research and scholarly activity, as well as student participation in the research and scholarly activities of the faculty.

#### Policy Introduction:

This policy statement is in response to COCA accreditation standard 8.4 and applies to all students enrolled at MU-COM.

#### Research and Scholarly Activity

Research encompasses a breadth of forms including laboratory studies, social or behavioral investigation or biomedical and clinical trials. Marian University has an obligation to comply with all Federal regulations that relate to each of these areas of research endeavor and by extension ensure that students who are actively involved in research also comply. To this end a compendium of information is provided at <https://tinyurl.com/MU-COM-research-policies>.

During orientation students are required to become acquainted with specific policy governing student involvement in research which is found at <https://tinyurl.com/MU-COM-student-research-policy>. This policy stipulates that any student engaging in research either on campus or at another institution must report this to the COM through the use <http://tinyurl.com/MU-COM-student-research>.

#### Research-Related Absences from Mandatory Events

Absence requests to attend meetings are handled on an individual basis with the course director and must be arranged in advance. Having a paper accepted for presentation does not automatically entitle a student to be absent from a required activity.

#### Distribution of Surveys

All students who intend to participate in research must report the research activity as noted in the Research Policies and Procedures located here: <https://www.marian.edu/docs/default-source/osteopathic-school-documents/research-policies-manual-june-2018.pdf?sfvrsn=2>.

<b>POLICY NAME</b>	Accreditation Standard 8.4: Student Research and Scholarly Activity		<b>POLICY NO.</b>	8.4
<b>EFFECTIVE DATE</b>	7/1/2021	<b>DATE OF LAST REVISION</b>	4/13/2021	<b>VERSION NO.</b> 2
<b>ADMINISTRATOR RESPONSIBLE</b>	Assistant/Associate Dean of Academic Affairs			

If the research proposal includes the collection of data through survey instruments (internal or external), students must receive specific study approval from the Director of Research Laboratories prior to the submission for IRB approval. If approved, the research study will be placed on an internal calendar for release on a specific date. The study description and link to the survey will be sent to appropriate members of the student body by the Director of Research Laboratories (student researchers and/or PIs should not send the survey request to students).

VERSION HISTORY				
VERSION	APPROVED BY		DESCRIPTION OF CHANGE	AUTHOR
1	Johnathan Lowery, PhD	7/17/2020	Addresses COCA accreditation standard 8.4	Elizabeth M. Petsche, JD
2	Research Committee	4/13/2021	Include distribution of surveys	Sarah Zahl, PhD

## Appendix G: Student Policies

### Policy 9.1: Minimum Technical Standards

<b>POLICY NAME</b>	Accreditation Standard 9.1: Admissions Policy – Technical Standards			<b>POLICY NO.</b>	9.1
<b>EFFECTIVE DATE</b>	7/1/2019	<b>DATE OF LAST REVISION</b>	1.24.2022	<b>VERSION NO.</b>	2
<b>ADMINISTRATOR RESPONSIBLE</b>	Assistant/Associate Dean of Student Affairs				

This policy applies to all potential and enrolled osteopathic medical students.

#### SCOPE

#### POLICY STATEMENT

MU-COM is committed to the admission and matriculation of qualified students and does not discriminate on the basis of race, ethnicity, color, sex, sexual orientation, gender, gender identity, national origin, age or disabilities, and religion. Regarding disabled (or physically challenged) individuals the College will not discriminate against such individuals who are otherwise qualified, but the College expects that minimal technical standards be met by all applicants and students as set forth herein. Students must have the ability to see, hear, and touch independently to optimally assess the physical, mental, and emotional status of patients. Where a deficiency occurs, it must be compensated with the aid of prosthetics to the extent that the student's functioning is equal to that of a non-impaired student. Reasonable adaptations are those that will enable the osteopathic student to function independently and, when necessary, in a team-like fashion with other health professionals in an unimpaired manner.

The following standards reflect what has been determined to be reasonable expectations of osteopathic medical students and physicians in performing common and important functions, keeping in mind the safety and welfare of the patients for whom our graduates will care.

Policy intro:

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

#### Observation & Visual Integration

Applicants and students must have sufficient visual capabilities to observe demonstrations, experiments, and laboratory exercises in the basic and clinical sciences, as well as proper evaluation and treatment integration in order to assess asymmetry, range of motion, and tissue color and texture changes.

They must be able to observe a patient accurately at varying distances and with the ability to discern non-verbal communication.

#### Communication

Applicants and students should be able to speak, hear and observe patients in order to elicit information, examine patients, describe changes in mood, activity and posture, and perceive nonverbal communication. They must be able to communicate effectively and sensitively with patients in English.

Communication includes not only speech but also reading and writing. Applicants and students must be able to communicate effectively and efficiently in oral and written form with all members of the health care team in English.

#### Motor Function

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

#### Sensory Skills

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

#### Strength and Mobility

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

#### Intellectual, Conceptual, Integrative and Quantitative Abilities

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

### Behavioral and Social Attributes

Applicants and students must possess the emotional health required for full utilization of their intellectual abilities, exercise good judgment, and promptly complete all responsibilities attendant to the diagnosis and care of patients and the development of mature, sensitive and effective professional relationships with patients. Applicants and students must be able to tolerate physically taxing workloads and adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that will be assessed during the admissions and educational processes.

### Participation in Osteopathic Manipulative Medicine Laboratory and Clinical Care Encounters

Active participation in Osteopathic Manipulative Medicine Laboratories and Clinical Care Encounters is an admission, matriculation and graduation requirement. During Osteopathic Manipulative Medicine laboratory and clinical care encounters, it is imperative to the educational process that the body region being examined and/or treated will need to be exposed for observation, palpation and treatment. The examination and treatment must be conducted in a respectful and professional manner.

The development of palpatory skills used for diagnosis and treatment is significant and required in osteopathic medical schools. Stedman's Medical Dictionary defines "palpation" as examination with the hands and fingers, touching, feeling or perceiving by the sense of touch. Palpation in the osteopathic educational context is the use of touch to examine the body. Palpatory skills are used in all areas of osteopathic medical practice and are especially important in the evaluation and treatment of the musculoskeletal system.

The development of palpatory skills and ability to perform osteopathic treatments are initiated in the first- and second-year labs. This learning requires active participation in all laboratory sessions where students palpate and will experience palpation by their peers and instructors of all genders to enhance the development of their own palpatory skills. Each student will palpate a variety of people with different body types to simulate the diversity of patients expected in a practice setting. Fingernails must be trimmed so as not to impair palpation or cause discomfort to the person being palpated.

The osteopathic medical profession uses a variety of treatment models through which the student will learn the art, science and skills of osteopathic manipulative treatment. Psychomotor skills are developed by repetition and reinforcement. Reading and observation, while helpful in understanding the didactic concepts, do not develop the skills required to perform palpatory diagnosis and manipulative treatment. Each student is required to actively participate in all skill development sessions.

### Dress Code in Osteopathic Principles and Practice Laboratories

The dress requirement in clinical skills training sessions is designed to promote learning by providing optimal access to diagnostic observation and palpatory experience. Wearing inappropriate clothing interferes with a partner's experience of diagnosis and treatment.

Appropriate attire must be clean and includes:

- Shorts which are several inches above the knee - (no jean shorts, cut-offs, cargo, thick-seamed shorts, spandex, short shorts or knee length shorts)
- T-shirts – all genders will be asked to remove t-shirts while acting as patients.
- Sports bras or bathing suit tops for women - these should expose the spine and ribs (not wide t-back styles).
- Students may wear scrubs (or other apparel approved by the course director) over the laboratory attire when not in the role of the patient.
- When in the role of the patient, each student is expected to remove their shoes (no shoes are permitted on the tables).
- Hats or head coverings (other than for religious purposes) are not permitted in lab.
- Religious head coverings must be modified when necessary to allow palpation when they would obscure the immediate area to be examined or treated (e.g., head, neck, upper back). Modifications

can include: adjustment of the covering permitting unobstructed palpation beneath the covering; or substitution of a thinner material that allows for adequate evaluation and treatment.

- Each student must be appropriately attired before class begins. Failure to be appropriately attired for class impedes the educational process and will not be tolerated.

Individuals who seek a reasonable accommodation as defined in Section 504 of the Rehabilitation Act of 1973, of the Americans with Disabilities Act, shall follow the University's procedures for verification of eligibility, which are available through the [Personalized Learning Center](#).

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

**Self-Assessment and Meeting Technical Standards:**

MU-COM is committed to making the accommodations that make a student successful. MU-COM is also committed to a safe and effective environment for patients, MU-COM students, faculty, staff, and visitors. If a student has a question as to their ability to meet the minimal technical standards listed above, they should contact the Personal Learning Center in advance of applying to determine if the standard can be met with accommodations or so reasonable testing may occur in advance.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
2	Dean's Cabinet	6/30/2020	Incorporation of language approved by AACOM	Elizabeth M. Petsche, JD
3	AGC and FA	3/15/2022	Incorporated more inclusive language and refer students to the PLC	Elizabeth M. Petsche, JD

**Policy 9.2.1: Code of Student Rights and Responsibilities**

<b>POLICY NAME</b>	Accreditation Standard 9.2: Academic Standards –Student Rights and Responsibilities		<b>POLICY NO.</b>	9.2.1
<b>EFFECTIVE DATE</b>	7/1/2020	<b>DATE OF LAST REVISION</b>	<b>VERSION NO.</b>	1
<b>ADMINISTRATOR RESPONSIBLE</b>	Assistant/Associate Dean of Academic Affairs			

SCOPE

This policy applies to all students enrolled at MU-COM.

POLICY STATEMENT

MU-COM is committed to promoting a professional, respectful, and nondiscriminatory academic environment.

Policy intro:

This policy statement is in response to COCA accreditation standard 9.2 applies to all students enrolled at MU-COM.

MU-COM is committed to promoting a professional, respectful, and nondiscriminatory academic environment. In addition to MU-COM policies, students are required to abide by the University's established policies and procedures, including all aspects of the Code of Students Rights and Responsibilities, which is available here. <https://www.marian.edu/docs/default-source/campus-life/codeofstudentrightsandresponsibilities.docx?sfvrsn=14>.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	University Processes	--	---	Unknown

Policy 9.2.2: Student Promotion and Academic Progress

<b>POLICY NAME</b>	Accreditation Standard 9.2: Academic Standards – Student Promotion and Academic Progress			<b>POLICY NO.</b>	9.2.2
<b>EFFECTIVE DATE</b>	7/1/2022	<b>DATE OF LAST REVISION</b>	3/15/2022	<b>VERSION NO.</b>	3
<b>ADMINISTRATOR RESPONSIBLE</b>	Assistant/Associate Dean of Academic Affairs				

SCOPE

This policy applies to all students enrolled in the doctorate of osteopathic medicine program.

