

# THE NEOMED COMPASS

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★ **N**ORTHEAST OHIO MEDICAL UNIVERSITY

2019-20

neomed.edu



**Northeast Ohio**  
MEDICAL UNIVERSITY

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# NEOMED COMPASS 2019-2020

## DISCLAIMER

The NEOMED Compass is an official publication of Northeast Ohio Medical University and is intended to provide prospective students, current students, faculty, staff and our broader community with general information about our institution, academic programs, course offerings and student support services. It contains policies, regulations, procedures and fees effective June 1, 2019. The University reserves the right to make changes at any time to reflect current Board of Trustee policies, administrative regulations and procedures, amendments by state law and fee changes. Information provided in this publication is subject to change without notice and does not constitute a contract between NEOMED and a student or an applicant for admission. The institution is not responsible for any misrepresentation or provisions that may arise because of errors in preparation.

Use this publication as a resource and guide to questions regarding enrollment, academic and professional expectations, and support services here at NEOMED. Because the University is constantly working to improve and clarify its policies and procedures, these policies and procedures are subject to change during an academic year. It is the responsibility of the student to seek out clarification of policies, and the most up-to-date information about these policies that may be found online at [Policy Portal | NEOMED](#).

## CONTACT INFORMATION

Northeast Ohio Medical University  
Office of the Registrar  
4209 St. Rt. 44  
P.O. Box 95  
Rootstown, OH 44272  
[www.neomed.edu](http://www.neomed.edu)

Administrative offices are open weekdays from 8:00 a.m. – 5:00 p.m. Visitors are strongly encouraged to make appointments before visiting the campus to ensure the availability of the person they would like to see.

## ABOUT THE UNIVERSITY

Northeast Ohio Medical University (NEOMED) is a dynamic public institution of higher learning. Established in 1973, the University trains physicians, pharmacists, researchers and other health professionals in an interprofessional environment. For 42 years, NEOMED has been changing the lives of individuals in the region through the innovative teaching of tomorrow's physicians, pharmacists, public health officials and healthcare researchers. Dedicated to our mission of education, research and service, NEOMED strives to improve the quality of healthcare and make a strong economic impact in Northeast Ohio and beyond.

NEOMED is in Rootstown, Ohio, a rural community located in Portage County, about a 30-minute drive from Akron and Youngstown and less than an hour from Cleveland, western Pennsylvania and the beautiful rolling hills of Ohio Amish country. The University's grounds and facilities are conveniently arranged, beautifully maintained and effectively designed to meet the academic, personal and extra-curricular needs and interests of our students. Students typically live in private apartments or housing a short drive from the University, with increasing numbers taking advantage of The Village at NEOMED, a public-private partnership, offering fully furnished upscale apartment suites just steps away from the University.

## AFFIRMATIVE ACTION STATEMENT

Northeast Ohio Medical University does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity and/or expression, disability, age, religion, or veteran/military status in its programs and activities.

## OUR MISSION, VISION AND VALUES

### MISSION STATEMENT

The Northeast Ohio Medical University, through education, research and service, improves the health, economy and quality of life of the diverse communities of Northeast Ohio.

### VISION

To be the premier community-based interprofessional health sciences university in the United States.

### VALUES

Our values are reflected in the Six Cs of our educational, research and work environment: Competence, Communication, Caring, Curiosity, Character and Community.

## ACCREDITATION – UNIVERSITY

NEOMED is fully accredited by The Higher Learning Commission (HLC). The HLC is one of the six regional agencies that accredit U.S. colleges and universities at the institutional level. The HLC evaluates how the University fulfills its mission and achieves its strategic goals by assessing the educational aspect, governance, administration, financial stability, admissions, student services, institutional resources, student learning and institutional effectiveness.

NEOMED's most recent HLC comprehensive evaluation took place in April 2013. The next HLC comprehensive evaluation will be conducted in 2023. The official HLC Statement of Accreditation Status is available on the university website under the [HLC Mark of Affiliation](#). Questions or concerns regarding the University's accreditation should be directed to the Higher Learning Commission.

Higher Learning Commission  
230 North LaSalle St., Suite 7-500  
Chicago, IL 60604  
800.621.7440

For information about degree/program-specific accreditation, please refer to each college's section of the Compass.

## OHIO RESIDENT PRIORITY AND CITIZENSHIP STATUS

NEOMED is a publicly chartered and funded university in the state of Ohio. Because of this public support, our charter mandates giving admission preference to residents of the state of Ohio, as defined by the Ohio Department of Higher Education. Approximately 10% of our incoming students are non-Ohio residents.

U.S. citizens, U.S. Permanent Residents, and students eligible for a J1 Visa may apply for admission to the University at the time of publication; candidates must have such status upon application. J1 Visa holders may apply for admission in the College of Pharmacy and the College of Graduate Studies. Admission to the College of Medicine is not available to international students.

International students with F1 Visa status may, however, apply to the M.P.H. program through one of our consortium universities (The University of Akron, Cleveland State University, Ohio University or Youngstown State University).

Admitted students interested in pursuing [Ohio Residency status](#) for tuition purposes are encouraged to read the conditions of eligibility, documentation expectations and application deadline information available on our website.

## HISTORY – UNIVERSITY

In 1972, multiple constituents, including three state-supported universities in Northeastern Ohio (The University of Akron, Kent State University and Youngstown State University), responded to a challenge offered by the Ohio General Assembly to develop a plan for medical education for this area that could address the need for primary care physicians, and one which would use existing facilities of the three universities and of the area community hospitals to the greatest extent possible.

The Northeastern Medical Education Development Center of Ohio, Inc. (MEDCO), was incorporated under Ohio Law on Aug. 18, 1972, to "develop a plan for expanding medical education opportunities in Northeastern Ohio, including the establishment of a medical school." The directors of MEDCO engaged Stanley W. Olson, M.D., to direct the planning effort. He and a group of experts in medical education prepared a document, "The MEDCO Plan for Medical Education - 1973," which was accepted by the MEDCO directors and forwarded to the Governor of Ohio, the Ohio General Assembly and the Ohio Department of Higher Education (formally known as the Ohio Board of Regents) on Dec. 26, 1972.

In August 1973, the Ohio General Assembly passed legislation establishing the Northeastern Ohio Universities College of Medicine (NEOUCOM). On Nov. 26 of that year, the Board of Trustees of NEOUCOM was officially installed. The Board of Trustees invited Dr. Olson to become the chief executive officer of the College. The official "founding" date of the University is November 23, 1973.

Early in 1974, the site at Rootstown was chosen for the Basic Medical Sciences and Administrative Campus of the College. In 1975, 42 members were selected for the charter class of the six-year B.S./M.D. curriculum, and Phase I studies commenced at the consortium universities. In 1976, the College of Medicine was awarded a Letter of Reasonable Assurance from the Liaison Committee on Medical Education, and, in 1977, provisional accreditation was granted. In September of that year, charter class members began their freshman year of medical school on the Rootstown campus.

Meanwhile, hospitals in the area signed association agreements with the College of Medicine. Teaching hospitals that associated early with the College to function as major teaching hospitals were Akron General Medical Center, Children's Hospital Medical Center of Akron and Summa Health System, Akron; St. Elizabeth Health Center and Western Reserve Care System, both of Youngstown; and Aultman Hospital and Timken Mercy Medical Center of Canton. Hospitals that signed as limited teaching hospitals were Fallsview Psychiatric Hospital, Cuyahoga Falls; Robinson Memorial Hospital, Ravenna; Woodside Receiving Hospital, Youngstown; Barberton Citizens Hospital, Barberton; Trumbull Memorial Hospital, Warren; Hillside Hospital, Warren; Edwin Shaw Rehabilitation Center, Akron; and Lodi Community Hospital, Massillon Psychiatric Hospital, Salem Community Hospital, and Wadsworth-Rittman Hospital. In 1994, Barberton Citizens Hospital was reclassified as a major teaching hospital because of its increased role in undergraduate and graduate

family medicine education. Ambulatory care centers have been completed at the major teaching hospitals in Akron, Canton and Youngstown.

Full-time basic medical science and community health sciences faculty were recruited to work at the Rootstown campus. A large faculty of full-time, part-time and volunteer clinicians at the associated hospitals and in private offices were recruited to provide the curriculum of the clinical years.

The Medical Education Foundation of the Northeastern Ohio Universities College of Medicine, Inc. (MEFCOM), was established on July 10, 1978. Later known as the NEOUCOM Foundation, the 501(c)(3) corporation serves as a vehicle through which donations, grants and bequests can provide support for students, faculty development, scientific equipment and other projects beneficial to the University.

Full accreditation was accorded the medical portion of the College's six-year combined B.S./M.D. degree program on June 30, 1981, retroactive to March 5, 1981 (the actual date of the LCME site visit). The College's Charter Class of 42 students graduated on May 30, 1981.

### PROGRAM EXPANSION

In November 2005, the Ohio Department of Higher Education approved a Doctor of Pharmacy degree program at NEOUCOM, and the College of Pharmacy was ratified in December 2005 by the NEOUCOM Board of Trustees. The pharmacy program was likewise created to meet important regional needs: to address the shortages in the pharmacy workforce and the lack of pharmacy education in Northeast Ohio.

In August 2007, the College of Pharmacy welcomed its first class of 75 students with preferential admissions agreements with four of Northeast Ohio's public universities, The University of Akron, Kent State University, Cleveland State University and Youngstown State University. Recognizing the culture of collaboration at NEOUCOM, the design of the new college incorporated interprofessional education in its model, building a greater awareness and understanding of each profession and a deeper understanding of working together for the outcome of better patient care.

In July 2008, Governor Ted Strickland, the Ohio Department of Higher Education Chancellor Eric D. Fingerhut and the Ohio General Assembly signed House Bill 562 into law as part of a state initiative to enhance the quality and affordability of postsecondary education. Through this initiative, NEOUCOM welcomed Cleveland State University as its fourth university partner in the College of Medicine's combined B.S./M.D. program.

In 2009, the College of Graduate Studies was established. The University received degree-granting authority for a Master of Public Health degree and a Master of Science and Doctor of Philosophy in integrated pharmaceutical medicine. The Bioethics Certificate program was also housed in the College of Graduate Studies.

In 2009, the Ohio Department of Higher Education called for an expansion of the College of Medicine program to include students from Cleveland State University. This program began in fall 2012.

April 29, 2011 was another historic day for the University, as Governor John Kasich publicly signed House Bill 139 as approved by the Ohio General Assembly to officially change the name of the Northeastern Ohio Universities College of Medicine (NEOUCOM) to Northeast Ohio Medical University (NEOMED). The approval and signing of this bill not only changed our name but also positioned NEOMED as an academic health center and as a free-standing public university, one of 14 public universities in Ohio.

In spring 2012, the Ohio Department of Higher Education approved the Master of Science/Residency Program in health-system pharmacy administration. This program is operated by the College of Pharmacy and housed under the College of Graduate Studies. In the same year, the College of Pharmacy also established a Pharmacy Residency Program within the Department of Pharmacy Practice. The program consists of a community pharmacy post-graduate year 1 (PGY1) residency with NEOMED and a federally qualified health center, a PGY1 community pharmacy residency program with Cleveland Clinic, and a post-graduate year 2 (PGY2) residency program with University Hospitals Geauga Medical Center.

In August 2016, the Certificate in Global Health program was approved. This program provides an opportunity for students to understand core concepts and issues of health and disease, public health literacy, health care delivery, patient and community advocacy, and global bioethics.

In spring 2017, the Ohio Department of Higher Education approved the Master of Arts in Medical Ethics and Humanities offering students two tracks, in either medical humanities or ethics as applied to clinical settings. This program is operated in partnership with Kent State University and the University of Akron.

In winter 2018, the name of the Bioethics Certificate was changed to align with the associated master degree in Medical Ethics and Humanities.

In March 2019, the Ohio Department of Higher Education approved the Master in Modern Anatomical Sciences and the Master of Science in Modern Anatomical Sciences programs. The two program tracks help to fulfill the needs of students by offering a 1-year accelerated Master of Modern Anatomical Sciences and a 2-year M.S. in Modern Anatomical Sciences. These programs are designed to train the next generation of medical science educators through offerings in foundational and advanced human anatomy, microanatomy, and neuroanatomy using both traditional dissection methodologies and modern imaging modalities.

In March 2019, the Ohio Department of Higher Education approved the Modern Anatomical Sciences program.

## CAMPUS

The 110-acre Rootstown campus houses the University's administrative offices, the departments of anatomy and neurobiology, integrative medical sciences, and pharmaceutical sciences, and the clinical departments of family and community medicine, internal medicine, pharmacy practice, and psychiatry.

State-of-the-art facilities range from the Dr. Chatrchai and Eleanor Watanakunakorn Medical Research Building, housing research laboratories and classrooms for collaborative research projects among clinical and basic sciences faculty, to the Aneal Mohan Kohli Academic and Information Technology Center, which has more than 5,000 volumes and 3,000 E-books. Through OhioLINK, patrons have access to more than 100,000 e-books and 24 million electronic articles. Recent renovations to the lecture halls and the addition of the pharmacy labs and multi-disciplinary labs have enhanced the educational setting for students.

The William G. Wasson, M.D., Center for Clinical Skills Training, Assessment and Scholarship is a unique self-contained facility that enables students to assess research and learn clinical skills. Standardized patients – individuals trained to role-play a variety of clinical cases – are used to evaluate medical students' ability to take patient histories, perform physicals, communicate with patients, and determine diagnosis and treatment. The Center also uses computerized robotics to simulate patient response to therapeutic interventions.

In 2009, The Best Practices in Schizophrenia Treatment (BeST) Center was established at NEOMED with a \$5 million grant from The Margaret Clark Morgan Foundation of Hudson, Ohio. The Center's mission is to ensure that people with schizophrenia and related disorders maximize their ability to achieve recovery by receiving early intervention treatments shown to be best practices. To do so, the Center works with clinical partners from Summit County, Ohio and the surrounding areas.

In 2013, the University opened the Research and Graduate Education Building, a four-story, 80,000 square-foot facility that includes state-of-the-art open biomedical laboratories that support collaborative research along with sophisticated core facilities. In addition, there are faculty offices, areas for students and technicians and seminar, small group conference and teaching rooms.

The University also opened its first on-campus residential housing in 2013. "The Village at NEOMED" is located on the northwest corner of the NEOMED campus. The 270,000 square-foot luxury residential

housing village includes private parking and paved walkways for easy access to existing campus facilities. More information is available online at <http://www.thevillageatneomed.com/>.

In 2014, the University opened its Health, Wellness and Medical Education Complex, the “NEW Center”, a 177,338 square-foot addition that houses numerous community-centered services including a fitness center, pools, therapy services, conference services, classroom and lecture hall space, a coffee shop, eateries, a retail pharmacy (Ritzman), and even primary care offices (Summa). The complex is located on the east side of campus along State Route 44.

## MASCOT

In 2013, the University unveiled “Nate” the Walking Whale as its first ever mascot. The Walking Whale is better known as *Ambulocetus natans*, an early cetacean that could walk as well as swim. It is the only species classified under the genus *Ambulocetus* and is a transitional fossil that shows how whales evolved from land-living mammals. NEOMED scientist Dr. Hans Thewissen discovered it in Pakistan in 1993. The mascot represents the great scientific discoveries made at the University in the fields of medicine and pharmacy, helping NEOMED stand out as a center of academic innovation and discovery. The walking whale also represents NEOMED's impact on not only our own community, but also the world community. While walking whales no longer exist, they have evolved into some of the most elegant and majestic creatures that this world has seen. In addition, no matter what trials, tribulations or successes have arisen, the walking whale serves as a reminder that there are always great things lying ahead.

## PARTNER UNIVERSITIES

NEOMED's College of Medicine is the only medical college in the country that has Baccalaureate and Post-Baccalaureate partnerships that are either active or in development with six state universities and two private colleges.

Baldwin Wallace University

[www.bw.edu](http://www.bw.edu)

Admission Office: 440.826.2222

Hiram College

[www.hiram.edu](http://www.hiram.edu)

Admission Office: 800.362.5280

Bowling Green State University

[www.bgsu.edu](http://www.bgsu.edu)

Admission Office: 419.372.2478

Kent State University

[www.kent.edu](http://www.kent.edu)

Admission Office: 330.672.2444 or 800.988.KENT

Central State University

[www.centralstate.edu](http://www.centralstate.edu)

Admission Office: 937.376.6348

The University of Akron

[www.uakron.edu](http://www.uakron.edu)

Admission Office: 330.972.7100 or 800.655.4884

Cleveland State University

[www.csuohio.edu](http://www.csuohio.edu)

Admission Office: 216.687.5411 or  
888.CSU.OHIO

Youngstown State University

[www.yzu.edu](http://www.yzu.edu)

Admission Office: 330.941.2000 or 877.468.6978

## ASSOCIATED HOSPITALS, HEALTH DEPARTMENTS, AND PHARMACIES

The clinical teaching facilities of the University include more than 26 associated hospitals, a range of private and corporate pharmacies and six health departments.

### CLINICAL TEACHING SITES FOR THE COLLEGE OF MEDICINE

The College of Medicine partners with a variety of health care systems, hospitals, outpatient providers and other agencies to provide NEOMED students a rich and varied clinical experience. Our volunteer clinical faculty numbers more than 2,000 providers in a wide variety of specialties and subspecialties.

#### CLERKSHIP AFFILIATES

Akron Children's Hospital – Akron, Boardman  
Aultman Hospital  
Cleveland Clinic Akron General  
Heartland Behavioral Health  
Louis Stokes Cleveland VA Medical Center  
Mercy Health, St. Elizabeth Youngtown Hospital  
Boardman Hospital  
Mercy Health, St. Vincent Medical Center  
Mercy Medical Center – Canton  
MetroHealth System  
Mount Carmel Health System, East, Grove City,  
St. Ann's  
Northcoast Behavioral Healthcare  
OhioHealth Riverside Methodist Hospital  
Salem Regional Medical Center  
St. Vincent Charity Medical Center  
Summa Health System – Akron Campus,  
Barberton Campus, St. Thomas Campus  
Trumbull Regional Medical Center  
Union Hospital  
University Hospitals – Portage, Elyria  
Western Reserve Hospital

#### ADDITIONAL AFFILIATES

Alliance Community Hospital  
Ashtabula County Medical Center  
Cleveland Clinic Edwin Shaw Rehabilitation  
Hillside Rehabilitation Hospital  
Ohio Health MedCentral Hospitals - Mansfield  
Medina Community Hospital  
Steward Health Care  
Trumbull Regional Medical Center  
Summa Health System  
Medina Medical Center  
Wadsworth-Rittman Medical Center

#### HEALTH DEPARTMENTS/AGENCIES

Akron Health Department  
Canton City Health Department  
Mahoning County District Board of Health  
Portage County Combined Health District  
Stark County Health Department  
Summit County Public Health Department  
County of Summit Alcohol, Drug Addiction and  
Mental Health Services (ADM) Board

### CLINICAL TEACHING SITES FOR PHARMACY

The College of Pharmacy is pleased to partner with many nationally recognized pharmacy chains, locally owned pharmacies, hospitals, health centers, associations and other locations to provide pharmacy practice opportunities and training to its students.

Absolute Pharmacy, Inc.  
Acme Pharmacies  
AHF Pharmacy  
Ahuja Medical Center  
Akron Children's Hospital  
Akron Children's Hospital – Beeghly Campus  
Allen's PharmaServ, Inc.  
American Pharmacists Association  
American Society of Health System Pharmacists  
Ameriwell Pharmacy  
Ashtabula County Medical Center  
Aultman Alliance Community Hospital  
Aultman Hospital  
Aultman Orrville Hospital  
Axess Pointe Community Health Center  
Beachwood Family Health Center Pharmacy  
Beacon Charitable Pharmacy  
Bedford Medical Center

Bioscrip Infusion  
Brewster Family Pharmacy  
Brunswick Family Health Center  
Buckley's Pharmacy  
Buderer Drug Company  
Center for Families and Children  
Champion Discount Pharmacy  
Chemawa Health Center  
Church Square Pharmacy  
Cleveland Clinic Akron General  
Cleveland Department of Public Health  
Compounding Pharmacy of Green  
Crile Pharmacy  
CVS  
CVS Omnicare Akron  
Davies Drug  
Dearborn Heights Pharmacy  
Diplomat Pharmacy



Discount Drug Mart  
East Village Pharmacy  
Easterday Pharmacy  
Eli-Lilly & Company  
Envision Rx Options  
Euclid Hospital  
ExactCare Pharmacy  
Fairview Health Center Pharmacy  
Fairview Hospital  
Federal Correctional Institute in Elkton  
Geauga Medical Center  
Genesis Health System  
Generations Behavioral Hospital  
Genoa QoI Healthcare  
Giant Eagle  
Good Samaritan Medical Center  
Grace Hospital  
Great Lakes Pharmacy  
Hart Pharmacy  
Hattie Larlham  
HealthPro Pharmacy  
Heartland Behavioral Healthcare Hospital  
Heritage Square Pharmacy  
Highland Pharmacy  
Hillcrest Hospital  
Holzer Health System  
Home Delivery Pharmacy  
Hometown Pharmacy  
Hospice of the Western Reserve  
Independence Family Health Center Pharmacy  
Independence, Inc.  
Infusion Pharmacy at Home  
Jacobs Health Center Pharmacy  
Kent State University Health Services  
Klein's Pharmacy  
Kmart  
Kroger  
Lake Health-Tripoint  
Lee Memorial Hospital  
Louis Stokes VAMC Cleveland VA Medical Center  
Lutheran Hospital  
Marc Glassman, Inc.  
Marion General Hospital  
Marymount Family Pharmacy  
Marymount Hospital  
MedCentral Health System  
Medi-Wise Pharmacy  
Medical Mutual  
Medicine Center Pharmacy (New Philadelphia)  
Medina Family Pharmacy  
Medina General Hospital  
Memorial Health System  
Menorah Park Pharmacy  
Mercy Health Select  
Mercy Medical Center  
Metrohealth Medical Center

Nationwide Children's Hospital  
Northeast Ohio Neighborhood Hough Health Center  
New Choice Pharmacy  
Newton Falls Family Pharmacy  
North Coast Cancer Care Pharmacy  
Northcoast Behavioral Healthcare  
Ohio Pharmacists Association  
Ohio Veterans Home (Sandusky)  
Orchard Specialty Pharmacy Services  
Pharmacy Care  
Pharmacy Innovations  
PharmCare Compounding Pharmacy  
PharMerica  
Portage Children's Services Center  
Professional Compounding Centers of America  
Quality Compounding Specialty Rx  
Rainbow Babies and Children's Hospital  
Rakesh Ranjan and Associates  
Richmond Medical Center  
Rite Aid Pharmacy  
Riverside Methodist Hospital  
Ronci Family Discount Drug  
Rootstown Community Pharmacy  
Rx Institutional Services  
Salem Regional Medical Center  
Sand Run Pharmacy  
Sanford Health  
Scriptshop Pharmacy  
Select Specialty Hospital  
Sharon Regional Health System  
Signature Health  
Skilled Care Pharmacy  
SOFIE - Zevacor  
Solon Family Health Center Pharmacy  
South Pointe Hospital  
Southwest Community Pharmacy  
Southwest General Health System  
St. Elizabeth Boardman Health Center  
St. Elizabeth Health Center  
St. John Medical Center  
St. Joseph Health Center  
St. Vincent Charity Hospital  
Stephanie Tubbs Jones Center Pharmacy  
Strongsville Family Health Center Pharmacy  
Summa Akron City Hospital  
Summa Barberton Hospital  
Summa Rehab Hospital  
Summa St. Thomas Hospital  
SummaCare, Inc.  
Surgical Center Pharmacy  
Taussig Cancer Center Pharmacy  
The Cleveland Clinic Foundation  
The Free Medical Clinic of Greater Cleveland  
The Medicine Shoppe  
Twinsburg Family Health Center Pharmacy  
Union Hospital

University Hospitals Health System  
UH Health System Specialty Pharmacy  
University of Washington Medical Center  
Vibra Hospital of Mahoning Valley  
Walgreen

Wal-Mart  
Western Reserve Hospital  
Willoughby Hills Family Health Center Pharmacy  
Wyandot Memorial Hospital

## ACADEMIC CALENDAR & HOLIDAYS

NEOMED recognizes various holidays within the academic calendar during which the Rootstown campus is either closed and/or classes are cancelled. Refer to the academic calendar online for the exact date each holiday will be recognized. Student time off may vary by cohort during the clinical years. These holidays include: Memorial Day, Independence Day, Labor Day, Veterans Day Observance, Thanksgiving Day, Columbus Day (first floater; used at a different time in the academic calendar), Presidents Day (second floater; used at a different time in the academic calendar), Christmas Day, New Year's Day, and Martin Luther King, Jr., Day.

Annually, students are provided the opportunity to submit requests to observe religious holidays with approval from their respective dean/associate dean. The deadline to submit a religious observation request is at least 2-weeks prior to the start of class. Time off will be granted for the official religious observance, as defined by the calendar year and continent. Additional time off will not be granted. Sundown will be defined as 4:00 p.m. EST.

Students are responsible for all missed curricular content and are responsible for making up any mandatory work. Mandatory makeup work time and place will be determined by the course director. Students will be notified, by email, of their makeup requirements. Missed examinations may be scheduled prior to the time off period. Students will be notified, by email, of their alternate exam date, time and location. Missed clinical work may result in a grade of Incomplete for the experience. Students are responsible for checking with course/clerkship/preceptor/elective directors regarding specific mandatory content. Failure to comply with these responsibilities will be considered a student conduct concern.

# 2019/20 ACADEMIC MASTER CALENDAR

The academic calendar is a 12-week summer header, followed by 16-week Fall/Spring Semesters, with a 3-week Maymester

**UPCOMING COMMENCEMENT DATES:**    May 1, 2021    May 7, 2022    May 6, 2023

<https://www.neomed.edu/registrar/academic-calendar/>

*All information subject to change.*

Summer 2019 (201960)			
<b>June</b>	3	Monday	<b>Clinical Year begins: P4 APPE's start</b>
	Full Summer term begins; Summer 1 term begins		
	4	Tuesday	Summer 1 Add/Drop ends
	7	Friday	Full Summer Add/Drop ends
<b>July</b>	4	Thursday	<b>Independence Day (Closed)</b>
	8	Monday	<b>M4 Electives start</b>
	13	Saturday	Summer 1 term ends
	14	Sunday	Summer 2 term begins
	15	Monday	<b>M3 Clerkships start</b>
	17	Wednesday	Summer 2 Add/Drop ends
	29	Monday	<b>Summer term M1 Classes begin</b>
<b>August</b>	2	Friday	<b>COM Class of 2023 White Coat Ceremony</b>
	12	Monday	<b>Summer term M2 Classes begin</b>
	23	Friday	<b>COP Class of 2023 White Coat Ceremony</b>
	24	Saturday	Full Summer term ends; Summer 2 term ends
Fall 2019 (201980)			
<b>August</b>	26	Monday	<b>Fall term M1, M2, P1, P2, P3, COGS Classes begin</b>
<b>September</b>	2	Monday	<b>Labor Day (CLOSED)</b>
	4	Wednesday	COGS Add/Drop ends
<b>November</b>	11	Monday	<b>Veterans Day (CLOSED)</b>
	28-29	Thurs-Fri	<b>Thanksgiving Holiday (CLOSED)</b>
<b>December</b>	14	Saturday	Fall term ends M1, M2, P1, P2, P3, COGS
	15	Sunday	Winter Break Begins M1,M2,P1,P2,P3, COGS
Spring 2020 (202010)			
<b>January</b>	6	Monday	<b>Spring term M1, M2, P1, P2, P3, COGS Classes begin</b>
	15	Wednesday	COGS Add/Drop ends
	20	Monday	<b>Martin Luther King Jr. Holiday (CLOSED)</b>
<b>March</b>	1-8	Sun-Sun	Spring Break
	9	Monday	Spring Classes resume
<b>April</b>	17	Friday	M4 Electives end
	30	Thursday	P4 APPE's end
<b>May</b>	1	Friday	Spring term ends M1, M2, P1, P2, P3, COGS
	2	Saturday	<b>Commencement</b>
Maymester 2020 (202050)			
<b>May</b>	4	Monday	<b>Maymester begins</b>
	5	Tuesday	COGS Add/Drop ends
	23	Saturday	Maymester ends
	25	Monday	<b>Memorial Day (CLOSED)</b>
<b>July</b>	10	Friday	M3 Clerkships end

<b>Summer 2019 Dates &amp; Deadlines</b>					
Class Duration	Semester Term begins	Last day to add/drop (COGS)	Semester Term ends	Submit Grades to Registrar by Noon	Grades viewable to student (subject to change)
Full semester	Sat June 1	Fri June 7	Sat August 24	Fri August 30	Tues September 3
Summer 1	Sat June 1	Tues June 4	Sat July 13	Fri July 19	Mon July 22
Summer 2	Sun July 14	Wed July 17	Sat August 24	Fri August 30	Tues September 3
<b>Orientation</b>	<b>Advanced Standing July 11-12</b>	<b>College of Medicine July 24-26</b>	<b>COGS Aug 8</b>	<b>College of Pharmacy Aug 20-22</b>	
<b>P2 Mandatory Orientation &amp; Immunization Certification</b>				<b>College of Pharmacy P2 Aug 21-23</b>	
<b>Clinicals</b>					
Class Duration	Clinicals begin		Clinicals end		Clinical Recess
P4 APPE's	Mon June 3	Thurs Jan 2	Wed Nov 27	Thurs Apr 30	Nov 28- Jan 1
M4 Clinical Year	Mon July 8		Fri April 17		Dec 25-Jan 5
M3 Clinical Year	Mon July 15		Fri July 10		Dec 21-Jan 5
<b>Fall 2019 Dates &amp; Deadlines</b>					
Class Duration	Semester Term begins	Last day to add/drop (COGS)	Semester Term ends	Submit Grades to Registrar by Noon	Grades viewable to student (subject to change)
Full semester	Mon August 26	Wed September 4	Sat December 14	Thurs December 19	Sat December 21
<b>Spring 2020 Dates &amp; Deadlines</b>					
Class Duration	Semester Term begins	Last day to add/drop (COGS)	Semester Term ends	Submit Grades to Registrar by Noon	Grades viewable to student (subject to change)
Full semester	Mon January 6	Wed January 15	Fri May 1	Thurs May 7	Sat May 9
<b>Maymester 2020 Dates &amp; Deadlines</b>					
Class Duration	Maymester Term begins	Last day to add/drop (COGS)	Maymester Term ends	Submit Grades to Registrar by Noon	Grades viewable to student (subject to change)
Full semester	Mon May 4	Tues May 5	Sat May 23	Thurs May 28	Sat May 30

## COLLEGES AND PROGRAMS

### COLLEGE OF GRADUATE STUDIES

The College of Graduate Studies was founded in 2009 and offers graduate programs in integrated pharmaceutical medicine, public health, health-system pharmacy administration, medical ethics and the humanities, modern anatomical sciences, as well as certificates in global health and medical ethics and humanities. The College of Graduate Studies provides support to students who are pursuing graduate-level degrees at NEOMED and in partnership with other Ohio universities. For more detailed information, please refer to the College of Graduate Studies section of the Compass.

### COLLEGE OF MEDICINE

Founded in 1973, the College of Medicine is our oldest program, as well as our largest in terms of student enrollment and faculty engagement. Through unique partnerships with multiple health systems and major universities in the region all leading to the Doctor of Medicine degree, the College of Medicine is known for balancing education, research, clinical care and service, facilitating novel developments in biomaterials and skeletal biology, community health, healthcare simulation and commercialization efforts. For more detailed information, please refer to the College of Medicine section of the Compass.

### COLLEGE OF PHARMACY

The College of Pharmacy, founded in 2005, offers the only four-year Doctor of Pharmacy degree (Pharm.D.) program in eastern Ohio. The College is dedicated to interprofessional healthcare education and research - pharmacy and medicine students learning together. It graduates pharmacy professionals who proactively integrate into the healthcare team to collaboratively advance and deliver optimal patient care. The College also provides pharmacy residency education and teaching certificate programs. For more detailed information, please refer to the College of Pharmacy section of this publication.

## ADMINISTRATION & ACADEMIC DEPARTMENTS

### BOARD OF TRUSTEES (2019-20)

E. Douglas Beach, Ph.D.  
Paul R. Bishop, J.D. (Vice-Chairperson)  
Sharlene Ramos Chesnes  
Joseph R. Halter Jr.  
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Philip L. Trueblood  
Susan Taye Zelman, Ph.D.

## UNIVERSITY ADMINISTRATION

President.....	Jay A. Gershen, D.D.S., Ph.D.
Vice President, Advancement and President, Northeast Ohio Medical University Foundation .....	Daniel S. Blain, M.A., M.S.W.
Chief of Staff and Secretary, Board of Trustees .....	Michelle M. Mulhern, M.P.A.
Vice President, Human Resources and Diversity.....	Andre L. Burton, J.D.
Vice President, Research and Dean, College of Graduate Studies .....	Steven P. Schmidt, Ph.D.
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Vice President, Academic Affairs and Dean, College of Pharmacy .....	Richard J. Kasmer, Pharm.D., J.D.
Vice President, Administration and Finance .....	John R. Wray, J.D.

## COLLEGE OF GRADUATE STUDIES ADMINISTRATION

Dean.....	Steven Schmidt, Ph.D.
Vice Dean .....	Christian Ritter, Ph.D.

<u>Program</u>	<u>Directors</u>
Health-System Pharmacy Administration .....	Scott Wisneski, Pharm.D., M.B.A.
Integrated Pharmaceutical Medicine .....	Denise M. Inman, Ph.D.
Medical Ethics and Humanities Programs .....	Julie M. Aultman, Ph.D.
Modern Anatomical Sciences.....	Dana Peterson, Ph.D.
Modern Anatomical Sciences.....	Chris Vinyard, Ph.D.
Public Health .....	Amy Lee, M.D., M.P.H., M.B.A.

## COLLEGE OF MEDICINE ADMINISTRATION

Dean.....	Elisabeth H. Young, M.D.
Senior Associate Dean of Academic Affairs.....	Eugene M. Mowad, M.D.
Associate Dean of Research .....	Jeffrey J. Wenstrup, Ph.D.
Assistant Dean of Curriculum and Outcome Measures .....	Janet L. Holliday, Ph.D.
Associate Dean of Medical Education .....	Ryan Palmer, Ed D., M.F.A.

<u>Department</u>	<u>Chairs</u>
Anatomy/Neurobiology .....	Jeffrey J. Wenstrup, Ph.D.
Emergency Medicine .....	Nicholas J. Jouriles, M.D.
Family and Community Medicine .....	John M. Boltri, M.D.
Integrative Medical Sciences .....	William M. Chilian, Ph.D.
Internal Medicine .....	Joseph Zarconi, M.D.
Obstetrics and Gynecology .....	Prabhcharan Gill, M.D.
Orthopedic Surgery .....	Thomas S. Boniface, M.D.
Pathology .....	Jennifer Baccon, M.D., Ph.D.
Pediatrics .....	Norman C. Christopher, M.D.
Psychiatry .....	Mark R. Munetz, M.D.
Radiology .....	William F. Demas, M.D.
Surgery .....	John P. Crow, M.D.
Urology .....	Raymond A. Bologna, M.D.

## COLLEGE OF PHARMACY ADMINISTRATION

Dean .....	Richard J. Kasmer, Pharm.D., J.D.
Senior Associate Dean, Education.....	Susan P. Bruce, Pharm.D., BCPS
Senior Associate Dean, Program Quality and Student Success .....	Seth P. Brownlee, Pharm.D., BCCCP
Vice Chair of Practice-Based Research.....	Mate Soric, Pharm.D., R.Ph., BCPS

Department	Chairs
Acting Chair, Pharmacy Practice .....	Mate Soric, Pharm.D., R.Ph.,BCPS
Pharmaceutical Science .....	Moses Oyewumi, Ph.D.

## COLLEGE OF MEDICINE DEPARTMENTS

Northeast Ohio Medical University (NEOMED) is comprised of 15 academic departments, that reside within the College of Medicine and College of Pharmacy.

### *ANATOMY AND NEUROBIOLOGY*

The Department of Anatomy and Neurobiology contributes to medical, pharmacy and graduate education in anatomy and neuroscience. Departmental research is focused within two focus areas – musculoskeletal biology and auditory neuroscience. The Body Donor Program and Gross Anatomy Laboratory support NEOMED and other regional institutions with instruction in gross anatomy and neurobiology.

Research in the department is focused in the areas of auditory neuroscience and skeletal biology. In each focus area, faculty emphasize a multidisciplinary, collaborative approach to research and training at the graduate and postdoctoral levels.

Departmental faculty have primary teaching responsibilities in courses offered during the first year of medical and pharmacy professional education, and they also contribute to teaching throughout the medical, pharmacy and graduate school curriculum. Departmental faculty are active in service to NEOMED and beyond, contributing to biomedical and scientific education in Northeastern Ohio, and consulting on scientific issues at the national and international levels.

### *INTEGRATIVE MEDICAL SCIENCES*

The Department of Integrative Medical Sciences (IMS) provides scholarly teaching to medical and graduate students; provides service to the institution and to the scientific community; and accomplishes innovative scientific research to better the health of our society.

The IMS Department at NEOMED is an interdisciplinary department comprised of investigators with a range of interests and disciplines, but with common intersections among their respective areas of research. Two research focus areas reside in IMS: metabolic disease and cardiovascular disease.

The faculty of IMS represent several disciplines, e.g., physiology, pharmacology, biochemistry, molecular biology and virology, and are actively combining their efforts to provide interdisciplinary approaches to understanding basic mechanisms underlying normal physiological function and the basis of disease.

### *PATHOLOGY*

Pathology is a bridge between the structural and laboratory sciences and clinical medicine. During the first two years of medical school, the Department of Pathology participates in teaching that introduces students to the morphology and pathophysiology of disease processes that they will encounter the rest of their professional careers.

In the clinical years, the Department of Pathology – through electives in the affiliated hospital departments, teaching conferences and diagnostic presentations – provides a basis for clinical decision-making and patient care. Within the departments of pathology at affiliated hospitals, residency and fellowship programs train pathologists of the future.

## COLLEGE OF MEDICINE CLINICAL DEPARTMENTS

The clinical departments within the College of Medicine include the following disciplines:

College of Medicine Clinical Departments	
Emergency Medicine	Pediatrics
Family and Community Medicine	Psychiatry
Internal Medicine	Radiology
Obstetrics and Gynecology	Surgery
Orthopedic Surgery	Urology

Faculty in our clinical departments include those based at our Rootstown campus and many volunteer faculty at our affiliate health care systems throughout northern and central Ohio. These healthcare professionals model the University's core values of competence, communication, caring, character, curiosity and community in their daily practice. They fulfill the University mission of teaching, patient care, and scholarly activity. The clinical departments emphasize a strong foundation in primary care and provide rich diversity among the various medical and surgical subspecialties. While the clinical faculty are deeply involved in both leadership and day-to-day teaching of the required clerkships during the M3 year and core and elective rotations in the M4 year, their activities span the entire curriculum, offering essential clinical perspectives throughout the M1 and M2 years. They also teach and assess clinical skills longitudinally throughout the entire medical school experience. Our clinical faculty are leaders in undergraduate medical education as well as instrumental in the wide variety of residency and fellowship programs affiliated with NEOMED. This involvement along the continuum of medical education strengthens opportunities for mentorship and networking for students as they seek residencies among our affiliate healthcare systems and beyond.

## COLLEGE OF PHARMACY DEPARTMENTS

### *PHARMACEUTICAL SCIENCES*

The Department of Pharmaceutical Sciences is driven by its commitment to educational excellence and advanced research, and ultimately aims to address the current healthcare issues facing society, while enhancing the knowledge of our students through classroom experiences, discoveries and innovations.

Department research focuses on the investigation of mechanisms causing chronic illness and developing novel therapeutics and drug delivery systems. A few of these include alcoholic liver disease, nanoparticle drug delivery, Parkinson's disease, traumatic brain injury and vision-related neurodegeneration; working in collaboration with our colleagues in the College of Graduate Studies and the College of Medicine.

### *PHARMACY PRACTICE*

The mission of the Department of Pharmacy Practice is to advance the practice of pharmacy through interprofessional education of exceptional and well-rounded pharmacists who will deliver optimal patient care.

## ACADEMIC AFFAIRS

The Division of Academic Affairs is led by the Vice President of Academic Affairs, the chief academic officer of the University reporting to the President and is responsible for ensuring the academic quality of all programs and services within the educational enterprise of the University through the establishment and coordination of policies and priorities. The Division of Academic Affairs supports all aspects of enrollment, Student Services, curriculum and instruction at the University, including the oversight and implementation of current and future programs. The division is comprised of the following areas; Admissions and Financial Aid, Academic Affairs and Student Services, and the Office of the Vice President for Academic Affairs.

## THE OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

The Office of the Vice President for Academic Affairs is responsible for the administration, coordination, and development of all University-level academic functions, including continued development of an interprofessional, student-centered environment. The office provides oversight for resources related to



academic programs and the shared services that support students, the curriculum, and the faculty. The office administers academic and faculty affairs; develops academic strategic initiatives; develops academic/education policy in compliance with the Ohio Department of Higher Education; and works with the Office of Institutional Research to monitor and address accreditation requirements for the University and its educational programs.

## ACADEMIC SCHEDULING & TESTING CENTER

The Office of Academic Services coordinates the details of routine educational operations, specifically student testing, course grade calculation, curricular evaluation, and instructional space oversight. The functions that support these services include evaluation and scheduling of academic space; test administration and management, proctoring and test reviews; curricular, laboratory and simulation space scheduling; clerkship and course grading processes; and student feedback about instructors and clinical experiences. Other responsibilities include administration of scores, analysis and reporting of the results of student performance on examinations, and responding to issues that require data, support and solutions. Routine evaluations of courses and faculty are managed and reported to course directors, and to administration for use in curriculum committees.

## ADMISSIONS

The Office of Admissions educates students, parents, college advisors and stakeholders about the University's academic programs. Using evidence-based strategies designed to matriculate students who will thrive at NEOMED, Admissions partners with the colleges to facilitate the selection of students by the designated faculty-led committees into the M.D. program, the Pharm.D. program and selected graduate programs.

### *Student Ambassadors*

Currently enrolled students of a medical or pharmacy school are one of the most helpful sources of information for prospective students. The responsibility of the student ambassadors is to give guided campus tours to prospective students. Students chosen for these programs are enthusiastic, personable, well-spoken and willing to devote a few hours each semester to giving tours and answering prospective students' questions. When coordinating the student ambassadors' schedule, the admissions team considers the academic demand on the students. Selection for student ambassadors typically takes place in September of each academic year.

## THE ANEAL MOHAN KOHLI ACADEMIC AND INFORMATION TECHNOLOGY CENTER (LIBRARY)

The NEOMED Aneal Mohan Kohli Academic and Information Technology (AMKAITC) is an active partner in the education, research and information needs of the students, faculty and staff of the Colleges. The library houses a collection of more than 10,000 electronic and print volumes in a 30,000-square foot facility that is open 24 hours per day, 7 days per week for NEOMED keycard holders. This facility includes a large, quiet study area with 52 individual study carrels; wireless access; 20 public computer stations; 12 group study rooms; informal seating areas for 300 people and the Read Distance Education Center (RDEC). The RDEC is a multimedia classroom with 40 computer workstations; 2 smartboards; an instructor's computer; remote classroom and videoconferencing capabilities. All library computer workstations have Microsoft Office products, full Internet and e-mail access.

The library group-study rooms offer a variety of learning and discovery tools. All group study rooms are equipped with LCD screens and PC's. Two group study rooms are outfitted with white board tables that are conducive to brainstorming sessions. Another group room is outfitted with the BIODIGITAL Human, a 3D platform that simplifies the understanding of anatomy and disease. Dissection of the BIODIGITAL Human is done using a touch screen. Additionally, a VR pilot is being conducted to supplement class lectures and lab sessions giving students an immersive experience into anatomical sciences and clinical experiences.

There are opportunities for faculty, preceptors and students to learn effective and efficient use of the library and other educational resources through course-integrated library instruction. Additional library services include reference assistance, document delivery, interlibrary loan, and course reserves. Access to library resources is available onsite and remotely.

The Aneal Mohan Kohli Academic and Information Technology Center is a member of the Ohio Library and Information Network (OhioLINK), a consortium of 121-member libraries. Through the OhioLINK online catalog, NEOMED students, faculty, staff and associated hospital clientele have access to the statewide collection of more than 50 million items: 10,000 electronic journals, 100 electronic research databases and 57,000 theses and dissertations, 125,000 electronic books and 36 million print resources.

There are photocopiers, scanners and printers available for student use. Students use their email credentials for printing and copying. Faxing is available Monday through Friday from 7:30 a.m. to 4:00 p.m. The cost is \$1.00 per page for sending. Most books in the library may be checked out for more than 21 days. Items may be renewed if there are no holds on the item. Students can renew items online or by calling ext. 6600. Reserve items check out for a period of three hours and cannot be renewed. To help provide equal access to everyone, overdue fines are charged and may vary by material type.

There is a collection of board review books. The books may be checked out for 21 days and renewed if there are no holds on them. The reference librarian and library support staff will help students find relevant resources for their information needs. Literature search assistance is available and one-to-one database instruction can be provided.

Students may request instruction on various library resources. Librarians and library staff provide instruction for individuals, in small groups or within the curriculum. Training sessions for electronic databases or other resources are also provided. Group study rooms are available for student use. Groups have priority over individuals for use of these rooms. The study rooms are available on a first-come, first-served basis. These rooms cannot be reserved by students.

The quiet portion of the library is available for study 24 hours a day. The area is fully wireless. For the safety of all students, ID badges are needed to scan into the quiet area after the library closes.

