

Western University of Health Sciences

## College of Osteopathic Medicine of the Pacific

## College of Osteopathic Medicine of the Pacific-Northwest

**Doctor of Osteopathic Medicine (DO)  
2023/2024 Catalog**

## COVID-19 Impact

The contents of this 2023-2024 catalog reflect standard operating conditions for the academic year. However, the global COVID-19 pandemic has resulted in a rapidly changing environment for higher education, and Western University of Health Sciences will respond to those changes in the interest of the health and well-being of all our students, faculty, staff, and administration. Changes to COVID-19 Vaccine policy, procedure and practice may be necessary from time to time, and these changes will be published using typical communication channels, including mail, email, publication to the [university web site](#), press releases, and other channels as deemed appropriate. These changes may supplement and supersede any inconsistent provisions found in this Catalog.

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## College of Osteopathic Medicine of the Pacific

The College of Osteopathic Medicine of the Pacific (COMP)/College of Osteopathic Medicine of the Pacific-Northwest (COMP-Northwest) is one college comprised of two campuses. Together, COMP (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/College of Osteopathic Medicine of the Pacific-Northwest. Unless a topic refers to a specific campus, all references regarding the College will pertain to both campuses and will collectively be referred to as the College.

The College catalog serves as a supplement to the University catalog. The College faculty, staff, and students must abide by the content of the University catalog in addition to the College catalog. The 2023-2024 catalogs supersede previous versions, and all students are held responsible for the information contained in both the University and the College 2023-2024 catalogs.

### Accreditation

The academic program of Western University of Health Sciences, College of Osteopathic Medicine of the Pacific/College of Osteopathic Medicine of the Pacific-Northwest 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). The College 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, email, and phone number of the accrediting agency are: Secretary, COCA; American Osteopathic Association; 142 East Ontario Street; Chicago, IL 60611; E-mail [predoc@osteopathic.org](mailto:predoc@osteopathic.org); 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, 3225 25th Street SE, Salem, Oregon 97302.

### Complaints Regarding Accreditation Standards

The College 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. It is the policy of the College 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/COMP-Northwest Office of Student Affairs. For email delivery, the complaint can be sent to [OSAPomona@westernu.edu](mailto:OSAPomona@westernu.edu) for the COMP campus or [StudentAffairsOR@westernu.edu](mailto:StudentAffairsOR@westernu.edu) for the COMP-Northwest campus.
- A student affairs professional will consult with the Dean of COMP/COMP-Northwest (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/COMP-Northwest 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/COMP-Northwest 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 [COCA](#). If the complainant desires, the complaint may be filed directly with the COCA without filing a complaint with the COMP/COMP-Northwest Office of Student Affairs.

Any complaints filed with the COCA must follow the complaint procedure noted on the [COCA Complaint Procedures](#) website. The College 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, the College 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 College [Osteopathic Philosophy](#) webpage.

### Mission and Core Competencies

The Mission of the College (COMP and COMP-Northwest): 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 the College. Core competencies, also called Program Learning Outcomes (PLOs), support the achievement of Western University of Health Sciences' [Institutional Learning Outcomes](#) (Student Learning Outcome Domains).

### **The Osteopathic Pledge of Commitment and Oath**

The Osteopathic Pledge of Commitment and Oath are taken as a commitment to the osteopathic profession. The Pledge of Commitment is taken at the beginning of the first year of medical school and instills in the entering student the values they are committing to as they strive toward becoming osteopathic physicians. The Oath is taken upon graduation and serves as a commitment and a guiding document for the graduate as they transition from being an osteopathic medical student to an osteopathic physician.

#### ***Pledge of Commitment***

As I embark upon my studies at Western University of Health Sciences, I will: enter into a relationship of mutual respect with my professors and my colleagues to enhance the learning environment and to gain the knowledge, skills, and attitudes of a competent and compassionate health care professional; accept responsibility only for those matters for which I am competent. maintain the trust expected of a health care professional, and never take advantage of the relationship I have with patients; show compassion and respect for all others; set worthy examples in the application of humanistic principles in my relationships with patients and others within the health care community; work toward improving my sensitivity and skills in human interaction, understanding, and respecting the differences among my patients and colleagues; value the knowledge and wisdom of the health care professionals who have preceded me in the profession, and endeavor to contribute to the humanistic tradition and philosophy; recognize my weaknesses and strengths and strive to develop those qualities that will earn the respect of my patients, my colleagues, my family, and myself; Continue learning throughout all the days of my life.

### ***The Osteopathic Oath***

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

I will be ever vigilant in aiding 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.

## Personal Competencies for Admission and Matriculation

A candidate for admission to the COMP/COMP-Northwest 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 to meet the competencies outlined below, please contact the Harris Family Center for Disability and Health Policy (<sup>HF</sup>CDHP) at [Disability Accommodations \(e-mail\)](#) or (909) 469-5297 or visit the [<sup>HF</sup>CDHP web site](#). Under all circumstances, a candidate or student should be able to perform the following in a reasonably independent manner, with or without reasonable accommodation(s):

### 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
<p>Possess sufficient uncorrected or corrected visual acuity and color perception to:</p> <ul style="list-style-type: none"> <li>• Resolve objects as small as 2 mm macroscopically</li> <li>• Observe motion and observe and evaluate the human gait at 20 feet</li> <li>• See an object from a background of other objects</li> </ul>	<ul style="list-style-type: none"> <li>• Locate and identify dissected nerves</li> <li>• Evaluate posture, locomotion, and movement in a clinical setting</li> <li>• Identify landmarks on tympanic membranes</li> <li>• Identify materials correctly to be used in laboratories</li> </ul>

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

### Communication

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

## 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"><li>• 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</li><li>• Coordinate fine movement of fingertips, palms, and wrists as in elevation of the cranium</li><li>• 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(s)</li></ul>
Possess sufficient visual-motor coordination permitting delicate manipulations of specimens, instruments, and equipment	<ul style="list-style-type: none"><li>• Participate in laboratory exercises using required equipment</li><li>• Perform minor medical procedures such as venipuncture and suturing.</li></ul>

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

### 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"> <li>• 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</li> <li>• Comprehend oral and written presentations of material and communicate that understanding upon examination in a timely manner, occasionally demonstrating a grasp</li> </ul>

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

### 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. They must be able to receive assistance and hands-on instruction from a variety of instructors of all genders. 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, the College 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"> <li>• 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</li> </ul>

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

### Physical Health

To ensure 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, the College 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](mailto: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 <sup>HF</sup>CDHP in order to begin the interactive process. Due to the unique nature of the Osteopathic Principles and Practices discipline, the Neuromusculoskeletal/Osteopathic Manipulative Medicine (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 <sup>HF</sup>CDHP 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 <sup>HF</sup>CDHP.

## **Admissions Policies and Procedures**

The College 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 Admissions Committee employs a holistic approach in which non-academic criteria are also important in making the selection. The College seeks a diverse and balanced student population and considers factors additional to academic performance, such as a well-rounded background, cognitive and experiential diversity, work experiences, letters of recommendation, interest in and knowledge of osteopathic medicine, and professional promise. To help ascertain these factors, applicants are required to complete the Computer-Based Assessment for Sampling Personal Characteristics (CASPer®) online evaluation tool and take part in an on-campus or virtual interview and a hybrid of the virtual Multiple Mini Interview (MMI). Decisions of the Admissions Committee regarding the admission of applicants to its programs are final and are not subject to any appeal process.

