

Western University of Health Sciences

College of Podiatric Medicine

**Doctor of Podiatric Medicine (DPM)
2015/2016 Catalog**

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College of Podiatric Medicine

Doctor of Podiatric Medicine (DPM)

Accreditation

Western University of Health Sciences College of Podiatric Medicine (WesternU/CPM) was accredited by the Council on Podiatric Medical Education (CPME) in October 2012 in accordance with attainment of the educational standards and requirements set out by that agency. This status was achieved once the program of podiatric medicine was fully activated with students enrolled in all four years of the educational curriculum. Accreditation by the CPME is considered the best statement of good educational practice in the field of podiatric medicine.

Complaints Regarding Accreditation Standards

CPM is committed to meeting and exceeding the standards for accreditation of colleges of podiatric medicine as described by the American Podiatric Medical Association, Council on Podiatric Medical Education (CPME). A copy of the standards is available upon request from the Office of Executive Associate Dean for Academic Affairs. A student who believes that CPM 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 must be filed with the Office of Executive Associate Dean for Academic Affairs, CPM.
- The Executive Associate Dean for Academic Affairs will consult with the Dean for CPM and form an ad hoc committee of faculty and students to investigate the complaint.
- The results of the investigation shall include findings of fact, a determination of standard compliance or non-compliance, and recommended corrective actions. The results will be communicated in writing to the Dean, Executive Associate Dean for Academic Affairs, and to the student complainant.
- If corrective action is indicated, the Dean will respond with a description/plan for such action within 30 days of receipt of the ad hoc committee's results.
- Records of all proceedings regarding complaints will be maintained by the Office of Executive Associate Dean for Academic Affairs of CPM.
- In the event that the student is not satisfied with the ad hoc committee's determination and/or corrective action, the student may communicate his/her complaint to:

Director
Council on Podiatric Medical Education
9312 Old Georgetown Road
Bethesda, Maryland, 20814-1621

General Information

The Podiatric Medicine Philosophy

Podiatric medicine is both a profession as well as a medical specialty. Students are prepared to attain the necessary competencies for entry level residency training through successful completion of a solid, thoughtfully orchestrated curriculum. Integration of the basic and clinical sciences allows students to form a foundation for future clinical practice. Patient care management protocols follow evidence-based medical principles that have been taught in the pre-clinical years. The development of critical thinking skills is emphasized at each level of the educational process, with research methodology woven throughout.

As the healthcare system in the United States continues to evolve, graduates of colleges of podiatric medicine must be able to assume a vital role as part of the medical health care team. To do so successfully, the scope of education at the professional level must be broad, comprehensive in content and include all of the resources found in any medical college program – both didactically and clinically.

We believe in promoting a culture of excellence in the advancement of research and biomedical sciences and in the promotion of the health and welfare of the community at large by utilizing a comprehensive approach to the management of the disease processes that adversely affect the lower extremities.

Finally, we believe that we must serve as advocates for patients around the world who deserve better podiatric education and care. We believe that services that are rendered to patients served by the college, its students and graduates, must be patient-focused, culturally and linguistically and must include the interdisciplinary care offered by other specialists in the health science community. It is our belief that these actions are vital to the success of CPM.

Mission

The Mission of CPM is academic excellence achieved through an innovative curriculum, interprofessional education and research that trains podiatric physicians and surgeons to integrate into the healthcare system as compassionate specialists for patients with lower extremity conditions. The Mission also supports integration with the university health science community and provides for and creates a culture of lifelong learning for students and other community health professionals through an active continuing education program.

Core Competencies in Support of The College's Mission

- Academic excellence
- Innovative training practices
- Interprofessional education
- Compassion as healthcare providers
- Healthcare team integration

Additionally the College aspires to excellence in producing students in:

- Medical knowledge
- Podiatric medical knowledge
- Patient-focused quality care
- Research
- Interprofessional communication
- Evidence-based learning
- Systems-based practice
- Lifelong learning

Strategic Plan in Support of the Mission and Core Competencies

As part of the University Strategic Plan, in January of 2005, the President and the University's senior management team engaged the University's Board of Trustees, faculty, and many members of the campus community in the creation of a long term strategic plan. The new plan was to set the stage for the direction the University would take to meet the current and future healthcare needs of the community at large. The outcome of the comprehensive strategic planning process resulted in approval by the Board of Trustees to investigate the possibility of the addition of four new colleges: Podiatric Medicine, Dental Medicine, Optometry and Biomedical Studies. Beginning in November 2011, the University convened a strategic plan task force and began the process of developing a new five-year strategic plan. The plan outlines seven goals addressing the areas of Education, Health Care, Research, Interprofessional Education, Financial, Internal Fitness, and Community Engagement.

CPM developed a comprehensive, five-year strategic plan in 2008, which has been re-evaluated and revised annually since its publication in 2009. The most recent update was done in early 2012 with the next update pending a finalized WesternU plan to ensure CPM is aligned with the goals and objectives of WesternU. The strategic plan clearly emphasizes the core functions of the College. The first is obtaining full accreditation, which was achieved in 2012. A main focus is continued innovation of the educational programs (pre-clinical and clinical curriculum), but in order to achieve excellence in curriculum, two additional functions are necessary. CPM partners with WesternU's College of Osteopathic Medicine of the Pacific (COMP) to provide an integrated, comprehensive, pre-clinical curriculum. The goal is to facilitate quality educational enrichment for students of CPM, producing physicians and surgeons that will practice the art and science of the medical specialty of podiatric medicine and surgery. CPM also continues developing Articulation Agreements with the State of California University Systems and other colleges and universities in Southern California on partnerships designed to offer an educational tract for promising talented students that desire an opportunity to attain early admission to the CPM. This program will be designed to fast-track these individuals through a coordinated effort between partnering institutions, helping address aggressive enrollment management, another area of the strategic plan. Other educational programs CPM strives to create and maintain with a high level of achievement are podiatric medical and surgical residencies and continuing medical education for practicing podiatric physicians.

The CPM strategic plan also focuses efforts on the promotion and investment in biomedical research through active research projects and the development of research faculty and future podiatric medical educators for the 21st century. CPM has developed strong affiliation agreements with partnering academic health science centers, Veterans Administration Medical Centers, and Community Hospitals and Medical Centers that serve as the foundation for the clinical training for CPM students. The Patient Care Center (PCC) facility at WesternU is a comprehensive academic and clinical complex of nearly 250,000 square feet with integrated care amongst the seven centers housed at the PCC. The Health Education Center (HEC) provides over fifty breakout rooms for small group discussion and study with an entire floor of the HEC building dedicated to additional research laboratories.

Curricular Outcomes/Goals

The goal of CPM's curriculum is to prepare each and every CPM student with the knowledge, attitudes and skills to excel in post graduate podiatric medicine and surgery residency training programs of their choice. Specifically, the student will develop the expected competencies to enable them to demonstrate:

- Knowledge of pre-clinical science (application of didactic knowledge to clinical setting)
- Prevention, recognition, diagnosis and management of systemic diseases and local disorders that adversely affect the foot, ankle and lower extremity, foot and ankle as seen in a podiatric medical practice
- Development of professional ability to work with others, reflecting cultural competence, ethical behavior, humanistic behavior, compassion and concern for others
- Demonstration of the ability to function as a member of an inter-professional team
- Demonstration of the ability to understand research methodology and other scholarly activities
- Demonstration of the ability to understand podiatric medical practice and delivery of care in the various health-delivery settings (private practice, hospital-based practice, and health care educational systems such as college and academic health science centers, free standing colleges of podiatric medicine, health maintenance organizations group practices and inter-disciplinary practice settings)
- Demonstrate practice habits and management techniques for quality patient care in a variety of communities, healthcare settings and living arrangements.
- Pre-clinical science knowledge.
- Prevention, diagnosis and management of diseases and disorders of the LE In a cost-effect manner.
- Assessment of medical (systemic) conditions affecting the LE and making appropriate referrals.
- Practicing with professionalism, compassion and concern and in an ethical fashion regardless of a patient's social class, gender, racial or ethnic background.

- Demonstration of the ability to communicate and work collaboratively with others to function in a professional manner in an interprofessional setting.
- Practice and management of patient care in a variety of communities, healthcare settings and living arrangements.
- Demonstration and understanding of podiatric practice in a multitude of health-delivery settings.
- Demonstration of the ability to understand research methodology and other scholarly activities.

Optional Programs

Master of Science in Biomedical Sciences

WesternU is now offering WesternU/CPM students the opportunity to enroll in the Master of Science in Biomedical Sciences program whilst completing their Doctor of Podiatric Medicine. The MSBS program emphasizes training in modern methodology in the biomedical sciences with a broad range of skills and expertise acquired through core courses, elective courses and research. The MSBS degree offers a curriculum with a variety of courses, and the students can select courses leading to an MSBS with a concentration in:

- Health and Nutrition Sciences
- Regulatory Sciences
- Translational Sciences
- Clinical Sciences
- Intellectual Property in Biomedical Sciences
- Healthcare Bioinformatics

A minimum of 40 semester credit hours is required for completion of the MSBS degree. Students interested in completing the MSBS program while enrolled in the College of Podiatric Medicine should visit the [MSBS website](#) for additional information on application requirements, deadlines, and tuition/fees.

Master of Science in Health Sciences

Students enrolled in the College of Podiatric Medicine are also eligible to enroll in the Health Professions Education and Research in Podiatric Medicine track of the Master of Science in Health Sciences degree offered within the College of Allied Health Professions. Students interested in completing the MSBS program while enrolled in the College of Osteopathic Medicine of the Pacific should visit the [MSHS website](#) for additional information on application requirements, deadlines, and tuition/fees.

Personal Competencies for Admission and Matriculation

A candidate for admission to WesternU/CPM's Doctor of Podiatric Medicine (DPM) program must have the use of certain sensory and motor functions, or reasonable accommodations, to permit him/her to carry out the activities described in the sections that follow. Graduation from the program signifies that the individual is prepared for entry-level podiatric medicine and surgery postgraduate training programs. It follows that graduates must have the knowledge and skills needed to function in a broad variety of clinical situations (medical and surgical) and to render comprehensive general medical and surgical care as well as podiatric medical and surgical patient care. The podiatric medical student must be able to consistently and accurately integrate all information received by all available means necessary. Also, he/she must have the intellectual ability to learn, integrate, analyze, synthesize, and apply various types of information in a self-directed manner within the context of patient care.

For candidates who require reasonable accommodation to meet these competencies, please visit the [Harris Family Center for Disability and Health Policy \(CDHP\) website](#). The DPM program, along with all other programs at WesternU, shares a commitment to opening the DPM curriculum to competitive, qualified individuals with disabilities. WesternU/CPM must also maintain the integrity of its curriculum and preserve those elements deemed essential to educating candidates to become effective podiatric physicians and surgeons.

A candidate for the DPM degree must exhibit abilities and skills in the six areas identified below. When the appropriate technological assistance is provided in the program, it may be permitted only as a reasonable accommodation. Under all circumstances, a candidate should be able to perform the following in a reasonably independent manner:

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.

