

Western University of Health Sciences

College of Osteopathic Medicine of the Pacific

Doctor of Osteopathic Medicine (DO)

2019/2020 Catalog

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College of Osteopathic Medicine of the Pacific

The College of Osteopathic Medicine of the Pacific is one college comprised of two campuses. Together, COMP-Pomona (Pomona, CA) and COMP-Northwest (Lebanon, OR) comprise the total student body, faculty, and staff of Western University of Health Sciences, College of Osteopathic Medicine of the Pacific. Unless a topic refers to a specific campus, all references regarding the College will pertain to both campuses, and the College will be noted as the College of Osteopathic Medicine of the Pacific (COMP).

The COMP catalog serves as a supplement to the University catalog. COMP faculty, staff, and students must abide by the content of the University catalog in addition to the COMP catalog. The 2019-2020 version of the catalog supersedes previous versions of the catalog, and all students are held responsible for the information contained in both the University and the COMP 2019-2020 catalogs.

Accreditation

The academic program of Western University of Health Sciences, College of Osteopathic Medicine of the Pacific is accredited by the Commission on Osteopathic College Accreditation (COCA) of the American Osteopathic Association (AOA), which is recognized by the United States Department of Education (USDE). COMP has received accreditation status from the American Osteopathic Association's Commission on Osteopathic College Accreditation, which is the recognized accrediting agency for the approval of colleges preparing osteopathic physicians. The address and phone number of the accrediting agency are: Secretary, COCA; American Osteopathic Association; 142 East Ontario Street; Chicago, IL 60611; Telephone 312/202-8124; Fax 312/202-8424.

In addition to the COCA, COMP-Northwest is authorized by the State of Oregon to offer and confer the academic degrees described herein, following a determination that state academic standards will be satisfied under OAR 583-030. Inquiries concerning the standards or school compliance may be directed to the Office of Degree Authorization, Higher Education Coordinating Commission, 775 Court St NE, Salem, Oregon 97301.

Complaints Regarding Accreditation Standards

COMP is committed to meeting and exceeding the standards of accreditation for colleges of osteopathic medicine as described by the American Osteopathic Association's Commission on Osteopathic College Accreditation (www.osteopathic.org). It is the policy of COMP that an individual who believes the College may not be in compliance with a standard of accreditation has the right to file a complaint through the following procedure:

- A written, dated, and signed complaint can be filed with the COMP Office of Student Affairs.
- A student affairs professional will consult with the Dean of COMP (the Dean) and form an appointed committee of faculty and students to investigate the complaint.
- The results of the investigation shall include findings of fact, a determination of compliance or non-compliance, and recommended corrective actions if non-compliance is determined. The results will be communicated in writing to the Dean, the COMP Office of Student Affairs and to the complainant.
- If corrective action is indicated, the Dean will respond to the appointed committee with a plan for such action within 30 days of receipt of the committee's findings and recommendations.

- Records of all proceedings regarding complaints will be maintained by the COMP Office of Student Affairs.

In the event that the complainant is not satisfied with the appointed committee's determination and/or the resulting corrective action plan, the complainant may communicate their complaint directly to the COCA. If the complainant desires, the complaint may be filed directly with the COCA without filing a complaint with the COMP Office of Student Affairs.

Any complaints filed with the COCA must follow the complaint procedure noted on the [COCA Website](#). COMP is committed to protecting the confidentiality of the complainant and assuring an environment of non-retaliation.

General Information

The Osteopathic Philosophy and Tenets

As a college of osteopathic medicine, COMP honors the philosophy and tenets of osteopathic medicine. The tenets of osteopathic medicine are:

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 inter-relationship of structure and function.

Additional information regarding the osteopathic philosophy can be found by viewing the [COMP Osteopathic Philosophy](#) webpage.

Mission and Core Competencies

The Mission of the College of Osteopathic Medicine of the Pacific (COMP) is to prepare students to become technically competent, culturally sensitive, professional, and compassionate physicians who are prepared for graduate medical education, who are lifelong learners, and who will serve society by providing comprehensive, patient centered healthcare with the distinctive osteopathic philosophy. This is accomplished through excellence in curriculum, translational research, service, osteopathic clinical practice, and the enhancement of osteopathic graduate medical education.

Core Competencies in Support of the College's Mission Statement

- Medical Knowledge
- Osteopathic Philosophy
- Patient Centered Care

- Professionalism (Leadership)
- Interpersonal & Communication Skills
- Practice Based Learning & Improvement
- Systems Based Practice

The [mission and core competencies](#) serve as the curricular foundation for COMP. Core competencies, also called Program Learning Outcomes (PLOs), support the achievement of Western University of Health Sciences' [Institutional Learning Outcomes](#) (Student Learning Outcome Domains).

Personal Competencies for Admission and Matriculation

A candidate for admission to COMP's Doctor of Osteopathic Medicine Program must possess, or be able to achieve through reasonable accommodation, certain sensory and motor functions, that would enable the individual to carry out the activities described in the sections that follow. Upon matriculation to the program, the student must continue to possess, or be able to achieve through reasonable accommodation, the personal competencies outlined below throughout their progression in the program. These personal competencies may also be referred to as technical standards in documents from the Commission on Osteopathic College Accreditation (COCA). The practice of medicine requires the performance of specific essential functions that fall into broad categories, which include but are not limited to the categories defined below.

Graduation from the Doctor of Osteopathic Medicine program signifies that the individual is prepared for entry into graduate medical education (GME). It therefore follows that graduates must have the knowledge and skills needed to function in a broad variety of clinical situations and be able to render a wide spectrum of osteopathic medical patient care. The student must be able to integrate, consistently, quickly and accurately, all information received by whatever sense(s) employed. In addition, the individual must have the intellectual ability to learn, analyze, synthesize, and apply various types of information in a self-directed manner within the context of patient care. These requirements are consistent with acceptable clinical norms for licensed physicians.

For candidates or students who require a reasonable accommodation in order to meet these competencies, please visit the [Accommodations and Resource Center \(AARC\)](#) section of the Harris Family Center for Disability in the Health Policy website or contact AARC at (909) 469-5297.

Under all circumstances, a candidate or student should be able to perform the following in a reasonably independent manner, with or without a reasonable accommodation:

Observation

Candidates and students must have sufficient vision to be able to observe demonstrations, experiments, and microscopic laboratory exercises. They must be able to observe a patient accurately at a distance and close at hand. Reasonable accommodations may be provided for the visually impaired.

Included below is a table containing relevant examples specific to this competency area. This table does not limit nor otherwise restrict the standard that students and candidates for admission are responsible for meeting and/or performing the skills and abilities defined in this area, irrespective of whether a specific expectation and/or example is included in this table. The examples presented are for illustrative and informational purposes only and are not intended to be an exhaustive listing of requirements.

Expectation	Examples
Possess sufficient uncorrected or corrected visual acuity and color perception to: <ul style="list-style-type: none">Resolve objects as small as 2 mm macroscopicallyObserve motion and observe and evaluate the human gait at 20 feet	<ul style="list-style-type: none">Locate and identify dissected nervesEvaluate posture, locomotion and movement in a clinical settingIdentify landmarks on tympanic membranesIdentify materials correctly to be used in laboratories

Expectation	Examples
<ul style="list-style-type: none"> • See an object from a background of other objects • See the difference in objects 	<ul style="list-style-type: none"> • Locate, identify and describe foreign bodies, blood vessels, sutures and skin lesions • Read printed materials on handouts, exams and computer screens • Discriminate body height and depth differences and identify anatomic landmarks for symmetry and postural differences visually

Communication

Candidates and students must be able to communicate with patients and colleagues. They must be able to hear and speak and be fluent in the English language.

Included below is a table containing relevant examples specific to this competency area. This table does not limit nor otherwise restrict the standard that students and candidates for admission are responsible for meeting and/or performing the skills and abilities defined in this area, irrespective of whether a specific expectation and/or example is included in this table. The examples presented are for illustrative and informational purposes only and are not intended to be an exhaustive listing of requirements.

Expectation	Examples
<p>Have fluency in formal and colloquial oral and written English skills</p>	<ul style="list-style-type: none"> • Demonstrate command of the course material to a professor or attending physician • Comprehend oral lectures, ask questions and comprehend answers • Explain procedures and discuss results with professors and fellow students • Explain medical conditions to patients, attending physicians and fellow students • Explain procedures and discuss test results on prescribed treatments with patients, attending physicians and fellow students • Comprehend laboratory safety and emergency situation instructions • Be able to effectively compose written communication, including documentation of patient history, physical exam, assessment and treatment plan
<p>Perceive and convey sentiments non-verbally and effectively with patients and all members of the healthcare team</p>	<ul style="list-style-type: none"> • Recognize, comprehend, and respond appropriately to spoken or non-verbal communication of distress or discomfort

Motor

Candidates and students must have sufficient motor functions to enable them to execute movements that are reasonably required to provide general and emergency treatment of patients (i.e. palpation, auscultation, percussion, and other diagnostic and therapeutic modalities). These actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision. Additionally, candidates and students must possess sufficient posture, balance, flexibility, mobility, strength, and endurance for standing, sitting, and participating in the laboratory, classroom, and clinical experiences.

Included below is a table containing relevant examples specific to this competency area. This table does not limit nor otherwise restrict the standard that students and candidates for admission are responsible for meeting and/or performing the skills and abilities defined in this area, irrespective of whether a specific expectation and/or example is included in this table. The examples presented are for illustrative and informational purposes only and are not intended to be an exhaustive listing of requirements.

Expectation	Examples
Possess equilibrium and coordination of gross and fine muscular movements	<ul style="list-style-type: none">• Possess sufficient strength and mobility to provide general care and emergency treatment to patients including CPR, administration of intravenous medication, the application of pressure to stop bleeding, the opening of obstructed airways, the suturing of simple wounds, assist with surgical procedures (i.e., handing off of instruments, perform retraction), perform simple obstetrical maneuvers, and perform OMT• Coordinate fine movement of fingertips, palms, and wrists as in elevation of the cranium• Stand with limited opportunity for gross movement for a minimum of 2 hours at a time, as necessary for particular medical procedures, such as performance of obstetrical delivery, assistance of surgical delivery, and assistance of surgical procedure
Possess sufficient visual-motor coordination permitting delicate manipulations of specimens, instruments, and equipment	<ul style="list-style-type: none">• Participate in laboratory exercises using required equipment• Perform minor medical procedures such as venipuncture and suturing.

Sensory

Candidates and students must have enhanced sensory skills including accuracy within specific tolerances and functional use for laboratory, classroom, and clinical experiences. Candidates and students who are otherwise qualified but who have significant tactile, sensory, or proprioceptive disabilities must be medical evaluated. Examples of issues requiring further evaluation include, but are not limited to, individuals injured by significant burns, those with sensory motor deficits, cicatrix formation, or absence and/or malformations of the extremity(ies).

Included below is a table containing relevant examples specific to this competency area. This table does not limit nor otherwise restrict the standard that students and candidates for admission are responsible for meeting and/or performing the skills and abilities defined in this area, irrespective of whether a specific expectation and/or example is included in this table. The examples presented are for illustrative and informational purposes only and are not intended to be an exhaustive listing of requirements.

Expectation	Examples
Possess accurate sense of touch and temperature discrimination	<ul style="list-style-type: none"> • Palpate the musculoskeletal system • Perform history and physical examination procedures specific to an individual • Perform a bimanual pelvic exam • Palpate distances in depth, elevation and width of body structures • Palpate texture differences, hydration states, fine muscle tension differences, changes in moisture and temperature
Auditory and Visual Senses	<ul style="list-style-type: none"> • The ability to use a stethoscope • Recognize structures and patient conditions accurately

Intellectual, Conceptual, Integrative, and Quantitative Abilities

Candidates and students must demonstrate problem-solving skills, which involve intellectual, conceptual, integrative, and quantitative abilities. These abilities include memory, calculation, reasoning, analysis, and synthesis. In addition, candidates and students must be able to comprehend three-dimensional relationships and be able to understand and manipulate the spatial relationships of structures.

Included below is a table containing relevant examples specific to this competency area. This table does not limit nor otherwise restrict the standard that students and candidates for admission are responsible for meeting and/or performing the skills and abilities defined in this area, irrespective of whether a specific expectation and/or example is included in this table. The examples presented are for illustrative and informational purposes only and are not intended to be an exhaustive listing of requirements.

Expectation	Examples
Be able to process multifunctional data and sensory input requiring cognitive recall and motor skills rapidly and initiate critical actions	<ul style="list-style-type: none"> • Perform osteopathic or medical evaluation of patient posture and movement including analysis of physiological, biomechanical, behavioral, and environmental factors in a timely manner, consistent with acceptable clinical norms • Comprehend oral and written presentations of material and communicate that understanding upon examination in a timely manner, occasionally demonstrating a grasp of the information within the same class period as presented

Expectation	Examples
	<ul style="list-style-type: none"> • Successfully complete objective exams designed to assess whether students can apply knowledge learned and successfully complete problem-solving exercises • Evaluate emergency situations including apnea, respiratory or cardiac arrest, bleeding and severe trauma, requiring rapid responses such as intubation and medication

Behavioral, Professional, and Social Attributes

Candidates and students must possess the professionalism required for full utilization of their intellectual abilities. They must show evidence that they can exercise good judgment and promptly complete all responsibilities involved in the education process and attendant to the assessment and care of patients. Candidates and students must also demonstrate that they can develop mature, sensitive, and effective relationships with faculty, staff, colleagues, and patients. Additionally, they must be able to tolerate physically and mentally taxing workloads, adapt to changing environments, display flexibility, and function in the face of the uncertainties inherent in-patient care. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are some of the personal qualities that will be assessed during the admissions and educational processes.

Additionally, COMP maintains a curriculum that stresses the importance of the body as a unit and the applicability of touch as an integral part of diagnosis and treatment for all patients of all genders. To acquire competencies in physical diagnosis and osteopathic manipulative medical diagnosis and treatment, all students are required to touch others and be touched. Students are required to assume the role of the patient to develop an understanding of the patient experience throughout the curriculum. This includes but is not limited to permitting self and demonstrating on others physical exams such as abdominal, cardiac and musculoskeletal, osteopathic structural exams, osteopathic diagnosis, and osteopathic manipulative treatment.

Included below is a table containing relevant examples specific to this competency area. This table does not limit nor otherwise restrict the standard that students and candidates for admission are responsible for meeting and/or performing the skills and abilities defined in this area, irrespective of whether a specific expectation and/or example is included in this table. The examples presented are for illustrative and informational purposes only and are not intended to be an exhaustive listing of requirements.