#### Library - "Standards of Use"

- Please keep the Quiet area QUIET, no talking.
- Items left UNATTENDED will be moved to the library circulation desk or the security office.
- Café trays are NOT permitted in the library.
- When you leave, remove all trash and CLEAN all spills.
- Supplies must REMAIN in the study rooms.
- ALL windows must remain uncovered.
- Study room furnishings must REMAIN in the study rooms.
- Report damage to the rooms or furnishings to the library staff at: [library@neomed.edu](mailto:library@neomed.edu).
- Violation of these guidelines may be referred to the Office of Student Services as a Professionalism Concern Note (PCN).

#### Affiliate – Hospital Library Guidelines

The following guidelines refer to proper behavior in the University's consortium libraries. Because these libraries are used not only by students, but also by faculty, staff and the general public, it is imperative that everyone follows a few simple guidelines to ensure equal and enjoyable access to library materials. The lists found below are not all inclusive. Please see individual library policy for additional rules and regulations that may apply.

#### General library rules:

- No food or drinks in the libraries (see library policy for exceptions, such as the use of beverages with lids).
- No viewing of materials that others might find offensive, and no downloading of these materials for public display (i.e., wallpaper, screen savers, etc.).
- No moving of hardware or changing computer configurations so that certain individuals have primary use of computer programs or others are locked out.
- No saving personal files on the hard drive (i.e., games, music files, etc.).
- Students must wear hospital appropriate attire, their white coats and ID badges while in the hospital libraries.

- Please print responsibly (i.e., do not use printers for multiple copy duplication) and use hospital copiers for hospital-associated duplication only.
- Points of etiquette that facilitate use of library resources:
  - Try to use the library at the hospital in which you are doing a clinical rotation. For example, do not make a special trip to use the computers at AGMC when you are doing a rotation at Summa.
  - Do not use library study carrels as lockers for storing bags, coats, etc. while you leave the library to take care of other business.
  - Limit your recreational use of the library (e.g., emailing, surfing the net, etc.) to those hours when the library is not busy.
  - Please return all borrowed materials in a timely manner.
- Observation of these guidelines will help ensure that everyone is able to take advantage of library resources. Library staff and administrators want to help you, and they welcome any suggestions you might have to improve their facilities. Please see your NSC representative, clinical dean or preceptors if you have any questions or concerns about library use.

For a complete description of library services, current awareness information and library resources and guides, please visit our website at [www.neomed.edu/library](http://www.neomed.edu/library).

## FINANCIAL AID

The Financial Aid team is responsible for processing financial aid applications, applicant verification and the awarding of federal, state and institutional aid. In addition, extensive counseling and programming is available in areas of financial planning, including debt management. Individual financial aid advising is available to students on topics such as aid eligibility, student budgeting, student loan terms, entrance and exit counseling, establishing and maintaining good credit, financial independence, student loan debt management and loan repayment strategies.

Please see the Financial Aid section of this publication for more information on this topic.

## LEARNING CENTER

To achieve academic success in graduate and/or professional school, students must adapt academic strategies and self-management skills that differ from what was necessary for undergraduate success. The Learning Center assists students through the identification and evolution of current academic practice into a more efficient and effective study process. This program promotes students' academic success through various services, including:

- Individual academic strategy consultation and planning
- Peer tutoring
- Identification of university, community and online academic resources
- Seminars for course exam and licensure exam preparation
- Presentations for graduation requirement step exams
- Ongoing study skill development workshops
- Pre-Matriculation online programs

## REGISTRAR

The University Registrar serves as the primary custodian of student academic records and is the certifying officer for the University. The University Registrar and student records team is responsible for student grades, records and transcripts; enrollment/graduation verification; student addresses; course scheduling and registrations; Ohio residency determinations; alumni certifications; student letters of recommendation; and academic promotion.

Educational records retained by the University Registrar for students include admissions, academic and financial aid records. The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, governs access to student records by the students and others.

## STUDENT SERVICES

Student Services exists to support the academic and personal success of students at NEOMED through learning support and tutoring, student organizations, campus wide events, student advocacy, credentialing compliance, student conduct and student involvement. An expert staff of Student Services professionals works to promote student-centered learning and support and embrace a philosophy of student engagement in the campus community. The Senior Executive Director of Academic Affairs and Student Services provides leadership and coordination for these various student services.

Student Services advances student learning and contributes to a more powerful educational experience through:

- Linking student learning opportunities, services and programs so that they can be accessed easily and build on one another, resulting in a robust learning environment;
- Creating and promoting innovative student life programs and experiences;
- Promoting an inclusive and culturally competent community;
- Helping students understand themselves and how they relate to others; developing values, attitudes and behaviors by students for their education and lifelong learning;
- Serving as a resource for students and faculty in improving learning;
- Enforcing high standards of student behavior and the expectation that students be responsible for their own personal, professional and academic growth and development; and
- Assisting with academic performance, CAPP, academic advising, student government, student wellness, student development and leadership, student health records such as insurance and immunizations, mistreatment and harassment, and general questions or concerns about the learning environment. Listed below are the services Student Services provides.

## STUDENT ADVOCACY

The Senior Executive Director of Academic Affairs and Student Services, the Assistant Dean of Students for the College of Medicine and the Assistant Dean for Student Success for the College of Pharmacy, work as a team to provide leadership and coordination for all efforts pertaining to student affairs and services and serve as the students' chief representatives to the faculty and administration, and as the faculty advisers to elected student committees. Advocating for students entails maintaining a student-centered approach to decision-making, creating procedures and policies that provide consistent and fair treatment of students and ensuring student rights are protected while holding students responsible for actions that may be inconsistent with the expectations and policies of the institution

## STUDENT CREDENTIALING

Student Credentialing services are provided by the Office of Student Services and includes the management of student health insurance, credentialing requirements and compliance, drug testing, and various immunization clinics. The staff ensures that the credentialing requirements identified by each of the three colleges are communicated to and are met by NEOMED students in a timely fashion to ensure their progression and participation in all academic programs and activities. Credentials may include immunizations, certifications and licensures, and trainings. Students should carefully review the section in the COMPASS regarding "Credentialing Requirements."

Immunization requirements are based on the recommendations of the Centers for Disease Control (CDC), the Association of American Medical Colleges (AAMC), and our consortium hospitals and experiential sites. No student will be permitted to continue in the curriculum without meeting these requirements prior to matriculation. Each student is responsible for payment for all the required immunizations or titers unless specifically identified by NEOMED as a student-fee covered credential.

Students must successfully upload all documentation to support each credential requirement into the third-party administrative portal called **myCB** where it will be verified and confirmed as completed. Additional instructions regarding **myCB** are available [online](#).

Be sure to understand the mandatory requirements for medical insurance and the optional dental and vision coverage available as well. Information is available online regarding [health insurance requirements](#).

## STUDENT DEVELOPMENT AND LEADERSHIP

It is vital that NEOMED students have advanced opportunities to develop into citizen leaders with a global perspective on healthcare issues. Therefore, the Office of Student Services' goal is to meet the diverse needs of NEOMED students by creating and communicating a welcoming environment that accepts differences, promotes tolerance and respect for others and creates opportunities for students to learn from each other. Continually, students develop through campus community-building activities, leadership development, student organization involvement and community service opportunities.

Student Services coordinates many university events that bring the university community together, celebrate our traditions, promote student involvement and educate students outside of the classroom. Student Development also supports the efforts of peer-elected councils and committees and more than 90 student organizations. Such NEOMED leadership roles and opportunities represent the vast personal, social, professional and career interests of our diverse student body.

## STUDENT ORGANIZATIONS

Students elect representatives to serve on the NEOMED Student Council (NSC). This student government body oversees funding for all student organizations. To assist with students' leadership and professional development, these organizations range from specialty interest groups to religiously affiliated groups, to activist and educational groups. All student organizations are required to complete at least one service project annually, so there are many opportunities to make a positive difference in the community. In addition, all registered NEOMED student organizations provide support for professional development and presentations, guest lectures and educational activities, social and recreational activities, and a myriad of career-minded development programs.

Students also may serve as a leader on many other University committees such as the Student Curriculum Council, Diversity Council and Student Conduct Council. Overall, the University continues to educate students on leadership development and the importance of having a role on the NEOMED Rootstown campus and in the community.

## DIVERSITY, EQUITY AND INCLUSION

### ***Importance of Diversity to our Mission***

NEOMED embraces diversity with its benefits and values, which entails a work and learning environment that is grounded in respect and inclusion of all. Diversity encompasses race, culture, ethnicity, gender, socio-economic status, religion, age, sexual orientation, disability and military/veteran status. Everyone is diverse and brings unique aspects of who they are to the NEOMED Community. We value the unique qualities that each person possesses.

NEOMED believes that it is critical to have educational programs that inspire learners and educators to understand and interact with the diverse world of patients, one another and the healthcare team to improve the health of individuals and communities. Central to NEOMED's mission is the diversity of the students, faculty and staff.

## THE OFFICE OF THE VICE PRESIDENT OF DIVERSITY, EQUITY AND INCLUSION

The Vice President for Diversity, Equity, and Inclusion and the Executive Director of Diversity, Equity and Inclusion, along with the NEOMED Diversity Council, are responsible for implementing practices, processes, support services, and programmatic and educational initiatives that support diversity and create a welcoming and inclusive environment at NEOMED. The Executive Director leads the charge advocating for students and building bridges of understanding between individuals and groups to develop a more culturally competent and globally aware campus community.

## DIVERSITY, EQUITY AND INCLUSION LEADERSHIP – DIVERSITY COUNCIL

The NEOMED Diversity Council ensures the University is dedicated to increasing and sustaining a diverse learning and work environment that is grounded in respect and inclusion. The Council functions as a catalyst for the identification and development of initiatives for improvements in diversity at every level of the

University. The Council also serves as a forum for diversity-related concerns from the University's work force and education community.

The NEOMED Diversity Council leads many activities, some of which include developing a campus-wide plan for diversity, enhancing organizational competency of diversity, building a welcoming and affirming environment for all people and providing a forum to address diversity issues within the NEOMED community.

## GLOBAL ENGAGEMENT

The Office of Global Engagement was created as the unit that facilitates and leads the internationalization efforts at NEOMED while further promoting campus diversity. This office provides immigration guidance and support for all NEOMED students, faculty and staff who are here on a non-immigrant visa (J1, H1B, etc.). The office also supports the creation and promotion of international programs for our students to engage in study abroad opportunities and provides pre-departure orientation to students who are planning to engage in an international experience.

Since its creation, the office has secured designation for NEOMED to be a sponsor for the Exchange Visitor Program from the U.S. Department of State and is in the process of gaining certification for some of NEOMED's academic programs to foster international students from the U.S. Department of Homeland Security.

## HEALTH AFFAIRS

### THE OFFICE OF THE VICE PRESIDENT FOR HEALTH AFFAIRS

The Vice President for Health Affairs (VPHA) is responsible for developing NEOMED's strategy for clinical service delivery including health and wellness efforts and those through clinical initiatives; for assuring superlative clinical sites for educational programs and new program development; for fostering community partnerships that seek to enhance health equity and eliminate health disparities; and for supporting research that transforms clinical care and communities. In addition, the VPHA has accountability for NEOMED's overall approach to continuous professional development, simulation (Wasson Center) and interprofessional education.

### AREA HEALTH EDUCATION CENTERS (AHEC)

The Area Health Education Center (AHEC) program promotes primary care practice in medically underserved areas of the state. The NEOMED AHEC participates with other Ohio medical schools in implementing the AHEC program, which was established in 1978 to support undergraduate and graduate medical, nursing and allied health education programs in rural and urban settings in Northeast Ohio.

The AHEC program is linked through four community-based AHEC centers: Akron-Region Interprofessional (Akron), Canton Regional (Canton), Cleveland-Region Interprofessional (Cleveland), and Eastern Ohio (Youngstown). These centers, in collaboration with the NEOMED AHEC Program Office, plan and develop educational programs based on their assessment of local resources, health personnel needs and the interest of each community. In addition to medical education, the Centers develop clinical-based educational programs for other health professions with The University of Akron, Cleveland State University, Kent State University and Youngstown State University.

AHEC provides recruitment programs for students who are considered under-represented in the health professions; community-based student education for health professional students; and professional development/continuing education for health professionals focusing on primary care.

The AHEC Program and its centers collaborate with other Ohio medical colleges, the Ohio Department of Health and other state agencies, nearby partner universities and local hospitals. The program is funded through the Ohio Legislature through the Ohio Department of Higher Education, the federal AHEC Program (HRSA); Bureau of Health Workforce, and by partner universities, local grants and program-generated funds.

## CENTER FOR STUDENT WELLNESS & COUNSELING SERVICES

A successful transition into professional school requires the ability to maintain a healthy balance between one's academic and personal life; however, matriculation into professional school too often leads to the abandonment of healthy practices. The Center for Student Wellness promotes the practice of preventive medicine and focuses its services on providing confidential clinical counseling, psychiatric triage services, and health and wellness education. The goals of the Center for Student Wellness & Counseling Services are to:

- Communicate the importance of achieving balance between one's academic and personal life, and demonstrate strategies for maintaining this balance throughout professional school and beyond
- Provide private counseling support
- Teach students how to create, achieve and maintain personal wellness goals
- Teach students healthy coping strategies
- Promote a healthy and active lifestyle through good nutrition and exercise

### *Counseling Services*

Within the Center for Student Wellness and Counseling, NEOMED provides confidential mental health counseling and psychiatric triage services on campus to all enrolled students at no additional cost. Counseling provides the opportunity for personal growth and development and can address academic concerns, time management, anxiety, depression, sexual orientation/identity and much more. When appropriate and relevant to maximize care, students may be referred for community-based counseling or for psychiatric services. Referral resources for counseling, psychiatry, and alcohol and drug treatment facilities are available on the NEOMED website.

## FACULTY RELATIONS AND PROFESSIONAL DEVELOPMENT

The Office of Faculty Relations and Professional Development serves as NEOMED's central office to: provide communication to faculty; enhance University-wide programs designed to improve faculty life; strengthen clinical partnerships through value added faculty outreach and development; provide continuing professional development to improve the health of our community; and advance and disseminate educational research related to faculty life with the focus on learning sciences and knowledge systems.

The Continuing Professional Development portfolio provides ACCME- and ACPE-accredited continuing education programs for health professionals in Northeast Ohio to improve population level health outcomes. The office also supports lifelong-learning and stands as a resource for leadership development, talent development, quality improvement and lean initiatives.

## THE WILLIAM G. WASSON, M.D., CENTER FOR CLINICAL SKILLS TRAINING, ASSESSMENT, SCHOLARSHIP AND INTERPROFESSIONAL EDUCATION SERVICES

The William G. Wasson, M.D., Center for Clinical Skills Training, Assessment, Scholarship and Interprofessional Education Services is a state-of-the-art simulation facility that allows NEOMED students and other healthcare professionals from around the region to train and practice discipline-specific and interprofessional clinical skills, patient-centered care and patient safety. Wasson Center accomplishments include: 21 years of experience in simulation methods for education training and research; expertise in assessing interpersonal and communication skills, both verbal and non-verbal; and expertise in developing assessment tools for students, residents (ACGME Competencies and milestones) and other healthcare professionals and teams. Those wishing to develop a program are encouraged to visit our website at <https://www.neomed.edu/wasson/>.

### *The Wasson Center includes*

Sixteen fully equipped patient examining rooms with one-way windows for faculty to unobtrusively view interactions between standardized patients and learners. The Center includes a pool of more than 450 trained standardized patients and clinical teaching associates to assist teaching and assess basic clinical skills, clinical reasoning, and interpersonal and communication skills.

Computer hardware and software support management of student progression through examinations and distribution of secure video recordings complete with dual camera views and automated video recording capabilities. A centrally monitored conference room and separate control room allow simultaneous viewing and monitoring of all examination rooms and exam flow/administration. The Center includes separate orientation and debriefing rooms for students, standardized patients, and faculty. Finally, a variety of mannequins and task trainers are available to teach and assess clinical and procedural skills.

Teaching activities utilize standardized patients, technology and medical simulation to assist in teaching basic interviewing, history taking, procedural and physical examination skills, communication skills, and collaborative practice skills at a variety of levels, including first through fourth year medical and pharmacy students, residents, practicing healthcare professionals and public safety officers.

If students would like to visit the Center before an assessment to familiarize themselves with the surroundings, it is recommended they make an appointment 24-hours in advance. The staff at Wasson Center is prepared to assist students. If students have questions, please call 330.325.6793.

#### *Interprofessional Education Services*

NEOMED's Interprofessional Education (IPE) Services promotes interprofessional education to train physicians, pharmacists, and health professions students to practice collaboratively. An interprofessional education continuum supports development of high performing, collaborative, and practice-ready teams. Specifically, learners include pre-professional students, health professions students, and practitioners. Key services include promotion and support of IPE longitudinal curriculum development in the health professions.

Interprofessional Education Services manages and guides standing and ad hoc committees to advise and improve interprofessional education. Two key aspects that are facilitated include longitudinal inclusion and assessment of IPEC competencies and team competency outcomes. Teaching and assessing these competencies ensure a collaborative practice-ready healthcare workforce able to provide improved health outcomes in the community, better care, and enhanced efficiency in healthcare delivery.

## ACADEMIC POLICIES

Students are expected to become familiar with the academic policies, curriculum requirements and associated deadlines as posted in this publication and supported by the Universities online policy library. Advisors will aid students in understanding the academic program requirements as well as interpretation of policies whenever necessary; however, it is ultimately the student's responsibility to be cognizant of and comply with all University policies and procedures and to meet all stated requirements for the degree. It is also the student's responsibility to monitor their NEOMED email, the University website and intranet, and their AIMS accounts frequently; these communication venues have replaced mass mailing as the University's most effective and efficient ways to disseminate important information to the campus community. Failure to monitor University communications effectively does not relinquish or otherwise lessen students' responsibility to meet their academic, professional or financial obligations to the University.

## ACADEMIC INTERVENTION

To promote student success at NEOMED, all professional degree students who meet one or more of the criteria associated with academic risk are highly encouraged to participate in the academic intervention process. This process may include, but is not limited to, meetings with a Learning Center advisor, and/or referral to individual or small group peer tutoring and/or faculty for course content deficits. Intervention involves a meeting with the Learning Center advisor to establish an individualized approach for recommended course-specific learning and test-taking strategies as well as time management skills. The Learning Center will contact students who fail an exam or course within an academic year. Students who fail and/or perform marginally on any exam or assignment are strongly encouraged to contact the Learning Center as soon as possible to schedule an advising meeting. Follow-up support is provided by the advisor via email and/or in-person meetings to track progress on an on-going basis. Participation in academic intervention and use of peer tutoring resources, which are not mandatory, will be documented and can be accessed by the University's Committee on Academic and Professional Progress (CAPP). Noncompliance with academic intervention will result in a letter in the student's file.



Academic risk factors include: (1) a failed course, (2) a failed exam or assignment within a course or (3) student is in a repeat year. Any student that experiences marginal performance, which is defined as scoring within 3-5% of the lowest passing score, should schedule an individual advising appointment as soon as possible after receiving their grade.

## ACADEMIC LOAD

All programs require students to follow the established curriculum for each year of the program. There are no student-initiated options for students to carry reduced course loads; all students must take the full curriculum designed for that semester and are full-time as a result. These requirements may be measured by contact hours (in the case of lecture, lab and small group activities), weeks (in the case of experiential or clinical components) or semester credits depending on the student's program of study and matriculation date. Students who are directed to take a modified curriculum by the Committee on Academic and Professional Progress and/or College Dean will have their academic load determined by the University Registrar if required for financial aid purposes. Full-time status for all degree programs is equal to the credit value associated with the summer header/fall or spring/maymester semesters with the least number of required courses over the entire length of the program or a minimum of 9 semester credits. All academic courses are reported in semester credits on the student's transcript starting with the 2019-2020 academic year.

## ENROLLMENT POLICY – COLLEGE OF GRADUATE STUDIES

Graduate students must be enrolled in at least one academic term every two years (fall, spring, summer) to be considered an active, degree seeking student in the College of Graduate Studies. The Office of the Registrar determines enrollment status based on the number of credit hours attempted. Graduate students may not enroll for more than 18 credit hours per semester or 12 credit hours in summer, including audited courses, without advisor and the College of Graduate Studies approval.

“Full-Time” students are enrolled in 9 or more semester credits.

“Three-Quarter Time” students are enrolled in 6.50-8.50 credits.

“Half-Time” students are enrolled in 4.50-6.00 credits.

The number of credit hours attempted each semester or each summer term is mutually determined by the student and the advisor and reflects faculty and student effort and the extent to which university resources are utilized. Course loads for full-time students can vary.

While the College of Graduate Studies and the individual graduate programs will monitor the enrollment of all students, it ultimately will be the responsibility of each student to ensure that the enrollment provisions of this policy as well as any other requirements of individual programs are being met.

Students who do not meet the minimum enrollment requirement will be considered as having voluntarily withdrawn from the College of Graduate Studies. After two consecutive calendar years with no enrollment, students will be administratively withdrawn.

Students returning after an approved absence of one or more semesters can obtain registration information from the Office of the Registrar.

Students who have not been actively enrolled in the College of Graduate Studies for two years or more should contact their Program Director and the University Registrar about re-enrollment and/or re-application.

## ACADEMIC MINIMUMS FOR CONTINUED ENROLLMENT, PROMOTION AND GRADUATION

### **Professional Programs**

All students are required to achieve at least a passing grade in all courses required by the faculty, and successfully complete all other pre-matriculation and matriculation requirements for the Doctor of Medicine or Doctor of Pharmacy degree and successful completion of the yearly comprehensive examination for pharmacy students. College of Medicine students cannot begin M4 electives until they have successfully

completed all course requirements of the M3 year and must take and achieve passing scores on United States Medical Licensing Examinations (USMLE), as specified below.

**USMLE Step 1 Examination:**

- Students must have successfully completed all courses in the first (M1) and second (M2) year curriculum to sit for the examination.
- Students must take the examination by the third or fourth Friday in June, dependent on the calendar of that year, at the end of M2.
- A passing score on Step 1 of the USMLE is a requirement for promotion to M3.

**USMLE Step 2 Examinations:**

Passing Step 2 Clinical Knowledge (CK) and Step 2 Clinical Skills (CS) are graduation requirements.

- Clinical Knowledge (CK)
  - A passing score on the first attempt of Step 2 CK is a requirement to continue in the M4 year.
  - Students must take Step 2 CK after successfully passing all requirements of the M3 year and by October 1 of their M4 year. Students applying to a specialty with an early application deadline (before September 15th) must take Step 2 CK by January 1 of their M4 year. Students must notify CAPP of their intention to exercise this option for delay.
- Clinical Skills (CS) Examination
  - All students must take Step 2 CS by December 1 of their M4 year after successfully passing all requirements of the M3 year.

**Graduate Programs**

The COGS and each of the graduate program directors share responsibility for monitoring graduate student academic performance and degree completion. Each semester the Dean of the COGS will review the academic standing of all students in the college in consultation with the program directors.

The minimum academic standards for students enrolled in the COGS graduate programs are as follows:

- (1) Grading
  - Grades used by the COGS include A, B, C, F, Pass, and Fail
  - (a) A graduate student who receives two course grades of a C or lower is subject to referral to the COGS Committee on Academic and Professional Progress (COGS-CAPP).
- (2) Good Standing
  - (a) To be considered in good standing within the COGS, a student must maintain a graduate grade point average (GPA) of 3.00 or better in all graduate credit courses and must maintain reasonable progress (defined below) toward meeting graduate program progression requirements.
- (3) Reasonable Progress
  - Students are required to make reasonable progress toward their degree or certificate as set by the parameters for graduation by each program. It is the student's responsibility to ensure reasonable progress is made toward the completion of individual programs of study. Examples of reasonable progress include:
  - (a) Maintaining status as a degree-seeking student by enrolling in coursework required by the program.
  - (b) Maintaining enrollment standards as outlined in the COGS policy 3349-AC-310.
  - (c) Taking an approved leave of absence.
  - (d) Maintaining a GPA at or above 3.00.

A student who does not maintain reasonable progress toward a degree or who does not fulfill other graduate program requirements, including those regarding professional standards and misconduct, may be denied further registration in that program by the COGS. The Dean of the COGS will make recommendations to the COGS-CAPP if necessary and will direct the Office of the Registrar to place a hold on registration.

- (4) Probation
- (a) Review of a student's performance and progress may result in a recommendation for probation. Probation is a predetermined period of time in which students must correct their academic performance. If academic performance is not corrected, dismissal from the COGS may follow. Probation may be recommended for a student who has failed to meet program expectations. Recommendations for probation must be transmitted to the COGS-CAPP from the Dean of the COGS, along with a written explanation of the recommendation. Recommendations must include expectations for future performance and a timetable for the correction of deficiencies (not to exceed 3 semesters, inclusive of summer). The final decision to place a student on probation rests with the COGS-CAPP. The Chair of the COGS-CAPP will provide the student with written communication regarding the decision and expectations for future performance. If the COGS-CAPP determines that probation is appropriate, Office of the Registrar will be notified by the Dean of the COGS, and the student will be placed immediately on probation.
- (5) Removal from Probation.  
Students on probation will be reviewed by the program director and Dean of the COGS at least once each semester. That review will be transmitted to COGS-CAPP and may result in a recommendation of:
- (a) return the student to good academic standing,  
(b) continued probation, or  
(b) dismissal from the program.  
To return to good academic standing, the student must have corrected the deficiency that caused the probation decision, as well as continued to meet other program and university requirements. Coursework used in raising the student's GPA must be a part of normal degree requirements.
- (6) Dismissal from COGS  
A student who is on probation and who does not raise the graduate GPA to 3.00 or better at the end of the next semester or summer term of enrollment may be dismissed from the COGS. At the end of two consecutive semesters or terms on probation, the student is automatically dismissed from the University unless good standing is achieved. If there are extenuating circumstances, the COGS-CAPP will recommend a course of action.
- (7) Dismissal Appeal  
A student who is dismissed has the right to appeal the decision. Appeals must follow the process outlined in the University's administrative policy and procedures as outlined in this publication.

## ACADEMIC RECORDS & REQUESTS

The Office of the Registrar will process requests for academic records (excluding Medical Student Performance Evaluations) in the order they are received. Federal regulations mandate a signed request to authorize the release of student academic records in most instances. Consequently, phone requests for transcripts or other materials are not acceptable. Students and former students are encouraged to submit requests for records either in-person, by fax, by mail or through Banner Self-Service (our online service utility that is available to current students and alumni). Requests submitted by email are only acceptable if initiated from a NEOMED email account.

The Office of the Registrar makes every effort to respond to academic record requests in a timely manner and has traditionally been able to process transcript, enrollment and graduation verification requests within three to five business days from the time the request is received. Requests for multiple transcripts, several different documents (e.g., a request for a transcript as well as copies of admissions correspondence) or requests during peak operating times (e.g., registration, graduation, etc.), may require additional processing time. Information that is required to meet a third-party deadline should be requested with at least two weeks lead-time to ensure expedient delivery and appropriate recording. Copies of transcripts and other student records are provided free of charge. Additional information regarding student record confidentiality and access rights is outlined in greater detail as a separate header within this publication.

### *MEDICAL STUDENT PERFORMANCE EVALUATION*

The Medical Student Performance Evaluation (MSPE), often referred to as the “Dean’s Letter,” is a University initiated document designed to assist medical students in obtaining admission to postgraduate programs, specifically internships and residencies. Specific to the College of Medicine, the MSPE is an institutional assessment composed on behalf of the medical school faculty and is a key part of a student’s residency application. The MSPE describes, in sequential manner, a student’s performance, as compared to that of his/her peers, through three full years of medical school. The MSPE includes an assessment of both the student’s academic performance and professional attributes. The MSPE is compiled upon successful completion of all core clinical clerkships in the M3 year. Data utilized in the creation of the MSPE include academic progress, notable accomplishments, assessment of professionalism, and clerkship/rotation assessments. Both Academic Affairs and Student Services personnel assist in the creation, distribution and maintenance of this document according to guidelines set forth by the Association of American Medical Colleges (AAMC). The release date for the MSPE is October 1 of the M4 year. Due to the nature of this document, requests for copies by the student are only honored after the internship/residency selection process, for which the MSPE was intended, has concluded and are stamped “issued to student.” It is important to note that the transmission of the MSPE to residency programs (even after graduation) must be directly from the institution to the residency program through ERAS. If a student is applying to residency positions outside of ERAS, the MSPE must still be transmitted directly from the institution to the program. Fellowship applications can use the secure link via [MIDUS](#) for secure MSPE sharing.

### *TRANSCRIPTS*

An academic transcript is an official and complete summary of a student’s academic work in chronological order by enrollment date. In addition to course enrollment, academic unit and earned final grade data, transcripts typically include official academic actions or changes, such as academic program, transfer and/or proficiency credit, special academic status, withdrawals, dismissals and degrees earned. In instances when a student is non-voluntarily separated from the University, a transcript notation indicating the reason for the separation, the authorizing party or committee that levied such action and the effective date are visible on the transcript. If the separation is temporary in nature (e.g., CAPP mandated LOA or suspension), the date when the student is eligible for reinstatement is also included as part of the transcript notation.

A transcript is deemed official when it bears the facsimile or original signature of the University Registrar and the raised seal of the Institution. Students may obtain transcripts by request via Banner Self-Service, by completing a [Transcript Request Form](#), or by writing, emailing or faxing the Office of the Registrar. Transcript requests are not accepted by telephone. The University Registrar maintains all permanent academic records including transcripts. Transcripts are provided to students free of charge.

### *RECORDS HOLD & RESTRICTING ENROLLMENT*

The University maintains the right to withhold the release of academic and enrollment information and restricts enrollment for cause. Academic and enrollment information includes grade reports, transcripts, diplomas, certifications or other information about a given student. Enrollment restrictions include cancelling a student’s existing course registration and/or preventing future registrations. Cause includes, but is not limited to, unmet financial obligations, loan default and violations of non-academic regulations such as neglecting to provide Admissions with final official transcripts for matriculation.

Types of holds you may see on your Banner Self-Service account could include:

- AR – Accounts Receivable Hold
- CP – CAPP Attendee
- F1 – FERPA Category 1
- F2 – FERPA Category 2
- F3 – FERPA Category 3
- F4 – FERPA Category 4
- FA – Financial Aid Hold
- LC – Learning Center See Advisor
- PP – Enrolled in Payment Plan
- RH – Registrar’s Hold
- RM – Remediation Pending Hold

- (1) **AR - Accounts Receivable Hold**
  - (a) An accounts receivable hold is placed on a student's account if there is a balance due with the Accounting Office for any of the following items:
    - (i) Tuition;
    - (ii) Fees;
    - (iii) Health, dental/vision, life or disability insurance;
    - (iv) Parking fines;
    - (v) Library fines; and
    - (vi) Other fees assessed by departments. This includes costs for items owned by a department which are loaned to a student and not returned.
  - (b) An accounts receivable hold may be placed on a student's account if the student's College loans have gone into repayment (i.e., student went on a leave of absence and in the meantime the loan went into repayment) and the student was delinquent or defaulted on the loans.
  - (c) The Accounting Office issues the account receivable hold and all questions about the hold should be referred to the Accounting Office.
  - (d) When an accounts receivable hold is placed on a student's account, the Office of the Registrar staff will hold the following items until the hold is removed:
    - (i) Enrollment verifications;
    - (ii) Transcripts; and
    - (iii) Grades, unless the student receives a less-than-satisfactory grade, which requires CAPP interaction.
  - (e) No student may be registered for courses in a future term or graduate from the University with an outstanding accounts-receivable hold on his/her record.
- (2) **FA - Financial Aid Hold**
  - (a) This hold is placed on the account of a former student, including alumni and individuals who have withdrawn or been dismissed from the Colleges, when the Office of the Registrar is notified that the individual has defaulted on a student loan borrowed for attendance at the Colleges.
  - (b) The Office of the Registrar issues a Financial Aid hold and all questions about this hold should be referred to the Director of Financial Aid.
  - (c) When a Financial Aid Hold is placed on an individual's account, the Office of the Registrar staff will hold the following items until the hold is removed:
    - (i) Enrollment verification; and
    - (ii) Transcripts.
- (3) **RH - Registrar's Hold**
  - (a) This hold is placed on a student's account when a student fails to comply with the following matriculation or registration requirements:
    - (i) Completion of annual registration materials;
    - (ii) Receipt of official transcripts from previous universities;
    - (iii) Carrying personal health insurance and disability insurance coverage;
    - (iv) Compliance with the immunization policy; or
    - (v) Receipt of Criminal Background Check results
  - (b) The University Registrar issues a Registrar Hold and all questions about this hold should be referred to the University Registrar.
  - (c) When a Registrar Hold is placed on a student's account the Office of the Registrar will hold the following items until the hold is removed:
    - (i) Enrollment verifications;
    - (ii) Transcripts; and
    - (iii) Grades unless the student receives a less-than-satisfactory grade, which requires CAPP interaction.

No student may be registered for courses in a future term or graduate with an outstanding Registrar Hold on his or her record.

### *STUDENT CHANGE OF NAME, ADDRESS OR STATUS*

To ensure that the College maintains accurate records, students who change their personal status (name, marital status, permanent or local address, permanent or local telephone number) must notify the Office of the Registrar of this change in writing.

A form of official documentation is needed to make a name change to a student record. Acceptable documentation includes an original social security card, marriage license or court document. The official documentation can be dropped off in the Office of the Registrar, sent via email to [registrar@neomed.edu](mailto:registrar@neomed.edu), or faxed to 330.325.5905.

A change of name on academic records can be done only if a student is currently enrolled, admitted or deposited. Students who have graduated or are no longer enrolled cannot make a change of name to their academic records. These records bear the name of the student at the time they separated from the College.

### *STUDENT RECORD CONFIDENTIALITY, ACCESS AND DISCLOSURE (FERPA)*

NEOMED takes student record confidentiality very seriously and fully complies with the Family Educational Rights and Privacy Act (FERPA), as amended. FERPA is the federal law that governs release of, and access to, student education records. Each student's education records are kept by the University Registrar in the Office of Academic Affairs with the exception of health records (e.g., immunizations, student insurance, etc) which are kept separate and are overseen by the Office of Student Services. Access to student education records, both by the student and others, is governed by guidelines developed to be consistent with FERPA, as amended. These guidelines follow:

#### *Definitions*

**Directory Information** – Information which would not generally be considered harmful or an invasion of privacy if disclosed. This information may be disclosed by the Colleges.

**Education Records** – Any record (in handwriting, print, tape, film, digital or other medium) maintained by the University, an employee of the University or an agent of the University that is directly related to a student. The term "education record" does not include:

- A personal record kept by a faculty or staff member of the University, or agent that meets the following tests:
  - It was made as a personal memory aid;
  - It is in the sole possession of the person who made it; and
  - The information contained in it has never been revealed or made available to any other person except the maker's temporary substitute.
- An employment record used only in relation to an individual's employment by the University. However, the records related to a student's employment are education records when:
  - The position in which the student is employed depends on his/her status as a student; or
  - The student receives a grade or credit based on his/her performance as an employee.
- Records connected with an individual's application for admission to the University prior to his/her actual attendance as an enrolled student.
- Records that relate to an individual as an alumnus after he/she no longer attends or participates in an educational activity for which the University awards a grade or credit.
- Records maintained by NEOMED security unit that were created by the NEOMED security unit for the purpose of law enforcement.
- Records maintained by NEOMED student health services used only for the provision of medical or psychiatric treatment. These records will not be maintained with education records and the University will enforce the following conditions:
  - No person other than the physicians, psychiatrists, psychologists or other recognized professionals providing treatment or performing official duties will have access to information contained in the health records. However, such records may be disclosed without prior consent if the information is necessary to protect the health or safety of the student or other individuals. A report of any such disclosure will be made to the student as soon as possible.
  - Students may review these records, and they may be reviewed by a physician or other appropriate professional of the student's choice in accordance with the NEOMED Policy on Access to Health Records.

**Personally-Identifiable Information** – Any data or information that relates a record to a student. This includes the student's name, the name of the student's parents or other family members, the student's address, the student's social security number, any other number or symbol that identifies the student, a list of the student's personal characteristics, other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the University community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. Personal Identifier also includes information requested by a person who the Colleges reasonably believes knows the identity of the student to whom the educational record relates.

**Student** – Any person who attends or has attended NEOMED and regarding whom the University maintains education records.

#### Access Rights

All students have the right to be provided a copy of the NEOMED Policy regarding privacy rights of students and a list of the types of educational records maintained by the University which are directly related to students, and the limitations on access rights as stated in this publication.

All currently registered and former students of the Colleges have the right to review and inspect their education records at the University in accordance with these rules. Official student records are those regularly maintained by the University. These include admissions records once the person is a matriculated student, academic records, and financial records prepared and retained by the Office of the Registrar. Students who wish to review their records should make an appointment in advance with the Office of the Registrar. The request will be granted within 45 days of receipt as required by federal law.

All students have the right to obtain copies of their education records only in those situations where failure of the Colleges to provide copies would effectively prevent the student from exercising the right to inspect and review the student's education records.

All students have the right to a response from the University to any reasonable request for explanations and interpretations concerning the accuracy of their records. Students having questions regarding the content or interpretation of content of their educational records may make an appointment with the University Registrar to review their records to resolve the questions raised. If the University Registrar is unable to provide a satisfactory explanation, students will be referred to the individual responsible for submitting the record in question for clarification. If such explanations are still not satisfactory, the procedure described below will be followed.

#### Right to Challenge Information and Hearing

All students have the right to a hearing to challenge the factual entries in their education records. Upon the request of the student involved, a hearing will be conducted within a reasonable time of the request of the student involved. The hearing will be conducted by the University Registrar, or, if the University Registrar has a direct interest in the outcome of the hearing, by the senior associate dean of the respective College. The student will be afforded a full and fair opportunity to challenge the accuracy of any factual entries. The student may be assisted or represented by one or more individuals of the student's choosing and at the student's expense.

The decision, which will include a summary of the evidence and reasons for said decision, will be rendered in writing within one week after conclusion of the hearing. It should be emphasized that this hearing will relate only to whether the student's record is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, with the decision based solely on evidence presented at this hearing. If the hearing is in regard to a grade, the hearing cannot determine whether a higher grade should have been assigned.

#### The Policy of the Colleges for Reviewing and Expunging Records

If it is determined that the record in question was inaccurate, the University will take appropriate steps to correct the record. If corrective action is indicated by an informal proceeding, a written request from the faculty member in question will be forwarded to the Office of the Registrar stating that an error was made in the original record and requesting that an appropriate change be made. The University Registrar will act

accordingly upon receipt of this information. If a formal hearing establishes that the record in question contains incorrect information, such findings will be transmitted to the University Registrar in writing for appropriate corrective action. The student may submit an explanatory statement to the University Registrar for inclusion in the student file.

All students have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by the University to comply with the requirements of the Act.

#### Waiver of Access Rights

The University does not require students to waive their right of access to their education records, nor is a waiver of access rights a condition for admission to or receipt of financial aid or of any other services or benefits from the University.

Under certain circumstances, however, a student may wish to waive his/her right of access to confidential recommendations and interview reports. A student may do so by signing a waiver form. In this event, the student will be notified of the names of the persons making such recommendations or reports, and the recommendations or reports will be used solely for the purpose for which they are intended. Waiver forms may be obtained from the Office of the Registrar.

#### Limitations on Access Rights

FERPA provides for limitations on the right of a student to have access to his/her educational records. Among the specific exclusions are the following:

- Financial records of the student's parents and information contained therein.
- Confidential statements and letters of recommendation placed in a student's file prior to Jan. 1, 1975, provided they are used for the purpose for which they were specifically intended.

All confidential recommendations or interview reports for which the student has requested and signed a waiver of his/her right of access and has been given an opportunity to request to be notified of the names of all persons submitting such documents. In the absence of the execution of a waiver, a right of access exists to such documents.

#### Others to Whom Access Rights Apply

The University is permitted to disclose Personally Identifiable Information from a student's education record to a person who presents a consent form signed by the student that lists the specific records to be accessed for review, the reasons for such disclosure and the names of the parties to whom such records are to be disclosed may have access to the specific records listed in the consent. In such instances, the student will be given the opportunity to obtain copies of the records to be released.

The University is permitted to disclose Personally Identifiable Information to certain individuals without the student's consent under the following circumstances:

- Pursuant to a judicial order or pursuant to a lawfully issued subpoena, any court or individual may have access to the student record. In such instances, a reasonable effort will be made to notify the student of the order or subpoena in advance of the compliance therewith.
- Pursuant to an ex parte court order under the USA Patriot Act, the Attorney General may have access to a student record that is relevant to an investigation or prosecution of an offense listed in 18 U.S.C. 2332b(g)(5)(B) or an act of domestic or international terrorism stated in 18 U.S. C. 2331.
- Authorized representatives of the following for audit and evaluation of federal and state supported programs: Comptroller General of the United States, the Secretary of Education and administrative head of an education agency, or state educational authorities.
- If the University determines that there is an articulable and significant threat to the health or safety of a student or other individuals, the University may disclose the information from a student's education record to appropriate individuals, including parents, whose knowledge of the information is necessary to protect the health and safety of the student or other individuals. Under the regulations, the University must consider the totality of the circumstances of a threat to the safety or health of a student or other individuals when determining access to a student's records. Factors that will be taken into account in evaluating a threat include: the seriousness of the threat to human health or safety, the need for the record to meet the emergency, whether the person to whom the record



would be released is in a position to deal with the emergency, and the extent to which time is of the essence.

- Organizations conducting education-related studies for or on behalf of the University, if such studies will not permit the personal identification of students. These records must carry a disclaimer that they must be destroyed when no longer needed for the studies.
- Accrediting organizations carrying out their accrediting functions.
- State and local officials or authorities to whom information is specifically required to be reported or disclosed pursuant to the Ohio Revised Code adopted prior to Nov. 19, 1974.
- Veterans Administration.
- Information received from a State under the Wetterling Act about a student who is required to register as a sex offender in the State.
- Persons or organizations providing to a student's financial aid, or determining financial aid decisions concerning eligibility, amount, condition and enforcement of terms of said aid.
- Officials of another institution where a student seeks to or intends to enroll for purposes related to the student's enrollment or transfer.
- Parents of a student who have established that student's status as a dependent according to Internal Revenue Code of 1986, Section 152.
- Parents of a student if the disclosure is in connection with the health and safety of the student or other individuals.
- Parents of a student if the student has violated any Federal, State or local law, or any rule or policy of the University, governing the use or possession of alcohol or a controlled substance. In order to release this information to a parent of a student, the University must determine that the student has committed a disciplinary violation regarding the use or possession of alcohol or a controlled substance and the student must be under the age of 21 at the time of the disclosure.

Types of Student Education Records Retained by the Office of the Registrar (not all inclusive):

- Admissions
  - Application forms;
  - Transcripts;
  - Acceptance letters; and
  - Test Scores
- Academic
  - Registration materials;
  - Transcripts;
  - Remediation statements;
  - Course, clerkship, rotation and other assessments, grades and scores;
  - USMLE scores;
  - Letters of recommendation for electives, etc.;
  - Correspondence and internal communications related to academic and other matters of concerns to the student; and
  - Criminal background checks
- Financial:
  - FAFSA and financial aid applications;
  - Documentation of financial aid application information; and
  - Correspondence.

Public Notice Designating Directory Information

The University hereby designates the following categories of student information as public or "Directory Information." Such information may be disclosed by the University for any purpose, at its discretion.

CATEGORY I – Name, address, telephone number, e-mail address, photograph, dates of attendance, class, enrollment status, and electronic personal identifier (ex., user name).

CATEGORY II – Previous institution(s) attended, major field of study, awards, honors and degree(s)/diploma(s) conferred (including dates), and residency match results (medical students only).

CATEGORY III – Past and present participation in officially recognized activities, date and place of birth, and hometown.

CATEGORY IV – Names of parent(s), spouse and children.

Students may withhold disclosure of any category of information under FERPA. Forms requesting the withholding of “Directory Information” are available in the Office of the Registrar or on the [Registrar website](#). To withhold disclosure, the appropriate section of the registration form must be completed and received in the student services office by September 1<sup>st</sup> of each new academic year. If a student has previously opted-out of disclosing Directory Information, that opt-out request will remain in effect until rescinded in writing to the University by the student. An opt-out of Directory Information does not prevent the University from identifying a student by name or from disclosing a student’s electronic identifier or Colleges’ email in class.

The University assumes that failure on the part of any student to specifically request the withholding of categories of “Directory Information” indicates individual approval for disclosure.

Students must consider very carefully the consequences of any decision to withhold any category of “Directory Information.” Should a student decide not to release any or all of this “Directory Information,” any future requests for such information from individuals or organizations not affiliated with the University will be refused. The University will honor a request to withhold any of the categories listed above until the request is rescinded in writing to the University. The University cannot assume responsibility to contact a student for subsequent permission to release the Directory Information. The University will honor the opt-out request made by a former student while in attendance unless the opt-out response has been rescinded by the former student. Regardless of the effect upon the student, the Colleges assume no liability for honoring students’ instructions that such information be withheld.

#### Use of Student Education Records

The following personnel may have access to student educational records upon a showing of a legitimate educational interest:

- Faculty – this includes PDAT and academic advisors; and for the College of Medicine, community-based faculty and educators who are involved in the teaching and/or oversight of student clinical experiences; this does not include lab instructors or technicians;
- Academic administrative officials – including the Vice President for Academic Affairs, Deans, Associate and Assistant Deans; Executive Directors and/or Directors;
- Instructional and administrative staff who review assignment and course grades in order to track students’ progress;
- Non-teaching personnel – may have access to student file/data only to extent that they require access to the record for the performance of their duties; and
- Non-employees performing functions of the Colleges or University – NEOMED periodically uses contractors, consultants, volunteers, etc. to perform services that would normally be provided by employees of the Colleges. These individuals are permitted access to student educational records upon showing that they have a legitimate educational interest.