Communication

Candidates and students must be able to communicate with patients and colleagues. They should be able to hear with or without reasonable accommodations. Candidates and students must be able to read, hear, speak, and be fluent in the English language. Reasonable accommodations may be provided for the hearing and speaking impaired.

Motor

Candidates and students must have sufficient motor functions to enable them to execute movements (with or without reasonable accommodations) that are reasonably required to provide general and emergency treatment of patients (i.e., palpation, auscultation, percussion, and other diagnostic and therapeutic modalities). Examples of procedures reasonably required of podiatric physicians include, but are not limited to: physical examination in the acute and non-acute settings, cardiopulmonary resuscitation, administration of intravenous medication, the application of pressure to stop bleeding, the opening of obstructed airways, the suturing of simple wounds, closed manipulation of lower extremity fractures, and intra-operative (open reduction with internal or external fixation-ORIF/OREF) of fractures. These actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.

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, measurement, calculation, reasoning, analysis, and synthesis. The critical intellectual skill demanded of a podiatric physician, requires all of these intellectual abilities. In addition, candidates and students should be able to comprehend three-dimensional relationships and understand the spatial relationships of structures.

Behavioral and Social Attributes

Candidates and students must possess the emotional health required for full utilization of the intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the assessment and care of patients, and the development of mature, sensitive, and effective relationships with faculty, staff, colleagues and patients. Candidates and students must be able to tolerate physically taxing workloads, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in patient care. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities to be assessed during the admissions and educational processes.

Physical Health

To ensure compliance with California State Health Department requirements and exhibit exemplary commitment to the rights and integrity of all parties in the education of health care professional students, CPM has established medical status credentialing requirements that must be completed prior to matriculation. In addition to the skills listed above, candidates for the DPM 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 more detailed information, contact the Student/Employee Health Coordinator at stu-emphealth@westernu.edu.

The DPM program, along with all other programs at Western University of Health Sciences, shares a commitment to develop creative ways of opening the DPM curriculum to competitive, qualified individuals with disabilities. In doing so, however, the DPM program must maintain the integrity of its curriculum and preserve those elements deemed essential to educating candidates to become effective podiatric physicians. For candidates who require reasonable accommodation to meet these competencies, please visit the [CDHP website](#).

Admissions Policies and Procedures

WesternU/CPM accepts applications from all qualified candidates. While grades and Medical College Admission Test (MCAT) scores are important in selecting candidates for admission and may suggest future academic success, the Admissions Committee recognizes that these statistics, by themselves, do not guarantee later success as a physician. WesternU/CPM will take into consideration the non-academic criterion that is also important in making the selection for candidates to the CPM. Western University/CPM seeks to admit a well-diversified and balanced student population and consider factors such as a well-rounded background, prior work experiences, college and health care professional's letters of recommendation, interest in and knowledge of podiatric medicine, and each candidate's demonstrated professional promise. To ascertain these factors, an on-campus or pre-arranged regional interview is required prior to any action being taken in regards to a candidate's application. The College may exercise its discretion to rely upon additional considerations as needed on an individualized basis.

Non-Discrimination Policy

In accordance with all applicable federal, state and local laws, Western University of Health Sciences (WesternU) is committed to ensuring a campus community free from unlawful discrimination. Accordingly, Western prohibits unlawful discrimination on the basis of race, color, national or ethnic origin, religion or religious creed, sex or gender (including gender identity or expression), marital status, sexual orientation, disability, age, genetic information, military or veteran status, or any other characteristic protected under applicable law, in the administration of its programs or activities. WesternU also prohibits unlawful harassment, including Sexual Harassment. Lastly, WesternU is committed to providing equal access to and equal opportunities to all members of its campus community in accordance with all applicable laws.

This non-discrimination policy applies to applicants, students and alumni. Additional nondiscrimination information can be found in the Nondiscrimination, Anti-Harassment and Anti-Retaliation Policy, located in the University Catalog.

Minimum Application Requirements

The application requirements shown in this catalog apply to applicants who are seeking entry for the 2016/2017 academic year. Current admission and application requirements for the DPM program, including prerequisite coursework requirements, can be located on the [Prospective Student website](#).

Candidates for admission to WesternU/CPM must meet the following requirements:

1. A minimum of ninety semester hours, or 135 quarter units must be completed, at a regionally accredited college or university, by matriculation.
2. Completion of one academic year (or its equivalent) in English, biology, physics, inorganic chemistry and organic chemistry. All prerequisite courses must be completed with a grade of 'C' or better by the end of the spring term just prior to enrollment.
3. Applicants must submit their Medical College Admission Test (MCAT) scores. Scores are valid for three (3) years from the date of application. Information concerning this test may be obtained from the pre-professional advisor at one's college or directly from the MCAT Program Office. Applicants are encouraged to take the examination in the spring of their junior year. To be

considered for admission, the MCAT examination must be taken no later than June of the entering year; however, an earlier test date is recommended.

4. Submit letters of recommendation as follows:
 - a. Required: One letter of recommendation from a podiatric physician (should not be a family member).
 - b. Optional: One letter of recommendation from your undergraduate institution's pre-professional committee or two letters of recommendation from science professors.

Although not required, it is highly recommended that students consider courses in human anatomy, microbiology, histology, zoology, behavioral science, biochemistry and/or genetics.

AACPMAS

WesternU/CPM, as well as all other colleges of podiatric medicine, participates in the profession's centralized application service through the American Association of Colleges of Podiatric Medicine Application Service (AACPMAS). AACPM is located at 15850 Crabbs Branch Way, Suite 320, Rockville, Maryland, 20855. Individuals interested in applying to WesternU/CPM should visit the AACPMAS website at <http://www.aacpm.org/apply/apply.asp> for information and application materials. You may also learn more about the application process on the WesternU [Apply Now](#) web page. Applicants should also make arrangements to have official transcripts of all prior undergraduate, graduate, and professional school course work forwarded to AACPMAS.

Upon receipt of the initial application and transcript(s), AACPMAS will collate materials, verify grades, and transmit standardized information to the applicant and to his or her designated podiatric medical colleges. AACPMAS takes no part in the evaluation or selection of applicants and does not review applications to determine if completed correctly. After WesternU/CPM Admissions Committee conducts a review of the AACPMAS application, may request additional information from the applicant for further consideration. Any request for supplementary information must be returned within 30 days to:

Western University of Health Sciences
DPM Admissions
309 E. Second Street
Pomona, California 91766-1854

Once the applicant's file is complete, the Admissions Committee reviews it to determine whether the applicant will be granted an interview. If an applicant is deemed promising, he or she is invited to the campus at their own expense. Each applicant will be contacted by the Office of Admissions to schedule a convenient interview date. The applicant should plan to spend a full day on campus for orientation and the interview. Orientation consists of information on the curriculum, financial aid, student services, clinical rotations; lunch with a WesternU/CPM student, and a tour of the facilities. A personal interview will take place with members of the Admissions Committee and/or faculty members from both basic and clinical sciences. The Admissions Committee evaluates the candidate's application and interview for acceptance to CPM. The applicant is then typically notified regarding the status of his or her application within three weeks of the interview.

Candidates accepted to WesternU/CPM must have a complete set of official transcripts mailed to the Admissions Office no later than June 1st. AACPMAS retains the original set of transcripts it receives from applicants.

Applicants with Foreign Coursework

Applicants must report coursework completed outside the United States and must submit their transcripts for evaluation to a [Western University of Health Sciences Approved Service](#) at the candidate's expense. A course-by-course evaluation is required and all coursework must be designated as undergraduate, graduate or professional. WesternU only honors evaluations from one of the above services. The official evaluation must be sent directly to AACPMAS.

International Students

International students and any other applicants who are not U.S. citizens and who are living in the U.S. should be prepared to provide proof of legal U.S. residency at the time of interview. Proof of legal U.S. residency is required prior to any offer of acceptance. For more detailed information, please visit our web page for [International Students](#).

Acceptance Deposit

Candidates accepted to WesternU/CPM must pay a non-refundable acceptance deposit of \$1,000. The due date for this deposit is provided in the offer of acceptance letter. Upon matriculation the entire \$1,000 is credited to the student's account. For candidates who are granted deferred admission to the DPM program an additional non-refundable \$1,000 deposit is required the following spring to hold a seat in the next year's class. If an applicant fails to register, the \$1,000 deposit is forfeited.

Criminal Background Check

Upon acceptance of an offer of placement in the class, all candidates are required to provide proof of a criminal background check as detailed in the Prospective Student Website. The background check will be reviewed by WesternU/CPM. Candidates found to have not met the Standards of Academic and Professional Conduct as outlined in the University Catalog may be subject to rescindment of the offer of admission.

Transfers from Other Schools

WesternU CPM does not at this time accept transfer candidates to advance standing. Transfer applicants from students studying at WesternU's College of Osteopathic Medicine of the Pacific will be considered on a case-by-case basis. It is the policy of WesternU/CPM that we do not waive any requirements for transfer students; such as we do not accept alternative educational experiences or professional training to meet transfer criteria.

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 a 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 you are assessed late fees for a registration period, you may submit an appeal to the Registrar. For additional information on the appeal process, please see 'Registration Late Fee Appeals' in the University Catalog, General Academic Policies and Procedures section.

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 until they submit proof of coverage that meets the University's requirements; however, students are not automatically enrolled in the plan until the deadline to submit proof of coverage has passed for your program/year. For additional information on student health insurance requirements and/or waiving out of the student health insurance plan, please see 'Student Health Insurance Requirement' in the University Catalog, General Academic Policies and Procedures section.

New Student Orientation/Welcome Week

Attendance at all Welcome Week activities is mandatory for all incoming first-year students. For additional information on Welcome Week activities for the College of Podiatric Medicine, please visit: <http://www.westernu.edu/students/welcome-week/>.

Student Initiated Changes in Enrollment Status

Leave of Absence

A student may request a Leave of Absence (LOA) with the occurrence of a medical emergency or illness, personal issues, financial hardship, or military service. Students must be in good academic standing to be eligible for a Leave of Absence. For additional information on the University's Leave of Absence policy, please see 'Student Initiated Changes in Enrollment Status' in the University Catalog, General Academic Policies and Procedures section.

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

Time Limits

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

Tuition and Fees

By action of the Board of Trustees, DPM tuition and fees for the 2015-2016 academic year (subject to change) are as follows:

\$35,440.00	Annual Tuition
\$40.00	Student Body Fee (Years 1 and 2)
\$20.00	Student Body Fee (Years 3 and 4)

Other Fees and Expenses

\$40.00	Drug Screening (Approximate)
\$60.00	Criminal Background Check (Approximate)
\$100.00	Audience Response System Device
\$50.00	APMSA Member Fee
\$600.00	Medical Equipment
\$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
\$30.00	Registration Late Fee (Per Business Day)
\$350.00	Graduation Fee
\$470.00	Annual Parking Permit (Auto)
\$25.00	Parking Permit Replacement Fee
\$40.00	Locker Key Replacement Fee
\$10.00	Official Transcript (Each)
\$21.00	Rush Transcript, First Class Mail (Each)
\$25.00	Rush Transcript, Federal Express (Each)
\$10.00	Student ID Replacement Fee
\$TBD	Breakage Fee (Replacement Cost)

Additional DPM Program Education Requirements

All students are required to have a laptop computer with internet access; specifications are available on <http://www.westernu.edu/computing-students>.