Expectation	Examples
Manage priorities successfully, including competing demands and multiple tasks under time constraints	<ul style="list-style-type: none"> • Maintain satisfactory academic progress including completing exams and other time-sensitive assessments and requirements, including patient care and attending mandatory classes, laboratory sessions and educational programs
Exhibit appropriate behavior, judgment and ethical standards	<ul style="list-style-type: none"> • Active participation in and contribution to learning situations • Maintain professional communications and interactions with faculty, staff, classmates,

Expectation	Examples
	patients, and all members of the health care team <ul style="list-style-type: none"> • Adhere to the Standards of Professionalism and Ethics as described in the University and College Catalogs and other documents
Adapt successfully to changing environments	<ul style="list-style-type: none"> • Maintain attention, actively participate and meaningfully contribute to dialog and practical applications in the classroom, small group exercises, laboratory activities, and in-patient care
Possess constructive, positive and mature interpersonal skills, interest and motivation	<ul style="list-style-type: none"> • Accept criticism and respond with appropriate modification of behavior • Timely and adequately respond to personal or academic struggles; seek assistance, practice planning and avoid procrastination
Participate as both a student patient and a student physician in the learning environment	<ul style="list-style-type: none"> • Allow for exposure and palpation of non-sexual body parts when serving as a student patient in the learning environment • Expose and palpate non-sexual body parts when serving as a student physician in the learning environment • Participate in learning, including dissection, of cadaveric donor patients • Participate in practice examinations, in scenarios including all genders, as both a student patient and a student physician.

Physical Health

To insure compliance with the respective state’s Department of Public Health requirements and exhibit exemplary commitment to the rights and integrity of all parties in the education of health care professional students, COMP has established medical status credentialing requirements that must be completed prior to matriculation. In addition to the personal competencies listed above, candidates for the Doctor of Osteopathic Medicine degree also must be sufficiently free of any serious communicable diseases. Medical status credentialing is designed to ensure that the safety of patients is not compromised while protecting the rights and safety of students as well. For detailed information, contact the Student/Employee Health Coordinator at stu-emphealth@westernu.edu.

Special Note: Students who require a reasonable accommodation to meet the competencies outlined within this document are expected to contact, expeditiously, the Harris Family Center for Disability and Health Policy/Accommodations and Resource Center (CDHP/AARC) in order to begin the interactive process. Due to the unique nature of the Osteopathic Principles and Practices discipline, the NMM/OMM Department may assess and approve certain non-essential modifications to standard maneuvers/techniques, for students who possess a temporary physical/medical condition and/or who may meet the criteria of a qualified individual with a disability under the ADA. **If approved, these modifications are limited only to the NMM/OMM course and will be provided to CDHP/AARC for record**

keeping. In the event that the NMM/OMM Department is unable to identify and/or approve a non-essential modification, that individual will be referred directly to CDHP/AARC.

Admissions Policies and Procedures

COMP accepts applications from all qualified candidates. However, many more applications are received from qualified candidates than can be admitted. While grades and Medical College Admission Test (MCAT) scores are important in selecting candidates for admission, the Admissions Committee recognizes that these statistics, by themselves, do not guarantee later success as an osteopathic physician. Therefore, the COMP Admissions Committee employs a holistic approach in which non-academic criteria are also important in making the selection. COMP seeks a diverse and balanced student population and considers factors additional to academic performance, such as a well-rounded background, work experiences, letters of recommendation, interest in and knowledge of osteopathic medicine, and professional promise. To help ascertain these factors, applicants are required to take part in an on-campus interview and a hybrid of the Multiple Mini Interview (MMI).

Non-Discrimination Policy

In accordance with all applicable federal, state, and local laws, Western University of Health Sciences (WesternU) is committed to ensuring a campus community free from unlawful discrimination. Accordingly, WesternU prohibits unlawful discrimination on the basis of race, color, national origin ancestry, citizenship, ethnicity, creed, religion or religious creed, sex or gender (including gender identity), marital status, sexual orientation, disability (both physical and mental) including HIV and AIDS, medical condition (cancer and genetic characteristics), pregnancy (which includes childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), age, genetic information, military and veteran status, or any other characteristic protected under applicable law, in the administration of its programs or activities. WesternU also prohibits unlawful harassment, including Sexual Harassment. Lastly, WesternU is committed to providing equal access to and equal opportunities to all members of its campus community in accordance with all applicable laws.

This non-discrimination policy applies to applicants, students and alumni, as well as faculty, staff, and employees of WesternU. Additional non-discrimination information can be found in the Nondiscrimination, Anti-Harassment, and Anti-Retaliation Policy, located in the University Catalog.

Reasonable Accommodation for Disabilities

Candidates and students must be able to perform all the essential functions of the program with or without reasonable accommodation. A student who discloses a disability and requests accommodation will be referred to the Harris Family Center for Disability and Health Policy/Accommodation and Resource Center (CDHP/AARC). The student will be asked to provide documentation of the disability for the purposes of determining appropriate accommodations. The College of Osteopathic Medicine of the Pacific will provide reasonable accommodations but is not required to make modifications that would substantially alter the nature or requirements of the program. A student with questions regarding reasonable accommodation can contact the CDHP office.

Minimum Application Requirements

The application requirements shown in this catalog apply to applicants who are seeking entry for the 2020/2021 academic year. Current admission and application requirements for the DO program, including prerequisite coursework requirements, can be located on the [Prospective Student](#) website.

Candidates for admission to COMP must meet these requirements **at the time of application**:

- Minimum science or overall grade point average of 3.0 **OR** a minimum of a one-year Post-Baccalaureate or Master’s Degree Program grade point average of 3.4.
- Completion of a minimum of 90 semester credit hours leading to a baccalaureate degree.
- MCAT score of at least 500 taken within the last three years. An MCAT score below 500 may be reviewed by the Dean or their designee under exceptional circumstances, and when the candidate has significantly exceeded the minimum GPA requirement.

Minimum Enrollment Requirements

- Completion of a baccalaureate degree from a regionally accredited institution or an institution that is recognized by the United States Department of Education. Degree must be conferred prior to matriculation or via a COMP linkage program.
- Completion of the equivalent of 8 semester credit hours in, biology, physics, inorganic chemistry, and organic chemistry; the equivalent of 6 semester credit hours in English and behavioral sciences. COMP also requires completion of all accompanying science laboratory courses. All prerequisite coursework **must** be completed by June 1 of the year the student plans to enter the program.
- One semester, or the equivalent, of biochemistry, physiology, and genetics is recommended.
- COMP does not accept alternative educational experiences or other professional training to meet admissions requirements.

Candidates applying via a contracted linkage program must meet the requirements of the contracted program.

AACOMAS and Secondary Applications

COMP participates in a centralized application service through the [American Association of Colleges of Osteopathic Medicine Application Service \(AACOMAS\)](#). Individuals interested in applying to COMP can click on the “Applicants” area of this website for information and application instructions. Applicants must arrange to have official MCAT scores and transcripts from all prior undergraduate, graduate, and professional institutions attended released to AACOMAS.

Upon receipt of the initial application and transcript(s), AACOMAS will collate materials, verify grades, and transmit standardized information to the applicant and to their designated osteopathic medical colleges. AACOMAS takes no part in the evaluation or selection of applicants and does not review applications to determine if completed correctly. COMP conducts a review of the AACOMAS applications received, and selected applicants may be requested to complete the electronic secondary application and provide supporting documents for consideration by the Admissions Committee.

Applicants with Foreign Coursework

Applicants must report coursework completed outside the United States and must submit their transcripts for evaluation to a [Western University of Health Sciences Approved Service](#) at the candidate's expense. A course-by-course evaluation is required, and all coursework must be designated as undergraduate,

graduate or professional. WesternU only honors evaluations from one of the approved services. The course evaluation must be sent directly to AACOMAS from the evaluation service.

International Students

International applicants are required to meet all requirements for admission. For a complete list of admissions requirements, please refer to our [Apply Now](#) section of the Prospective Student website.

If an international applicant is currently enrolled in a foreign medical college or other health professions programs, no part of that medical or health professions curriculum can be used to fulfill any part of COMP's academic requirements for granting a Doctor of Osteopathic Medicine degree. Foreign medical graduates are not eligible to apply for advanced standing into the COMP program.

Due to external regulatory requirements, applications from international students will only be considered for the Pomona campus. For detailed information, please visit the [International Students](#) website.

Acceptance Deposit

Applicants accepted at COMP must pay a non-refundable "acceptance" deposit of \$2,000 in two equal installments until March 1. After March 1, a single \$2,000 deposit is required. For detailed information on acceptance deposits, please contact the Office of Admissions.

Criminal Background Check

Upon acceptance of an offer of placement in the class, all candidates are required to provide proof of a criminal background check. Additionally, any accepted student who has established residency outside of the United States within the past 7 years, regardless of citizenship, must submit an International Background Check.

Rescinding of Admissions Offers

An acceptance offer may be rescinded, or an enrolled student may be dismissed by COMP, for failure to meet admissions requirements or discovery of behavior in violation of the Standards of Academic Integrity, Professionalism and Student Conduct as described in the University and COMP catalogs.

Deferred Admission

Deferred admission is considered on a case-by-case basis and may be granted for one year only.

Transfers from Other Colleges of Osteopathic Medicine

Transfer applications from students studying at schools accredited by the American Osteopathic Association Commission on Osteopathic College Accreditation will be considered on a case-by-case basis. It is the policy of COMP that all potential transfer students meet the admissions and pre-matriculation criteria as defined on the [Prospective Student](#) website.

Transfers will only be considered to begin the third year and all transfer students must have successfully completed COMLEX-USA Level 1 prior to acceptance into COMP. All transfer students must complete at least 50% of the educational program at COMP. Please see the [Transferring into WesternU](#) page on the Prospective Student website for detailed transfer requirements and instructions. Prior coursework transferred from another institution will not be included in the student's WesternU GPA calculation. In addition, transfer students are excluded from class rank calculations. Transfer students must fulfill all

graduation requirements as identified by COMP. Transfers will not be considered for students attending LCME accredited Colleges of Medicine.

Registration

All WesternU students are required to register by the registration deadlines specified by the University Registrar. Registration dates are posted on the [Registrar's Office](#) website. Failure to register by the deadline may be grounds for administrative withdrawal. All students registering after the posted deadline will be assessed a \$30.00 per business day late fee.

Full tuition and fees and all prior debts must be paid in full on or by posted deadlines each academic year. Matriculation is subject to the satisfactory completion of all academic requirements and payment of all outstanding debts to the University. The receipt of the final transcript(s) from all colleges/universities attended and a physical examination with documentation of required immunizations (if applicable) prior to registration are additional requirements for incoming students.

Registration Late Fee Appeals

If a student is assessed late fees for a registration period, they may submit an appeal to the Registrar. For additional information on the appeal process, please see the [Registration Late Fees](#) page on the Registrar's Office website.

Student Health Insurance Requirement

All full-time students at Western University of Health Sciences are required to have active health insurance while enrolled. All students are automatically assessed half of the entire year's insurance premium and will be enrolled in the student health insurance plan until they submit proof of coverage that meets the University's requirements. For additional information on student health insurance requirements and/or waiving out of the student health insurance plan, please see the [Student Health Insurance](#) page on the Office of the Registrar website.

New Student Orientation/Welcome Week

Attendance at all Welcome Week activities is mandatory for all incoming first-year and repeating students. The material presented during this week is critical for success in the program.

Student Initiated Changes in Enrollment Status

Leave of Absence

A student may request a Leave of Absence (LOA) with the occurrence of a medical emergency or illness, personal issues, financial hardship, or military service. Students must be in good academic standing to be eligible for a Leave of Absence. Students may request an LOA through the [Time-Off Request \(TOR\) form](#) via SharePoint. Depending on the amount of time for an approved LOA, a student may not have the academic qualifications to continue in the curriculum in that academic year and may be required to pick up where they left off in the next academic year.

Students requesting an LOA are required to continue monitoring their WesternU email so that no information or deadlines are missed prior to their return to COMP. Students must also consult with the Office of Financial Aid regarding the impact of their LOA on any outstanding student loans. Students on LOA are not covered by WesternU's accident, liability, or malpractice insurance during the time of leave. A notation regarding the LOA will appear on the student's academic transcript if the LOA is greater than 30 days in length during the pre-clinical curriculum and 45 days in length during the clinical curriculum.

For additional information on the University's Leave of Absence policy, please see 'Student Initiated Changes in Enrollment Status' in the University Catalog, General Academic Policies and Procedures section.

Transfer to another College of Medicine

If a student in good academic standing wishes to transfer to another medical school, the student may request the transfer by sending a letter to the Dean documenting the reason for transfer request. In addition to the letter to the Dean, the student must also provide the Dean with a letter of good standing obtained from the Office of the Registrar.

Withdrawal from University/Academic Program

Matriculation at the University is a privilege granted in consideration of specified levels of performance and of maintaining the established standards of scholarship and personal and professional conduct. The University reserves the right to require withdrawal at any time it deems necessary to safeguard its standards of scholarship, conduct, and orderly operation. The student concedes this right by act of matriculation. For additional information on withdrawing from the DO program, please see 'Student Initiated Changes in Enrollment Status' in the University Catalog, General Academic Policies and Procedures section.

Full-Time/Part-Time Status

All DO students enrolled in at least one class/rotation are considered full-time students.

Time Limits

The Doctor of Osteopathic Medicine program is designed to be completed in four (4) years of full-time study. The requirements for the degree must be fulfilled within six (6) years from the date of matriculation to the program. Students who are unable to meet the 6-year time limit for the DO program will be subject to administrative withdrawal.

Tuition and Fees

By action of the Board of Trustees, DO tuition and fees for the 2019/2020 academic year (subject to change) are as follows:

\$59,560.00	Annual Tuition
\$40.00	Student Body Fee (Years 1 and 2)
\$20.00	Student Body Fee (Years 3 and 4)

Other Fees and Expenses

\$40.00	Drug Screening (Approximate)
\$60.00	Criminal Background Check (Approximate)
\$75.00	Audience Response System
\$575.00 - \$1,700.00	Medical Equipment
\$1,500.00 - \$2,800.00	Required Laptop Computer
\$800.00	Required and Recommended Texts (Fall)
\$300.00	Required and Recommended Texts (Spring)
\$45.00	Anatomy Supplies (Gloves, Scrubs, Dissection Kit) – Year 1 Only
\$660.00	COMLEX-USA Examination Level 1 and 2CE*
\$1,295.00	COMLEX-USA Examination Level 2PE*
\$TBD	Discipline Specific Subject Examination Remediation (Each)
\$150.00	Discipline Specific OSCE Remediation (Each)
\$30.00	Registration Late Fee (Per Business Day)
\$350.00	Graduation Fee
\$470.00	Annual Parking Permit (Auto)
\$40.00	Locker Key Replacement Fee
\$10.00	Official Transcript (Each)
\$21.00	Rush Transcript, First Class Mail (Each)
\$25.00	Rush Transcript, Federal Express (Each)
\$10.00	Student ID Replacement Fee
\$TBD	Breakage Fee (Replacement Cost)

* COMLEX-USA fees are subject to change by the NBOME and are updated regularly. Visit the [NBOME Web site](#) for the most current COMLEX-USA fees.