## POLICY STATEMENT

MU-COM has an obligation to assess student performance from matriculation until graduation, and to endorse each student as meeting the prerequisite knowledge, skills and attitudes for retention, promotion and graduation. This policy also includes the consideration of student requests to return to the curriculum following leaves of absence that total an excess of one academic year, either continuous or recurrent.

## TERMS AND DEFINITIONS

TERM	DEFINITION
SPAPC	The Committee on Student Promotion and Academic Progress. A standing committee of MU-COM.
Technical Standards	Students are required to satisfy technical standards published by the College. Continued fulfillment of these standards is a requirement for enrollment at MU-COM.
Maximum Length of Degree Completion	A student has a total of 6 years from time of matriculation to complete the DO degree, including leaves and periods of disenrollment.
Student Success Plan	A plan that will establish the steps that should be taken by a student to remediate identified deficiencies in knowledge, skill, and/or attitude.

### Policy Introduction:

This policy statement is in response to COCA accreditation standard 9.2 and applies to all students enrolled in the doctorate of osteopathic medicine program.

### 1.1. Promotion and Retention

Students are required to complete all program requirements in order to graduate from MU-COM with a doctorate of osteopathic medicine.

#### 1.1.1. Promotion

- 1.1.1.1. Students who complete all curricular requirements at the completion of year one will be recommended for promotion to year two.
- 1.1.1.2. Students who complete all curricular requirements at the completion of year two and have passed COMLEX-USA Level 1, will be recommended for promotion to year three.
- 1.1.1.3. Students who complete all curriculum requirements at the completion of year three will be recommended for promotion to year four.
- 1.1.1.4. Students who complete all curriculum and graduation requirements by the completion of year four will be recommended for graduation. Students who have not met all requirements for graduation will not be recommended to graduate.

#### 1.1.2. Retention

- 1.1.2.1. Good Academic Standing: An enrolled student is in good academic standing when eligible to continue in the curriculum, to transfer to another medical school or to graduate.



- 1.1.2.2. Monitored Academic Status: A student who fails a single course or clerkship, will be placed on monitored academic status, and the SPAPC will be notified of the course or clerkship failure.
  - 1.1.2.2.1. Students placed on monitored academic status may be required to appear at a meeting of the SPAPC.
  - 1.1.2.2.2. When placed on monitored academic status for a failure of a single preclerkship course the student is required to meet with Assistant/Associate Dean of Academic Affairs, or designee, to create a student success plan in accordance with recommendations of the SPAPC.
  - 1.1.2.2.3. When placed on monitored academic status for the failure of a single clerkship, the student is required to meet with the Assistant/Associate Dean of Clinical Affairs, or designee, to create a student success plan in accordance with recommendations of the SPAPC.
  - 1.1.2.2.4. The monitored academic status will be removed when the student passes the remediation experience associated with the failed course or rotation.
  - 1.1.2.2.5. If the remediation is failed, the student will be moved to academic warning and will appear before SPAPC.
- 1.1.2.3. Academic Warning: A student who has failed simultaneously or cumulatively two courses and/or rotations (or remediation experience associated with the failed course or rotation), and/or who has a single COMLEX-USA examination failure will be placed on Academic Warning. Academic Warning demonstrates an unsatisfactory level of performance that places the student at risk for additional failures, or dismissal, if not addressed.
  - 1.1.2.3.1. Students placed on academic warning are required to appear at a meeting of the SPAPC.
  - 1.1.2.3.2. A student on academic warning is not permitted to take a remediation experience associated with a failed course or rotation unless permission is given by the SPAPC.
  - 1.1.2.3.3. The SPAPC will identify the requirements necessary to remediate the failed course(s), rotation(s), and/or COMLEX-USA examination.
  - 1.1.2.3.4. The academic warning status will be removed when the student satisfies the requirements outlined by the SPAPC, such as successfully completing the course/rotation remediation experience or receiving a passing score on the repeated COMLEX-USA licensure examination.
  - 1.1.2.3.5. If a student fails a second attempt on any COMLEX-USA examination they will be moved to the status of Academic Probation and will be required to appear before SPAPC.
  - 1.1.2.3.6. If the remediation is failed, the student will be moved to academic probation and will appear before SPAPC. If a repeated course or rotation is failed, the student will be dismissed.
- 1.1.2.4. Academic Probation: A student who has failed simultaneously or cumulatively three courses and/or rotations, and/or fails two or more attempts of any COMLEX-USA licensure examination(s) (same level or any combination of levels) will be placed on academic probation. A student is placed on academic probation when a student fails to remediate his or her deficiencies related to knowledge, skills or attitudes and is at risk of dismissal.
  - 1.1.2.4.1. Students placed on academic probation are required to appear at a meeting of the SPAPC.
  - 1.1.2.4.2. A student on academic probation is not permitted to take a remediation experience associated with a failed course(s) or rotation(s) unless permission is given by the SPAPC.
  - 1.1.2.4.3. The SPAPC will identify the requirements necessary to remediate the failed course(s), rotation(s), or second failure of any COMLEX-USA

examination. If the SPAPC determines deficiencies exist that cannot be remediated, the committee may vote for student dismissal.

1.1.2.4.4. The academic probation status will be removed when the student satisfies the requirements outlined by the SPAPC, such as successfully completing the course/rotation remediation experience or receiving a passing score on a repeated COMLEX-USA licensure examination.

1.1.2.4.5. The status of academic probation will be reported to third party entities with a need-to-know.

1.1.2.4.6. If unable to satisfy the terms of the academic probation, a student may be dismissed.

1.1.2.5. Dismissal: A student who has failed four courses and/or rotations, and/or failed to obtain a passing score after three attempts of any single component and/or combination of components of the COMLEX-USA examination series (COMLEX-USA Level 1, LEVEL 2CE or 2PE), will be dismissed. Dismissal is the status given to a student who is no longer enrolled at MU-COM due to a failure to meet academic standards.

1.1.2.5.1. The SPAPC may make the determination to dismiss due to a student's inability to:

1.1.2.5.1.1. meet the school's technical standards;

1.1.2.5.1.2. successfully remediate deficiencies in knowledge, skill or attitude;

1.1.2.5.1.3. complete the program in 6 years;

1.1.2.5.1.4. fail three attempts of any single level or combination of COMLEX-USA examinations

1.1.2.5.1.5. successfully pass a repeated course or clerkship rotation, not including the associated remediation experience.

## 1.2. Student Promotion and Academic Progress Committee

1.2.1. The SPAPC will convene once a month to engage in review of student promotion and progress matters, and may convene additional meetings as needed.

1.2.2. They will make recommendations for graduation and student progression to the next academic year.

1.2.3. The SPAPC will adopt procedures consistent with this document.

## 1.3. Student Rights

1.3.1. Students who must appear before the SPAPC are afforded the following rights, such as to:

1.3.1.1. Ask for and receive from the MU-COM office of Student Affairs an explanation as to why they are required to attend a meeting of the SPAPC at least 3 business days before the scheduled meeting;

1.3.1.2. Have an opportunity to discuss their academic progress and deficiencies with a learning support specialist and/or Assistant/Associate Dean of Student Affairs.

1.3.1.3. Have an opportunity to submit a written statement to the SPAPC accounting for the failure(s), extenuating circumstances, proposed approaches for remediation, or any other information the student believes may be relevant to the committee;

1.3.1.4. Be accompanied to the meeting by a member of the MU-COM community for support. They can be any member of the MU-COM community, including faculty, staff, administration, or fellow MU-COM student, but may not be personal attorney or family member;

1.3.1.5. A student must provide documentary evidence and the name of his or her support person, if applicable, at least 24 hours before the scheduled hearing date and time.

1.3.1.6. Receive a written letter (sent electronically or via United States Postal Service) detailing the decision of the committee;

1.3.1.7. Appeal the decision of the SPAPC within 3 business days of receipt of the decision of the SPAPC;

1.3.1.7.1. Grounds for appeal include alleged SPAPC procedural violations, revelation of new information that was not available at the time of the SPAPC meeting, and/or perceived bias by the committee.

1.3.1.7.2. The appeal should be filled with the Assistant/Associate Dean of Student Affairs.

VERSION HISTORY				
VERSION	APPROVED BY		DESCRIPTION OF CHANGE	AUTHOR
1	Dean's Cabinet	6/26/2020	Addresses COCA accreditation standard 9.2	Elizabeth M. Petsche, JD
2	SPAPC	6/2/2021	To clarify language related to promotion, dismissal and failures	Elizabeth M. Petsche, JD
3	SPAPC and AGC	3/15/2022	Clarified language in academic probation	Elizabeth M. Petsche, JD

Policy 9.2.3: Tuition and Fees

<b>POLICY NAME</b>	Accreditation Standard 9.2: Academic Standards –Tuition and Fees			<b>POLICY NO.</b>	9.2.3
<b>EFFECTIVE DATE</b>	7/17/2020	<b>DATE OF LAST REVISION</b>	7/17/2020	<b>VERSION NO.</b>	1
<b>ADMINISTRATOR RESPONSIBLE</b>	Dean of the College of Osteopathic Medicine				

SCOPE

This policy applies to all students enrolled at MU-COM.

POLICY STATEMENT

To articulate the tuition and fee structure, including refunds, at Marian University.

Policy Intro:

This policy statement is in response to COCA accreditation standard 9.2 applies to all students enrolled at MU-COM.

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

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

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

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

Those incoming students who have applied for loans to pay part of their obligation and plan to pay the remaining balance from personal sources are required to pay that balance as of the tuition due date. Students enrolled at MU-COM may be required to take summer remediation courses based on their performance in a prior course. If course remediation takes place at MU, there will be a fee for that course remediation. Student loans are not available to cover remediated courses. If the student remediates a course at a different University, the student will be responsible for arranging payment options for the course with that University and clarifying with the other University whether student loans or other aid might be available for this course.