National Board Fees

The College requires students to take and pass both sections of the American Podiatric Medical Licensing Examination (APMLE). Effective August 2014 the APMLE instituted a new separate section to the Part 2 Examination process, known as the Clinical Skills Patient Encounter (CSPE). This new section of the Part 2 APMLE is now one of WesternU/CPM's graduation requirements. Therefore all students must now pass Part 1 and Part 2 (C.E and CSPE) Examinations as one of the requirements for graduation. These fees are updated regularly and subject to change by APMLE. They can be found online at: <http://aplme.org>.

Clinical Rotations Expenses

During the third and fourth years, some students may elect to do some clinical rotations away from the Pomona area, which is a self-imposed expense. In addition, students are required to return to campus

several times during the clinical years for various educational experiences, conferences, etc. Any travel, food, housing or other expenses incurred by these activities or plans are the student's responsibility. Some rotations done at or through other institutions (e.g., certain hospitals or other medical schools) may involve application fees and/or other charges. Such rotations are elective; consequently these fees are the student's responsibility.

Shelf Examination Repeat and OSCE Repeat Fees

Students who fail one or more post-rotation discipline-specific shelf examination(s) will be permitted to take the exam for a second attempt with an assessed fee of \$50.00 for each exam taken. If the student fails the second attempt, they will be required to meet with the Student Performance Committee (SPC) and they will be placed on academic suspension until the examination is successfully repeated. Students authorized to make a third attempt will also be assessed a fee of \$50.00 for each shelf examination taken. If a student's shelf exam is not completed within 90 days, he/she may be sent to the SPC. A student who fails the shelf examination on the third attempt will fail the rotation, must present before the SPC, and will be required to repeat a rotation in the same discipline in its entirety.

Students who fail one or more post-rotation discipline-specific Objective Structured Clinical Examination (OSCE) will be required to remediate each failed OSCE. The student will be assessed a fee of \$150.00 for each OSCE that must be remediated. A student who fails one or more OSCE's on the second attempt will be placed on academic suspension until the examination is successfully repeated. Students authorized to make a third attempt will also be assessed a fee of \$150.00 for each OSCE taken. If a student's OSCE exam is not completed within 90 days he/she may be sent to SPC. A student who fails the OSCE examination on the third attempt will fail the rotation, must present before the SPC, and will be required to repeat a rotation in the same discipline in its entirety.

Requirements for the Pre-OSCE and OSCE include white coat, ID badge and on-time arrival. Students who do not meet these requirements fail the rotation and are subject to the same repeat requirements as previously outlined.

General Academic Policies and Procedures

Academic Advisement

Students will be assigned a faculty mentor upon matriculation. The faculty mentor-student mentee 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 faculty mentor does not find the relationship helpful, either is free to seek a change. If a student wishes to change faculty mentors, he/she should identify a preferred faculty mentor and ask if they are willing and able to take them on as a mentee. If they agree, the student should submit an OTRS ticket, cc their new mentor, and request that their mentor on record be officially changed. The OSA can also make mentor recommendations if they are not sure who to select. If a faculty member wishes to change mentees, he/she should email OSA to request that the student in question be assigned to another mentor.

Supportive Learning Environment

Podiatric medical students have a right to have support and assistance from WesternU/CPM in maintaining a climate conducive to thinking and learning. University teaching reflects consideration for the dignity of students and their rights as persons. Podiatric medical student 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 race, color, religion, national origin, gender, age, sexual orientation, disability, and veteran status (see the Overview section of the University Catalog: Notice of Non-discrimination Policy)
- Sexual harassment
- Unwanted physical contact
- Verbal abuse, profanity, or demeaning comments
- Inappropriate or unprofessional criticism which belittles, embarrasses, or humiliates a student
- Unreasonable requests for a student 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

Additional nondiscrimination information can be found in the Nondiscrimination, Anti-Harassment and Anti-Retaliation Policy, located in the University Catalog.

Substance Abuse Policy

WesternU/CPM shall actively encourage students with either self-identified or discovered substance abuse issues to seek appropriate treatment in order to achieve physical and mental health and to successfully complete the curriculum. WesternU/CPM encourages all impaired students to seek help

voluntarily, favors the earliest possible intervention, and will require enrollment in a monitoring program that meets the following criteria;

- Care and monitoring must be overseen by a board certified addictionologist
- 1-2 physician-led support group meetings per week
- 1-2 peer-led support group meetings per week
- Random or weekly body fluid testing
- Permission for providers to communicate directly with WesternU/CPM regarding care
- Automatic notification of WesternU/CPM if program criteria are not met at any time

If recommended by the addictionologist or required by the monitoring program, students may be required to enroll in a treatment program prior to beginning a monitoring program. The CPM Office of Student Affairs (OSA) can provide contact information for pre-approved monitoring programs.

WesternU/CPM respects the right to confidentiality of recovering students and will assist them to continue with their education; however, WesternU/CPM also respects the rights of patients and others and seeks to protect them from potential harm that may result from impairment of the student. Therefore, students who do not cooperate with appropriate treatment programs are subject to disciplinary actions up to and including dismissal. For additional information, please see the Drug-Free Workplace Policy in the University Catalog.

Attendance and Absences

Attendance is required at all scheduled instructional periods. Students are expected to participate fully in all scheduled classroom, laboratory, small group, practicum and clinical education activities. In person attendance is required for all mandatory sessions and students are responsible for all course content regardless of whether they attend the session or not. Frequent absences will be viewed as violations of the Standards of Academic and Professional Conduct. The attendance policy for on-campus courses is monitored by the OSA.

Students are required to be present for all scheduled examinations. Students are not permitted to begin an examination more than 15 minutes after the scheduled start time. If a student arrives more than 15 minutes after the scheduled start time without prior approval from the OSA it will be considered an absence. The student is required to go to the OSA where it will be determined if the student is permitted to take the exam in the remaining allotted time or if they will be required to take a make-up. The OSA will then determine if the absence is excused or unexcused.

A student, who cannot attend an exam due to an unavoidable circumstance, should contact the OSA and Course Instructor/System Coordinator as soon as possible prior to administration of the exam, and submit an absence request through SharePoint with a written explanation of the absence. Appropriate documentation must be provided to the OSA the next day the student is on campus or submitted via SharePoint.

If a student misses an examination, the OSA, in consultation with the Course Instructor/System Coordinator, will determine whether the absence is excused or unexcused. If the absence is excused, the student will be permitted to take a make-up examination, the nature and time of which will be at the discretion of the Office of Academic Affairs (OAA).

If an absence is excused, the student will be eligible for full credit for the examination. If an absence is deemed unexcused (e.g., failure to show up for a written or practical examination without a valid excuse as determined by the OSA and the Course Instructor/System Coordinator), the maximum score that the student can achieve on the examination will be 70%. If the student fails to take a make-up examination at the time designated by the OAA or Course Instructor/System Coordinator, without a valid excuse as delineated above, this will be grounds for summary failure (a score of zero) of that examination and referral to the SPC, as described below. In such a case, a written report will be sent by the OAA to the OSA with a copy sent to the Chair of the SPC and the Dean of the CPM for appropriate disposition.

Policies for attendance and absences during the third and fourth years are published in the CPM Clinical Rotations Manual.

The OSA can only grant time-off for the reasons outlined below. In addition we cannot consider time-off requests unless you submit the required documentation covering all dates for which you were or plan to be absent. The nature of the documentation will be determined by the reason for the absence and will be defined by the OSA. Typical examples include:

- A doctor's note, entrance/discharge papers or hospital bill for self or family member
- A program for an immediate family member's wedding, funeral, religious ceremony or graduation
- A conference agenda when attending a health professional or leadership conference
- A copy of the invitation to a residency interview
- A receipt for car problems like the purchase of a car battery or confirmation of a tow

Timeframe for Submitting Requests

Planned absences (known in advance of the curricular activity): Examples include scheduled religious observances, conferences, immediate family weddings/funerals/graduations, surgeries and other medical procedures that cannot be done during academic breaks. The request for time off and all necessary documentation must be submitted via SharePoint at the beginning of the semester or no less than 30 days prior.

Unplanned absences (known just prior to the curricular activity): Examples of this category include acute personal illness, a traffic accident, acute illness or death of a family member should contact the OSA and Course Instructor/System Coordinator as soon as possible prior to the scheduled curricular activity, and submit an absence request through SharePoint with a written explanation of the absence. If documentation is not available at the time the absence request is submitted, it must be uploaded to SharePoint within 72 hours. Requests may not be approved if documentation is received after 72 hours.

Conference Travel

If approved for conference travel, students are eligible for make-up work if the activity occurred during their time away from campus. Depending on conference length and exam timing, students may also request to be excused from taking an exam that occurs the day after the conference. If approved, the student is only excused for the exam itself and must attend all other curricular activities for the day. In order to be considered for conference travel, students must additionally meet the following criteria:

- Have received no more than two grades $\leq 75\%$ in the current and previous semester combined
- Request for time off via SharePoint no less than 30 days prior to departure

If you are financially supported by any university entity, you must also submit the [Student Travel Notification Form](#).

Make-Up Work

If upon review of the documentation it is determined that the absence is excused, the appropriate departments will be notified that the student is authorized for make-up. A make-up is offered for all major examinations and is typically scheduled within 48-72 business hours of the original examination. Students unable to make-up the work at the scheduled sessions (within 72 hours) must take an incomplete in the course and fulfill course requirements at the end of the academic year. Some courses/systems have built-in leeway for missing class or a quiz (e.g., the lowest quiz or grade is dropped) and no make-up is offered, even if the absence is excused. The nature of the make-up work is at the discretion of the Course Director. A student with an excused absence will receive full credit for their performance on the make-up activity. Students must contact the Manager of Academic Affairs to work out the details of make-ups.

If there is more than one examination in the course or system, the student may take the subsequent examination(s) even if he or she was not able to make up the missed examination. If the student does not feel ready to take subsequent examinations due to the incident that caused the initial absence, the student should discuss his or her concerns with the Course or System Director and the Office of Executive Associate Dean for Academic Affairs. If approved, the student will be allowed to complete the remaining course or system requirements at the end of the academic year.

If documentation is not provided within the established timeframe (see above); the student will not be allowed to complete the make-up activity. However, if later the absence is excused, the student will be able to take an incomplete in the course or system and make-up the incomplete work at the end of the academic year.

If a student fails to take a make-up or remediation examination at the designated time (without approval), the student will receive a summary failure (a score of zero) for that examination and will be referred to the SPC.

Additional detail regarding clinical curricular absences can be found in the Clinical Education manual.

Examination Policies

For most examinations, students will be given assigned seats and are expected to place themselves accordingly, unless prior arrangements have been made with the appropriate coordinator or instructor.

Exams will be administered in the form of a computer-based exam, paper exam, practical exam, and/or oral exam. During scheduled examination hours, students will not be allowed to leave the exam room except in an emergency and as excused by a proctor. If a student is excused to leave the room temporarily, a proctor will accompany the student. No additional time will be granted for student's time out of the examination room.