Modified Curriculum/Repeated Coursework Tuition Rates

Students enrolled in a modified curriculum or who are directed to repeat one or more courses but not the entire academic year are charged a per credit hour tuition rate. This rate is calculated by dividing the total credit hours required for a class year by the annual tuition. The per credit hour rates for 2019/2020 are shown below:

\$1,054.16	DO Year 1 Modified Curriculum Per Credit Hour Charge
\$1,134.48	DO Year 2 Modified Curriculum Per Credit Hour Charge
\$1,191.20	DO Year 3 Modified Curriculum Per Credit Hour Charge
\$1,527.18	DO Year 4 Modified Curriculum Per Credit Hour Charge

Computer Technology

Each COMP student is required to have a laptop computer that meets the specifications outlined at <http://www.westernu.edu/computing/computing-students/>.

The laptops will be used for e-mail communication with classmates and faculty, for accessing computer- and server-based course information, instructional software, online bibliographic databases, electronic bibliographies, and for participating in course exercises/activities/exams. Computers will be needed by students on campus as well as at their local residences and when rotating in off-campus courses/rotations; therefore, laptop computers are required instead of desktop models.

Clinical Rotations Expenses

During the OMS III year, students are required to return to their respective home campus (Pomona, CA or Lebanon, OR) every 13th week to attend the mandatory Didactic or Conference Week activities (four weeks total for the OMS III year). Students may also be expected to return in the OMS IV year for required activities. Any travel, food, housing, or other expenses incurred for these activities are the responsibility of the student. Additionally, OMS III and IV students may choose to do elective rotations at non-core sites, including international sites (OMS IV students or Global Health Track OMS III students only), which may create self-imposed additional expenses. Finally, some elective rotations done at or through other institutions (e.g. certain hospitals or other medical schools) may involve application fees and/or other charges. Since these rotations are elective, these fees are the student's responsibility.

Subject Examination Repeat and OSCE Repeat Fees

Students who fail a post-rotation discipline-specific COMAT subject examination will be expected to pay any fees associated with a COMAT exam remediation.

Students who fail a post-rotation discipline-specific Objective Structured Clinical Examinations (OSCE) will be assessed a fee of \$150 for each OSCE that must be remediated.

Student Support Services

A wide variety of support services is available to students including tutoring, academic counseling, disability support, personal counseling, and behavioral health advice. A summary of these services with contact information is provided on the Office of Student Affairs (OSA) SharePoint site (accessible to COMP students only).

Students' Rights and Responsibilities

Students have the right to have support and assistance from COMP in maintaining a climate conducive to thinking and learning. University teaching reflects consideration for the dignity of students and their rights as persons. Student or faculty mistreatment in the course of the teacher-learner environment will not be tolerated. Examples of behaviors or situations that are unacceptable include, but are not limited to:

- Discrimination based on the WesternU/COMP Non-Discrimination policy.
- Sexual harassment.
- Unwanted physical contact.
- Verbal abuse, profanity, or demeaning comments.
- Inappropriate or unprofessional criticism, which belittles, embarrasses, or humiliates.
- Unreasonable requests to perform personal services.
- Grading used to punish or reward a student for nonacademic activities rather than to evaluate performance.
- A pattern of intentional neglect or intentional lack of communication.
- Requiring students to perform tasks beyond their level of competency without supervision.

Academic Advisement

COMP students will be assigned a faculty advisor upon matriculation. The academic advisor-student relationship can become one of the most valuable aspects of medical education. It provides an opportunity to develop sustained individual contacts between faculty and students on both academic and personal levels. If either the student or the advisor does not find the relationship helpful, either is free to seek a change. If a student wishes to change advisors, they should identify a preferred advisor and ask if they are willing and able to take them on as an advisee. If they agree, the student should submit an Open Ticket Response System (OTRS) ticket to the Office of Student Affairs and request that their advisor on record be officially changed. The Office of Student Affairs is also happy to make advisor recommendations if the student is not sure whom to select. If a faculty member wishes to change advisees, they should contact the Office of Student Affairs on their respective campus to request that the student in question be assigned to another advisor.

Tutorial Assistance Program

A Tutorial Assistance Program (TAP) has been established to assist students experiencing academic difficulty. Students can be recommended for this program by any faculty member or may self-identify to

TAP to receive assistance. The tutors will be chosen on the recommendation of the faculty in each discipline. Group tutoring is the methodology most used by the TAP department. For more information on academic counseling and the TAP program, contact LEAD.

Board Assistance Taskforce

The Dean's National Board Assistance Taskforce (BATF) is comprised of members of the COMP faculty that have been trained in board preparation counseling and professional guidance. The BATF is dedicated to the support and success of the COMP students on their National Licensing Examinations (Board Exams). The faculty on this taskforce provide personalized guidance and have also composed an overall success pathway for students to follow.

LEAD Office

The Office of Learning Enhancement and Academic Development (LEAD) is a part of the division of University Student Affairs. The LEAD Office's goal is to help each WesternU student successfully complete their course of instruction. The Office assists students in many ways. LEAD personnel offer counseling for students in academic difficulty and help to evaluate their respective approaches to learning, studying, and processing information. The counselor devises and implements methods to solve identified barriers to successful learning and aids individual students during their processes of resolution. Office personnel plan and implement group workshops to enhance learning skills each year for students in each WesternU program. The LEAD Office also prepares and distributes handouts to students on learning styles, time management, group study, processing information, memory, test preparation, anxiety and stress management, listening, note taking, comprehension, and critical reading and thinking. Additional learning enrichment forums, workshops, and the establishment of on-campus reviews for course exams or licensing/certifying examinations are developed by this Office in response to the expressed needs and interest of students.

The LEAD Office serves all WesternU students. All academic and personal counseling and referrals to other campus support services are completely confidential. Office personnel are available for students on a walk-in basis or appointments can be made by email. The office is located in the Health Sciences Center Building on the First Floor in Room 101. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

Office of Career and Professional Development

The objective of the [Office of Career and Professional Development](#) (OCPD) is to provide students with the information, resources, and experiences necessary to make good career decisions on specialty choice and to be successful in the residency match. This is accomplished throughout the four-year curriculum, and through individualized counseling. Career development is a lifetime process of self-assessment career exploration, career-decision making, and implementation. In order to assist students through this process, COMP has developed excellent resources utilizing technology, faculty advisors, career seminars, and student interest groups. The ultimate goal is to provide a high quality individualized holistic approach in professionally developing individuals to their long-term career goal.

In addition to the support provided through the faculty advisor program, students also have access to the career-advising resources through the OCPD. This office is designed to provide the necessary resources to ensure medical students' success in board preparation and residency placement. The services provided include:

- Personal brand development.

- Personalized medical specialty advising and selection.
- Curriculum vitae preparation.
- Personal statement development.
- Letters of recommendation strategy.
- Medical Student Performance Evaluations (MSPE).
- Residency application preparation through the Electronic Residency Application System (ERAS).
- Mock interviews and communication strategies.
- Pre- and post-residency activities (Scramble/SOAP assistance, Match Celebration).

Faculty development sessions are provided to guide faculty advisors to mentor their students effectively. The faculty workshops include the spectrum of services provided for students, as well as advanced mentoring strategies for medical licensure examination preparation, guiding students through the residency timeline and training program placement.

The OCPD and its services are promoted through integrated curricular sessions throughout the entire curriculum

General Academic Policies and Procedures

AOA Nomenclature

In compliance with the standardized nomenclature of the American Osteopathic Association (AOA), matriculants receive the designation Osteopathic Medical Student (OMS) followed by the current year in the program.

Attendance and Absences from Curricular Activities

Students are expected to participate fully in all scheduled educational activities. In person attendance is required for all mandatory curricular activities and students are responsible for all course content regardless of whether they attend the session or not. Students are required to be present for all scheduled examinations and cannot begin an examination more than 15 minutes after the scheduled time or take the examination at an alternate time without permission from the Office of Student Affairs. An unexcused absence from an examination is grounds for summary failure (a score of zero) for that examination.

COMP recognizes that occasionally a student must miss a mandatory curricular activity due to a required or unavoidable circumstance. If a student needs to be excused for any length of time, the request must be submitted using the Time-Off Request (TOR) Form via SharePoint. Some activities cannot be made-up, therefore, even with an approved TOR, the student may forfeit the points from an activity (e.g. quiz, lab activity, etc.).

Unexcused absences will be viewed as violations of the Standards of Academic Integrity, Professionalism and Student Conduct outlined in the University Catalog. The Office of Student Affairs will monitor students with frequent absence requests to ensure optimal academic performance. The Office of Student Affairs may limit excused absence privileges if deemed necessary.

Excused Absences for Extracurricular Activities

Students who meet all the following criteria may be excused from required curriculum for certain extracurricular activities such as professional conference travel:

- In good academic standing (not on academic probation and passing all courses)
- For preclinical courses, students must pass all exams administered during assessment week for the previous three blocks.
- For clinical courses, students must have passed all assessments including but not limited to; national licensing examinations, COMAT subject examinations, Objective Structured Clinical Examinations and rotations.
- Submitted the Time-Off Request (TOR) form no less than thirty (30) days prior to departure
- Activity does not fall on a blackout date (see [SharePoint](#) for dates)

Students, whose travel is financially supported by any university entity, must also submit a [Student Travel Notification Form](#) through the Office of University Student Affairs.

Excused Absence Documentation

Time-Off Requests can only be considered if the appropriate submitted documentation covers all dates for which the student plans to be absent. Students may scan or take a high-quality photo/screenshot of the necessary documentation. The type of required documentation is determined by the nature of the absence and is reviewed by the Office of Student Affairs. Examples include, but are not limited to:

- A doctor's note (must include your name and date of absence) (appointment reminders not accepted).
 - The note must indicate that your health condition at the time of the exam/mandatory activity did not allow you to be present.
- A photo of hospital armband, or hospital bill for self or family member.
- A program for an immediate family member's wedding, funeral, religious ceremony, or graduation.
- A registration receipt when attending a health professional or leadership conference.
- A [screenshot](#) of your email invitation for a residency interview (showing the date).
- A [screenshot](#) showing your name and the date you are taking a COMLEX-USA examination.
- A receipt for car problems such as the purchase of a car battery or confirmation of a tow.
- A screenshot of a weather app showing the unfavorable weather conditions.

If a Request for Time-Off Form for a non-planned absence is submitted without the required documentation, the student has 48 hours (from the start of the absence) to go back into SharePoint and attach the appropriate documentation to the request. An absence may not be approved if documentation is received late, so the student should be diligent about obtaining and uploading the necessary paperwork as soon as it is available. Please note that if the student is requesting a partial day in conjunction with another partial or full day (or days), they must submit a separate request for the partial day.

Timeframe for Submitting Requests

Planned absences (known in advance of the curricular activity): Examples include scheduled religious observances, conferences (see additional requirements below), immediate family weddings, funerals, graduations, surgeries, and other medical procedures that cannot be done during academic breaks. The Time-Off Request (TOR) Form and all necessary documentation must be submitted no less than 30 days prior.

Unplanned absences (known just prior to the curricular activity): Examples include acute personal illness, a traffic accident, acute illness, or death of a family member. The Time-Off Request (TOR) Form should be submitted by the end of the scheduled curricular activity. Acute emergent events where the TOR cannot be submitted in this timeframe will be reviewed on a case-by-case basis by the Office of Student Affairs. If documentation is not available at the time the TOR is submitted, it must be uploaded to the TOR prior to the scheduled make-up opportunity, or within 48 hours (whichever comes first). Click “update” after attaching the document to notify the Office of Student Affairs that it is ready for review. Requests may not be approved if documentation is received after 48 hours.

For additional information including response time and specific information for pre-clinical and clinical students, please refer to the Time-Off Request section of the OSA SharePoint site.

Make-Up Work

Please note that while make-up work is usually offered for written and practical examinations, some courses have established procedures for missing a class or a quiz in which case no make-up is offered even if the absence is excused. In other cases, make-up work is not possible due to the nature of the activity. If you are concerned about whether make-ups will be offered for the assignments you will miss during your approved absence, consult the course syllabus.

Make-up examinations will be scheduled by the COMP Office of Academic Affairs. If a student is unable to complete the make-up opportunity at the scheduled time, the student must submit an additional [Time-Off Request \(TOR\) Form](#) for the date and time of the make-up opportunity. If the student is granted an excused absence for the make-up examination, they will receive an incomplete in the course and will be given the opportunity to complete the examination at a later date as determined by the Office of Academic Affairs. If the student does not request an excused absence prior to the make-up examination, they will be subject to the conditions of an unexcused absence and may be referred to the Student Performance Committee.

Details regarding clinical curricular absences can be found in the Clinical Education Manual.

Incomplete Policy

A student with excessive incompletes is not considered as having acceptable academic performance; therefore, a student with two (2) or more incompletes in an academic year will be required to appear before the Student Performance Committee, or its designated body.

Academic Requirements for Student Government

In order to apply for and maintain eligibility for the positions of Class President, Vice President, and Curriculum Representative, students must meet the conference travel standards.

Examination Policies

For most examinations, a student will sit in an assigned seat, unless prior arrangements have been made with the Office of Academic Affairs. Examinations will be administered in the form of a computer-based examination, paper examination, practical examination, and/or oral examination. During an examination, a student may not leave the room until they have completed the examination, except in an emergency or as excused by the proctor (e.g. restroom break). If a student is excused to leave the room temporarily, the proctor will accompany the student. No additional time will be granted for the student's time out of the examination room. In addition, students are allowed a maximum of one restroom break after two hours or testing.

Once a student completes their examination and leaves the examination room, they will not be permitted to re-enter the room until the examination is complete. All student belongings, except those required for the examination, will be kept in the front of the room. No food or drink (except bottled water) will be allowed during examinations.

Students who miss an examination with a documented TOR may not be in or near the designated testing area during or immediately following the examination period. Violations of this policy will be considered a violation of College Standards of Academic Integrity, Professionalism and Student Conduct and may result in a referral to the SPC.

Violations of Examination Policies

Cheating, or actions that give the appearance of cheating, will not be tolerated. Students are not to discuss examination questions with other students during any examination or any other assessment curricular activity, whether it is administered all at once, in segments, or over extended periods. Additionally, students are not allowed to discuss the examination with those who have not yet taken the examination.

If an examination proctor observes a student behaving in a way that could be perceived as cheating, immediately following the examination, the proctor has the authority to refer the situation to the Office of Academic Affairs, which may ultimately result in the student being referred to the Student Performance Committee.

If a student suspects a violation during an examination, they are responsible to report this to the proctor in accordance with the honor code. Students are not authorized to intervene directly.

If it is determined that a student has displayed unprofessional behavior during an examination, they are subject to dismissal from the College.

Issues/Dispute Resolution Procedure

When an issue or dispute arises between students, the issue/dispute resolution process starts with communication among the involved students. If a satisfactory resolution is not arrived at that level, the matter should then be addressed with the faculty advisor. If the problem is not resolved at the faculty

advisor/course director level, the matter should be brought to the appropriate college's Student Affairs personnel, then the College Dean. If the matter has not been resolved at those levels, the final arbiter is the SVP/Provost.