### **Non-Discrimination, Anti-Harassment and Non-Retaliation 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 (see below pertaining to Sexual and Gender-Based Harassment, Interpersonal Violence, and other Sexual Misconduct (SIM) policy and procedure). Lastly, WesternU is committed to providing equal access to and equal opportunities to all members of its campus community, and applicants, in accordance with all applicable laws.

WesternU also prohibits any form of retaliation against a person, who under good faith, reported a violation under the policy or who participated in any investigation or proceeding under the policy. Violations of the policy will lead to prompt and appropriate administrative action, including and up to termination of employment or expulsion from the University.

### **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 <sup>HF</sup>CDHP. The student will be asked to provide documentation of the disability for the purpose of determining appropriate accommodations. The College 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 <sup>HF</sup>CDHP office.

Candidates invited to participate in an interview who require accommodations for Interview Day should contact the Office of Admissions in advance to request reasonable accommodations.

### Minimum Application Requirements

The application requirements shown in this catalog apply to applicants who are seeking entry for the 2024/2025 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 the College must meet all elements defined below **at the time of application**:

- Recommended minimum overall science and overall grade point average of 3.00 **OR** a minimum of a one-year post-baccalaureate or master's degree program science grade point average of 3.40 with a minimum of 25 semester science credit hours.
- Completion of a minimum of 90 semester credit hours leading to a baccalaureate degree.
- Recommended MCAT score of 500 or higher must be taken within the last three years.
- The CASPer® online evaluation tool, like the MCAT, must be received by the Office of Admissions to complete the candidate's application file.
- To better understand the typical candidate accepted by the College, please visit the [Competitive Candidate Profile](#) section of the Prospective Student website.

### Minimum Enrollment Requirements

- Completion of a baccalaureate degree and/or advanced degree (e.g., MS, PhD) 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. The College 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.
- The College does not accept alternative educational experiences or other professional training to meet admissions requirements.

Candidates applying via a linkage program with a partner institution must meet ALL requirements of the contracted program.

### AACOMAS and Secondary Applications

The College participates in a centralized application service through the [American Association of Colleges of Osteopathic Medicine Application Service \(AACOMAS\)](#). Individuals interested in applying to the College 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. All coursework taken outside of the United States must be evaluated by one of the approved services and provided to AACOMAS. All coursework must be reported to AACOMAS even if the work is not pertinent to medical education.

Upon receipt of the initial application and transcript(s), AACOMAS will 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 the application is completed correctly. The College conducts a review of the AACOMAS applications received, and selected applicants may be invited to complete the electronic secondary application and provide supporting documents for consideration by the Admissions Committee.

### **Applicants with Foreign Coursework**

Applicants must report all 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 Applicants**

An international applicant is defined as an applicant who is not a United States citizen or permanent resident of the United States.

International applicants are required to meet all requirements for admission. For a complete list of admissions requirements, please refer to the [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 the College's academic requirements for granting a Doctor of Osteopathic Medicine degree.
- Foreign medical graduates are not eligible to apply for advanced standing into the program.
- Prior to an acceptance of an offer of admission, international applicants are required to schedule a meeting with the Chair of the Admissions Committee or their designee within three days of notification of an offer of admission. They are also required to review and sign the *Resource Document* provided by the Admissions Office as part of the acceptance process.

Due to external regulatory requirements, applications from international students will only be considered for the COMP (Pomona, CA) campus. For detailed information, please visit the International Student section of the [Doctor of Osteopathic Medicine webpage](#).

### **Acceptance Deposit**

The College follows the AACOMAS Guidelines for receipt of acceptance deposits.

### **Criminal Background Check**

Upon acceptance of an offer of admission to 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.

Criminal background check findings will be reviewed by the College Admissions Committee. Certain infractions may jeopardize the prospect for future licensure as an osteopathic physician. In such situations, the offer of admission may be rescinded.

### **Rescindment of Admissions Offers**

An offer of admission to the class may be rescinded, or an enrolled student may be dismissed, 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 College catalogs.

### **Deferred Admission**

Deferred admission is considered on a case-by-case basis by the Associate Director of Admissions for COMP (Pomona CA) and the Assistant Director of Admissions for COMP-Northwest (Lebanon, OR) 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 the College that all potential transfer students meet the admissions and pre-matriculation criteria as defined on the [Transferring into WesternU 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 the College. All transfer students must complete at least 50% of the educational program at the College. Please see the [Transferring into WesternU](#) 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 the College. Transfers will not be considered for students attending Liaison Committee on Medical Education (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. For additional information on requesting a Leave of Absence, 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 the 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 referred to the Student Performance Committee (SPC) and may be administratively withdrawn.

## Tuition and Fees

By action of the Board of Trustees, DO tuition and fees for the 2023/2024 academic year (subject to change) are as follows:

\$65,500.00	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-\$75.00	Drug Screening (Approximate range)
\$60.00-\$200.00	Criminal Background Check (Approximate range: based on state and additional circumstances)
\$75.00	Audience Response System
\$575.00 - \$1,700.00	Medical Equipment
\$1,500.00 - \$2,800.00	Required Laptop Computer
\$560.00-\$1,250.00*	Required iPad (must be obtained as directed by the College) *
\$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
\$1,100.00	Software required for ISSM 3 and ISSM 4 - Year 2 Only
\$675.00**	COMLEX-USA Examination Level 1 and 2CE**
\$50.00	Discipline Specific Subject Examination Remediation (Each)
\$150.00	Discipline Specific OSCE Remediation (Each)
\$30.00	Registration Late Fee (Per Business Day)
\$50.00	Late Payment Fee (per month)
\$350.00	Graduation Fee
\$235.00	Annual Parking Permit (Pomona Campus Only)
\$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

\* All students in COMP and COMP-Northwest are required to have an iPad. This iPad will be considered your professional iPad. It comes pre-loaded with software to help you be successful during your training. Additionally, the College will be pushing software and messages directly to your device through a management system. The College will be using the iPad for communication, software for your classes, and to utilize modern digital medical devices that can attach directly to the iPad. This iPad is yours to keep and once you graduate, the College will remove the management system. Several iPad options will be available to purchase.

*Prices will vary slightly based on taxes and fees.* Depending on the model selected by the student the iPad price range is \$560.00-\$1250.00. The required iPad must be obtained as directed by the College.



If a student chooses an option to utilize their personal iPad, they will be required to agree to register their personal device in the university device management system.

\*\*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 as defined by the Office of Academic Affairs 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 2023/2024 are shown below:

\$1,247.62	DO Year 1 Modified Curriculum Per Credit Hour Charge
\$1,423.91	DO Year 2 Modified Curriculum Per Credit Hour Charge
\$1,310.00	DO Year 3 Modified Curriculum Per Credit Hour Charge
\$1,871.43	DO Year 4 Modified Curriculum Per Credit Hour Charge

### **Computer Technology**

In addition to the iPad, each student is required to have a laptop computer that meets the specifications outlined at <https://support.westernu.edu/TDClient/1848/Portal/KB/ArticleDet?ID=78200>

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.

The iPad is utilized for select examinations (e.g., anatomy lab practical) and for use in select learning activities.

### **Clinical Rotations Expenses**

During the OMS III year, students are required to return to their respective home campus (Pomona, CA, or Lebanon, OR) two times yearly to attend the mandatory Didactic/Conference Weeks activities. 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. Additionally, 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 electives, these fees are the student's responsibility.