Once a student finishes an exam and leaves the examination room he or she will not be permitted to reenter the room until the exam is declared over. All students' belongings, such as, but not limited to, cell phones, smart watches, notebooks, calculators, headwear, and headsets, will be kept in front of the room. All technology (excluding laptops) must be turned completely off for the duration of all exams and not used for any reason. No food or drink (except label-free bottled water) will be allowed during examinations.

No student questions related to the exam or its content will be answered during the examination period. Students are permitted to point out typographical errors in the examination.

Violations of Examination Policies

Cheating, or actions that give the appearance of cheating, will not be tolerated. It is the responsibility of the student to rigorously avoid any situation that could unfairly increase their personal examination score or change (increase or decrease) any other student's examination score.

Students are not to discuss examination questions with other students during any examination, whether it is administered all at once, in segments, or over extended time periods. Additionally, students are not allowed to discuss the examination with those who have not yet taken the examination.

If an examination proctor (including a faculty member, fellow, or teaching assistant administering a practical examination) observes a student behaving in a way that could be perceived as cheating, the proctor has the authority to refer the situation to the OAA which may result in the student being referred to the SPC.

If a student observes a suspected violation during an examination, he or she should report this to the proctor and course coordinator rather than personally attempt an intervention. The proctor will determine what action should be taken.

If the SPC determines that an irregularity has occurred, the Committee's recommendation to the Dean of CPM may include, but is not limited to:

- Repeating the associated course or system in its entirety during the next academic year,
- Academic probation for a designated period of time, and/or,
- Suspension from the program for a designated period of time,
- Dismissal from WesternU/CPM.

If there is insufficient evidence of cheating, the SPC will recommend to the Dean that no further action be taken.

The Dean may make an executive decision on the matter or convene the SPC to investigate the allegation. The accused student may also request that the SPC to investigate the matter.

The College employs the use of “clicker” for daily quizzes that are given in many of the pre-clinical courses. Each student is bound by the Honor Code when using these devices to record answers on all quizzes. Any sharing of responses among neighboring classmates will be considered intellectual dishonesty (cheating), which will be referred to the SPC for resolution. The SPC will then make a recommendation to the Dean of CPM.

National Boards (Licensing Examinations)

All students must take and pass APMLE Part I and II (including CSPE) prior to graduation. CPM has established the following policies and procedures:

- All students must take Part 1 of the APMLE at the first available sitting following the conclusion of final examination of the spring semester of the 2nd year unless it's determined by the Executive Associate Dean of Academic Affairs that the student is not eligible. Failure to meet this deadline will result in the student being referred to the SPC and may result in probation. Part 1 may be taken at an APMLE approved testing center of the student's choice.
- Students may proceed to the third-year core clerkships as soon as they have taken APMLE Part 1 examination.
- Failure to pass APMLE Part 1 will result in the student being referred to the SPC and will result in the student being placed on academic probation for the remainder of the semester. The SPC may recommend that a student be removed from rotations and placed on academic suspension until they successfully pass APMLE Part 1. CPM will permit two attempts on Part 1, and a third attempt may be allowed in special circumstances, with approval by the SPC and the Dean of CPM.
- Students who fail the APMLE exam a second time will be removed from rotations and placed on academic probation and academic suspension. The student will not be allowed to continue with any third year clinical clerkships and may not re-enter the third year until notification of a passing score has been received by the Executive Associate Dean for Academic Affairs or Dean of CPM, following the third attempt to complete this requirement.
- Students who fail Part 1 APMLE on all three attempts will be subject to dismissal from CPM.
- Students who fail APMLE Part 2 (including CSPE) on all three attempts will be subject to dismissal from CPM.
- The APMLE Part 2 may be taken at an APMLE-approved testing center of the student's choice.
- The Office of Clinical Education will allow three business days away from the start of fourth year clerkships for a student to take the APMLE Part 2 Written.
- The Office of Clinical Education will allow three business days away from the start of fourth year clerkships for a student to take the APMLE Part 2 CSPE.

- The Office of Clinical Education will notify each student’s clerkship site of his/her “approved” absence to take the APMLE Part 2 examination after the student notifies the Office of Clinical Education of the date of his or her examination.
- Students may not notify the clerkship directly. Additional time away to take the APMLE Part 2 will not be routinely authorized.
- All fourth year students are required to pass the APMLE Part 2 Exam (including CSPE).
- Failure to pass the APMLE Part 2 (including CSPE) examination will result in the student being referred to the SPC.
- The SPC may recommend that a student be removed from rotations and placed on academic probation and suspension until they successfully pass APMLE Part 2 (including CSPE).
- Those who do not pass APMLE part 2 on the first attempt must successfully repeat the examination at the next possible iteration allowable by the APMLE.
- CPM permits two attempts on APMLE Part 2 (including CSPE), and a third attempt may be allowed in special circumstances, with approval by the SPC and the Executive Associate Dean for Academic Affairs or Dean of Podiatric Medicine.
- Students studying for a third attempt will be removed from rotations and placed on academic probation and suspension. They may not re-enter the fourth year until notification of a passing score has been received by the Executive Associate Dean of the College of Podiatric Medicine.

Issues/Dispute Resolution Procedure

When an issue or dispute arises between students, the issue/dispute resolution process starts with communication among the involved students. If a satisfactory resolution is not arrived at that level, the matter should then be addressed with the faculty mentor. If the problem is not resolved at the faculty mentor level, the matter should be brought to the Director of Student Affairs, followed by the Dean and then the Provost/COO. If the matter has not been resolved at those levels, the final arbiter is the President.

When an incident arises involving a faculty member and a student, the first step in the issue/dispute resolution process is discussion with the faculty member. If the matter is not satisfactorily resolved at that level, then the matter should be referred to the Department Chair, Director of Student Affairs, Dean, and Provost/COO, in that order. The final arbiter is the Board of Trustees.

When an incident arises involving a staff member and a student, the dispute resolution process begins with the Supervisor/Department Chair, Director of Student Affairs 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.

Standards of Academic and Professional Conduct

Student Honor Code

“As future healthcare providers, students of WesternU/CPM will conduct themselves with honesty, integrity and professionalism. Students may not cheat, deceive, steal, or tolerate anyone who does”.

Student Code of Ethics

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

Honesty

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

Confidentiality

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

Respect for Others

- I will uphold a classroom atmosphere conducive to learning.
- I will interact with instructors and peers in a considerate and cooperative manner.
- I will treat patients and their families with respect and dignity in both their presence and in discussions with other members of the healthcare team.
- I will interact with patients in a way that ensures their privacy and respects their modesty.

- I will interact with all members of the health care team in a considerate and cooperative manner.
- I will not tolerate discrimination on the basis of race, gender, religion, sexual orientation, age, disability, or socioeconomic status.
- I will judge my colleagues fairly and attempt to resolve conflicts in a manner that respects the dignity of every person involved.

Responsibility

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

Expectations of Faculty, Residents and Fellows

- I have the right to expect clear guidelines regarding assignments and examinations, as well as to have testing environments that are conducive to academic honesty.
- I cannot be compelled to perform procedures or examinations which I feel are unethical or beyond the level of my training.
- I have the right to not be harassed and to not 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.

Violations of the Standards of Academic and Professional Conduct

WesternU and CPM expect all students to adhere to the standards of professional conduct as published in the University Catalog. Any allegation that a student has violated these standards may be referred to the SPC for investigation. Specific details about the hearing process are provided in the 'Standards of Academic and Professional Conduct' section of the University Catalog.

Standards of Academic Progress

Students must maintain a cumulative numeric score of at least 70% on a yearly basis and be on pace for completion of the program to be considered making satisfactory academic and professional progress. A final numeric score below 70% during the first two years, or any single numeric score below 70% in the last two years must be remediated for promotion or graduation. Students must complete all classes, rotations, and coursework within six years to be considered making satisfactory academic progress.

Student Conduct and Performance Committee

The SPC is comprised of five faculty members with the following ex officio members: Manager of Academic Programs, the Executive Associate Dean of Academic Affairs, the Director of Student Affairs and the Assistant Dean for Preclinical Education. The SPC shall review the performance and comprehensive evidences of progress of students who are pursuing the DPM degree. Particular attention will be given to students in academic difficulty as their grades are made available to the Committee by the Registrar or Dean of WesternU/CPM. For purposes of clarification, “performance” is defined as those activities of a behavioral-conduct or academic nature that negatively affect or impair the continued ability of a WesternU/CPM student to successfully matriculate within CPM. The office of the Dean and Executive Associate Dean for Academic Affairs may provide additional input to this process.

After reviewing a student’s performance records, the SPC may recommend to the Dean any of the following courses of action: promotion, probation, remediation, dismissal from the College, academic or conduct suspension, educational assessment and other appropriate recommendations. It may also recommend that no action be taken. The SPC also has the responsibility of recommending to the faculty, as a whole, the awarding of the DPM degree to all students who satisfactorily complete all requirements for graduation as stated in the University Catalog.

All recommendations of the SPC shall be in writing to the Dean, who will make the information available to the affected student. The Committee Chair will notify the students in cases of remediation or probation. The Executive Associate Dean for Academic Affairs will initiate leaves of absences. The Dean will notify the students in cases of suspension, dismissal or repeating of the academic year.

Promotion

Promotion is defined as academic and professional progression from one academic year or program phase to the next. The SPC will recommend students to the Dean of CPM for promotion. The SPC may not recommend a student for progression from one academic year to the next with an outstanding grade of “I,” “U”, “M”, or “NCR” in a required course, final numeric score of less than 70%, or a yearly cumulative numeric score of less than 70%.

An essential element of the academic program is professionalism. Professionalism will be emphasized throughout the curriculum and is a stand-alone element in determining academic advancement and achievement. When considering a student for promotion, ethical, professional, and personal conduct will also be taken into consideration (see ‘Standards of Academic and Professional Conduct’ section of the University Catalog).

A student will be promoted provided that all academic, legal and financial requirements of the University, as stated in the University Catalog, have been satisfied. All academic requirements must be met within a maximum of six academic years as a condition for recommendation for graduation.

Graduation

A student will be recommended for the DPM degree provided the student:

- Is not on probation or suspension and has completed all prescribed academic and clinical requirements with a cumulative grade point average of above 70% and has no outstanding grade(s) of “I,” “NCR,” “FAIL”, or 69% or less.
- Has successfully taken and passed the APLME Part 1 and Part 2 (including CSPE).
- Has demonstrated no serious deficiencies in ethical, professional, or personal conduct, as defined in University Catalog, “General Academic Policies and Procedures” section, which would make it inappropriate to award the degree of Doctor of Podiatric Medicine.
- Has complied with all the legal and financial requirements of the University as stated in the University Catalog.
- Has attended in person and participated in the commencement ceremony at which time the DPM degree is conferred. Unless special permission has been granted by the Dean, each student must participate in their respective commencement ceremony. If the Dean grants special permission for excusal from commencement, the graduate may be required to present themselves to the Dean or their designee at another specified date to take their profession’s oath before their diploma will be released. Requests for excusal will only be granted for extenuating circumstances, such as a prior military commitment.