When an incident arises involving a faculty member, the first step in the issue/dispute resolution process is discussion with the faculty member. If the matter is not satisfactorily resolved at that level, then the matter should be referred to the Department Chair, then Dean, in that order. The final arbiter is the SVP/Provost. Please note that grade appeals cannot be handled under this protocol.

When an incident arises involving a staff member, the dispute resolution process begins with the Supervisor/Department Chair followed by the Dean. The Office of Human Relations is the final arbiter.

Failure to follow this sequence of steps will only serve to delay the appropriate resolution of the issue or dispute as the matter will only be referred back to the correct level in this chain of responsibility. Specific college policies regarding issue/dispute resolution are indicated in the appropriate sections of this catalog.

Course Repeats and Remediation

The educational objectives that underlie remedial teaching and evaluation will be the same as the educational objectives that underlie regular courses in the curriculum.

If the student is allowed to remediate or repeat a course, block or rotation, the Office of Academic Affairs, will determine the way(s) in which the student will demonstrate acceptable academic performance and complete the requirement(s).

A student who successfully remediates a course/block/rotation will receive a grade of "RP."

If a student is directed to repeat a course/block/rotation(s), the grades for both the original and repeated course/block/rotation(s) will be recorded on the official transcript. Only the most recent grade(s) received will be included in the student's GPA calculation. Students will be charged full tuition for repeated coursework, including repeated clinical rotations.

Licensing Examinations

Comprehensive Osteopathic Medical Self-Assessment Examination (COMSAE)

COMP administers an examination called the COMSAE for Phase One and Phase Two. These examinations are integrated into the curriculum. The COMSAE is designed to gauge the base of the student's knowledge and ability as they prepare to take the COMLEX-USA Level 1 and Level 2 CE examinations. COMP will use the results of this examination to determine if the student is at risk for eventual COMLEX-USA Level 1 or Level 2 CE failure. The inability to achieve a minimum score on the COMSAE, as determined by the Office of Academic Affairs, may result in a delay in sitting for the COMLEX-USA Level 1 or Level 2 CE examination until the student meets the minimum requirement established by the College. This may delay the start of or continuation of the Clinical Education phase of the curriculum (core and elective rotations) and/or potentially prevent the student from advancing in the curriculum. Students who do not achieve the minimum score on the COMSAE within the recommended timeframe provided by the OAA will be required to meet with the Student Performance Committee, or its designated body.

COMLEX-USA (National Licensing Examinations) Requirements

COMLEX-USA licensing examinations are a series of exams administered by the National Board of Osteopathic Medical Examiners (NBOME). It is a requirement for all osteopathic medical graduates to pass all COMLEX-USA exams to obtain a license to practice medicine. Successful completion of the COMLEX-

USA Level 1, COMLEX-USA Level 2 Cognitive Evaluation (CE), and COMLEX-USA Level 2-Performance Evaluation (PE) are requirements for graduation from COMP. See Academic Progress section of the catalog for more detail.

United States Medical Licensing Examination (USMLE)

While the United States Medical Licensing Examination (USMLE) series is not a requirement for graduation from COMP, it is recognized that this examination may potentially be beneficial toward the achievement of career objectives for some students. As such, students who take these examinations may be granted time-off through the same process as described for the COMLEX-USA series. Should a student require time off for the USMLE Step 1, Step 2 CK, or Step 2 CS, the student should submit a TOR through the Office of Student Affairs SharePoint site. Students who are deciding whether this examination may be of benefit to their future career objectives are encouraged to consult with the Office of Career and Professional Development.

NBOME/USMLE Testing Accommodations

If a student requires accommodations as defined by the Americans with Disabilities Act (ADA), they must contact the NBOME/USMLE directly. Accommodations provided by the University do not guarantee that accommodations will be provided by the NBOME or USMLE. Students who request test accommodations for any NBOME or USMLE examination are encouraged to contact the CDHP/AARC as early as possible for assistance. It should be noted that the process can take from six months to a year and therefore, students should begin the process roughly one year before they plan to sit for any of the licensing exams.

Graduate Medical Education

Graduation from COMP with a DO degree does not guarantee placement in a residency or eventual licensure. Obtaining a graduate medical education (GME) position, commonly known as internship or residency, is dependent upon many factors. GME programs evaluate candidates on areas that include but are not limited to curricular performance, licensing examination scores, interpersonal skills, and demonstration of leadership. Candidates participate in a competitive process known as “The Match” to secure a GME position. This primarily occurs through the National Resident Matching Program (NRMP) for positions offered by the Accreditation Council for Graduate Medical Education (ACGME) but may also include other “matches” for specific specialties or the military GME positions.

Students are required to be familiar and comply with all policies and requirements of the Match in which they are participating. A “Match” offer is a legal contractual obligation between the student and the program. Failure to abide by a “Match” obligation is a “Match” violation. Any Match violation is grounds for dismissal from COMP. Some students obtain a position outside of one of the two main matches listed above. Examples include the Supplemental Offer and Acceptance Program through the NRMP and the scramble process. Upon acceptance of a contract for a GME position, a student is considered to have entered a binding contract. Any breach of that contract will be considered a violation of professional standards. Should a student breach their contract, they will be referred to the Student Performance Committee and will be subject to dismissal.

COMP upholds the highest standards for compliance with various Match programs. Some match programs, namely the NRMP, require the University to verify that students will be able to begin their residency program on July 1 in the year of their graduation. Students who have not completed all COMLEX-USA Exam requirements as detailed in the ‘Licensing Examinations’ section of this catalog may be verified as eligible for the match but place themselves at risk for delayed graduation and/or inability to start a residency program on time. Students who are verified and obtain placement via the NRMP, but who are

then unable to start their program on July 1, will be required to contact the NRMP for a match waiver. Failure to request a match waiver could result in a match violation as outlined in the NRMP's match participation agreement.

Additionally, COMP expects students to demonstrate the utmost professional demeanor throughout the residency application process, which includes interviews. The NRMP or the program will notify the respective college Deans when a student fails to show for an interview. As this constitutes unprofessional conduct, students who fail to show for an interview will be required to appear before the Student Performance Committee, or its designated body.

Medical Student Performance Evaluation (MSPE)

The Medical Student Performance Evaluation (MSPE) is a cumulative evaluation of a student's academic career relative to their peers and includes assessment of both academic performance and professional attributes. The MSPE is one metric commonly utilized by Program Directors in consideration of candidates for Graduate Medical Education. Decisions resulting from the Student Performance Committee recommendations may be included in the MSPE under the adverse action section.

Standards of Academic Integrity, Professionalism and Student Conduct

The University Standards of Academic Integrity, Professionalism and Student Conduct can be located in the University Catalog. The standards outlined below are in addition to those outlined in the University Catalog. Students are expected to be aware of, and abide by, both University and applicable College policies.

Prior to matriculation, all first-year students will sign a copy of the Student Honor Code and Student Code of Ethics. By signing this document, students acknowledge that their entry into the study of osteopathic medicine joins them to a profession that conducts itself according to a long-standing moral and ethical code. Furthermore, students affirm that they will strive in all efforts to meet these standards for the betterment of the profession and the patients it serves. Students will be prompt, successfully perform their academic coursework and comport themselves in a professional manner.

Dress Code

The purpose of COMP's dress code is to standardize the dress of students to promote professional standards with regard to safety, cleanliness, comfort, and image. All articles of clothing worn on campus or any affiliated site must be clean and in good repair.

The dress code requirement must be adhered to while students are on campus or in clinical rotations. Certain courses and rotations may require specific dress (examples: scrubs for anatomy lab and professional dress for Clinical Rotations). Students are expected to be familiar with dress requirements for all curricular elements as detailed in the course syllabi, Clinical Education Manual, or as directed by faculty. While on clinical rotations, students are also expected to abide by dress requirements of the affiliated facility.

Student Honor Code

As future healthcare providers, students of COMP will conduct themselves with honesty, integrity, professionalism, and pride. Students may not cheat, deceive, steal, or tolerate anyone who does.

Student Code of Ethics

The following code of ethics will be adopted by every COMP student: "I understand that it is a great privilege to study osteopathic medicine. Over the course of my training, I will assume extraordinary responsibility for the health and well-being of others. This undertaking requires that I uphold the highest standards of ethical and compassionate behavior. Accordingly, I have adopted the following statement of principles to guide me throughout my academic, clinical, and research work. I will strive to uphold both the spirit and the letter of this code in my years at COMP and throughout my osteopathic medical career."

Honesty

- I will maintain the highest standards of academic honesty.
- I will truthfully represent myself as an osteopathic medical student at all times to patients and healthcare providers.
- I will neither give nor receive aid in examinations or assignments unless expressly permitted by the instructor.
- I will be truthful with patients and will report accurately all historical and physical findings, test results, and other information pertinent to the care of the patient.

- I will conduct research in an unbiased manner, report results truthfully, and appropriately credit ideas developed, and work done by others.

Confidentiality

- I will regard confidentiality as a central obligation of patient care.
- I will limit discussions of patients to members of the health care team in settings removed from the public ear (e.g. not in elevators, hallways, cafeterias, etc.).

Respect for Others

- I will uphold a classroom atmosphere conducive to learning.
- I will interact with instructors and peers in a considerate and cooperative manner.
- I will treat patients and their families with respect and dignity both in their presence and in discussions with other members of the health care team.
- I will interact with patients in a way that ensures their privacy and respects their modesty.
- I will interact with all members of the health care team in a considerate and cooperative manner.
- I will not tolerate any form of discrimination as identified by the WesternU/COMP Non-Discrimination policy.
- I will judge my colleagues fairly and attempt to resolve conflicts in a manner that respects the dignity of every person involved.

Responsibility

- I will conduct myself professionally--in my demeanor, use of language, and appearance--in the presence of patients, in the classroom, and in health care settings.
- I will conduct myself in a professional manner with faculty, staff, and other employees of COMP and members of any institution affiliated with COMP.
- I will set patient care as the highest priority in the clinical setting.
- I will recognize my own limitations and will seek help when my level of experience is inadequate to handle a situation on my own.
- I will not use alcohol or drugs in any way that could interfere with my clinical responsibilities.
- I will not use my professional position to engage in romantic or sexual relationships with patients or members of their families.
- I will participate fully in the enforcement of this statement of principles. I realize that failure to take appropriate action is itself a violation of the principles.

Expectations of Faculty, Residents and Fellows

- I have the right to expect clear guidelines regarding assignments and examinations, as well as to have testing environments that are conducive to academic honesty.
- I cannot be compelled to perform procedures or examinations that I believe are unethical or beyond the level of my training.
- I have the right not to be harassed and not to be subjected to romantic or sexual overtures from those who are supervising my work.
- I have the right to be challenged to learn, but not abused or humiliated.

AOA Code of Ethics

COMP students, faculty and staff support and endorse the [AOA Code of Ethics](#).

Standards of Academic Progress

Satisfactory academic progress is defined as passing all courses and maintaining a cumulative numeric score of at least 70% for each of the four academic years. A final grade of “No Pass” or a numeric score below 70% in any course, block or rotation must be remediated prior to promotion to the next academic year or graduation. Requirements must be completed as specified and within six years from the date of matriculation. Professional conduct is defined by the Standards of Academic Integrity, Professionalism, and Student Conduct (as noted in the WesternU Catalog), Student Honor Code and the Student Code of Ethics. Students perceived by faculty, administration or colleagues to be in violation of these standards will be referred to the Student Performance Committee, or its designated body.

Student Performance Committee (SPC)

The Student Performance Committee (SPC) shall consist of eight (8) voting members. The voting members shall consist of four (4) faculty members on each campus appointed by the Dean. Non-voting, ex-officio members shall consist of the following: a representative from the Office of Student Affairs, a representative from the Department of Clinical Education, a representative from the Department of Preclinical Education, and the Director of the LEAD Office. The Chair and Vice-Chair of the Committee shall be appointed for a three-year term by the Dean. The Committee will meet at the request of the Chair/Vice-Chair. For purposes of creating a quorum, the committee Chair and Vice-Chair may be counted. A quorum will consist of one more than half of the eight (8) voting members of the committee (i.e., 5 voting members). In the event that an urgent meeting is required, SPC members from the appropriate campus can meet as a separate committee based on location. The quorum for this type of urgent meeting will consist of one more than half of the four voting members of the committee of individual campuses (i.e. 3 voting members).

The Committee is charged with the following responsibilities:

- a) Periodically review the performance and comprehensive evidence of progress of all students who are pursuing the Doctor of Osteopathic Medicine degree. Particular attention will be given to the students in academic difficulty. For purposes of clarification, “performance” is defined as those activities of a behavioral-conduct and/or academic nature.

- b) Receiving reports from members of the faculty or administration regarding any student whose professional/personal conduct or behavior is deemed unsatisfactory. Appropriate professional and personal conduct shall include, but is not limited to, student attendance at all required activities, completing all assigned course work and examinations on time, and a cooperative attitude toward fellow students, WesternU employees, and personnel of affiliated clinical rotation sites. It additionally includes ethical decision-making, appropriate demeanor and personal appearance, and interactions with patients.
- c) Reviewing the academic/professional/personal records of students who appear before the committee and make a recommendation to the Dean regarding appropriate actions. Actions may include promotion, probation, remediation, repeat, suspension, dismissal, administrative withdrawal, and/or psychological, medical, and/or educational assessment. Additional action(s) may be recommended as deemed appropriate to the situation.
- d) Recommending to the COMP faculty as a whole, the awarding of the degree of Doctor of Osteopathic Medicine upon satisfactory completion of all requirements for graduation as stated in the College Catalog.

The SPC will forward its recommendations to the Dean. The Dean has the authority to accept the recommendations of the SPC or may make such other decisions, as they deem appropriate under the circumstances. A student may appeal the decision of the Dean to the SVP/Provost. (See University Catalog).

If the student can bring credible evidence that there is bias within a specific committee member or the committee as a whole, the committee or the member can be recused from hearing the case. In the situation where the whole committee recuses itself, the Dean will determine the most appropriate venue for adjudicating the issue(s).

While the SPC addresses situations that cover academic performance, professionalism and student conduct; there may be times where the hearing process in the University's catalog supersedes the College catalog. Generally, this occurs when a student is alleged to be in violation of the University's Standards of Student Conduct. In the event that the University Catalog applies, COMP will follow all University hearing policies and procedures as applicable. For further information regarding the University hearing process, please refer to "Information for Students about Hearings Involving Alleged Violations of the Standards of Student Conduct," located in University Catalog.

Graduation

A student will be recommended for the Doctor of Osteopathic Medicine Degree provided they:

1. Are not on probation or suspension, have completed all prescribed academic and clinical requirements with a cumulative numeric score of at least 70% and have no outstanding grade of "I", "NP" or "NCR".
2. Have been enrolled in COMP during their final two years.
3. Have successfully taken and passed the COMLEX-USA Level 1, COMLEX-USA Level 2 CE and the COMLEX-USA Level 2 PE examinations.