### **Subject Examination Repeat and OSCE/EPA 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, and any travel expenses related to return to their

respective campus or other location of the respective exam as determined by the Department of Clinical Education.

Students who fail one or more CPE-2 or CPE-3 Objective Structured Clinical Examinations (OSCE) or Entrustable Professional Activity (EPA) assessments will be charged a fee of \$150 for each OSCE and/or EPA that must be remediated/re-tested, and any travel expenses related to return to the respective campus.

### **Failed Rotations Fees**

Students repeating coursework will be charged the per unit cost of the course/rotation.

## Student Support Services

A wide variety of support services are available to students including but not limited to physical health services (e.g., insurance, MEDWell, physical health service locations), mental health services (e.g., behavioral health counseling, psychiatrist recommendations, mental health service locations, free stress management apps), academic support (e.g., academic counseling, career counseling, tutoring, disability support), and financial support resources (e.g., budget increase, debt management, emergency and student leader funding). A summary of the most up-to-date services with contact information is provided on the Office of Student Affairs (OSA) SharePoint site: [Student Support Resources \(COMP\).pdf \(sharepoint.com\)](#), [Student Support Resources \(COMP-Northwest\).pdf](#) (Accessible to COMP/COMP-Northwest students only).

## Students' Rights and Responsibilities

Students have the right to have support and assistance from the College 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/COMP-Northwest 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/COMP-Northwest 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 a Team Dynamix (TDX) 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 or desiring content support. It is free to all students. Students can be recommended for this program by any faculty member or may self-identify to TAP to receive assistance. Tutors are experienced students who are in good academic standing and are identified through an on-line application process as well as faculty/staff recommendation. Group tutoring is the methodology most used by the TAP. To receive TAP services during a semester, students first must have a LEAD counseling appointment during the semester. For more information on academic counseling and the TAP program, contact the Office of Learning Enhancement and Academic Development (LEAD).

### **Board Assistance Taskforce**

The Dean's Board Assistance Taskforce (BATF) is comprised of members of the College faculty who have been trained in national licensing board examination (NBOME and NBME) preparation counseling and professional guidance. The BATF is dedicated to the support and success of COMP/COMP-Northwest students on their national licensing board exams, providing personalized guidance as well as overall strategies based on current best practices for examination success.

### **LEAD Office**

The Office of Learning Enhancement and Academic Development (LEAD) is a part of the division of University Student Affairs. LEAD's goal is to help each WesternU student successfully complete their course of instruction and assists students by providing one-on-one academic counseling, peer tutoring, the Summer Preparedness and Readiness Course, board exam preparation, and wellbeing support. LEAD offers academic counseling for students to evaluate their respective approaches to learning, studying, and processing of information. Students' symbiotic relationship with an academic counselor allows for the development and implementation of methods to solve identified barriers to effective learning and aids the processes of successful resolution. Additional learning enrichment forums, workshops, and the establishment of on-campus/virtual reviews and support for course exams or licensing/certifying examinations are developed by LEAD in response to the expressed needs and interest of students.

The Office of LEAD serves all WesternU students. All academic and personal counseling referrals to other campus support services are completely confidential. LEAD services are available for both WesternU and WesternU Oregon. Office personnel are available for students on a walk-in basis and/or appointments, which can be made online through the LEAD website or by email. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. For more information, please visit the [LEAD](#) website.

## **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, the College 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 or not they attend the session. Students are required to be present for all scheduled pre-clinical 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. (Examinations that occur during the clinical phase of the curriculum may be subject to different time restrictions. Please refer to the Clinical Education Manual for the specific policies for examination reporting times.)

The College 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 prior to the start of the missed activity using the Time-Off Request Form (TOR) via SharePoint. Please see the [Time-Off Request Form](#) homepage for details. 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 Standard 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 mandatory 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 not have failed more than one exam 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/Entrustable Professional Activity assessments, 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](#).

- 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 or around the time of the exam/mandatory activity did not allow you to be present.
- A photo of a 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 or USMLE 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 College 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 Form \(TOR\)](#) 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. Make-up examinations are indicated for unavoidable and extreme circumstances only. A recurrent pattern of requesting make-up examinations is not conducive to acceptable academic performance and will result in a referral to the Student Performance Committee.

Details regarding clinical curricular absences can be found in the [Clinical Education Manual](#).

### **Academic Requirements for Student Government**

Students must be in good academic standing in order to apply for and maintain eligibility for all class officer positions.

### **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 of 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.



For exams that are administered virtually, students must have two devices; one device to take the exam and a second device for Zoom proctoring. Proctoring device must be setup so that exam proctor can see the student's face, both hands, testing device, and optional items (e.g., whiteboard, mouse, etc.). The student's testing space must be clear of everything except for testing device, optional whiteboard and dry-erase marker, and a drink in a clear container. No papers or other writing utensils, recording devices, smart watches, electronic devices or helps of any kind are allowed near or within view. Students may use ear plugs (foam) for noise reduction and present these items to the exam proctor before starting their assessment. No other type of ear buds or headphones will be allowed. Students should not talk or mouth anything during the assessment. Students should not cover their mouth with their hand, clothing, hair, etc. The OAA will provide advanced information 24 hours prior to the exam containing information regarding the exam timing and Zoom link information.

Students who miss an examination with a documented TOR may not be in or near the designated testing area, including being in the building where the exam is administered, during or immediately following the examination period. The student who misses an examination must also not discuss the content of the examination with anyone and must remove themselves from a situation where students who took the exam may be discussing any aspect of the examination. Furthermore, any student who took the examination and discusses it with a student who was excused will be in violation of the honor code policy. 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.

### **Grading of Students by Academic and Non-Academic Health Care Professionals**

The College provides boundaries and expectations regarding the potential conflict of interest of clinical faculty regarding education and patient care of its students. Clinical faculty employed by the college may also provide clinical care in the community. Medical students may seek medical care from a clinical faculty member in the college in which they are enrolled, creating a possible clash of multiple interests. In order for students to receive quality and prompt medical care while being assured that their relationship with their clinician will not affect their grade or academic advancement, the clinical faculty member must recuse themselves from grading of that student.

### **Protocol for Input on Matters of Student Concern**

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/course director. 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 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 Office of Student Affairs will be notified and the matter should be referred to the Department Chair, then Dean, in that order. The final arbiter is the 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.

### **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.

### **OMM Competency Evaluation Prior to Return from LOA**

If a student does not participate in hands-on Osteopathic Manipulative Medicine (OMM) instruction for more than 30 days, they will be required to complete a *Pre-Return OMM Competency* at the NMM/OMM Department's earliest convenience prior to their return to the hands-on OMM curriculum. The student will be asked to demonstrate their ability to accurately perform the techniques previously learned to minimize the chances of them injuring a classmate due to improper technique, and to ensure that they have the foundational knowledge and skills necessary for advanced training upon their return.

If they pass the *Pre-Return OMM Competency* they will be allowed to proceed with the hands-on OMM curriculum, if not, they will be required to work with the faculty and/or fellows to strengthen their skills

and be re-assessed. If upon re-assessment they are still unable to demonstrate their ability to accurately perform the techniques previously learned, they will be referred to the Student Performance Committee (see “Limited Academic Progress” section under “Outcomes for Unsatisfactory Academic Performance”).

## **Licensing Examinations**

### ***Comprehensive Osteopathic Medical Self-Assessment Examination (COMSAE)***

The College 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. The College 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 to the next academic year, (i.e., OMS III to OMS IV). 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.