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

Adverse Actions

Probation

Students may be placed on Probation for the following reasons (these are in addition to the reasons listed in the ‘Satisfactory Academic Progress’ section of the University Catalog):

- Inadequate academic progress as determined by the SPC. These include, but are not limited to, receiving a numeric score less than 70% in any course or system, a failing grade during clinical rotations, or a grade of NCR in a required CR/NCR course.
- A cumulative percentage score of less than 70%.
- Failing to pass APMLE Part 1 upon the second attempt at this examination.
- Failing to pass APMLE Part 2 (including CSPE) on the second attempt at the examination.
- When directed to repeat a year for academic reasons.
- Failure to perform in a professional manner.

- Serious deficiencies in ethical or personal conduct.

When a student is placed on probation, he/she will be notified in writing and the reasons will be stated. Notification will be sent by Certified Mail or hand-delivered and acknowledged by signatures of the student and the Dean or his/her designee. Copies of the letter will be placed in the student's permanent file and distributed to the Chair of the SPC and the student's faculty mentor. The Student Performance Committee will consider when the terms of the academic probation have been satisfied and recommend to the appropriate College Dean that probation can be rescinded.

On campus students on probation must meet with their faculty mentor at least once a month. Off campus students on probation must contact their faculty mentor once a month. It is the student's responsibility to contact the faculty mentor to arrange these meetings.

If a student fails any course or system, regardless of the number of credit hours, this failing grade will require a mandatory probationary action. The probation will take place immediately and will end when the student satisfactorily remediates the failed course or system. Should the student fail a second course or system whether on probation or just removed from probation, this act will render the student subject to immediate dismissal from the DPM program.

A first or second year student on probation for a score less than 70% in the first semester will be removed from probation provided he/she has regained a cumulative score of at least a 70% and has remediated the course.

A first or second year student will be removed from probation when all scores below a 70% have been remediated satisfactorily according to the following Remediation section.

A third or fourth year student on probation because of a score below 70% or, "Fail" grade must remediate the course or rotation. The student will then be reviewed by the SPC at the end of the academic year and may be recommended for continuation of or removal from, probation. Students who fail any portion of APMLE examination twice will be recommended for a remedial course of action under the direction of the Executive Associate Dean for Academic and Clinical Affairs.

Students on probation are to remove themselves from all leadership roles in co-curricular activities associated with the University and/or with professional associations.

Financial Aid Warning Policy (Title IV and Title VII)

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

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

financial aid will be reinstated. If the student is directed to audit courses, those courses will **not** be covered by financial aid.

Tutorial Assistance Program

A Tutorial Assistance Program (TAP) has been established to assist students experiencing academic difficulty. Students will be recommended for this program by a faculty mentor or professor. Students may self-identify to TAP to receive assistance. The tutors will be chosen on the recommendation of the faculty in each discipline. Group tutoring is the methodology most used by the TAP department. For assistance, contact the Learning Enhancement and Academic Development Office (LEAD).

Remediation

Students, who receive a final numeric score below 70% in a course or system, or a cumulative numeric score below 70%, will be reviewed by the SPC. Where deemed appropriate, the SPC, after consultation with the course instructor, system coordinator, and/or Executive Associate Dean for Academic Affairs, may recommend any one of the following options:

- Take a comprehensive examination.
- Complete special projects or studies in the deficient area(s).
- Repeat the course, system, or rotation.
- Repeat the academic year.
- Withdraw from the University

The score/grade achieved by remediation will be the score/grade recorded except that the highest score/grade a student may earn by options 1 or 2 (above) is a score of 70% in the first two years and a “RPASS” in the last two years. The score/grade achieved by remediation will be re-recorded on the transcript along with the original score/grade. Numerical scores or grades earned during an attempted remediation of a course, system, or clinical rotation will be reviewed critically by the SPC and the Executive Associate Dean for Academic Affairs of CPM.

If a student is directed to repeat a course, the grade for repeated course will be recorded on the official transcript. Only the most recent grade received for a repeated course will be included in the student’s GPA calculation. Students will be charged full tuition for repeated coursework.

Decisions regarding remediation will be made on an individual basis after considering all pertinent circumstances. The decision will be made by the Dean of CPM, based upon the recommendation of the SPC. The Committee will base its recommendation on the student’s academic record and other considerations after consultation with the student’s faculty mentor, course instructor, system coordinator, Executive Associate Dean for Academic Affairs, clinical preceptor, and the student involved, as is appropriate. A student who is required to remediate a course must be notified in writing by the Executive Associate Dean for Academic Affairs of CPM (or his/her designee) at least 15 business days prior to the remediation date, or within 15 business days after the close of the academic year in which the student is presently enrolled, whichever comes first. Notification must either be sent by Certified Mail or hand-delivered to the student and must be acknowledged with the signatures of the Dean or his/her designee and the student.

Remediation: Financial Aid Policy

If the student, at the end of the academic year, is still considered to be making unsatisfactory progress and must remediate, he/she is removed from the list of eligible Title IV and Title VII financial aid recipients. Remediation of courses during the summer is not covered by any financial aid and cannot be considered an expense item for the following year. Students will attend at their own expense. Appropriate tuition and fees will be determined by the Treasurer/Chief Financial Officer in consultation with the Provost/COO and the Dean of Podiatric Medicine.

Academic Suspension

Students who are deemed unable to continue in the curriculum due to inadequate performance and are required to repeat a given academic year or portion thereof will be placed on academic suspension through such time as they can resume their studies by starting the courses the student is required to repeat. Throughout the time the student is academically suspended, he or she is also on academic probation, and remains on academic probation until all coursework has been satisfactorily remediated. A student may not receive financial aid during any time of a 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, Provost/COO, or Dean of CPM 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 notification and appeal may be found in the University Catalog.

Dismissal

The University may require withdrawal at any time it deems necessary to safeguard its standards of scholarship, conduct, and orderly operation. Examples of reasons the SPC will recommend dismissal of a student include, but are not limited to the following:

- Receiving a cumulative numeric score of less than 70% at the end of the first or second year.
- Receiving final percentage scores below 70% in two or more courses or systems totaling more than 25% of the total credit hours for the first or second year*.
- Receiving numeric scores of below 70% in two or more clinical rotations in one academic year.
- Receiving a final percentage score of below 70% in a remediated course, system, or clinical rotation.
- Failing to pass the APMLE Part 1 or Part 2 (including CSPE) examination after three attempts.
- Failing any additional course or system while on academic probation because of a prior failure of a course or system.
- Demonstrates a consistent pattern of substandard academic performance and/or professional development

*The Committee may recommend dismissal for a student receiving a final percentage score below 70% in three or more courses or systems, even if the total unsatisfactory credit hours do not exceed 25% of the total credit hours for the first or second years.

Student Appeal Process

The Dean of CPM has the authority to make decisions regarding a student's status in matters of academic suspension, student conduct, academic progression/promotion and graduation. However, students may appeal the Dean's decision to the University Provost/COO as indicated in the Student Appeal Process section of the University Catalog.

Evaluation and Grading

Pre-Clinical Grading Scale

<u>Grade</u>	<u>Equivalent</u>	<u>GPA Points</u>
90-100%	Excellent	90-100
80-89%	Good	80-89
70-79%	Satisfactory	70-79
Below 70%	Unsatisfactory	0-69
CR	Credit	N/A
NCR	No Credit	N/A

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
WPC	Waived for Prior Credit	N/A

Clinical Grading Scale

All clerkships/clinical rotations, both required core and elective, are evaluated utilizing an Honors, Pass, Fail system. Honors, Pass, and Fail will be the only grades that will appear on the transcript. Internally, for purposes of calculating class rank and GPA, the following system will be used:

<u>Grade</u>	<u>Equivalent</u>	<u>GPA Points</u>
HON	Honors (91-100%)	100
PASS	Pass (70-90%)	80
RPASS	Remediated Pass (70%)	70
FAIL	Fail (69% or less)	69

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

Evaluation of Students on Clinical Rotations

The "clinical faculty member of record" is the physician to whom the student is assigned for a given rotation according to the Rotations Office records. That physician is responsible for the rotation evaluation, which does not include assigning a rotation grade. Grades are determined by Clinical Rotation Committee based on the rotation evaluation and the OSCE results.

Recording of Clinical Grades

For any reason other than a clerical error, no grade may be changed more than 20 business days after the Clinical Rotations Office reports it to the Registrar. Within those 20 days, a grade may be changed only if the Rotations Office receives a signed statement from the preceptor specifying that such a clerical error had occurred.

Remediation (Clinical)

A failed rotation must be remediated by completing a comparable rotation. The percentage score assigned for obtaining a Pass on a remediated/repeated rotation following a failing grade will be set at 70% for class rank and GPA computation. Both the original course grade as well as the remediated grade will appear on the transcript, but only the remediated passing score of 70% will be used in GPA and class rank computations.

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 College Dean, a student who is repeating or undergoing remediation may be required to complete course examinations and/or other required work products 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):

An Incomplete (I) indicates that a student has not been able to finish all required work for issuance of a letter grade. An "I" is not counted in the grade point calculations until a letter grade is issued to replace the "I." An "I" must be replaced before the student registers for the next academic term, unless other arrangements are made with the instructor and the Executive Associate Dean for Academic Affairs. Replacement of an "I" will be under the direction of the instructor with the approval of the Dean or his/her designee. It is to the student's advantage to arrange to make up any incomplete work as soon as possible. If the incomplete grade (I) is not replaced by the conclusion of the next semester or within the otherwise specified time frame, the incomplete (I) will become a Failure. The incomplete (I) remains on the transcript and is followed by the grade/numeric score earned (i.e., I/90).

Incomplete Rotations

If a student leaves a rotation before it is finished without the permission of the Assistant Dean for Clinical Affairs or is asked to leave a rotation by the faculty member or the Director of Medical Education of a hospital, a score of 'FAIL' on that rotation may be assigned by the Executive Associate Dean for Academic Affairs in consultation with the Dean of the CPM.

Credit Courses (CR/NCR)

Courses graded for Credit/No Credit are those designated by the faculty as courses required for promotion but not assigned numeric scores. The student must satisfy the requirements of these courses to receive credit.

Cumulative Numeric Scores (GPA)

The cumulative numeric score will be calculated at the end of each semester of the curriculum with the average of all course numeric scores weighted by the number of course credit hours attempted. If a course or clinical rotation is repeated or remediated, only the last score earned enters into the computation of the cumulative numeric score/grade point average, but the original numeric score remains on the student's transcript. After completion of the second year program, a student with a cumulative numeric score of 75% or less may have all third year clinical rotations assigned by the Assistant Dean for Clinical Affairs or his/her designee, in consultation with the Executive Associate Dean for Academic Affairs.

Grade Reports

Official grades are turned in to the Registrar from the Executive Associate Dean for Academic Affairs of CPM, at which time the online student records system, BanWeb, is updated. Official grade reports and unofficial transcripts will be available on the BanWeb student records system throughout the academic year. For more information on how to access the BanWeb student records system, visit the Registrar's website. Additionally, non-official grade information is available through the Academic Progress Portal.