Other personnel may be allowed access if they can demonstrate a legitimate need and the inability to access the information otherwise.

#### Legitimate Educational Interest

A legitimate educational interest exists when personnel need to know information in order to:

- Perform their job duties which are a service or benefit to the student such as health care, counseling or financial aid;
- Appropriately aid students in their education or development;
- Perform a supervisory or instructional task related to the student’s education; and
- Perform an administrative task related to the student.

In assessing whether to provide access to information in the file, the University Registrar will weigh the benefits of sharing the information against any harm that might occur from nondisclosure.

#### Records of Requests for Access and Disclosures Made from Educational Records

All requests for disclosures of information contained in a student's education record will be submitted to the Office of the Registrar. The University Registrar will approve or disapprove all such requests for access and disclosures except for requests for directory information. The Office of the Registrar will maintain a record of these actions. This record of requests for and disclosures made from education records will be available only to the University Registrar or the record custodians, the student, or to the federal, state or local officials for the purpose of auditing or enforcing the conditions for federally-supported educational programs.

The record will include at least:

1. The name of the person or agency that made the request;
2. The interest the person or agency had in the information;
3. The date the person or agency made the request; and
4. Whether the request was granted and, if it was, the date access was allowed, or the disclosure was made.

The University will maintain this record of disclosures as long as it maintains the student's education record. The University will maintain a record of the disclosures without a separate consent by the student to third parties that are otherwise permitted by law as long as it maintains the student's education record.

The University Registrar will stipulate that this information will not be disclosed to third parties without a separate consent by the student unless otherwise permitted by law.

Access to this policy will be available without charge to students upon request in the Office of the Registrar.

#### *VERIFICATION OF STUDENT ENROLLMENT, GRADUATION OR STATUS*

The Office of the Registrar completes certifications regarding enrollment, graduation, academic status and student insurance. A written authorization must accompany all requests for release of nondirectory information. Requests for written verification of enrollment can be made by mail, fax and email, or in person. There is no cost to the student for this service.

Requests for enrollment verification are usually for one of the following reasons:

- Deferment from undergraduate school loans;
- Scholarship application;
- Health insurance;
- Auto insurance "Good Student" discounts;
- Military or veteran requirements; and
- Purchasing property or automobiles

Original written requests to allow the release of information must contain the following information:

- Name of student;
- Student ID number;
- Anticipated year of graduation;
- To whom the letter should be addressed, street address, fax and phone number;
- Specific information to be included in the letter (e.g., enrollment status, academic standing, enrollment dates); and
- Forms to be released

## **ACADEMIC STANDING**

### **Professional Programs**

A student who is allowed continued enrollment at NEOMED is considered in good academic standing. This definition applies only to enrolled students currently attending courses for credit, and the definition is only to be applied for verification of enrollment and insurance purposes. Students on an academic leave of absence,

who have withdrawn in response to a decision by the Committee on Academic and Professional Progress (CAPP), or who have been dismissed or suspended from any NEOMED professional degree program are not in good standing. This definition should not be confused with the standards of Satisfactory Academic Progress policy for maintaining financial aid eligibility.

### **Graduate Programs**

To be considered in good academic standing within COGS, a student must maintain a graduate grade point average of 3.00 or better in all graduate credit courses and must maintain reasonable progress (defined below) toward meeting graduate program progression requirements. A graduate student who receives two course grades of a C or lower is subject to referral to the COGS Committee on Academic and Professional Progress (COGS-CAPP).

## **ADVANCED STANDING (PROFESSIONAL PROGRAMS)**

Advanced Standing is a term used to identify a transfer student into one of our professional degree programs. For additional details, please refer to the Advanced Standing (Transfer) Admission section for each professional program.

## **ANNUAL REGISTRATION FOR ENROLLMENT**

### **Professional Programs**

Professional programs are predominantly cohort based and NEOMED requires students within these programs to confirm their intent to continue with their studies by engaging in a required annual registration process that is separate and unique from course registration. Annual registration and onboarding occur during the summer prior to the start of each summer header/fall semester, and involves the reading of a series of documents and completion of acknowledgements to include, but is not limited to: the student honor code, medical insurance enrollment or waiver, enrollment in mandatory life and disability insurance, immunization process and submission of required health records, etc. Both new and continuing students engage in this process annually, and with various degrees of responsibility.

### **Registration Policy**

Each student must acknowledge the Registration Certification Statement. An electronic (signature) click of the date in Banner Self-Service must be on file for the student to be considered officially enrolled. To be considered enrolled, students must complete the entire annual registration process within established timelines. This process includes but is not limited to:

1. Acknowledgement of the Registration Certification Statement; which includes confirming the Technical Standards/Essential Functions documents.
2. Payment of tuition and fees by the first day of class;
3. Submission of health insurance forms and related documentation;
4. Completion of immunization process and submission of required health records;
5. Completion of photo release form;
6. Completion of Wasson Recording Consent form;
7. Acknowledging the annual FERPA notification;

Students failing to complete the annual registration for enrollment process within established timelines will not be considered enrolled, will not be permitted to attend class and will be removed from any further courses, laboratory sessions, clerkships or electives; they will not be permitted to participate in any student activities. The Office of the Registrar determines enrollment status and performs course registration for students in professional programs. Additionally, the Office of the Registrar assists to coordinate course offerings for all electives, clerkships, elective rotations, and graduate courses for Banner Self-Service/OASIS/CORE-ELMS online portals.

### **Registration Certification Statement**

By signing the Registration Form, a student attests to the following:

1. Technical Standards/Essential Functions – Certifies that he/she has read and understands the list of Technical Functions/Essential Functions Required for Admission, Continuation and Graduation, and that he/she can meet these essential functions with or without accommodations.
2. Registration Requirements – Verifies that he/she understands the conditions of registration.

3. Changes in Information – Certifies that he/she has verified contact information, including permanent and local address, phone numbers and emergency contact information.
4. Disclosure of Criminal Activity – students should self-disclose to the Senior Executive Director of Academic Affairs and Student Services any convictions, or if they have pled guilty to or pled no contest to any criminal offence including misdemeanors, felonies, and traffic offenses. [Violations of the Law Reporting](#) Failure to report could result in dismissal from the Institution.
5. Email: understanding that reading and using the neomed.edu email is vital for receiving official University business communication.

## CLASS STANDING

The University does not calculate an official class standing. For the Medical Student Performance Evaluation (MSPE) and pharmacy residency recommendation letters only, the top 25% of medical and pharmacy students are identified based on their academic performance through the end of the third year. Students in the top 10% of the class receive a numerical class standing, e.g., 4th out of 120. Students who are not in the top quartile will have no mention of class standing in their MSPE or recommendation letters.

Only grades from courses taken at NEOMED are used in calculations. If a student remediates any course or clerkship/rotation, the original grade is used, not the remediated grade. If a student repeats some segment of the curriculum (year, clerkship/rotation, etc.), both the original and repeated grades are used in the calculations.

## ADVISING

### Professional Programs

Upon matriculation, College of Pharmacy students are assigned to a Professional Development Advising Team (PDAT) that includes a PDAT advisor, two peer advisors and a small group of peers. PDAT advisors are practicing pharmacists who provide leadership and direction to student advisees with primary responsibilities in areas of career advising and orientation to the practice of pharmacy. Initially, College of Medicine students are assigned to a PDAT team that includes a Campus Advisor, a Peer Advisor, and a small group of peers. In the M3 year, academic advising is provided by M4 Schedule Advisors, College of Medicine faculty members who receive specific training related to M4 scheduling and the residency application process. Academic advising associated with learning strategies and study plans are coordinated through the services of the Learning Center and their staff of advisors.

### Graduate Programs

Students in the graduate degree programs work with the program coordinator upon matriculation. Program Coordinators provide advice and guidance regarding academic program requirements, student career aspirations, University policies and procedures and other campus life events. Refer to your individual program materials for additional information.

## COMMENCEMENT CEREMONY AND GRADUATION (DEGREE CONFERRAL)

Degrees are awarded by the Board of Trustees of the Northeast Ohio Medical University upon approval by the Deans of the respective colleges with completion of all academic and non-academic requirements and responsibilities confirmed by the University Registrar. Students completing degree requirements after December 31, and prior to commencement, will be conferred the degree during commencement in May. All students intending to graduate in a given academic year must complete an application for graduation by December 31 of the academic year in which they expect to graduate. Students who apply to graduate but are unsuccessful in fulfilling their requirements will be required to submit a new graduation application for the next available graduation date.

“Commencement” refers to the annual celebratory event, officiated by the President of the University, where students who have completed their degree requirements share in the excitement and importance of their academic accomplishments with peers, family, friends and members of the campus community. “Graduation” is synonymous with degree conferral and involves a multi-step process that consists of students applying for graduation, University personnel reviewing and confirming that all degree requirements have been satisfied,

securing graduation approval through internal governance structures (e.g., endorsement of faculty, college dean, and Board of Trustees), and the posting of a degree conferral date to the student's official record. In most instances, the date of the commencement ceremony will be the same as the students' graduation/degree conferral date, but not always.

Under special circumstances, students completing degree requirements between September 1 and December 31 may petition to graduate (e.g., have their degree awarded) earlier if an early award of the degree is needed. The petition must indicate the reason(s) for the early award. The diploma will be issued to the student no earlier than the time of certification that all degree requirements have been met. The degree completion date will be listed on the diploma and all licensure and verification applications as the actual date of completion, rather than the date of the commencement ceremony.

#### *COMMENCEMENT PARTICIPATION REQUIREMENT & ELIGIBILITY*

Participation in the commencement ceremony is mandatory for all students who have successfully completed their degree requirements. Students may petition his/her College Dean for an exception to this practice for extenuating circumstances only. Students who have not satisfactorily completed all degree requirements by the annual commencement date may participate in the ceremony only if they are expected to complete their requirements in the immediate subsequent summer semester (e.g., before August 31) and their participation is approved by the respective College Dean. Students who complete their degree requirements after August 31 will participate in the next available commencement ceremony.

#### *REPLACEMENT DIPLOMA*

A replacement Diploma may be ordered from the Office of the Registrar if the original diploma has been lost or destroyed. The graduate requesting the new diploma must submit an original notarized statement explaining the reason for the request. The new diploma will be stamped "official replacement." If a replacement diploma is required due to the condition of the original diploma, the original must be surrendered to the Office of the Registrar prior to a replacement being ordered.

The cost for a replacement diploma is \$50.00. Graduates may pay by check, money order or by credit card via the Accounting Office during normal business hours. Replacement diplomas are sent by U.S. certified mail in approximately 30 days.

For graduates who seek to replace their diploma, the new diploma will bear the current name of the University and signatures of the current administration. It will be stamped "official replacement." Replacement diplomas will bear the alum's name that is on file at the time of his/her graduation, unless the request is accompanied by documentation certifying a legal name change (certified copy of a court order or marriage certificate plus either a driver's license, passport or Social Security card).

## COMPLAINTS RELATED TO ACCREDITATION STANDARDS, POLICIES OR PROCEDURES

### COLLEGE OF GRADUATE STUDIES – HIGHER LEARNING COMMISSION COMPLAINTS

The NEOMED College of Graduate Studies is committed to a policy of fair treatment of its students in their relationships with students, faculty, staff, and administrators. Students are encouraged to seek an informal resolution of the matter directly with the individual when possible. Students may also seek resolution from their student representatives or the Office of Student Services. When a resolution is not feasible, procedures have been established to informally or formally assist the student in registering a complaint.

All degrees offered through the College of Graduate Studies, with the exception of the Master in Public Health degree, are accredited by the Higher Learning Commission (HLC). For information about the complaint process, what complaints the HLC will not review, and instructions on how to submit a complaint can be found on the [HLC website](#).

The Master of Public Health degree is accredited by the Council on Education for Public Health (CEPH). **Before submitting a complaint to the CEPH, a student must have exhausted all administrative processes within the University.** This means the student must have already followed the University's

processes through all possible levels of appeal. The student must submit proof of completion of all processes with their written complaint to CEPH.

**The complaint must relate to violation of accreditation standards.** Completion of the complaint form requires the student identify which specific standard(s) they believe the unit has violated. CEPH is not a mediator of disputes and is unlikely to get involved in disputes related to grades or other issues that can be resolved on an individual basis.

Anonymous complaints pertaining to accreditation matters are retained and, depending on the circumstances and the nature and severity of the complaint, as determined by the CEPH Executive Director and/or the CEPH Executive Committee, may be forwarded to the dean, program director or program leader for a response.

CEPH's [Accreditation Procedures](#) provide more information about the formal complaint process.

## COLLEGE OF MEDICINE - LCME STANDARDS AND MEDICAL STUDENT COMPLAINTS

The NEOMED College of Medicine is committed to a policy of fair treatment of its students in their relationships with students, faculty, staff, and administrators. Students are encouraged to seek an informal resolution of the matter directly with the individual when possible. Students may also seek resolution from their student representatives or the Office of Student Services. When a resolution is not feasible, procedures have been established to informally or formally assist the student in registering a complaint.

Medical education programs leading to the MD degree in the United States and Canada are accredited by the Liaison Committee on Medical Education (LCME). The LCME's scope is limited to complete and independent medical education programs whose students are geographically located in the United States or Canada for their education and that are operated by universities or medical schools chartered in the United States or Canada.

Procedures for Complaints and Third-Party Comments to the LCME;  
(Process Applies to Complaints, Third-Party Comments, and Information from Public Sources)

The LCME will consider complaints about program quality, third-party comments, and information from public sources (hereinafter, "Complaints or Comments"), which, if substantiated, may constitute noncompliance with one or more accreditation standards or unsatisfactory performance in one or more elements. The LCME will not intervene on behalf of an individual complainant regarding, for example, matters of admission, appointment, promotion, or dismissal of faculty or students.

### *Submitting Complaints or Comments*

Details regarding the process for submitting complaints can be found on the LCME's website at <http://lcme.org/contact/complaints>. Complaints and comments must be made in writing and may come from any source. Anonymous submissions will not be considered. In order to be reviewed, a complaint/comment must be accompanied by a signed consent form where the complainant and any corroborators authorize the release of the written complaint and corroborating materials to the dean of the medical school, members and staff of the LCME, their respective attorneys, and appropriate outside parties.

The written submission should contain as much information and detail as possible about the circumstances that form the basis of the complaint. If possible, the complainant should cite the relevant accreditation standards or elements relating to the complaint. If the complaint indicates circumstances which, if substantiated, would indicate areas of noncompliance with accreditation standards/unsatisfactory performance in accreditation elements, the LCME Secretariat will, if needed, contact the author to obtain additional documentation or corroboration. If the complainant does not comply with the request for additional information or does not provide a signed consent form, the file will be closed and no further action will be taken.

The LCME shall attempt to maintain the confidentiality of complaints/comments and any corroborating material. However, any information about a program or school may be released to the dean of the medical

school, members and staff of the LCME, their respective attorneys, and other persons authorized by the dean, required by law or necessity, at the discretion of the LCME, to fully investigate the complaint.

#### *Investigating Complaints or Comments*

The LCME Secretariat will make an initial determination of whether the complaint or comment contains issues relating to the program's compliance with accreditation standards and/or performance in accreditation elements.

If the LCME Secretariat determines that the complaint/comment does raise such issues, the Secretariat will provide the dean with the complaint and corroborating information and describe the information that the dean should provide in response.

#### *Review of Complaints or Comments*

An ad hoc Subcommittee on Complaints appointed by the LCME Secretariat will review complaints/comments together with corroborating materials and the response from the dean. The subcommittee will present a report of its findings and recommendations related to the program's performance in relevant accreditation elements and compliance with relevant accreditation standards to the LCME for discussion at one of its regularly scheduled meetings. The LCME will make a final determination, including any change in the program's performance in elements, compliance with standards, and accreditation status and specify the nature and timing of any required follow-up. It will also direct the Secretariat to notify the dean of its decision.

#### *Response to Complaints*

The complainant will be notified whether an investigation will be undertaken or not. The complainant will not be informed of the result of any such investigation.

### **COLLEGE OF PHARMACY - ACPE STANDARDS AND PHARMACY STUDENT COMPLAINTS**

The NEOMED College of Pharmacy is committed to a policy of fair treatment of its students in their relationships with students, faculty, staff, and administrators. Students are encouraged to seek an informal resolution of the matter directly with the individual when possible. Students may also seek resolution from their student representatives or the Office of Student Services. When a resolution is not feasible, procedures have been established to informally or formally assist the student in registering a complaint.

The Accreditation Council for Pharmacy Education (ACPE) accredits Doctor of Pharmacy programs offered by colleges and schools of pharmacy in the United States and selected non-U.S. sites. For a Doctor of Pharmacy program offered by a new college or school of pharmacy, ACPE accreditation generally involves three steps: pre-candidate status, candidate status, and full accreditation status. The NEOMED College of Pharmacy Doctor of Pharmacy program was granted Full accreditation status by the ACPE Board of Directors at its June 2011 meeting.

ACPE has an obligation to assure itself that any institution which seeks or holds an accreditation status for its professional program conducts its affairs with honesty and frankness. Complaints from other institutions, students, faculty, or the public against a college or school of pharmacy as related to ACPE standards, policies or procedures or continuing education provider will be submitted in writing.

#### *How to File an ACPE-related Complaint:*

Complaints related to the NEOMED College of Pharmacy adherence to the standards, policies or procedures of ACPE must be in writing, provide a detailed description of the complaint and its relation to ACPE standards and/or the ACPE policies and procedures, and must provide direct contact information of the complainant(s). Complaints may either be sent directly to the Senior Executive Director of Academic Affairs and Student Services or to the ACPE office.

#### **Complaints submitted to the Senior Executive Director of Academic Affairs and Student Services:**

The student will have the right to meet with the Senior Executive Director to discuss the complaint within 15 working days. The Senior Executive Director will consider the complaint, may discuss it with the appropriate individual(s) or office(s) and may request a meeting with the student. The Senior Executive Director will



respond to the student in writing within 20 working days of receipt of the complaint or the personal meeting, whichever comes later.

The Office of Student Services and the pharmacy Office of the Dean will maintain a file of all pharmacy accreditation standards complaints for review by ACPE. The file will include (a) the initial complaint and responses and (b) documentation of procedures used to ensure due process rights of the complainant.

**Complaints submitted directly to ACPE:** Complaints must be received within 180 days from the date the complainant knew or should have known of the occurrence of facts related to the complaint. These may be submitted by email at [csinfo@acpe-accredit.org](mailto:csinfo@acpe-accredit.org) for professional degree programs or [ceinfo@acpe-accredit.org](mailto:ceinfo@acpe-accredit.org) for continuing education providers. Refer to the ACPE website for further details on directly submitted complaints (<https://www.acpe-accredit.org/complaints>).

## COURSE REGISTRATION

NEOMED uses a combination of mass registration by the Office of the Registrar and student self-service registration.

### Professional Programs

Professional degree students do not engage in traditional course registration during the didactic portion of their curriculum (M1, M2, P1, P2, P3), but instead are automatically registered in their required courses by the Office of the Registrar staff twice a year, once in August and once in December. Students entering curriculum years with electives (P2, P3) or with courses that are primarily clinical in content (M3, P4, M4) engage in scheduling processes that permit them to submit preferences, rather than a simple first-come/first-served assignment process.

### Graduate Programs

Students are responsible for completing all student onboarding tasks within AIMS (the NEOMED learning management system) and registering themselves for all relevant coursework via the online registration system in Banner Self Service. Two exceptions to this are: students in the Health-System Pharmacy Administration program may be mass registered for standard coursework by the Office of the Registrar personnel, and students taking cross-registered courses at a partner University are required to complete a special cross-registration form available [online](#), and submitted to the applicable program coordinator. Upon receipt of that form, Office of the Registrar personnel will administratively register students for their courses.

Registration periods typically open about two months before the semester begins, with established add/drop periods that allow students to experience courses before making a final commitment. Specific dates and deadlines for each semester are published on the Office of the Registrar website and distributed to active students via email. Students are encouraged to register no later than two weeks before the start of the semester to ensure accurate and complete billing. Please also see the section on “Course Drop and Withdraw” for further information.

Additional details regarding the registration/enrollment process for all students are posted to the [Office of the Registrar](#) website.

## COURSE DROP AND WITHDRAWS (COLLEGE OF GRADUATE STUDIES)

Students who wish to drop/withdraw from a single or multiple courses but not withdraw completely from the University or College, must adhere to the following procedures:

### *Course Drop*

Students may add/drop NEOMED courses within each term’s timelines, which can be found on the [Academic Master Calendar](#). A student who wishes to drop a course must do so by utilizing the add/drop feature within the registration functionality offered through [Banner Self-Service](#). A student who drops a course within the prescribed time sequence has effectively cancelled their registration and no record of the course will appear on his/her transcript. Tuition refunds, if applicable, will be awarded in accordance with University policy as outlined in the Finance section of this publication. Students enrolled in cross-registered courses must adhere to the add/drop procedures of their home institution.

### *Course Withdrawal*

Students who wish to stop participating in a course after the add/drop period may withdraw up until the last day of instruction or before the final exam, whichever is earlier. A student who wishes to withdraw from a course must complete and submit a signed course withdrawal form to the Office of the Registrar for processing. Forms are available in the Office of the Registrar and may be accessed electronically from the Registrar website. Students who officially withdraw from courses will receive a withdrawal notation (W grade) on their transcript. Non-attendance does not constitute an official withdrawal from a course. A grade of "F" may be assigned when a student fails to complete a course or withdraw. Tuition refunds, if applicable, will be awarded in accordance with University policy as outlined in the Finance section of this publication.

Dropping or withdrawing from courses may affect student financial aid. Students are strongly encouraged to consult their program director and/or the Financial Aid Office prior to withdrawing from classes.

## **COURSE TYPES**

Definitions for the various course types that NEOMED offers are identified below:

### *Lecture, Seminar and Small Group Discussions*

Formalized instruction, conducted on- or off-campus, in which the instructor(s) present an educational experience to students, applying any combination of instructional methods. Faculty/instructor(s) bear the primary responsibility for instructional activity and are directly involved with all the students in the class.

### *Laboratory*

An educational activity with students conducting experiments, perfecting skills or practicing procedures under the direction of faculty/instructor(s).

### *Field Experience*

A form of experiential learning obtained by going on an educational field trip or series of field trips, typically organized and supervised by NEOMED faculty, to meet the needs of the curriculum and to develop practical skills in an environment beyond the classroom and/or campus.

### *Internship and Practicum*

Credit bearing, non-paid work experiences that are integrated with academic instruction and relate to an individual student's occupational goal. Students concurrently apply learned concepts to practical situations within an occupational field. The experience is coordinated by NEOMED faculty, who assist the students in planning the experience and assign the course grade in consultation with the supervisor/employer. Students complete pre-determined assignments that may include weekly journals, quizzes, tests, final paper or an experience report. The use of Internship versus practicum in the course title may be used interchangeably to accommodate differences in accreditation nomenclature.

### *Independent Study and Research*

These are student-initiated experiences to pursue an area of interest not otherwise covered by a regular course offering, with the guidance of a NEOMED faculty member. Faculty have primary responsibility for deciding the subject content, course objectives and the amount of effort to be expended by the student and provides guidance/instruction whenever required. Students complete pre-determined assignments, which may include a final research paper and/or presentation of findings. Faculty periodically assess the student's progress, determine evaluation methods and assigns the final grade. Course/research details and expectations must be documented on a NEOMED Independent Study and/or Research contract form and submitted to the Office of the Registrar for inclusion in the student record and registration purposes.

### *Advance Pharmacy Practice Experience, Clerkships and Rotations*

These educational experiences expose fourth year pharmacy and third and fourth year medical students to all facets of medicine and/or pharmacy practice in a variety of clinical and/or practical settings. Students participate in clinical sciences, patient care and/or pharmacy practice experiences and learn diagnostic and therapeutic skills, gain experience in patient management and examine the ethical dilemmas of contemporary medicine. Faculty regularly provide special teaching sessions appropriate to the learning level of the students.

### *Distance Learning*

Distance learning opportunities are educational experiences that take place when the student and faculty are separated by location and/or time but can engage in teaching/learning activities through use of technology such as videoconference and the internet. Teaching/learning activities may be synchronous or asynchronous and may be offered in a hybrid delivery format where specific in-class activities may be required.

### *Cross-Listed*

A cross-listed course is a single course offered jointly by two or more colleges/departments that is identical in every aspect other than the course identifier (course subject code is always different; course number may or may not be the same).

### *Dual-Listed*

A dual-listed course is a single course offered independently or jointly with another department/college that can be transcribed at multiple levels. While course content and credit value are identical for all enrolled students, there are variations in expectations regarding course rigor, competencies, and/or assessment measures that are applied to different student populations.

### *Co-Scheduled (Meets with)*

A co-scheduled course is two or more independent courses that have limited shared content and wish to meet together to capitalize on the delivery of common content only. Co-Scheduled courses are distinguished from cross-listed and dual-listed courses by the fact that only some portion of the academic experience is common between the classes, and credit hours and course identifiers do not have to be aligned.

### *Interprofessional*

Interprofessional courses are designed for students from two or more health professions that include content and objectives that promote students learning with, from and about each other, within the occupational context, to improve collaboration, practice and the quality of health care from a health professions team perspective.

### *Interdisciplinary*

Interdisciplinary courses are designed for students from two or more health professions that do not have specific learning expectations regarding collaboration and sharing of discipline specific content expertise and perspective.

## COURSE EVALUATION PROCEDURE

On the final day of a course, students receive an invitation to evaluate the course and its instructors. Evaluation of the course is a required activity. Completing instructor evaluations is encouraged but not required.

### *Due Dates*

With rare exceptions, the deadline for completion is Wednesday at 8:00 AM on the week after the course ended, i.e., there will be a weekend between the last day of a course and the evaluation due date.

### *Reminder Emails*

Students will receive the initial invitation email on the last day of the course. Automated reminder emails go out periodically to those who have not submitted their feedback. Reminder emails will stop once the evaluation has been submitted.

### *Confidentiality*

**Confidential is not the same as anonymous.** Because one's response to the survey is linked to one's email address, feedback is technically not anonymous. However, the Office of Assessment in Academic Services shares this data with no one outside the office. Final evaluation reports are in aggregate form, so from the perspective of those receiving the reports, the responses to evaluations are essentially anonymous. The only reason the Office of Assessment would break confidentiality is if a statement of imminent threat or harm were made.

### *Inappropriate Behavior*

NEOMED provides a variety of venues for students to report inappropriate behavior. One venue is the online Inappropriate Behavior form. A link to this form can be found on the course evaluation's end page. This link can also be found on the Student Services forms webpage.

*Information reported on the IB form is not just confidential, it is **completely anonymous**. There is no way to tell who the sender is.*

Any information submitted via the IB form will be sent to the appropriate dean's office and to the Senior Executive Director of Academic Affairs and Student Services. It is the student's prerogative to pursue the matter further with administrators.

## DISMISSAL

The University reserves the right, at its sole discretion, to dismiss any student at any time prior to graduation, in the event of a breach of professional behavior or misconduct, a breach of any policy or directive set forth in this publication, or failure to satisfy any requirement for graduation or achieve academic minimums for continued enrollment, provided adherence to all procedures for review or action.

Students may not withdraw from the University to avoid dismissal or suspension once their academic performance and/or behaviors warrant such action by the Committee on Academic and Professional Progress (CAPP) or similar body, unless explicitly allowed by their respective college.

## EXAMINATION GUIDELINES AND PROCEDURES

Examination schedules are published in the day-by-day course schedules and syllabi, which are available on the AIMS course management system. Examinations may include, but are not limited to, written, oral, practical or laboratory evaluations, quizzes and medical students' NBME subject examinations.

When entering the testing room, students must show a photo ID to the proctor.

Unless specified by the course director, students are not permitted to use written notes or calculators during an examination. If calculators are permitted, they will be provided by Academic Services. Watches with communication or computer memory capability, electronic paging devices, recording, filming, or communication devices, radios, cellular telephones and other mechanical or electronic devices are prohibited in the testing room. If a student brought these or other materials to his/her seat, he/she must place them in a designated area until they finish the examination. While no books, papers or personal items will be permitted in the examination room, except those materials specified by the course director prior to the examination, there are times when students have class immediately before or after an exam and may have these items with them. On these occasions, students carrying books and coats and other unauthorized materials to the test sites will be instructed to place them in the back of the testing room. The materials may not be retrieved until the examination has been completed. NEOMED is not responsible for belongings left unattended during an examination.

Students are required to take examinations on the scheduled day and time. For critical emergencies (e.g., family emergencies or serious personal illness) the student is to notify the affected course director of the reason for the absence prior to the absence or as soon as possible. An [Absence Notification Form](#) must be completed online. If the circumstance involves illness, documentation from the student's treating physician is required. If circumstances involve an emergency other than illness, other appropriate documentation is required.

The course director will determine whether or not the absence will be approved and excused. The course director will then notify Academic Services if the student's request for permission to miss and reschedule the examination is approved.

Rescheduled examinations will be administered at 7:00 a.m. on the first day of the student's return after the illness or emergency. Permitting an alternate date or time is at the course director's discretion for extenuating

circumstances and must take into account the availability of Academic Services staff in administering the examination.

Any student who does not request permission in advance to be absent from a scheduled quiz or examination, or who does not provide the required documentation of the illness or emergency after the fact, may be denied the opportunity to make up the missed examination. The student may be assessed for any additional cost involved in rescheduling an examination.

#### *NATIONAL BOARD OF MEDICAL EXAMINERS (NBME) SUBJECT AND CUSTOMIZED EXAMINATIONS – COLLEGE OF MEDICINE*

As part of their assessment in some courses, medical students take NBME customized and subject examinations produced and graded by the NBME. Scores for these examinations are, for some courses, combined with other class assessments to produce a final grade; weighting of these examinations is at the discretion of the course director.

Medical students take an NBME subject examination on the final day of six of the seven clinical clerkships during the M3 year. Passing this test is required to pass those six clerkships. Results of the subject examinations are posted in Banner Self-Service within three days of receiving the scores from the NBME; scores and the related grade are documented on the clerkship final grade report form. Failure of NBME subject examinations may result in referral to CAPP.

In the event of a failed clinical subject examination in the M3 year, in accordance with CAPP guidelines, and upon receipt of a signed remediation plan, the student will be scheduled to retake the NBME subject examination on a predetermined date. Remediation examinations will be scheduled at NEOMED by College of Medicine and Academic Services administrators. If a student wishes to retake the exam at a Prometric site, he/she will be responsible for the additional cost of test administration at Prometric. Examination retakes are not permitted during another clerkship. NBME policy requires that all subject examinations be administered on the scheduled test date. If a student is not able to take the NBME subject examination at the scheduled time due to illness or critical emergency, College of Medicine personnel will work with Academic Services and the NBME to reschedule the examination. The student will be held accountable for any additional cost involved in the request for a new examination.

Students who fail one clinical subject exam in M3 will have an initial clerkship grade of “incomplete” (I) appear on their official transcript. If the student successfully remediates the subject exam on the first attempt, the initial grade of “incomplete” will be replaced with a grade of “pass” on the student’s official transcript. Regardless of the student’s passing performance, the highest grade that the student can receive is “pass”; “honors” is not an option in this instance. If the student fails the retake exam, the “incomplete” will be replaced with a “fail” that will remain visible on the official transcript as per current policy. Likewise, any subsequent subject exam failures that result in a clerkship grade of “fail” will remain visible on the official transcript per current policy.

#### *ONLINE AND WRITTEN EXAMINATION GUIDELINES*

As described to students during orientation, all students have subscribed to the guidelines of the *Expectations of Student Conduct and Professional Commitment* and should maintain the highest level of academic integrity, including during examinations.

Examinations will start and end at the specified times. Sign-in will begin 10-15 minutes before the posted time of the examination. Seats will be assigned randomly for all examinations. Talking in the examination room is prohibited. Food and drink are not permitted when taking exams in the multidisciplinary labs (MDL), or when taking an NBME subject exam or customized assessment in any room. Students with a health issue who are impacted by this policy must contact the University Student Accessibility Services Committee and receive approval for accommodations prior to the examination. In general, requests for accommodations take a minimum of two (2) weeks to process. Requests for accommodations that occur outside of the NEOMED Rootstown Campus may take up to six (6) weeks to process. Students are encouraged to submit their request at the beginning of the academic year. All requests, if appropriate, must be reviewed on an annual basis by the Committee.

A colored numbered sheet will be provided for each examination. This sheet is provided to allow students to record their responses to test items during the exam, and to use as scrap paper. The colored page must be turned in when the examination/review process is completed. Students are not permitted to make any notations on their colored sheet, other than their exam code number, before the exam starts. The back of the numbered colored sheet will be used as scrap paper. Additional scrap paper will be available in the testing room.

For online examinations, students should arrive in ample time to get their laptop set up. Students who arrive late for any examination, online or otherwise, will not be given extra testing time for the time lost during their absence. All online examinations will be taken on NEOMED computers. Internet cords will be provided.

All examinations are scored, and all grades are determined with student anonymity. An identification number is required for online and computer-scored examinations. Each student is randomly assigned a three-digit exam code number that will be used on hand scored parts of examinations and on the colored sheet. It is the student's responsibility to know his/her three-digit exam code number and online exam identification number(s). The key to the three-digit code number assigned to each student is known only by Academic Services.

Students who must leave the testing room during the examination will be escorted one at a time for the full duration of their absence. No extra testing time will be allowed for the time lost during the absence. Students will be asked to empty their pockets when taking a restroom break.

For paper/pencil exams, legible writing and correct spelling are expected. Illegible writing may result in failure to receive credit for an answer. Answers must be written with #2 pencils on bubble sheets for computer scoring. Students are expected to bring their own supplies to the examination.

When a paper and pencil examination is given, it is the student's responsibility to record answers carefully and correctly on the computer answer sheet. This includes making heavy black marks that fill the circle completely, erasing clearly any answer that is to be changed, making no stray marks on the answer sheet, and answering each numbered item in the corresponding numbered answer space. Examination scores are based on the recorded answers on the computer answer sheet.

For online examinations, scores are based on the recorded answers in the online examination. For online examinations, students are responsible for verifying that they have answered all the questions and that they have uploaded the examination before they leave the testing room.

Shortly after the end of an examination, electronic posting may take place for a period of time, so students can review the exam and provide test item feedback to the course director. Students may challenge the correctness of the key or model response in an appropriate and constructive fashion. Forms for this purpose will be provided in the room where examinations are posted. These forms are forwarded to the appropriate course director to help in analyzing test data. Students may also be able to provide comments to course directors about questions during the exam, if this feature is enabled. Short answer, calculations, practical exams and essay items may have model responses provided.

Colored sheets and scrap paper will be collected at the time the students leave the examination room. Any violation of this policy will be considered an infringement of a student's subscription to the honor code and treated accordingly.

Unless otherwise noted, a keyed copy of each examination is available for review during normal business hours in Academic Services (A-40). Students may sign-up for review sessions in AIMS under Test Review Academic Services.

Individual examination results and/or student grades will be made available to students as quickly as possible. Students will be notified by email when scores/grades are available in Banner. If students feel their examination was scored incorrectly, they should discuss their concerns with the course director. Academic advisors will have access to all scores and grades. A student will be notified if he or she is required to meet with the Committee on Academic and Professional Progress (CAPP).

## PROCTORING

To ensure the integrity of the examinations and the validity of the reported scores, all examinations are proctored. All examination sessions are video recorded and the recording may be used to identify inappropriate behavior.

Failure to abide by proper testing procedures will result in the completion of a testing irregularity report.

Examples of irregular behavior include, but are not limited to:

- (a) Unauthorized use of books, papers, calculators, cell phones or other electronic devices
- (b) Failure to stop working when time is called at the end of the examination
- (c) Copying answers
- (d) Making written notes before the start of an examination

Proctors will actively monitor the students to ensure that:

- Examinees do not talk or communicate with one another once they enter the testing room.
- Examinees do not make any notations on their colored sheet, other than their exam code number, before the exam starts.
- Examinees have nothing on their desks or laps but laptop or test booklets, answer sheets, erasers and pencils. No one is making written notes of the contents of a test or removing pages from a test booklet.
- Examinees are not using any kind of written or electronic materials.
- Examinees are not looking at other students' examinations papers or computers.
- For paper exams, all examinees stop recording test answers at the end of the test session. Examinees are not to be given extra time to transfer answers to the answer sheet after time is called.

## USMLE REQUIREMENT (COLLEGE OF MEDICINE)

The National Board of Medical Examiners has established a three-step examination process for medical licensure in the United States. The **United States Medical Licensing Examination (USMLE)** provides a common assessment system for applicants for medical licensure. NEOMED medical students are required to obtain passing scores on USMLE Step 1, Step 2 CK (Clinical Knowledge) and Step 2 CS (Clinical Skills) to be eligible for graduation. Individuals must have passed Step 1, and both parts of Step 2 (CS and CK) to be eligible to take Step 3. Step 3 is usually taken after one year of residency training. All three steps must be taken within a seven-year period for licensure eligibility. General guidelines and processes for USMLE registrations are available at [www.usmle.org](http://www.usmle.org). NEOMED specific policies and expectations regarding both the scheduling and passing of the USMLE are outlined in the Academic Minimums for Continued Enrollment, Promotion and Graduation section of this publication.

## EXCEPTIONS TO ACADEMIC POLICY

*The Compass* publication serves as the primary authority for academic requirements and associated policies. All students are expected to follow the requirements outlined in this document in the pursuit of their degrees. On occasion, however, extraordinary circumstances may warrant departures from the stated requirements. Students who believe their situation warrants a deviation from academic policy may petition for an exception to policy by filing an appeal with the Dean of the College to which the requirement belongs. The form, and more information, is available through the Office of the Registrar. There are, however, several academic requirements and procedures for which exceptions are never made (e.g., successful completion of course/section requirements, passing USMLE Step 1 and 2, or minimum GPA to graduate, etc.).

## GRADES (SYMBOLS, DESCRIPTORS, AND POLICIES)

Grade Symbol	Grade Name	Descriptor	College of Medicine	College of Pharmacy	College of Graduate Studies
A	Superior	Superior competency	Not Used	Not Used	Yes
AU	Audit	Non-credit; taking course for experience only	Not Used	Not Used	Yes
B	Satisfactory	Complete competency	Not Used	Not Used	Yes
C	Fair	Minimal competency	Not Used	Not Used	Yes
F	Failure	Failure	Yes	Yes	Yes
H	Honors	Mastery of the cognitive, behavioral and attitudinal objectives of a given course, clerkship or rotation; Superior competency	Yes	Yes	Yes
I	Incomplete	Temporary grade signifying student was unable to complete the course requirements in standard timeframe for approved reasons	Yes	Yes	Yes
IP	In-Progress	Temporary grade used only in instances when students are not afforded the opportunity to complete the course in the scheduled timeframe due to institutional circumstances	Yes	Yes	Yes
P	Pass	Satisfactory achievement of course objectives; Complete competency	Yes	Yes	Yes
S	Satisfactory	Satisfactory achievement of course objectives; Complete competency	Not Used	Not Used	Yes
F/P	Successful Remediation	Satisfactory achievement of course objectives <b>after remediation</b> ; Minimal or Complete competency	Yes	Yes	Not Used
F/Z	Passed Re-remediation	Satisfactory achievement of course objectives <b>after Re-remediation</b> ; Minimal or Complete competency	Yes	Yes	Not Used
F/F	Fail	Unsatisfactory attempt of a remediation	Yes	Yes	Not Used
F/X	Fail - Final	Unsuccessful re-remediation attempt (rare)	Yes	Yes	Not Used
U	Unsatisfactory (Failure)	Failure of a course graded under the Satisfactory/Unsatisfactory option	Not Used	Not Used	Yes
T	Transfer Credit	Credit awarded for course work earned at another accredited institution	Yes	Yes	Yes
W	Withdrawn	Withdrawn; student stopped attending course or program and officially notified the University or due to CAPP mandated leave	Yes	Yes	Yes
NC	No Credit	Non-credit grade type used in instances when a course spans more than one semester, has multiple semester registrations, final grade is cumulative, but total credit value is awarded in final semester only. All semester registrations preceding final grade entry use the NC grade; Also for approved non-credit clinical experiences.	Yes	Yes	Yes
NG	No Grade Reported	Placeholder for when a final grade is not received	Yes	Yes	Yes



### *AUDIT (AU)*

Students in the College of Graduate Studies may take a course in an audit capacity if granted permission by the course director and dean. Students must be officially registered for a course to participate, even in an audit capacity, and tuition is charged at the same rate as a credit bearing experience. Audit is a permanent grade type that is recorded on the student's academic transcript that earns no credit, cannot be applied toward graduation requirements, and has no bearing on the student's GPA.

### *FINAL (PERMANENT) GRADE – DEFINITION*

A final grade is the cumulative assessment of a single course that is provided by the faculty, course director, etc. at the end of the course offering. Final grades are posted to the student record/official transcript by academic year and term.

### *INCOMPLETE (I)*

Faculty have the option of assigning an interim grade of incomplete (I) when a student is unable to complete a course or clerkship/elective in the normal time period due to extenuating circumstances beyond the student's control that were not initiated by the University. At the time an "I" is assigned, the course instructor/clerkship preceptor will inform the students in writing of the requirements and the deadline for completion. The instructor is required to document this agreement formally on a Request for Incomplete Grade Form and submit it to the Office of the Registrar for processing no later than the first business day following the last scheduled day of the course. Processing details and the maximum time allowed for the completion of a course beyond the original course completion date differs by program as outlined below. Students who fail to complete the course in the scheduled time period will receive a failing grade.

### **Professional Programs**

The maximum time allowed for the completion of a course is one semester beyond the original course completion date; however, faculty are encouraged to assign a shorter completion deadline. After the agreed upon work is completed, the instructor must complete a "change of grade" form and submit it to the Office of the Registrar for processing. If a grade change form is not received within the prescribed timeframe, the incomplete will be changed to a failing grade.

### **Graduate Programs**

The grade of incomplete must be requested no later than the first business day following the final scheduled course meeting time. (In the event of a course without regularly scheduled meeting times, this should be submitted no later than the first business day following the final day of the course/semester). Both faculty and the student must sign the "request for incomplete grade" form, the faculty and student should keep signed copies, and a copy submitted to the Office of the Registrar for processing (which will serve as the official copy). Previous work in the class must have been satisfactory; the assignment of an incomplete grade may never be used to allow extra time to avoid a failing grade. The maximum time allowed for the completion of a course is one full year beyond the original course completion date; however, faculty are encouraged to assign a shorter completion deadline, with the standard default being one semester. After the agreed upon work is completed, the instructor must complete a "change of grade" form and submit it to the Office of the Registrar for processing. If no formal grade change is received within one calendar year, the incomplete grade will be changed to a failing grade.

### *IN-PROGRESS (IP)*

Faculty should assign an interim/temporary grade of in-progress (IP) when a student is unable to complete a course in the normal time period of a single semester due to extenuating circumstances within the scope of institutional responsibility (e.g., absence of faculty due to illness, death or discharge, class cancellations, etc.) The maximum time allowed for the completion of an in-progress course is one semester beyond the original course completion date for professional programs and one-year beyond the original course completion date for graduate programs; however, faculty are encouraged to assign a shorter completion deadline. After the agreed upon work is completed, the instructor must complete a "change of grade" form and submit it to the Office of the Registrar for processing. If a grade change form is not received within the prescribed timeframe, the incomplete will be changed to a failing grade.

### *NO CREDIT (NC)*

Historically, non-credit grade type used in instances when a course spans more than one semester, has multiple semester registrations, final grade is cumulative, but total credit value is awarded in final semester only. All semester registrations preceding final grade entry use the NC grade. Currently, the NC grade is used when no credit will be awarded for an approved clinical experience.

### *NO-GRADE (NG)*

The NG grade is used as a placeholder for when a final grade is not received.

### *TRANSFER CREDIT (T)*

Credit awarded by NEOMED for course work earned at another accredited university is recorded on the transcript with a "T" grade, which has no impact on the student's grade point average. The determination of course equivalencies or summative credit, and applicability toward NEOMED degree requirements differs among colleges/programs as identified below.

### *DUAL-DEGREE INSTITUTIONAL TRANSFER CREDIT*

Refer to Shared Credit Limit policy outlined later in this publication. Program specific limitations for shared institutional credit is incorporated under each program offering by college association, when applicable.

### **Professional Programs**

Students admitted to the College of Medicine or College of Pharmacy as a transfer (advanced standing) student will have their educational records from previously attended, accredited schools of medicine/pharmacy evaluated by the appropriate college Admissions Committee for professional competencies, appropriate placement in the NEOMED curriculum and applicability toward degree requirements at NEOMED. Transfer credit may only be applied to year one and two of the medicine curriculum and years one through three of the pharmacy curricula. Generally, summative transfer credit amounts and/or an advanced standing class level notation is posted to the transcript rather than individual course equivalencies.

For the medical degree, a minimum of two years of consecutive full-time study must be completed at NEOMED and must include the junior (M3) year. For the pharmacy degree, a minimum of one year must be completed at NEOMED and must include the senior (P4) year. Students interested in advanced standing/transfer admission should be especially aware of these requirements.

### **Graduate Programs**

If graduate credit earned at another accredited institution constitutes a logical part of the student's program, transfer of credit may be allowed when recommended by the student's advisor and program director, and when approved by the Dean of the College of Graduate Studies. Such transfer of credit cannot exceed six semester hours for programs requiring fewer than 40 semester credits. A maximum of 9 semester credits may be accepted in transfer for programs requiring 40 or more semester credits. No grade below B may be transferred. Credit awarded by NEOMED for course work earned at another accredited university is recorded on the transcript with a "T" grade, which has no impact on the student's grade point average. All requests for transfer credit, with accompanying official transcripts, must be submitted to the program director no later than a full semester prior to the student's expected graduation date. Additionally, transfer credit may not be utilized toward fulfillment of certificate program requirements.