### ***Comprehensive Osteopathic Medical Licensing Examination of the United States (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 and COMLEX-USA Level 2 Cognitive Evaluation (CE) are requirements for graduation from the College. 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 the College, it is recognized that this examination series 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 or Step 2 CK 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/NBME Testing Accommodations***

If a student requires accommodations as defined by the Americans with Disabilities Act (ADA), they must contact the NBOME/NBME directly. Accommodations provided by the University do not guarantee that accommodations will be provided by the NBOME or NBME. Students who request test accommodations for any NBOME or NBME examination are encouraged to contact the <sup>HF</sup>CDHP 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 one year before they plan to sit for any of the licensing exams.

## **Completion of Requirements for Upcoming Rotations**

Students are required to complete any applications, supplemental items, and/or clearance paperwork in accordance with site deadlines, or a minimum of 60 days, in advance of the rotation start date. Requirements vary by site; please review the “Special Instructions” section of your EDU Rotations schedule and Elentra for site specific requirements. Failure to submit site specific clearance/on-boarding documents by the site’s stated deadline will result in the student being placed on academic suspension.

### **Graduate Medical Education**

Graduation from the College with a DO degree does not guarantee placement in a residency program 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 in 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 with 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 the College. Some students obtain a position outside of the main match 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 into 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.

The College 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, the College 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 may 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 (“Standards of 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 the College’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, professional, 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**

Students accepted into the DO program are expected to hold themselves and each other to the highest standard of professionalism and honesty. They are also expected to build a sense of mutual trust as they would as future physicians, who are invested in the health and safety of all patients. COMP/COMP-Northwest administration, staff and faculty base all relationships and interactions with students on a core belief that every student accepted into the DO program is worthy of the highest respect and trust. This belief guides the Student Honor Code of Conduct, which lays down the essential framework for all osteopathic medical students/physicians-in-training as we believe that behaviors and choices made as a ‘physician-in-training’ foreshadow those made as a physician. Additionally, as students are representatives of the University and the osteopathic profession, they are expected to behave and communicate in ways that uphold the trust and/or respect for members of the University and osteopathic community.

### **Student Code of Ethics**

The following code of ethics will be adopted by every 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 in the DO program and throughout my osteopathic medical career.”

### ***Honesty***

- I will not bribe anyone to obtain a personal favorable outcome in any situation.
- I will not attempt to procure, seek, or share any unauthorized assignments, answers, questions, or cases, including practice questions, especially when such is indicated explicitly by the Office of Academic Affairs, or the instructor/professor.
- I will not engage in plagiarism, using or taking credit of others' work without authorization of any kind.
- I will be truthful in all communications; written and/or verbal. I will not falsify any documentation concerned with medical school; academic or otherwise. These may include but are not limited to: A doctor's note regarding excusal from curriculum, documents submitted to University/College entities such as financial aid, research data, rotations documentation including those relevant to a specific clinic/hospital and other documentation.

### ***Confidentiality***

- I will regard confidentiality as a central obligation of patient care. In cases of personal information pertaining to classmates, patients, rotation site employees, staff, faculty etc., I will refrain from sharing as gossip.
- 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.).
- I will not share, post, or release information that is considered confidential or private, especially those involving patients and patient records, even on my personal social media platforms. I understand that it is a serious HIPAA violation to publish any patient information without official written consent.
- I will use extreme caution when 'tagging' people and places in any of my photos or posts on social media. e.g., when publishing photographs or images taken inside a healthcare facility in which patients or Patient Health Information (PHI) may be visible. I understand that doing so may be a serious breach of the Student Honor Code as this may cause an inadvertent breach of confidentiality/HIPAA.

### ***Respect for Others***

- I will honor all policies guiding the use of shared spaces like classrooms, parking lots, laboratories, hallways, study spaces and any rooms associated with the structure and/or function of the University. This includes articles like equipment, appliances, furniture etc. of shared use within those spaces as well.
- I will dialogue with University/College officials, preceptors, rotation site employees, and peers in a respectful, non-judgmental, and cooperative manner, regardless of the alignment/agreement with their perspectives and opinions.
- 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 not violate and/or tolerate any form of discrimination as identified by the University Non-Discrimination policy and detailed in the Sexual Harassment and Sexual Misconduct Policy and the Non-Discrimination, Anti-Harassment, and Non-Retaliation Policy.

### ***Responsibility***

- I will conduct myself professionally in my demeanor, use of language, and appearance as a student of the University, the College and/or the osteopathic profession, including my social media platforms. 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.
- In accordance with Drug-Free Workplace Policy, I will not use, distribute, or consume any kind of illicit controlled substances.
- I will not attend curricular or extra-curricular professional events including WesternU sanctioned and/or sponsored activities under the influence of alcohol or any controlled substances.
- I will not use my professional position to engage in romantic or sexual relationships with patients or members of their families.
- I will not share or post sexually explicit communication/images on social media platforms that are not becoming of a future osteopathic physician.
- I will not provide unsupervised (without the approval from a faculty or supervising preceptor) medical evaluation, diagnosis, or treatment.
- I will make myself aware of important policies pertaining to items like absences/time off, IRB approval requirements, University branding requirements, physician-shadowing processes, HIPAA, policies of my rotation sites, clubs and other activities that involves risk management, financial transactions etc. I will reach out to the Office of Student Affairs or the relevant department whenever I am in need of direction and advice regarding policies.

### **Violations of the Standards of Student Conduct**

Students are required to report to the Office of Student Affairs any violations of the Honor Code when they have witnessed or heard about such an occurrence. Students may not conduct an investigation or enquiry on their own.

When the Office of Student Affairs is made aware of a possible Honor Code violation, an initial investigation will be conducted by a representative of the Office of Student Affairs or its designee. Using the findings of the investigation and in consultation with associated department heads, the Assistant/Associate Dean of Student Affairs will determine if the case will be referred to the Student Performance Committee. Violations of Standards of Academic Integrity, Professionalism and Student Conduct may result in sanctions up to and including dismissal. For a full account of the hearing process



applicable to allegations of the Standards to Student Conduct and associated College conduct policies and procedures please refer to “Information for Students about Hearings Involving Alleged Violations of the Standards of Conduct”, located in the General Section of the University Catalog.

All student professional concerns/Honor Code violations must be brought to the attention of the leadership of the Office of Student Affairs.

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

### **On-Campus Video and Audio Recording**

Students are not allowed to record and distribute any COMP/COMP-Northwest related activity without approval of the respective faculty member and the College OAA.

### **Student Injuries and Illnesses in Clinical Settings**

If a student is injured or is exposed to potentially infectious (includes blood borne pathogens) or hazardous substances during a clinical rotation the student is required to notify the clinical instructor immediately and seek assessment and/or treatment per facility policy. Follow-up care should be continued at the contracted clinical facility as needed and ordered by the evaluating health care professional. Expenses incurred are to be submitted to the student’s personal insurance as the primary coverage and to the university as the secondary insurance, for the reported incident only. The Incident Report Form can be found on the university website and must be completed by the student and/or faculty and submitted electronically. There may also be a requirement to fill out a more detailed report within the student’s program of study (please refer to specific program clinical handbook).

## Standards of Academic Progress

Satisfactory academic progress and retention in the DO program 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. Retention 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 a representative of the Office of Learning Enhancement and Academic Development (LEAD). The Chair and Vice-Chair of the Committee shall be appointed 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, compliance with the Student Honor Code and Code of Ethics, 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, medical assessment, and/or educational assessment. Additional action(s) may be recommended as deemed appropriate to the situation.