4. Have demonstrated compliance with the “General Academic Policies and Procedures” section of the University Catalog regarding Standards of Academic Integrity, Professionalism and Student Conduct.
5. Have complied with all the legal and financial requirements of the University as stated in the University Catalog.
6. Have completed the AACOM Survey of Graduating Seniors.
7. Have completed all service hours as required by COMP.
8. Have completed any required Financial Aid exit counseling.
9. Have attended in person and participated in the Commencement ceremony, at which time the oath is administered, and the Doctor of Osteopathic Medicine degree is conferred. Unless special permission has been granted by the Dean, students must participate in their respective commencement ceremony. If the Dean grants special permission for excuse from commencement, the graduates may be required to present themselves to the Dean or designee at another specified date to take their profession’s oath before their diploma will be released. Requests for excuse will only be granted for extenuating circumstances.

Students may participate in commencement activities provided they will complete all requirements of the program by December 31 of that calendar year. No student will receive the degree until the student has completed all requirements for graduation. Degrees will be dated as appropriate to the date of completion of all graduation requirements.

Outcomes for Unsatisfactory Academic Progress

Students who make unsatisfactory academic progress in the following areas will be supported and automatically approved for next steps and status changes as indicated below. Please note that course/block/rotation related outcomes refer to failures within a single curriculum year. Any scenarios not referenced below will be referred to the Student Performance Committee (SPC).

First and Second Year Courses/Blocks

Students are expected to pass each course/block with an overall percentage equal to or greater than 70%. For the block courses, students must also pass ALL assessment week exams. If a course offers re-take exams (e.g. FOM I, FOM II), students who fail one or more of the assessment week exams will be allowed to re-take any failed exam. If a student passes the re-take exam(s) and has an overall course percentage at or above 70%, the student will then pass the course and move on in the curriculum.

If a student does not pass the re-take exam(s), the student will fail the course even if their overall course percentage is at/above 70%. If a course does not offer re-take exams (e.g. ISOM, ASOM), the student’s grade is final and if they do not achieve a score of 70% or higher, they will fail the course.

Outcomes

Type of Failure	Action Type	Action
Receipt of "No Pass" grade in a single block/course, with no record of failures in a previous academic year	Support:	Success Planning Meeting
	Next Step:	Remediation of Course/Block
	Status Change:	Not applicable
Receipt of "No Pass" grade in a single block/course, with a record of a failure in a previous academic year.	Support:	Success Planning Meeting
	Next Step:	Remediation of Course/Block
	Status Change:	Academic Probation
Receipt of "No Pass" grade in a single block/course during a year in which the student is repeating coursework.	Support:	Office of Student Affairs Meeting
	Next Step:	Dismissal
	Status Change:	Dismissal
Receipt of "No Pass" grades in two blocks/courses	Support:	Success Planning Meeting
	Next Step:	Repeat of Academic Year
	Status Change:	Academic Suspension Until Return Academic Probation During Repeat Year
Receipt of "No Pass" grades in a single block/course remediation	Support:	Success Planning Meeting
	Next Step:	Repeat of Academic Year
	Status Change:	Academic Suspension Until Return Academic Probation During Repeat Year

Third- and Fourth-Year Courses/Rotations

Outcomes

Type of Failure	Action Type	First Failure	Second Failure
Rotation	Support:	Rotation Repeat Prep Meeting	OSA Meeting
	Next Step:	Repeat Rotation	Dismissal
	Status Change:	Academic Probation	Dismissal
Repeated Rotation	Support:	OSA Meeting	N/A
	Next Step:	Dismissal	N/A
	Status Change:	Dismissal	N/A

COMAT Subject Examinations

COMAT Subject exams are taken on a monthly basis for each core rotation. For COMAT exams taken off site, students must register at a Prometric site and follow the policies of the site and the NBOME. If the student is late for the exam or is a “no-show”, the attempt will count as a failure.

Outcomes

Type of Failure	Action Type	First Failure	Second Failure	Third Failure
COMAT Subject Examination	Support:	COMAT Retake Meeting	COMAT Retake Meeting	Repeat Rotation Prep Meeting
	Next Step:	Retake COMAT	Retake COMAT	Fail Rotation and Repeat Failed Rotation
	Status Change:	None	Academic Suspension Until COMAT Score Released	Academic Probation Until Pass Repeat Rotation

COMLEX-USA Examinations

COMLEX-USA licensing examinations are a series of exams administered by the National Board of Osteopathic Medical Examiners (NBOME). It is a requirement for all osteopathic medical graduates to pass all COMLEX-USA exams to obtain a license to practice medicine. Successful completion of the COMLEX-USA Level 1, COMLEX-USA Level 2 Cognitive Evaluation (CE), and COMLEX-USA Level 2-Performance Evaluation (PE) are requirements for graduation from COMP.

COMLEX-USA Level 1

- Students must take COMLEX-USA Level 1 prior to the beginning of the OMS III curriculum. All students retaking COMLEX-USA Level 1 must take each examination attempt within **90 days** of notification of the failed attempt.
- Students who fail to meet the COMSAE standard and/or those completing remediation or incomplete coursework may request, of the Office of Academic Affairs, additional time to take the COMLEX-USA Level 1; however, all students must have completed COMLEX-USA Level 1 prior to the start of the OMS III September Didactic or Conference Week.
- If a student is approved for a Medical Leave of Absence, the deadline clock will stop during that time and resume once leave ends. The COMLEX examination may not be taken until medical clearance has been submitted to and approved by the Office of Student Affairs.

COMLEX-USA Level 2 CE

- Students must take COMLEX-USA Level 2 CE by September 1 of their OMS IV year. Students who are off track and cannot meet the September 1 deadline must take the exam within **60 days** of finishing their OMS III curriculum. All students retaking COMLEX-USA Level 2CE must take each examination attempt within **90 days** of notification of the failed attempt.

- Students must demonstrate successful completion of all Didactic or Conference Week discipline-specific COMAT subject examinations as well as COMSAE Phase 2 in order to take the COMLEX-USA Level 2 CE.
- Students may request, via the [Time-Off Request \(TOR\) Form](#) on SharePoint, up to a 1 day excused absence from rotations to take COMLEX-USA Level 2 CE.
- If a student is approved for a Medical Leave of Absence, the deadline clock will stop during that time and resume once leave ends. The COMLEX examination may not be taken until medical clearance has been submitted to and approved by the Office of Student Affairs.

COMLEX-USA Level 2 PE

- Students must take COMLEX-USA Level 2 PE by November 1 of their OMS IV year, although it is strongly recommended that students take this exam by September 1 of the OMS IV year. Students who are off track and cannot meet the November 1 deadline must take the exam within **60 days** of finishing their OMS III curriculum.
- All students retaking COMLEX-USA Level 2PE are expected to take each examination attempt within **90 days** of notification of the failed attempt.
- Students must demonstrate successful completion of all discipline-specific OSCEs in order to take the COMLEX-USA Level 2 PE.
- The COMLEX-USA 2 PE is offered at the NBOME testing sites in Conshohocken, Pennsylvania and Chicago, Illinois. Students may request, via the [Time-Off Request \(TOR\) Form](#) on SharePoint, up to a 72-hour excused absence from rotations to take COMLEX-USA Level II PE.
- If a student is approved for a Medical Leave of Absence, the deadline clock will stop during that time and resume once leave ends. The COMLEX examination may not be taken until medical clearance has been submitted to and approved by the Office of Student Affairs.

Outcomes

Type of Failure	Action Type	1st Failure	2nd Failure	3rd Failure
COMLEX Level 1	Support:	Success Planning Meeting	Student Performance Committee (or its designated body)	OSA Meeting
	Next Step:	Retake the Exam	Retake the Exam	Dismissal
	Status Change:	Removed from Clinical Rotation* Until Taken (*timing TBD by the Office of Academic Affairs (OAA))	Academic Suspension Until Passing Score Received	Dismissal

COMLEX Level 2CE	Support:	Success Planning Meeting	Student Performance Committee (or its designated body)	OSA Meeting
	Next Step:	Retake the Exam	Retake the Exam	Dismissal
	Status Change:	Removed from Clinical Rotation* Until Taken (*timing TBD by OAA)	Academic Suspension Until Passing Score Received	Dismissal
COMLEX Level 2PE	Support:	Success Planning Meeting	Student Performance Committee (or its designated body)	OSA Meeting
	Next Step:	Retake the Exam	Retake the Exam	Dismissal
	Status Change:	None	Academic Suspension Until Passing Score Received	Dismissal

Type of Failure	Action Type	1 st Missed Deadline	2 nd Missed Deadline*
Failure to Take/Retake COMLEX by Deadline	Support:	Success Planning Meeting	OSA Meeting
	Next Step:	Take/Retake COMLEX within 30 days of Success Planning Meeting	Dismissal
	Status Change:	Academic Suspension Until Taken	Dismissal

*This outcome applies whether a student missed the deadline twice for the same COMLEX exam or once each for two different COMLEX exams.

Complete Degree Within Six Years

As indicated in the Standards of Academic Progress, all requirements for the DO degree must be completed within six years from the date of matriculation.

Outcome

Type of Failure	Action Type	Action
Unable to Complete Degree within 6 Years	Support:	OSA Meeting
	Next Step:	Administrative Withdrawal
	Status Change:	Administrative Withdrawal

Consistent with the *Outcomes for Unsatisfactory Academic Progress* section, upon notification of a probable outcome (repeating the year or dismissal), a student may request review by the COMP Student Performance Committee (or a designated body). To do so, the student must submit their request for review, in writing, within 5 working days of being notified of the applicable probable outcome. The request for review should include any relevant information that the student would like the Committee to consider. The Office of Student Affairs is available to assist students with this process. The Committee will review

the request and make a recommendation to the Dean, who retains ultimate authorization/approval of all outcomes. If a student fails to request review and/or fails to request review within the appropriate timeframes, the student will be notified, in writing, that the probable outcome is considered in effect, subject to any applicable University appeal rights. Please review the University catalog for further information related to the University Appeals Process.

Adverse Actions

Academic Probation

A student may be placed on Academic Probation for the reasons outlined in the University Catalog (See the University Catalog: Probation) and/or a consistent pattern of substandard academic progress or professionalism issues including, but not limited to, the reasons indicated in the Outcomes for Unsatisfactory Academic Progress section of this catalog.

Students on Academic Probation must meet with their faculty advisor at least once a month and must meet with a representative from the Learning Enhancement and Academic Development (LEAD) Office and utilize any other resources requested during the Success Planning Meeting. It is the student's responsibility to arrange these meetings.

Students on Academic Probation must resign from all leadership roles in extra-curricular or co-curricular activities associated with the University, College, and/or with professional associations. Please also note the academic standards that apply specifically to class officers as described in the section on Academic Requirements for Student Government.

Academic Suspension

A student may be placed on Academic Suspension for the reasons outlined in the University Catalog (See the University Catalog: Suspension) and/or a consistent pattern of substandard academic progress or professionalism issues including, but not limited to, the reasons indicated in the Outcomes for Unsatisfactory Academic Progress section of this catalog.

A student on Academic Suspension is not registered as an active student and is not eligible for financial aid during this time (See the University Catalog: Tuition Refund Policy). They are required to use the time to work towards remediation of the deficiency for which the Academic Suspension was levied. Students on Academic Suspension must resign from all leadership roles in extra-curricular or co-curricular activities associated with the University, College, and/or with professional associations.

Conduct Suspension

A conduct suspension is a period of time when a student is barred from enrollment in an academic program because of a violation of applicable University or College conduct policies. The duration of the conduct suspension will be communicated to the student at the time the suspension is imposed, either as a specified period of time or until the student has satisfactorily completed all the terms and conditions imposed to remedy the violation. A student may not receive financial aid during any time of suspension.

Summary Suspension

Each student is expected to govern his/her conduct with concern for other individuals and for the entire University community. Actions that threaten or endanger, in any way, the personal safety, and/or well-

being of self or others, or that disrupt or interfere with the orderly operation of the University are cause for immediate disciplinary action.

The President, SVP/Provost, or appropriate College Dean has the authority to suspend, summarily, a student when the student admits to guilt or when, in the opinion of the President, SVP/Provost, or appropriate College Dean, such action is appropriate to protect the health or safety of any individual, or to preserve the orderly operation of the University. For further information, refer to the Summary Suspension section in the University Catalog.

Dismissal

A student may be dismissed for the reasons outlined in the University Catalog (See the University Catalog: Dismissal) and/or a consistent pattern of substandard academic progress or professionalism issues including, but not limited to, the reasons indicated in the Outcomes for Unsatisfactory Academic Progress section of this catalog. A student is also subject to dismissal if they jeopardize COMP standards of scholarship, conduct, and orderly operation.

Appeals Process

University Appeals Process

In accordance with the University catalog, the Dean shall have authority to make decisions regarding a student's status in matters of academic progression/promotion, suspension, student conduct, dismissal and graduation. Students may request an appeal of the Dean's decision to the SVP/Provost by following the process defined in the 'Student Appeal Process' section of the University Catalog.

Financial Aid Warning Policy (Title IV and Title VII)

If a student is not making Satisfactory Academic Progress (SAP) they may be placed on "Financial Aid Warning" status for the next payment period and continue to receive financial aid for that period. Financial Aid is any financial assistance offered to the student for paying for their education, such as loans, scholarships, Federal Work-Study, grants and stipends (judged on the criteria of the stipend). Students who fail to make SAP by the end of the payment period lose Financial Aid eligibility.

It is the policy of the Financial Aid Office (FAO) that once a student has been placed on Academic Probation for not meeting SAP standards as defined by the College, the FAO will automatically place the student in a Financial Aid Warning status. During the next academic term, if the student does not meet SAP standards and the college places the student on Academic Suspension, the student will no longer be eligible for financial aid. If the student appeals the Academic Suspension and the appeal is approved, financial aid will be reinstated. If the student is directed to audit courses, those courses will not be covered by financial aid.

Remediation: Financial Aid Policy

If the student, at the end of an academic year, is still considered to be making unsatisfactory progress and must remediate, they will not be eligible to receive Title IV or Title VII funding as per Federal regulations and will be removed from the list of eligible financial aid recipients.

Evaluation and Grading

Pre-Clinical Curriculum Grading

Final pre-clinical course grades are reported on the transcript as shown below. A failed course or rotation that is successfully remediated is designated as a “Remediated Pass” (RP) on the transcript. These grades are assigned based on the final percentage score a student achieves in a course or system according to the following rubrics:

Pre-Clinical Curriculum Grading

The pre-clinical grading scale displayed below applies to DO classes entering in the **fall of 2018 and beyond**.