### **GRADE ASSIGNMENT**

The assignment of a specific course or clerkship/rotation final grade is the responsibility of the course director, clerkship director, clinical curriculum director, experiential education director, preceptor or instructor in accordance with the guidelines of the respective College.

Typically, multiple assessments are given to provide students with frequent feedback on their academic performance. The criteria for final grade assignments vary by course. Course syllabi outline the plan for student assessment and include the weights assigned to each examination or curricular assignment as a component of the final grade.

Grades are assigned at the end of each course. The final grades are based on composite scores that incorporate the scores on examinations and any other assessments that may include both written and practical/laboratory parts. Attendance may also be considered in determining the grade. (See specific Attendance Requirements in each course syllabus.)

Written examinations are submitted by the course directors for a technical review to Academic Services. The examinations are coded and graded anonymously. Students can view, from a secure site, individual score reports on Banner Self-Service for all computer scored examinations. Course directors determine the final grades in their courses based on the final composite scores from all assessments.

Faculty reserve the right to determine a student's ability to continue in the academic program and provide a warning to students who are not making satisfactory progress.

## GRADE DISTRIBUTION

Final grades are posted in Banner Self-Service. Students can review examination scores, course summaries and evaluation forms on Banner Self Service. Grades will not be disclosed over the telephone or via email.

Evaluations and grades of student performance on clinical rotations may be the result of input from many individuals at the discretion of the course director. The grading process for clinical experiences, therefore, often takes thirty (30) days to complete.

## GRADE DISPUTE POLICY

### *COLLEGE OF GRADUATE STUDIES*

The College of Graduate Studies has established this Policy by which a graduate student can dispute a Final Grade. This policy applies only to module/course grades and does not apply to individual exams, which cannot be disputed once the Final Grade is posted.

Grade disputes should only be made when a student contends that a final module/course grade assigned by the course director is arbitrary or capricious. "Arbitrary or capricious" implies that:

- The student has been assigned a grade on the basis of something other than his/her performance in the course;
- The grade calculation process and/or criteria was not included in the syllabus, was not followed, or the grade was calculated in error; or
- Standards used in the determination of the student's grade are more exacting or demanding than those applied to other students in the course; or
- The final grade is based upon standards that are significant, unannounced and unreasonable departures from those articulated in the course description/syllabus distributed at the beginning of the course.

A grade dispute must be for legitimate disagreement and is not appropriate for use because a student disagrees with the faculty member's judgment about the quality of the student's work.

The College recognizes that at times students may believe that a grade has been unfairly assigned and wants to appeal the grade. Students who wish to appeal a grade received in a module or course must follow the steps outlined in the [Grade Dispute Policy](#). This policy applies only to module and course grades and does not apply to individual exams, which once the final grade is posted cannot be disputed.

If a student wishes to dispute a module or course grade, the student must first submit a [Grade Dispute Form](#) and required supporting documentation to program director within 10 working days of the grade assignment. The program directors have the right to judge the quality of academic work for their program courses as they see fit. If the program director disagrees with the student's case for changing the grade, the student may bring the grade dispute issue forward to the Vice Dean of the College of Graduate Studies or his/her designee. This information must be submitted to the Vice Dean of the College of Graduate Studies or his/her designee within 10 working days of the program director decision. The Vice Dean of the College of Graduate Studies or designee will evaluate the grade dispute within 10 days.

## COLLEGE OF MEDICINE

The University has established a Grade Dispute Policy by which medical students can dispute a final grade in accordance with the Liaison Committee on Medical Education (LCME). LCME requires that “a medical school ensures that the medical education program has a single standard for the advancement and graduation of medical students across all locations and a fair and formal process for taking any action that may affect the status of a medical student, including timely notice of the impending action, disclosure of the evidence on which the action would be based, an opportunity for the medical student to respond, and an opportunity to appeal any adverse decision related to advancement, graduation, or dismissal.” (*LCME Functions and Structure of a Medical School*, effective July 1, 2016, Standard 9.9).

The scope of this policy applies to all students enrolled in the College of Medicine and taking a course for credit and a grade is assigned, whether an exclusive College of Medicine course or an interprofessional/interdisciplinary course.

### Definitions

**Course Director:** The appointed faculty member who is responsible for the overall design, conduct, student assessment within and evaluation of a credit-bearing course.

**Credit-bearing Course:** A course offered by the College of Medicine in which a student is enrolled, the course appears on the student’s official transcript with either contact hours or credit-bearing acknowledgment, and a grade is assigned.

**Grade Assignment:** The assignment of a final grade for a specific course or clerkship/rotation is the responsibility of the faculty member who has been designated as the faculty course or rotation director in accordance with the guidelines of, and oversight by, the Curriculum Management and Assessment Committee (CMAC), as the guiding authority for the curriculum.

**Final Grade:** A final grade is the cumulative assessment of a student’s performance in a single course. The grade is assigned by the faculty course or rotation director at the end of the course offering. Final grades are posted to the student record/official transcript by academic year and term. A student’s course grade is considered to be a final grade when it is in Banner Self-Service.

**Grade Posting:** A student’s grade is considered to be posted when the Final Grade itself appears for the student to view in Banner Self-Service (hereafter referred to as “Banner”). For M3 and M4 electives, Grade Posting includes the letter grade as well as the Final Grade Report Form.

**Grade Dispute:** A grade dispute is a formal request made to a Course Director to change a final grade based on 1) arithmetic, procedural or clerical error, 2) arbitrariness and capriciousness, or 3) prejudice. Only Final Grades may be disputed.

**Grade Dispute Procedure:** Specific procedures exist in the NEOMED College of Medicine for students who wish to dispute a Final Grade based on a valid reason. More information on the grade dispute policy and procedure follows below.

**Grade Dispute Waiver:** A student may waive, in writing, his/her right to dispute a Final Grade in accordance with the formal Grade Dispute Policy process. In this instance, the student must indicate his/her acceptance of the final grade as originally posted by completing and submitting the Grade Dispute Waiver. The Grade Dispute Waiver, once submitted, represents a final and irrevocable student decision.

### Policy and Procedure

The assignment of a final grade to an educational experience is the responsibility of the faculty member who is designated as the Course Director. Course Directors are considered the primary authority with respect to a student’s proficiency and Final Grade in a course, and in accordance with the approval of the course by the Curriculum Management and Assessment Committee (CMAC). As such, Course Directors are expected to judge the quality of academic work for their courses, providing that any judgement follows standards published for the course, and is not done in error, arbitrarily or capriciously, or with prejudice.

A student may file a Grade Dispute only when a Final Grade assigned to the student by the Course Director is assigned in error, is arbitrary or capricious, or is done with prejudice.

“Error” implies that:

- a grade was miscalculated; or
- there was an error in scoring a standardized test.

"Arbitrary or capricious" and "with prejudice" implies that:

- The student has been assigned a final grade based on something other than his or her performance in the course and/or grading criteria specified in the approved course syllabus; or
- The student's grade was based on nonacademic criteria, which can include politics, race, religion, gender and/or national origin; or
- Standards used in the determination of the student's grade are not consistent with standards applied comparably to other students in the course; or
- The grade is based upon standards that are significant, unannounced and/or unreasonable departures from those documented and formally approved in the course description/syllabus distributed at the beginning of the course.

A grade dispute is not intended for use because a student disagrees with the Course Director's judgment about the quality of the student's work. Examples of legitimate grounds for disagreement could include, but are not limited to, the following:

- Students were not informed of the basis for grade calculation in the syllabus, on AIMS, or prior to the assignment of the Final Grade.
- The student's Final Grade was not calculated in accordance with the stated procedure in the syllabus, on AIMS, or as provided prior to an assignment.
- There was a significant and unwarranted deviation from grading procedures defined in the course syllabi set at the beginning of the course, or a Final Grade was assigned arbitrarily and capriciously, and contrary to that outlined in the syllabus.
- There is an error in the computation of the Final Grade that was not corrected.

**This procedure does not apply to individual examinations and/or components of an overall course. It applies only to final grades.**

A student may waive his/her right to dispute a final grade by completing and submitting a [Grade Dispute Waiver Form](#), thus accepting the final grade as it was originally posted. In the event a student's failure in a course triggers an invitation to the Phase 2 Committee on Academic and Professional Progress (CAPP), the student will be scheduled for the next meeting of CAPP. The Grade Dispute Waiver must be received no later than three days prior to the scheduled meeting of CAPP.

Every attempt will be made to adhere to the deadlines specified in the policy and procedures that follow but deadlines may be reasonably altered considering personal and professional circumstances of all parties involved in the processes.

Policy and procedures as applied to courses;

M1 and M2 Courses:

- If a student disagrees with the final grade that he/she is assigned by a course director, the student must first discuss the concern with the course director within five (5) working days of the grade being posted, as well as notify, in writing to [M1-M2GradeDispute@neomed.edu](mailto:M1-M2GradeDispute@neomed.edu) regarding the intent. Following the discussion between the student and course director, the course director must provide a written response to the student within five (5) working days of the meeting and copied to [M1-M2GradeDispute@neomed.edu](mailto:M1-M2GradeDispute@neomed.edu).
- If the course director agrees with the student, the course director must complete and submit a Change of Grade Form and indicate the new grade to be assigned and the rationale for the change.
- If the course director disagrees with the student's case for changing the final grade, the student may bring forward, in writing, his/her request to dispute the grade formally. The student must submit a [Course Grade Dispute Form](#), including all requested documentation, within five (5) working days of receipt of the negative response from the course director to [M1-M2GradeDispute@neomed.edu](mailto:M1-M2GradeDispute@neomed.edu), who will forward the dispute documents to the Associate Dean of Medical Education.
- An ad hoc Grade Dispute Committee composed of the Associate Dean of Medical Education and two additional course directors from M1/M2 will review the grade dispute. The student may be invited to discuss, or request to meet with, the Grade Dispute Committee as part of the process. A decision by the Committee will be made within ten (10) working days of receipt of the request, and a response will be sent to the student in writing. If the Committee supports the student's request for a change of

grade, the Associate Dean of Medical Education will submit a Grade Change Form. The decision of the Committee is the final, binding resolution.

- In the event that the Associate Dean of Medical Education is also the course director who assigned the original grade, an alternate Associate Dean in the College of Medicine will replace the Associate Dean of Medical Education on the Grade Dispute Committee.

#### M3 Courses:

- The procedures for disagreement with and dispute of a final grade for the Prerequisite to the Clinical Curriculum and Applications of Clinical Medicine and Human Values 5 courses are the same as the procedures specified for M1 and M2 courses described previously.
- Core Clerkships: If a student disagrees with his/her final grade for one of the required third-year clinical clerkships, the student must first discuss the matter with the clerkship Site Director assigning the grade within five (5) working days of posting of the Final Grade Report Form, as well as notify, in writing, [M3-M4GradeDispute@neomed.edu](mailto:M3-M4GradeDispute@neomed.edu) regarding the intent. Following the discussion between the student and the clerkship Site Director, the site director must provide a written response to the student within five (5) working days of the meeting and copy to [M3-M4GradeDispute@neomed.edu](mailto:M3-M4GradeDispute@neomed.edu).
- If the clerkship Site Director agrees with the student, the Site Director will work in conjunction with the M3 Clerkship Course Director who will submit a Change of Grade Form and indicate the new Final Grade to be assigned and the rationale for the change. The discussion also may result in an alteration of the Site Director's Summary Comments on the Final Grade Report Form, which will be coordinated by the clerkship Course Director.
- If the clerkship Site Director disagrees with the student's case for changing the final grade, the student may bring forward, in writing, his/her request to dispute the grade formally. The student must submit a [Course Grade Dispute Form](#), including all requested documentation, within five (5) working days of receipt of the negative response from the site director to [M3-M4GradeDispute@neomed.edu](mailto:M3-M4GradeDispute@neomed.edu) who will forward the dispute documents to the Associate Dean of Medical Education.
- An ad hoc Grade Dispute Committee composed of the Associate Dean of Medical Education, the clerkship Clinical Experiential Director of the discipline of the clerkship in which the grade is being disputed, and the third-year (M3) clerkship Course Director will review the grade dispute. The student may be invited to discuss, or request to meet with, the Grade Dispute Committee as part of the process. A decision by the Committee will be made within ten (10) working days of receipt of the request, and a response will be sent to the student in writing. If the Committee supports the student's request for a change of final grade, the clerkship Course Director will submit a Grade Change Form, indicating the new grade to be assigned and the rationale for the change, and revise the Final Grade Report Form accordingly. The discussion may also result in an alteration of the Site Director's Summary Comments on the Final Grade Report Form, which will be coordinated by the clerkship Course Director. The decision by the Committee is the final binding resolution.
- In the event that the clerkship Clinical Experiential Director is also the clerkship Site Director who assigned the original grade, an alternate clerkship Clinical Experiential Director will be appointed to the Committee.

#### M4 Courses:

- The procedures for disagreement with and dispute of a final grade for the Applications of Clinical Medicine, and Clinical Epilogue and Capstone courses are the same as the procedures specified for M1 and M2 courses.
- Core rotations and elective rotations (clinical rotations): If a student disagrees with his/her grade for a fourth-year (M4) clinical rotation, the student must first discuss the matter with the clinical rotation Site Director assigning the grade within five (5) working days of posting of the Final Grade Report Form, as well as notify, in writing, [M3-M4GradeDispute@neomed.edu](mailto:M3-M4GradeDispute@neomed.edu) regarding the intent. Following the discussion between the student and the clinical rotation Site Director, the Site Director must provide a written response to the student within five (5) working days of the meeting and copy [M3-M4GradeDispute@neomed.edu](mailto:M3-M4GradeDispute@neomed.edu)
- If the clinical rotation Site Director agrees with the student, the Site Director will work in conjunction with the electives Course Director who will complete and submit a Change of Grade Form, indicating the new grade to be assigned and the rationale for the change, and revise the Final Grade Report Form accordingly. The discussion also may result in an alteration of the clinical rotation Site

Director's Summary comments on the Final Grade Report Form, which will be coordinated by the electives Course Director.

- If the clinical rotation Site Director disagrees with the student's case for changing the final grade, the student may bring forward, in writing, his/her request to dispute the grade formally. The student must submit a [Course Grade Dispute Form](#), including all requested documentation, within five (5) working days of receipt of the negative response from the clinical rotation Site Director to [M3-M4GradeDispute@neomed.edu](mailto:M3-M4GradeDispute@neomed.edu) who will forward the dispute documents to the Associate Dean of Medical Education.
- An ad hoc Grade Dispute Committee composed of the Associate Dean of Medical Education, the clinical rotation Site Director, and the electives Course Director will review the dispute. The student may be invited to discuss, or request to meet with, the Grade Dispute Committee as part of the process. A decision by the Committee will be made within ten (10) working days of receipt of the request, and a response will be sent to the student in writing. If the Committee supports the student's request for a change of grade, the elective Course Director will submit a Change of Grade, indicating the new grade to be assigned and the rationale for the change, and revise the Final Grade Report Form Accordingly. The discussion also may result in an alteration of the Site Director's Summary Comments on the Final Grade Report Form, which will be coordinated by the electives Course Director. The decision by the Committee is the final binding resolution.
- In the event that the elective Site Director is also the M4 electives Course Director who assigned the original grade, an alternate elective Site Director will be appointed to the Committee.

#### Phase 2 CAPP Referral

- (a) In the event that a student receives a failing grade for a course and is referred to CAPP 2 during an active grade dispute period, the Associate Dean of Medical Education and the CAPP College of Medicine chair will determine if a student should be reviewed by CAPP during an active grade dispute period.
- (b) In the event a student's failure in a course triggers an invitation to CAPP 2 and to expedite CAPP 2 review, a student may waive his/her right to dispute a final grade by completing and submitting a [Grade Dispute Waiver Form](#), thus accepting the Final Grade as it was originally posted. In the event a student's failure in a course triggers an invitation to CAPP, the student will be scheduled for the next meeting of CAPP 2, in accordance with CAPP 2 guidelines. The Grade Dispute Waiver must be received no later than three (3) days prior to the scheduled meeting of CAPP.

## Timeline of Sequence and Timing of Events in a Grade Dispute

### M1 and M2 Courses and Applicable M3 and M4 Courses

Time	Running Time	Timeline
0	0	Final grade posted in Banner
Within 5 working days	5 working days	Student meets with Course Director regarding intent to dispute grade
Within 5 working days	10 working days	Course Director responds to student
Within 5 working days	15 working days	Student submits formal paperwork to dispute grade
Within 10 working days	25 working days	Ad hoc Grade Dispute Committee renders a final binding decision

#### M3 Clerkships

Time	Running Time	Timeline
0	0	Final grade posted in Banner
Within 5 working days	5 working days	Student meets with clerkship Site Director regarding intent to dispute grade
Within 5 working days	10 working days	Clerkship Site Director responds to student
Within 5 working days	15 working days	Student submits formal paperwork to dispute grade
Within 10 working days	25 working days	Ad hoc Grade Dispute renders a final and binding decision

#### M4 Electives

Time	Running Time	Timeline
0	0	Final grade posted in Banner
Within 5 working days	5 working days	Student meets with elective Site Director regarding intent to dispute grade
Within 5 working days	10 working days	Elective Site Director responds to student
Within 5 working days	15 working days	Student submits formal paperwork to dispute grade
<b>Within 10 working days</b>	<b>25 working days</b>	<b>Ad hoc Grade Dispute renders a final and binding decision</b>

### COLLEGE OF PHARMACY

The assignment of a final course grade is the responsibility of the course director or advanced pharmacy practice experience (APPE) preceptor in accordance with the guidelines approved by the College of Pharmacy Curriculum Committee. For APPEs, the experiential director reviews the grade submissions from the preceptors to assure consistency. During academic year 2019-20, introductory pharmacy practice experience (IPPE) grades are a component of the Pharmacist Patient Care Experience (PPCE) 8 and 9 course grade, therefore the final course grade is assigned by the PPCE course director. (Beginning in 2019-20, IPPEs will be a part of the Experiential Education course for P1s and P2s and the experiential director will also be the course director.)

Grade disputes should only be made when a student contends that a final course grade assigned by the course director or APPE faculty preceptor is arbitrary or capricious. "Arbitrary or capricious" implies that:

- The student has been assigned a grade on the basis of something other than his/her performance in the course;
- The grade calculation process and/or criteria was not included in the syllabus, was not followed, or was calculated in error; or



- Standards used in the determination of the student's grade are more exacting or demanding than those applied to other students in the course; or
- The final grade is based upon standards that are significant, unannounced and unreasonable departures from those articulated in the course description/ syllabus distributed at the beginning of the course.

A grade dispute must be for legitimate disagreement and is not appropriate for use simply because a student disagrees with the faculty member's judgment about the quality of the student's work.

Examples of legitimate disagreement could include, but are not limited to, the following:

- Students are not informed of the basis for grade calculation in the syllabus, on AIMS or prior to the assignment.
- The student's final grade was not calculated in accordance with the stated policy in the syllabus, on AIMS or as provided prior to an assignment.
- There is significant and unwarranted deviation from grading procedures and course syllabi set at the beginning of the course, or a final grade was assigned arbitrarily and capriciously based on whim or impulse.
- There is an error in the computation of the final grade that was not corrected.

**This policy applies only to final course grades and does not apply to individual exams, which once the final grade is posted cannot be disputed.**

If a student disputes his or her final course grade, the student must submit a completed [Grade Dispute Form](#) and required attachments to the course director within 10 working days of grade assignment. If a student disputes his or her final APPE grade, the student must submit a completed [Grade Dispute Form](#) to the preceptor assigning the grade and the experiential director within 10 working days of grade assignment. The preceptor and experiential director will make a joint decision about the grade dispute.

- If the student's request for a change of grade is supported, the course or experiential director must submit Grade Change Form to the Office of the Registrar. The decision of the course or preceptor and experiential director is the final, binding resolution.
- If the student's request for a change of grade is not supported, the student may bring the grade dispute issue forward to the Senior Associate Dean of Education or his/her designee. The Grade Dispute Form and required attachments must be submitted to the Senior Associate Dean of Education or his/her designee within 10 working days of the course or preceptor and experiential director's decision. The Senior Associate Dean of Education, or designee, will evaluate the grade dispute within 10 days.

In the event that the course or experiential director was the person assigning the grade that is the subject of dispute, the Senior Associate Dean of Education or designee will evaluate the dispute from the student regarding the assignment of the grade within 10 working days of receiving the dispute. In this case, the decision of the Senior Associate Dean of Education or designee is the final, binding resolution.

## GUEST/NON-DEGREE STUDENTS

### Professional Programs

The College of Pharmacy will consider guest/non-degree student participation in courses on a case-by-case basis; inquiries should be directed to the College Dean. Currently, the College of Medicine does not allow guest/non-degree students to participate in their courses due to the nature of their curriculum and course content.

### Graduate Programs

The NEOMED College of Graduate Studies permits Guest/non-NEOMED degree seeking individuals to take graduate-level coursework on a limited basis. This allows the opportunity for those who already hold a baccalaureate (or higher) degree to enroll in coursework for professional or personal development without completing the full admission process required for degree-seeking students.

Guest/Non-NEOMED degree seeking students who are not active graduate students from one of our consortium partners for cross-registration purposes (Cleveland State University, Kent State University, Ohio University, University of Akron or Youngstown State University) must complete a Non-Degree/Guest Student application and be approved for participation in courses. These individuals will be issued accounts and access to support their course enrollments but are not otherwise eligible for NEOMED student benefits. Applications may be secured by contacting the Office of the Registrar at [registrar@neomed.edu](mailto:registrar@neomed.edu).

Guest/Non-NEOMED degree seeking students (excluding those eligible for cross-registration) will be charged the current College of Graduate Studies per-credit-hour rate. A maximum of 12 credit hours may be taken in a non-degree seeking status; note that further limitations may be placed on coursework typically associated with certificate programs. Applicability of coursework taken in a non-degree status toward a later degree or certificate will vary by program, should a student choose to apply for degree or certificate-seeking status.

## INTERRUPTIONS OF EDUCATION

All enrollment actions are handled on a case-by-case basis, and each student is reviewed individually based on the student's circumstances. The University retains the authority to make decisions regarding enrollment/withdrawal on this basis. A curriculum interruption is a temporary absence from school for extenuating personal, medical or mandated reasons. All curricular interruptions must be reviewed and approved by the Dean of the respective college, the Senior Executive Director of Academic Affairs and Student Services, and/or the Committee on Academic and Professional Progress.

Academic Suspension is removal from the academic program by CAPP or appropriate dean. All rights of due process will be afforded the student. An academic suspension is permanently recorded as part of the student's file and transcript. Refer to the CAPP Standards for information regarding academic suspension.

Conduct suspension is removal from the academic program by the Student Conduct Officer or CAPP for violations of criminal or behavioral conduct. All rights of due process will be afforded the student. Refer to the Student Conduct policies for information regarding Conduct Suspensions.

All students who have been dismissed by CAPP are considered enrolled up to the date of the dismissal decision. If the student appeals this decision, they can continue in the curriculum until the appeal has been vetted by the CAPP Executive Review Committee and a final decision is determined. If a dismissal decision is upheld, the student is responsible for all tuition and fees subject to NEOMED's refund policies. If the dismissal decision is overturned in the final CAPP Phase 2 meeting, the student will be permitted to continue in the curriculum, is enrolled full-time and must pay all tuition and fees incurred.

A dismissed College of Medicine student will have the opportunity to withdraw from the University, (unless the CAPP decision does not allow the option to withdraw) and must submit a letter of withdrawal within four working days of the date of the dismissal letter (this includes the date on the letter) to the Office of the Registrar. Accordingly, the student's official status indicated on the academic transcript would be denoted as a withdrawal. If a student appeals a dismissal decision and the CAPP Executive Review Committee denies an appeal, the opportunity to withdraw is revoked.

A dismissed College of Pharmacy student will not have the opportunity to withdraw from the University. The dismissal will be noted on the student transcript as such. A dismissed student is required to follow the steps as instructed by the Office of the Registrar at the time of withdrawal.

Refer to the Student Conduct Policy and the Employees and Students Arrested for Offenses of Violence Policy for information regarding conduct-related dismissals.

### *LEAVE OF ABSENCE*

A student may request a leave of absence (LOA) for enrichment, medical, or personal hardship reasons. In certain circumstances, CAPP may also mandate a student leave the curriculum for a specified period of time because of academic or professionalism issues. A leave of absence for enrichment, medical or personal hardship is granted at the discretion of the University and is decided by the Chair of the CAPP committee of the college in which the student is enrolled in consultation with the Senior Executive Director of Academic

Affairs and Student Services. Any student considering a leave of absence should meet with the Senior Executive Director of Academic Affairs and Student Services to discuss reasons, objectives, activities, timing, conditions of the leave, and the estimated return to the curriculum. Once a leave request is reviewed, the student will receive a written notification of the decision via electronic mail within five (5) working days of the request, and when applicable, the Office of the Registrar will prepare a “change of student status” report.

### Leave of Absence Categories

- **Enrichment – Enrichment Leaves of Absence** are requested by the student to request time away from the curriculum between academic years to pursue structured professional growth opportunities or another academic program at NEOMED (e.g., field outside of current program, research). The deadline for Enrichment Leaves of Absence is February 1st of the year before the enrichment leave is to occur.
  - *Process to Request:* Students requesting an enrichment leave of absence should meet with the Senior Executive Director of Academic Affairs and Student Services and submit an [Enrichment Leave of Absence Petition Form](#) and supporting documentation outlining the structured activities, timeline and rationale for how the experience(s) will improve the student’s professional portfolio. The petition and supporting documentation will be reviewed by Senior Executive Director of Academic Affairs and Student Services in consultation with the CAPP Chair of the student’s college for determination.
  - *Documentation:* Documentation should include either the completed application or the written acceptance into the requested enrichment experience, a timeline delineating the experience, scheduled dates for graduation requirements (such as Step 2), and outcomes of the enrichment (presentations, journal articles, etc).
  - *Deadline to Request:* Petitions must be submitted by February 1. Enrichment leaves can only start at the beginning of the academic year and are granted in increments of one year unless otherwise approved by CAPP. Leaves beyond one year require re-petitioning by February 1.
- **Medical – Medical Leaves of Absence** are requested by a student who experiences a health condition or a condition that impacts a student’s ability to participate in the curriculum. The condition may be anticipated or unanticipated but will require a leave from the curriculum.
  - *Process to Request:* Students with a medical condition or experiencing a medical emergency may request an immediate medical leave of absence by completing the [Medical/Personal Hardship Leave of Absence Form](#), meeting with the Senior Executive Director of Academic Affairs and Student Services and providing documentation regarding the hardship from a treating health care provider. Typically, these requests are for students requesting a leave in excess of two weeks (one week for College of Medicine clinical years). The petition and any supporting documentation (e.g., letter from healthcare professional, excluding a family member), along with student’s entire academic file, will be reviewed by the Senior Executive Director of Academic Affairs and Student Services in consultation with the CAPP Chair of that student’s college for determination.
  - *Documentation:* Documentation must be provided by a treating health care professional delineating the nature of the medical issue, the expected duration of the leave, and the impact on the student’s ability to perform within the curriculum. The student must identify the point at which he/she anticipates returning to the curriculum. Students whose approved return date is different from their requested return date may request to present a petition for progression review to the full CAPP committee for consideration.
  - *Deadline to Request:* Medical leave of absence petitions are submitted as the health condition arises.
  - *Curricular Impact:* Students considered for a medical leave will be expected to complete all curricular requirements upon their approved return to the program. In cases where the curriculum is sequential, a decision may be made which requires the student to return to the curriculum at the beginning of the academic year or term,

depending on the program. Courses may not be waived if they are considered requirements for successful progression and degree completion.

- **Personal Hardship – A Personal Hardship Leave of Absence** can be requested by students who experience an unexpected crisis (including a crisis of a family member) that impacts that student's ability to participate in the curriculum.
  - *Process to Request:* Students requesting an immediate personal hardship leave due to extenuating and unexpected crisis should consult with the Senior Executive Director of Academic Affairs and Student Services and follow the same process as outlined above for medical leaves of absence including completing the [Medical/Personal Hardship Leave of Absence Form](#) and providing documentation regarding the hardship.
  - *Deadline to Request:* Petitions are submitted as hardship arises. If a student requests an exception to the decided curricular return point, the student may present a petition for progression exception to the full CAPP Committee for consideration.
  - *Curricular Impact:* Students considered for a personal hardship leave will be expected to complete all curricular requirements upon their approved return to the program. In cases where the curriculum is sequential, a decision may be made which requires the student to return to the curriculum at the beginning of the academic year or term, depending on the program. Courses may not be waived if they are considered requirements for successful progression and degree completion.
- **CAPP Mandated** – If a student has been invited to appear before CAPP for academic or professionalism reasons, CAPP may mandate the temporary removal of a student from the curriculum and place the student on a CAPP-mandated leave of absence. CAPP will determine the effective dates of the leave. Typically, CAPP-mandated leaves require the student to return to the curriculum at the beginning of an academic year. Students returning from a CAPP-mandated leave are asked to complete the Petition to Return Form by the date stated within the CAPP decision letter.
- **College Mandated** – If a student poses a serious risk to self or others and the student's presence on campus disrupts the ability of the institution to implement its programs and services, the college dean or designee, in consultation with the Behavioral Intervention Team, may impose an interim College Mandated Leave of Absence until such time as the student's safety can be verified, usually via a treating health care provider. Upon the return of the student to the curriculum, CAPP will decide the reentry point in consultation with the college.

Outcomes of a Leave of Absence Request decision include:

- **Granting of a Leave:** The granting of a leave of absence will be subject to conditions, including, but not limited to, timing and duration (leaves are granted for a specific period of time). Granting of a leave will result in an outline of activities that may be educational, professional or health-related that must be completed while the student is on leave.
- **Denial of the Leave**

**Requesting to Return to the Curriculum:** If a leave is granted, the student must petition to return to the curriculum by February 1 of the next academic year unless otherwise noted in the Leave of Absence approval letter. Students must have satisfied the terms and conditions outlined for return and must provide evidence of having met any terms and conditions for the leave of absence that were specified at the time of the LOA approval, including but not limited to documentation from a treating health care provider attesting to the student's ability to return to the rigors of the curriculum, etc). All petitions requesting to return will be reviewed by the Senior Executive Director of Academic Affairs and Student Services in consultation with the CAPP Chair and may require meeting in person with the Senior Executive Director and CAPP Chair upon request.

**Leave of Absence Checklist:** Students who are granted a leave of absence should follow instructions of the LOA checklist provided with the LOA approval letter and must also:

- Provide an updated local and/or permanent address to the Office of the Registrar by updating Banner Self-Service
- Pay any outstanding financial obligations
- Undergo a financial aid exit interview with a financial aid officer
- Confirm that any outstanding balances on the student account have been paid in full

Should a student fail to request a return or extension by the required deadline, he or she is contacted to discuss the student's intent to return. If the failure to submit a request was an unintentional oversight, the student is given another opportunity to submit the petition to return or to extend the leave period. If the student does not respond to multiple efforts at contact by telephone, regular mail, or electronic mail, a final notification is sent to the last mailing address provided by the student, indicating that the CAPP committee will make a final determination of the student's academic standing (which may include dismissal) at its next meeting.

**Leave of Absence and impact on insurance coverage:**

Review the terms and conditions of the student health insurance plan with a university official to determine if it applies during the period for which leave is granted.

Medical Insurance: Students on a leave of absence who have purchased medical insurance through NEOMED will remain covered under medical insurance until the end of that policy period if paid in full prior to the leave and if the leave started 31 days after the start of the term. A LOA that begins within the first 31 days will be fully refunded and no coverage allowed. Continued insurance enrollment after this paid period is not permitted for students on a leave, and students are not eligible to re-enroll in the University's medical insurance coverage until they return to the curriculum.

Ancillary insurance (dental and vision): Ancillary insurance is terminated upon the first day of a leave of absence and coverage can only be purchased upon return to the curriculum.

Life & Disability Insurance: Students on a leave of absence remain covered by Life and Disability insurance until the end of the policy period if paid in full prior to the leave. Coverage during a leave of absence is limited to a maximum of 365 days.

Malpractice Insurance: NEOMED students on an active leave of absence are not eligible for malpractice insurance through NEOMED during the tenure of the leave. If a student intends to participate in any clinical experiences during the leave, independent malpractice insurance should be purchased for that period of coverage.

## COLLEGE OF GRADUATE STUDIES

This policy outlines the practices for obtaining Leave of Absence from a COGS program for a defined amount of time. Due to the variable nature of graduate studies, the needs of a professional student, and the variety of different student populations that make up the College of Graduate Studies, Leaves of Absence may not be required if the student is adhering to the enrollment policy and staying within the specified program length of study requirements. Students should discuss their options with their advisor before requesting a Leave of Absence.

Students may request a Leave of Absence for academic, medical, enrichment, or personal reasons. Leaves of Absences may also be mandated by COGS Committee on Academic and Professional Progress (CAPP). Students requesting a Leave of Absence should meet with the Program Director, the Senior Executive Director of Academic Affairs and Student Services and their advisor to discuss the reasons, objectives, activities, and conditions of the Leave and anticipated return to the program. Students should also discuss the financial implications of taking a Leave of Absence with the University Registrar in the office of Academic Affairs. Taking a Leave of Absence or withdrawing from a course beyond a certain point does not eliminate the financial obligation of the student.

Students wishing to take a Leave of Absence from a program who also have a position paying a stipend should discuss the impacts of the leave of absence on the stipend with the Program Director.

A [Leave of Absence Request](#) is required and is available online.

Leaves of Absence are granted at the discretion of the University and decided upon by the Dean of the College of Graduate Studies, in collaboration with the Program Director.

To be eligible for a Leave of Absence, a student must be enrolled in a graduate degree program, in good academic standing and making satisfactory progress toward the degree. Leaves of Absence will not be granted to students who are not in good academic standing.

The overall length of the program is not extended should a Leave of Absence be approved. Students are expected to meet the Academic Program Length Restrictions specified by the College of Graduate Studies, inclusive of any Leave of Absence from the program.

Students on a Leave of Absence that are not enrolled in another University program are not considered active students and therefore forfeit access to University amenities including but not limited to: pre-registration, academic resources, research resources, and the Sequoia Wellness Center. Students will have privileges returned once they have re-enrolled in their graduate programs.

A student wishing to return from an approved Leave of Absence will need to [petition to return](#) to the program. Petitions should be routed through the Program Director to the CAPP. If a student does not petition to return to the program within the agreed time frame of the leave, the student will be considered to have withdrawn from the program and will need to re-apply to the COGS.

## LONGITUDINAL CLINICAL SKILLS ASSESSMENT FOR MEDICINE AND PHARMACY

The Colleges of Medicine and Pharmacy are unique among schools in their commitment to the structured and integrated longitudinal assessment of students' development of clinical skills and interprofessional competencies. As part of their required curricula, students must complete clinical skills assessments (CSAs), pharmacy skills assessments (PSAs), and team training through simulation methodology advanced by The Wasson Center for Clinical Skills, Training, Assessment, Scholarship and Interprofessional Education Services.

### *College of Medicine Students*

Medical students will complete the Clinical Skills Assessment I (CSA I) at the end of the M1 year and the Clinical Skills Assessment II (CSA II) at the end of the M2 year. These assessments are housed in the Foundations of Clinical Medicine (FCM) and Principles of Clinical Medicine (PCM) courses respectively. Clinical Skills Assessment III (CSA III) is housed in the Applications of Clinical Medicine (ACM) course and consists of three formative assessments throughout the year, culminating in a summative assessment at the conclusion of the academic year. All of the CSAs are considered part of the formal curriculum.

### *College of Pharmacy Students*

Pharmacy students will complete a progressive skills assessment at least annually throughout the curriculum. During each assessment, students are expected to perform the following when presented with a patient case: a) collect relevant information from a patient; b) perform basic physical assessment; c) develop a pharmacy care plan; d) present the plan to a preceptor using the SBAR method; and e) counsel the patient about the pharmacy care plan. There will be increasing complexity in the skills assessments, requiring students to build on knowledge gained throughout the curriculum and previous skills utilized.

## OHIO RESIDENCY POLICY

The University Registrar may classify a student as an Ohio resident or non-resident at the time of registration for each semester. A student may submit a request for a [Request for Resident Classification for Tuition Purposes](#) to the Office of the Registrar. The University Registrar will determine if the student has been

classified correctly. In general, a student must demonstrate that he/she meets all of the following criteria to establish Ohio residency for tuition purposes:

The student lived in Ohio for a full, 12 consecutive months immediately preceding the semester for which he/she is applying for residency. The expectation is that the student was not absent from the state any longer than Winter Break, Spring Break and three weeks during the summer.

The student should demonstrate his/her intent to become an Ohio resident by transferring any items of registration to Ohio, such as a driver's license, automobile registration, and voter registration at the beginning of the 12-month period immediately preceding the semester for which reclassification is desired.

The student must demonstrate that during the 12-month period while establishing residency, he/she has had enough income to meet all expenses without the need of money from outside the State of Ohio. Documentation of income sources used during the 12-month period is required.

Because requests for residency must be approved prior to the first day of classes of the semester the student desires reclassification, application materials and all appropriate documentation must be submitted by the published deadlines for each semester.

Students are expected to make full payment (including nonresident fees) by their appropriate payment due date. Payment deadlines cannot be waived or extended while a student's residency is being reviewed. Retroactive residency determinations cannot be made for tuition surcharge purposes.

Applications to request a change in resident status for tuition purposes must be submitted prior to the beginning of the term reclassification is desired.

Fall: Apply by August 1

Spring: Apply by December 1

Summer: Apply by May 1

**No applications will be accepted after the deadlines listed above.**

Review of applications by the Office of the Registrar may take several months from the time of submission and is dependent on the total number of applications received, the extent of additional information requested and/or subsequent dialog with the student.

If the student disagrees with the classification assigned by the University Registrar after evaluation of the Request for Resident Classification for Tuition Purposes, he/she may appeal the decision by submitting a letter of appeal to the University Registrar.

The University Registrar may transmit this letter to the Residency Appeals Panel that will conduct a hearing on the merits of the previously submitted Request for Resident Classification for Tuition Purposes form. The Residency Appeals Panel is comprised of the Director of Admissions, Assistant Registrar, and Associate Director of Financial Aid. The student may request in this letter to appear personally before the Panel. The decision of the Panel is final.

A student has the burden of persuasion by clear and convincing proof that she/he qualifies as a bona fide resident. The Residency Appeals Panel may require the student to submit evidence in support of the statements made on his/her Request for Resident Classification for Tuition Purposes. The panel will not be bound by the usual common law or statutory rules of evidence or by any technical or formal rules of procedure. The panel may admit any relevant evidence in support of the student's claim or in opposition to it, and may exclude evidence that is irrelevant, cumulative, or is lacking in substantial probative effect. The Residency Appeals Panel may make rules of procedure consistent with this regulation.

A student who knowingly submits a false claim or knowingly gives false evidence in support of a claim commits an offense against the Colleges and may be subject to disciplinary procedures.

## PARTICIPATION IN LEARNING AND PATIENT CARE ACTIVITIES – STUDENT RESPONSIBILITIES

Under certain circumstances, students have the right to request exemption from participating in certain educational and/or patient care activities for religious/ethical reasons while continuing to meet their academic requirements. This exclusion from participation does not excuse the student from responsibility for understanding the basic science, clinical methods, the rationale for or the counseling related to these procedures.

All patients, without regard to diagnosis, disability, race, color, religion and creed, gender or gender orientation are entitled to comprehensive and individualized quality care. A student may not refuse to participate in the care or treatment of a patient based solely on the patient's diagnosis (e.g., HIV/AIDS or other sexually transmitted diseases, tuberculosis or other contagious diseases) or behavior. Such a refusal may constitute a violation of the "Expectations for Student Conduct and Professional Commitment." Such violation may result in adverse academic action including dismissal. An exception may be made when a student has been directed, in writing, by a personal physician to avoid patients with certain diagnoses.

The University will allow students to decline participation in certain aspects of patient care that conflict with their ethical or religious beliefs if the following conditions are met.

1. The student must initiate a request for permission to decline participation in certain aspects of clinical skills training. The student must state the reason for the request, the activities and date(s) missed, and the remediation plan. The student must complete a separate absence request for each course that will be missed.
2. The absence notification forms are available [online](#).
3. This documentation is maintained in the student's educational record.
4. If the student is in an unexpected situation and is thus unable to request to permission to decline participation prior, the student can opt out of the experience and is required to discuss the circumstances, situation and the student's rationale with the course/clerkship director/preceptor immediately following. This should be documented using an Absence Notification Form. This documentation is maintained in the student's educational record.

## PROGRAM LENGTH RESTRICTIONS

### ***Professional Programs***

Students are expected to complete their professional school education in four years from the time of initial matriculation. Enrollment in a single professional school, including approved leaves of absence, may not exceed six (6) academic years from initial matriculation to remain in good standing with the Colleges of Medicine and Pharmacy. Students who exceed the allowable length of study limits are referred to CAPP. Professional degree students who also enroll in the College of Graduate Studies Ph.D. program may not exceed eight (8) years from the initial date of enrollment to complete all program requirements unless receiving prior approval from both the Dean of the College of Graduate Studies and the Dean of their professional college.

### ***Graduate Programs***

Program lengths vary in the College of Graduate Studies. Students enrolled in master's programs should complete the program within six (6) years. Students enrolled in Ph.D. programs should complete the program in five (5) years, and professional degree students who enroll in a NEOMED Ph.D. program must complete their programs within eight (8) years from their initial date of enrollment, unless receiving prior approval from both the Dean of the College of Graduate Studies and the Dean of their respective professional degree program.



## REMEDICATION AND REPEATING COURSEWORK

Students who achieve less-than-passing grades are required to perform remediation to assure that their level of mastery of the skills or knowledge covered by a given course meets a standard set by the director. Permission to remediate a less-than-passing grade is granted by the course director. Professionalism, behavioral conduct or aggregate performance concerns may result in CAPP referral rather than remediation. Remediation is designed by the course director and approved by the appropriate college curriculum committee.

Students will be allowed only one attempt to remediate a less-than-passing performance for any course, unless granted an exception by the Committee on Academic and Professional Progress (CAPP). The highest grade that can be earned via remediation is passing. If the remediation is successful, a passing grade is placed next to the failing grade on the transcript.

### COURSE REMEDIATION (PROFESSIONAL PROGRAMS ONLY)

Students in professional degree programs who achieve less-than-passing grades are required to perform remediation to assure that their level of mastery of the skills or knowledge covered by a given course meets a standard set by the course director. Students are allowed only one attempt to remediate a less-than-passing performance for any course, unless granted an exception by CAPP. Remediation occurs within the same academic year the original grade was assigned. The timing and requirements of remediation are established by the course director and Office of Academic Services and documented on a remediation contract. The remediation contract is submitted to the Office of the Registrar for inclusion in the student's record.

The highest grade that can be earned via remediation is passing. If the remediation is successful, a passing grade is placed next to the failing grade on the transcript (e.g., F/P or F/S).

Students with aggregate academic performance concerns may be referred to the Committee on Academic and Professional Progress (CAPP) for review before determinations about eligibility to remediate an individual course can be made.

## COLLEGE OF PHARMACY - REMEDIATION INFORMATION

### *Philosophy*

All students who are admitted to the College of Pharmacy are expected to bring the ability to succeed in the professional pharmacy curriculum. The expectation of the faculty is to teach students in such a manner that all students will learn, comprehend the material and achieve success in a multitude of assessments designed to demonstrate professional competency.

### *Background*

Courses taught in the professional curriculum are expected to establish high levels of achievement in learning knowledge and practicing skills. The faculty in the College of Pharmacy is charged with providing a high-quality education that prepares highly skilled pharmacists who play an essential role in a team-oriented approach to patient care and medication management services. Despite the best efforts of the faculty to create well-taught courses, student learning objectives and well-rounded assessments, some students will fail to achieve competency due to a variety of reasons and circumstances. These students will be identified due to failing marks in either individual assessments or final course grade.

As independent, adult learners, students are responsible for their success and their failure. In the event of course failure, a formal remediation process may be established. Students are required to meet with the course director to review and evaluate their performance in order to develop an individualized remediation plan. Remediation plans must be designed to afford the best opportunity for student learning and should not be based on convenience and personal schedules.

### *Decision to Remediate*

Remediation is a privilege and students are not guaranteed the opportunity to remediate. Student professionalism - for example, attendance in the classroom throughout the course, or lack thereof - may be factored into the decision to offer remediation. If a student fails a course, the course director and the

curricular dean will review student performance throughout the entire course to determine if the student needs to repeat the entire course, or alternatively, if the student can successfully rise to the level of expected competence through an intensive, directed review of course material (i.e., remediation). Standards set forth by CAPP will supersede the course director's intention to allow the student to remediate (i.e., a student who rises to the level of meeting with CAPP must first meet with this committee before being allowed to remediate).

#### *Guidelines for Remediation*

In the event a course is not successfully completed, the respective course director will determine the process to remediate their course. A minimum level of competence will be established.

#### *Guidelines for Passing Remediation*

A student who undertakes remediation will be expected to achieve the same high level of expectation as established in the primary course. A student may achieve no greater than a passing grade in any remediation process independent of how well they do on the remediation examination. Lastly, a student must complete all P3 course work successfully prior to beginning P4 Advanced Pharmacy Practice Experiences.