- d) Recommending to the College 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 or may make such other decisions, as they deem appropriate under the circumstances. The Dean will issue a decision, in writing, to the student. A student may appeal the decision of the Dean to the Provost. Dean's decisions related to grades or related to the imposition of academic probation and any associated terms/conditions of such probation are considered final and not appealable to the Provost (See University Catalog, Student Appeal Process).

For further information related to the applicable College procedures related to the SPC's review of academic matters, please see Outcomes for Unsatisfactory Academic Progress. While the SPC addresses situations that cover academic performance, professionalism, and student conduct; there may be times where the hearing process in the University 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, the College 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 the College during their final two years.
3. Have successfully taken and passed the COMLEX-USA Level 1 and the COMLEX-USA Level 2 CE.
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 the College.
8. Have completed any and all 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**

Certain scenarios described in this section result in automatic approval to repeat, remediate, or retake a course or assessment. Outcomes indicated as ‘dismissal’, ‘repeat the year’, and ‘administrative withdrawal’ are considered ‘probable outcomes’ and in these situations, students may request that their case be reviewed by the Student Performance Committee (SPC) to determine whether the probable outcome is appropriate given their unique circumstances (see section titled “**Request for Review**” below). When a student submits a ‘Request for Review’, the SPC will review their student record in its entirety and the committee reserves the right to consider any outcome it deems appropriate, which may be the same, greater, or lesser than the indicated ‘probable outcome’. 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) where they may consider the full range of actions indicated in the Student Performance Committee section above.

***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 1, FOM 2), 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), the student’s grade is final and if they do not achieve a score of 70% or higher, they will receive a failing grade of “NP” or “NOPASS”.

<b>Type of Failure</b>	<b>Action Type</b>	<b>Action</b>
Receipt of “No Pass” grade in a <b>single</b> block/course, with <b>no record of failures</b> in a prior curricular year*	Support:	Success Planning Meetings
	Outcome:	Remediation of Course/Block
	Status	Not applicable
	Change:	
Receipt of “No Pass” grade in a <b>single</b> block/course, <b>with a record of a failure</b> in a prior curricular year* (not applicable for students currently repeating the year)	Support:	Success Planning Meetings
	Outcome:	Remediation of Course/Block
	Status	Academic Probation
	Change:	
	Support:	Success Planning Meetings

<b>Type of Failure</b>	<b>Action Type</b>	<b>Action</b>
Receipt of “No Pass” grades in <b>two</b> different blocks/courses within the same curricular year* with <b>no record of previously repeating</b> a year**	Outcome:	Repeat of Academic Year
	Status	Academic Suspension Until Return
	Change:	Academic Probation During Repeat Year
Receipt of “No Pass” grade in a <b>single</b> block/course <b>remediation</b> with <b>no record of previously repeating</b> a year**	Support:	Success Planning Meetings
	Outcome:	Repeat of Academic Year
	Status	Academic Suspension Until Return
Receipt of “No Pass” grade in a <b>single</b> block/course during a curricular year* in which the student is <b>repeating</b> coursework	Change:	Academic Probation During Repeat Year
	Support:	Office of Student Affairs (OSA) Meeting
	Outcome:	Dismissal
Receipt of “No Pass” grades in <b>two</b> different blocks/courses within the same curricular year* <b>with a record of previously repeating</b> a year**	Status	Dismissal
	Change:	
	Support:	Office of Student Affairs (OSA) Meeting
Receipt of “No Pass” grade in a <b>single</b> block/course <b>remediation with a record of previously repeating</b> a year **	Outcome:	Dismissal
	Status	Dismissal
	Change:	

\* A curricular year refers to the totality of a student’s performance in all required courses for a given OMS year (e.g. OMS 1 year) even if the courses were completed during different academic years.

\*\*This outcome applies regardless of whether a student has successfully remediated the previously failed blocks/courses.

### ***Third- and Fourth-Year Courses/Rotations***

<b>Type of Failure</b>	<b>Action Type</b>	<b>Action</b>
Receipt of “No Pass” grade in a <b>single rotation, without a professionalism</b> component to the failure	Support:	Success Planning Meetings
	Outcome:	Repeat Rotation
	Status Change:	Academic Probation
Receipt of “No Pass” grades in <b>two</b> different rotations	Support:	OSA Meeting
	Outcome:	Dismissal
	Status Change:	Dismissal
Receipt of a “No Pass” grade in a <b>repeated</b> rotation	Support:	OSA Meeting
	Outcome:	Dismissal
	Status Change:	Dismissal

If a student fails or is removed from a rotation and there is a professionalism component to the failure/removal, they will be placed on academic probation and referred to the Student Performance Committee to determine next steps.

**COMAT Subject Examinations**

COMAT Subject exams are taken on a monthly basis for each core rotation. Students must register for and take the COMAT exams as directed by the Department of Clinical Education and follow all policies of the College and the NBOME. If the student is late for the exam or is a “no-show,” the attempt will count as a failure. Students must complete all COMAT retakes within 8 weeks of being notified that they have failed. The table below indicates the outcomes when a student fails the same subject examination one, two or three times.

Type of Failure	Action Type	First Failure	Second Failure	Third Failure
COMAT Subject Examination	Support:	Success Planning Meetings	Success Planning Meetings	Success Planning Meetings
	Outcome:	Retake COMAT	Retake COMAT	Fail Rotation and Repeat Failed Rotation
	Status Change:	None	Removed from Clinical Rotations until taken (timing TBD by Office of Academic Affairs (OAA))	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 and COMLEX-USA Level 2 Cognitive Evaluation (CE) are requirements for graduation from the College.

**COMLEX-USA Level 1**

- Students must complete the OMS II curriculum prior to taking the COMLEX-USA Level 1. The COMLEX-USA Level 1 must be taken prior to the beginning of the OMS III curriculum. All students retaking COMLEX-USA Level 1 must retake the examination within **90 days** of notification of each 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 taken COMLEX-USA Level 1 prior to the starting the third-year curriculum.

- 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 although it is strongly recommended that students take this exam by August 1 of their OMS IV year to assure scores are available earlier for review by prospective residency programs. 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 retake the examination within **90 days** of notification of each 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.
- If taken on a scheduled rotation day, students must request, via the Time-Off Request Form (TOR) 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\***

- \*As of February 11, 2021, the NBOME has indefinitely suspended the COMLEX-USA Level 2 PE. In lieu of the COMLEX-USA Level 2 PE, the College has implemented an alternative assessment within the ISSM 5 and 6 courses to assure the student is proficient in the skills and knowledge required for graduate medical education and to sit for the COMLEX-USA Level 3. This will be reevaluated should the NBOME reinstate the COMLEX-USA Level 2 PE elements.

Type of Failure	Action Type	1st Failure	2nd Failure	3rd Failure
<b>COMLEX Level 1</b>	Support:	Success Planning Meetings	Success Planning Meetings	OSA Meeting
	Outcome:	Retake the Exam	Retake the Exam	Dismissal
	Status Change:	Removed from Clinical Rotation Until Taken (timing TBD by the OAA)	Academic Suspension Until Passing Score Received	Dismissal
<b>COMLEX Level 2CE</b>	Support:	Success Planning Meetings	Success Planning Meetings	OSA Meeting
	Outcome:	Retake the Exam	Retake the Exam	Dismissal
	Status Change:	Removed from Clinical Rotation Until Taken	Academic Suspension Until Passing Score Received	Dismissal

		(timing TBD by OAA)		
Type of Failure	Action Type	1 <sup>st</sup> Missed Deadline	2 <sup>nd</sup> Missed Deadline*	
Failure to Take/Retake COMLEX by Deadline	Support:	Success Planning Meeting	OSA Meeting	
	Outcome:	Take/Retake COMLEX within 4 weeks 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.