Additional information about tuition and fees can be found here <https://www.marian.edu/business-office/tuition-and-fee-payment-policy>

#### Exceptions for Late Admission

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

#### Consequence of Non-Payment

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

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

#### Outstanding Balances and Promotion/Graduation

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

#### Tuition and Fee Refunds

Refunds of student account overpayments are disbursed electronically through direct deposit or mailed from the University's third-party processor, Nelnet, no later than Friday of the same week. Students are responsible for maintaining current address information on the MUHUB student record system for prompt receipt of checks by mail. Direct deposit is the preferred refund method. Direct deposit may be set up through Payment and Refund Preference link found under the finance section of MUHUB.

A student who withdraws from MU, or individual courses offered by MU, may be entitled to full or partial reduction of charges. Reduction of charges is based on the official date of withdrawal as recorded in the Office of the Registrar. Students should consult with the Office of Financial Aid about the impact that withdrawal may have on financial aid awards.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Business Office/Financial Aid	7.17.2020	Addresses COCA accreditation standard 9.2	Elizabeth M. Petsche, JD

Policy 9.2.4: Academic Standards – Pre-clerkship and BMS Attendance

<b>POLICY NAME</b>	Accreditation Standard 9.2: Academic Standards – Pre-Clerkship Attendance		<b>POLICY NO.</b>	9.2.4
<b>EFFECTIVE DATE</b>	7/1/2021	<b>DATE OF LAST REVISION</b>	5/6/2021	<b>VERSION NO.</b>
<b>ADMINISTRATOR RESPONSIBLE</b>	Assistant/Associate Dean of Academic Affairs			

SCOPE

Describe what and to whom this policy applies

This policy applies to all students enrolled at MU-COM who are in their 1<sup>st</sup> or 2<sup>nd</sup> year of the D.O. program or are enrolled in the BMS program.

POLICY STATEMENT

Describe policy and reason for policy

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

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

COCA Standard 9.2 "A COM must publish and follow policies and procedures on academic standards that include grading, class attendance, tuition and fees, refunds, student promotion, retention, graduation, students' rights and responsibilities, and the filing of grievances and appeals."

Policy Introduction:

This policy statement is in response to COCA accreditation standard 9.2 and applies to all students enrolled at MU- COM who are in their 1<sup>st</sup> or 2<sup>nd</sup> year of the D.O. program, or are enrolled in the BMS program.

In the spirit of professional behavior and the mastery of defined educational objectives, students are required to attend all mandatory class sessions (e.g., lectures, laboratories, etc.), take all examinations, and participate in any College – administered activity or assessment during their originally scheduled times. If this is not possible, the student must request an excused absence. If an excused absence is not obtained, the course director(s) may give the student a "zero" or impose other penalties as stated in the syllabus, for any missed educational or classroom (online, virtual or in-person) events, which may result in a failing grade for the course(s). Alternatively, with respect to College-administered activities and assessments, action may be taken in accordance with the professional conduct policy, code of student rights and responsibilities, or other applicable policy.

Receipt of an excused absence does not relieve the student from responsibilities for missed mandatory

class sessions and examinations, or /guarantee/ that the missed event can be replicated. In addition, issuance of excused absences may delay the release of scores related to assessments.

It is possible that an excused absence will not be granted, and it is the responsibility of the student to refer to course syllabi to understand daily requirements and responsibilities, and the consequences of not completing these requirements.

To obtain an excused absence, students must contact Dr. Sophie La Salle at [slasalle@marian.edu](mailto:slasalle@marian.edu) prior to the scheduled mandatory class session(s) or the administration of an examination(s).

**Health and Wellness:**

Daily Health Screening: Students will be required to check the Marian Health Screening app (Campus Shield) each

morning and follow guidelines within the app regarding their results. If directed to seek medical guidance students should:

- a. Email Dr. Sophie La Salle, or designee, articulating that he/she cannot attend a mandatory event due to health reasons.
- b. Contact the Health Center at 317-955-6154
- c. Inform the Health Center (317-955-6154) if you have seen another health care provider and are self- isolating. This will help to support community wellness.
- d. Complete course requirements per class instructions. Instructor will provide specific instructions for the missed class period(s).

Students must notify Dr. Sophie La Salle, or designee, about any absence as soon as practical, but no more than 48 hours after a missed mandatory event, so that accommodations may be made. Please note that documentation (a Doctor's note) for medical excuses may be required, and requests made more than 48 hours after a missed event may be denied.

**When there is Non-Urgent or Advance Notice of Absence:**

A student must submit his or her excused absence request to Dr. Sophie La Salle, or designee, at least two weeks in advance of the scheduled mandatory class session(s) or examination(s). The request for an excused absence will be considered and the student will be notified of a decision in a timely fashion. Retroactive excused absence requests will not be accepted.

**Conferences, Conventions, Meetings, College Sponsored Activities**

Students are encouraged to participate locally, regionally, nationally and internationally with student organizations and other medically related groups, as long as it can be done safely. Because of safety concerns involving COVID, requests to attend conferences, conventions and meetings outside the state of Indiana may not be approved.

MU-COM recognizes the student's academic program to be the priority and it is the students' responsibility to fulfill all course requirements.

VERSION HISTORY			
APPROVED BY		DESCRIPTION OF CHANGE	AUTHOR

Curriculum Committee, FA and Dean's Cabinet	8/11/2020	Modify impacts of failure to obtain an excused absence, and include language related to COVID-19	Elizabeth M. Petsche, JD
Curriculum Committee	4/24/2021	Edits made to include College-administered assessments and activities and to replace Elizabeth Petsche with Dr. Sophie La Salle.	Elizabeth M. Petsche, JD

#### Policy 9.2.5: Academic Standards – Clerkship Attendance

<b>POLICY NAME</b>	Accreditation Standard 9.2: Academic Standards – Clerkship Attendance		<b>POLICY NO.</b>	9.2.5	
<b>EFFECTIVE DATE</b>	8/13/2020	<b>DATE OF LAST REVISION</b>	8/11/2020	<b>VERSION NO.</b>	1
<b>ADMINISTRATOR RESPONSIBLE</b>	Assistant/Associate Dean of Clinical Affairs				

#### SCOPE

This policy applies to all students enrolled at MU-COM who are in their 3<sup>rd</sup> or 4<sup>th</sup> years.

#### POLICY STATEMENT

Clerkship students are expected to attend and engage in all learning opportunities as defined by the preceptor or course director unless it violates the Guidelines for Student Clerkship Work Hours. Normal work hours will be determined by the preceptor or course director and must meet the educational goals of the rotation and clerkship, clinic and hospital service; this may include call, night float, and weekend hours.

#### Policy Introduction:

This policy statement is in response to COCA accreditation standard 9.2 and applies to all students enrolled at MU-COM who are in their 3<sup>rd</sup> or 4<sup>th</sup> year.

To receive five (5) credit hours for a one-month clinical rotation, MU-COM requires that students complete at least 140 hours clinically-relevant activities. These activities can include, but are not limited to: direct patient care, participating in teaching rounds and patient conferences, reviewing literature, completing required rotation-specific reading assignments and online modules, and engaging in indirect patient care (ie: Telemedicine).

The expectation is 100% attendance. However, safety is a priority and if an absence is unavoidable please follow the following guidelines:

- Any absence (unless emergent) must be approved in advance by the preceptor or course

director. The time off for these absences should be made up through coordination with the preceptor or course director.

- Any emergent absence should be reported to the preceptor or course director and to the MU-COM Clerkship Coordinator within 24 hours of the event (this is not meant to be punitive, rather to keep MU-COM informed in case the preceptor inquires about the student or if the situation requires further absences).

Health and Wellness:

Daily Health Screening for COVID: Students will be required to utilize the Marian Health Screening app (Campus Shield) OR clinical site specific screening procedures each morning and follow guidelines regarding their results. If directed to seek medical guidance students should:

- Contact your preceptor or program coordinator
- Contact the Health Center at 317-955-6154
- To support community wellness, if you have seen another health care provider and are self-isolating, please inform the Health Center at 317-955-6154
- Work with the Asst Dean of the Physician Continuum to complete course requirements. If your situation will require extended absences, please contact Asst Dean of Student Affairs.

Students must notify the course director and preceptor about an absence as soon as practical, but within 48 hours. Please note that documentation (a Doctor's note) for medical excuses may be required.

- If the student does not submit such evidence, the absences will remain unexcused.
- Excessive unexcused absences are considered a lack of professionalism and may result in 5% reduction in the final rotation grade.

Prolonged illness and bereavement will be handled on a case-by-case basis with Student Affairs, Clinical Affairs, and the clinical site.

Days off that are approved through MU-COM (ie: extended illness, bereavement, interviews, COMLEX, conferences, etc) will be communicated by the Clerkship Coordinators to the preceptor.

Repeated infractions will result in referral to the Committee on Professionalism and Ethics.

### Holidays

Students on clinical rotations may request an absence to observe a religious holiday from their preceptor. Details of the absence will be worked out directly between the student and the preceptor on an individual basis. Modifications to schedules (including breaks for prayer), will be supported as long as these requests do not alter the fundamental requirements of the clinical rotation, require substantial program modification, or pose safety risks to patients. Allotted non-work days may need to be used to allow for schedule adjustments or to make up missed time that results from religious holidays or other religious-related absences. Students should make such requests of the preceptor as soon as possible after the student's clinical rotation schedule is known or, at the latest, at the beginning of a rotation.

### Vacations

Students are allotted a total of 4 weeks of vacation time during their third and fourth year clerkships, and can be taken in ½ month or full month increments.



If a student chooses to use vacation time during the third year, it must be taken during the scheduled elective/vacation block. Vacation time cannot be scheduled when a student is scheduled for a core clerkship.

#### Interview Leave

If, during their fourth year, a student has an interview they will only be permitted to take a maximum of four (4) days off of a rotation for an interview, including travel time. Students must complete an Interview Leave Request Form and submit to the Clerkship Coordinators for approval from the Course Director. Any excessive time outside of the 4 day limit could result in a failing grade for that rotation. Any time taken for interviews without prior approval will be considered unexcused and subject to disciplinary actions.

#### Conference Participation

Days off that are approved through MU-COM (ie: extended illness, bereavement, interviews, COMLEX, conferences, etc) will be communicated by the Clerkship Coordinators to the preceptor.

Please see the Student Handbook for further details about absences, vacation, conference, and interview days.

While on core rotations, no excused absences for any professional meeting will be allowed unless the student is presenting research in which they have participated. If a student is presenting research, he/she will be provided only 1 excused absence in an academic year to present that content.