#### *Failure to Pass a Pharmacist Patient Care Experiences (PPCE) Course*

A student who fails to successfully complete a PPCE course will not receive a passing grade for the course until the remediation of the course is complete. Due to the nature of the skills-based activities in the PPCE sequence, each student's remediation plan will be individualized. Remediation may occur 1) during the first break period following the failed course; 2) during the following block (s); 3) during summer break; or 4) according to a timeline stipulated in the remediation contract.

### **REPEAT YEAR, SEMESTER, COURSE, CLERKSHIP OR ELECTIVE (PROFESSIONAL PROGRAMS)**

All professional degree students who are repeating any curricular year or semester are considered full-time students. They are required to be enrolled in and participate in all courses for that curricular year or semester and adhere to all the requirements of the course(s) unless granted an official, documented exception through the Committee on Academic and Professional Progress. In instances where an exception is granted, the percentage of contact/credit hours enrolled in comparison to their peer group for that same year/semester will determine their enrollment status for financial aid eligibility. All professional degree students who are repeating a clerkship or elective rotation are considered full-time students during the duration of that experience.

The enrollment status for all other students engaged in repeating course work is dependent on the number of credit hours enrolled by semester. Any student who repeats a course(s) will have grades for both the original and repeated courses appear on their academic transcript with repeat courses being noted as such.

### **REPEAT COURSE (GRADUATE PROGRAMS ONLY)**

Students receiving a grade of less than "C" in a core course must repeat the course and receive at least a "B". Core courses may only be repeated once. Grades for both the original and repeated courses will appear on the transcript with repeat courses being noted as such. Both the original and repeated grades are utilized in the calculation of the GPA. See College of Graduate Studies Good Standing policy for academic good standing requirements.

## **RESIDENT STUDY REQUIREMENTS – COLLEGE OF MEDICINE**

For the medical degree, a minimum of at least two years of consecutive full-time study must be completed at Northeast Ohio Medical University and must include the junior (M3) year. Students admitted to the program by clinical advanced standing admissions, for example, particularly those admitted into the junior medical year, should be especially aware of this requirement. Transfer during the senior year cannot be permitted for clinical advanced standing students.

## SEMESTER CREDIT DEFINITION

NEOMED awards semester credit based on an amount of work that reasonably approximates to no less than 750 minutes (12.5 clock hours) of formalized instruction plus 1,500 minutes (25 clock hours) of out-of-class assignments for each semester credit awarded. One instructional contact/academic hour equals 50 clock minutes.

NEOMED recognizes that formalized instruction may take place in a variety of delivery methods and variable lengths of time within the semester calendar definition. As such, NEOMED utilizes the following semester credit calculations based on delivery method and the expectation that the minimum amount of formalized instruction, independent learning, and intended outcomes are being accomplished:

### *Lecture, Seminar and Small Group Discussions*

15 contact/academic hours (12.5 clock hours) of formalized instruction (anticipates an additional 25 clock hours of student out-of-class independent learning) = 1 semester credit.

### *Laboratory*

30 contact/academic hours (25 clock hours) of formalized instruction (anticipates an additional 12.5 clock hours of student out-of-class independent learning) = 1 semester credit.

### *Directed Study, Non-Clinical Independent Study, Field Experience and Non-Clinical Research*

45 contact/academic hours (37.5 clock hours) of formalized instruction and/or student out-of-classroom independent learning in any combination = 1 semester credit.

### *Advance Pharmacy Practice Experience, Clerkship, Practicum, Clinical Independent Study or Research, and Rotations*

1 week or 40-45 clock hours of formalized instruction and/or student out-of-classroom independent learning in any combination = 1 semester credit.

## SHARED CREDIT LIMITS (GRADUATE COLLEGE)

A minimum of 60% of required credit hours must be unique to each degree and cannot be used for dual credit. Departments and programs may impose more stringent shared credit limits but may not exceed the University limit.

## UNIVERSITY AND/OR COLLEGE WITHDRAWAL

When voluntarily withdrawing from the University and/or a College, the student must submit a letter requesting to withdraw to the University Registrar and is considered withdrawn as of the date the request is received. Students withdrawing from NEOMED are required to follow the steps/checklist as outlined on the Withdrawal Acknowledgement letter received from the Office of the Registrar.

A withdrawal is distinctly different from a Leave of Absence as it suggests the student has no intention to return to the University. Tuition refunds are made to any student officially withdrawing from all classes, in conformity with the University Refund Policy.

A student who withdraws and who later seeks re-entry must reapply via standard admission procedures through Enrollment Services. Re-admission is not guaranteed, and information from the student file in the Office of the Registrar may be considered in the admissions process; individual colleges or programs may prohibit re-admission.

Students may not withdraw from the University to avoid dismissal or suspension once their academic performance and/or behaviors warrants such action by the Committee on Academic and Professional Progress (CAPP) or similar body, unless explicitly allowed by their respective college.

# STUDENT POLICIES AND CONDUCT

Northeast Ohio Medical University (NEOMED) students are expected to read, understand, sign and abide by the *Expectations of Student Conduct and Professional Commitment (Student Honor Code)* while enrolled and involved in NEOMED, its partner institutions and hospitals, and NEOMED-sponsored activities. Failure to do so may result in referral and review by either the Committee on Academic and Professional Progress (CAPP) or Student Conduct procedures. Student conduct or professional behavior concerns should be reported by faculty, staff or students using the "Professional Concern Notes" available through the Office of Student Services and online.

## ALCOHOL AND SUBSTANCE ABUSE

NEOMED condemns the abuse of alcoholic beverages. All members of the NEOMED community are responsible for making decisions about their actions within the context of Ohio law, the University regulations and the highest standards of professional conduct. In addition, awareness of the rights of others within our community who may choose not to use alcoholic beverages must be honored.

The University has defined guidelines that will ensure that any use of alcohol is responsible and consistent with the laws and regulations of the State of Ohio. All NEOMED students are expected to be familiar with and to respect the laws of the State and Federal government regarding the use of intoxicating and other mood- or consciousness-altering substances. Possession or use of many of these substances is illegal. A felony conviction of a student may preclude licensure to practice and could subject a student to dismissal from NEOMED and referral for prosecution if appropriate.

Both for reasons of personal well-being and because of the nature of their profession, students are expected to show restraint and responsibility in their use of consciousness-altering substances. In cases where the University becomes aware that a student has developed a problem relating to alcohol or other substance abuse, the student will be required to appear before the Student Conduct Officer to determine if it is necessary for the student to leave studies and enroll in an appropriate rehabilitation program. The normal due process and appeal procedures will apply to such a student. Failure on the part of the student to successfully complete a mandated rehabilitation program will lead to dismissal from NEOMED. The University's first concern in these matters is to aid the student in overcoming problems with substance abuse. The nature of the profession, however, requires that students who fail to overcome such problems not be allowed to continue preparation for the practice of medicine or pharmacy.

## ALCOHOL USE POLICY FOR STUDENT EVENTS

As a health professions university, NEOMED is committed to educating and encouraging the members of its community to make healthy decisions regarding their behavior. NEOMED prohibits the use of alcoholic beverages at all student organization sponsored events, both on-campus and off-campus, and at all events funded by NEOMED Student Council (NSC). Exceptions to this policy may be made for the annual Aesculapius Charity Ball and the annual Commencement Ball in accordance with this policy. The approved use of alcohol at these events is a privilege, not a right. Abuse of this privilege may result in alcohol not being allowed at these approved events in the future. All student organization sponsored events and NSC funded events must abide by this policy.

### *Guidelines*

The following steps and guidelines must be followed to allow alcohol to be served at the Aesculapius Charity Ball and the Commencement Ball. Failure to follow the procedures will not cancel the event but will cancel the privilege of using alcohol at the event.

- (a) Person(s) planning the event will read the Alcohol Use Policy thoroughly.
- (b) Alcohol will be served via a cash bar. No university or student organization funds will be used to pay for alcohol.
- (c) Non-alcoholic beverages will be in constant supply and easily accessible throughout the event.
- (d) A variety of foods will be made available, including at least one high protein item (e.g.: cheese, meat, etc.), which slows the absorption of alcohol.
- (e) Alcohol will not be mentioned in any advertisements for the event.
- (f) Attendees must bring a valid photo identification card, with date of birth, to gain entry to the event.

- (g) The person(s) planning the event will ensure identifications are checked at the entrance of the event. Those of legal drinking age will be given a wrist band and can only purchase alcohol at the event's cash bar.
- (h) The person(s) and organization planning the event are primarily responsible for monitoring the behavior of attendees, including confronting inappropriate behavior (e.g., underage drinking, obtaining alcohol for underage drinkers, obvious intoxication, etc.). Failure to do so will lead to the loss of privileges for hosting an event with alcohol, in addition to other possible sanctions.
- (i) All events will include a starting and ending time. Alcohol will cease to be served one hour prior to the ending time of the event. Non-alcoholic beverages, food and entertainment will be available until the end of the event.
- (j) At least two members of the NEOMED faculty or staff must attend the event and be present throughout the event's entirety.
- (k) Anyone in attendance at an event with alcohol has the obligation to confront inappropriate behavior, either directly or by contacting the designated faculty or staff advisors assigned to the event.
- (l) The person(s) and/or organization planning the event will assume all extra costs that may be incurred by hiring additional law enforcement personnel, cleaning personnel, or for any damages that are beyond the usual expected wear and tear from an event.
- (m) Alcoholic beverages may be consumed only in the areas designated for the event.
- (n) Consistent with Ohio state law, no person will consume or have an open container of alcohol in a motor vehicle (moving or parked) while on the premises of the event.
- (o) No person will bring his/her own alcohol to the event for any reason.
- (p) Alcohol will not be served to individuals who appear to be intoxicated.
- (q) The person(s) planning the event will provide designated drivers. Designated drivers:
  - (i) Agree to not consume any alcohol during the event,
  - (ii) Are publicly identified as designated drivers and will use their own cars,
  - (iii) Will be present for the entire event, and
  - (iv) Agree to drive anyone who appears to be intoxicated to the nearest appropriate location.

## SMOKING/TOBACCO USE

The [Tobacco-Free Policy](#) can also be found on the Policy Portal on the NEOMED website.

Smoking or the use of other tobacco products is prohibited anywhere on the NEOMED campus. The campus-wide tobacco ban includes the inside and outside of all buildings, any parking areas, all vehicles on campus and any personal residence. On July 23, 2012, the Ohio Board of Regents Resolution Promoting Tobacco-Free Campuses created provisions for tobacco-free Ohio campuses pursuant to O.R.C. 3794. This policy applies to all individuals who are present on the NEOMED campus, including but not limited to employees, students and visitors who may be located inside or outside of any buildings, residences or parking lots located on the NEOMED campus.

Smoking refers to inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, pipe, or other lighted smoking device for burning tobacco or any other plant. "Smoking" does not include the burning of incense in religious ceremony.

Consistent with this policy, University groups or members of the public that schedule indoor or outdoor spaces for approved functions on the NEOMED campus are prohibited from allowing smoking or using tobacco at their function. People who violate the tobacco-free environment established by this policy will be referred to the following reporting authorities for further action:

1. Students will be reported to the Senior Executive Director of Academic Affairs and Student Services for handling in accordance this policy.
2. Faculty will be reported to the Office of the Faculty Member's Dean for handling in accordance with the University Faculty Code of Professional Conduct found in Appendix C of the Faculty Bylaws.
3. Employees will be reported to Human Resources for handling in accordance with the Employee Handbook.
4. Visitors and guests will be reported to University police where they will be escorted off campus property should they continue to use tobacco on the NEOMED campus in violation of this policy.

## VIOLATIONS

Students violating this policy may be referred to the Committee on Academic and Professional Progress (CAPP) for appropriate disciplinary action. Student organizations violating this policy may lose the privilege of sponsoring an event, and/or funding approval from the NEOMED Student Council. The NEOMED Student Council may refer organization violations to the Student Conduct Officer. University police may request disorderly individuals to leave the event.

## ATTENDANCE REQUIREMENTS

Attendance requirements vary for different components and sessions of the curriculum. Attendance is at the discretion of each course director and attendance policies for each specific course will be included in the syllabus materials. In some course activities, participation may be a factor in determining the grade. Respect for faculty, as shown in part by punctuality and attendance, is an important component of student conduct and professional commitment.

Students unable to attend a mandatory class or session due to illness or an emergency are to contact the course director and complete a college/class-specific Absence Notification Form. Failure to notify the course director may affect the course grade. In cases where a student is unable to attend a scheduled session of a course, the student is responsible for all material covered during his/her absence.

Concerns about attendance or tardiness may be a student conduct issue, in which case students will be directed to meet with the course director and/or with the Assistant Dean of Students for the College of Medicine, or the Assistant Dean for Student Success for the College of Pharmacy and/or the Senior Executive Director of Academic Affairs and Student Services. Concerns regarding professional commitment or aggregate conduct may be referred to the Committee on Academic and Professional Progress.

Students who are ill or experience an emergency when an examination is scheduled must contact the course director in advance of missing the examination or as soon as possible. The course director will then determine if the absence will be excused and will work with Academic Services to determine when the examination must be rescheduled.

## ABSENCE POLICY (COLLEGE OF PHARMACY)

### **(P1-P3 students) and Time Off (P4 students)**

Students may be granted up to five (5) days of absence time, during each year of the P1-P3 years to attend meetings and/or activities that are intended to enhance the student's professional career.

The decision about whether an activity is eligible is determined by the course director(s). If there is disagreement between course directors, the Senior Associate Dean of Education will make the final decision. Based on the course requirements and schedule, absences may or may not be approved. Not more than three consecutive academic days may be taken at any one time. Absences cannot be used for any other purposes. Students are required to request absences from course directors at least 60 days in advance of the absence. No travels plans should be made until final approval by the course director(s) has been granted for any absence. Students who obtain absence approval but do not attend the professional meeting will be deemed to be in violation of the *Expectations of Student Conduct and Professional Commitment*. Students requesting exceptions to this policy must do so through the College of Pharmacy's Senior Associate Dean of Education. Regardless of the reason for any absence the student is responsible for making up any course work missed during the requested absence.

### *Time Off During P4 (APPE) Rotations*

- Due to the intensity of each rotation and the need to achieve rotation objectives, it is advised that students avoid taking time away from their rotations. Students completing rotations do not follow the P1 – P3 academic calendar for NEOMED and are not allowed vacation time during their rotation schedule. However, it is recognized that students may need time off from rotations for professional or personal reasons. The following are the approved guidelines regarding absence from rotations:
- **Approvable absences** from rotations are those which the preceptor deems important to the professional development of the student (e.g., residency/job interviews, attendance to a

professional meeting) or for a personal illness or a family related emergency. Absences related to on campus activities such as college committees are approvable at the discretion of the preceptor. Time off for personal vacations, weddings, honeymoons, family reunions, etc. should not be planned during rotations and therefore will not be approved by the preceptor.

- Students will be allowed no more than **TEN (10) days** of approved absences -- including personal illness or emergencies -- from their assigned rotations over the entire ten-month APPE program. The ten days are not meant to be an entitlement and cannot be used or saved for an extended break from rotations including personal or family vacations. Each student is responsible for assuring that the maximum number of days away from the ten-month program is not exceeded. Exceeding the maximum number of days can result in a student not successfully completing the requirements of the APPE program necessary for graduation.
- Students will be allowed no more than **TWO (2) days** of approved absences during any one month. Exceptions to this requirement as in the case of residency interviews can occur only if approved by the preceptor and director of Experiential Education **prior to scheduling an interview**. If additional absences are allowed the preceptor may require the student to work extra time at the site or complete additional activities to insure achievement of rotation objectives.
- Students with approved absences are still expected to complete all rotation objectives or responsibilities and must make accommodations to do so. The preceptor may require the student to make up any absence time from the rotation.
- Time off is to be taken only with the **PRIOR** approval of the preceptor at the site. The student is required to complete the "Request Form" (available in E\*Value and AIMS) to facilitate this approval. This is to be completed a minimum of **FIVE (5) business days** before a planned absence. Completed absence forms must be sent to the director of Experiential Education for review.
- Students are granted specific holidays off from rotation (refer to the P4 APPE Academic Schedule for a list of approved student holidays). Preceptors should allow for the students to be off for these approved holidays.
- In the case of personal illness or emergency the student is required to notify the preceptor or his /her designee as soon as possible prior to the scheduled arrival time to the site. The method of notification (e.g., email, phone call) should be predetermined by the preceptor and communicated to the student at the start of the rotation. If the student is absent for more than **TWO (2) days** from the rotation due to illness or emergency, the student must notify the director of Experiential Education. The Request Form must be completed upon the student's return to the rotation.
- Time off for religious reasons is allowed in accordance with NEOMED policy. Students requesting time off for this reason are required to receive approval from the director of Experiential Education two (2) months prior to the start of the time off. The student is required to inform the preceptor of these approved absences upon initial notification. Students will be required to make up any missed time resulting from these types of absences at the discretion of the preceptor.
- Unexcused absences include any failure to be present on a scheduled rotation day(s), failure to notify the preceptor of an illness or emergency in a reasonable period of time, or any absence that was not approved by the preceptor. Unexcused absences will not be tolerated and may jeopardize the student's successful completion of the program. Any unexcused absence may result in failure of the rotation in which it occurred. Preceptors should immediately notify the director of Experiential Education if unexcused absences occur.
- Requests for time off between rotations for travel to or from a distant rotation are to be arranged only within that rotation at the discretion of the preceptor. Generally, no more than **ONE (1) business day** should be taken for travel.
- Any exceptions to the above policy require approval of the director of Experiential Education in cooperation with the preceptor.

### *Exceptional Circumstances*

The Dean of Pharmacy may approve absences for circumstances that conflict with the above stated policy but are deemed in the best interest of the student.

A formal, written request, including the rationale for the absence, must be submitted to the Dean of Pharmacy as much in advance of the anticipated absence as possible. On the rare occasion that approval is not sought in advance of the absence, a written request must be submitted within two (2) calendar days of returning to class.

No more than five (5) days will be approved for exceptional circumstances during an academic year.

### ABSENCES FOR CLINICAL EXPERIENCES (COLLEGE OF MEDICINE)

Attendance is mandatory for all clinical experiences that occur during M1- M4. Please refer to the COM's policy, [Attendance at instructional sessions](#) for additional information. Students experiencing either illness, death in the family, or other serious situation, must contact NEOMED and their clinical site director immediately either directly or through the Senior Executive Director of Academic Affairs and Student Services. Students may also be excused from clinical experiences for emergent and routine health care needs. For emergent situations, students should use the previously described procedure. Students should schedule routine appointments in such a way to minimize disruption to the clinical experiences giving as much advanced notice as possible to the clinical site director. Students may request to be excused to accompany a family member who is accessing health services. All other requirements regarding an absence are applicable. Consideration for missing clinical experiences may be made for students who have been accepted for a presentation at a professional conference or to fulfill a professional obligation. The student should not make travel plans until permission has been granted. The [College of Medicine Professional Conference/Obligation Request Form](#) can be found on the website.

Absences must be discussed with the course or clinical site director and an online Absence Notification Form must be completed by the student and submitted to NEOMED. Documentation that corroborates the illness or situation may be requested. The [Absence Notification Form](#) documents the details of the absence, dates, and classes or clinical dates missed, and the remediation plan. This is specific for each course, and details are in each course syllabus.

Students may be excused from clerkship/elective duties for:

- Routine and urgent health needs. Routine appointments should be scheduled to minimize schedule disruption
- Personal or family emergency. Students experiencing either an urgent health need, or a personal or family emergency or other serious situation, must contact their clinical site/elective director immediately either directly or through the Senior Executive Director of Academic Affairs and Student Services. Documentation that corroborates the illness or situation may be requested.
- Accompanying a family member who is accessing health services
- Presenting at or fulfilling a professional obligation at a conference or meeting. Students should contact the clerkship site/elective director well in advance if requesting time off for conference presentation/professional obligation fulfillment and complete the [Absence Notification Form](#). The student should not make travel plans until permission has been granted.
- M4 students may also be excused to take step 2 CK, step 2 CS, travel for step 2 CS, and residency interviews. Students may be excused a maximum of 2 days per elective block, with the exception of blocks 4-7 when a maximum of 4 days may be excused. Students may not plan to be absent the first day of the elective block.

Whether the absence is planned or not, students should discuss any plan for make-up assignments with the clerkship site/elective director and document these plans on the absence notification form. Any necessary make-up time for the above is at the discretion of the clerkship site/elective Director.

Multiple absences during a course or rotation may result in a final grade of incomplete or failure of the course/experience. Students should refer to the course syllabus or equivalent documentation for specific attendance requirements.



Punctuality at all clinical activities is a matter of conduct and professional commitment. If problems arise over attendance or tardiness during a clinical rotation, students will be directed to meet with the course director. Student conduct concerns can negatively impact a grade or evaluation and may be referred to the Committee on Academic and Professional Progress or Student Conduct Council.

Students should understand that Clinical activities are rarely cancelled for inclement weather. NEOMED closing due to inclement weather pertains to Rootstown campus activities only. Students who believe travel to the clinical site is dangerous should contact the clerkship site/elective director to discuss specifics.

Any planned absences for educational purposes, e.g., a residency interview or a scheduled Step 2 examination, must be documented on an Absence Notification Form and approved by the core rotation or elective director in advance of the time the elective begins. Corroborating documentation may be required. The rotation/elective director will decide whether to approve the absence. M4 students may not exceed two (2) days off for residency interviews per M4 clinical rotation/elective block. An exception is made for periods M4-4 through M4-7 during which students are allowed a maximum of four (4) days off per rotation to accommodate the potential for attending residency interviews; the first day cannot be missed.

Lengths of absence using the [Absence Notification Form](#) are limited. Refer to the "Interruptions of Education" section of this publication for extended absence information

## ATTIRE OF STUDENTS

Students are expected to dress appropriately and professionally in all school situations. Students should always check with course directors and/or clerkship directors/preceptors in the clinical settings for specific requirements regarding appearance, since courses, clerkships/rotations, consortium hospitals and pharmacies may have different requirements.

Whenever students interact with the public, high standards of professional dress are expected. Students should keep in mind that they represent the NEOMED student body to speakers, faculty, staff, visitors, hospital and pharmacy staff, and patients and strive to dress in a manner that reflects positively on themselves and the University.

## ON THE ROOTSTOWN CAMPUS

Students may dress casually. Although casual attire is permitted on the Rootstown campus, students should be mindful of their dress. For safety reasons in laboratory activities, students must wear closed-toed shoes and remove or conceal unusual or excessive body piercings. Additionally, shoes and boots with heels more than 2" are inappropriate in laboratory activities for safety reasons.

Provocative (tight, distracting, revealing) clothing is not appropriate. Strongly scented fragrances and heavy cosmetics are unacceptable out of consideration to others who may be allergic or otherwise sensitive to them. Students are expected to maintain basic standards of personal hygiene including neatness of hair, well-groomed facial hair, etc.

## IN CLINICAL SETTINGS

Whenever students interact with patients in any way, the guidelines for attire in clinical settings should be followed. Students must dress professionally at all times in the clinical settings. Students must wear their white coats, patches and ID badges. Professional attire is also expected. This includes shirt and tie, slacks, dresses/skirts (knee length and longer), hosiery and appropriate shoes. Unprofessional, and therefore unacceptable attire includes provocative clothing, short skirts and dresses, jeans, midriff shirts and tennis shoes. Shoes and boots with heels more than 2", as well as open-toed shoes, are inappropriate for safety reasons. Scrub suits are to be worn only in appropriate areas as deemed by individual hospitals and not beyond the hospital setting.

Students should avoid excessive jewelry (dangling earrings, noisy jewelry) as it could interfere with patient care and procedures. Unusual or excessive body piercings and/or tattoos should be removed or concealed. Strongly scented fragrances and heavy cosmetics are unacceptable out of consideration to patients and others who may be allergic or otherwise sensitive to them.

Students are expected to maintain basic standards of personal hygiene including neatness of hair, well-groomed facial hair, etc. Hair longer than shoulder-length should be properly maintained (i.e., pulled back) so as not to be distracting and for safety reasons. Fingernails should be properly maintained, and any nail polish should be a neutral shade (e.g., not black, blue, green, etc.).

Failure to maintain the standards for attire outlined above will be dealt with in a manner similar to other issues regarding inappropriate behavior.

### IN THE WASSON CENTER

For activities occurring in the Wasson Center, including simulated patient activities, the guidelines for attire in clinical settings are to be followed. Professional attire is expected. Students must wear their white coats, patches and ID badges. Business dress may include dress shirts, sweater, shirt and tie, slacks, dresses/skirts (knee length and longer), and appropriate hosiery and shoes. Unacceptable attire includes provocative clothing, short skirts and dresses, jeans, midriff shirts and tennis shoes. Shoes and boots with heels more than 2", as well as open-toed shoes, are not appropriate for clinical safety reasons. Provocative (tight, distracting, revealing) clothing is not appropriate.

Strongly scented fragrances and heavy cosmetics are unacceptable out of consideration to others who may be allergic or otherwise sensitive to them. Students are expected to maintain basic standards of personal hygiene including neatness of hair and well-groomed facial hair. Hair longer than shoulder-length should be properly maintained (i.e., pulled back) so as not to be distracting to patient care and for safety reasons. Fingernails should be properly maintained, and any nail polish should be a neutral shade. Students should avoid excessive jewelry (dangling earrings, noisy jewelry) as it could interfere with patient care and procedures.

Failure to maintain the standards for attire outlined above will be dealt with in a manner similar to other issues regarding inappropriate behavior.

## COMMITTEE ON ACADEMIC AND PROFESSIONAL PROGRESS (CAPP) PHASE 2

### *College of Medicine (COM) Students*

The Phase 2 Committee on Academic and Professional Progress (CAPP) evaluates the records of students enrolled in the MD program at NEOMED based on CAPP Academic Guidelines to evaluate academic performance and assess intellectual readiness and review unprofessional behavior and professionalism concerns. CAPP enforces specific guidelines for academic advancement, while at the same time providing due process and an individual review of each student's situation based on CAPP Academic Guidelines. All CAPP meetings are private, and all material presented and discussed is confidential. Students are required to attend CAPP meetings. Each student is considered individually, on a case-by-case basis, and the student's entire record is evaluated.

All committee deliberations and decisions will consider maintaining the quality of health education and the safety of the community. The CAPP Committee is considered a College of Medicine faculty committee as stipulated in the College of Medicine Bylaws, Appendix G.

Referrals to CAPP for academic action can be made to the CAPP Chair or Vice Chair, COM Deans, Senior Executive Director of Academic Affairs and Student Services or to the University Registrar. Students may be referred to CAPP for review of their records for any of the following reasons:

- Academic performance
- Professional conduct
- Exceeding the maximum length of study (COM: six years; Combined MD plus Ph.D. program: eight years from their initial date of enrollment including leaves of absences)

#### Membership/Voting Status:

- At least five (5) Faculty from the College of Medicine among whom two (2) will be designated as CoChairs; one of the Co-Chairs shall be a clinical faculty member (voting)
- One Medical (M4) student (voting)
- One Medical (M3) student (non-voting)
- College of Medicine Assistant Dean of Students (ex officio, non-voting)
- University Registrar (ex officio, non-voting)

#### *Quorum*

Quorum will be based on the majority of the voting membership. The committee may meet by any electronic means necessary to establish a quorum and/or facilitate the meeting.

Students are required to appear in person at a meeting of CAPP and may be accompanied by an advisor of their choosing from the NEOMED faculty, staff or student body. Because this is an academic hearing, not a legal hearing, the student may not bring an attorney. The student may not bring a relative. Student support will be provided by the Student Advocate. Staff support person(s) will be provided by Academic Affairs. Other persons may be invited by the chair to provide information that may augment or clarify information presented.

Individuals found to have a conflict of interest must be recused by the CAPP Chair from participating in any discussion or vote regarding the student's promotion or standing. No alternate or substitutes may sit in for a voting member who is unable to attend.

#### *Procedures for Hearing*

Students are notified in writing by Academic Affairs personnel of the requirement to attend a CAPP meeting in person. The CAPP Student Interview Form, which accompanies this written communication, must be completed and submitted in the "Student Documentation" folder for which a link will be sent to the student by the date identified in the student letter and no less than three (3) full business days before the meeting.

At the meeting, students will be given the opportunity to speak confidentially to the reason for the CAPP referral and may be questioned by the CAPP members. CAPP members will discuss and vote in closed session with a majority vote required for action.

#### Information That May Be Considered:

- The CAPP Student Interview Form;
- All information that is part of the student file;
- All documentation submitted by the student by the deadline date;
- All information the student presents at the CAPP meeting;
- All public information concerning the student; and
- All other relevant information.

#### *The Decision*

The Committee will consider each case on an individual and comprehensive basis, within the context of the existing rules and legal authority of the University. The Committee will decide on the course of action that is in the best interest of the student, the University and the community. All voting members are COM faculty and a senior student, elected by his/her peers.

Decisions of CAPP are considered faculty decisions, with notification of the decision provided to the College of Medicine Dean. A written statement of the decision will be provided electronically to students within five (5) working days. The student may opt to also meet in person or via telephone with the Student Advocate (Assistant Dean of Students) for an optional post CAPP decision meeting.

#### *Confidentiality of Information*

All information presented is confidential and becomes part of the students' official student record. The information presented at the meeting is for the sole purpose of aiding the committee in its deliberations and must not be discussed outside the meeting except as necessary to meet an educational or professional development purpose. Students are prohibited from using an electronic or other device to make or disseminate an audio or video recording of the CAPP meeting.

*Role of the Student Advocate*

The Assistant Dean of Students serves as the Student Advocate for the College of Medicine CAPP. The Student Advocate is available to assist the student with preparing for the CAPP meeting and, if requested, is available to meet in person or by phone with the student to answer questions and assist the student following official communication from the committee of the CAPP decision. The Student Advocate attends the CAPP meeting, is a non-voting member of the committee, does not question the student during the meeting, and does not take the place of the advisor whom a student may select to attend.

**COM STANDARDS FOR UNSATISFACTORY PERFORMANCE AND ACADEMIC ACTION**

Students may be referred to CAPP for review due to unsatisfactory performance including:

1. Course failure
  - a. Single year performance
  - b. Aggregate performance
    - i. Course requirements
    - ii. Graduation requirements
    - iii. Progression requirements
2. Failed remediation
  - a. Option for repeating remediation may only be granted by CAPP.
  - b. Decisions regarding repeating remediation are based on students' overall aggregate performance to that point.
3. Failed repeat for course or year
4. Failed progression or graduation requirements including but not limited to
  - a. Progression requirements
    - i. USMLE Step 1
  - b. Graduation requirements
    - i. USMLE Step 2 Clinical Knowledge
    - ii. USMLE Step 2 Clinical Skills
  - c. Exceeding the maximum length of study (COM: six years; combined medical degree plus Ph.D. program: eight years from their initial date of enrollment including leaves of absences) including an identified inability to complete the degree within six years before the six-year period has elapsed.
5. Unprofessional behavioral misconduct
6. Failure to comply with CAPP academic actions and requirements

*Academic Action*

CAPP may impose any of the following academic actions for unsatisfactory performance as defined above:

1. Remediation – may be imposed by the course director due to single course failure and will be approved by the Vice Dean of the college and coordinated by Academic Services staff in collaboration with the Course Director. However, aggregate issues will result in referral to CAPP.
2. Repeat year - repeating the year may also require imposing a CAPP-Mandated Leave of Absence between the time of the CAPP decision and the start of the repeat year. Students on a CAPP Mandated LOA are asked to Petition to Return by an identified date to allow CAPP to clear the student for return and ensure any and all expectations during the LOA have been met.
3. Repeat course
4. Dismissal
5. Additional academic actions that may be related to the unsatisfactory academic performance or unprofessional behavior and intended to support the student's academic success.

**Rubrics identifying referrals to CAPP and possible action**

<b>College of Medicine</b>	<b>Referral to Course Director or the Associate Dean of Medical Education for remediation action</b>	<b>Referral to Committee on Academic and Professional Progress (CAPP) for action</b>
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<p><b>M4</b></p>	<ul style="list-style-type: none"> <li>➤ <i>Failure of first attempt USMLE Step 2 CK and/or CS</i></li> <li>➤ <i>Note: Professional/behavioral misconduct or aggregate performance concerns may result in CAPP referral rather than remediation</i></li> </ul>	<ul style="list-style-type: none"> <li>• Failure of any course or elective</li> <li>• Failure in core competency “professionalism” in any elective or course or core rotation</li> <li>• Professional and/or aggregate performance concerns</li> <li>• Failure of any subsequent attempt of USMLE Step 2 CK and/or CS after first attempt</li> <li>• Failure of any remediation</li> <li>• Failed repeat course and/or failure of any course in repeat year</li> <li>• Exceeding the maximum length of study</li> </ul>
<p><b>M3</b></p>	<ul style="list-style-type: none"> <li>➤ <i>Failure of a single course or clerkship</i></li> <li>➤ <i>Note: Professional/behavioral misconduct or aggregate performance concerns may result in CAPP referral rather than remediation</i></li> </ul>	<ul style="list-style-type: none"> <li>• Failure of any two courses/clerkships</li> <li>• Failure of any remediation</li> <li>• Failed repeat clerkship and/or failure of any course in repeat year</li> <li>• Failure in core competency “professionalism” in any course and/or clerkship</li> <li>• Professional and/or aggregate performance concerns</li> <li>• Exceeding the maximum length of study</li> </ul>
<p><b>M2</b></p>	<ul style="list-style-type: none"> <li>➤ <i>Failure of first attempt USMLE Step 1</i></li> <li>➤ <i>Failure of single course</i></li> <li>➤ <i>Note: Professional/behavioral misconduct or aggregate performance concerns may result in CAPP referral rather than remediation</i></li> </ul>	<ul style="list-style-type: none"> <li>• Failure of two or more courses in a single academic year</li> <li>• Failure of USMLE Step 1 retake</li> <li>• Failure of any remediation</li> <li>• Failed repeat course and/or failure of any course in repeat year</li> <li>• Professional and/or aggregate performance concerns</li> <li>• Exceeding the maximum length of study</li> </ul>

<b>M1</b>	<ul style="list-style-type: none"> <li>➤ <i>Failure of a single course</i></li> <li>➤ <i>Note: Professional/behavioral misconduct or aggregate performance concerns may result in CAPP referral rather than remediation</i></li> </ul>	<ul style="list-style-type: none"> <li>• Failure of two or more courses in a single academic year</li> <li>• Failure of any remediation</li> <li>• Failed repeat course and/or failure of any course in repeat year</li> <li>• Professional and/or aggregate performance concerns</li> <li>• Exceeding the maximum length of study</li> </ul>
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**Remediation Action**

As defined by the course director and/or course syllabus. This includes the expectations necessary to remediate. Academic Services in coordination with the course director determines the date(s) and time(s) of the remediation.

**CAPP Action – potential outcomes**

1. Dismissal
2. Repeat entire year
3. Repeat course/courses
4. Monitor professionalism and/or performance concerns
5. CAPP-Mandated Leave of Absence with monitoring
6. Other

When a “repeat” opportunity is recommended, the student is expected to complete the course(s) in its entirety, including completing all assignments with all the expectations of the current coursework for that course, block, or academic year. This includes any new coursework, modules, testing, and/or evaluations.

Aggregate student performance and comprehensive review of the student’s file will be taken into consideration in the formation of CAPP decisions for individual students. CAPP decisions are based upon each student’s individual and unique circumstances.

**Remediation Definitions**

Remediation is a series of planned educational interventions focused on the student who has not developed an appropriate baseline understanding and/or application of material taught in a course or module with the intent to raise that student’s abilities to an acceptable level as determined by a separate assessment.

Course is a continuous, structured series of instruction. Completion of a course will result in a passing or failing grade being reported to the Office of the Registrar. A course may be made up of a series of modules, each having a distinct subunit of knowledge. Course expectations for determining a course grade are described in each course syllabus.

**COLLEGE OF PHARMACY (COP) STUDENTS**

The Committee on Academic and Professional Progress (CAPP) evaluates the records of students based on CAPP Academic Guidelines to evaluate academic performance and assess intellectual readiness and review unprofessional behavior concerns. CAPP enforces specific guidelines for academic advancement, while at the same time providing due process and an individual review of each student’s situation based on CAPP Academic Guidelines. All CAPP meetings are private, and all material presented and discussed is confidential. Students may be required to attend CAPP meetings. Each student is considered individually, on a case-by-case basis and the student’s entire record is evaluated. All committee deliberations and decisions will consider maintaining the quality of health education and the safety of the community.

Referrals to CAPP for academic action can be made to any of the following NEOMED constituents:

- Senior Executive Director of Academic Affairs and Student Services
- Senior Associate Deans
- University Registrar
- CAPP-Pharmacy Chair

Conditions for Referral: Students may be referred to CAPP for review of their records for any of the following reasons:

- Academic performance
- Professional behavior
- Exceeding the maximum length of study (COP: six years including leaves of absences)

Membership/Voting Status

- At least five (5) Faculty from the College of Pharmacy among whom two (2) will be designated as Chair and Vice Chair (voting)
- One Pharmacy (P4) student (voting)
- One Pharmacy (P3) student (non-voting)
- Senior Executive Director of Academic Affairs and Student Services (ex officio, non-voting)
- Academic Affairs personnel (non-voting)

*Quorum*

Quorum will be based on the majority of the voting membership. The committee may meet by any electronic means necessary to establish a quorum and/or facilitate the meeting.

*Persons Attending Meeting*

Students may be required to appear in person at a meeting of CAPP and may be accompanied by an advisor of their choosing from the NEOMED faculty, staff or student body of the University. Because this is an academic hearing, not a legal hearing, the student may not bring an attorney. The student may not bring a relative. Staff support person(s) will be provided by the College of Pharmacy. Other persons may be invited by the chair to provide information that may augment or clarify information presented. Individuals found to have a conflict of interest may be recused from the meeting and/or the vote by the CAPP chair. No alternate or substitutes may sit in for a voting member who is unable to attend.

*Procedures for Hearing*

Students are notified in writing by Academic Affairs personnel that they will be discussed or required to attend a CAPP meeting in person. The CAPP Student Interview Form, which accompanies the communication sent to students required to attend the meeting, must be completed and returned to the Senior Executive Director of Academic Affairs and Student Services by the date identified in the student letter and no less than three (3) full business days before the meeting. At the meeting, students will be given the opportunity to speak confidentially to the reason for the CAPP referral and may be questioned by the CAPP members. CAPP members will discuss and vote in closed session with a majority vote required for action.

Information That May Be Considered

- The CAPP Student Interview Form;
- All information that is part of the student file;
- All documentation submitted by the student by the deadline date;
- All information the student presents at the CAPP meeting;
- All public information concerning the student; and
- All other relevant information.

*The Decision*

The Committee will consider each case on an individual and comprehensive basis, within the context of the existing rules and legal authority of the University. The Committee will decide on the course of action that is in the best interest of the student, the University and the community. All voting members are COP faculty and senior students, elected by their peers.

Decisions of CAPP, other than Leave of Absence requests, are considered a recommendation to the College of Pharmacy Dean. Decisions of CAPP, specifically related to Leaves of Absence requests, are considered a final decision. Student meets in person or via telephone with the Senior Executive Director of Academic Affairs and Student Services for a post CAPP decision meeting. A written statement of the decision will be provided electronically to students within five (5) working days.

### *Confidentiality of Information*

All information presented is confidential. The information presented at the meeting is for the sole purpose of aiding the committee in its deliberations and must not be discussed outside the meeting except as necessary to meet an educational or professional development purpose. Students are prohibited from using an electronic or other device to make or disseminate an audio or video recording of the CAPP meeting.

### *Role of the Student Advocate*

The Senior Executive Director of Academic Affairs and Student Services serves as the Student Advocate for the College of Pharmacy CAPP. The Student Advocate is available to assist the student with preparing for the CAPP meeting and, if requested, is available to meet in person or by phone with the student to answer questions and assist the student following official communication from the committee of the CAPP decision. The Student Advocate attends the CAPP meeting, is a non-voting member of the committee, does not question the student during the meeting, and does not take the place of the advisor whom a student may select to attend.

### *COP STANDARDS FOR UNSATISFACTORY PERFORMANCE AND ACADEMIC ACTION*

Students may be referred to CAPP for review because of unsatisfactory performance including:

1. Course failure
  - a. Single year performance
  - b. Aggregate performance
    - i. Course requirements
    - ii. Graduation requirements
    - iii. Progression requirements
2. Failed remediation
  - a. Option for repeating remediation may only be granted by CAPP.
  - b. Decisions regarding repeating remediation are based on students' overall aggregate performance to that point.
3. Failed repeat for course or year
4. Failed progression or graduation requirements exceeding the maximum length of study (six years within a single college including leaves of absences; this may include an identified inability to complete the degree within six years before the six-year period has elapsed).
5. Unprofessional behavioral misconduct
6. Failure to comply with CAPP academic actions and requirements

### *Academic Action*

CAPP may impose any of the following academic actions for unsatisfactory performance as defined above:

1. Remediation – may be imposed by the course director due to single course failure and will be approved by the Vice Dean of the college and coordinated by Academic Services staff in collaboration with the Course Director. However, aggregate issues will result in referral to CAPP.
2. Repeat year - repeating the year may also require imposing a CAPP-Mandated Leave of Absence (LOA) between the time of the CAPP decision and the start of the repeat year. Students on a CAPP-Mandated LOA are asked to Petition to Return by an identified date to allow CAPP to clear the student for return and ensure any and all expectations during the LOA have been met.
3. Repeat course
4. Dismissal
5. Additional academic actions that may be related to the unsatisfactory academic performance or unprofessional behavior and intended to support the student's academic success.



### Rubrics identifying referrals to CAPP and possible action

College of Pharmacy	<i>Referral to Course Director or the Senior Associate Dean of Education for remediation action</i>	<i>Referral to Committee on Academic and Professional Progress (CAPP) for action</i>
<b>P4</b>	<ul style="list-style-type: none"> <li>➤ Failure of any APPE rotation</li> <li>➤ Note: Professional/behavioral misconduct or aggregate performance concerns may result in CAPP referral rather than remediation</li> </ul>	<ul style="list-style-type: none"> <li>• Failure of two more APPE rotations</li> <li>• Failure of any remediation</li> <li>• Professional and/or aggregate performance concerns</li> <li>• Exceeding the maximum length of study</li> <li>• Any Leave of Absence (LOA) request</li> </ul>
<b>P3 P2 P1</b>	<ul style="list-style-type: none"> <li>➤ Failure of a single course</li> <li>➤ Note: Professional/behavioral misconduct or aggregate performance concerns may result in CAPP referral rather than remediation</li> </ul>	<ul style="list-style-type: none"> <li>• Failure of two or more courses in a single academic year</li> <li>• Failure of 3 or more Pharmacotherapy courses (aggregate)</li> <li>• Failure of 4 or more courses (aggregate)</li> <li>• Failure of any remediation</li> <li>• Failure of repeat course and/or failure of any course in repeat year</li> <li>• Professional and/or aggregate performance concerns</li> <li>• Exceeding the maximum length of study</li> </ul>

#### *Remediation Action*

As defined by the course director and/or course syllabus. This includes the expectations necessary to remediate. Academic Services, in coordination with the course director, determines the date(s) and time(s) of the remediation.

#### CAPP Action – potential outcomes

1. Dismissal
2. Repeat entire year
3. Repeat semester (partial year)
4. Repeat course/courses
5. Monitor professionalism and/or performance concerns
6. CAPP-Mandated Leave of Absence with monitoring
7. Other

When a “repeat” opportunity is recommended, the student is expected to complete the course(s) in its entirety, including completing all assignments with all the expectations of the current coursework for that course, block, or academic year. This includes any new coursework, testing, and/or evaluations. Aggregate student performance and comprehensive review of the student’s file will be taken into consideration in the formation of CAPP decisions for individual students. CAPP decisions are based upon each student’s individual and unique circumstances.

### *Remediation Definitions*

Remediation is a series of planned educational interventions focused on the student who has not developed an appropriate baseline understanding and/or application of material taught in a course with the intent to raise that student's abilities to an acceptable level as determined by a separate assessment.

Course is a continuous, structured series of instruction. Completion of a course will result in a passing or failing grade being reported to the Office of the Registrar. Course expectations for determining a course grade are described in each course syllabus.

## COLLEGE OF GRADUATE STUDIES (COGS) STUDENTS

The Committee on Academic and Professional Progress for the COGS (CAPP-COGS) considers the records of students enrolled in the College of Graduate Studies at NEOMED based on CAPP Academic Guidelines to evaluate academic performance and assess intellectual readiness and review professionalism and behavior concerns that affect student progress and performance. CAPP-COGS enforces specific guidelines for academic advancement, while also providing due process and an individual review of each student's situation based on CAPP Academic Guidelines. All CAPP-COGS meetings are private, and all material presented and discussed is confidential. Students are required to attend CAPP meetings. Each student is considered individually, on a case-by-case basis and the student's entire record is evaluated. A strong student support system is the underlying foundation of CAPP-COGS. All committee deliberations and decisions will be guided by the desire to maintain the quality of graduate education and the safety of the community.

Referrals to CAPP-COGS for academic action can be made to any of the following NEOMED constituents:

- Senior Executive Director of Academic Affairs and Student Services
- Dean of COGS
- Program Director(s)
- University Registrar
- CAPP-COGS Chair

Conditions for Referral: Students may be referred to CAPP for review of their records for any of the following reasons:

- Academic performance
- Responsible Conduct of Research
- Professional behavior (see NEOMED's [Student Honor Code](#))
- Exceeding the maximum length of study (COGS Master's degree: six years, Ph.D.: five years; Combined professional degree plus Ph.D. program: eight years from their initial date of enrollment including leaves of absences)

### Membership/Voting Status

The committee and committee chair will be appointed by the Dean of COGS. CAPP-COGS membership will be comprised of:

- Two (2) Graduate Studies program directors (voting)
- Two (2) additional members of the Graduate Faculty Council (GFC) (voting)
- One (1) COGS student (voting)
- Senior Executive Director of Academic Affairs and Student Services or representative (ex officio, non-voting)
- Administrative support (non-voting)

### *Quorum*

Quorum will be based on the majority of the voting membership of the CAPP-COGS Committee. The committee may meet by any electronic means necessary to establish a quorum and/or facilitate the meeting.