<u>Grade</u>	<u>Equivalent</u>	<u>GPA Points</u>
HON	Honors (90% -100%)	100.00
HPASS	High Pass (83-89%)	90.00
PASS	Pass (70-82%)	80.00
NOPASS	No Pass (0%)	0.00
RPASS	Remediated Pass (70%)	70.00
CR	Credit	N/A
NCR	No Credit	N/A

The pre-clinical grading scale displayed below applies to DO classes entering in the **fall of 2017 and prior**.

**Students repeating their first year during the 2018/2019 academic year will be assigned grades using the scale above.*

<u>Grade</u>	<u>Equivalent</u>	<u>GPA Points</u>
HNR	Honors (90% and above) *	N/A
P	Pass (70-89%)	N/A
NP	No Pass (Less than 70%)	N/A
RP	Remediated Pass (70%)	N/A
CR	Credit	N/A
NCR	No Credit	N/A

**See respective course syllabi*

Clinical Curriculum Grading (OMS III & IV):

The pre-clinical grading scale displayed below applies to DO classes entering their 3rd year in the **fall of 2018 and beyond**. A failed course or rotation that is successfully remediated is designated as a “Remediated Pass” (RP) on the transcript. The percentages shown in the ‘Equivalent’ column will be used to convert performance indicators (e.g. Honors) into percentages (e.g. 100%) that will be used to calculate an internal GPA and class rank:

<u>Grade</u>	<u>Equivalent</u>	<u>GPA Points</u>
HNR	Honors (100%)	N/A
HP	High Pass (90%)	N/A
P	Pass (80%)	N/A
NP	No Pass (0%)	N/A
RP	Remediated Pass (70%)	N/A
CR	Credit	N/A
NCR	No Credit	N/A

The pre-clinical grading scale displayed below applies to DO classes entering their 3rd year in the **fall of 2017 and prior**. A failed course or rotation that is successfully remediated is designated as a “Remediated Pass” (RP) on the transcript. The percentages shown in the ‘Equivalent’ column will be used to convert performance indicators (e.g. Honors) into percentages (e.g. 100%) that will be used to calculate an internal GPA and class rank:

<u>Grade</u>	<u>Equivalent</u>	<u>GPA Points</u>
HNR	Honors (100%)	N/A
HP	High Pass (90%)	N/A
P	Pass (80%)	N/A
LP	Low Pass (70%)	N/A
NP	No Pass (69%)	N/A
RP	Remediated Pass (70%)	N/A
CR	Credit	N/A
NCR	No Credit	N/A

Cumulative Numeric Scores and Class Rank

The cumulative numeric score will be calculated at the end of each semester of the OMS I and II years with the average of all course numeric scores weighted by the number of course credit hours attempted. Since rotation grades are received on a rolling basis, cumulative calculations will occur at the end of the OMS III year so that a student’s ranking can be reported on the Medical Student Performance Evaluation (MSPE). A final cumulative score will be calculated when all OMS IV grades are received.

If a course or clinical rotation is repeated or remediated, only the last grade earned enters into the computation of the cumulative numeric score/grade point average, but the original grade remains on the student’s transcript.

Cumulative class rank will not be calculated for transfer students. Osteopathic Undergraduate Teaching Fellows will not be ranked until the end of the final year.

Administrative Grades

ADMINISTRATIVE GRADES		
<u>Grade</u>	<u>Equivalent</u>	<u>GPA Points</u>
AU	Audit	N/A
I	Incomplete	N/A
W	Withdrawal	N/A
M	Missing	N/A
TR	Transfer	N/A
WPC	Waived for Prior Credit	N/A

Audit

An “AU” (Audit) is assigned to a student who pays tuition for the course and attends class activities but does not complete examinations and does not receive course credit. However, under certain circumstances, at the discretion of the Dean, a student who is repeating or undergoing remediation may be required to complete course examinations and/or other required work product while auditing the course for no grade.

Missing Grades

A grade of 'M' for Missing will be input by the Office of the Registrar if a student's grade is not available by the deadline for grade submission. An 'M' grade is not included in the GPA calculation and will be replaced by the grade earned in the course once submitted by the course director/instructor. 'M' grades should not be used by the program in place of an Incomplete (I) grade.

Incomplete Grade (I): Courses or Blocks

An Incomplete (I) indicates that a student has not been able to finish all work required for issuance of a grade within the normally scheduled time of the course or system. The "I" is not counted in the grade point calculations and must be replaced before the student can register for the next academic term, unless other arrangements have been made with the Office of Academic Affairs. When the incomplete work is complete, the "I" grade remains on the transcript and the final grade that the student has earned for the course is listed following the "I" (e.g. I/Pass). If the required work is not completed within the specified time, the "I" will be converted to the score the student achieved in the course/system prior to the "I" being assigned.

Incomplete Grade (I): Rotations

If a student is unable to finish a rotation due to an extraordinary personal or family situation, they must notify their primary preceptor and the Office of Academic Affairs prior to leaving the rotation. In cases of life-threatening emergency, students are required to inform the Office of Academic Affairs as soon as possible after the emergency is handled. If the student has completed at least two weeks of the rotation (core or elective), the rotation may be counted as a split rotation and a grade may be awarded for the split rotation. In consultation with the Office of Academic Affairs, the student will then schedule the remainder of the rotation as an additional split rotation. If the student has not completed a two-week minimum, a grade of W will be recorded until the rotation can be rescheduled and successfully completed.

If a student cancels a rotation on their own, leaves a rotation before it is finished without prior authorization by the Office of Academic Affairs, fails to show for a rotation without prior notification to the Office of Academic Affairs, or is asked to leave the rotation by the preceptor or other authorized rotation site personnel, the student will be placed on Academic Suspension and the rotation will be listed as "NP" with a numeric score of 0 (zero) assigned. The Office of Academic Affairs will notify the Office of Student Affairs who will place the student on Academic Suspension, and the student will be required to appear before the Student Performance Committee, or its designated body.

Grade Reports

Official grades are turned in to the Registrar by the Office of Academic Affairs at which time the online student records system, BanWeb, is updated. Official grade reports and unofficial transcripts are available on the BanWeb student records system throughout the academic year.

Grade Changes Pre-Clinical (OMS I & II)

No grade or numeric score will be changed unless the Office of Academic Affairs certifies that an error in computing or recording the score occurred or that a student has successfully remediated a course or system. This information will subsequently be transmitted to the Registrar.

Students have a maximum of two weeks from the time final grades are reported to them to bring any errors or irregularities in grading to the attention of the Office of Academic Affairs (OAA).

If a student wishes to dispute a course grade, they must submit a ticket through the pre-clinical education student portal (OTRS) in which they explain the situation, and provide documentation substantiating the reason for requesting review. All disputes must be submitted within two weeks of the date the student is notified of the course grade. The final determination will be made by the Office of Academic Affairs, and the student will be informed of the final disposition of the rotation grade.

Grade Changes Clinical (OMS III & IV)

In order to avoid misunderstandings, students should make every effort to discuss the preceptor's evaluation of their performance prior to the completion of the clinical rotation. Once the rotation evaluation has been submitted to the school, the student may not discuss the evaluation with the preceptor or clinical site. Failure to follow this policy will result in the student being assigned a final grade of "No Pass" for the rotation.

If a student wishes to dispute a rotation grade, they must submit a ticket through the clinical education student portal (OTRS) in which they explain the situation, and provide documentation substantiating the reason for requesting review, which must include the mid-rotation evaluation. All disputes must be submitted within two weeks of the date the student is notified of the rotation grade. A final grade determination will be made by the Office of Academic Affairs, after consultation with the respective preceptor, and the student will be informed of the final disposition of the rotation grade.

Credit Hour Calculation

Courses are rated at one credit hour for each 15.0 hours of lecture or 30.0 hours of laboratory practicum, directed independent study, or small group sessions. One credit hour will be assigned for each week of clinical rotations.

Curriculum Organization

Graduation Service Requirement

COMP supports the ideal of the physician as a “servant-leader.” To support that goal, all COMP students are required to complete 30 hours of community service. This is a program requirement and must be fulfilled in order to obtain the DO degree from COMP. The hours need to be completed by the end of the first semester of the second year. Failure to adhere to this deadline will result in the student being referred to the Student Performance Committee. No student will be allowed to progress to the OMS III year if the service hours are not completed by the end of the OMS II curricular year. Details regarding the service options will be provided by the Department of Social Medicine and Healthcare Leadership. (This requirement began with the Class of 2020.)

Pre-Clinical Curriculum (OMS I and II)

The first and second years of osteopathic medical school introduce the student to fundamental scientific concepts as they apply to the study of medicine as well as the role of the physician in society. Exposure to clinical medicine with an emphasis on osteopathic principles and practice is woven throughout the curriculum.

Year 1

Year 1, Fall Semester		
Course	Title	Credit Hours
IPE 5000	Patient Centered Cases I	1.00
OM 5000	Introduction to the Study of Osteopathic Medicine	6.00
OM 5005	Integrated Skills for the Study of Medicine I	3.00
OM 5100	Foundations of Osteopathic Medicine I	8.00
OM 5200	Foundations of Osteopathic Medicine II	11.00
Semester Total:		29.00
Year 1, Spring Semester		
Course	Title	Credit Hours
IPE 5100	Patient Centered Cases II	1.00
OM 5105	Integrated Skills for the Study of Medicine II	3.00
OM 5300	Foundations of Osteopathic Medicine III	13.00
OM 5400	Foundations of Osteopathic Medicine IV	12.50
Semester Total:		29.50
Year 1 Total:		58.50

Year 1 (Intensive Summer Anatomy Students – ISAC)

Year 1, Fall Semester		
Course	Title	Credit Hours
IPE 5000	Patient Centered Cases I	1.00
OM 5000	Introduction to the Study of Osteopathic Medicine	6.00
OM 5002	Intensive Summer Anatomy Course	0.00
OM 5003A	ISAC Facilitation	0.00
OM 5005	Integrated Skills for the Study of Medicine I	3.00
OM 5100	Foundations of Osteopathic Medicine I	8.00
OM 5200	Foundations of Osteopathic Medicine II	11.00
Semester Total:		29.00
Year 1, Spring Semester		
Course	Title	Credit Hours
IPE 5100	Patient Centered Cases II	1.00
OM 5003B	ISAC Facilitation	0.00
OM 5105	Integrated Skills for the Study of Medicine II	3.00
OM 5300	Foundations of Osteopathic Medicine III	13.00
OM 5400	Foundations of Osteopathic Medicine IV	12.50
Semester Total:		29.50
Year 1 Total:		58.50

Year 2

Year 2, Fall Semester		
Course	Title	Credit Hours
IPE 6000	Team Training in Healthcare I	1.00
OM 6000	Advanced Study of Osteopathic Medicine (ASOM)	5.00
OM 6005	Integrated Skills for the Study of Medicine III (ISSM III)	3.00
OM 6100	Foundations of Osteopathic Medicine V (FOM V)	13.00
OM 6200	Foundations of Osteopathic Medicine VI (FOM VI)	6.50
Semester Total:		28.50
Year 2, Spring Semester		
Course	Title	Credit Hours
IPE 6100	Team Training in Healthcare II	1.00
OM 6105	Integrated Skills for the Study of Medicine IV (ISSM IV)	7.00
OM 6300	Foundations of Osteopathic Medicine VII (FOM VII)	10.00
OM 6400	Foundations of Osteopathic Medicine VIII (FOM VIII)	8.00
Semester Total:		26.00
Year 1 Total:		54.50

Clinical Curriculum (OMS III and IV)

COMP clinical curriculum consists of the following clinical rotations and courses (each rotation is 4 weeks long, unless otherwise noted):

Year 3

Year 3		
Course	Title	Credit Hours
OM 7010	Family Medicine	4.00
OM 7020	Internal Medicine I	4.00
OM 7021	Internal Medicine II	4.00
OM 7025	Selective	4.00
OM 7030	Surgery (General)	4.00
OM 7050	Elective	4.00
OM 7051	Elective	4.00
OM 7060	Osteopathic Manipulative Medicine	4.00
OM 7070	Pediatrics	4.00
OM 7080	Psychiatry	4.00
OM 7090	Obstetrics/Gynecology	4.00
OM 8055A	Essentials of Clinical Medicine V	3.00
OM 8055B	Essentials of Clinical Medicine V	3.00
Year 3 Total:		50.00

Year 4

Year 4		
Course	Title	Credit Hours
OM 7515	Medicine Sub-Internship	4.00
OM 7530	Surgery Sub-Internship	4.00
OM 7540	Emergency Medicine	4.00
OM 7550 A-F	Electives	24.00
OM 8555A	Essentials of Clinical Medicine VI	1.50
OM 8555B	Essentials of Clinical Medicine VI	1.50
Year 4 Required Total:		39.00

Optional Programs

Longitudinal-Experiential Program

The Longitudinal-Experiential Program at COMP is an opportunity that allows students to engage in an active learning environment over a prolonged period. In so doing, the student can experience the practice of medicine soon after they arrive on campus. This experience provides a rich opportunity for the student to integrate skills necessary for the practice of medicine. The traditional focus of medical education has been to arrange courses into sequenced blocks of learning with very little time dedicated to integrating material. Each of the longitudinal-experiential tracks is composed of integrated blocks of learning unified around a theme. A significant portion of each track is composed of experiential training, which allows the student to combine traditional learning methods such as listening, reading, and observing with firsthand immersion.

The Longitudinal Programs currently available:

- Longitudinal Chronic Care Course (LC3) - For the duration of the program (normally four years), students are paired with a patient living with a chronic disease to experience healthcare through their patient's eyes.
- Lifestyle Medicine - Students acquire skills in nutrition, exercise and stress management education through innovative hands-on training.
- Global Health - Students have the opportunity to gain an understanding of why global health initiatives have the potential to reduce poverty, build stronger economies, and promote peace.
- Rural Health - Students participate in an innovative approach to learning about issues pertinent to the practice of medicine and addressing issues of population health in rural and/or underserved communities. (Track currently available only on the COMP-Northwest campus)
- Applied Anatomy - The focus of the track will be educating students about the various facets of surgical practice, procedures-based medicine, and proper technique common to interventional medical practice. The track is composed of two monthly events: group meeting and a clinical skills workshop. This track will equip students with a sound understanding of the expectations required for rotation and residency. The clinical skills workshop will teach the student a set of clinical skills often unique to a specific discipline but valuable to the education of all.
- Biomedical and Clinical Research - The goal of the Biochemical and Clinical Research Track is to give dedicated students an early opportunity to participate in laboratory, clinical or OMM research projects. Students participate in one to two monthly meetings that aim to expose students to the research process. In the first few months of the program, students will identify research opportunities for their summer research project. Participating students will present their work during the second year at the "Western Student and Resident Medical Research Forum" in Carmel, CA or at the "Student Technology and Research Symposium" in Lebanon, OR. In their third and fourth year, participating students are required to choose at least one clinical research rotation as an elective.
- H-art of Medicine- The H-art of Medicine Longitudinal Track explores the arts as a tool for healing both for restoration of self-well-being, and as potential tools future practitioners can use to help

their patients achieve better health by focusing on the whole person of body, soul, and spirit. Additionally, track participants will explore other topics in the medical humanities such as ethics, philosophy, religion/spirituality and history toward the goal of creating a more humanistic practitioner.