While on selective/elective rotations a student may submit a request for an excused absence to attend one (1) professional meeting if the following requirements are satisfied:

1. Students who are presenting research, and are able provide documentation confirming this with their request for absence.
2. Students representing a committee or serving in a leadership capacity, and is obligated to attend based upon the position held.
3. Students who are requesting to attend a conference who are not presenting or serving in an official capacity must provide evidence that there is programming directed specifically at students and/or residents (such as a brochure/website description of same) at the conference.

If approved, a maximum of 3 days will be excused for conference attendance. Due to COVID, travel restrictions may apply to in-person conferences and meetings.

VERSION HISTORY				
VERSION	APPROVED BY		DESCRIPTION OF CHANGE	AUTHOR
1	Curriculum Committee, FA and Dean's Cabinet	8/11/2020	Modify impacts of failure to obtain an excused absence, and include language related to COVID-19	Elizabeth M. Petsche, JD

Policy 9.2.6: Evaluation and Assessment

<b>POLICY NAME</b>	Accreditation Standard 9.2: Academic Standards – Evaluation and Assessment			<b>POLICY NO.</b>	9.2.6
<b>EFFECTIVE DATE</b>	7/1/2020	<b>DATE OF LAST REVISION</b>	6/30/2020	<b>VERSION NO.</b>	1
<b>ADMINISTRATOR RESPONSIBLE</b>	Assistant/Associate Dean of Accreditation and Assessment				

SCOPE

This policy applies to all faculty and students enrolled at MU-COM.

POLICY STATEMENT

Effectual learning is best achieved through the use of well-designed and deployed assessment activities that provide frequent, formative feedback for MU-COM's students, faculty, staff, and administration. Individual courses are expected to guide and support student learning using evaluation techniques that are valid and reliable. MU-COM's assessments align with academic norms across medical schools.

TERMS AND DEFINITIONS

TERM	DEFINITION
Assessment	Strategic processes used to gather evidence (i.e. data) of observed performance
Measurement	Numerical values (i.e., scores) assigned to represent the degree of a characteristic observed
Evaluation	A value judgment (i.e., grade) based on measurement and assessment
Validity	Scores represent the inferences that they were designed to measure
Tests	Assessment techniques based on samples used to infer achievement
Reliability	Item responses establish consistency based on psychometric properties
Performance Standards	Grade – Summative judgment representing achievement in a course Test Result – Score obtained on individual measurements Learning Objectives – Goals of instructional activities Learning Outcomes – Performance observed that represent achievement

Policy intro:

This policy statement is in response to COCA accreditation standard 9.2 applies to all faculty and students enrolled at MU-COM.

Assessment procedures (the majority of which are dependent upon multiple choice question format [MCQs]) will include the following activities and follow the practice of national organizations that administer licensing examinations:

Pre-Test (Exam Assembly)

Item distribution and difficulty should sufficiently sample learning outcomes and match instructional activities

**Item Editing**

Items should be vetted for accuracy and readability  
Window dressing, red herrings, and pseudo-cases should be avoided

**Key Validation**

Item analysis should be conducted using appropriate psychometric parameters  
Rescoring should be conducted to align with student ability and competence

**Feedback**

- i. Students: Some form of feedback must be provided in an effective and timely manner for all assessments with the exception of course final examinations
- ii. Course Director(s), Faculty and Staff: A summary of item and examination performance must be shared with those involved in the design and assembly of the assessment

**End of Course Grades (Reporting)**

End of course grades should be determined considering the Conditional Standard Error of Measurement (SEM) for the aggregate of all multiple choice examinations included in the final course grade.

- i. Course Grades – Course grades should be assigned and submitted in alignment with the policies of the Marian University Registrar's Office.
- ii. Rounding – All final course grades must be rounded to the nearest whole number (< 0.49 is rounded downward; > 0.50 is rounded upward)

**Remediation**

Inadequate achievement (i.e., course failure) must be remediated through retesting (section(s) or a comprehensive single examination) or retaking the entire course and should be determined using a defensible method guided by the magnitude of the inadequacy of competency

**Course Review**

The Course Review must be completed and submitted by the Course Director within the timeframe determined by the Curriculum Committee, not to exceed 12 weeks from the time of final grade submission to the Registrar. The Curriculum Committee will evaluate the review and provide feedback and/or recommendations to the Course Director within 8 weeks of the date the submission was received.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Curriculum Committee and Dean's Cabinet	6/30/2020		Elizabeth M. Petsche, JD

[Policy 9.2.7: Grievances and Grade Appeal](#)

<b>POLICY NAME</b>	Accreditation Standard 9.2: Grievances and Grade Appeals			<b>POLICY NO.</b>	9.2.7
<b>EFFECTIVE DATE</b>	7/1/2022	<b>DATE OF LAST REVISION</b>	2/22/2022	<b>VERSION NO.</b>	3

ADMINISTRATOR  
RESPONSIBLE

Assistant/Associate Dean of Academic Affairs

SCOPE

MU-COM doctorate of osteopathic medicine students have a right to due process, which includes the right to file a grievance against a member of the MUCOM community for an unresolvable academic issue and/or to request a grade appeal. This policy does not apply to students enrolled in the Biomedical Science Master's Program.

Allegations relating to discrimination, harassment and rights articulated in the Code of Student Rights and Responsibilities are adjudicated through alternate institutional policy and process.

This policy supersedes the Marian University Grade Appeal Policy.

POLICY STATEMENT

A grievance is an allegation filed by a student against a member of the faculty, staff or administration of MU-COM that pertains to an alleged violation of a student's academic rights. A grievance may include a request to review an academic evaluation when there is an allegation that the evaluation is based, entirely or in part, upon factors other than good faith judgment of academic performance.

A grievance cannot be filed on the basis of dissatisfaction of final grade or upon the basis of the content knowledge of a faculty member.

TERMS AND DEFINITIONS

TERM	DEFINITION
Grievance	An allegation filed by a student against a member of the faculty, preceptor, staff or administration of Marian University that pertains to a potential violation of a student's academic rights.
Grade Appeal	Submitted requests to course directors related specifically to the mathematical computation of a final course grade. A grade appeal does not pertain to grades on individual assessments or the course assessment policy.
Burden of Proof	Academic judgment is presumed to be made in good faith, and the grievant has the burden of proving the contrary a preponderance of the evidence.

Policy intro:

This policy statement is in response to COCA accreditation standard 9.2 and applies to all osteopathic medical students enrolled at MU-COM.

Grade Appeal:

1. Grade Appeal Process:

- a. The student must consult with the course director concerning a course or clerkship grade. The meeting is to be documented by means of a memorandum of record containing the meeting date, a summary of the results of the meeting, and the signatures of student and course director.
- b. If there is no resolution, a student may consult with the Assistant/Associate Dean of Accreditation and Assessment. The meeting is to be documented by means of a memorandum of record containing the meeting date, a summary of the results of the meeting, and the signatures of student and assistant/associate dean. The assistant/associate dean's determination is final and cannot be appealed and a grievance cannot be filed if there is dissatisfaction with the ultimate outcome.
- c. Grade appeals must be filed no later than 5 calendar days after notice of a final grade is given. Grade appeals filed after this time will not be considered.

Grievance:

- 1. Any student enrolled in the MU-COM who believe their rights were violated can notify the Assistant/Associate Dean of Student Affairs (ADSA).
  - a. The ADSA, or designee, will assess the facts and relevant information relating to the allegation and may meet with the affected student.
  - b. The ADSA, or designee, will determine whether the allegations should be, referred to:
    - i. Standing faculty committees or individuals within MU-COM for review and potential adjudication.
    - ii. The University's Dean of Students for resolution in accordance with the Code of Student Rights and Responsibilities.
    - iii. The Title IX Coordinator in accordance with the MU non-discrimination policy for investigation and resolution.
    - iv. The MU Police Department for investigation and resolution.
- 2. Administrative Resolution
  - a. Prior to a grievance being filed, a student must attempt to resolve an issue through direct discussion with the individuals articulated below. If the issue remains unresolved, a grievance may be filed.
    - i. The student must consult with course director to discuss concerns relating to a course or clerkship grade. The meeting is to be documented by means of a memorandum of record containing the meeting date, a summary of the results of the meeting, and the signatures of student and course director.
    - ii. If there is no resolution, a student may file a grievance with the Assistant/Associate Dean of Student Affairs.
- 3. Grievance:
  - a. A request to review an academic evaluation on the ground that the evaluation was based, entirely or in part, upon factors other than good faith judgment of academic performance.
  - b. A grievance cannot be filed on the basis of dissatisfaction of final grade, upon the basis of content knowledge, or to appeal the final decision of a grade appeal.
  - c. A grievance cannot be filed on the basis of policy interpretation.
  - d. Filing: To file a grievance, a written, signed statement must be submitted to the Assistant/Associate Dean of Student Affairs. The statement must contain the specific policy that was violated, the time/place and nature of the alleged violation, facts supporting the allegation, the person(s) against whom the grievance is filed and redress sought.
    - i. Anonymous grievances will not be accepted.
    - ii. Grievances must be filed no later than 5 calendar days after the alleged violation occurred. Grievances filed after this time will not be considered.

4. Formal Resolution

- a. Upon receipt of a grievance, the Assistant/Associate Dean of Academic Affairs, Assistant/Associate Dean of Clinical Affairs, and the Assistant/Associate Dean of Student Affairs (Grievance Body) will determine if:
  - i. Sufficient reasons for a grievance do not exist and that the grievance will be dismissed,
  - ii. Sufficient reasons exist for a grievance hearing and schedule a grievance hearing in a timely manner.
- b. The decision of the Grievance Body will stand with no opportunity for appeal.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
2	FA and AGC	5/2/2021	Inclusion of administrative adjudication, grievance body and other avenues for resolution	Elizabeth M. Petsche, JD
3	FA and AGC	3/13/2022	The amount of time a student has to appeal was modified	Elizabeth M. Petsche, JD

Policy 9.2.8: Exam Administration Policy

<b>POLICY NAME</b>	Accreditation Standard 9.2.8: Examination Administration			<b>POLICY NO.</b>	9.2.8
<b>EFFECTIVE DATE</b>	8/14/2020	<b>DATE OF LAST REVISION</b>	8/6/2022	<b>VERSION NO.</b>	2
<b>ADMINISTRATOR RESPONSIBLE</b>	Assistant/Associate Dean of Assessment and Accreditation				

**SCOPE**

This policy applies to all MU-COM examinations, including but not limited to, written exams, practical exams, OSCEs, Simulations, and external vendor examinations (e.g. COMAT, COMSAE, etc.), as appropriate.