### *Persons Attending Meeting*

Students are required to appear in person at a meeting of CAPP-COGS and may be accompanied by an advisor of their choosing from the NEOMED faculty, staff or student body. Because this is an academic

hearing, not a legal hearing, the student may not bring an attorney, nor is the student permitted to bring a relative. Other persons may be invited by the chair to provide information that may augment or clarify information presented. Individuals found to have a conflict of interest may be recused from the meeting and/or the vote by the CAPP-COGS chair.

### *Procedures for Hearing*

Students are notified by the COGS office in writing to attend a CAPP-COGS meeting. The CAPP Student Interview Form (SIF) must be completed and submitted in the "Student Documentation" folder for which a link will be sent to the student by the date identified in the student letter and no less than three (3) full business days before the meeting. At the meeting, students will be given the opportunity to speak confidentially to the reason for the referral issue and may be questioned by the CAPP-COGS members. CAPP-COGS members will discuss and vote on the case in closed session with a majority vote required for action.

#### Information That May Be Considered:

- All information that is part of the student file;
- All documentation submitted by the student by the deadline date;
- All information the student presents at the CAPP meeting;
- The CAPP Student Interview Form;
- All public information concerning the student; and
- All other relevant information.

### *The Decision*

The Committee will consider each case on an individual and comprehensive basis, within the context of the existing rules and legal authority of the University. The Committee will decide by majority vote on the course of action that it deems serves the best interest of the student, the University, and the community. Decisions of CAPP-COGS and/or resulting sanctions for the College of Graduate Studies students are considered decisions with notification provided to the Dean. The Committee, University Registrar, the Senior Executive Director of Academic Affairs and Student Services, or designees will be informed in writing within five working days by the Dean of COGS as to the decision made. The Dean of COGS or designee will provide the student with a written statement of the decision within five (5) working days.

### *Confidentiality of Information*

All information presented is confidential. The information presented at the meeting is for the sole purpose of aiding the committee in its deliberations and must not be discussed outside the meeting except as necessary to meet an educational or professional development purpose. Students are prohibited from using an electronic or other device to make or disseminate an audio or video recording of the CAPP-COGS meeting.

### *Role of the Student Advocate*

The Senior Executive Director of Academic Affairs and Student Services serves as the Student Advocate for the College of Graduate Studies CAPP. The Student Advocate is available to assist the student with preparing for the CAPP meeting and, if requested, is available to meet in person or by phone with the student to answer questions and assist the student following official communication from the committee of the CAPP decision. The Student Advocate attends the CAPP meeting, is a non-voting member of the committee, does not question the student during the meeting, and does not take the place of the advisor whom a student may select to attend.

### **COGS STANDARDS FOR UNSATISFACTORY PERFORMANCE AND ACADEMIC ACTION**

Students may be referred to CAPP-COGS for review because of unsatisfactory performance including:

1. Course failure
  - a. Single year performance
  - b. Aggregate performance
    - i. Course requirements
    - ii. Graduation requirements
    - iii. Progression requirements
2. Two course grades of C or below
3. Failure to maintain a 3.0 cumulative GPA

4. Failed progression or graduation requirements including but not limited to:
  - a. Exceeding the maximum length of study (Master’s degree: six years; Ph.D.: five years; Combined professional degree plus Ph.D. program: eight years from their initial date of enrollment including leaves of absences) including an identified inability to complete the degree within the maximum length of study before that period has elapsed.
5. Behavioral misconduct (see NEOMED’s [Student Honor Code](#))
6. Failure to comply with CAPP-COGS academic actions and requirements

**Academic Action**

CAPP-COGS may impose any of the following academic actions for unsatisfactory performance as defined above.

1. Remediation – Remediation may be granted by the course director due to single course failure (grade of C or less) and will be approved by the Dean of the college and coordinated by Academic Services. However, aggregate issues will result in referral to CAPP-COGS.
2. CAPP-Mandated Leave of Absence
3. Dismissal
4. Additional academic actions related to unsatisfactory academic performance or unprofessional behavior and intended to support the student’s academic success.

**Rubrics identifying referrals to CAPP and possible action**

<b>College of Graduate Studies</b>	<b>Referral to Course Director or the Associate Dean of Curriculum for remediation action</b>	<b>Referral to Committee on Academic and Professional Progress (CAPP) for action</b>
<b>COGS</b>	<ul style="list-style-type: none"> <li>➤ One course grade of “C”</li> <li>➤ Note: Professional/behavioral misconduct or aggregate performance concerns may result in CAPP referral rather than remediation</li> </ul>	<ul style="list-style-type: none"> <li>• Failure to maintain a cumulative 3.0 GPA</li> <li>• Professionalism and/or aggregate performance concerns</li> <li>• One course grade of “F”</li> <li>Two course grades of “C” or below</li> </ul>

**Remediation Action**

As defined by the course director and/or course syllabus. This includes the expectations necessary to remediate. Academic Services in coordination with the course director determines the date(s) and time(s) of the remediation.

CAPP-COGS Action – potential outcomes

1. Dismissal
2. Repeat course/courses
3. Monitor professionalism and/or performance concerns
4. Other

When a “repeat” opportunity is recommended, the student is expected to complete the course(s) in its entirety, including completing all assignments with all the expectations of the current coursework for that course, block, or academic year. This includes any new coursework, modules, testing, and/or evaluations.

Aggregate student performance and comprehensive review of the student's file will be taken into consideration in the formation of CAPP decisions for individual students. CAPP decisions are based upon each student's individual and unique circumstances.

## CAPP EXECUTIVE REVIEW – COLLEGE OF MEDICINE

The purpose of the College of Medicine CAPP Executive Review Committee is to review appeal petitions from students dismissed by the CAPP-Medicine Committee. The CAPP Executive Review Committee will review appeal petitions only if the student has been dismissed by a CAPP-Medicine Committee and the request for review includes new, significant and compelling information that was not available for presentation to the CAPP-Medicine Committee initially, or the request for review includes evidence of a defect or irregularity in the CAPP-Medicine Committee's proceeding. The request for review must state the substantive new information or procedural defect alleged to have occurred when the CAPP-Medicine Committee's decision was made.

If the information the student seeks to introduce through the Executive Review process was available to or known by the student at the time of the CAPP-Medicine Committee meeting, and was not presented at that time, it cannot serve as the basis for further review.

Disagreement with the CAPP-Medicine Committee's decision will not constitute the sole reason for executive review. If a petition for executive review is submitted, the executive review will be scheduled within ten (10) working days of the deadline date for appeal.

### *Membership*

The COM CAPP Executive Review Committee will consist of:

- a) The Vice Dean of the College of Medicine who shall serve as the Chair. The Chair will vote only in the case of a tie.
- b) Four (4) faculty members from the College of Medicine, none of whom are serving concurrently on another COM CAPP Committee.
- c) The Assistant Dean of Students who shall serve as a student advocate and be without vote.
- d) The University Registrar or Designee, ex officio, without vote.

### *Quorum*

A majority of the voting members will constitute a quorum.

A student who has been dismissed because of a CAPP-Medicine decision and who desires to initiate an appeal of a decision must submit a Petition for Executive Review form and all associated documentation to the Academic Affairs personnel identified in the decision letter. Forms are provided with the CAPP-Medicine decision letter.

The Petition for Executive Review form and all associated documentation must be submitted in writing by noon on the fourth working day from the date on the CAPP-Medicine decision letter to the office indicated on the form. This date and time will be designated in the CAPP-Medicine decision letter. No additional documentation may be accepted once the appeal deadline date and time expires. Failure to submit a form and any associated documentation within this time will be considered a waiver of the right to appeal.

Failure to attend the COM Executive Review Committee meeting, without prior notification and approval, will result in the Committee convening to decide, without the opportunity for the student to speak to the Committee. If a student is dismissed by CAPP-Medicine and the student decides to submit an appeal petition, the student will continue in the curriculum, be considered enrolled full-time, and pay all tuition fees incurred until the Executive Review Committee decision is made.

The Executive Review Committee will address the petition for appeal based on the conditions stated above and make a decision to either support the appeal and review the entire case in order to make a decision on appropriate actions to be taken or to deny the appeal whereas the original decision of the CAPP-Medicine Committee will stand and will take effect.

Information that may be considered in the Executive Review Committee hearing may include the Petition for Executive Review form and associated documentation submitted by the appeal deadline date; the original CAPP-Medicine decision; all information that is a part of the student file; and all other relevant information. Documentation submitted by the student for the CAPP process will become part of that student's official student file. All information presented is confidential. The information presented at the meeting is for the sole purpose of aiding the committee in its deliberations and must not be discussed outside the meeting except as necessary to meet an educational or professional development purpose.

Other people who may attend the Executive Review Committee meeting include the student submitting the appeal petition. Students who appear at a meeting of the Executive Review Committee may be accompanied by a member, of their choosing, from the NEOMED or University-affiliate faculty, staff or student body who is not a relative or an attorney as this process is an academic, not a legal hearing. Other persons may be invited by the Executive Review Committee chair to provide information that may augment or clarify information presented. Individuals found to have a conflict of interest must be recused from the meeting and/or the vote. No faculty alternate or substitutes may attend for a voting member who is unable to attend with the exception of those designated as delegate members.

The Committee will consider each case on an individual basis, within the context of the existing rules, policies and legal authority of the University. Decisions of the Executive Review Committee will be decided by majority vote. Students will receive an electronic written statement of the CAPP Executive Review decision within seven (7) working days.

Students are prohibited from using an electronic or other device to make or disseminate an audio or video recording of the any CAPP meeting.

## CAPP EXECUTIVE REVIEW – COLLEGE OF PHARMACY AND COLLEGE OF GRADUATE STUDIES

The purpose of the CAPP Executive Review Committee is to review appeal petitions from students dismissed by the CAPP Committees for Pharmacy and Graduate Studies and to decide if appeals will be granted or not.

CAPP Executive Review Committee will review appeal petitions only if the student has been dismissed by a CAPP Committee and the request for review includes new, significant and compelling information that was not available for presentation to the CAPP Committee initially or the request for review includes evidence of a defect or irregularity in the CAPP Committee's proceeding. The request for review must state the substantive or procedural defect alleged to have occurred when the CAPP Committee's decision was made. If the information the student seeks to introduce through the Executive Review process was available to or known by the student at the time of the CAPP Committee meeting, and was not presented at that time, it cannot serve as the basis for further review.

Disagreement with the CAPP Committees' decision will not constitute the sole reason for executive review. If a petition for executive review is submitted, the executive review will be scheduled within ten (10) working days of the deadline date for appeal.

### Membership

The CAPP Executive Review board will consist of the following members:

- a) Vice Dean or designee, College of Pharmacy; serves as Chair for COP CAPP cases; (ex officio, votes in the case of a tie for COP cases; voting member for other College CAPP cases);
- b) Vice Dean or designee, College of Graduate Studies; serves as Chair for COGS CAPP cases; (ex officio, votes in the case of a tie for COGS cases; voting member for other College CAPP cases);
- c) Two (2) Chairs of Pharmacy;
- d) One (1) Chair of CAPP College of Graduate Studies;
- e) Three (3) faculty from the College of Pharmacy;

- f) Four (4) faculty delegates, two (2) from each College, who are invited by the respective Chair to participate when appropriate (e.g., when voting members are unavailable or College representation is needed); and,
- g) The University Registrar (ex officio, without vote)

### *Quorum*

A majority of the voting members will constitute a quorum. The committee may meet by appropriate electronic means necessary to establish a quorum and/or facilitate the meeting, with input from the Chair.

### *Voting*

The Chair of the Executive CAPP committee for a particular session will vote only in the case of a tie. Any member who previously reviewed the case at one of the College-level CAPP meetings may not vote on the appeal petition for the same case.

A student who has been dismissed because of a CAPP decision and who desires to initiate an appeal of a decision of CAPP must submit a Petition for Executive Review form and all associated documentation to the Academic Affairs personnel identified in the decision letter. Forms are included in the CAPP decision letter.

Petitions for Executive Review forms and all associated documentation must be submitted in writing by noon on the fourth working day from the date on the CAPP decision letter to the office indicated on the form. This date and time will be designated in the CAPP decision letter. No additional documentation may be accepted once the appeal deadline date and time expires. Failure to submit a form and any associated documentation within this time will be considered a waiver of the right to appeal.

Failure to attend the Executive Review Committee meeting, without prior notification and approval, will result in the Committee convening to decide, without the opportunity for the student to speak to the Committee. If a student is dismissed by CAPP and the student decides to submit an appeal petition, the student will continue in the curriculum, be considered enrolled full-time, and pay all tuition fees incurred until the Executive Review Committee decision is made.

The Executive Review Committee will address the petition for appeal based on the conditions stated above. If the Executive Review Committee grants the appeal, the matter is remanded back to the original CAPP Committee for a decision regarding the action/sanction. The original CAPP Committee will then reconsider their initial decision with the additional new information or procedural error information in mind.

Information that may be considered in the Executive Review Committee hearing may include the Petition for Executive Review form and associated documentation submitted by the appeal deadline date; the original CAPP decision; all information that is a part of the student file; and all other relevant information. Documentation submitted by the student for the CAPP process will become part of that student's official student file.

Other people who may attend the Executive Review Committee meeting include the student submitting the appeal petition. Students who appear at a meeting of the CAPP Executive Review Committee may be accompanied by a member, of their choosing, from the NEOMED or University-affiliate faculty, staff or student body who is not a relative or an attorney as this process is an academic, not a legal hearing. Staff support will be provided by Academic Affairs personnel. Other persons may be invited by the CAPP chair to provide information that may augment or clarify information presented. Individuals found to have a conflict of interest must be recused from the meeting and/or the vote. No faculty alternate or substitutes may attend for a voting member who is unable to attend with the exception of those designated as delegate members.

The Committee will consider each case on an individual basis, within the context of the existing rules, policies and legal authority of the University. The Committee will decide by majority vote whether to grant or not grant the petition to appeal. If the petition to appeal is not granted, the action/decision of the original CAPP Committee stands and is final. There is no further recourse or alternative appeal process following a CAPP Executive Review decision. If the petition to appeal is granted, the petition to appeal is referred back to the original CAPP for review and decision. Students will receive an electronic written statement of the CAPP Executive Review decision within seven (7) working days.

All information presented is confidential. The information presented at the meeting is for the sole purpose of aiding the committee in its deliberations and must not be discussed outside the meeting except as necessary to meet an educational or professional development purpose.

Students are prohibited from using an electronic or other device to make or disseminate an audio or video recording of the any CAPP meeting.

## CAPP PROCEDURES

Review of student progress by the college-specific Committee on Academic and Professional Progress (CAPP) is triggered following notification of (1) an academic failure, (2) graduation requirement failure or (3) professionalism concern. Such notification may come from the Office of the Registrar, CAPP Chair or Vice Chair, Deans, or the Senior Executive Director of Academic Affairs and Student Services.

- (1) **Timely notice:** The student is sent a CAPP invitation letter immediately and informed of the following information:
  - (a) Specific events that triggered the CAPP review
  - (b) Date, time and location of the CAPP meeting to discuss the student's status
  - (c) The opportunity to review his/her student file electronically
  - (d) The need to confirm receipt of the invitation and to confirm attendance at the CAPP meeting through the contact identified in the student's CAPP invitation letter
  - (e) The CAPP Preparation Video link to explain the CAPP process, preparation recommendations, and all outcomes as well as the availability of the Student Advocate to answer any questions to adequately prepare for the meeting
  - (f) Instructions to complete and submit the CAPP Student Interview Form that becomes part of the student file
  - (g) Instructions for submitting any relevant documentation to the CAPP committee which will become part of the student file
  - (h) Instructions for the student to prepare a verbal explanation of his/her situation for the CAPP meeting
  - (i) The opportunity to have an advisor present who may be a member of the NEOMED faculty, staff or student body (not a family member or attorney) present at the meeting who is given an opportunity to speak on the student's behalf
  - (j) The letter also reminds the student of the availability of the Counseling staff to assist with the stress of the situation and encourages the student to review the section of this publication describing the CAPP process.
- (2) **Access to evidence on which action will be based:** The invitation letter from CAPP provides the circumstances that led to the decision to review the student's performance. Students are also provided a link to the CAPP folder containing the students' official record including any evidence that will be reviewed by CAPP, academic assessments, the CAPP invitation letter, record of tutoring and advising utilization and the student's completed Student Interview Form.
- (3) **Opportunity to respond:**
  - (a) Any student receiving such a letter is asked to watch the CAPP Preparation Video and may also meet with the college-specific Student Advocate who can assist the student with preparing for the CAPP meeting.
  - (b) The CAPP Student Interview Form completed by the student requires information regarding the student's advisor, documentation, preferred notification of the decision, and a narrative explanation about the reasons for the student's performance and the student's recommendations for how to resolve such issues.
  - (c) Students may also submit documentation to support their presentation and request. Instructions for how to submit documentation are contained within the CAPP invitation letter.
  - (d) The meeting with the CAPP Committee also provides the student with an opportunity to speak to the full committee to discuss performance issues in detail.
- (4) **Opportunity to appeal an adverse decision:** The CAPP Preparation Video provides information to the student regarding all potential actions that could be taken by the committee. The student is also informed of the appeal process to be followed should the CAPP Committee recommend dismissal. CAPP decisions are conveyed to the student in the electronic formal notification of the decision sent to the student by the College. An optional meeting, in person or



by phone is available with the Student Advocate as well if desired. For cases of dismissal, the timeline for appealing the decision is also included in the notification. Only dismissals can be appealed and only on the grounds noted in (5)(a).

(5) **CAPP Executive Review**

- (a) The purpose of the College of Medicine CAPP Executive Review Committee is to consider appeals from students who were recommended for dismissal by the College of Medicine CAPP Committee. Such appeals require presentation of “significant and compelling new information that was not available for presentation to the CAPP Committee, or evidence of a defect or irregularity in the CAPP proceeding.”
  - i. If an appeal is granted, the COM CAPP Executive Review Committee is responsible for a complete review of the case and appeal and decision regarding the outcome of the matter.
  - ii. If an appeal is denied by the COM CAPP Executive Review Committee, the original decision of the CAPP-Medicine committee stands and will take effect. If the Executive Review Committee denies the appeal and upholds the original decision to dismiss, the decision becomes final and is not subject to further appeal.
- (b) The purpose of the CAPP Executive Review Committee for the Colleges of Pharmacy and Graduate Studies is solely to consider appeals from students who were recommended for dismissal by the originating respective college CAPP Committee. Such appeals require presentation of “significant and compelling new information that was not available for presentation to the CAPP Committee, or evidence of a defect or irregularity in the CAPP proceeding.”
  - i. If an appeal is granted, the COP & COGS CAPP Executive Review Committee will remand the case back to the originating CAPP committee for a review of the case inclusive of the new appeal information.
  - ii. If an appeal is denied by the COP & COGS CAPP Executive Review Committee, the original decision of the CAPP committee stands and will take effect. If the Executive Review Committee denies the appeal and upholds the original decision to dismiss, the decision becomes final and is not subject to further appeal.
- (c) The appeal process begins when a student is informed of the CAPP decision to recommend dismissal. If the student wishes to appeal, he or she must submit a completed Petition for Review Form by the fourth working day following the date of written notification of the decision to dismiss. Failure to respond by that deadline is considered a waiver of the right to appeal, and the decision becomes final.
- (d) The Petition for Executive Review form requests the student to document any procedural error(s) or new information that will form the basis of the appeal. The Executive Review Committee is obliged to conduct the appeal within ten (10) working days of receipt of the Petition for Executive Review form.
- (e) As is the case when a student is invited to meet with the CAPP Committee, the student has the right to be accompanied at the appeal hearing by an advisor of the student's choosing, who may be a member of the NEOMED faculty, staff or student body, but may not be a relative or attorney. The student has the opportunity to present and elaborate on the information outlined in the Petition for Executive Review. The Executive Review Committee will also have access to the original CAPP Committee recommendation, the official student file and any other information relevant to the appeal.
- (f) The student must be informed in writing of the Executive Review Committee's decision within seven (7) working days of the meeting.

## **DRUG FREE SCHOOLS AND COMMUNITIES ACT AMENDMENTS OF 1989**

### **The NEOMED Policies on Alcohol/Drug Possession/Distribution/Use on School Property Drug-Free Schools and Communities Act Amendment of 1989 20 U.S.C. § 1213**

#### *Familiarity with State and Federal Laws*

All NEOMED students are expected to be familiar with and to respect the laws of the state and federal government with regard to the use of intoxicating and other mood or consciousness altering substances.

### *Possession/Use*

Possession or use of many of these substances is illegal and a felony conviction of a student may preclude licensure to practice medicine or pharmacy in the State of Ohio and could subject a student to dismissal from the University, and referral for prosecution if appropriate.

### *Procedure*

When the University becomes aware that a student has developed a problem relating to alcohol or other substance abuse, the student will be required to appear before the Committee on Academic and Professional Progress to determine if it is necessary for the student to leave studies and participate in an appropriate rehabilitation program. Failure on the part of the student to complete a mandated rehabilitation program successfully will lead to dismissal from the Colleges. The normal CAPP due process and appeal procedures will apply.

### *Laws Regulating Possession/Use/Distribution of Alcohol/Drugs*

#### State Laws on Drugs

1. Drugs
  - a. Definitions
  - b. "Controlled substance" means a drug, compound, mixture, preparation, or substance included in schedule I, II, III, IV, or V (O.R.C. § 3719.01(D)).
  - c. "Drug of abuse" means any controlled substance as defined in section 3719.01 of the Revised Code, any harmful intoxicant as defined in section 2925.01 of the Revised Code, and any dangerous drug as defined in section 4729.02 of the Revised Code (O.R.C. § 3719.011(A)).
  - d. "Harmful intoxicant" does not include beer or intoxicating liquor, but means any compound, mixture, preparation, or substance the gas, fumes, or vapor of which when inhaled can induce intoxication, excitement, giddiness, irrational behavior, depression, stupefaction, paralysis, unconsciousness, asphyxiation, or other harmful physiological effects, and includes without limitation any of the following:
  - e. Any volatile organic solvent, plastic cement, model cement, fingernail polish remover, lacquer thinner, cleaning fluid, gasoline, and any other preparation containing a volatile organic solvent;
  - f. Any aerosol propellant;
  - g. Any fluorocarbon refrigerant; and
  - h. Any anesthetic gas (O.R.C. § 2925.01(J)).
2. "Dangerous drug" means:
  - a. Any drug that, under the "Federal Food, Drug, and Cosmetic Act," federal narcotic law sections 3715.01 to 3715.72, or Chapter 3719. of the Revised Code, may be dispensed only upon a prescription;
  - b. Any drug that contains a schedule V controlled substance and that is exempt from Chapter 3719. of the Revised Code, or to which such chapter does not apply; and
  - c. Any drug intended for administration by injection into the human body other than through a natural orifice of the human body (O.R.C. § 4729.02(D)).
3. "Drug dependent person" means any person who, by reason of the use of any drug of abuse, is physically, psychologically, or physically and psychologically dependent upon the use of such drug, to the detriment of his health or welfare (O.R.C. § 3719.011(B)).
4. "Possess" or "possession" means having control over a thing or substance but may not be inferred solely from mere access to the thing or substance through ownership or occupation of the premises upon which the thing or substance is found (O.R.C. § 2925.01(L)).
5. "Sale" includes delivery, barter, exchange, transfer, or gift, or offer thereof, and each such transaction made by any person, whether as principal, proprietor, agent, servant, or employee (O.R.C. § 3719.01(EE)).
6. Misdemeanor means offenses lower than felonies and generally those punishable by fine or imprisonment otherwise than in a penitentiary. Under federal law, and most state laws, any offense other than a felony is classified as a misdemeanor.

7. Felony means a crime of a graver or more serious nature than those designated as misdemeanors. Under federal law, and many state statutes, any offense punishable by death or imprisonment for a term exceeding one year.
  - a. The following acts are drug offenses:
    - i. Corrupting Another with Drugs (O.R.C. § 2925.02);
    - ii. Trafficking in Drugs (O.R.C. § 2925.03);
    - iii. Drug Abuse (O.R.C. § 2925.11);
    - iv. Possessing Drug Abuse Instruments (O.R.C. § 2925.12);
    - v. Drug Paraphernalia Offenses (O.R.C. § 2925.14)
    - vi. Permitting Drug Abuse (O.R.C. § 2925.13);
    - vii. Abusing Harmful Intoxicants (O.R.C. § 2925.31);
    - viii. Trafficking in Harmful Intoxicants (O.R.C. § 2925.32); and
    - ix. Prohibition against Driving While Under the Influence of Alcohol or Drugs or with Certain Concentrations of Alcohol in Bodily Substances; Chemical Analysis (O.R.C. § 4511.19).
  - b. The following acts are alcohol offenses:
    - i. Open Container Prohibited (O.R.C. § 4301.62);
    - ii. Under Age Person Will Not Purchase Intoxicating Liquor or Beer (O.R.C. §4301.63);
    - iii. Prohibitions, Minors Under 21 Years (O.R.C. § 4301.632);
    - iv. Misrepresentation to Obtain Alcoholic Beverages for a Minor Prohibited (O.R.C. § 4301.633);
    - v. Misrepresentation by a Minor Under 21 Years (O.R.C. § 4301.634);
    - vi. Furnishing a False Identification Card (O.R.C. § 4301.636);
    - vii. Prohibition against Consumption in Motor Vehicle (O.R.C. § 4301.64);
    - viii. Illegal Possession of Intoxicating Liquor Prohibited (O.R.C. § 4301.67)
    - ix. Offenses Involving Underage Persons (O.R.C. § 4301.69);
    - x. Dramshop Law - Owner and Lessee Liable (O.R.C. § 4399.02);
    - xi. Restrictions on Sale of Beer and Liquor (O.R.C. § 4301.22); and
    - xii. Penalties (O.R.C. ' 4301.99).

#### Federal Laws on Drugs

1. Schedule of Controlled Substances (21 U.S.C. § 812). For content of this schedule, please contact the Office of General Counsel.
2. Prohibited Acts (21 U.S.C. § 841);
3. Penalty for Simple Possession (21 U.S.C. § 844);
4. Civil Penalty for Possession of Small Amounts of Certain Controlled Substances (21U.S.C. § 844a);
5. Distribution to Persons Under Age 21 (21 U.S.C. § 845);
6. Distribution or Manufacturing in or Near Schools and Colleges (21 U.S.C. § 845a); and
7. Employment of Persons Under 18 Years of Age (21 U.S.C. § 845b).

#### Drug and Alcohol Counseling/Treatment/Rehabilitation Program Available to Students

1. Intervene Now is available to students who have substance abuse problems. Intervene Now helps recognize substance abuse early and helps prevent damage to the lives of impaired students. Intervene Now provides support for impaired students through understanding and care. Evaluation and treatment for impaired students is in a confidential and compassionate manner, which allows recovering students to continue their education without stigma or administrative censure.
2. Other rehabilitation programs also may be arranged through Student Services or the Office of General Counsel.

#### Health Risks Associated with Use of Illicit Drugs and Abuse of Alcohol

##### 1. Drugs

- (a) A depressant decreases a body function or nerve activity temporarily.
  - (i) Effects on the body:
    - (a) Lack of interest in surroundings;
    - (b) Inability to focus attention on a subject;
    - (c) Lack of motivation to move or talk;
    - (d) Pulse and respiration become slower than usual;

- (e) Sensory perceptions diminish;
  - (f) Psychic and motor activities decrease;
  - (g) Reflexes become sluggish and eventually disappear; and
  - (h) Depression can progress to drowsiness, stupor, unconsciousness, sleep, coma, respiratory failure and death.
- (b) Stimulant drugs temporarily increase body function or nerve activity.
- (i) Effects on the body:
    - (a) Enhance mood;
    - (b) Increase alertness;
    - (c) Provide relief from fatigue;
    - (d) Excitation;
    - (e) Dilated pupils;
    - (f) Increased pulse rate and blood pressure;
    - (g) Insomnia;
    - (h) Loss of appetite; and
    - (i) Repeated administration or large doses may produce convulsive seizures, alternating with periods of depression that may range from exhaustion to coma.

## 2. Alcohol

- (a) Effects on the body:
- (i) Lack of coordination;
  - (ii) Talkativeness;
  - (iii) Dulls sensitivity to pain;
  - (iv) Aggressiveness and excessive activity;
  - (v) Decreases amount of Rapid Eye Movement (REM) while sleeping;
  - (vi) Frustrates sexual performance;
  - (vii) Liver disease (including fatty liver, alcoholic hepatitis and cirrhosis);
  - (viii) Drowsiness, progressing through stupor and alcoholic coma;
  - (ix) Adversely affects ventricle function in heart;
  - (x) Slurred speech; and
  - (xi) Loss of inhibitions.

## FACULTY-STUDENT RELATIONSHIPS

A faculty member is prohibited from having supervisory responsibility during a graded experience over a student who is the faculty member's relative or a student with whom the faculty member has a close personal relationship or a health care relationship. The Colleges must avoid a conflict of interest in securing objective assessment of performance outcomes.

Faculty is defined as instructional faculty, clinical faculty, research faculty, postdoctoral fellows, graduate student instructors and graduate student research assistants. Supervisory responsibility includes, but is not limited to, teaching, research, advising, grading or awards. This supervision can occur on or off campus, in curricular, cocurricular or extra-curricular activities. Graded experience is defined as a course, clerkship, or elective. Relative is defined as child, stepchild, grandparent, grandchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, stepfather, spouse/partner, uncle, aunt, cousin or in-laws, and other close personal relationships.

### *Faculty-Student Relationships Requiring Disclosure*

If a student is related to a faculty member, the student must disclose the relationship to Student Affairs and/or a course director, as per individual course policy and follow the disclosure policy. Disclosure must be prior to the start of a graded experience. Should the student fail to disclose the relationship until the graded experience has begun and it is discovered, the student will be removed from the educational pursuit and placed under other supervision if possible. (Removal may result in failure to meet graduation requirements on-time.) Students failing to disclose the relationship prior to the start of a graded experience demonstrate a concern regarding conduct and are subject to meeting with CAPP.

Students may not receive or be referred to psychiatric/psychological counseling or care for other sensitive health services or any health service from any health service provider involved in the academic assessment or promotion of the NEOMED student receiving those services.

Students assigned to a clinical site where a treating health care professional, with whom the student has an existing or previous relationship, will be required to report this relationship to the M3/M4 Clinical Director and/or a course director and will be required to change to another site.

Students assigned to a clinical site where a treating physician who has or is delivering care for a student will be required to report this relationship to the M3/M4 Clinical Director and/or a course director and may request a change to their site assignment or they may have their site assignment changed or they may be required to change their clinical site.

## HARASSMENT AND UNLAWFUL DISCRIMINATION POLICY

All members of the University are responsible for ensuring that our working and learning environment is free from harassment or unlawful discrimination. Supervisory personnel bear the primary responsibility for maintaining a working and learning environment free from harassment or unlawful discrimination. They should act on this responsibility whenever necessary, whether or not they are in receipt of complaints. The University is committed to maintaining a professional and collegial work and learning environment in which all individuals are treated with respect and dignity. Everyone has the right to work and learn in a professional atmosphere.

The University seeks to promote an environment in which all students, faculty and staff interact based on individual strengths and characteristics, without having such interactions shaped by generalizations or stereotypes based on age, race, gender, religion, sexual orientation, national origin, disability or veteran status; and to encourage constructive thoughtful and sensitive behavior.

Harassment and unlawful discrimination are serious offenses that may be cause for disciplinary action including, as appropriate, dismissal or expulsion. The University will not tolerate harassment or unlawful discrimination on the Rootstown campus, or in any affiliated institution, program or agency. The University will commit resources to educational and training programs designed to make members of its community aware of their responsibilities with respect to this objective.

This policy will not be interpreted, administered or applied to infringe upon the academic freedom of any member of the community. The frank discussion of controversial ideas, the pursuit and publication of controversial research, and the study and teaching of material with controversial content do not constitute harassment, provided these activities are conducted in an atmosphere of respect.

All members of the University will be treated equitably under this policy. All matters arising under this policy will be dealt with in a fair, unbiased and timely manner. All parties will be advised of the provisions of this policy and of the procedures available to them. Any complainant who petitions the University to assist in the resolution of a complaint must be prepared to be identified to the respondent. All parties must be given the opportunity to present evidence in support of their positions and to defend themselves against allegations of harassment or unlawful discrimination. Efforts at informal resolution (as defined in the procedures) will be used before any formal steps are taken unless the egregiousness of the offense requires immediate formal action. Those responsible for interpreting, administering and applying this Policy will use a Reasonable Person Standard. This policy is not to be interpreted, administered or applied in such a way as to detract from the rights and obligations of those in supervisory roles to manage and discipline employees and students, subject to the University's policies and procedures. This policy is not intended to interfere with social or personal relationships among members of the University. Members of the University have an obligation to participate in the procedures under this policy. Either party may object to the participation of a person in the investigation or resolution of a complaint on the grounds of a conflict of interest or reasonable apprehension of bias.

### *Scope of the Policy*

A complaint of harassment or unlawful discrimination may be made by any member of the University against any other member of the University so long as it pertains to related activities of the University. A complaint of harassment or unlawful discrimination regarding a member of the University made by a person who is not a member of the University should be made to the supervisor of the University member whose behavior is the subject of the complaint.

When a faculty member is charged with harassment or unlawful discrimination, this policy and the procedures communicated here will be employed in lieu of the procedures outlined in Faculty Bylaws procedures for sanctions of faculty including censure and dismissal for just cause. Unless the complaint alleges harassment or unlawful discrimination, student complaints about course instructors, teaching methods, evaluations or course related matters are to be handled in accordance with the University's policies. A student may not use this policy to review the decisions or recommendations of the Committee on Academic and Professional Progress. These decisions may only be reviewed in accordance with the University policy on CAPP.

When a student is charged with harassment or unlawful discrimination, this policy and the procedures listed here will be employed in lieu of the procedures outlined in the Committee on Academic and Professional Progress.

#### *Definitions*

**Abuse, Physical** – Unwanted, unauthorized or offensive physical contact with another.

**Complainant** – Any person who seeks recourse pursuant to this policy because he/she has reasonable cause to believe he/she has experienced harassment or unlawful discrimination.

**Complaint** – A statement by a complainant seeking recourse pursuant to this policy for resolve of harassment or unlawful discrimination. A formal complaint is a written official complaint alleging harassment, abuse or unlawful discrimination.

**Harassment** - Behavior toward another person or persons that is so severe and pervasive to a reasonable person that it substantially interferes with an individual's participating in a University-related activity or creates an intimidating, hostile, or offensive academic or working environment.

**Investigation Committee** – The Investigation Committee will consist of three (3) or four (4) members who will investigate formal complaints to determine whether harassment or unlawful discrimination has occurred and, if so, to what extent and make a recommendation regarding sanctions, if appropriate. In each case of alleged harassment or unlawful discrimination, the Investigation Committee will be chosen by the Responsible Officer from the available pool of faculty, staff and students. The Investigation Committee will not consist of any members from the department of the Complainant or Respondent.

**Reasonable Person Standard** – Whether or not a reasonable person in roughly the same position as the Complainant would judge harassment or unlawful discrimination to have occurred because of a behavior or pattern of behavior.

**Respondent** – A person or persons against whom an allegation of harassment or unlawful discrimination has been made pursuant to this Policy.

**Responsible Officer** – University official who decides whether the policy has been violated and makes decisions regarding sanctions, if appropriate. The senior associate dean of the respective college has been designated the Responsible Officer. If the Responsible Officer is charged with harassment or unlawful discrimination, the matter will come under the jurisdiction of the President. If the President is charged with harassment or unlawful discrimination, the matter will come under the jurisdiction of the Board of Trustees.

**University Community** – All faculty, staff and students of the University, student assistants, and any researcher, instructor or student matriculated elsewhere but engaging in programs at the University, on any campus or any clinical setting.

**University-Related Activity** – All activities operated under the auspices of the University on the Rootstown campus or in any affiliated institution, program or agency.

**Sanctions** – A penalty imposed for violation of this Policy. Sanctions include but are not limited to:

1. **Faculty Sanctions** – in order of severity, are: reprimand, censure, censure with reduction of salary, suspension with loss of salary and dismissal.
2. **Staff Sanctions** – in order of severity, are: verbal reprimand, written reprimand, suspension for a number of days without pay, demotion and dismissal.
3. **Student Sanctions** – in order of severity, are: informal reprimand, formal reprimand, probation, suspension and expulsion.
4. The Responsible Officer may impose a sanction upon faculty and staff of up to, but no more than, a three (3) day suspension without pay, without consulting with the President. The Responsible Officer may impose a sanction upon students of involuntary probation without consulting with the dean of the respective College.

### *Use of Information*

Allegations of harassment and unlawful discrimination often involve the collection, use and disclosure of sensitive personal information. All reasonable measures will be taken to maintain confidentiality. Information concerning a complaint may be provided to appropriate officials of the University on a need-to-know basis. Any person knowingly, willfully or negligently breaching confidentiality may be subject to sanctions or other appropriate action.

Subject to any limitations or disclosure requirements imposed by law, all information, whether oral, written or electronic, created, gathered, received or compiled through the course of a complaint is to be considered confidential by both the Complainant and Respondent, their representatives and advocates, witnesses and other officials designated by this policy. All information will be treated as "supplied in confidence for investigatory purposes." All closed investigatory files will be retained by or destroyed by the general counsel in accordance with the University Record Retention policy. The Complainant and Respondent will be informed of the final decision.

## HARASSMENT AND UNLAWFUL DISCRIMINATION PROCEDURES

### *Informal Procedures*

All members of the NEOMED community are encouraged to resolve complaints informally. Students who feel they have been harassed or discriminated against should discuss the matter with their faculty advisor, the Director of Student Wellness and Counseling, or the Senior Executive Director of Academic Affairs and Student Services. These individuals will provide students a confidential forum for expressing concerns and exploring options for addressing them; advise students on both informal and formal procedures for addressing their concerns; and discuss the student's concerns, with the permission of the student, with the person about whom the student has an issue (e.g., faculty member, resident).

If one of the individuals identified above believes that a significantly inappropriate action has occurred, the individual has the responsibility to discuss the issue with his/her respective senior associate dean, even if the student does not wish to file a formal complaint. Students may confidentially discuss an informal complaint with the Responsible Officer.

After receiving a detailed statement of the complaint, the Responsible Officer may, with the permission of the complainant, discuss the complaint with the Respondent to seek a mutually acceptable resolution. If no resolution is reached, the Responsible Officer will explain that the complainant may file a Formal Complaint. Unless a Formal Complaint is filed, no further action will be taken by the University except as authorized by the Responsible Officer.

### *Formal Procedures*

A complaint becomes formal when a complainant completes the Formal Harassment and Unlawful Discrimination Complaint Form and delivers it to one of the members of the NEOMED community designated to receive such Complaints. Upon receipt, all Formal Complaints are forwarded to the Responsible Officer. The Responsible Officer investigates and adjudicates the matter or convenes an Investigation Committee, if necessary.

Students must file a Formal Complaint in accordance with the above procedure within forty-five (45) calendar days of the last alleged incident of harassment or unlawful discrimination.

### *Investigation Process*

The investigation will be conducted by the Responsible Officer or an Investigation Committee appointed by the Responsible Officer, if necessary. The Responsible Officer will consult the General Counsel on all matters of evidence, policy interpretation and/or procedures. The Responsible Officer may, for good cause shown, exercise discretion in delaying the investigatory phase of a Formal Complaint. The investigation process will include one or more of the following steps as appropriate:

1. Confirm name and position of the Complainant.
2. Identify the Respondent.
3. Develop a thorough understanding of the professional relationship, degree of control and amount of interaction between the Complainant and Respondent.
4. Determine the frequency/type of alleged harassment or unlawful discrimination and, if possible, the dates and locations where the alleged harassment or unlawful discrimination occurred.
5. Thoroughly ascertain all facts in connection with the alleged incident, beginning by interviewing the Complainant and the Respondent. During the first interview with the Respondent, remind the Respondent that NEOMED will not tolerate any retaliation against the Complainant for making a Formal Complaint. Questions of all parties will be asked in a nonjudgmental manner.
6. Determine whether the Complainant informed or consulted with any other parties about the alleged harassment or unlawful discrimination and what responses, if any, the Complainant received from these individuals.
7. Identify any witness(es) who may have observed the alleged harassment or unlawful discrimination. If the Complainant and the Respondent present conflicting versions of the facts, witnesses may be interviewed to obtain observations regarding how the Complainant responded to the alleged harassment or unlawful discrimination and determine what efforts, if any, at informal resolution of the matter were made between the Complainant and Respondent.
8. Determine whether the Complainant knows of or suspects that there are other individuals who have been harassed or mistreated by the Respondent.
9. The Investigation committee will send any prepared reports to the Responsible Officer for review. The Responsible Officer may impose sanctions as described in Section IV(M) of the Policy.
10. The Responsible Officer will use a preponderance of the evidence standard of proof in reaching a decision.
11. In making disciplinary decisions and recommendations, the Responsible Officer will take the following matters into consideration:
  - a. The severity of the offense;
  - b. Whether the offense was intentional or unintentional;
  - c. Whether the offense is an isolated incident or involves repeated acts;
  - d. Mitigating or aggravating circumstances affecting either party; and
  - e. Whether there was an imbalance in power between the parties.

#### *Administrative Leave*

It may be necessary to place a faculty member, staff member or student on administrative leave during the investigation and resolution of a complaint. Such administrative leave will not be viewed as a disciplinary action. If the administrative leave involves a faculty member or staff member, the administrative leave will be with pay unless otherwise authorized by law.

#### *Discipline and Sanctions*

Disciplinary sanctions may include, but are not limited to, censure, reprimand, suspension, expulsion, termination or dismissal. In addition, the Respondent may be required to participate in a special education or counseling experience. When criminal conduct is suspected or has occurred, the general counsel will consult with legal authorities and refer the matter, as appropriate. If the Responsible Officer finds the allegation was frivolous, vexatious or malicious, the Responsible Officer may recommend sanctions against the complainant. Each party will be informed of the final decision. The final decision and the report of the Responsible Officer will be placed in the appropriate personnel file or student file if the Respondent is found to have violated the Policy.

#### *Documentation of Student Complaints*

NEOMED is required by The Higher Learning Commission of the North Central Association of Colleges and Schools (NCA) to track all student Formal Complaints. The University Registrar will maintain these Formal Complaints, along with the stated outcome of such complaints as set forth below. Students should understand the University is required to share information about complaints with each University's accreditation agencies. Every effort will be made to maintain the confidentiality of individual identities regarding such Complaints.



The senior associate dean will forward documentation of Formal Complaints to the University Registrar. The University Registrar will maintain a database on Formal Complaints including the date the Formal Complaint was submitted to the Responsible Officer; the nature of the complaint; the steps taken by the University to resolve the complaint; the University's final disposition of the complaint; and any other external actions initiated by the student to resolve the complaint, if known to the University.

#### *Confidentiality*

To the extent permitted by law, all allegations of harassment or unlawful discrimination, the investigation and its outcome are considered confidential. Individuals will be made aware of the allegations, investigations and outcome on a need to know basis. These persons may include, but are not limited to, the Complainant, the Respondent, any witnesses and persons involved in the management or investigation of the complaint. Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.

#### *Role of the General Counsel*

The General Counsel will represent the University and will not represent the Complainant or the Respondent. The General Counsel will assist the University in the management, investigation and resolution of all complaints and will be consulted on all matters of evidence, policy interpretation and procedure. Finally, the General Counsel will contact legal or licensing authorities outside of the University if necessary and appropriate; and will maintain a copy of all records relating to the investigation and resolution of complaints in accordance with the University's Records Retention Schedule.

## SEXUAL MISCONDUCT AND HARASSMENT (TITLE IX)

The University is committed to maintaining an environment for all personnel, including faculty, staff, students, volunteers and visitors in which they can work, learn, and participate in activities free from sexual harassment and sexual misconduct. Sexual harassment and sexual misconduct committed by or against any faculty, staff, student, employee, volunteer or visitor are prohibited at the University and will be fully investigated and adjudicated in accordance with this policy. The scope of this policy applies to all students, employees, and visitors to the University and outlines instances of sexual misconduct and sexual harassment are defined, reported and adjudicated to ensure a safe and secure campus community.

#### *Definitions*

**Reporting Party** -- refers to a person who alleges that they have been the victim of Sexual harassment or Sexual misconduct (as those terms are defined in this policy).

**Responding Party** -- refers to a person against whom an allegation of sexual harassment or sexual misconduct has been made (as those terms are defined in this policy).

**Campus Official** -- for the purposes of this policy includes any NEOMED Police Officer, Campus Security Authority and any Title IX Coordinator.

**Campus Security Authorities** -- include campus security, individuals who have responsibility for campus security including those who are designated as persons to whom an offense should be reported; and any individual who has significant responsibility for student and campus affairs.

**Consent** -- for the purposes of this policy refers to permission or agreement to engage in sexual activity. Consent can be given by words or actions as long as those words or actions create mutually understandable permission and willingness to engage in sexual activity. Consent must be active; silence cannot constitute consent nor can consent to one form of sexual activity be implied as consent to another form of activity. Consent for sexual activity is not present if an individual: lacks the ability to control or judge their conduct because they are substantially impaired (from alcohol or drug use); is coerced; is subjected to the use of force or the threat of force; is unconscious or unaware the act is being committed; is mentally or physically impaired; or is unable to consent due to age.