- **Community Health** - In the Community Health Track, students engage with hospitals and patients to learn more about the issues surrounding population health and home health. Students have the opportunity to gain an understanding of the struggles that frequently admitted patients face. Students provide support in connecting patients with resources and professionals which will aid their recovery and lifestyle.

Additional Longitudinal tracks are currently in development; therefore, the above list may not represent all tracks offered during the 2019-2020 academic year.

For additional information, please visit the [Longitudinal and Experiential Learning](#) website.

COMP²

The Neuromusculoskeletal Medicine/Osteopathic Manipulative Medicine (NMM/OMM) Department offers the COMP² program for students who are interested in gaining additional exposure to the distinct osteopathic approach to patient care. This program emphasizes osteopathic principles and philosophy in a clinical context, the indications and contraindications of Osteopathic Manipulative Treatment (OMT) as a treatment modality, and the proper application of OMT in those individuals for which it is indicated. The program includes shadowing of the NMM/OMM faculty, NMM/OMM preceptors in the community, Student Osteopathic Manipulative Medicine Clinical Education Program (SOMMCEP), and a few other specified venues. Although no course credit is given for participation in this program, it is recognized and considered by the COMP faculty as a recommended resource for the courses Osteopathic Principles and Practice (OPP) I-IV in addition to future clinical practice. For additional information, please contact the Department of NMM/OMM.

Department of Family Medicine Teaching Assistant Program

The Department of Family Medicine (DFM) Teaching Assistant (TA) Program provides second year osteopathic medical students who are selected via the application process, a unique opportunity to hone their skills in the realms of leadership, clinical medicine, and medical education. DFM TAs are an integral part of the family medicine department and assist the faculty in delivering the Clinical Medicine & Reasoning (CM&R) curriculum to the first-year class. They provide critical training in the knowledge and skills related to various aspects of clinical medicine to the first-year students, present new material in small group settings and provide hands-on training. The DFM TAs receive training in the essentials of teaching and learning styles, application of clinical knowledge and skills, and the building blocks of leadership. Going through the program, DFM Teaching Assistants gain an in-depth exposure to clinical medicine and receive additional hands-on training from the DFM faculty and Academic Students. Those who have completed the DFM Teaching Assistant Program generally excel on rotations due to their enhanced proficiency in their clinical knowledge and skills as well as their comfort in presenting workshops to attending physicians, residents, and peers. Based on information from past TAs, the teaching experiences gained in the program have historically been one of the highlights of their residency interviews.

DFM Teaching Assistants are recognized at the annual Awards and Recognition Ceremony. If you are interested and want to find out more information about the program, please contact Dr. Robyn Dreibelbis at rdreibelbis@westernu.edu in COMP-Northwest and Dr. Steven Lam at lams@westernu.edu in COMP-Pomona.

Department of Neuromusculoskeletal/ Osteopathic Manipulative Medicine (NMM/OMM) Teaching Assistant Program

The Department of Neuromusculoskeletal/Osteopathic Manipulative Medicine (NMM/OMM) Teaching Assistant (TA) Program provides second year osteopathic medical students who are selected via the application process, a unique opportunity to hone their skills in the realms of leadership, OPP, and medical education. NMM/OMM TAs are an integral part of the OPP department and assist the faculty and NMM/OMM Fellows to deliver the Osteopathic Principles and Practices (OPP) curriculum to the first-year class. They provide critical diagnostic and therapeutic psychomotor training to the OMS I class, present new material in small group settings and provide hand-over-hand training. The NMM/OMM Teaching Assistants receive training in the essentials of teaching and learning styles, application of emotional intelligence, teaching psychomotor skills and the building blocks of leadership. Going through the program, NMM/OMM Teaching Assistants gain an in-depth exposure to OPP and receive additional hands-on training by NMM/OMM faculty and Fellows. Graduates from the NMM/OMM Teaching Assistant Program generally excel on rotations due to their enhanced proficiency in OPP and their diagnostic and therapeutic skills as well as their comfort in presenting workshops to attending physicians, residents, and peers. The teaching experiences gained in the program are one of the highlights of their residency interviews.

NMM/OMM Teaching Assistants are recognized at the annual Honors Day Celebration. If you are interested and want to find out more information about the program, please contact Dr. Rebecca Giusti at rgiusti@westernu.edu in COMP-Pomona and Dr. Janice Blumer at jblumer@westernu.edu in COMP-Northwest.

NMM/OMM Pre-Doctoral Teaching Fellows

The NMM/OMM Pre-Doctoral Teaching (PDT) Fellowship Program is a scholarship program. Second year osteopathic medical students in good academic and professional standing are eligible to apply for this program. It is a twelve-month training program integrated within the student's third and fourth clinical clerkship years. An additional year is added to the student's osteopathic medical training to accommodate their clinical clerkship and fellowship obligations. The fellowship program affords students the opportunity to teach the science and art of Osteopathic Principles and Practice (OPP). It also allows the interested student to practice and perfect their skills while working under supervision of experienced osteopathic physicians.

The goals of the fellowship program are to develop future osteopathic physicians who:

- Effectively teach applications of osteopathic philosophy and principles in practice.
- Have advanced skills in osteopathic diagnosis and osteopathic manipulative treatment (OMT).
- Contribute to advancing the discipline of NMM/OMM through education, research, and clinical practice.

- Demonstrate exceptional leadership skills.

The NMM/OMM PDT Fellows are respected members of the teaching, research and service team in COMP's NMM/OMM Department. The position requires a strong commitment to the NMM/OMM Department faculty, peers, patients, and to the students. For additional information on the NMM/OMM PDT Fellowship Program, please contact the Department of NMM/OMM or visit their [website](#).

Additional Degrees

For DO students interested in obtaining an additional degree during their professional training, both the Graduate College of Biomedical Sciences (GCBS) and the College of Health Sciences (CHS) offer degrees that may augment a student's learning experience. Examples of those degrees include the Master of Science in Biomedical Sciences (MSBS) degree offered through the GCBS or the Master of Science in Health Sciences (MSHS) degree offered through the CHS. COMP will work with students interested in pursuing those degrees on optimal timing to fulfill degree requirements for both programs. For information regarding either degree, please consult the [GCBS MSBS](#) or the [CHS MSHS](#) website.

Course Descriptions

Courses listed in this catalog are subject to change through normal academic channels. New courses and changes in existing course work are initiated by the appropriate faculty members, departments, or programs, and must be approved by the Curriculum Committee, the faculty and the Dean.

Pre-Clinical

IPE 5000 Patient Centered Cases – An Interprofessional Approach I (1.0 credit hour, CR/NCR)

This course is a required university seminar for all first-year health professional students. This course prepares students to practice health care services through a team approach. Working in small interprofessional teams, students will explore cases representing conditions across the life span. The cases will integrate elements common to all professionals such as ethical, behavioral, social, and psychological issues. This course is a graduation requirement for all health professional programs.

IPE 5100 Patient Centered Cases – An Interprofessional Approach II (1.0 credit hour, CR/NCR)

This course is a required university seminar for all first-year health professional students. This course prepares students to practice health care services through a team approach. Working in small interprofessional teams, students will explore cases representing conditions across the life span. The cases will integrate elements common to all professionals such as ethical, behavioral, social, and psychological issues. This course is a graduation requirement for all health professional programs.

IPE 6000 Team Training in Health Care I (1.0 credit hour, CR/NCR)

IPE 6000 will continue to build upon the knowledge from the IPE 5000 series but will expand upon that knowledge and require the student to learn and apply advanced tools and strategies that are crucial to develop a collaborative healthcare team. The majority of the course is independent study with students engaging in a large-scale tabletop activity where they apply team tools necessary to solve a healthcare dilemma.

IPE 6100 Team Training in Health Care II (1.0 credit hour, CR/NCR)

This course is a continuation of IPE 6000.

OM 5000 Introduction to the Study of Osteopathic Medicine (6.0 credit hours)

The Introduction to the Study of Osteopathic Medicine provides a first look at the fundamental basic science and clinical concepts that will allow a student to succeed in learning the foundations of osteopathic medicine.

OM 5001 Summer Preparedness and Readiness Course (SPaRC) (0 credit hours, CR/NCR)

In an interprofessional environment, the SPaRC prepares incoming students for the rigors of their program with an introduction to various curriculum topics including the skeletal system, gross anatomy lecture and cadaver lab, and pharmacology. The anatomy component focuses on the skeletal, muscular, cardiovascular, and nervous systems, yet provides a brief overview of other body systems as well. Additional lecture overviews to program-specific content are also provided. Academic skills presentations focus on enhancing study, test taking, and the development of EQ skills. Acceptance into this program is at the discretion of the coordinating office. The course is elective and does not meet any specific requirements of the program curriculum. A separate tuition of \$950 is charged. For additional information, contact Learning Enhancement and Academic Development (LEAD).

OM 5002 – Intensive Summer Anatomy Course (0.0 credit hours, CR/NCR)

The intensive summer anatomy version provides students with an understanding of the superficial and deep anatomical structures and their arrangement to one another while emphasizing normal function and clinical features of the human body. Through laboratory dissections of cadavers, students will learn the language of anatomy and clinically important relationships. Particular attention will be paid to the neurovascular bundles throughout the entire body. In addition to dissections, models, radiographs, clinical presentations and special demonstrations are employed to emphasize current clinically relevant structures and presentations.

The sum total of this fast-paced course is that students will be able to identify all of the bones, organs, muscles, arteries, veins, nerves and lymphatic structures needed to be successful in the subsequent DO curriculum, and will be able to identify the anatomical defects, injuries, and malformations implicit in the clinical conditions interspersed within the dissection, labs, lectures, and examinations. Students are selected for this course based on GPA and MCAT scores, as well as previous course work in anatomy. No separate fee is charged as the student registers for medical school upon matriculation into this course.

OM 5003A ISAC Facilitation (0.0 credit hours, CR/NCR)

Prerequisites: Completion OM 5002 with a final percentage score of 80% or higher and permission of the Course Director. Students enrolled in this elective course will assist the other first-year medical students in the dissection of cadavers and otherwise aid students in the Foundations of Osteopathic Medicine I course. Other types of teaching assistance, including prosecting difficult-to-identify structures, may also be required.

OM 5003B ISAC Facilitation (0.0 credit hours, CR/NCR)

Continuation of OM 5003A.

OM 5005 Integrated Skills for the Study of Medicine I (ISSM) (3.0 credit hours)

The ISSM series of courses supports COMP mission of preparing student to become technically competent, culturally sensitive, professional, lifelong learners, and compassionate physicians who are prepared for graduate medical education. COMP accomplishes this by providing a course that prepares the students for the COMLEX-USA Level 1 examination. Critical partnerships for this goal include the LEAD office to provide workshops on study and test taking skills. Additionally, the ISSM course focuses on professional development. To enhance professional development, the Office of Career and Professional Development will guide student through professional development, career counseling, and provide the tools students will require to be successful osteopathic physicians. Professional development guidance and opportunities are also provided by the Office of Student Affairs and the Department of Social Medicine and Healthcare Leadership.

OM 5100 Foundations of Osteopathic Medicine I (8.0 credit hours)

The Foundations of Osteopathic Medicine courses provide students with the foundational basic sciences and health systems sciences as they relate to body systems. These courses integrate the needed knowledge, skills, and attitudes to prepare a student to become an osteopathic physician.

OM 5105 Integrated Skills for the Study of Medicine II (3.0 credit hours)

Continuation of OM 5005.

OM 5200 Foundations of Osteopathic Medicine II (11.00 credit hours)

Continuation of OM 5100

OM 5300 Foundations of Osteopathic Medicine III (13.00 credit hours)

Continuation of OM 5200

OM 5400 Foundations of Osteopathic Medicine IV (12.50 credit hours)

Continuation of OM 5300

OM 6000 Advanced Study of Osteopathic Medicine (5.0 credit hours)

The Advanced Study of Osteopathic Medicine provides a first look at the complex basic science concepts of pathophysiology, microbiology and pharmacology, as well as the clinical concepts that will allow a student to succeed in learning osteopathic medicine.

OM 6005 Integrated Skills for the Study of Medicine III (3.0 credit hours)

Continuation of OM 5105

OM 6100 Foundations of Osteopathic Medicine V (13.00 credit hours)

The Foundations of Osteopathic Medicine courses provide students with the more complex basic sciences, including pathophysiology, microbiology, and pharmacology, as well as health systems sciences as they relate to body systems. These courses integrate the needed knowledge, skills, and attitudes to prepare a student to become an osteopathic physician.

OM 6105 Integrated Skills for the Study of Medicine IV (7.0 credit hours)

Continuation of OM 6005.

OM 6200 Foundations of Osteopathic Medicine VI (6.50 credit hours)

Continuation of OM 6100.

OM 6300 Foundations of Osteopathic Medicine VII (10.00 credit hours)

Continuation of OM 6200.

OM 6400 Foundations of Osteopathic Medicine VIII (8.00 credit hours)

Continuation of OM 6300.

Clinical (OMS III and IV)

Prior to beginning the OMS III and IV years, commonly known as rotations, students are required to complete additional requirements that may include but are not limited to, successful completion of Basic and Advanced Cardiac Life Support Courses (BLS and ACLS), successful completion of Introduction to Clinical Education, an additional criminal background check, completion of all mandatory trainings and health requirements, and have taken the COMLEX-USA Level 1 examination. Some sites may have additional requirements that may include but are not limited to additional applications and fees that are the student's responsibility, additional background checks, fingerprinting, drug screening, and additional health screenings.

All students should also note that the BLS and ACLS requirements are administered at a period that will allow the student to maintain these certifications through graduation. Should a student fall off track and need additional time, the student must maintain BLS and ACLS certification at their own expense. An exception for this will be granted for students in the NMM/OMM Fellowship.

OM 7010 Family Medicine (4.0 credit hours)

This course provides supervised clinical education in family medicine, including clinical management, technical and procedural skills, interpretation of diagnostic data, patient education, development of diagnostic and management plans, and interprofessional communication. In subsequent courses in this series, students are exposed to progressive involvement and independence in patient management.

OM 7020 Internal Medicine I (4.0 credit hours)

This course provides supervised clinical education in general internal medicine including clinical management, technical and procedural skills, interpretation of diagnostic data, patient education, development of diagnostic and management plans, and interprofessional communication. In subsequent courses in this series, students are exposed to progressive involvement and independence in patient management.

OM 7021 Internal Medicine II (4.0 credit hours)

Prerequisite: OM 7020. Continuation of OM 7020.