**POLICY STATEMENT**

Failure of students to follow this policy or demonstration of academically dishonest behaviors could lead to disciplinary procedures and may result in University expulsion or other sanctions, as indicated in the Code of Student Rights and Responsibilities (CSRR).

**TERMS AND DEFINITIONS**

Define any acronyms, jargon, or terms that might have multiple meanings.

ADA	Americans with Disabilities Act

Policy intro:

This policy statement is in response to COCA accreditation standard 9.2 and applies to all MU- COM students.

1. Students are only permitted to bring their testing device, 1-2 writing utensils, 1 sheet of blank scratch paper, and non-electronic noise cancelling ear plugs into the examination room.
  - a. The testing room must be well lit, quiet, and closed from other persons during the examination.
  - b. The testing device should be set on a firm surface such as a desk or table.
  - c. A tripod or other device to secure the iPad in place is required for iPads.
  - d. A mouse is permitted for iPads.
  - e. A functional webcam must be active on the testing device during the assessment.\*
  - f. A mouse is permitted when using a Windows or Mac desktop or laptop.
2. Forbidden items include (but are not limited to):
  - a. Any electronic devices (iPods, calculators, cell phones, etc.), complex watches, reference materials (books, notes, manuscripts, etc.), briefcases, book bags, coats, purses, hats, food, or drinks. Hats or head coverings may be worn if required for religious or medical reasons.
    - i. For remote exams, it is acceptable if these items are in the room, as long as they are not visible, audible, or accessible during the exam.\*
  - b. Reference materials on the wall, such as white boards or posters, must be cleared or taken down prior to starting the examination.
  - c. Course Directors are only permitted to make special exceptions to the above regulations if a particular item is to be utilized by students in completing the examination.
3. For multiple choice exams, one sheet of scratch paper is permitted for each student. Course Directors may choose to permit scratch paper for other assessments.
  - a. The scratch paper must be blank at the start of the exam.
  - b. During startup procedures of the examination, students must show both sides of the scratch paper.\*
  - c. Students may not write on the scratch paper until the first question appears.
  - d. For remote assessments, students must show both sides of the scratch paper again on camera upon the completion of the exam. If a disruption occurs and this is not feasible, the student must scan and email a copy of both sides of the scratch paper to the Coordinator of Examinations within 5 minutes of the conclusion of the exam window.\*
4. Students may not talk during the examination, except to verbally explain any technical anomalies to the Course Director or proctor during testing.
5. Use of Restrooms
  - a. Examinations may be broken up into smaller sections to allow for restroom breaks between blocks.
  - b. If restroom breaks are permitted during the examination by the Course Director or proctor, no additional time will be added to the examination period to compensate for restroom breaks.
  - c. Due to the special nature of laboratory exams, restroom breaks are allowed only under special circumstances with Course Director approval.

6. Questions Asked During Examinations
  - a. Faculty and staff will not answer questions regarding examination content. If a student thinks there is an error in a test question, faculty and staff will instruct the student to answer the question to the best of their ability with the information provided.
  - b. On multiple choice examinations, students will have the opportunity to provide feedback on individual questions within MU-COM's examination software. Students should complete the examination first before providing feedback. No additional time will be added to the examination period to compensate for time lost providing feedback.
7. Students must be ready to start the examination at the designated time. If a student starts an examination late, the Course Director or proctor will determine if the student will be permitted to take and/or complete the examination. If the student is permitted entry into the examination, no extra time will be provided unless the tardiness is excused.
8. Students should immediately notify the Course Director or proctor for assistance if exceptional circumstances occur during an examination (e.g. serious illness). The Course Director or proctor will determine if, when, and how the student is permitted to complete or retake the examination. Appropriate documentation may be requested by the Course Director to evaluate any such request.
9. For examinations in person, students must leave the examination room immediately after submitting their exam in MU-COM's exam software system, unless directed otherwise by the Course Director.

\*applies to remote assessments only

COMAT Specific Policy:

1. Students are to register for their designated exam via the Qualtrics link sent out by clerkship staff each month.
2. Students are required to complete the discipline specific COMAT at the end of the rotation block.
3. Students are allowed to take COMAT exams prior to the month they complete their CORE rotation. Exam must be completed on designated COMAT exam date/time.
4. Students are required to take all COMAT exams on iPads or laptop utilizing the eCOMAT app.
5. COMAT registration will begin 30 mins prior to exam time. Students are required to check in with a picture ID.
6. No students will be permitted to enter exam after doors have closed.
7. Failure to arrive on time may result in the following:
  - a. The Course Director will be notified.
  - b. Immediate make up of exam per clerkship staff availability
  - c. Maximum percent score of 70% for final grade calculation

VERSION HISTORY				
VE	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	MU-COM Curriculum Committee	8/6/2020	Adjustments were made to reflect changes related to remote testing	Sarah Zahl, PhD
2	AGC and FA	6/8/2022	Updates were made to reflect current practice	Sarah Zahl, PhD

Policy 9.2.9: Remediation Policy

<b>POLICY NAME</b>	Accreditation Standard 9.2: Remediation Policy	<b>POLICY NO.</b>	9.2.9
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EFFECTIVE DATE	7/1/2022	DATE OF LAST REVISION	6/10/2022	VERSION NO.	1
ADMINISTRATOR RESPONSIBLE	Assistant/Associate Dean of Academic Affairs				

SCOPE

This policy applies to students enrolled in required courses in the College of Osteopathic Medicine.

POLICY STATEMENT

Students who fail written exams, clinical assessments, preclerkship courses and/or clerkship rotations, are expected to adhere to the same process and expectations as others who are similarly situated. The process and expectations for navigating the process of remediation (at any level) are articulated in this policy.

Policy intro:

**Years 1 and 2**

If a student fails a written exam or clinical skills-based assessment, the failing score will be recorded into the gradebook. While course directors may offer failing students assistance to remediate deficiencies in medical knowledge, *there will be no opportunity for score improvement and the originally recorded score will stand.*

If a student fails a course, the student may be eligible to remediate the failed course during the summer pending approval by the Student Promotion and Academic Progress Committee (SPAPC). The goal of remediation is to provide the student with an opportunity to demonstrate an acceptable level of proficiency in content for which acceptable proficiency had not been previously demonstrated during the course without having to repeat the course in its entirety.

The remediation plan is determined by the course directors in collaboration with the Assistant/Associate Dean for Academic Affairs and must include a remediation assessment. A meeting with the course director/s is required before a student can engage with the remediation plan. Remediation experiences should begin following the conclusion of the Spring semester and be completed no later than July 15 for OMS1 students and June 15 for OMS 2 students. The specific length of a remediation experience will be determined according to the student's individual academic situation. If the remediation is unsuccessful, the student will be referred to the SPAPC for further consideration (see SPAP policy).

If a student fails more than one course during an academic year, the student will be required, if eligible, to repeat the failed courses in their entirety the next time they are offered during the typical academic year according to the SPAP policy.

Students must successfully complete all academic requirements of one year to be promoted by the SPAPC to the subsequent year or to graduation.

**Failure of a Core Clerkship**

Students who fail a core clerkship must repeat and pass all required aspects of the respective clerkship to progress to the next phase of the curriculum.

### Failure of an Elective Clerkship

Students who fail an elective clerkship, i.e. a clerkship necessary to fulfill hour requirements for graduation but not necessary to meet specific content objectives, must take and pass an additional elective clerkship in any available specialty approved by the Assistant/Associate Dean of Clinical Affairs.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	CC	n/a	n/a	Sarah Zahl, PhD

### Policy 9.3: Transfer and Advanced Standing

POLICY NAME	Accreditation Standard 9.3 Transfer and Advanced Standing Policies			POLICY NO.	9.3
EFFECTIVE DATE	7/1/2021	DATE OF LAST REVISION	5/2/2021	VERSION NO.	2
ADMINISTRATOR RESPONSIBLE	Dean of the College of Osteopathic Medicine				

### SCOPE

This policy applies to all potential applicants to MU-COM.

### POLICY STATEMENT

To articulate expectations regarding transfer or admissions with advanced standing. MU-COM may only accept credits from a school accredited by COCA or the LCME where the student is eligible for readmission. MU-COM will ensure that if transfer occurs from an LCME accredited school of medicine, the student must acquire OMM/OPP competency prior to graduation from MU-COM. The last two years of education must be completed at MU-COM.

### Policy intro:

This policy statement is in response to COCA accreditation standard 9.3 applies to all potential applicants to MU-COM.

### Transfer Policy

Transfer applications will be considered only when there is a compelling need for transfer and the applicant is in good academic standing, or eligible for readmission, at a COCA or LCME accredited medical school.

According to this policy, good academic standing is defined as having earned a passing score on the first attempt of all applicable licensure exams and provides a letter of good standing and acknowledgement of transfer from his or her existing dean.

Transfer requests are submitted to the Dean of MU-COM and final determinations are made in consultation with the Director of Admissions and Chair of the MU-COM Admissions Committee.

Accepted transfer applicants are required to complete the final two years of their education at MU-COM. When applicants transfer from a LCME accredited medical school, MU-COM will articulate to the applicant the requirements necessary to obtain competence in osteopathic manipulative medicine and osteopathic principles and practice.

#### Advanced Standing Policy

Individuals with course work completed in international medical schools or in programs that lead to other professional or academic credentials are not eligible for admission to MU-COM with advanced standing. Individuals who already hold the degree of doctor of medicine from either a US or

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
2	FA and AGC	5/2/2021	Inclusion of submission and determination process	Elizabeth M. Petsche, JD

#### Policy 9.4: Student Recordkeeping and FERPA

<b>POLICY NAME</b>	Accreditation Standard 9.4: Student Recordkeeping and FERPA Policy			<b>POLICY NO.</b>	9.4
<b>EFFECTIVE DATE</b>	7/1/2020	<b>DATE OF LAST REVISION</b>	7/1/2020	<b>VERSION NO.</b>	3
<b>ADMINISTRATOR RESPONSIBLE</b>	Senior Advisor to the Senior Vice President of Health Professions				

#### SCOPE

This policy applies to all individuals with access to confidential student records.

#### POLICY STATEMENT

To ensure an accurate, confidential and secure system for official student record keeping that includes: admissions, advisement, academic and career counseling, evaluation, grading, credits, and the training of faculty and staff in the regulations regarding these records.