**Sexual Harassment** -- refers to unwelcome verbal or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive to interfere with an individual's work or educational performance, or creates an intimidating, hostile or offensive work or educational environment; or unwelcome sexual advances or requests in exchange for employment or academic gain.

**Sexual Misconduct** -- broadly refers to Title IX Offenses as well as non-consensual sexual contact such as fondling, non-consensual intercourse, sexual exploitation of any kind, and indecent exposure, which are generally defined in Section 2907 of the Ohio Revised Code.

**Title IX Offense(s)** -- include the following terms, as defined below and further explain in

Appendix A:

- (a) Sexual assault, which occurs when a person does any of the following to commit a sexual act: uses force, threats, or deception to make the victim take drugs or alcohol; uses force or threats of force; knows the victim could not resist or consent because of a mental or physical condition.
- (b) Domestic violence, which occurs when a person knowingly or recklessly causes serious physical harm to a family or household member or uses a threat of force to create the belief that imminent physical harm will occur.
- (c) Dating violence, which occurs when a person who is or has been in a social relationship of a romantic or intimate nature causes serious physical harm or a threat of serious physical harm to the other person in the relationship. The nature of the relationship will be determined based on several factors, including the length of the relationship, the type of relationship, and the frequency of interaction between those in the relationship.
- (d) Stalking, which occurs when a person engages in a course of conduct directed toward a specific person that would cause a reasonable person to: fear for the person's safety or the safety of others; or suffer substantial emotional harm. A course of conduct means two or more acts in which a person directly, indirectly, or through a third-party uses a device or actions to follow, monitor, threaten or communicate to or about a person, or interferes with a person's safety.

*Reporting Allegations of Sexual Misconduct or Sexual Harassment to Campus Officials*

The University encourages any person who has experienced an act of sexual misconduct or sexual harassment to promptly report the incident to the Title IX Coordinator at 330-325-6736, University Police at 330-325-5911, Campus Security at 330-325-6489, or one of the Campus Security Authorities.

Students, employees, or visitors accusing another party of such acts should report their complaints to the Title IX Coordinator at 330-325-6736. Any person can report such complaints to a Campus Security Authority who can be contacted in accordance with the Emergency or Crime Reporting Policy. Reports made to any of the above-named contacts are not confidential, as further defined in Section (D)(3).

The University provides limited amnesty to students and employees who report acts of sexual misconduct to encourage people to report such acts when behavior that otherwise would be considered a violation of the Student Conduct Code or terms of employment may be involved (for example, consuming alcohol underage or consuming illegal drugs). Consequently, an individual who reports sexual misconduct, either as a Reporting Party or a third-party, will not be subject to disciplinary action by University for his/her personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not place the health or safety of any other person at risk. If the Reporting Party is incapacitated for any reason and is unable to report, a report should be made on that person's behalf.

Any student, employee or visitor to the University who has knowledge that an act of sexual misconduct or Sexual Harassment has occurred is obligated to report the matter appropriately. The failure to report such an act may result in disciplinary action being taken against a student or employee. All Reporting Parties (or those reporting on another person's behalf) are required to complete a Complaint Form upon meeting with a Campus Official (or have the form completed by the Campus Official). All Reporting Parties, upon making a report or completing Complaint Form, will be advised of counseling services available on and off campus, the option to notify local law enforcement and the ability to immediately pursue any of the Interim Measures set forth in Section (D)(4)(f).

*Options Regarding Law Enforcement and Campus Authorities*

All persons who believe they have experienced criminal acts of sexual misconduct or any Title IX Offense should report the matter to University Police at 330-325-5911 or to the Portage County Sheriff's Office at 911 or 330-296-5100 to file a police report. University personnel will assist the Reporting Party in notifying University Police or the Portage County Sheriff's Office if the Reporting Party requests this assistance. The Reporting Party has the right to decline to notify University Police and the Portage County Sheriff's Office. NEOMED Public Safety personnel or the Portage County Sheriff's Office may assist a Reporting Party in obtaining a civil or criminal protective order if the Reporting Party believes the Responding Party may be a threat to the Reporting Party's ongoing safety. A protective order can limit or prohibit contact with the Reporting Party by the Responding Party.

### *Confidentiality*

The University preserves confidentiality of reports made pursuant to this policy to the extent possible and allowed by state and federal law. The degree to which confidentiality can be maintained and protected, however, depends upon the person to whom the sexual misconduct or Title IX Offense is reported.

Confidentiality can only be assured when discussing the matter with those in a legally protected role. Confidential reports of sexual Misconduct or Title IX Offenses may be made on campus to the Director of Counseling Services at 330.325.6755. The Director of Counseling Services is the only confidential source for reporting on campus, meaning that a report to the Director of Counseling Services will not result in a report to law enforcement or other University personnel. Confidential reports of Sexual Misconduct or Title IX Offenses may be made off-campus to Townhall II at 330.678.3006. The Office of the Ombuds is not a confidential reporting option for acts of sexual misconduct as defined in this policy.

Campus Officials and other campus University personnel who receive reports of sexual misconduct or Title IX offenses will make reasonable and appropriate efforts to preserve the privacy of both the Reporting Party and the Responding Party to the extent possible and permitted by state and federal law. Reports may be made off campus to the Portage County Sheriff's Office.

## INVESTIGATING REPORTS OF SEXUAL HARASSMENT OR SEXUAL MISCONDUCT

### *Informal Investigation*

Some reports of non-criminal sexual misconduct or Title IX Offenses may be resolved by way of informal investigation or mediation. Allegations of sexual violence do not qualify for an informal investigation.

Both parties must agree with the use of an information investigation to address the Complaint. All informal investigations will be conducted in a manner designed to provide a prompt, fair, and impartial investigation and resolution. The Reporting Party and the Responding Party are not required to address issues directly with one another. Both the Responding Party and the Reporting Party will receive a written decision based on the evidence gathered during the informal investigation and have the right to appeal the decision.

### *Formal Investigation*

Reports of serious, potentially criminal sexual misconduct or Title IX Offenses will be addressed through a formal investigation. A formal investigation will include the following: fact-finding through witness interviews; written report of the investigation findings; imposition of sanctions when indicated; and a determination of the steps the University will take to eliminate the conduct, prevent its recurrence, and mitigate or remedy its effects. All information investigations will be conducted in a manner designed to provide a prompt, fair, and impartial investigation and resolution. If the Responding Party is a student, the matter will be addressed in accordance with the procedures set forth in this publication. If the Responding Party is an Employee, the matter will be addressed in the manner set forth in the Guidelines for Investigating and Resolving Complaints of Discrimination and Harassment.

Both the Reporting Party and the Responding Party have the right to be accompanied by an advisor of their choice throughout the investigation and be present at any hearing on the matter. Any hearing on the matter will be conducted by an official trained in adjudicating allegations of sexual harassment and sexual misconduct. Both the Responding Party and the Reporting Party will receive a written decision based on the evidence gathered during the informal investigation and have the right to appeal the decision.

### *Evidentiary Standard*

The evidentiary standard to determine responsibility in a sexual harassment or sexual misconduct investigation is a preponderance of the evidence standard, meaning that, based on the evidence available, it is more likely than not that the Responding Party committed the conduct.

### *Sanctions*

Upon the completion of a formal or informal investigation, if the Responding Party is found to have committed acts of sexual harassment or sexual misconduct, sanctions may be imposed. Sanctions may include, but are not limited to, suspension from or termination of further employment; suspension or dismissal from further matriculation; adjustments to work, living or learning situations; mandatory referrals for education and training; or other sanctions as necessary and appropriate to address the conduct at issue.

### *Appeals*

Both the Responding Party and the Reporting Party have the right to appeal the written decision within five (5) business days of the release of the decision. A written appeal must be submitted in accordance with the process outlined in the written decision and must state one of the following grounds for review:

1. A procedural irregularity that substantially affected the outcome of the matter to the detriment of one of the parties; or
2. The presence of new, compelling evidence that was not available at the time of the initial review; evidence that there were facts or criteria that were improperly included in the review or that extraneous facts substantially affected the decision to the detriment of one of the parties; or
3. The decision was arbitrary or capricious in light of the facts, criteria and procedures employed.

### *Finality*

All decisions are final in the sixty (60) days after they are issued, unless they are appealed in accordance with Section (D)(4)(e). Decisions that are appealed are final upon issuance of the decision regarding the appeal.

### *Timing*

All investigations will be completed in a prompt and reasonably efficient manner. Ideally, an investigation will not exceed sixty (60) calendar days from the date the initial report was made, however, the complexity, severity and extent of the alleged conduct may require additional time in certain circumstances.

### *Interim Measures*

Interim measures may be available before the final outcome of an investigation to support and protect the Reporting Party. Interim measures may include but are not limited to: imposing a "no contact" order, requiring that the Reporting Party and the Responding Party refrain from having any contact with one another; providing victim advocacy; modifying living or work arrangements; modifying class assignments; providing counseling or health services; providing academic support; and considering leave requests.

### *Cooperation*

All University students and employees are expected to cooperate in the investigation process.

### *Resources and Support*

Any person who has experienced an act of sexual misconduct is encouraged to go to the nearest emergency room or hospital for evaluation, treatment, and counseling. Summa Health St. Thomas Hospital in Akron, Ohio, offers specialized services for victims of sexual misconduct. Though a person who has experienced an act of sexual misconduct has the option to notify law enforcement authorities about the offense, filing a police report near in time to the offense will ensure the person receives the necessary medical treatment and tests at no expense; provide an opportunity for the time-sensitive collection of evidence helpful in the prosecution, such as collecting soiled clothes and advising the person to refrain from bathing or douching, washing his/her face, urinating, drinking liquids, eating, or brushing his/her teeth; assure that the person has access to free confidential counseling from counselors specifically trained in sexual assault crisis intervention.

The Center for Student Wellness and Counseling Services is available for crisis support counseling to any person who has experienced an act of sexual misconduct. Students may contact CSWCS at 330.325.6757 to consult with a counselor.

All first-year students are required to attend an educational program which promotes the awareness of sexual assault, particularly rape and acquaintance rape. The program addresses who a student should

contact on campus and in local law enforcement in the event an act of sexual misconduct occurs. The program will emphasize the importance of reporting such offenses to the police and preserve evidence of the assault for prosecution of the offense.

#### *Retaliation*

The University will not tolerate retaliation in any form against a Reporting Party or any witness or participant in an investigation conducted under this policy. Retaliation should be reported promptly to the Title IX Coordinator. Evidence of retaliation is grounds for disciplinary action.

#### Reporting Under the Clery Act

Employees designated as Campus Security Authorities under the Clery Act are required to provide information regarding any report of a Title IX Offense to University Police to be included in the University's Annual Campus Security Report and, if appropriate, for the purposes of issuing a Timely Warning in accordance with the Timely Warning Policy.

#### Release of Information under Family Educational Rights and Privacy Act (FERPA)

FERPA generally prevents the disclosure of confidential information about students, however, where a student has been found responsible for committing an act of Sexual Misconduct, Title IX provides for limited disclosure of that information, including the name of the student found responsible for the act and the sanction imposed upon that student. The name of the Reporting Party, however, will not be disclosed.

## MISSING PERSON POLICY

The [Missing Person Policy](#) is available on the NEOMED website.

NEOMED's missing person policy establishes protocol for locating a NEOMED student who is living in on-campus housing and who, based on the information available at the time, is believed to be missing.

All NEOMED students who execute a Resident Agreement for on-campus housing will be asked to register a contact person who would be contacted no later than 24 hours after the time the student is determined to be missing. A student can register a confidential contact for this situation, in addition to the emergency contact information on file with the University. A missing student's confidential contact information will be accessible by NEOMED campus officials and may be shared with law enforcement during the missing person investigation. If the student is under 18 years of age, NEOMED is required to notify a custodial parent or legal guardian not later than 24 hours after the student is determined to be missing.

Any person who has reason to believe that a NEOMED student who is living on campus is missing should contact the NEOMED Police Department immediately at 330.325.5911 to make a report.

The NEOMED Police Department will conduct an initial inquiry in response to any report that it receives regarding NEOMED students living on campus who may be missing. The inquiry will seek to determine if the student is actually missing and cannot be located through reasonable efforts. The inquiry may include, but is not limited to, the following activities:

- Calling or visiting the student's residence;
- Contacting neighbors, fellow students, and/or friends of the resident to determine the circumstances of the student's disappearance;
- Conducting a campus search of public locations to locate the student (library, cafeteria, lecture halls, etc.);
- Access key card and FOB usage records to determine the student's last use of either means of access;
- Access the student's email or other network login records to determine the student's last use of the NEOMED network;
- If the NEOMED Police Department determines the student may be at risk, they will attempt to retrieve the student's cell phone number and work with the corresponding cell phone carrier to determine the student's last use of the phone and its location;
- Obtaining and circulating a photograph of the student to assist in identifying and locating the student;

- Contacting the Senior Executive Director of Academic Affairs and Student Services, the Dean of the college in which the student is enrolled, relevant faculty members or the on-campus housing management company for information related to the student; and
- Contacting additional law enforcement agencies.

If the NEOMED Police Department, after conducting an investigation of the report, determine that a student is missing, the University will contact the individual registered as a contact by the student when the student entered on-campus housing. In the event the student did not register a contact when executing his/her Resident Agreement for on-campus housing, the University will contact the emergency contacts on file for the student in the Office of the Registrar.

The Board of Trustees authorized the administration to establish and implement all policies to ensure compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act 20 USC §1092 (f) and to modify those policies without further ratification action required by the Board of Trustees.

## MISTREATMENT AND INAPPROPRIATE PROFESSIONAL INTERACTION

The University is committed to maintaining a professional and inclusive learning environment in which all students are treated with respect and dignity. This environment should promote interactions based on individual strengths and characteristics to encourage constructive, thoughtful, respectful, sensitive behavior, consistent with the standards of the various health professions in which our students are being trained.

A complaint of Mistreatment or Inappropriate Professional Interaction may be made by any student against any other member of the University community, so long as it relates to the educational activities of NEOMED. Student complaints of Mistreatment or Inappropriate Professional Interactions about course instructors, teaching methods, assessments or course related matters are to be handled in accordance with this policy.

This policy will not be interpreted, administered or applied to infringe upon the academic freedom of any faculty member of the University. The frank discussion of controversial ideas, the provision of constructive criticism related to educational performance, the pursuit and publication of controversial research, and the study and teaching of material with controversial content do not constitute Mistreatment, provided these activities are conducted in an atmosphere of respect.

This policy is not to be interpreted, administered or applied in such a way as to detract from the rights and obligations of those in an assessment role to manage and discipline students, subject to the University's policies and procedures.

A student may not use this policy to review the decisions or recommendations of the Committee on Academic and Professional Progress (CAPP). These decisions may only be reviewed in accordance with the University policy on CAPP.

This policy is not meant to govern situations where students believe that they have been subjected to sexual misconduct, sexual harassment, discriminatory treatment or other illegal activity. Complaints of that nature are addressed under separate University policies.

### *Definitions*

- "Complainant" refers to any person who seeks recourse pursuant to this policy because he/she has reasonable cause to believe he/she has experienced Mistreatment or Inappropriate Professional Interaction.
- "Inappropriate Professional Interaction" refers to conduct that is offensive, uncivil, and generally disrespectful to a reasonable professional in the field.
- "Mistreatment" refers to words, gestures or actions that tend to alarm, intimidate or demean another.
- "Respondent" refers to a person or person against whom an allegation of Mistreatment or Inappropriate Professional Interaction has been made.

- “University-Related Activity” refers to all activities operated under the auspices of the University on the Rootstown campus or in any affiliated institution, program or agency.

All students of the NEOMED community are encouraged to resolve complaints informally. Students who feel they have experienced Mistreatment or Inappropriate Professional Interaction should discuss the matter with their faculty advisor, personal advisor, the Assistant Dean of Students for the College of Medicine, or the Senior Executive Director of Academic Affairs and Student Services. These individuals will:

1. Provide students a forum for expressing concerns and exploring options for addressing the conduct at issue;
2. Advise students on both informal and formal procedures for addressing their concerns; and
3. Discuss the student’s concerns, with the permission of the student, with the person about whom the student has an issue (e.g., faculty member, resident, etc.).

If one of the individuals identified above believes that Mistreatment or an Inappropriate Professional Interaction has occurred, the individual has the responsibility to discuss the issue with his/her respective senior associate dean, even if the student does not wish to file a Formal Complaint.

Students may confidentially discuss an informal complaint with the NEOMED Ombuds as well. After receiving a detailed statement of the Complaint, Ombuds may, with the permission of the Complainant, discuss the Complaint with the Respondent to seek a mutually acceptable resolution. If no resolution is reached, the Ombuds will explain that the Complainant may file a Formal Complaint. Unless a Formal Complaint is filed, no further action will be taken by the University other than what is set forth in this policy.

### **Formal Complaint**

A complaint becomes formal when a complainant completes the [Inappropriate Behavior Reporting Form](#), available on the NEOMED website. Upon receipt, all formal complaints are forwarded to the appropriate dean’s office and to the Senior Executive Director of Academic Affairs and Student Services. The dean’s office investigates and adjudicates the matter or convenes an Investigation Committee, if necessary.

Students may file a formal complaint in accordance with the above procedure within thirty (30) calendar days of the last alleged incident of Mistreatment or Inappropriate Professional Interaction.

### **Investigation Process for a Formal Complaint**

The investigation will be conducted by the Senior Executive Director of Academic Affairs and Student Services with the assistance of other University faculty or staff, as appropriate. The Senior Executive Director of Academic Affairs and Student Services will consult the General Counsel on all matters of evidence, policy interpretation and/or procedure.

The Senior Executive Director of Academic Affairs and Student Services may, for good cause shown, exercise discretion in delaying the investigatory phase of a Formal Complaint if dealing otherwise would compromise the investigation or adversely affect the student’s matriculation.

The investigation process will include one or more of the following steps as appropriate:

1. Confirm name, year, and college of the Complainant;
2. Identify name, title and role of the Respondent;
3. Develop a thorough understanding of the professional relationship, degree of control and amount of interaction between the Complainant and Respondent; and
4. Determine the frequency/severity and type of alleged mistreatment or inappropriate Professional Interaction.

### **Discipline and Sanctions**

1. Failure to cooperate with the investigation or resolution of a formal complaint is considered a violation of this policy and may be grounds for discipline or sanctions.
2. Disciplinary sanctions related to faculty will be undertaken in accordance with the Faculty Bylaws. In addition, the Respondent may be required to participate in a special education or counseling experience.
3. When criminal conduct is suspected or has occurred, the Senior Executive Director of Academic Affairs and Student Services will refer the matter to the General Counsel as appropriate.

4. If the investigation reveals that the allegation was frivolous, vexatious or malicious, the Senior Executive Director of Academic Affairs and Student Services may recommend sanctions against the Complainant.
5. Each party will be informed in writing of the final decision. The final decision and the report of the Senior Executive Director of Academic Affairs and Student Services will be placed in the appropriate personnel file or student file if the Respondent is found to have violated this policy.

#### **Documentation of Student Complaints**

NEOMED is required by The Higher Learning Commission (HLC) to track all student Formal Complaints. The Senior Executive Director of Academic Affairs and Student Services will maintain all formal complaints, along with the final written discussion of such complaints as set forth below. Students should understand the University is required to share information about complaints with each colleges' respective accreditation agencies. Every effort will be made to treat the information with discretion and privacy to protect the individual identities regarding such complaints.

The Senior Executive Director of Academic Affairs and Student Services will maintain a database on Formal Complaints in accordance with the respective accreditation standards for each college.

#### **Discretion in Releasing Complaints**

Other University personnel will be made aware of the allegations, investigations and outcome on a need-to-know basis. These persons may include, but are not limited to, the Complainant, the Respondent, and any witnesses or persons involved in the formal or informal investigation of the Complaint.

Records created as a result of any formal complaint or investigation will be maintained and released in accordance with state and federal law.

## **STUDENT CONDUCT AND PROFESSIONAL BEHAVIOR**

Students at NEOMED are expected to maintain the highest level of conduct and professionalism in their actions both in and out of the classroom, as well as in activities associated with the institution. In addition, students in professional education are expected to develop and maintain the ethical and moral values consistent with all social behavior, but especially those values that must be an integral part of the working attitude of professionals in the fields of healthcare. Further, it is implicit in the very purpose of the University that honesty and integrity be part of a student's behavior throughout his or her education, as well as after formal education is completed. Lack of professional behavior, including unethical behavior of any sort, is contrary to the fundamental principles of the profession and represents a deficiency on the part of the student in the medical and pharmacy curriculum. Such a deficiency may result in adverse action regarding the student's education, including dismissal.

Each student admitted to NEOMED is expected to possess a well-developed concept of conduct, honor and personal integrity and maintain it throughout his or her practice. This responsibility encompasses all public, academic and professional activities of the student, particularly with the handling of privileged information derived from patients and hospital records. Each student will demonstrate behavior that, by its nature and interpretation, is considered appropriate for a professional. Such appropriate behavior includes, but is not limited to, the demonstration of good judgment, personal insight and accountability, responsibility to patients, ability to recognize personal limitations and ability to function under pressure. Students also must be aware of the social impact of their behavior as a professional student and later as physicians and pharmacists. All students enrolled in the University are expected to participate in the Student Conduct Code and the Expectations of Professional Behavior and Student Conduct. Students annually renew their commitment to the principles of this code.

### ***ADMINISTRATION OF STUDENT CONDUCT***

#### ***STUDENT CONDUCT CODE***

The Student Conduct Code definitions apply to all students enrolled at NEOMED for behavior on, or affecting, the campus. All students are responsible for knowing, understanding and abiding by all University rules and regulations outlined within the Student Conduct Code and its definitions listed here. Violations of



the Student Conduct Code may result in disciplinary action and subsequent sanctions which may include, but are not limited to probation, suspension, dismissal or other sanctions addressing the behavioral issue.

(A) DEFINITIONS:

- (1) "Expectations for Student Conduct and Professional Commitment" refers to the University's requirement that each student demonstrate behavior which, by its nature and interpretation, is considered to be appropriate for a career in the student's chosen field of study. Adherence to the Student Conduct Code and Expectations of Professional Behavior is required of all students enrolled at the University. Students are expected to read, understand, sign and abide by these Expectations while enrolled and involved in NEOMED, its partner institutions and hospitals, and NEOMED-sponsored activities. A student's signature on the document constitutes an agreement to support the conduct code and the professionalism principles embodied therein.
- (2) "Complaint" includes a written document or verbal report setting forth the facts and reasons that a party or parties believe are sufficient to support a claim against a student or students for a violation of the Expectations for Student Conduct and Professional Behavior. All Complaints of this nature shall be directed to the Senior Executive Director of Academic Affairs and Student Services
- (3) "Conduct Officer" is the University official or designee who reviews a wide range of reported misconduct, may resolve misconduct cases, or may refer them to another University official for adjudication.
- (4) "Safety Officer" is the University's Director of Public Safety/Chief of Police or his/her designee.

(B) BODY OF THE POLICY:

- (1) By law, the University is responsible for regulating the use of the grounds, buildings, equipment and facilities of the University so that the University may achieve its mission.
- (2) To meet these responsibilities, the University hereby adopts standards of conduct for the students and provides for suspension of students from classes, expulsion from the University and/or physical removal from University property.
- (3) The University hereby authorizes University officials to enforce University policy in order to maintain law and order on the campus.
- (4) The President of the University has the ultimate responsibility and authority for the discipline of all students. The authority to impose the formal sanctions specified in this rule may be delegated to a Conduct Officer by the President. Disciplinary action under this rule may be taken against a person who has been admitted as a student to the University, whether or not the individual is registered for classes. Disciplinary action may also be taken against student organizations. The President, on his/her own initiative, may review any case that comes within the purview of this rule.
- (5) As the recipient of all Complaints alleging student misconduct, the Senior Executive Director of Academic Affairs and Student Services will work in collaboration with the University Registrar, and, if necessary, the senior associate dean of the student's college to make the initial determination as to whether the matters alleged in the Complaint are best resolved through the formal disciplinary process contained in this policy or by way of a referral to the Committee on Academic and Professional Progress (CAPP) or some other mechanism such as counseling or mediation.
- (6) Immediate Administrative Suspension. At the time the Complaint is reported, if the Senior Executive Director of Academic Affairs and Student Services, in consultation with the General Counsel for the University, determines that the conduct alleged is inconsistent with maintaining the good order and discipline of the University and its campus, the Senior Executive Director has the discretionary authority to impose an Immediate Administrative Suspension upon the student. Imposition of an Immediate Administrative Suspension will only occur after there has been: an in-person meeting between the student, the Senior Executive Director, and the Safety Officer to discuss the allegations set forth in the Complaint or a good faith effort upon the University to hold an in-person meeting. Where the circumstances of the student's misconduct prevent such a meeting from occurring, an Immediate Administrative Suspension may still be imposed. If an Immediate Administrative Suspension is issued following the in-person meeting, the student must

- surrender his/her University identification badge and will be escorted off the University property by the Safety Officer.
- (7) A student against whom a Complaint has been made under this policy is entitled to a hearing on the Complaint. The student will be notified in writing at least seventy-two (72) hours in advance, excluding weekends and holidays, of the Complaint and the time, date, and location of the hearing.
  - (8) Hearing Procedures. The University will appoint a Conduct Officer to hold the hearing to determine whether further disciplinary measures will be imposed upon the student. The hearing shall be held at the University on the time and date specified in the Hearing Notice.
    - (a) The Conduct Officer may invoke whatever means necessary to manage the hearing effectively and preserve the order and decorum of the proceedings over which he/she presides.
    - (b) The hearing shall be adversarial in nature and shall be conducted fairly and impartially, but the technical rules of evidence applicable to civil and criminal cases shall not apply.
  - (9) Severance of Proceedings. In proceedings involving more than one accused student, severance, if requested in writing before or at the hearing, shall be granted by the Conduct Officer. Also, upon reasonable request submitted in writing by the student, the Conduct Officer or University Official may grant a continuance of the originally scheduled hearing. In all cases, the proceedings may be delayed no more than two times, each for a period of no longer than five (5) business days.
  - (10) Student's Rights at the Hearing.
    - (a) The student against whom a Complaint has been made is entitled to know the nature and the source of the evidence used to support the Complaint; to cross-examine witnesses against the student; to testify; and to present the testimony of witnesses and other evidence in the student's behalf. In the absence of a waiver of the right against compulsory self-incrimination, the testimony of a student whose suspension is being considered, given at the hearing, shall not subsequently be used in any criminal proceeding against the person. The Conduct Officer may require the separation of witnesses and may bar from the proceedings any person whose presence is not essential to the proceedings. No counter-charges regarding the same incident shall be permitted to be filed pending final disposition of the original charge.
    - (b) The student against whom a Complaint has been made shall be offered the opportunity to appear at the hearing alone or with another person, who may serve only in an advisory capacity. A person serving in an advisory capacity may not participate directly in the hearing or address the Conduct Officer on behalf of the student unless a communication difficulty exists that is sufficiently severe so as to prevent a fair hearing.
    - (c) All hearings shall be closed to protect the student's rights of confidentiality. A request for an open hearing, however, may be made to the Conduct Officer by the student charged and may be granted if warranted by the circumstances.
  - (11) Credibility Determination. The Conduct Officer shall evaluate the points of view presented by the parties in conflict and shall determine if the preponderance of the evidence supports the conclusion that the student committed the misconduct alleged in the Complaint.
  - (12) A copy of the Conduct Officer's findings, including the procedures for appeal before the CAPP Executive Review Committee, shall be given to the student in writing within five business days from the conclusion of the hearing.
  - (13) Offenses
    - (a) Behavior in violation of University policies or procedures, including the behavior outlined in the Expectations for Student Conduct and Professional Behavior and incorporated by reference into this policy. Such policies shall be published in a manner reasonably designed to come to the attention of students.
    - (b) Behavior in violation of the terms of Sanctions previously imposed under this Policy.
    - (c) Behavior deemed detrimental or disruptive to the University community and/or prohibited by local, state or federal laws, including any act that is a violation of the

Campus Disruption Act or results in the student's arrest, but excluding any conduct considered an Offense of Violence pursuant to section 3345.22 and 3345.23 of the Ohio Revised Code and addressed under University Policy No. 3349-10-74.

- (d) Offenses where another student is the victim.
- (14) Sanctions
- (a) Immediate Administrative Suspension. As stated, the Senior Executive Director of Academic Affairs and Student Services, in consultation with the University Registrar and the senior associate dean for the college in which the student is enrolled, may impose an Immediate Administrative Suspension upon receipt of a Complaint based on the nature of the allegations and the in-person meeting with the student.
  - (b) Strict Disciplinary Probation. Based on the Conduct Officer's findings, the student may be placed on strict disciplinary probation, whereby placing the student in serious jeopardy with the University. This Sanction is invoked for a specified period of time, not to exceed twelve (12) months from the date it is originally imposed. Notification of Sanctions will be made to appropriate University offices, including the student's academic College. Students on disciplinary probation:
    - (i) May not be permitted to participate in an official non-curricular capacity such as an officer of a student organization.
    - (ii) May be restricted from entering or remaining in selected campus buildings or in specified university facilities.
    - (iii) May be subject to additional stipulations as outlined by the Conduct Officer.
    - (iv) May be subject to automatic Dismissal or Immediate Administrative Suspension if allegations of further misconduct arise, including any violation of the terms of the disciplinary probation originally imposed.
  - (c) Disciplinary Suspension. This sanction is one of involuntary separation of the student from the University for a period not to exceed twelve (12) months from the date of sanction. Notification of sanctions will be made to appropriate University offices, including the student's academic College. Students suspended:
    - (i) Shall be assigned grades or marks which would be appropriate if they were withdrawing voluntarily.
    - (ii) May be required to leave the campus and/or premises of the University effective the date of Suspension. Permission may only be granted by the General Counsel for entrance to University premises for a specified purpose and time.
    - (iii) Shall receive any refund of money in accordance with the refund schedule in effect at the time of suspension if the suspension exceeds four weeks in duration.
    - (iv) Are permitted to return to the University and re-enter their College's curriculum at the conclusion of their suspension pursuant to the terms established by the Conduct Officer and set forth in the Conduct Officer's written conclusion following the hearing.
  - (d) Disciplinary Dismissal. This sanction is one of involuntary separation of the student from the University. Such separation shall be for not less than twelve (12) months following the date of Sanction. Notification of Sanctions will be made to appropriate University offices, including the student's academic college. Students dismissed:
    - (i) Shall be assigned grades or marks which would be appropriate if they were withdrawing voluntarily.
    - (ii) May be required to leave the land and/or premises of the University effective the date of Dismissal. Permission to re-enter the University premises for a specified purpose and time may only be granted by the General Counsel.
    - (iii) Shall receive any refund of money in accordance with the refund schedule in effect at the time of dismissal.
    - (iv) Shall be reinstated only by the joint decision of the senior associate dean of the College and the Senior Executive Director of Academic Affairs and Student Services, who shall establish criteria for readmission.

- (15) Additional Stipulations to Sanctions. Additional stipulations are the prerogative of the Conduct Officer. They may be mandated as part of the sanctions listed above. The options may be considered are as follows:
  - (a) Counseling;
  - (b) Restitution for damages; or
  - (c) Education/Rehabilitation program referral;
- (16) Appeals from the decision of the Conduct Officer.
  - (a) Within five (5) business days of the Conduct Officer's decision, a student may submit a written appeal of the decision to the CAPP Executive Review Committee. No additional appeal will be heard.
  - (b) Appeals are limited to the following reasons:
    - (i) The decision was reached through a procedure not in accordance with this policy.
    - (ii) Presentation of new information that was not available at the time of the hearing and may suggest modification of the decision is necessary.
  - (c) The CAPP Executive Review Committee will not provide for a rehearing of the underlying matter. Instead, it will focus solely on whether a substantive or procedural defect occurred in the underlying matter or whether the new information presented to the Committee bears reconsideration of the Conduct Officer's decision. The CAPP Executive Review Committee has the ability to uphold, modify or reverse the Conduct Officer's decision in any manner it deems appropriate based on information brought forth by the student on appeal.
- (17) Imposition of Sanctions Without a Hearing
  - (a) A student may admit the facts contained in the Complaint. The admission shall be in writing and shall be given to the University Official designated in the written notice.
  - (b) A student may waive the required appearance before a Conduct Officer by requesting, in writing, that a University Official be permitted to impose any sanction, stipulation, cost or penalty as provided for in this policy. If the student does not choose to have a University Official impose sanctions, the student shall be advised in writing of the hearing time and place to appear for the receipt of any sanctions from the Conduct Officer.
  - (c) A student who does not submit a written admission or waiver according to this policy, but fails to appear at the hearing, shall be subject to any sanction imposed by the Conduct Officer.
  - (d) In any of the foregoing situations, the decision of the Conduct Officer or University Official is not subject to appeal.

*EXPECTATIONS OF STUDENT CONDUCT AND PROFESSIONAL COMMITMENT (STUDENT HONOR CODE)*

Northeast Ohio Medical University (NEOMED) students are expected to read, understand, sign and abide by the *Expectations of Student Conduct and Professional Commitment* while enrolled and involved in NEOMED, its partner institutions and hospitals, and NEOMED-sponsored activities. Failure to do so may result in referral and review by either the Committee on Academic and Professional Progress (CAPP) or Student Conduct procedures. Student conduct or professional behavior concerns should be reported by faculty, staff or students using the "[Report a Professional Concern Note](#)" link.

(A) **STUDENT CONDUCT CODE**

The Student Conduct Code definitions apply to all students enrolled at NEOMED for behavior on, or affecting, the campus. All students are responsible for knowing, understanding and abiding by all University rules and regulations outlined within the Student Conduct Code and its definitions listed here. Violations of the Student Conduct Code may result in disciplinary action and subsequent sanctions which may include, but are not limited to probation, suspension, dismissal or other sanctions addressing the behavioral issue.

(B) **Definitions of Student Misconduct:**

- (1) **Academic misconduct**, including, but not limited to:
  - (a) Cheating (use of unauthorized assistance, submitting substantially the same work that has been submitted for another course, use of a prohibited source,

- inappropriate acquisition or distribution of academic materials or engaging in any behavior specifically prohibited by a faculty member).
- (b) Plagiarism (intentional or unintentional representation of ideas or works of another author as a student's own without properly citing the source or the use of materials prepared by another person; violations of copyright laws).
  - (c) Falsifying or manufacturing scientific or educational data.
  - (d) Misrepresentation of oneself or of another in an academic setting including, but not limited to, the use or possession of another's clicker, sharing of computer password, signing in for another student, or taking exams for another student.
- (2) **Behavioral misconduct**, including, but not limited to:
- (a) Willful failure to comply with directions of University officials, faculty members, law enforcement officers or emergency personnel.
  - (b) Behavior that disrupts or obstructs teaching, research, administration, disciplinary proceedings or other University activities.
  - (c) Willfully, recklessly or knowingly engaging in conduct that violates any University policy, rules or regulation.
  - (d) Failure to immediately report any and all infractions of the law to the University, including traffic citations, criminal charges and the like. This includes the failure to comply with University policies on Criminal Background Checks and Toxicology Screening.
  - (e) Failure to report violations of the Student Conduct Code.
  - (f) Knowingly furnishing false or misleading information to University officials including but not limited to forgery, alteration, or misuse of any University document, record or I.D.
  - (g) Abuse of computer facilities and resources including but not limited to unauthorized entry into a file, unauthorized transfer of a file, use of another individual's identification or password, use of computing facilities and resources to interfere with the work of another student, faculty member or University official, to send obscene or abusive messages, or to interfere with normal operation of the University computing system.
  - (h) Unauthorized use of an electronic or other device to make or disseminate an audio or video recording of any person without his or her prior knowledge or consent.
  - (i) The use of personal electronic device during academic sessions for purposes other than current content learning. All electronic devices are to be silenced during educational sessions.
  - (j) Disclosure of confidential or private patient information in an unethical or inappropriate manner.
  - (k) Photography or video recording of any human donor specimens is strictly prohibited.
  - (l) Improper use of social media including bullying toward another or the posting of indecent or derogatory photographs, links or comments directed toward another, particularly using the University email system.
  - (m) Failure to notify appropriate individuals of tardiness or absence in the case of an emergency. Absences must be cleared by the course director, site director or preceptor and do not relieve students of their responsibilities for materials covered or assignments or time missed from clinical experiences.
  - (n) Failure to wear appropriate business professional attire in academic and clinical settings.
  - (o) Failure to exemplify those professional commitments to which students should aspire.
- (3) **Criminal misconduct**, including the attempt or completion of any of the following offense, irrespective of whether the matter is prosecuted:
- (a) Engaging in or threatening physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which intentionally or recklessly threatens or endangers the health, welfare or safety of any person.
  - (b) Sexual misconduct including, but not limited to, sexual assault, stalking, dating violence, domestic violence or any other non-consensual sexual contact, unwelcome sexual advances, or requests for sexual favors.

- (c) Disorderly, disruptive, lewd or indecent conduct.
- (d) Theft or attempted theft, or willfully, recklessly or negligently destroying, damaging, injuring or using property of NEOMED or another person without the consent of the owner.
- (e) Use, possession, manufacture, cultivation, distribution, or facilitating the distribution of marijuana or any narcotic, hallucinogenic or other controlled substances. This includes, but is not limited to, the receipt of a positive result on the mandatory Toxicology Screen.
- (f) Use, possession, manufacture or distribution of alcoholic beverages, or public intoxication in a manner prohibited by law.
- (g) Unlawful or unauthorized possession of firearms, fireworks, explosives, other weapons, or dangerous chemicals or using any such item, even if lawfully possessed, in a manner that harms, threatens or causes fear to others.
- (h) Commission of any felony or misdemeanor under applicable federal, state or municipal law.

### **Professional commitments to which students should aspire**

NEOMED students are expected to abide by the Professional Commitments during their tenure including their undergraduate experiences at partner universities and in clinical settings. Professionalism in the health professions requires that health care professionals serve the interests of the patient above their own. This highest level of professional behavior compels students at the Northeast Ohio Medical University to aspire to altruism, accountability, excellence, duty, service, honor, integrity, and respect for others throughout their studies, their clinical experiences, and their professional careers. Within each of the following professional expectations are examples of behaviors by which NEOMED students are expected to aspire during their professional training in the academic and clinical settings.

1. **Altruism:** the essence of professionalism that maintains that the best interest of patients, not self-interest is the rule.
  - a. Demonstrate humility. Each student is the sum of not only his or her own work, but also the teaching, lessons, encouragement and giving of others.
  - b. Assist other medical, pharmacy and health professional students in need.
  - c. Contribute a positive image of the health professions.
  - d. Relate to others in a caring, empathic manner and strive to prevent and relieve human suffering.
2. **Accountability:** required at all levels including accountability to the individual patient for fulfilling the implied contract governing the health care professionals/patient relationship; to society for addressing public health needs; and to the profession for adhering to the highest level of ethical precepts.
  - a. Read, understand and abide by the rules and policies within this publication, particularly as it relates to expectations of student conduct, academic performance, and professional expectations.
  - b. Participate in and assume an appropriate and equitable share of responsibilities among peers and colleagues including group work duties.
  - c. Be present, punctual and prepared in all mandatory activities at the University and at clinical sites.
3. **Excellence:** to reach excellence requires a conscientious effort to exceed ordinary expectations and to make a commitment to life-long learning.
  - a. Demonstrate the principles of NEOMED's Six C's: Competence, Communication, Caring, Curiosity, Character and Community.
  - b. Present oneself in a professional manner with respect to dress, hygiene, body language, composure and gesture.
  - c. Self-assess personal challenges and developmental needs and seek support and assistance to improve future performance.
4. **Duty:** every health care professional in training or in the field accepts a commitment to service as a personal and professional goal. This requires availability and responsiveness, accepting inconvenience to meet the needs of the patient, sometimes enduring unavoidable risk to oneself when a patient's welfare is at stake, advocating for the best possible care regardless of ability to pay

and the willingness to accept active roles in professional associations, and to volunteer one's skills and expertise for the welfare of the community.

- a. Participate in and contribute to improving public health care within the local and global community.
  - b. Champion the needs and health issues of those who may be unable to speak on their own behalf to improve social sustainability.
  - c. Assume leadership opportunities within out-of-classroom organizations, professional groups and informal groups devoted toward addressing health care.
5. **Honor and Integrity:** to regard the highest standard of behavior and to refuse to violate the personal and professional codes of the profession require honor and integrity that imply fairness, truthfulness, keeping one's word, meeting commitments and being straightforward. Recognizing any conflicts of interest and avoiding situations that make personal gain more important than the best interest of the patient is the goal.
- a. Safeguard patient confidences and privacy whether through written, verbal, electronic, or social media sharing.
  - b. Deal with confidential information with discretion and appropriateness.
6. **Respect for Others:** respect for others including patients, their families, faculty and staff, and other health care professionals is the essence of humanism and is central to valuing others. Respecting others means valuing the diversity of backgrounds, opinions, and talents that individuals contribute to the community and is a fundamental requirement for valuing others.
- a. Act appropriately and respectfully in all verbal and nonverbal interactions with patients, standardized patients, residents, peers, hospital personnel, faculty and staff.
  - b. Respect and promote diversity and convey a sense of belonging, respect and value for all persons.
  - c. Nurture and allow free and open discourse, listen to new ideas, and value diverse perspectives and talents.

Signature of the *Expectations of Student Conduct and Professional Commitment* constitutes an understanding of these expectations and an agreement to abide by the expectations herein. Signed documents are requested annually and maintained within official student records.

We acknowledge the American Board of Internal Medicine for these six definitions of professionalism as developed in the Project Professionalism document which has been expanded to include all health professions and various examples of professional expectations at the Northeast Ohio Medical University.

## USE OF TECHNOLOGY

### ACADEMIC TECHNOLOGY SERVICES

Information, support documents, training videos, and tips for best practices for Academic Technology applications can be found at: [Academic Technology - Home](#)

This office is the University's source for development of academic materials including educational multimedia production, Web course content and streaming video productions. Academic Technology oversees the AIMS Learning Management System, which includes student and faculty support. The staff also provides training and support for the instructional technologies in the classroom and the student response system (clickers).

#### *Contact for Support*

- (1) AIMS Learning Management System Administration and Support: [aims@neomed.edu](mailto:aims@neomed.edu)
- (2) Student Response System – Clickers: [mwright2@neomed.edu](mailto:mwright2@neomed.edu)
- (3) Lecture hall and classroom technology: [media@neomed.edu](mailto:media@neomed.edu)

### INFORMATION TECHNOLOGY

The Information Technology Department (IT) provides central computing and communications services, planning, policy development and infrastructure support for the College community.

A student's primary point of contact for technology assistance is the Help Desk. Contact information:

- (1) Visit the Help Desk; located in the Library
- (2) Open a ticket via the Help Desk Client Portal: [Help Desk Client Portal](#) (this link can also be found on the Student Resources page of the NEOMED website)
- (3) Call 330.325.6911

### *E-Mail*

NEOMED provides email resources in support of its instruction, research and service activities. Students can access their email account through the Office 365 link on the Student Resources page of the NEOMED website, or by going to <https://portal.office.com> to log into their account.

Because email is the official method for communicating to students, a NEOMED email address is issued to all students upon acceptance. Students are responsible for using the neomed.edu address as their email address for all official communication with NEOMED faculty, staff and administration. It is the student's responsibility to check his or her email regularly for distribution of official communications. Failure to read email messages does not alter a student's responsibility to be informed about NEOMED events, announcements and policy changes. Therefore, it is recommended that email be checked once per day when practical. Students are discouraged from distributing mass emails; please post all announcements on the Pulse or where appropriate.

NEOMED is not responsible for lost, rejected or delayed email forwarded from a student's official email address to an off-campus or unsupported email service or provider. Such lost, rejected or delayed email does not absolve the student from any responsibilities associated with an official communication sent to the student's official NEOMED email address. If there is a change in a student's email address to which the official address is redirected, it is the student's responsibility to make the changes in the email registering system.

NEOMED's computer systems and networks are shared resources used by many individuals to carry on the University's mission of teaching, research and service. Use of these resources must be ethical, respect academic honesty, respect the rights of other users, demonstrate respect for intellectual property and ownership of data, respect system security mechanisms, and promote an environment free from intimidation and harassment.

NEOMED has specific policies governing the use of information technology resources which apply to all faculty, staff and students. It is each user's responsibility to keep fully aware of all policies and understand them or seek clarification from appropriate authorities in case of doubt or ambiguity. It is the responsibility of every student to know these policies and to conduct his/her activities accordingly. The full text of the policies is posted at: <https://www.neomed.edu/policies/by-category/#it>.

### *Acceptable Use of Computing Resources by Students*

Students should comply with NEOMED's policies and procedures and protect their IDs/passwords and keep them confidential. Students are responsible for all activities that originate from their computer accounts or systems. Students should respect licensing and copyright laws. Information protected by copyright is not to be copied from, into, or by using NEOMED's computer and network sources.

Student should use systems and networks responsibly, ethically and legally. All devices that are connected to the NEOMED network and the Internet, whether owned by the student or the University, will execute real-time virus-scanning software with a current virus definition file.



### *Unacceptable use of computing resources by students*

The computer systems at NEOMED are not to be used to harass or intimidate any person using any system, network, email, etc. Additionally, they are not to be used to attempt to gain unauthorized access to any resource. Students are not to engage in any activity that infringes on the ability of others to use the network or other resources, such as uploading or downloading music or movies. Students are not to use software that could be harmful to the network or other resources or install any unauthorized equipment on the network. Students are not to use accounts or network access to conduct a personal business, to promote or advertise a personal business and/or for personal financial benefit. Students are not to transmit or make accessible obscene materials or disrupt network communications or conduct or attempt to conduct a breach of security against NEOMED's systems.