### COMLEX-USA Fourth Attempt

Students are expected to satisfactorily pass the COMLEX Level 1 and COMLEX Level 2CE within the designated timeframes. Failure to do so may render the student eligible for dismissal. If a student is successful in requesting a fourth attempt of the COMLEX Level 1 or COMLEX Level 2CE and fails, the probable outcome is dismissal from the College. Please see the Request for Review section for further information.

### Request for Review

Upon notification of a probable outcome of ‘repeat the year’, ‘dismissal’, or ‘administrative withdrawal’ (as defined in the “Outcomes for Unsatisfactory Academic Progress” section of The Catalog), a student may request that the Student Performance Committee (SPC) review their request to consider a different outcome. To do so, the student must submit the [SPC Request for Review Form](#) within 5 working days of being notified of the applicable probable outcome. The request for review should include all relevant information and documentation that the student would like the Committee to consider. The Office of Student Affairs is available to assist students with this process.

When a student submits a ‘request for review’, the student is provided an opportunity to present information before the SPC and the SPC will review their student record in its entirety. The committee reserves the right to consider any outcome it deems appropriate, which may be the same, greater, or lesser than the indicated ‘probable outcome’. The Committee will make a final 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.



### **Failures Across Multiple Events**

Students who have failures across multiple events (i.e. COMLEX, COMAT, Course, Rotation, Professionalism, Conduct) may be required to meet with the Student Performance Committee to share their barriers to success and how they plan to mitigate these challenges for the future. If a student meets one of the outcome criteria indicated above, but upon review it is found that they have failures across multiple events, then the student will meet with the SPC rather than enacting the outcome indicated above. The SPC will evaluate the student's situation and consider any outcome it deems appropriate, which may be the same, greater, or lesser than the indicated outcome. Events will be considered cumulatively across all years of the curriculum. Actions may include but are not limited to promotion, probation, remediation, repeat, suspension, dismissal, administrative withdrawal, and/or educational assessment. Additional action(s) may be recommended as deemed appropriate to the situation.

### **Limited Academic Progress**

Students who are not progressing at a rate consistent with their class will be required to meet with the Student Performance Committee to share their barriers to success and how they plan to mitigate these challenges for the future. Reasons for being referred for limited academic progress include but are not limited to having two block/course incompletes or one incomplete and one failure within the same curricular year, requesting more than a 4-week extension to take/retake the COMLEX, and/or failing a Pre-Return OMM Competency re-assessment. Actions may include but are not limited to promotion, probation, remediation, repeat, suspension, dismissal, administrative withdrawal, and/or educational assessment. Additional action(s) may be recommended as deemed appropriate to the situation.

### **Six Years to Complete Curriculum**

Students who are no longer able to complete the curriculum within the requisite six years from matriculation will be referred to the Student Performance Committee and may be administratively withdrawn from The College. Please see the Request for Review section for further information.

## **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.

### ***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, as implemented through the procedures outlined in the University Catalog. A student may not receive financial aid during any time of suspension.

### ***Summary Suspension***

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 College or University are cause for immediate disciplinary action. Either the University President, SVP/Provost, or Dean has the authority to summarily suspend a student when the student admits to guilt or when, in the opinion of these entities, such action is appropriate to protect the health or safety of any individual, or to preserve the orderly operation of the University. Further details regarding the summary suspension action can be found 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 the College 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. A student may appeal the decision of the Dean to the Provost. Dean's decisions related to grades or related to the imposition of academic probation and any associated terms/conditions of such probation are considered final and not appealable to the Provost (See University Catalog, Student Appeal Process).

## ***Financial Aid Warning Policy (Title IV and Title VII)***

### **Academic Probation Policy**

If a student is not making Satisfactory Academic Progress (SAP) they will 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 (based on the criteria of the stipend). Students who fail to make SAP by the end of that 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 Financial Aid Office 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 charged tuition for the audited courses. Students that are required to repeat coursework are encouraged to meet with a financial aid counselor with respect to their financial aid eligibility.

### **Conduct Probation Policy**

If a student has been placed on conduct probation by their College, it is the policy of the Financial Aid Office (FAO) that the student be placed on “Financial Aid Warning” status.

The financial aid warning for a conduct probation is a status that is assigned to the student who fails to meet the College’s standards for professional/personal conduct, as defined by the College. If the student does not meet the Colleges’ professional/personal conduct standards and the College places the student on conduct suspension the student will no longer be eligible for financial aid. 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 (based on the criteria of the stipend). If the student appeals the conduct suspension and the appeal is approved, financial aid will be reinstated.

Students are encouraged to meet with a financial aid counselor with respect to their financial aid eligibility.

### ***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:

The pre-clinical grading scale displayed below applies to DO classes entering in the **fall of 2019 and beyond**.

<u>Grade</u>	<u>Equivalent</u>	<u>GPA Points</u>
HON	Honors (93% -100%)	100.00
HPASS	High Pass (85-92%)	90.00
PASS	Pass (70-84%)	80.00
NOPASS	No Pass (< 70%)	0.00
RPASS	Remediated Pass (70%)	70.00
CR	Credit	N/A
NCR	No Credit	N/A

The pre-clinical grading scale displayed below applied to DO classes that entered in the **fall of 2018 and prior**.

<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 clinical grading scale displayed below applies to DO classes entering their 3<sup>rd</sup> year in the **fall of 2020 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>
HON	Honors (100%)	100.00
HPASS	High Pass (90%)	90.00
PASS	Pass (80%)	80.00
NOPASS	No Pass (0%)	0.00
RPASS	Remediated Pass (70%)	70.00
CR	Credit	N/A
NCR	No Credit	N/A

The clinical grading scale displayed below applies to DO classes entering their 3<sup>rd</sup> year in the **fall of 2018 and fall of 2019**. 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 clinical grading scale displayed below applies to DO classes entering their 3<sup>rd</sup> 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 final grade that the student has earned for the course is listed. 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 a 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 a failing grade of “NP” or “NOPASS” 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, Self-Service (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 TDX ticketing system 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 grade. Decisions related to grades are considered final and not appealable to the Provost (See University Catalog, Student Appeal Process).

### **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 TDX ticketing system 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. Decisions related to grades are considered final and not appealable to the Provost (See University Catalog, Student Appeal Process).

### **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

The College supports the ideal of the physician as a “servant-leader.” To support that goal, all 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 the College. The hours need to be completed by the end 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 Office of Academic Affairs.