## TERMS AND DEFINITIONS

TERM	DEFINITION
FERPA	The Family Education Rights and Privacy Act

### Policy intro:

This policy statement is in response to COCA accreditation standard 9.4 applies to all individuals with access to confidential student records.

### Record retention schedule:

This records retention schedule is based on recommendations developed by the American Association of Collegiate Registrars and Admission Officers' (AACRAO) Retention of Records: Guide for Retention and Disposal of Student Records (2000 Edition), recommendations from the Office of the Registrar, and the Marian University College of Osteopathic Medicine (MU-COM).

While varied stakeholders serve important roles in the course of a student's enrollment, coursework, and graduation, the Office of the Registrar maintains the official student file and educational record for all MU-COM students. "Education records" are records that are directly related to a student and that are maintained by an educational agency or institution or a party acting for or on behalf of the agency or institution.

Copies of student education records accumulated by other stakeholders or units need not be retained beyond the period of their administrative use in those units' offices. By following this records retention schedule, campus units may dispose of student records and copies of records when their retention is no longer necessary. Disposal of records will be completed in accordance with internal procedures of the department.

The student records covered by this schedule contain confidential information protected by federal and state law, including FERPA. Any release of student records requires written authorization from the student. This documentation is kept in the student's individual academic file. In all cases, student information is considered strictly confidential and kept in a secured filing system that is only accessible to authorized personnel.

### FERPA

All MU-COM individuals with access to confidential student data are required to complete an online Federal Family Education Rights and Privacy Act (FERPA) training module upon hire and then annually. The training module was created by the Department of Education and is available here <https://studentprivacy.ed.gov/training/ferpa-101-colleges-universities>.

Preceptors evaluating MU-COM students are required to attest to adhere to FERPA guidelines with respect to student evaluations and assessment.

All student records are confidential and strict adherence to FERPA and MU Guidelines for Access to Student Information is followed.

All "need to know" requests for student information by those who have a "legitimate educational interest" are screened by the Office of the Registrar, and a determination made according to established guidelines. Legitimate Educational Interest is defined as an individual has a legitimate educational interest in education records if the information or record is relevant and necessary to the accomplishment of some employment or other institutional task, service, or function.

Records Series Title	Description	Recommended Retention Period	Official Record	Location
Academic advisement records	Documentation created and maintained by a student's graduate learning support specialist or designated school official.	5 years after graduation/separation	Office of Student Affairs	
Academic Accommodations	Documentation relating to implementation of student accommodations (ADA)	3 years after graduation/separation	Office of Assessment	Secure files in W. Labuzan's office
Academic warning	Notice of academic action related to academic deficiency	Permanent	Registrar	Colleague & Progress IQ
Academic probation	Notice of academic action related to academic deficiency	Permanent	Registrar	Colleague & Progress IQ
Academic dismissal	Notice of academic action related to academic deficiency	Permanent	Registrar	Colleague & Progress IQ
Academic records (miscellaneous)	Narrative evaluations, competency assessments, etc.	Permanent	Registrar	Canvas
Applications and All Application Materials	Admission application and supplemental documentation	5 years after graduation/separation	Registrar	AMP
Compliances	Related to student compliance with immunizations, drug screens, and other non-academic requirements.	3 years after graduation/separation	Office of Student Affairs	American Databank
Final disposition of disciplinary action records, with or without sanctions	Grade or program actions, notice of sanctions related to personal conduct, decisions of the CPE	Permanent	Registrar	Colleague & Progress IQ
Grievance/complaint (by student)	Various course/exam related issues and formal COCA complaints, not grade or FERPA disputes	5 years after graduation/separation	Registrar	
Change of status forms and letters related to leave of absence, and extended academic schedule	Documentation completed and accepted by the Office of Student Affairs relating to these matters.	Permanent	Registrar	
SPAPC and CPE Correspondence	All correspondence sent to student from the SPAPC or CPE.	Permanent	Registrar	Progress IQ

Exams (final)/graded coursework	Final graded exams and coursework (including recorded media), if not returned to student.	1 year after course completion	Course Director	ExamSoft and Canvas
Grade appeal/complaint	Student final grade disputes	1 year after resolution	Registrar	
Grade book (faculty)	Record of students in course and work completed	5 years after course completion	Course Director	Canvas
Grade submission sheets/data	Original record of grades submitted at end of term	Permanent	Registrar	Colleague
Final Course/Clerkship Evaluations	Clerkship evaluations submitted by student and preceptor.	5 years after graduation/separation	Registrar	New Innovations
Medical Student Performance Evaluation	Final document submitted to ERAS	Permanent	Registrar	ERAS
Sole Possession Notes	Notes made by one person as an individual observation or recollection of a student, not shared with others	3 years after graduation, separation	Individual faculty/staff / administrators	Individual Faculty Files/Computers

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Dean's Cabinet	6/10/2020	Addresses COCA accreditation standard 9.4	Elizabeth M. Petsche, JD
2	Faculty Association&Dean's Cabinet	7/1/2020	Add location column	Sarah Zahl, PhD

Policy 9.8: Mental Health Services

<b>POLICY NAME</b>	Accreditation Standard 9.8: Mental Health Services	<b>POLICY NO.</b>	9.8
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EFFECTIVE DATE	7/1/2020	DATE OF LAST REVISION	6/30/2020	VERSION NO.	1
ADMINISTRATOR RESPONSIBLE	Assistant/Associate Dean of Student Affairs				

## SCOPE

This policy applies to all MU-COM faculty, staff and students.

## POLICY STATEMENT

Students will have access to a confidential, effective system of counseling and mental healthcare. A mental health representative must be accessible 24 hours a day, 365 days a year, from all location where students receive education from MU-COM.

### Policy intro:

This policy statement is in response to COCA accreditation standard 9.8 applies to students enrolled at MU-COM.

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 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.

#### *Audiovisual Resources*

This policy applies to any individual who is involved in the teaching, assessment or evaluation of students currently enrolled at MU-COM.

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.

*WellConnect by Student Resource Services*

In addition to all student resources provided to students in years 1 and 2, clerkship students also have access to an online service called WellConnect.

WellConnect is a professional, confidential service provided by MU-COM to give students immediate access to a comprehensive network of experts and. This service is available 24 hours a day, 7 days a week and is available at no cost to students.

Students can register for an account at <http://www.wellconnectbysrs.com/>

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Dean's Cabinet	6/30/2020		Elizabeth M. Petsche, JD

Policy 9.10: Non-Academic Health Professionals

<b>POLICY NAME</b>	Accreditation Standard 9.10: Non-Academic Health Professionals Policy			<b>POLICY NO.</b>	9.10
<b>EFFECTIVE DATE</b>	7/1/2020	<b>DATE OF LAST REVISION</b>	6/15/2020	<b>VERSION NO.</b>	3
<b>ADMINISTRATOR RESPONSIBLE</b>	Assistant/Associate Dean of Clinical Affairs				

POLICY STATEMENT

Describe policy and reason for policy

To ensure that any health professional providing health services, through a physician-patient relationship, must recuse him/herself from the academic assessment or promotion of the student receiving those services.

TERMS AND DEFINITIONS



Define any acronyms, jargon, or terms that might have multiple meanings.

TERM	DEFINITION
BMS	Master's Program in Biomedical Sciences

Policy intro:

This policy statement is in response to COCA accreditation standard 9.10 and applies to any individual involved in the teaching, assessment or evaluation of students currently enrolled at MU-COM.

- Clinical Preceptors
  - o Students may receive health care services, through a therapeutic relationship, from an assigned clinical preceptor so long as that provider recuses himself or herself from any and all academic assessment or decisions regarding promotion of the student receiving those services.

It is the responsibility of the clinical preceptor and/or student to notify the school if a therapeutic relationship has been created. Upon notification, MU-COM will take the steps necessary

- Full-time or Part-time MU-COM Faculty
  - o MU-COM faculty may not engage in a therapeutic relationship with students currently enrolled in the DO or BMS program.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
2	Dean's Cabinet	6/10/2020	To include language that precludes faculty from engaging in a therapeutic relationship with current students.	Elizabeth M. Petsche, JD
3	Faculty Association & Dean's Cabinet	6/15/2020	To adjust the responsible administrator. To include language that distinguishes the expectations of clinical preceptors and MU-COM full or part-time faculty. To insert language dictating that students and clinical faculty are responsible for notifying MU-COM of an existing therapeutic relationship.	Elizabeth M. Petsche, JD

Policy 9.11: Health Insurance

<b>POLICY NAME</b>	Accreditation Standard 9.11: Health Insurance	<b>POLICY NO.</b>	9.11
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MU-COM requires that all osteopathic medical students have health insurance.

EFFECTIVE DATE	7/1/2020	DATE OF LAST REVISION	6/30/2020	VERSION NO.	1
ADMINISTRATOR RESPONSIBLE	Assistant/Associate Dean of Student Affairs				

#### SCOPE

This policy applies to all MU-COM students.

#### POLICY STATEMENT

This policy statement is in response to COCA accreditation standard 9.11 and applies to any student enrolled at MU-COM.

MU-COM students must maintain health insurance coverage, which must be current at all times. Students must provide proof of insurance. All students must post copies of the front and back of their insurance cards to American Databank/Complio. Enrollment in sharing services or discount program, such as Medi-Share, does not satisfy the insurance requirements of this policy.

All graduate health professions students will still be required to maintain health insurance coverage, but instead of offering our own plan, students are advised to seek one of the following options:

- Maintain health insurance through a parent's plan
- Maintain health insurance through a spouse's plan
- Apply for Indiana Medicaid, known as the Healthy Indiana Plan – <https://www.in.gov/fssa/hip/>
- Apply for coverage using the U.S. open marketplace – [www.healthcare.gov](http://www.healthcare.gov)
- Apply for a 12-month "short term" plan through a carrier of your choice

Other plans not listed here will be reviewed and evaluated to make sure the student has basic coverage for the entire year.

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Dean's Cabinet	6/30/2020		Elizabeth M. Petsche, JD

## Appendix H: Graduate Medical Education Policies

### Policy 10.1: Osteopathic Education Continuum

<b>POLICY NAME</b>	Accreditation Standard 10. 1: Osteopathic Education Continuum			<b>POLICY NO.</b>	10.1
<b>EFFECTIVE DATE</b>	7/1/2020	<b>DATE OF LAST REVISION</b>	6/26/2020	<b>VERSION NO.</b>	1
<b>ADMINISTRATOR RESPONSIBLE</b>	Assistant/Associate Dean of Academic Affairs and the Assistant/Associate Dean of Clinical Affairs				

#### SCOPE

Describe what and to whom this policy applies

This policy applies to MU-COM faculty and administration.