Credit Hour Calculation

Courses year are rated at one credit hour for each 12 hours of lecture or 24 hours of laboratory and/or practice sessions. Credit hours of 2.5 will be assigned for each week of clinical rotations. A cumulative numeric score will be calculated and posted on the transcript. Class ranking is also available upon request in the Registrar's Office.

Grade Appeals/Changes

No numeric score will be changed unless the instructor certifies in writing to the Executive Associate Dean for Academic Affairs and the Registrar that an error in computing or recording the score occurred. Changes are also recorded when the student has remediated a numeric score of below 70% or an Unsatisfactory grade after being directed to do so by the Executive Associate Dean of the College of Podiatric Medicine, as recommended by the SPC.

For on-campus courses, students have a maximum of two weeks from the time examination results are returned to them to bring any errors or irregularities in grading to the attention of the instructor. All recorded scores remain on the official transcript unless a clerical error has occurred. Remediated scores are re-recorded along with the original numeric score in the first two years. Only the remediated score is calculated into the cumulative numeric score. For third- and fourth-year students, no score will be changed after one month from the time the grade is recorded in the Office of the Registrar. Within the above-designated time, grade changes for clinical rotations will be considered only under the following three conditions:

- When the Office of Clinical Rotations receives a signed written statement from the preceptor specifying that a clerical error has been made regarding a score, and that the purpose of the change is to correct that clerical error.
- When the preceptor to whom the student was assigned submits a signed written request to have the score changed. The request must include justification for making the change.

- When a remediation process that has been directed by the SPC and authorized by the Dean is completed and a written evaluation is received in the Office of Clinical Rotations.
- All score changes must have the approval of the Executive Associate Dean for Academic Affairs of the CPM or his/her designee. The student should make every effort to discuss his/her evaluation(s) with the assigned preceptor(s) prior to leaving the clinical rotation.

Curriculum Organization

The curriculum at CPM is a four-year, full-time academic and clinical program leading to granting the DPM degree. This curriculum stresses the interdependence of the biological, clinical, behavioral, and social sciences. The emphasis is on educating physicians for general and podiatric medicine and surgery. CPM's educational program is centered on the basic concepts of general and podiatric medicine.

CPM identifies and develops the knowledge, the cognitive and psychomotor skills and the personal and professional behaviors required of a podiatric physician and surgeon in order to provide competent and comprehensive health care to all members of a family on a continuing basis.

Implementation

Clinical faculty and hospitals will implement the curriculum in a manner that balances the learning needs of the students and the educational resources available at the site including clinical situations, lectures, grand rounds, academic teaching conferences, workshops, skills labs and other activities encountered during clinical rotations. Clinical faculty and sites are encouraged to use a variety of teaching techniques including observation, monitored participation, video and audio recordings, computers, readings, individual discussions, and presentations by students, faculty and others to enhance learning.

Summer Medical Science Preparatory Program (SMSPP)

WesternU's CPM will offer a 5-week program on campus that will provide the attendees with an introduction to biochemistry, genetics, microbiology/immunology, and gross anatomy/head and neck anatomy. This optional introductory preparatory program will be offered to a select number of incoming DPM students. Students will purchase a workbook and remit a tuition fee of \$750. (See course description for PM 5001 below for additional information.)

Intensive Summer Anatomy Course (ISAC)

This course is sponsored by the Anatomy Department for entering first year students. Preference is given to those who have had previous academic coursework/experience in anatomy. See PM 5002 for a course description. There is no additional fee for this program.

Non-Clinical Experiences

Non-clinical experiences like conferences, tumor boards, quality assurance meetings, hospital committees, etc., are important for students to observe in order to help them understand and appreciate the full spectrum of activities expected of physicians. Supervising physicians are encouraged to invite students to participate in as many non-clinical experiences as are practical.

Procedural Skills

Part of the College's expectation is that students will gain a knowledge and understanding of various procedural skills. In addition to proficiency in the manual aspects of procedural skills, the College expects that the student will understand the indications, contraindications, risks, benefits, and alternatives for various procedures. Student performance of any procedure on a patient must be under the direct supervision of the assigned clinical faculty or their professional designee.

Clinical Rotations

The third and fourth year clinical clerkships are mandatory, 12 block rotations for each academic year. Each year's curriculum may be completed in any order. The minimum length of a rotation is four weeks. Rotations may not be split. In the third and fourth years, core sites for each student will be determined

by the Clinical Rotations Committee. The student may express a preference for core rotation sites. The student may elect to rotate at offsite programs during the elective Podiatric Medicine, Surgery and Biomechanics/Orthopedics externship block with approval by the Clinical Rotations Committee. This rotation occurs in both the third and fourth academic years.

Rotation Office

The Executive Associate Dean for Academic Affairs and the External Rotation Coordinator are dedicated to providing students with the best possible clinical educational experience and providing an exceptional service to everyone with whom they interact. The Office will assist CPM and its students with planning for and completion of their clinical training in the third and fourth years of the educational experience.

Year 1

Year 1, Fall Semester, DPM 2019		
Course	Title	Credit Hours
PM 5020	Introduction to the Podiatric Physician I	1.50
PM 5025	The Molecular and Cellular Basis of Medicine	10.00
PM 5030	Medical Gross Anatomy	12.00
PM 5080	Essentials of Clinical Medicine I	3.50
PM 5090	Podiatric Medicine Principles and Practice I	4.50
IPE 5000	Patient Centered Cases I	1.00
Semester Total:		32.50
Year 1, Spring Semester, DPM 2019		
Course	Title	Credit Hours
PM 5120	Introduction to the Podiatric Physician II	1.50
PM 5125	Neuroscience System	11.50
PM 5130	Musculoskeletal System	5.00
PM 5145	Introduction to Disease, Immunity, and Therapeutics	7.00
PM 5155	Behavioral Medicine and Psychiatry	5.50
PM 5175	Blood and Lymphatic System	4.00
PM 5180	Essentials of Clinical Medicine II	3.50
PM 5190	Podiatric Medicine Principles and Practice II	3.50
IPE 5100	Patient Centered Cases II	1.00
Semester Total:		42.50
Year 1 Total:		75.00

Year 2

Year 2, Fall Semester, DPM 2018		
Course	Title	Credit Hours
PM 6020	Cardiovascular System	8.50
PM 6035	Renal System	4.50
PM 6040	Respiratory System	8.50
PM 6045	Endocrine System	5.50
PM 6080	Essentials of Clinical Medicine III	3.50
PM 6090	Podiatric Medicine Principles and Practice III	3.50
IPE 6000	Team Training in Healthcare I	1.00
Semester Total:		35.00
Year 2, Spring Semester, DPM 2018		
Course	Title	Credit Hours
PM 6115	Dermal System	3.00
PM 6130	Reproductive System	6.00
PM 6140	Gastrointestinal System and Nutrition	6.50
PM 6172	Emergency Medicine	1.00
PM 6173	Geriatrics	1.50
PM 6176	Pediatrics	2.50
PM 6180	Essentials of Clinical Medicine IV	3.50
PM 6190	Podiatric Medicine Principles and Practice IV	4.50
IPE 6100	Team Training in Healthcare II	1.00
Semester Total:		29.50
Year 2 Total:		64.50

Year 3

Year 3, Fall/Spring Semester, DPM 2017		
Course	Title	Credit Hours
PM 7010	General Medicine (Inpatient Medicine)	10.00
PM 7020	Internal/Outpatient Medicine (Medicine Sub-Specialty) I	10.00
PM 7021	Internal Medicine II (Medicine Sub-Specialty)	10.00
PM 7030	Surgery I	10.00
PM 7050	Surgical Elective I (Sub-Specialty Surgery)	10.00
PM 7060	Podiatric Medicine, Surgery and Biomechanics/Orthopedics I	15.00
PM 7070	Podiatric Medicine, Surgery and Biomechanics/Orthopedics II	15.00
PM 7080	Elective I – Pod Medicine, Surgery and Biomechanics/Orthopedics	10.00
PM 7090	Elective II – Pod Medicine, Surgery and Biomechanics/Orthopedics	10.00
PM 7095	Clinical Medicine Elective	10.00
PM 8055	Essentials of Clinical Medicine	3.50
Year 3 Total:		113.50

Year 4

Year 4, Fall/Spring Semester, DPM 2016		
Course	Title	Credit Hours
PM 7510	General/Internal Medicine	10.00
PM 7521	Surgical Elective II (Sub-Specialty Surgery)	10.00
PM 7530	Surgery II (Sub-Specialty)	10.00
PM 7540	Emergency Medicine	10.00
PM 7545	Podiatric Medicine, Surgery and Biomechanics/Orthopedics III	10.00
PM 7550	Elective Pediatrics/Medicine Subspecialty	10.00
PM 7560	Elective Pod Medicine, Surgery, and Biomechanics/Orthopedics III	10.00
PM 7570	Elective Pod Medicine, Surgery, and Biomechanics/Orthopedics IV	10.00
PM 7580	Elective Pod Medicine, Surgery, and Biomechanics/Orthopedics V	10.00
PM 7590	Elective Pod Medicine, Surgery, and Biomechanics/Orthopedics VI	10.00
PM 8555	Essentials of Clinical Medicine	3.50
Year 4 Total:		103.50

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 disciplines, departments, or programs, approved by the Curriculum Committee, the faculty, the Dean of CPM, and the Provost/COO. CPM uses a combination of numeric scores and letter grades. A numeric score—listed as a percentage—is used in the PMS I and II years and a 4-value letter grade is used in the last two years.

IPE 5000 Patient Centered Cases – An Interprofessional Approach I (1 credit hour, CR/NCR)

IPE 5000 is offered as part of the college curriculum for all first year, entry level health professional students and is a university requirement for all participating colleges. The course is designed to prepare the healthcare student to practice patient-centered collaborative care through a team approach. Working in small interprofessional teams, students will explore cases representing conditions across the human lifespan.

IPE 5100 Patient Centered Cases – An Inter-Professional Approach II (1 credit hour, CR/NCR)

Continuation of IPE 5000.

IPE 6000 Team Training in Healthcare I (1 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 Healthcare II (1 credit hour, CR/NCR)

Continuation of IPE 6000.

PM 5001 Summer Preparatory Program (0 credit hours, CR/NCR)

The Summer Preparatory Program prepares incoming students for the Gross Anatomy course and provides an introduction to Biochemistry. The anatomy component focuses on the skeletal, muscular, cardiovascular and nervous systems, and a brief overview of other body systems is provided. Presentations also focus on enhancing student study and test-taking skills. The course is offered for students without prior course work in anatomy. Acceptance into this program is at the discretion of the instructor/coordinator. The course is an elective and does not meet any requirements of the Doctor of Podiatric Medicine curriculum. A separate tuition of \$550 is charged. Students from other programs of the University may enroll in this course.

**PM 5002 Medical Gross Anatomy - Intensive Summer Anatomy Course (ISAC)
(12 credit hours, Numeric Score)**

Faculty in this course teach 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, radiology, and didactic lectures, 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 subsequent DPM 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 exams. Students are selected for this course based on GPA and MCAT scores, as well as previous coursework in anatomy. No separate fee is charged, as the student registers for medical school upon matriculation into the course. Students who complete this course with a minimum grade of 80% are potentially eligible to assist the faculty during the Gross Anatomy portion of the regular Medical Gross Anatomy course. They will then resume their own coursework during the Head and Neck portion in the latter part of the Medical Gross Anatomy course. To apply, contact the course director by email or phone.