OM 7025 Selective (4.0 credit hours)

This course provides supervised clinical education in one of the following core clinical disciplines: Pediatrics, OB/GYN, General Surgery, Surgical Subspecialty/Anesthesiology, Neurology, Radiology, Critical Care, IM Sub-specialties, or PM&R. Any specialty not listed here will need approval from the Office of Academic Affairs. Students may not exceed 12 weeks in any one core discipline in the third year, or not more than 16 weeks in the Internal Medicine discipline in the third year. Students enrolled in this course will develop clinical skills including patient management, technical and procedural skills, interpretation of diagnostic data, patient education, development of diagnostic and management plans, and interprofessional communication. The clinical training site must be selected from the list of "Core" training sites available through clinical rotations or approved through the Office of Academic Affairs.

OM 7030 Surgery I (General) (4.0 credit hours)

This course provides supervised clinical education in general surgery including clinical management, technical and procedural skills, interpretation of diagnostic data, patient education, development of diagnostic and management plans, and interprofessional communication. In subsequent courses in this series, students are exposed to progressive involvement and independence in patient management.

OM 7050 Elective (4.0 credit hours)

This course provides supervised clinical education in one of the clinical disciplines including clinical management, technical and procedural skills, interpretation of diagnostic data, patient education, development of diagnostic and management plans, and interprofessional communication. The discipline and clinical training site must be approved in advance by the Office of Academic Affairs.

OM 7051 Elective (4.0 credit hours)

This course provides supervised clinical education in one of the clinical disciplines including clinical management, technical and procedural skills, interpretation of diagnostic data, patient education, development of diagnostic and management plans, and interprofessional communication. The discipline and clinical training site must be approved in advance by the Office of Academic Affairs.

OM 7060 Osteopathic Manipulative Medicine (4.0 credit hours)

This course provides supervised clinical education in osteopathic manipulative medicine including clinical management, technical and procedural skills, interpretation of diagnostic data, patient education, development of diagnostic and management plans, and interprofessional communication.

OM 7070 Pediatrics (4.0 credit hours)

This course provides supervised clinical education in pediatrics including clinical management, technical and procedural skills, interpretation of diagnostic data, patient education, development of diagnostic and management plans, and interprofessional communication.

OM 7080 Psychiatry (4.0 credit hours)

This course provides supervised clinical education in psychiatry including clinical management, technical and procedural skills, interpretation of diagnostic data, patient education, development of diagnostic and management plans, and interprofessional communication.

OM 7090 Obstetrics/Gynecology (4.0 credit hours)

This course provides supervised clinical education in obstetrics/gynecology including clinical management, technical and procedural skills, interpretation of diagnostic data, patient education, development of diagnostic and management plans, and interprofessional communication.

OM 7515 Medicine Sub-Internship (4.0 credit hours)

This course requires students to function, under supervision of a GME program, at the level of a sub-intern. Expected competencies include clinical management, technical and procedural skills, interpretation of diagnostic data, patient education, development of diagnostic and management plans, and interprofessional communication.

OM 7530 Surgery Sub-Internship (4.0 credit hours)

This course requires students to function, under supervision of a GME program, at the level of a sub-intern. Expected competencies include clinical management, technical and procedural skills, interpretation of diagnostic data, patient education, development of diagnostic and management plans, and interprofessional communication.

OM 7540 Emergency Medicine (4.0 credit hours)

This course provides supervised clinical education in emergency medicine including clinical management, technical and procedural skills, interpretation of diagnostic data, patient education, development of diagnostic and management plans, and interprofessional communication.

OM 7550A Elective (1.0-6.0 credit hours)

This course provides supervised clinical education in one of the clinical disciplines including clinical management, technical and procedural skills, interpretation of diagnostic data, patient education, development of diagnostic and management plans, and interprofessional communication. The discipline and clinical training site must be approved in advance by the Office of Academic Affairs.

OM 7550B Elective (1.0-6.0 credit hours)

This course provides supervised clinical education in one of the clinical disciplines including clinical management, technical and procedural skills, interpretation of diagnostic data, patient education, development of diagnostic and management plans, and interprofessional communication. The discipline and clinical training site must be approved in advance by the Office of Academic Affairs.

OM 7550C Elective (1.0-6.0 credit hours)

This course provides supervised clinical education in one of the clinical disciplines including clinical management, technical and procedural skills, interpretation of diagnostic data, patient education, development of diagnostic and management plans, and interprofessional communication. The discipline and clinical training site must be approved in advance by the Office of Academic Affairs.

OM 7550D Elective (1.0-6.0 credit hours)

This course provides supervised Office education in one of the clinical disciplines including clinical management, technical and procedural skills, interpretation of diagnostic data, patient education, development of diagnostic and management plans, and interprofessional communication. The discipline and clinical training site must be approved in advance by the Office of Academic Affairs.

OM 7550E Elective (1.0-6.0 credit hours)

This course provides supervised clinical education in one of the clinical disciplines including clinical management, technical and procedural skills, interpretation of diagnostic data, patient education, development of diagnostic and management plans, and interprofessional communication. The discipline and clinical training site must be approved in advance by the Office of Academic Affairs.

OM 7550F Elective (1.0-6.0 credit hours)

This course provides supervised clinical education in one of the clinical disciplines including clinical management, technical and procedural skills, interpretation of diagnostic data, patient education, development of diagnostic and management plans, and interprofessional communication. The discipline and clinical training site must be approved in advance by the Office of Academic Affairs.

OM 8055A Essentials of Clinical Medicine V (ECM-V) (3.0 credit hours)

The Essentials of Clinical Medicine V course is taken during the OMS III year and serves as a review of, and assessment tool for, basic clinical knowledge. This program reviews and amplifies clinical material presented during the OMS I and II years. It also provides the opportunity for the student to obtain information and skills essential to rotations, residency, and medical practice. Topics include clinical, legal, and ethical issues that are presented from a primary care perspective. Additionally, the course addresses special topics such as medical professionalism, cultural sensitivity, and alternative healthcare. Throughout the course, the tools essential to becoming a competent practicing physician and lifelong learner are emphasized. Guided learning is accomplished through on-campus and on-line projects that enable students to demonstrate competence in completing clinically oriented problems and case scenarios. Participation in the on-line projects and attendance at on-campus session(s) is mandatory. ECM-V must

be successfully completed in order for the student to be advanced to OMS IV status. This year long course is split into two sections, with the final grade awarded to both OM 8055A and 8055B at the completion of OM 8055B.

OM 8055B Essentials of Clinical Medicine V (ECM-V) (3.0 credit hours)

Continuation of OM 8055A.

OM 8555A Essentials of Clinical Medicine VI (ECM-VI) (1.5 credit hours)

Essentials of Clinical Medicine-VI builds upon the essential knowledge and skills learned during the student's first three years of osteopathic medical school, with the goal of helping the student to be able to successfully transition into his or her graduate medical education training program and future medical practice. This is accomplished by enabling the student to apply general knowledge to specific clinical applications. In addition, ECM VI emphasizes medical professionalism and helps the student to sharpen skills vital to lifelong learning. Information is presented through one or more modalities including online and/or on-campus sessions.

OM 8555B Essentials of Clinical Medicine VI (ECM-VI) (1.5 credit hours)

Continuation of OM 8555A. This year long course is split into two sections, with the final grade awarded to both OM 8555A and 8555B at the completion of OM 8055B.

Clinical NMM/OMM Fellowship Students

Pre-Doctoral Neuromusculoskeletal Medicine/Osteopathic Manipulative Medicine (NMM/OMM) Teaching Fellowship Program

The policies/procedures set-forth below will apply to Pre-Doctoral NMM/OMM Teaching Fellows who began their first year of Fellowship program during the 2019/2020 academic year.

The Pre-Doctoral NMM/OMM Teaching Fellowship program is a scholarship program. Only those who are least a second-year osteopathic medical students in good academic and professional standing are eligible to apply for this program. Students will be selected for this limited enrollment program by the NMM/OMM Department based on numerous factors, including, but not limited to, interest in Osteopathic Principles and Practice (OPP), interest in teaching and performance in the OPP course and performance in the program's interview process.

Students selected for the Pre-Doctoral NMM/OMM Teaching Fellowship program must sign a Pre-Doctoral Teaching Fellowship Agreement, which outlines the terms and conditions of participation in the Pre-Doctoral NMM/OMM Teaching Fellowship. NMM/OMM Teaching Fellowship program activities, including, but not limited to NMM/OMM Teaching Fellowship course enrollment, is overseen by the Chair of the NMM/OMM department.

The Fellowship is a three-year obligation to the Department of Neuromusculoskeletal Medicine/Osteopathic Manipulative Medicine. The Fellowship is integrated within the student's third and fourth years of clinical training. A fifth year must be added to the student's period of osteopathic pre-doctoral medical education, and thus graduation is postponed for one year.

Once accepted, students are enrolled in a twelve-month training program, divided into three four-month training courses. Students selected by the NMM/OMM department will begin the Pre-Doctoral NMM/OMM Teaching Fellowship during the third year of their osteopathic medical education. Students

will be enrolled in the courses listed below this section in addition to the required third- and fourth-year osteopathic curriculum. While enrolled in the courses listed below, the student will be under the direction of the Chair of the Department of Neuromusculoskeletal Medicine/Osteopathic Manipulative Medicine, or the Chair's designee, for at least one semester of each academic year over the course of three years. Any requests for time-off during regularly scheduled fellowship training blocks must be approved by the Chair of the Department of NMM/OMM.

The FEL 7000, 8000 and 9000 courses are non-billable courses and students will not be assessed any additional tuition and fees for enrollment in the FEL 7000, 8000 or 9000 courses. However, if a student withdraws or is dismissed from the Pre-Doctoral NMM/OMM Teaching Fellowship program, no further scholarships, stipends or other benefits will be provided under the Pre-Doctoral NMM/OMM Teaching Fellowship Agreement and the student shall be responsible for all remaining tuition and fees required to complete the COMP academic program.

The NMM/OMM PDT Fellows are respected members of the teaching, research and service team in COMP's NMM/OMM Department. Participation in the program requires a strong commitment to the department, faculty, peers, patients, and to the students. For additional information on the NMM/OMM PDT Fellowship, please contact the Department of NMM/OMM or visit their [website](#).

FEL 7000 Pre-Doctoral NMM/OMM Teaching Fellowship I (16 credit hours, CR/NCR)

This is a specialized course under the direction of the NMM/OMM Department. The fellowship course affords students the opportunity to practice teaching the science and art of osteopathic principles and practice (OPP). It also allows the interested student to practice and perfect his/her skills while working under supervision of experienced osteopathic physicians. The goals of the fellowship program are to help develop future osteopathic physicians who a) have the ability to teach applications of osteopathic philosophy and principles and practice b) have advanced skills in osteopathic diagnosis and manipulative treatment and c) contribute to advancing the discipline of Neuromusculoskeletal Medicine/Osteopathic Manipulative Medicine through education, research, and clinical practice. Prerequisites: Acceptance into Pre-Doctoral NMM/OMM Teaching Fellowship program and a signed and executed Pre-Doctoral NMM/OMM Teaching Fellowship Agreement.

FEL 8000 Pre-Doctoral NMM/OMM Teaching Fellowship II (16 credit hours, CR/NCR)

Continuation of FEL 7000. Prerequisites: Acceptance into Pre-Doctoral NMM/OMM Teaching Fellowship program, a signed and executed Pre-Doctoral NMM/OMM Teaching Fellowship Agreement, and successful completion of FEL 7000.

FEL 9000 Pre-Doctoral NMM/OMM Teaching Fellowship III (16 credit hours, CR/NCR)

Continuation of FEL 8000 with increased skill and expertise gained in the previous two years and in clinical clerkships. Prerequisites: Acceptance into Pre-Doctoral NMM/OMM Teaching Fellowship program, a signed and executed Pre-Doctoral NMM/OMM Teaching Fellowship Agreement, and successful completion of FEL 8000.

Academic Credit Summary

Students selected for the NMM/OMM fellowship normally complete the DO degree program requirements in five years. During the clinical years, OMS III, IV and V, the NMM/OMM fellows will spend part of each academic year completing the requirements of the fellowship in the FEL 7000, 8000, and 9000

courses and the remainder of the year on clinical rotations. NMM/OMM fellows will complete 16 academic credits each year in the FEL series courses. The amount of academic credits completed each year for clinical rotations may vary depending on the student's schedule; however, the NMM/OMM fellows must complete all OMS III core and elective rotations before taking any of the identified OMS IV rotations. By program completion, during the OMS III, IV and V years, all fellows will have completed the three FEL series courses for a total of 48 academic credits and 89 academic credits for the required courses and rotations in the OMS III and IV curriculum.

Honors and Awards

A number of awards and honors are available for COMP students. Some are open to all students, and some are campus specific. For information regarding the awards and honors including eligibility criteria, please contact the Office of Student Affairs.

Academic Calendar

Fall 2019	
June 17, 2019	Fall Classes Begin (ISAC Students)
June 24, 2019	Fall Rotations Begin (OMS III and IV)
July 4, 2019	Independence Day Holiday – No Classes*
July 29 – August 1, 2019	Orientation/Welcome Week (OMS I – Lebanon Campus)
August 2, 2019	Convocation/White Coat Ceremony (OMS I – Lebanon Campus)
August 5 – 9, 2019	Orientation/Welcome Week (OMS 1 – Pomona Campus)
August 10, 2019	Convocation/White Coat Ceremony (OMS 1 – Pomona Campus)
August 12, 2019	Fall Classes Begin (OMS I and OMS II)
September 2, 2019	Labor Day – No Classes*
October 14, 2019	Columbus Day/Indigenous People’s Day – No Classes*
November 22, 2019	Fall Rotations End (OMS IV)
November 27, 2019	Thanksgiving Recess Begins @ 5:00 p.m.*
December 2, 2019	Fall Classes Resume (OMS I and II)
December 20, 2019	Fall Classes/Rotations End (OMS I, II, and III)
December 21, 2019	Winter Recess Begins (OMS I and II)
Spring 2020	
November 25, 2019	Spring Rotations Begin (OMS IV)
December 23, 2019	Spring Rotations Begin (OMS III)
January 6, 2020	Spring Classes Begin (OMS I and II)
January 20, 2020	Martin Luther King Day – No Classes*
February 17, 2020	President’s Day – No Classes*
March 23, 2020	Spring Break Begins (OMS I and II)
March 30, 2020	Spring Classes Resume (OMS I and II)
May 13 – 15, 2020	Commencement (Pomona Campus)
May 15, 2020	Spring Rotations End (OMS IV)
May 25, 2020	Memorial Day – No Classes*
May 29, 2020	Commencement (Lebanon Campus)
June 5, 2020	Spring Classes End (OMS I)
June 19, 2020	Spring Classes/Rotations End (OMS II and III)

**Students in clinical rotations observe their preceptors’ hours, which may include working on federal holidays.*

The Osteopathic Oath

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

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

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

I will look with respect and esteem upon all those who have taught me my art. To my college I will be loyal and strive always for its best interests and for the interests of the students who will come after me. I will be ever alert to further the application of basic biologic truths to the healing arts and to develop the principles of osteopathic medicine as taught by my profession.

In the presence of this gathering I bind myself to my oath.