#### POLICY STATEMENT

Describe policy and reason for policy

MU-COM will ensure that the curriculum provides content of sufficient breadth and depth to prepare students for entry into a graduate medical education program for the subsequent practice of medicine including pre-doctoral curricula, GME, and CME. This curriculum supports the continuum of osteopathic education - including predoctoral education, graduate medical education, and continuing medical education.

#### TERMS AND DEFINITIONS

Define any acronyms, jargon, or terms that might have multiple meanings.

TERM	DEFINITION
OPP	Osteopathic Principles and Practice
OMT	Osteopathic Manipulative Treatment
OMM	Osteopathic Manipulative Medicine

#### Policy Introduction:

This policy statement is in response to COCA accreditation standard 10.1 and applies to the entire continuum of osteopathic education.

#### Structure of Osteopathic Education Continuum

MU-COM integrates osteopathic principles and practice and osteopathic manipulative medicine throughout the four years of the undergraduate medical education curriculum. Students begin learning about osteopathy during orientation and continue that focus throughout their undergraduate experience. Osteopathic considerations are integrated into all basic science courses in addition to the OPP courses. Students also complete longitudinal OMM curricula throughout their clerkship years.

This policy applies to MU-COM faculty and administration.

To ensure focus and attention to this important component of the student experience, both the Assistant/Associate Dean of Academic Affairs and the Assistant/Associate Dean of Clinical Affairs focus on implementation of the curriculum defined by the Curriculum Committee. This structure ensures that the osteopathic curriculum extends across the continuum to take students above and beyond their preparation included in their didactic and clinical curriculum.

MU-COM's Director of Graduate Medical Education Advising and Applications meets with students throughout the duration of their educational program to prepare them for the Match process, including MSPE letters, applications, selection, and interviews. Students may schedule appointments with the Director at any point during the continuum of osteopathic medical education.

MU-COM partners with the Indiana Osteopathic Association (IOA) to offer continuing medical education for local physicians who complete training in osteopathic medicine. MU-COM faculty regularly provide this training and education at local IOA conferences and events and provide associated CME credit. MU-COM faculty also provide faculty development and osteopathic conferences on-site at clinical partners' sites.

VERSION HISTORY				
VERSION	APPROVED BY		DESCRIPTION OF CHANGE	AUTHOR
1	Faculty Association & Dean's Cabinet	6/26/2020	Addresses COCA accreditation standard 10.1	Elizabeth M. Petsche, JD

#### Policy 10.2: ACGME Accredited GME

<b>POLICY NAME</b>	Accreditation Standard 10. 2: ACGME Accredited GME			<b>POLICY NO.</b>	10.2
<b>EFFECTIVE DATE</b>	7/1/2020	<b>DATE OF LAST REVISION</b>	6/26/2020	<b>VERSION NO.</b>	1
<b>ADMINISTRATOR RESPONSIBLE</b>	Assistant/Associate Dean of Clinical Affairs				

#### POLICY STATEMENT

MU-COM will provide community partners with mechanisms to assist new and existing graduate medical education programs in meeting the requirements for accreditation by the Accreditation Council for Graduate Medical Education.

#### TERMS AND DEFINITIONS

TERM	DEFINITION
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GME	Graduate Medical Education
ACGME	Accreditation Council for Graduate Medical Education

Define any acronyms, jargon, or terms that might have multiple meanings.

Policy Introduction:

This policy statement is in response to COCA accreditation standard 10.2.

Structure of Mechanisms that Assist New and Existing GME Programs

MU-COM will appoint a member of the clinical affairs team to serve on the Indiana Board for GME Expansion. This Board meets monthly to discuss initiatives to foster additional GME positions, funding requirements, and advocacy opportunities. MU-COM Clinical Faculty also serve on GME Committees at our largest hospital partners, Community Health Network and Ascension St. Vincent Hospitals. This partnership leads to open lines of communication regarding potential local expansion and additional GME positions.

Clinical Faculty provide presentations and/or training sessions with physicians and residents for clinical partners. These training sessions often focus on fundamentals of OMM/OMT and how to precept OMT.

VERSION HISTORY				
VERSION	APPROVED BY		DESCRIPTION OF CHANGE	AUTHOR
1	Faculty Association & Dean's Cabinet	6/26/2020	Addresses COCA accreditation standard 10.2	Elizabeth M. Petsche, JD

Policy 11.2: Away Rotation Travel and Approval

<b>POLICY NAME</b>	Away Rotation Travel and Approval Policy OMSIV			<b>POLICY NO.</b>	TBD
<b>EFFECTIVE DATE</b>	6.1.2021	<b>DATE OF LAST REVISION</b>	1.24.2022	<b>VERSION NO.</b>	3
<b>ADMINISTRATOR RESPONSIBLE</b>	Assistant/Associate Dean of Clinical Affairs				

POLICY STATEMENT

MU - COM recognizes the need for providing educational opportunities that occur outside of the state of Indiana. This policy is intended to ensure the quality of learning opportunities and supervision of our students when they engage in clinical and/or research opportunities outside of the state of Indiana.

This policy applies to all OMSIV students, except military students. Military students will follow their military branch policies.

*These guidelines are subject to change due to changes in national recommendations. These recommendations can be found here [CPA Recommendations](#)*

TERMS AND DEFINITIONS

Define any acronyms, jargon, or terms that might have multiple meanings.

TERM	DEFINITION
Away Rotation	A clinical and/or research rotation experience during the fourth year at an institution outside the state of Indiana*
Regional Rotation	A required clinical rotation experience, assigned and placed by MU-COM, that occurs more than 65 miles from campus.
Required Rotation	An educational experience in which all students must participate as part of the program curriculum. These include all core, selective and sub-internship rotations.
Elective Rotation	An educational experience in which a medical student has interest. Elective rotations count toward the credit hours required for graduation. See the Student Handbook and Clerkship Guidebook for requirements and limitations to Elective Rotations.
Clinical Health Guidelines	The set of expectations established by healthcare organizations and facilities that must be met in order to place students in an educational experience.
Coalition for Physician Accountability (CPA)	A group of national medical education organizations. One area of focus is recommendations that support predictable, common practices across schools and programs as they prepare to transition to residency, in hopes to greatly reduce unnecessary confusion, stress, and inequity among students, and promote a more successful residency selection process for all.

\* If a student has moved residence to outside of Indiana, with prior approval from MU-COM, "away" rotations will be considered any rotation outside of that state.

Policy intro:

- 1.1.1. This policy does not limit the number of clinical rotations that a student may complete within Indiana – see Student Handbook and Clerkship Manual.
- 1.1.2. Application: Students must apply for an away rotation a minimum of 30 calendar days before the anticipated start of a rotation, unless agreements are already in place with applicable institutions. This provides adequate time for required Qualtrics surveys and all necessary documentation to be received by MU-COM before the anticipated start date of the rotation.
  - 1.1.2.1. Housing for all away rotations is the responsibility of the student.
  - 1.1.2.2. Housing will be provided for fourth year regional rotations only if MU-COM places the student.
- 1.1.3. Frequency and Duration of Away Rotations: MU-COM students may be bound by the away rotation restrictions published by the Coalition for Physician Accountability or individual specialty areas.
  - 1.1.3.1. Review and Approval: Approval of away rotations will be based on the educational merit of the rotation and the ability of students and institutional partners to satisfy established Clinical Health Guidelines. Students may be required to obtain a syllabus or learning objectives to satisfy MU-COM's educational requirements.

- 1.1.3.2. MU-COM reserves the right to suspend any away rotations where the site has been deemed unsafe or inadequate to provide quality education and supervision for MU-COM students.
- 1.1.4. Students on away rotations are required to attend all mandatory, in-person activities articulated by MU and MU-COM policies, catalog, and syllabi.
  - 1.1.4.1. These mandatory, in-person events include, but are not limited to: academic/professional days, COMAT examinations, required educational experiences, including OMM lab sessions, and any expectations articulated in the rotation syllabus.
- 1.1.5. International Travel is permitted in accordance with the Marian University policy on international travel. <https://www.marian.edu/international-programs/study-abroad/mu-com-international-electives>

Policy 11.3: Patient Safety

<b>POLICY NAME</b>	Patient Safety			<b>POLICY NO.</b>	11.3
<b>EFFECTIVE DATE</b>	7/1/2021	<b>DATE OF LAST REVISION</b>	4/30/2021	<b>VERSION NO.</b>	1
<b>ADMINISTRATOR RESPONSIBLE</b>	Assistant/Associate Dean of Clinical Affairs				

SCOPE

This policy applies to all LSON faculty, staff, and students.

Definitions

Patient Safety	The absence of preventable harm to a patient during the process of health care and reduction of risk of unnecessary harm associated with health care to an acceptable minimum.
Near miss	An unsafe situation that is indistinguishable from a preventable adverse event except for the outcome. A patient is exposed to a hazardous situation but does not experience harm (either through luck or early detection).
Error	A broader term referring to any act of commission (doing something wrong) or omission (failing to do the right thing) that exposes patients to a potentially hazardous situation.

POLICY STATEMENT

The Patient Safety Review Panel is interprofessional and serves to advise the deans of the Marian University LSON and COM regarding issues related to patient safety involving students, staff, and faculty.

Policy intro:

The Patient Safety Review Panel meets as needed at the call of either the Dean of LSON or the Dean of COM to review a safety concern or concerns regarding one or more students, staff members, or faculty members. The panel will develop recommendations to advise the appropriate dean or deans related to the significance of the concerns and/or next steps in addressing or mitigating the patient safety concerns. Recommendations may include referral for remedial action plan development or referral to appropriate committee or committees.

## Appendix I

### Leave of Absence

<b>POLICY NAME</b>	Leave of Absence				
<b>EFFECTIVE DATE</b>	7/1/2022	<b>DATE OF LAST REVISION</b>	3/15/2022	<b>VERSION NO.</b>	3
<b>ADMINISTRATOR RESPONSIBLE</b>					

### SCOPE

This policy applies to all students enrolled in the doctor of osteopathic medical school curriculum.