PM 5003 ISAC Facilitation (4 credit hours, CR/NCR)

Prerequisites: Completion of PM 5002 with a final percentage score of 80% or higher and permission of 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 regular Medical Gross Anatomy course. Other types of teaching assistance, including prosecting difficult-to-identify structures, may also be required.

PM 5020 Introduction to the Podiatric Physician I (1.5 credit hours, Numeric Score)

During this course, the student will begin to develop their identity as a podiatric physician while building a core foundation in professionalism. A problem based approach is used to present evidence-based medicine, research methodology, biostatistics, and critical analysis of the literature.

PM 5025 The Molecular and Cellular Basis of Medicine (10 credit hours, Numeric Score)

This course presents an integration of molecular biology, biochemistry, cellular physiology and excitable cells, introductory genetics and histology and embryological development within the context of their clinical applications of basic biomedical sciences. Additionally, the course includes an introduction to pathology with a focus on neoplasia.

PM 5030 Medical Gross Anatomy (12 credit hours, Numeric Score)

Faculty in this course teach 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, radiology, and didactic lectures, students will learn the language of anatomy and clinically-important relationships. Particular attention will be paid to the neurovascular bundle 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 subsequent DPM 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 exams.

PM 5080 Essentials of Clinical Medicine I (3.5 credit hours, Numeric Score)

The Essentials of Clinical Medicine I introduces students to the world of clinical medicine through a multifaceted approach, including early patient contact with both model and simulated patients, facilitated small group sessions, didactic sessions, self-directed and online exercises, and small group projects. Emphasis is on development of history-taking skills and physical examination skills, critical thinking skills, differential diagnosis formation, construction of treatment plans, and doctor-patient communication skills. Other components of the course include professionalism, medical informatics, cultural awareness and health promotion and disease prevention.

PM 5090 Podiatric Medicine, Principles and Practice I (4.5 credit hours, Numeric Score)

This course presents an introduction to the traditional and contemporary practices in lower extremity anatomy, surface anatomy, podiatric radiology and biomechanics from an evidence-based medicine perspective, with the inclusion of multiple hands-on workshops. Students will learn how to critique relevant information and expand their understanding and use of this foundational information to use in decision-making in future PMP courses and in their careers in podiatric medicine and surgery. This offers them an opportunity to develop a pattern of lifelong learning.

PM 5120 Introduction to the Podiatric Physician II (1.5 credit hours, Numeric Score)

This course develops the role and responsibility of the podiatric physician through interactive community health experiences and an understanding of the current landscape of the healthcare system. This course also explores the ethical and professional responsibilities of the podiatric physician with exposure to medical jurisprudence.

PM 5125 Neuroscience System (11.5 credit hours, Numeric Score)

This course presents the basic understanding of the brain, spinal cord and peripheral nervous system. Basic science topics include embryology, histology, neuroanatomy, biochemistry, physiology and pharmacology. Clinical topics include infections of the nervous system, pathology, neurology, ophthalmology, otorhinolaryngology, and overviews of sleep disorders, cerebrovascular disorders, aging and dementia.

PM 5130 Musculoskeletal System (5 credit hours, Numeric Score)

This course presents the embryology, histology, functional anatomy, physiology, microbiology, pharmacology and pathology pertinent to the musculoskeletal system.

Course instructors include both basic science faculty and clinical faculty from multiple specialties. Students are expected to integrate the clinical and basic science concepts and apply the appropriate evidence-based approaches to diagnosis and management of musculoskeletal diseases.

PM 5145 Introduction to Disease, Immunity and Therapeutics (7 credit hours, Numeric Score)

This is an integrated course introducing microbiology, immunology, pathology, and pharmacology to prepare students for more in-depth study during the systems. Genetics, as related to these disciplines, is also included. Clinical applications of the basic sciences are emphasized.

PM 5155 Behavioral Medicine and Psychiatry (5.5 credit hours, Numeric Score)

Presented in conjunction with neuroscience, this course presents biological, psychological and social aspects of behavior in relation to medical practice. Major topics include the etiology and treatment of substance abuse, the physician-patient relationship, emotion and personality, etiology of gender identity and sexual orientation, human sexuality, evolutionary origins of behavior, and the genetic and environmental aspects of behavioral disorders. The course addresses how a patient's behaviors contribute to their health and/or disease. The physician's role in the education for behavioral change is also discussed. The psychiatry portion of the course builds upon the bio-psycho-social foundation presented during behavioral science. Major DSM-IV diagnoses will be explored. Implications for medical practice will be emphasized. The course develops the physician's ability to recognize and deal with, or to refer, the most common and prevalent psychopathologies encountered in the general population.

PM 5175 Blood and Lymphatic System (4 credit hours, Numeric Score)

Students work as teams in small groups to address a variety of clinical cases that involve the hematopoietic and lymphoreticular organs, including anemia, clotting disorders, blood-borne infections, myeloproliferative and myelodysplastic disorders. Each case allows for integration of basic and clinical science concepts. Large-group interactive sessions provide guidance and expert facilitation regarding the clinical application of the histology, physiology, pharmacology, biochemistry, microbiology, and pathology as well as the epidemiology and evidence-based approaches to diagnosis and management.

PM 5180 Essentials of Clinical Medicine II (3.5 credit hours, Numeric Score)

Prerequisite: PM5080. This course is a continuation of PM 5080.

PM 5190 Podiatric Medicine, Principles and Practice II (3.5 credit hours, Numeric Score)

Prerequisite PM 5090: Continuation of PM 5090 with incorporation of case-based learning in facilitated small group sessions and small group projections.

PM 6020 Cardiovascular System (8.5 credit hours, Numeric Score)

Students work as teams in small groups to address a variety of clinical cases that involve valvular disease, congenital abnormalities, arrhythmias, heart failure, hypertension and ischemic heart diseases. Each case allows for integration of basic and clinical science concepts. Large-group interactive sessions provide guidance and expert facilitation regarding the clinical application of embryology, histology, physiology, pharmacology, biochemistry, microbiology, and pathology as well as epidemiology and evidence-based approaches to diagnosis and management of cardiovascular disorders.

PM 6035 Renal System (4.5 credit hours, Numeric Score)

Students work as teams in small groups to address a variety of clinical cases that involve fluid and electrolyte disorders, acid-base disturbances, urinary tract infections, and acute as well as chronic kidney diseases. Each case allows for integration of basic and clinical science concepts. Large-group interactive sessions provide guidance and expert facilitation regarding the clinical application of embryology, histology, physiology, pharmacology, biochemistry, microbiology, and pathology as well as epidemiology and evidence-based approaches to diagnosis and management of renal disorders.

PM 6040 Respiratory System (8.5 credit hours, Numeric Score)

Students work as teams in small groups to address a variety of clinical cases involving important pulmonary diseases that may be characterized by a variety of symptoms and chest radiographic patterns. Each case allows for integration of basic and clinical science concepts. Large-group interactive sessions provide guidance and expert facilitation regarding the clinical application of embryology, histology, physiology, pharmacology, biochemistry, microbiology, and pathology as well as epidemiology and evidence-based approaches to diagnosis and management of disorders of the respiratory system. Critical care medicine concepts will be integrated with concepts already learned in the preceding endocrine, cardiovascular, and renal systems.

PM 6045 Endocrine System (5.5 credit hours, Numeric Score)

Students work as teams in small groups to address a variety of clinical cases involving disorders of the hypothalamus and pituitary glands, the adrenal glands, diabetes, lipids, the thyroid gland, and calcium/bone metabolism. Each case allows for integration of basic and clinical science concepts. Large-group interactive sessions provide guidance and expert facilitation regarding the clinical application of embryology, histology, physiology, pharmacology, biochemistry, microbiology, and pathology as well as epidemiology and evidence-based approaches to diagnosis and management of endocrine disorders.

PM 6080 Essentials of Clinical Medicine III (3.5 credit hours, Numeric Score)

Prerequisite: PM 5180. This course builds upon the knowledge and skills that the student has learned in the first two courses in the series and provides advanced training in history-taking and physical examination skills, doctor-patient communication, differential diagnosis and treatment planning in preparation for clinical rotations. Issues including professionalism, medical errors and patient safety, medical informatics and evidence-based medicine are reviewed. Students will have opportunities to add to their professional portfolios.

PM 6090 Podiatric Medicine, Principles and Practice III (3.5 credit hours, Numeric Score)

This course presents a continuation of the Podiatric Medical Principles and Practice II (podiatric medicine, surgery and biomechanics/orthopedics). This course provides the student basic fundamentals of podiatric medicine, biomechanics and surgery and management principles for problem solving and quality patient care and management. The student is provided principles of a clinical approach to the management of a variety of conditions affecting the foot, ankle and lower extremity from an evidence based medicine perspective. Students will learn how to critique relevant information within the context of patient care processes. Students will further understand and develop strategies for clinical decision-making which will help them develop a pattern to lifelong learning.

PM 6115 Dermal System (3 credit hours, Numeric Score)

This course builds upon the knowledge and skills that the student has learned in the first two courses in the series and provides advanced training in history-taking and physical examination skills, doctor-patient communication, differential diagnosis and treatment planning in preparation for clinical rotations. Issues including professionalism, medical errors and patient safety, medical informatics and evidence-based medicine are reviewed. Students will have opportunities to add to their professional portfolios.

PM 6130 Reproductive System (6 credit hours, Numeric Score)

This course presents the anatomy, embryology, and histology of both the female and male reproductive systems. The physiology, biochemistry, pathology, pharmacology, and microbiology of both reproductive systems are also discussed. In addition, the basic science disciplines present principles regarding the relationships between mother and fetus during pregnancy. Clinical lectures on obstetrics, gynecology, and women's health are an important part of the system.

PM 6140 Gastrointestinal System and Nutrition (6.5 credit hours, Numeric Score)

Students work as teams in small groups to address a variety of clinical cases involving important diseases of the gut, hepatobiliary, and pancreatic systems that manifest as alterations in nutrient assimilation and waste evacuation. Each case allows for integration of basic and clinical science concepts. Large-group interactive sessions provide guidance and expert facilitation regarding the clinical application of embryology, histology, physiology, pharmacology, biochemistry, microbiology, and pathology as well as epidemiology and evidence-based approaches to diagnosis and management of gastrointestinal disorders.

PM 6172 Emergency Medicine (1 credit hour, Numeric Score)

This course serves to integrate the didactic clinical training that students received during the OMS I and II years, using case-based presentation pedagogy to foster clinical problem solving. Topics covered include chest pain, difficulty breathing, neurologic emergencies, cardiovascular complaints, infections, shock and trauma, abdominal pain, etc.

PM 6173 Geriatrics (1.5 credits, Numeric Score)

This course is devoted to the special problems that can occur in the elderly. Diseases and conditions learned during the systems are now explored in light of this population. Challenges of an aging population are explored.