### 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 (ISOM)	7.50
OM 5005	Integrated Skills for the Study of Medicine 1 (ISSM 1)	3.00
OM 5100	Foundations of Osteopathic Medicine 1 (FOM 1)	6.50
OM 5200	Foundations of Osteopathic Medicine 2 (FOM 2)	9.00
Semester Total:		27.00
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 2 (ISSM 2)	3.00
OM 5300	Foundations of Osteopathic Medicine 3 (FOM 3)	12.00
OM 5400	Foundations of Osteopathic Medicine 4 (FOM 4)	11.50
Semester Total:		27.50
Year 1 Total:		54.50



**Year 1 (Intensive Summer Anatomy Students – ISAC)**

<b>Year 1, Fall Semester</b>		
<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
IPE 5000	Patient Centered Cases I	1.00
OM 5000	Introduction to the Study of Osteopathic Medicine (ISOM)	7.50
OM 5002	Intensive Summer Anatomy Course (ISAC)	0.00
OM 5003A	ISAC Facilitation	0.00
OM 5005	Integrated Skills for the Study of Medicine 1 (ISSM 1)	3.00
OM 5100	Foundations of Osteopathic Medicine 1 (FOM 1)	6.50
OM 5200	Foundations of Osteopathic Medicine 2 (FOM 2)	9.00
<b>Semester Total:</b>		<b>27.00</b>
<b>Year 1, Spring Semester</b>		
<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
IPE 5100	Patient Centered Cases II	1.00
OM 5003B	ISAC Facilitation	0.00
OM 5105	Integrated Skills for the Study of Medicine 2 (ISSM 2)	3.00
OM 5300	Foundations of Osteopathic Medicine 3 (FOM 3)	12.00
OM 5400	Foundations of Osteopathic Medicine 4 (FOM 4)	11.50
<b>Semester Total:</b>		<b>27.50</b>
<b>Year 1 Total:</b>		<b>54.50</b>

Year 2

<b>Year 2, Fall Semester</b>		
<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
IPE 6000	Team Training in Healthcare I	1.00
OM 6000X	Advanced Study of Osteopathic Medicine (ASOMX)	0.00
OM 6005	Integrated Skills for the Study of Medicine 3 (ISSM 3)	3.00
OM 6100	Foundations of Osteopathic Medicine 5 (FOM 5)	12.50
OM 6200	Foundations of Osteopathic Medicine 6 (FOM 6)	8.00
<b>Semester Total:</b>		<b>24.50</b>
<b>Year 2, Spring Semester</b>		
<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
IPE 6100	Team Training in Healthcare II	1.00
OM 6105	Integrated Skills for the Study of Medicine 4 (ISSM 4)	4.00
OM 6300	Foundations of Osteopathic Medicine 7 (FOM 7)	10.50
OM 6400	Foundations of Osteopathic Medicine 8 (FOM 8)	8.00
<b>Semester Total:</b>		<b>23.50</b>
<b>Year 2 Total:</b>		<b>48.00</b>

### Clinical Curriculum (OMS III and IV)

The College's 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 7030	Surgery (General)	4.00
OM 7050	Elective	4.00
OM 7051	Elective	4.00
OM 7058	Elective	4.00
OM 7060	Osteopathic Manipulative Medicine	4.00
OM 7070	Pediatrics	4.00
OM 7080	Psychiatry	4.00
OM 7090	Obstetrics/Gynecology-Women's Health	4.00
OM 8055A	Integrated Skills for the Study of Medicine 5A (ISSM 5A)	3.00
OM 8055B	Integrated Skills for the Study of Medicine 5B (ISSM 5B)	3.00
<b>Year 3 Total:</b>		<b>50.00</b>

#### Year 4

Year 4		
Course	Title	Credit Hours
OM 7515	Sub-Internship	4.00
OM 7535	Selective 2	4.00
OM 7540	Emergency Medicine	4.00
OM 7550 A-E	Electives	20.00
OM 8555A	Integrated Skills for the Study of Medicine 6A (ISSM 6A)	1.50
OM 8555B	Integrated Skills for the Study of Medicine 6B (ISSM 6B)	1.50
<b>Year 4 Required Total:</b>		<b>35.00</b>

## Optional Programs

### *Longitudinal-Experiential Program*

The Longitudinal-Experiential Program at COMP/COMP-Northwest 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:

- **Applied Anatomy** - The focus of the track will be multiple facets of anatomy as it relates to surgical practice, procedures-based medicine, and/or interventional medical practice, to name a few. The track meets monthly, and track activities include faculty-led presentations and workshops, student presentations, and, when conditions permit, hands-on activities on campus. 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.
- **Business in Medicine**- The Business in Medicine Track will introduce students to the business skills necessary to understand healthcare delivery systems, lead multi-disciplinary teams and apply data analytics.
- **Community Health** - In the Community Health (CH) Track, students attend monthly track meetings, participate in community health projects, and complete a capstone based on a CH Track project. (Track currently available only on the COMP campus)
- **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.
- **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. (Track currently available only on the COMP campus)

- **Lifestyle Medicine** - Students acquire skills in nutrition, exercise, and stress management education through innovative hands-on training.
- **Longitudinal Chronic Care Course (LC3)** - For the duration of the program students are paired with a patient living with a chronic disease to experience healthcare through their patient's eyes.
- **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)
- **Health, Justice & Equity Track** - This track provides students the opportunity to further explore diversity, equity, and inclusion in healthcare and how health outcomes from different cultures and communities are affected from lack of representation and policies that properly and adequately address their disparities. This track will create culturally humble advocates for underrepresented and underserved communities, empowering students to be leaders in health justice and equity to improve health outcomes in historically minoritized/marginalized communities.
- **Sports Medicine Track**- Medical students will gain the insights, skills, and know-how to appreciate the ever growing and morphing paradigm of clinical practice regarding sports medicine with its link to primary care, disease prevention and health promotion. (Track currently available only on the COMP-Northwest campus.)

Additional Longitudinal tracks are currently in development; therefore, the above list may not represent all tracks offered during the 2023-2024 academic year.

For additional information, please visit the [Longitudinal Tracks Program](#) website.

### **COMP<sup>2</sup>**

The Neuromusculoskeletal Medicine/Osteopathic Manipulative Medicine (NMM/OMM) Department offers the COMP<sup>2</sup> 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/COMP-Northwest faculty as a recommended resource for the Osteopathic Principles and Practice curriculum in addition to future clinical practice. For additional information, please contact the Department of NMM/OMM.

### **Teaching Assistant Programs**

The Departments of Anatomy, Family Medicine, and Neuromuscular Medicine/Osteopathic Manipulative Medicine offer teaching assistant programs. The programs offer the opportunity for selected students

to help facilitate the learning process for other students. In addition to obtaining leadership and teaching experiences, students who participate in these programs generally demonstrate better knowledge in the respective subject matter. For additional information regarding these programs, please consult the appropriate department.

### ***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 the College'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 the [NMM/OMM](#) 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 (7.5 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, SPaRC prepares incoming students for the rigors of their program with an introduction to various curriculum topics including the skeletal system, gross anatomy, and pharmacology. The anatomy component focuses on the skeletal, muscular, cardiovascular, nervous, and other body systems. 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 is charged. For additional information, contact the Office of 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 1 (ISSM 1) (3.0 credit hours)**

The ISSM series of courses supports the College mission of preparing students to become technically competent, culturally sensitive, professional, lifelong learners, and compassionate physicians who are prepared for graduate medical education. The College 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 students through professional development, career counseling, and providing 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 Population Health Science.

**OM 5100 Foundations of Osteopathic Medicine 1 (FOM 1) (6.50 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 2 (ISSM 2) (3.0 credit hours)**

Continuation of OM 5005.