### Definitions

Leave of Absence (LOA) or Leave	A leave of absence is a period of time during which a student is not enrolled in required MU-COM coursework or the academic program. A single leave can be up to 1- year in length, and multiple leaves may be granted not to exceed the 6-year deadline articulated by COCA. All students must meet the requirement to graduate in 6 years unless they are approved for a LOA to seek an additional degree, or are not making progression toward graduation requirements and receive approval from the Assistant/Associate Dean of Student Affairs.
Technical Standards	Students are required to satisfy technical standards published by the College. Continued fulfillment of these standards is a requirement for enrollment at MU-COM.
SPAPC	The Student Promotion and Academic Progress Committee.
CPE	The Committee on Professionalism and Ethics.
MSPE	Medical Student Performance Evaluation
LOA- P	The designation for a personal leave of absence when reported.
LOA – D	The designation for a administrative leave absence when reported.



LOA-M	The designation for a medical leave of absence when reported.
LOA- A	The designation for an academic leave of absence when reported.
LOA – E	The designation for an enrichment leave of absence when reported.

**POLICY STATEMENT**

Permission for a leave of absence is not guaranteed, unless the leave is required by law, or as indicated via institutional policy. MU-COM reserves the right to grant or deny leaves based upon what is deemed to be in the best interest of the student.

A student's ability to begin or return from a leave may be dependent upon the completion of requirements established by MU-COM. A failure to satisfy these requirements may prevent a leave from beginning or a student from re-entering the academic program. The timing of re-entry into the required MU-COM educational program is not guaranteed following any leave of absence.

All leaves may be noted in the student's academic history section of the Medical Student Performance Evaluation (MSPE). An administrative leave of absence may be noted in the adverse action section.

Policy intro:

**Types of Leaves:**

1. School - Initiated Leave

MU-COM may require a student be placed on a leave of absence if the student has academic, professionalism, or technical deficiencies not addressed by other types of leaves. A student placed on a school-initiated leave will be removed from the academic program, including coursework and/or clinical duties.

Students placed on a school-initiated leave may re-enroll in the academic program contingent upon satisfactorily meeting the conditions set forth by MU-COM. Students who are not permitted to return may be dismissed.

School - initiated leaves are categorized below:

- Administrative: A student may be placed on an administrative leave in a variety of scenarios including, but not limited to; noncompliance with administrative requirements, confirmed violations of institutional policies, and substantiated concerns regarding patient safety. MU-COM will determine if and when an administrative leave is warranted.
- Academic: A student may be placed on an academic leave by the Student Promotion and Academic Progress Committee (SPAPC) in accordance with the Student Promotion and Academic Progress policy.

2. Student - Initiated Leave

If a student is going to miss more than 1 week from curricular activities, a student must meet with Assistant/Associate Dean of Academic or a member of the clinical affairs team, to determine appropriate next steps including whether a LOA is required. If a LOA is required, a student must speak with the Assistant/Associate Dean of Student Affairs.

Students considering any type of leave must complete the appropriate Leave of Absence Request Form and submit all required paperwork as soon as reasonably possible, unless otherwise stated in this policy.

Student-initiated leaves are categorized below:

- Career Enrichment: Students who are in good academic standing, and have been admitted to a degree-granting program or have secured a position to explore a particular research interest may request an educational/research leave. Requests for an educational/research leave must be submitted at least 30 calendar days before the anticipated start date of the leave.
- Personal: Students who have compelling personal circumstances that are temporarily impeding their academic progress may request a personal leave.
- Medical: Students who have documented health reason(s) that are temporarily impeding their academic progress may request a medical leave.

Upon the initiation of any type of leave of absence identified above, a designation of Withdrawal (W), Incomplete (I), or a final grade of Fail (F) will be awarded on the transcript for any course that has not received a final grade. If an Incomplete (I) is awarded, it must be resolved prior to the student's advancement in the MU-COM academic program. If a Withdrawal (W), the student is required to repeat and/or complete that educational requirement to be eligible for progression, promotion and/or graduation. If a failing grade (F) is recorded, the student is pursuant to the student promotion and academic progress policy.

#### **Completion of academic and program requirements**

Appropriate committees (such as CPE and the SPAPC) and/or designated personnel within MU-COM may mandate conditions that must be satisfied before, during or upon return from a leave. The requirements may include, but are not limited to: auditing some or all previously completed course work, taking or receiving a passing score on any level of the COMLEX-USA examination series, registering for any level of the COMLEX examination series, or speaking with a representative from the Office of Financial Aid.

A failure to satisfy any of the identified requirements may impact the length of a student's leave or the ability to begin a leave or re-enroll in the academic program.

#### **Participation in MU-COM Activities while on LOA:**

Students who are on a leave are prohibited from registered participation in formal educational programs, including classroom, laboratory, and clinical course work. However, in certain circumstances, students on leave who are in good standing may, with specific approvals, participate in experiences that enhance their education, which may include auditing courses. In addition, students may be required to take COMLEX examination(s), maintain compliance with MU-COM requirements, and engage in correspondence with individuals from MU-COM while on a LOA.

#### **Returning from Leave:**

Prior to termination of a leave, a MU-COM representative will contact a student with information about enrollment and requirements for return.

Any student returning to the 3<sup>rd</sup> or 4<sup>th</sup> year of curriculum after having been on a LOA for 6 months or longer must complete a clinical re-entry refresher session prior to returning to clerkship rotations. The clinical re-entry refresher session will be scheduled with the department of clinical affairs. The clinical refresher session will be a formative session and consist of a combination of clinical skills evaluation / check-off and reinforcement.

Prior to return, a student must submit documentation that all conditions/requirements for re-enrollment to the Assistant/Associate Dean of Student Affairs. If a student does not comply with the requirements to return from a LOA they may be placed on administrative leave.

Any student wishing to request an extension to a leave must submit a new request form to the Assistant/Associate Dean of Student Affairs at least 30 calendar days in advance of the original date of return. If a full 30-days notice is not possible, the ability to return on a requested date may be delayed.

Consideration of student requests to return to the academic program following leaves of absence that total an excess of twelve months, either consecutive or in the aggregate, will be reviewed by the SPAPC.

**Appeal:**

A student may appeal the decision to impose or deny a leave of absence within 3 business days of receipt of the decision.

Grounds for appeal include alleged procedural violations, revelation of new information that was not available at the time of the decision, and/or perceived bias. The appeal should be filled with the Office of the Dean. Any determinations made by the Office of the Dean are final, with no opportunity for additional appeal.

Determinations of leaves that are determined by standing faculty committees (CPE and SPAPC) cannot be appealed through this policy, but may be appealed with the appropriate corresponding policies articulated in the student handbook.

## Handbook Modifications

Reapplication After Withdrawal	<p>New: Students who have withdrawn from the Marian University College of Osteopathic Medicine (MU-COM) and wish to return must apply through AACOMAS and follow the full application process. MU-COM has the right to refuse consideration or acceptance based upon a holistic review of the submitted application. Please contact the Office of COM Admission with any questions regarding this process.</p> <p>Only those individuals who voluntarily withdrew from the MU-COM while on good academic and professional standing are eligible to apply for readmission. Students who were dismissed from MU-COM are not eligible for admission consideration.</p> <p>If readmitted, the student will be a member of the incoming matriculating class, and will be bound by all relevant requirements, handbooks, policies, catalogs, and minimum technical standards.</p> <p>Students who have taken a Leave of Absence (LOA) from the MU-COM do not have to apply for readmission upon return, but must satisfy all conditions and requirements of the approved LOA prior to re-enrollment in the academic program.</p>
Emotional Support Animal	<p>New: Language regarding the process for requesting an emotional support animal was included.</p>
Policy 5.2.2: Religious Accommodations	<p>New: MU-COM respects all students' right to religious observance and will reasonably accommodate students' religious practice with regard to class attendance, examinations, and assignments when requests are made at least two weeks in advance of the observance, unless such an accommodation would create an undue hardship upon the University.</p> <p>Any solution that is mutually agreeable to both student and faculty member is considered reasonable.</p> <p>If an accommodation is deemed reasonable, the impacted student must request an excused absence, which will be determined by the Assistant/Associate Dean of Academic Affairs, or designee, in consultation with the course director.</p> <p>No adverse or prejudicial effects will result to a student because they have made use of these provisions.</p>
Policy 5.5: Mask Fit	<p>New: Policy language was included about the requirement of students entering their third year to engage in the process</p>

	of mask fitting. It also articulates the process for obtaining an accommodation to this requirement.
Policy 9.2.9: Remediation	New: This policy articulates the expectations and processes for students who fail written exams, clinical assessments, preclerkship courses and/or clerkship rotations.
Policy 9.2.10: Delayed Secure Exam Review	New: Students will have an opportunity to review missed questions on multiple choice assessments via delayed secure review in ExamSoft. These sessions are optional, but students must be present in person to review the missed questions. Review sessions will be scheduled after exam results are released. The timing of these sessions may vary course-to-course and will be scheduled and conducted by the Course Director and Coordinator of Examinations. Exam security measures will be in place for the secure review sessions; students may not talk or take notes during the review. Accessing the review outside of the designated time is prohibited. Students will not be allowed to provide item feedback or seek additional item adjustments during or after the secure review. Secure review will not be offered for final examinations or if the assessment was administered remotely for all students (e.g. weather closure or movement of campus activities to remote learning and assessment).
Suspected Impairment	Update: Clarification language was added to more clearly articulate the process that will be followed if instances of suspected impairment arise.
Policy 5.1.2: Professional Conduct	Update: Modifications were made about the scope (specifically includes BMS students). There were also new definitions added around the terms coaching and reporting.
Policy 5.3.2: Exposure	Update: To align with the affiliation agreements we have with clinical partners, it was articulated in the policy that any healthcare that is required by students will be paid by the student.
Leave of Absence	Update: There were significant revisions to the existing policy related to leave of absence. These revisions included defining the types of leave that are available to students and those that can be imposed by designated faculty committees or identified members of the administration.
Policy 9.1: Minimum Technical Standards	Update: Language was modified to accurately reflect the process for requesting reasonable accommodations.
Policy 9.2.2: SPAP	Update: Clarity was provided with respect to the number of COMLEX failures that results in a student being placed on academic probation.
Policy 9.2.7: Grievance and Grade Appeal	Update: The amount of time available for students to file a grievance was reduced from 30 calendar days to 5 calendar days.
Policy 9.2.8: Exam Administration	Update: The ability of students to utilize blue tooth keyboards was removed.

Policy 11.2: Away Rotation Travel and Approval

Update: General updates were made to accurately reflect the current status of scheduling away rotations, including international travel.