PM 6176 Pediatrics (2.5 credit hours, Numeric Score)

This course is devoted to the special problems that can occur in the period between infancy to adolescence. Additionally, diseases and conditions learned during the systems are explored in the context of this population. Additionally, aspects specific to pediatrics are explored.

PM 6180 Essentials of Clinical Medicine IV (3.5 credit hours, Numeric Score)

Prerequisite: PM 6080. This course is a continuation of PM 6080. As part of this course, students will take the Clinical Performance Evaluation (CPE) in preparation for the Clinical Performance section of the APLME that will be given prior to the completion of the Fourth Year. Students are required to pass the CPE in order to be promoted to the Clinical Training (Rotation) phase of the Curriculum.

PM 6190 Podiatric Medicine, Principles and Practice IV (4.5 credit hours, Numeric Score)

Continuation of PM 6090. This course includes a section on advanced concepts in podiatric medicine, surgery, and biomechanics.

PM 7010 General Medicine (Inpatient Medicine) (10 credit hours, HON/PASS/FAIL)

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 inter-professional communication. In subsequent courses in this series, students are exposed to progressive involvement and independence in patient management.

PM 7020 Internal/Outpatient Medicine I (10 credit hours, HON/PASS/FAIL)

This course provides supervised clinical education in general internal medicine and/or in an internal medicine sub-specialty such as gastroenterology, pulmonology, or cardiology. Expected competencies include clinical management, technical and procedural skills, interpretation of diagnostic data, patient education, development of diagnostic and management plans, and inter-professional communication. In subsequent courses in this series, students are exposed to progressive involvement and independence in patient management.

PM 7021 Internal Medicine II (Medicine Subspecialty) (10 credit hours, HON/PASS/FAIL)

This course provides supervised clinical education in general internal medicine or in an internal medicine subspecialty such as gastroenterology, pulmonology, or cardiology. Expected competencies include clinical management, technical and procedural skills, interpretation of diagnostic data, patient education, development of diagnostic and management plans, and inter-professional communication. In subsequent courses in this series, students are exposed to progressive involvement and independence in patient management.

PM 7030 Surgery I (10 credit hours, HON/PASS/FAIL)

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

PM 7050 Surgical Elective (Sub-Specialty Surgery) (10 credit hours, HON/PASS/FAIL)

This course provides supervised clinical education in one of the surgical clinical Subspecialties including clinical management, technical and procedural skills, interpretation of diagnostic data, patient education, development of diagnostic and management plans, and inter-professional communication.

PM 7060 Podiatric Medicine, Surgery and Biomechanics/Orthopedics I (15 credit hours, HON/PASS/FAIL)

This course provides supervised clinical education in podiatric medicine, surgery and biomechanics/orthopedics. The student will be afforded progressive experiences in development of technical procedural skills in all phases of podiatric medicine surgery and biomechanics. Emphasis will be placed on development of clinical management, technical/procedural skills, patient education, and interpretation of diagnostic data, management plans and inter-professional communication. Throughout the course, the tools essential to becoming a competent podiatric physician and life-long learner are emphasized.

**PM 7070 Podiatric Medicine, Surgery and Biomechanics/Orthopedics II
(15 credit hours, HON/PASS/FAIL)**

Prerequisite: PM 7060. Continuation of PM 7060.

**PM 7080 Elective Podiatric Medicine, Surgery and Biomechanics/Orthopedics (Externship I)
(10 credit hours, HON/PASS/FAIL)**

Continuation of PM 7060, which can be completed at an affiliated rotation offsite.

**PM 7090 Elective Podiatric Medicine, Surgery and Biomechanics/Orthopedics (Externship II)
(10 credit hours, HON/PASS/FAIL)**

Continuation of PM 7080, which can be completed at an affiliated rotation offsite.

PM 7095 Clinical Medicine Elective (10 credit hours, HON/PASS/FAIL)

This course provides supervised clinical education in general/family medicine in the inpatient setting, including clinical management, technical and procedural skills, interpretation of diagnostic data, patient education, development of diagnostic and management plans, and inter-professional communication.

PM 7510 General/Internal Medicine (10 credit hours, HON/PASS/FAIL)

This course provides supervised clinical education in general/family medicine in an inpatient setting, including clinical management, technical and procedural skills, interpretation of diagnostic data, patient education, development of diagnostic and management plans, and inter-professional communication. In subsequent courses in this series, students are exposed to progressive involvement and independence in patient management. This rotation will serve as a sub-internship for students.

PM 7521 Surgical Elective II (Subspecialty Surgery) (10-15 credit hours, HON/PASS/FAIL)

This course provides supervised clinical education in general surgery or one of the surgical subspecialties such as ophthalmology, orthopedic surgery, urology, cardiovascular surgery, vascular surgery, interventional radiology, plastic/hand surgery, or neurosurgery. Expected competencies include 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. This rotation will serve as a sub-internship for students.

PM 7530 Surgery II (Sub-internship) (10 credit hours, HON/PASS/FAIL)

This course provides supervised clinical education in general/vascular surgery. Expected competencies include clinical management, technical and procedural skills, interpretation of diagnostic data, patient education, development of diagnostic and management plans, and inter-professional communication. In subsequent courses in this series, students are exposed to progressive involvement and independence in patient management. This rotation will serve as a sub-internship for students.

PM 7540 Emergency Medicine (10 credit hours, HON/PASS/FAIL)

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 inter-professional communication.

**PM 7545 Podiatric Medicine, Surgery and Biomechanics/Orthopedics III
(10 credit hours, HON/PASS/FAIL)**

This course provides supervised clinical education at WesternU's clinical sites in podiatric medicine, surgery and biomechanics/orthopedics. The student will be afforded advanced, progressive experiences in development of technical procedural skills in all phases of podiatric medicine, surgery and biomechanics. Emphasis will be placed on development of clinical management, technical/procedural skills, patient education, and interpretation of diagnostic data, management plans and interprofessional communication. Throughout the course, the tools essential to becoming a competent podiatric physician and life-long learner are emphasized. The goal is to help the student to successfully transition into post graduate resident training and podiatric practice.

PM 7550 Elective - Pediatrics/Medicine Subspecialty (10 credit hours, HON/PASS/FAIL)

This course provides supervised clinical education in general internal medicine or in one of the internal medicine subspecialties such as gastroenterology, pulmonology, neurology, endocrinology, cardiology, infectious diseases or geriatrics or pediatrics, including clinical management, technical and procedural skills, interpretation of diagnostic data, patient education, development of diagnostic and management plans, and inter-professional communication.

**PM 7560 Elective - Podiatric Medicine, Surgery and Biomechanics/Orthopedics (Externship III)
(10 credit hours, HON/PASS/FAIL)**

This course provides supervised clinical education in podiatric medicine, surgery and biomechanics/orthopedics. The student will be afforded advanced progressive experiences in development of technical procedural skills in all phases of podiatric medicine surgery and biomechanics. Emphasis will be placed on development of clinical management, technical/procedural skills, patient education, and interpretation of diagnostic data, management plans and inter-professional communication. Throughout the course, the tools essential to becoming a competent podiatric physician and life-long learner are emphasized. The goal is to help the student to successfully transition into a post-graduate resident and eventual podiatric practice.

**PM 7570 Elective Podiatric Medicine, Surgery and Biomechanics/Orthopedics (Externship IV)
(10 credit hours, HON/PASS/FAIL)**

Continuation of PM 7560.

**PM 7580 Elective Podiatric Medicine, Surgery and Biomechanics/Orthopedics (Externship V)
(10 credit hours, HON/PASS/FAIL)**

Continuation of PM 7570.

**PM 7590 Elective Podiatric Medicine, Surgery and Biomechanics/Orthopedics (Externship VI)
(10 credit hours, HON/PASS/FAIL)**

Continuation of PM 7580.

PM 8055 Essentials of Clinical Medicine V (3.5 credit hours, HON/PASS/FAIL)

The Essentials of Clinical Medicine V course is taken during the PMS III year and serves as a review of, and assessment tool for basic knowledge. This program reviews and amplifies clinical material presented during years I and II. It also provides the opportunity for the student to obtain information and skills essential to rotations, residency, medical and podiatric medical practice. Topics include clinical, legal and ethical issues that are presented from a medical and podiatric medical perspective. Additionally, the course addresses special topics such as professionalism, cultural sensitivity, and alternative care. Throughout the course, the tools essential to becoming a competent podiatric physician and lifelong learner are emphasized. This course must be completed prior to becoming a PMS-IV student.

PM 8555 Essentials of Clinical Medicine VI (3.5 credit hours, HON/PASS/FAIL)

The Essentials of Clinical Medicine V course builds upon the knowledge and skill learned during the three previous years at CPM. The goal is to help the student to successfully transition into post graduate resident training and podiatric practice. This is accomplished by enabling the student to apply general knowledge to specific clinical applications. In addition, ECM-VI emphasizes medical professionalism and helps the students sharpen skills that are vital to life-long learning. Information is presented through one or more modalities including online and/or on-campus sessions. Successful completion of ECM-VI is a requirement for graduation for students entering PMS4 year of training.

Honors and Awards

The following awards are considered for presentation to DPM students annually:

- BAKO Pathology Services Endowed Scholarship
- Blaine Labs Award
- California Podiatric Medical Association Scholarship
- CPM Faculty Award
- Dean's Leadership and Service Award
- Dean's List
- Dean's Scholarship Award
- Dean's Vision Award
- East West Scholarship
- Gary P. Jolly Lifelong Learner Award
- Lawrence B. Harkless Scholarship
- Lester J. Jones Scholarship
- Louis T. Bogy Award
- Michael L. Stone, DPM Award
- Oliver Foster Scholarship
- Podiatric Insurance Company of America Recipients Award
- President's Society Award
- Who's Who Among Students in American Colleges and Universities

Academic Calendar

Fall 2015	
June 1, 2015	Fall Rotations Begin (Years 3 and 4)
July 3, 2015	Independence Day Observed – No Classes*
August 3-7, 2015	Orientation/Welcome Week (Year 1)
August 8, 2015	Convocation/White Coat Ceremony (Year 1)
August 10, 2015	Fall Classes Begin (Years 1 and 2)
September 7, 2015	Labor Day – No Classes*
October 12, 2015	Columbus Day – No Classes*
November 25, 2015	Thanksgiving Recess Begins @ 5:00 p.m.*
November 27, 2015	Fall Rotations End (Years 3 and 4)
November 30, 2015	Fall Classes Resume (Years 1 and 2)
December 18, 2015	Fall Classes End (Years 1 and 2)
December 21, 2015	Winter Recess Begins (Years 1 and 2)
Spring 2016	
November 30, 2015	Spring Rotations Begin (Years 3 and 4)
January 4, 2016	Spring Classes Begin (Years 1 and 2)
January 18, 2016	Martin Luther King Day – No Classes*
February 15, 2016	President’s Day – No Classes*
March 21, 2016	Spring Break Begins (Years 1 and 2)
March 28, 2016	Spring Classes Resume (Years 1 and 2)
May 18-20, 2016	Commencement
May 20, 2016	Spring Rotations End (Year 4)
May 27, 2016	Spring Rotations End (Year 3)
May 30, 2016	Memorial Day – No Classes*
June 13, 2016	Spring Classes End (Years 1 and 2)

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