**OM 5200 Foundations of Osteopathic Medicine 2 (FOM 2) (9.00 credit hours)**

Continuation of OM 5100



**OM 5300 Foundations of Osteopathic Medicine 3 (FOM 3) (12.00 credit hours)**

Continuation of OM 5200

**OM 5300X Foundations of Osteopathic Medicine 3X (FOM 3X) (0.00 credit hours)**

Extension of OM 5300

**OM 5400 Foundations of Osteopathic Medicine 4 (FOM 4) (11.50 credit hours)**

Continuation of OM 5300

**OM 6000X Advanced Study of Osteopathic Medicine (0.00 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 3 (ISSM 3) (3.0 credit hours)**

Continuation of OM 5105

**OM 6100 Foundations of Osteopathic Medicine 5 (FOM 5) (12.50 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 4 (ISSM 4) (4.0 credit hours)**

Continuation of OM 6005.

**OM 6200 Foundations of Osteopathic Medicine 6 (FOM 6) (8.00 credit hours)**

Continuation of OM 6100.

**OM 6300 Foundations of Osteopathic Medicine 7 (FOM 7) (10.50 credit hours)**

Continuation of OM 6200.

**OM 6300X Foundations of Osteopathic Medicine 7X (FOM 7X) (0.00 credit hours)**

Extension of OM 6300.

**OM 6400 Foundations of Osteopathic Medicine 8 (FOM 8) (8.00 credit hours)**

Continuation of OM 6300.

### **Clinical (OMS III and IV)**

Prior to beginning the OMS III and IV years curriculum, commonly known as rotations, in addition to successful completion of the OMS I and OMS II curriculum and the mandatory service hours, 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 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 7058 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-Women's Health (4.0 credit hours)**

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

**OM 7515 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, continuity of care, technical and procedural skills, interpretation of diagnostic data, patient education, development of diagnostic and management plans, and interprofessional communication. This rotation is limited to specialties that can accommodate the requirements listed above. Please refer to Clinical Education Department for specific specialties that can be accepted as a Sub-I.

**OM 7535 Selective 2 (2.0-4.0 credit hours)**

This course is a total of 4-weeks of rotations occurring during the 4<sup>th</sup> year, where students must rotate with residents in the same discipline of that rotation (e.g., surgical resident on a surgery rotation). This course provides supervised clinical education in the discipline of choice including 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 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 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 8055A Integrated Skills for the Study of Medicine 5A (ISSM 5A) (3.0 credit hours)**

The ISSM 5 course is taken during the OMS III year and serves to review, amplify, and apply clinical knowledge learned during the first two years of osteopathic medical school and during each rotation. This course also provides the opportunity for the student to obtain new information and skills essential to rotations, residency, and medical practice. Self-directed and guided learning is accomplished through on-campus and on-line projects/activities 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. ISSM 5 must be successfully completed 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 Integrated Skills for the Study of Medicine 5B (ISSM 5B) (3.0 credit hours)**

Continuation of OM 8055A. ISSM 5B is the second portion of the two-part ISSM 5 course as described above. The final course grade is awarded to both OM 8055A and 8055 B at the completion of OM 8055B.

**OM 8555A Integrated Skills for the Study of Medicine 6A (ISSM 6A) (1.5 credit hours)**

Integrated Skills for the Study of Medicine 6A is the first part of a year-long course split into two sections with the final grade awarded at the end of the second part of the course (ISSM 6B). ISSM 6 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 their 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, the ISSM 6 course addresses medical professionalism and cultural sensitivity in the care of patients and enables students to sharpen their medical and interpersonal skills. Learning occurs through one or more modalities including online and/or on-campus sessions. Participation and attendance in all sessions is mandatory to pass the course.

**OM 8555B Integrated Skills for the Study of Medicine 6B (ISSM 6B) (1.5 credit hours)**

Continuation of OM 8555A. ISSM 6B is the second portion of the two-part ISSM 6 course as described above. The final course grade is awarded to both OM 8555A and 8555B at the completion of OM 8555B.

**Additional Elective Options**

With approval from the Department of Clinical Education and the respective department or faculty member, elective options can also include offerings such as Academic Medicine, Research Rotation, and Independent Study. For further description of non-clinically based elective rotations and policies regarding these options, please refer to the Clinical Education Manual.

**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 all Pre-Doctoral NMM/OMM Teaching Fellows.

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, are 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 17-week 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/COMP-Northwest academic program.

The NMM/OMM Pre-Doctoral Teaching (PDT) Fellows are respected members of the teaching, research, and service team in the College'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 the NMM/OMM Fellows tab on the [NMM/OMM](#) webpage.

#### **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 their 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 number 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 85 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/COMP-Northwest 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

<b>Fall 2023</b>	
June 19, 2023	Juneteenth Holiday – No Classes*
June 20, 2023	Fall Classes Begin (ISAC Students)
June 26, 2023	Fall Rotations Begin (OMS IV and NMM/OMM 5 <sup>th</sup> Year Fellows)
<b>July 3, 2023</b>	Fall Rotations Begin (NMM/OMM 4 <sup>th</sup> Year Fellows)
July 4, 2023	Independence Day Holiday – No Classes*
July 24, 2023	Fall Rotations Begin (OMS III and NMM/OMM 3 <sup>rd</sup> Year Fellows)
July 31- August 3, 2023	Orientation/Welcome Week (OMS I – WesternU Oregon)
August 4, 2023	White Coat Ceremony (OMS I – WesternU Oregon)
August 7 – 11, 2023	Orientation/Welcome Week (OMS I – WesternU)
August 14, 2023	Fall Classes Begin (OMS I and OMS II)
August 19, 2023	White Coat Ceremony (OMS I – WesternU)
September 4, 2023	Labor Day – No Classes*
October 9, 2023	Indigenous Peoples’ Day – No Classes*
November 10, 2023	Veterans Day Observed – No Classes*
November 22, 2023	Thanksgiving Recess Begins @ 5:00 p.m.*
November 27, 2023	Fall Classes Resume (OMS I and II)
December 8, 2023	Fall Rotations End (OMS IV and NMM/OMM 5 <sup>th</sup> Year Fellows)
December 22, 2023	Fall Classes/Rotations End (OMS I, II, and III, 3 <sup>rd</sup> and 4 <sup>th</sup> Year Fellows)
December 25, 2023	Winter Recess Begins (OMS I, II, and III, 3 <sup>rd</sup> and 4 <sup>th</sup> Year Fellows)
<b>Spring 2024</b>	
December 11, 2023	Spring Rotations Begin (OMS IV and NMM/OMM 5 <sup>th</sup> Year Fellows)
January 8, 2024	Spring Classes/Rotations Begin (OMS I, II, and III, 3 <sup>rd</sup> and 4 <sup>th</sup> Year Fellows)
January 15, 2024	Martin Luther King Day – No Classes*
February 19, 2024	President’s Day – No Classes*
March 25, 2024	Spring Break Begins (OMS I and II)
April 1, 2024	Spring Classes Resume (OMS I and II)
May 15, 2024	Spring Rotations End (OMS IV &NMM/OMM 5th Year Fellows - Pomona)
May 15, 2024	COMP Commencement Ceremony (WesternU)
May 24, 2024	Spring Rotations End (OMS IV &NMM/OMM 5th Year Fellows - Lebanon)
May 24, 2024	COMP-Northwest Commencement Ceremony (WesternU Oregon)
May 27, 2024	Memorial Day – No Classes*
June 10, 2024	Spring Classes End (OMS I)
June 28, 2024	Spring Rotations End (OMS III, 3rd and 4th Year Fellows)
July 19, 2024	Spring Classes End (OMS II)



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