### *Peer-To-Peer Software*

Peer-to-peer (P2P) software and BitTorrent may seem to be a convenient means of downloading multimedia, but this convenience is a double-edged sword. Your ease in finding files is equally matched by the ease with which the copyright enforcement agency can find you. These agencies can rapidly identify computers that are sharing files in violation of copyright – sometimes in as little as five minutes after the computer connects to the network. Therefore, uploading and downloading music and movie files is illegal and is a violation of NEOMED's File Sharing Policy. Sharing files without permission of the copyright owner puts you at risk of a criminal and/or civil lawsuit. In addition, unauthorized distribution of copyright material is a violation of the university's Acceptable Use Policy and is subject to further action by Student Services. Students' Internet privileges will be revoked if found in violation of these laws and may be subject to fines of up to \$100,000 per song by the music industry.

Aside from the legal ramifications, however, P2P applications have some serious security issues. NEOMED discourages students from installing them on personal computers: P2P applications can come with suspect third-party software. P2P software often comes bundled with other applications that may interfere with students' use of their computer. P2P applications can be a vector for viruses. Many of the highly successful viruses in circulation today use P2P programs running on an infected computer as an additional mechanism for propagation. P2P applications can make students liable for distribution of material. Some P2P file sharing licenses allow the company to use the student system as a distribution point for pirated software, videos or audio files, a practice for which students are liable.

### *File Sharing*

Supported types of internal file sharing include Office 365 Groups, which provide secure file sharing capabilities for authorized members of the group. Membership is maintained by the designated group owner. OneDrive within Office 365 also provides sharing capabilities.

Files that are not protected by copyright may be downloaded from the Internet for legitimate University purposes. Files that contain any information considered sensitive or vulnerable should be encrypted before sending electronically or on magnetic media.

### *Wireless Connectivity*

The University maintains a private and public wireless solution that is accessible in most areas inside and outside of the University campus. Students may log in to the secured public wireless network by using their NEOMED username and password.

All NEOMED policies concerning the campus wired network also apply to wireless connections. Access to the wireless network is restricted to members of the campus community who have a valid user ID and password. Students are responsible for purchasing wireless clients/cards for devices connected to the campus wireless network. Unauthorized Access Points/Base Stations that are discovered on the network will be disconnected, and disciplinary action may be taken against the device's owner/operator.

To prevent an accidental compromise of system resources or information, all persons attempting to attach to the wireless network are electronically evaluated to ensure that the most up-to-date patches and anti-virus software have been applied to their computer. If a computer, laptop, or wireless device does not have recent updates, access to the wireless network will be denied until the updates have been applied.

### *Passwords and Encryption*

Maintenance of data security is important for the entire University community. Maintaining strong password credentials and keeping them private helps to keep all of our sensitive data secure. User name and passwords are required for entry into any data sensitive area: email, AIMS, and Wireless connection.

Data security policies pertaining to passwords, encryption, etc, are posted on the NEOMED website. Each student has a responsibility to review and comply with these policies:

<https://www.neomed.edu/policies/by-category/#it>.

If a student's account becomes locked, <https://reset.neomed.edu> is a self service tool that provides the ability to unlock your own account. Instructions are located in the Knowledge Base of the TD Portal: Self Service Password Reset. The Help Desk can also assist with unlocking accounts.

### *Sanctions*

Users who violate these policies may be denied access to NEOMED's computing resources and may be subject to other penalties and disciplinary action, both within and outside of the University. Violations will normally be handled through the NEOMED disciplinary procedures applicable to the relevant user. The University may suspend or block access to an account, prior to the initiation or completion of such procedures, when it reasonably appears necessary to do so to protect the integrity, security, or functionality of the University or other computing resources or to protect the University from liability. The University may also refer suspected violations of applicable law to appropriate law enforcement agencies.

### *Reporting Violations*

Any user who believes that a violation of this policy has occurred should report the matter as soon as possible to the Director, Information Technology. The Director, Information Technology may confer with the NEOMED General Counsel in determining the appropriate course of action. In addition, any user who feels it necessary for their health or safety may also report the incident to University security or where appropriate local or federal law enforcement.

# CREDENTIALING FOR COMPLIANCE

## COMPLIANCE TIMELINE

Each college has its own respective timeline for completing compliance requirements for vaccinations, screenings, trainings and health insurance.

The College of Graduate Studies adheres to the following timeline:

#	Standard	Cohorts	Office Coordinating	Completion Deadline
	<b>SCREENINGS</b>			
1.	Criminal Background Check	MAS	Office of the Registrar	July 15
2.	TB Screening	MAS	Student Services	Started by July 15
	<b>TRAININGS</b>			
4.	HIPAA	MAS	Office of the Registrar	Completed by first day of class
5.	OSHA and Biosafety	MAS	Office of the Registrar	Completed by first day of class
6.	Human Subjects in Research and Responsible Conduct of Research	MAS	Office of the Registrar	Completed by first day of class
7.	Basic Life Support	MAS	Student Services College of Medicine	Completed during orientation
	<b>IMMUNIZATIONS</b>			
9.	Pre-matriculation Immunizations (Hepatitis B, MMR, Tdap, Varicella)	MAS	Student Services	First day of classes
10.	Influenza	MAS	Student Services	October 15

The College of Medicine adheres to the following timeline:

#	Standard	Cohorts	Office Coordinating	Completion Deadline
<b>SCREENINGS</b>				
1.	Criminal Background Check	M1/MAS M3	Office of the Registrar	M1 – July 15 M3 – May 15
2.	Toxicology Screening	M1 M3	Student Services	M1 – October 15 M3 – July 15 "Clean" results should be confirmed by last Monday of M3 PCC.
3.	TB Screening	M1 M2 M3 M4	Student Services	M1 – by 1st day of fall classes – monitoring fall term M2 - prior to entering patient care setting (Aug orientation Welcome Back) M3 – negative result by the last Monday of PCC M4 - prior to first elective period during M3
<b>TRAININGS</b>				
4.	HIPAA	M1 M2 M3 M4	Office of the Registrar	M1, M2 – by first day of Fall classes M3 - by last Monday of PCC M4 - by Friday before 1st elective period
5.	OSHA and Biosafety	M1 M2 M3 M4	Office of the Registrar	M1, M2- by first day of Fall classes M3 - by last Monday of PCC M4 - by Friday before 1st elective period
6.	Human Subjects in Research and Responsible Conduct of Research	M1 M3	Office of the Registrar	M1 – prior to start of Fall classes M3 – Refresher by last Monday of PCC
7.	Basic Life Support	M1 M3	Student Services College of Medicine	M1 – by end of Orientation M3 – by last Monday of PCC
8.	Advanced Cardiac Life Support	M3	Student Services College of Medicine	By last Monday of PCC
<b>IMMUNIZATIONS</b>				
9.	Pre-matriculation Immunizations (Hepatitis B, MMR, Tdap, Varicella)	M1	Student Services	First day of fall classes
10.	Influenza	M1 M2 M3 M4	Student Services	M1-M4 – October 15
<b>OTHER</b>				
11.	Health Insurance	M1 M2 M3 M4	Student Services	August 1 July 1 July 1 July 1

The College of Pharmacy adheres to the following timeline:

#	Standard	Cohorts	Office Coordinating	Completion Deadline
<b>SCREENINGS</b>				
1.	Criminal Background Check	P1 P4	Office of the Registrar	P1 – July 15 April 15 of P3 year, prior to P4
2.	Toxicology Screening	P4	Student Services	April 30 of P3 year, prior to P4
3.	TB Screening	P1 P2 P3 P4	Student Services	P1 – by first day of Fall classes P2-P4 – during first week of classes (Verified by Nov 30 or Dec 1 by nurse)
<b>TRAININGS</b>				
4.	HIPAA	P1 P2 P3 P4	Office of the Registrar	P1 – P3 – by first day of Fall classes P4 – prior to start of APPEs
5.	OSHA and Biosafety	P1 P2 P3 P4	Office of the Registrar	P1 – P3 – by first day of Fall classes P4 – prior to start of APPEs
6.	Human Subjects in Research and Responsible Conduct of Research	P1 P3	Office of the Registrar	P1 & P3 by first day of Fall classes
7.	Basic Life Support	P1 P3	Student Services College of Pharmacy	P1 – during orientation P3 – during Fall semester
<b>IMMUNIZATIONS</b>				
8.	Hepatitis B, MMR, Tdap, Varicella	P1	Student Services	First day of fall classes
9.	Influenza	P1 P2 P3 P4	Student Services	P1 July 1 P2-P4
<b>OTHER</b>				
10.	Health Insurance	P1 P2 P3 P4	Student Services	P1 - August 1 P2-4 – July 1
11.	Pharmacy Intern License	P1 P2 P3 P4	P1 - Office of the Registrar P2-P4 Pharmacy Practice	P1 – October 15 P2-P4 Renew every Fall semester

## CRIMINAL BACKGROUND CHECK (CBC)

Criminal background checks are performed on students to enhance the safety and well-being of patients; bolster the public's continuing trust in the health professions; ascertain the ability of accepted applicants and enrolled students to complete specific curricular requirements that will lead to graduation and licensure; and minimize the liability of the University and its affiliated clinical facilities.

All new medical, pharmacy, and graduate students in the Modern Anatomical Sciences program are required to undergo criminal background checks as a matriculation requirement, and M2 and P3 students must undergo a second CBC in preparation for their clinical experiences and for continued enrollment eligibility. The University reserves the right to revoke an offer of acceptance, decline promotion or terminate participation in any or all curricular activities if information obtained in the background check is considered unfavorable. In addition, students are required to self-disclose to NEOMED immediately if the student has been convicted of, pled guilty to, or pled no contest to any criminal offense including misdemeanors, felonies and traffic offenses other than minor offenses that may occur after a CBC is completed. Violations of Law forms are available online at [Forms & Resources | NEOMED](#)

A student who is enrolled may be dismissed if he/she has a history of an offense that renders him/her unable to meet the respective College's Essential Standards requirements for issuance of licensure. Failure to consent to the background check or failure to self-disclose an offense that would render the individual unable to meet the respective College's Essential Standards is also grounds for revocation of acceptance or dismissal. The determination of the inability to meet the Essential Standards will be made by the Division of Academic Affairs.

Procedures defining the parameters of the criminal background check; assurance that checks are timely, reliable and valid; identification of specific offenses that would require revocation of acceptance or dismissal; and, appropriate due process protections are developed through the Division of Academic Affairs after consultation with the General Counsel.

To facilitate the background screening process, students are required to complete consent forms. These authorize the University to seek a review of records that will disclose past misdemeanors, felonies and/or presence of the student's name on a registry that would indicate a past incident of child, dependent adult or sex abuse. Background information is obtained through the student's social security number and birth date and is done with the assistance of a reputable outside company. Background information is shared only to the extent necessary to make decisions about admission, matriculation, promotion and continuation in the program.

The types of criminal background checks completed may vary year to year. Students will be notified of the vendor and procedures and must incur the cost of the check. Reports will be sent to NEOMED and students will be able to review and contest their individual reports.

Reports are read and maintained by Student Services (i.e. Credentialing Office). If there is a questionable item on a report, the student will be contacted by Student Services and asked to provide additional documentation and explain the circumstances. Based on the severity and frequency of an item, the report may be reviewed and discussed by deans of the Colleges and a student could be required to meet with the Committee on Academic and Professional Progress to discuss the report and incident(s). A student can view his or her CBC online from the vendor or by requesting an electronic copy from Student Services. If a student is aware of something that may appear on a CBC report, the student should immediately contact the Senior Executive Director of Academic Affairs and Student Services to discuss the situation. Students are encouraged to do this prior to conducting the CBC.

A summary document outlining student rights under the Fair Credit Reporting Act is available to all students on the Financial Aid forms and resources page of the website. The background checks that the Colleges conduct do not include a check of students' credit, but the University is obligated by law to give students access to this disclosure document.

## DRUG/TOXICOLOGY SCREENING POLICY

NEOMED is committed to providing the highest level of educational activity and professional conduct throughout our programs and has an equal responsibility to ensure that students are functioning free from the influence of illicit or illegal substances. NEOMED not only prohibits the use of such substances, but also forbids the sharing of prescribed medications with other students. We are committed to safe and drug-free environments wherever educational experiences and patient care are being delivered. As such, NEOMED requires a toxicology screening for all students pursuing professional degrees as they enter their M1, M3, and P4 years and when a clinical setting requires testing.

Because of NEOMED's desire to support students' successful placement as licensed physicians, pharmacists and pharmacy interns and our goal of meeting the requirements of our affiliated health care partners, NEOMED conducts criminal background checks and toxicology screenings for the illegal use of controlled substances. To provide students with the best opportunity for future success, we encourage self-disclosure in advance of our periodic screenings.

Any criminal convictions or guilty pleas related to substance use may be reviewed by NEOMED. Although such records may not always result in denial of admission, they may require further assessment and clarification. In addition, subject to state jurisdictions, licensing boards, and the Ohio Board of Pharmacy, these records may prevent a student from securing a license to practice unless proof of rehabilitation, ongoing aftercare and continued abstinence can be provided. Concerns in this area can best be addressed and ameliorated when a student with potential addiction concerns voluntarily comes forward for treatment, support and care which can be provided either through The Center for Student Wellness and Counseling Services or referral to an external addiction specialist.

### *SCREENING PROCESS*

The toxicology screening is conducted by a third-party agency and is required for all students as they enter M1, M3 and P4 year and any NEOMED student assigned to a clinical or practice site requiring screening through urine testing prior to being permitted to interact in that setting. All testing will be coordinated through CERTIPHI and the Office of Student Services. The substances listed below will be included in the 10-panel urine toxicology screening.

- 1) Amphetamines/Methamphetamines
- 2) Cocaine and Metabolites
- 3) Cannabinoids (Marijuana)
- 4) Opiates (Morphine and Codeine)
- 5) PCP
- 6) Barbiturates
- 7) Methadone
- 8) Propoxyphene
- 9) Ecstasy
- 10) Benzodiazepines

M1 student toxicology screenings will be conducted at the start of the fall classes and must be completed before entering the clinical setting. M3 student toxicology screenings will be conducted in the summer before the start of M3 rotations with a "clean" result expected one week prior to the start of clinical rotations. P3 toxicology screenings will occur prior to starting a rotation at a practice site which requires screening as part of their affiliation agreement with NEOMED.

Student information including name, birthdate, email address, and last four digits of the social security number will be securely sent to CERTIPHI by NEOMED. CERTIPHI will then email each student individually with instructions to sign-in to *Application Station* to create an account. A follow-up email to students from CERTIPHI will provide instructions for visiting a collection site close to NEOMED students.

CERTIPHI has enlisted LabCorp Clinics to conduct the collections. Multiple LabCorp sites have been identified that are conveniently located in the northeast Ohio region and CERTIPHI can assist students with identifying additional sites outside the region if necessary. Students must take to the testing site identification (driver's license, passport or birth certificate), the letter from CERTIPHI and the student-specific account

number that has been assigned by CERTIPHI.) Students must complete the urine testing at an approved LabCorp site by the identified deadline date.

If a Pharmacy student is assigned to an IPPE site that requires a drug screen, the student is required to complete the testing. Requests to change a site assignment to avoid the testing will not be considered.

Students currently on a prescribed medication included within the 10-panel drugs will be contacted directly by a CERTIPHI representative (usually by phone) who will request written proof of prescription(s). Students will not be asked to submit proof of prescription(s) until after testing is completed. NEOMED will not be informed of these occurrences.

### *TEST RESULTS*

Results of toxicology screening will be maintained confidentially and managed through the Office of Student Services and the Assistant Director of Credentialing in a manner that complies with applicable state and federal requirements. If an initial positive result is obtained for any of the substances within the 10-panel screening, CERTIPHI will have a medical representative contact any student directly with a positive screen to request proof of prescriptions before a final positive result is reported to NEOMED.

Negative screening results will be noted as such in the Student Immunization Certificate, which can be printed through the ImmunU system in Banner. Students can share this information with clinical sites as requested. Final test results will be stored in a confidential manner and separate from the student's academic file unless the matter is referred to and heard by the Committee on Academic and Professional Progress (CAPP).

Students who refuse to complete toxicology screening testing or receive a positive result of their screen will not be permitted to participate in any patient care activity and will be referred to the Committee on Academic and Professional Progress for appropriate action such as the imposition of a mandatory leave of absence, substance abuse treatment requirements or even dismissal from the University. Other possible ramifications include an additional assessment by a physician addiction specialist, and subsequent monitoring and treatment requirements based upon recommendations. For Pharmacy students, notification to the Ohio State Board of Pharmacy is required. The student will be guided and encouraged to self-report to the Board. If the student does not do so, the College of Pharmacy will report as required. Evidence of rehabilitation and ongoing sobriety through monitoring in formal aftercare may be required before a student may be permitted to return to the curriculum with CAPP approval.

Accepted applicants who have positive results of a drug test prior to matriculation may have their offer of admission rescinded.

### EXPOSURE TO BLOOD-BORNE PATHOGENS

The [Exposure to Blood-Borne Pathogens Policy](#) is available online on the NEOMED website.

### EXPOSURE TO INFECTIOUS DISEASE

The [Exposure to Infectious Disease Policy](#) is available online on the NEOMED website.

### MYCB CREDENTIALING TRACKING SYSTEM

MyCB, a CastleBranch solution, offers an easy-to-use, secure, online system that allows the NEOMED Credentialing staff to easily manage immunization records and other required student credential documentation. CastleBranch has provided industry leading compliance management solutions for nearly two decades. Students mail, fax, or upload their requirements directly to their myCB account for secure online storage and easy access by the student and NEOMED. The CastleBranch Quality Assurance Team reviews each record for authenticity and contacts the student if any issues arise. This self-service system provides a complete record of a student's submitted immunization requirements.



### *New Students*

As a new student matriculates, NEOMED requires they possess, and record updated immunizations. The list of required immunizations is located in the [Immunization Requirement Policy](#). Students must be sure to complete all immunizations, other than the Influenza vaccine, PRIOR to the start of their fall courses. Once a student is given a code to create an account, they may upload their document(s) to [MyCB](#).

By creating a myCB account, students are agreeing to pay for the service provided by CastleBranch. The myCB account is paid for with a one-time fee that is included in first-year student fees. If a student chooses not to attend NEOMED after creating an account in myCB, they will be sent an invoice for \$27.50 to pay for the myCB account.

Students who do not complete their immunization requirements by the start of their program are subject to removal from the program.

For immunizations that have more than one step (ex. Hep B Series) and a required amount of time between steps, please follow the CDC timing recommendations. Students must have progressed as far as they can with all required immunizations in order to start and continue in their program. Students making progress in line with the CDC timing requirements, are required to continue to progress forward with immunizations in a timely manner until they are complete. If timely progress with incomplete immunizations is not made once the academic program has begun, students may be removed from participation in clinical educational experiences.

### *Current Students*

Throughout their enrollment, students will record up-to-date immunizations as additional vaccinations or labs are required. Yearly requirements include an updated Influenza vaccination and Tuberculin testing by October 15. The list of required immunizations is located in the [Immunization Requirement Policy](#).

**Second and third year students** will create an account in myCB, then upload their annual Influenza vaccination and Tuberculin testing. Their immunization certificates and immunization documentation previously uploaded into ImmunU will be moved to myCB by the NEOMED credentialing staff so that the full immunization record at NEOMED will be accessible in myCB to students when needed.

**Fourth year students** will continue to use ImmunU for their final year at NEOMED. They will upload their Influenza and TB in the same way they have done it in the previous three years at NEOMED and their documentation will be reviewed and verified by the NEOMED Credentialing staff. Immunization Certificates can be accessed and printed in Banner Self-Serve on the NEOMED website until such time as the ImmunU system will be discontinued. After that time, the Credentialing staff will provide students with immunization certificates upon request. For more information on how to use ImmunU, see [ImmunU instructions](#).

For more information, email questions to [immunizations@neomed.edu](mailto:immunizations@neomed.edu).

## STUDENT HEALTH

AxessPointe Community Health Centers/Kent (new location effective 9/19/2017: 143 Gougler Avenue) in Kent, Ohio is available for enrolled students to be seen for minor illnesses. Laboratory tests and diagnostic imaging (when medically necessary) are not covered by the agreement and billed to the student's insurance. For general information and appointments, call 888.975.9188.

The Colleges believe that future healthcare providers should model good health practices and exercise preventive care wherever possible. All students entering the University must receive the required immunizations and prove immunity to chicken pox and Hepatitis B.

### *EMERGENCIES OR ILLNESS*

#### *At Rootstown*

Emergencies: In case of emergency, dial 9-911. The paramedics will provide emergency care and transportation. Notify Security at 325-6489 to direct the paramedics to the location of the emergency.

Chronic or episodic illness: AxxessPointe Community Health Centers/Kent in Kent, Ohio is available for enrolled students for chronic or episodic illnesses. For general information and appointments, call 1.888.975.9188.

#### *On a Clinical Campus*

Emergencies: Notify the preceptor or chief of service of the department in which you are currently located, and/or go to the emergency room of the hospital where you are located. The Senior Executive Director of Academic Affairs and Student Services, Executive Director of Enrollment, associate clinical dean for the hospital and the clerkship director/experiential director should be notified as soon as conditions permit.

Chronic or episodic illness: NEOMED does not wish to limit any student in his or her choice of physician. However, we recognize that a conflict of interest may exist when a treating physician is involved in assessing the performance of a student who is also his/her patient. Therefore, NEOMED suggests that students select their physicians from those not likely to be directly involved in their teaching and assessment.

## STUDENT HEALTH INSURANCE

### *COVERAGE PERIODS FOR THE INSURANCE PROGRAM(S)*

The coverage period for first year students begins the first day of classes through June 30. The coverage period for continuing students is July 1 through June 30.

### *DISMISSED STUDENTS*

Students who are dismissed after being actively enrolled during the first 31 days of the period for which medical coverage is purchased will remain covered only through the end of that enrollment period (either December 31<sup>st</sup> or June 30<sup>th</sup>, whichever comes first). No refund of the premium will be refunded. Students who are dismissed do not have the option to continue coverage after the end of that enrollment period in which they were dismissed and may request reimbursement of the pro-rated premium in writing within 15 days of the date of dismissal to the NEOMED Credentialing/Immunizations staff. Students who are dismissed from NEOMED during the first 31 days of the period for which coverage is purchased are not covered under the policy. Any claims submitted within the first 30 days of the coverage period are the financial responsibility of the student. Ancillary/Voluntary dental and vision insurance contact [healthinsurance@neomed.edu](mailto:healthinsurance@neomed.edu) for assistance. Dental and Vision is an agreement between the student and individual insurance carrier. Payments and potential reimbursements are directly through the insurance carrier. Life and disability insurance are terminated on the date of dismissal and no refund will be permitted.

### *EXPIRATION OF MEDICAL INSURANCE*

If a student has medical coverage through an outside carrier and that plan expires while the student is enrolled, the student is required to purchase medical coverage through the University's carrier or provide proof of purchase of medical coverage through another outside carrier. If insurance coverage is purchased through another outside carrier, that proof of insurance must be uploaded into ImmunU, our online immunizations tracking system.

### *FILING AN INSURANCE CLAIM*

Information regarding filing an insurance claim can be found at [Insurance Claims](#). Disclaimer: Medicine, Pharmacy, and Integrated Pharmaceutical Medicine students are required to have medical insurance throughout enrollment at NEOMED. You must either purchase the University's insurance policy or have documented coverage through another carrier. If you do not have insurance coverage, lose your coverage, and/or falsely report that you do, and if you have a medical event, NEOMED is not liable for the charges you incur. Medical treatment, follow-up and payment are the student's responsibility.

### *INSURANCE PREMIUMS*

Information regarding [insurance premiums](#) can be found on the NEOMED Website.

### *MALPRACTICE LIABILITY*

All professional program students are required to carry malpractice liability insurance coverage through the University's carrier. This coverage is provided by the University at the lowest possible cost, through a third-party insurance company. Malpractice insurance premiums are assessed and included in the University's student fees. Malpractice insurance covers only enrolled students for those activities officially sanctioned by the University as part of the curriculum in which a grade is assessed or for special, pre-approved academic activities and does not cover students on a leave of absence from the curriculum. Students enrolled in the College of Medicine may, with prior permission of the Senior Associate Dean for Academic Affairs, participate in non-graded clinical experiences that are not in conflict with required, graded courses, and are intended to enhance and/or supplement their education. Students who engage in any extracurricular activities that are not preapproved will not be covered by NEOMED malpractice liability insurance.

### *MEDICAL, DENTAL, VISION, LIFE AND DISABILITY*

All professional program students are required to carry medical, life and disability insurance through the NEOMED carrier. Without exception, all students are automatically enrolled with the University's selected insurance carrier for life and disability and this coverage is maintained throughout enrollment at NEOMED. Students who do not have medical coverage may purchase coverage through the University's carriers during the determined open enrollment period. Students who have medical insurance through their own carrier will need to provide proof of coverage by uploading a copy of the insurance card (front) into ImmunU, our immunization tracking system. Students who provide proof by the stated deadline will be exempt from enrolling in the University's medical coverage. NEOMED provides dental and vision coverage through the University selected insurance carrier. Students who do not have coverage through their own carrier, may elect to voluntarily enroll in the University's dental or vision insurance program. Medical, dental, vision, life and disability insurance information are available through the Office of Student Services website.

### *LEAVE OF ABSENCE (LOA)*

All students enrolled in the University's Student Medical Insurance plan who have been granted a leave of absence and have been actively enrolled during the first 31 days of the period for which coverage is purchased, will remain covered under the policy for the full period for which the premium has been paid. Refunds are not permitted. Students on LOA have the option of continuing insurance coverage as follows:

For LOAs after 31 days of enrollment but before the end of the fall semester, students are eligible for coverage through the end of the current semester. For questions about or to request a continuation of medical coverage, contact the NEOMED Credentialing/Immunization Staff.

For LOAs during the spring semester, students are eligible for coverage through June 30. Any student taking a Leave of Absence from NEOMED with less than 31 days of active enrollment during the period for which coverage is purchased is not covered under the policy and may not request coverage for that academic year. If a student is enrolled in the insurance plan and the premium has been paid, a pro-rated refund of the premium will be made to the student, once they have been enrolled for 31 days. Students on LOA are not eligible to re-enroll in the University's medical coverage until they return to the curriculum. Ancillary insurance (dental and vision) is terminated upon the first day of an LOA and coverage can be purchased upon return to the curriculum. Students graduating on-track (in May) are eligible for insurance coverage through the end of the insurance period, June 30 of that year, if the premium is paid in full.

Students graduating off-track (after the May graduation date) are eligible for continued insurance coverage only if students actively attend classes during the first 31 days after the date for which coverage is purchased. Students graduating off-track, but before December 31 are eligible for coverage through December 31. Students graduating off-track, but after January 1 and before June 30, are eligible for coverage through June 30.

### *PAYMENT OF STUDENT INSURANCE*

Medical Insurance: Students will be billed approximately one-half of the insurance premium at the beginning of the fall and spring semesters. This is to be paid in full by the due date given at that time. Students who enroll mid-year will be charged on their student account for the pro-rated amount and given a due date for the premium amount. Life and Disability Insurance: Students are billed for the total amount at the beginning of fall semester. Dental and Vision Insurance: Payment is made through the UHC website at the time of enrollment: [www.studentcenter.uhcsr.com/neomed](http://www.studentcenter.uhcsr.com/neomed).

### *WITHDRAWALS*

Students who withdraw from NEOMED after 31 days of enrollment will remain covered under the policy for the full period for which the premium has been paid without the option to continue coverage until "active status" has been reestablished. Students who withdraw from NEOMED during the first 31 days of the period for which coverage is purchased are not covered under the policy and a full refund of the premium will be made. Any claims submitted within the first 31 days of the coverage period are the financial responsibility of the student.

### STUDENT IMMUNIZATION REQUIREMENTS

The University, through the Student Health and Advising Committee, establishes immunization requirements for all students. These pre-matriculation requirements are based on the recommendations of the American College Health Association (ACHA), the Centers for Disease Control (CDC), the Association of American Medical Colleges (AAMC), and our consortium hospitals and clinical teaching sites. No student will be permitted to start and/or continue in the curriculum without meeting these requirements. Each student is responsible for payment of all required immunizations and titers unless provided at no cost by NEOMED.

**Failure to upload appropriate documentation may result in removal from the curriculum.**

Requirements are outlined as follows:

**Hepatitis B Vaccine** – Required documentation includes:

- Three doses of Hepatitis B vaccine
- Hepatitis B Surface Antibody positive (reactive) titer
- Include possible previous negative (non-reactive) titers
- Include additional doses (>3) if received.

If post-vaccination testing is less than 10 mIU/mL, the 3-dose vaccine series should be repeated and anti-HBs testing should be completed 1-2 months after the last dose of the second series.

**Varicella (Chicken Pox)** – Evidence of immunity includes any of the following:

- Written documentation of vaccination with two doses of varicella vaccine.
- Laboratory evidence (titer) of immunity.
- Diagnosis or verification of a history of varicella disease by a healthcare provider (HCP).

**MMR (Measles/Mumps/Rubella)** – Evidence of immunity includes either of the following:

- Written documentation of two doses of MMR vaccine.
- Laboratory evidence (titer) of immunity to all three components (measles, mumps and rubella).

Students who have no documentation of two doses and have no lab evidence of immunity should get two doses of MMR vaccine at least 28 days apart.

**TST (Tuberculin Skin Test)** -TB testing is required annually for all students and provided by NEOMED to second through fourth year students.

**FIRST YEAR STUDENTS:** Required documentation includes each step of a two-step TB test including a TST within the previous 12 months (if available) or an IGRA (**Interferon-Gamma Release Assay**) blood test.

- TB testing must be completed after June 1 and prior to the start of classes.
- The second step should be administered 1-3 weeks after the first TST read. (A second TST is not needed if the student has a documented TST result from anytime during the previous 12 months.)

- If a new student's TST or IGRA was positive prior to matriculation, documentation of a physician's evaluation is required.

**CURRENT STUDENTS:** students who have a new positive TST reading or IGRA will be evaluated. Students with a history of a positive TST and negative IGRA will have no further TSTS or CXRs for annual screening after an evaluation. The student will complete an annual signs and symptoms screening instead. Students who choose to have an IGRA instead of TST are responsible for cost of test. Students are responsible for payment of services associated with follow up care.

**TB SKIN TEST (TST) POLICY/PROCEDURE:**

All NEOMED students must show proof of being free from active tuberculosis infection annually. This can be done by having a TB skin test administered with 0.1 ml of purified protein derivative (PPD) and read by healthcare personnel within 48-72 hours. Nine millimeters (mm) of induration or less is considered negative and meets the requirement for annual TB testing.

Another acceptable method to meet this requirement is a negative serum Interferon Gamma Release Assay (IGRA) such as a Quantiferon or T-Spot test. Students who have been treated with INH (Isoniazid) will complete the Signs and Symptoms for TB Screening form annually and must be free of TB symptoms. If a TB skin test is read with 10 mm or greater of induration, the student must follow up with their primary care physician (PCP), Infectious Disease (ID) Specialist or Health Dept. for evaluation and chest x-ray. An induration of 5mm or greater is considered positive for students with any of the following conditions:

Immuno-compromised including HIV-infection, received an organ transplant or recent contact with a TB patient. NEOMED will provide contact information for an ID Specialist if needed. The student must provide documentation from a provider indicating no active TB disease and/or treatment plan and if the student may return to patient care activities. The documentation will be provided to an ID Specialist and NEOMED's Associate Dean of Curriculum of the respective college. The information may also be reviewed by the Immunization Steering Committee.

All annual test results, including the Signs and Symptoms for TB Screening form must be entered into the ImmunU tracking system in Banner. TST results must be reported in millimeters (mm) of induration. Interpretations of positive or negative are not acceptable.

Students who do not complete the TB screening requirements will be removed from clinical experiences. Students who have an abnormal chest x-ray will be removed from clinical experiences pending further evaluation.

\* If you believe you have been exposed to TB, refer to the Exposure Policy for guidelines.

**Tdap (Tetanus, Diphtheria, & Acellular Pertussis) - Required documentation includes:**

- Dose given within five years of first term of matriculation.
- Three childhood doses of Dtap or Tdap.

***Meningococcal vaccine*** – Strongly recommended for students in campus housing.

***INFLUENZA VACCINE***

*For students with primary enrollment in the Colleges of Medicine and Pharmacy.*

**Rationale:** NEOMED is dedicated to having all students protected from seasonal strains of influenza. By doing so, we are protecting the health of our students and the health of the community they serve. NEOMED will provide multiple opportunities for students to obtain influenza vaccination in the fall.

All NEOMED students from the Colleges of Medicine and Pharmacy must be vaccinated annually with the current vaccine formulation. Students solely enrolled in the College of Graduate Studies may participate in the vaccination opportunities offered within NEOMED but are not required to be vaccinated for the flu. Students on a leave of absence must have a documented flu vaccine upon return to the curriculum.

**Deadline:** The deadline for influenza vaccination is October 15 to ensure a prompt, successful delivery within the peak administration months and so that students are vaccinated in preparation for their experiential education. Failure to comply will result in removal from clinical experiences and sites following written electronic notification from the Office of Student Services. Return to sites may be considered once

compliance is fully met. NEOMED is not responsible for the academic repercussions of missed clinical time due to noncompliance with the Influenza Policy.

**Process:**

1. Receive your Influenza Vaccine
  - a. Designated Influenza Administration Point at NEOMED (annual; fall)
  - b. Private Medical Providers
  - c. Clinical Sites where assigned, if available
  - d. Community Centers/ Health Departments
  - e. Opt out/Ineligible \* Sites will be notified of opt-out students and students will be expected to abide by policies and procedures of each individual site (including wearing a mask).
2. Secure Documentation of Vaccination
  - a. Request and save your documentation
  - b. Upload your documentation onto your computer
  - c. Upload documentation into ImmunU
3. Documentation Must Include
  - a. Student's Name
  - b. Date of Vaccination Administration
  - c. Signature of Administrator/Medical Provider
  - d. Type of Vaccine
4. Approval
  - a. Document must be validated by staff to be in compliance
5. Failure to comply
  - a. Notification of non-compliance with the clinical site
  - b. Possible removal from clinical site/experience
  - c. Possible referral for action following multiple failures to comply

**Notification:**

The order of notification will be as follows:

1. Email warning to student from Student Services regarding non-compliance just BEFORE the deadline.
2. Email to student from Student Services regarding non-compliance AFTER the deadline and copy to Academic Services.
3. Email to clinical site regarding non-compliant students AFTER the deadline with instructions for removal of student from the clinical site.

For more information about the Influenza Policy and Procedure email [immunizations@neomed.edu](mailto:immunizations@neomed.edu)

## RESOURCES AND SERVICES

### ACADEMIC TECHNOLOGY SERVICES

Information, support documents, training videos, and tips for best practices for Academic Technology applications can be found at: [Academic Technology](#)

This office is the University's' source for development of academic materials including educational multimedia production, Web course content and streaming video productions. Academic Technology oversees the AIMS Learning Management System, which includes student and faculty support. The staff also provides training and support for the instructional technologies in the classroom and the student response system (clickers).

*Contact for Support*

AIMS Learning Management System Administration and Support: [aims@neomed.edu](mailto:aims@neomed.edu)

Student Response System – Clickers: [mwright2@neomed.edu](mailto:mwright2@neomed.edu)

Lecture hall and classroom technology: [media@neomed.edu](mailto:media@neomed.edu)

### *ELECTRONIC CAPTURE OF LEARNING ACTIVITIES*

Electronic capture of learning activities is the responsibility of Academic Technology, which follows University guidelines for obtaining appropriate permissions from those involved. Learning activities at NEOMED involve all scheduled curricular activities and include lectures, labs, small groups, presentations, reviews, demonstrations and any activity in which faculty members, patients or off-campus visitors are participating. Capturing any of these events using video recorders, cameras or camera devices, digital recorders in any form, including cell phones and PDAs, is not allowed without the express written consent of all persons involved and the administration. Posting of any material for "personal use" to any website also requires written consent in advance. A request form is available from the Departments of Academic Services or Information Technology and should be completed with signatures prior to any activity. The form should be returned signed to the Department of Academic Services. Students who initiate electronic capture of faculty, staff, visitors or a curriculum activity without permission will be asked to discontinue the activity immediately. Additional action may involve referral to the Committee on Academic and Professional Progress (CAPP) for unprofessional behavior or misconduct.

### ALUMNI RELATIONS

Alumni are committed to helping students find success in their chosen fields. Our graduates have completed residencies in a wide array of specialties and subspecialties in residency programs across the country and are available to speak with students at any step along the way. More than 300 alumni serve as clinical faculty members, and in excess of 1,500 live and practice in northeast Ohio and are pleased to be a resource for students.

The Alumni Association sponsors a variety of programs for students throughout the year including events to help students meet and network with physicians and pharmacists in various specialties and activities that provide support and encouragement.

### CARE TEAM

The Care Team is a campus-wide network of resources to encourage mental health, well-being and help-seeking throughout the campus community. The Care Team focuses on prevention, early intervention and provision of support services for individuals in the NEOMED community experiencing distress or engaging in harmful or disruptive behaviors. The Team will:

- Develop and coordinate intervention and support strategies
- Regularly review and assess these situations
- Recommend actions in accordance with existing university policies
- Monitor outcomes of cases discussed

This multidisciplinary team represents the Northeast Ohio Medical University (NEOMED) community. It uses a cross-functional approach, which is designed to prevent any particular instance of distressed or disturbing behavior from falling through the organization cracks and at the same time connects disparate (and therefore seemingly innocuous or less troubling) pieces of information that may indicate a more serious or acute problem.

#### *Team Membership*

The Care Team is led by the NEOMED Chief of Police and the Managing Director of Campus Mental Health, who is a licensed psychologist, with administrative and advisory support provided by the Office of the General Counsel.

- Director, Center for Student Wellness and Counseling
- Director, Faculty Affairs
- Director, Human Resources
- Chief Marketing Officer
- Guidance Counselor, Bio-Med Science Academy
- Senior Executive Director, Academic Affairs and Student Services
- Signet Management representative
- Property Manager, The Village
- Other personnel as needed for specific cases

### *Reporting and Referrals*

If there is imminent risk, call 911.

Referrals can be made to any member of the Care Team through any of the following methods:

- Care Team Referral: This form can be found online at <https://www.neomed.edu/neomedcares/bit/> and it allows members of the NEOMED community the opportunity to confidentially report a serious concern that could be considered a threat to others or the NEOMED environment. These reports allow the Care Team to initiate proper action to insure the safety of the community. Because the form is confidential, NEOMED reminds the community that those who refer “persons of concern” should in good faith report real and actual events or issues. Deliberately falsifying such reports will be considered a violation of university policy and could result in disciplinary action.
- Informal communication to any member of the Care Team: any member of the NEOMED community may call, email or speak directly with a member of the team to relay concerns regarding threatening behavior or threats to safety.
- All members of the NEOMED community should be alert to potential safety issues. If such issues are observed, members of the community should report them directly to the Care Team. All referrals will be handled confidentially with information released only on a need-to-know basis.

The Care Team will review and address matters related to the following behaviors:

- Threatening or disruptive behavior, which includes, but is not limited to:
  - Physically threatening actions or verbal threats to persons such as stalking, hate speech, implicit threats, electronic bullying, yelling, or threatening to strike with body or weapon
  - Specific threats to inflict harm on self or other
  - Physical assault, with or without weapons
  - Behavior that a reasonable person would interpret as potentially violent
  - Damage to property of others or the university
- Concerning behavior that might indicate a student, employee or visitor is experiencing significant distress, based on changes in behavior or physical indicators.
- Patterns of chronic, escalating concerning behaviors

For additional information about the Care Team, contact Kali Meonske, Chief of Police at 330.325.6492 or Dr. Russell Spieth, PhD at 330.325.6608.

## COUNSELING SERVICES AND CRISIS SUPPORT

Student mental health issues are not uncommon given the stress students experience while in professional school. Mental health issues may develop while the student is in professional school, or they may be issues that a student starts professional school already aware of. To provide support for students and to assist in meeting personal, academic and professional goals, NEOMED provides on-site counseling services.

### (A) Counseling Services Policy

- (1) Students are informed of counseling, and referral services at orientation to medical and pharmacy school and are encouraged to seek assistance whenever they think it is indicated to address issues for personal growth and development. Students seek counseling and referral services for a wide variety of reasons. Issues that commonly are seen include: mood disorders, interpersonal relationships issues, academic concerns, stress, career questions, lack of motivation and time management.
- (2) Students enrolled in NEOMED are eligible to receive no-cost, confidential counseling. Students may access scheduling information on the Center for Student Wellness and Counseling Services website or may contact the Program Coordinator of the Center for Student Wellness and Counseling Services for information or to schedule. Counseling records are stored in the Center for Student Wellness and Counseling Services office and are separate from student academic records. In counseling, there may be times that a community-based referral is necessary for counseling and psychiatric services. If a referral is needed to optimize student care, the Center for Student Wellness and Counseling Services staff will provide community-based referral information. A list of mental health providers is also available on the NEOMED website.



- (3) Students who prefer to seek counseling outside of NEOMED with a community-based provider will be referred to a licensed therapist not affiliated with the Colleges. A roster of clinicians is available to students online at the Center for Student Wellness and Counseling Services website.
  - (4) If a personal issue has affected the student's health, the student will be referred to his/her primary care physician or the Portage County Health Clinic for medical treatment.
  - (5) If a student is in need of alcohol or other drug related issues, the student will be referred to a community-based provider. Student may also access a [list of providers](#) online at the Student Services website.
  - (6) If a student has been referred by the Center for Student Wellness and Counseling Services (CSWCS) to an outside provider to receive a higher level of care or specialized care, he/she will be required to sign a release of information between the CSWCS and the outside provider to consult regarding the appropriate level of services needed by the student.
- (B) Psychiatric Services
- (1) When therapeutically warranted, the clinical staff of the Center for Student Wellness and Counseling Services may discuss a referral to a psychiatrist with the student. The benefits of a psychiatric consultation along with any student concern about such a consultation will be thoroughly discussed. The clinical staff of the Center for Student Wellness and Counseling Services will provide psychiatric referral information to the student. A list of providers is also accessible on the Center for Student Wellness and Counseling Services website.
  - (2) Students may not receive or be referred to psychiatric/psychological counseling from any health service provider involved in the academic assessment or promotion of the NEOMED student receiving those services. Students assigned to a clinical site where a treating psychiatrist /psychologist, with whom the student has an existing or previous relationship, may request a change to their site assignment through.
- (C) Emergency/Crisis Counseling
- (1) Students who require emergency counseling services during business hours should be directed to the Center for Student Wellness and Counseling Services located in the NEW Center. Clinical staff of the Center for Student Wellness and Counseling Services will meet with the student and assess the level of care needed at that time. If a clinical staff person of the Center for Student Wellness and Counseling Services and/or a member of the Care Team are not available, emergency counseling situations will be referred to Coleman Emergency Access 877.796.3555 or any individual listed on the Mental Health Referral List or confidential hotlines. If danger is immediate, 911 and/or University police will be dispatched.
  - (2) Situations that require immediate attention include those where the student is:
    - (a) Severely depressed (may talk about suicide or attempting to harm self or others, says life is not worth living, feels hopeless and/or helpless);
    - (b) Experiencing panic attacks (extreme feelings of anxiety, has trouble breathing or has shortness of breath, tightness in the chest and/or head, thinks that he/she is going to die);
    - (c) Has experienced sexual abuse, assault or rape;
    - (d) Actively abusing substances such as alcohol or drugs.
  - (3) After-hours crisis counseling is available to NEOMED students and is provided by the clinical staff of the Center for Student Wellness and Counseling Services. If a clinical staff person of the Center for Student Wellness and Counseling Services and/or a member of the Care Team are not available, emergency counseling situations will be referred to Coleman Emergency Access 877.796.3555 or 330.296.3555. Students in crisis may call 330.325.6757 and follow the prompts for urgent after-hours care. Students are strongly encouraged to access after-hours crisis coverage if: a student is unable to stop crying, has thoughts of harming oneself or others, is unable to attend class, has not eaten or slept (not due to illness) or has experienced sexual assault.

- (4) Faculty, staff, administrators and students may consult with the Center for Student Wellness and Counseling Services (CSWCS) if they have concerns regarding a student. Consultation includes discussing the student of concern's behavior, their observations and questions about how to best assist the student they believe is in distress. Options for best approaches are discussed and in some cases a referral to the Care Team may be recommended. The clinician makes it clear during the consultation that it is not the standard practice of the CSWCS to directly contact the student of concern because of the consultation, unless it is determined that the student is in immediate crisis or a danger to self or others. If the situation is deemed emergent, NEOMED police will be contacted to ensure student safety. The clinician makes every effort to encourage the individual seeking consultation to approach the student of concern to seek services. In order to continue to maintain client confidentiality, if the student of concern happens to be a client of CSWCS, no information will be disclosed to the consulting individual.
- (D) Emergency Psychiatric Services:
- (1) **Hotlines and Local Resources**
- On Campus Emergency: 911
  - Off Campus Emergency: 911
  - NEOMED After-hours Urgent Counseling Phone: 330.325.6757
  - Coleman Access Services (24/7): 330.296.3555/877.796.3555
  - TownHall II HelpLine: 330.678.HELP (4357)/866.449.8518
  - National Suicide Prevention Lifeline: 1.800.273.TALK (8255)
  - Crisis Text Line: 741-741
  - Trevor Lifeline for LGBTQ persons: 866.488.7386
- (2) **Sexual Assault**
- RAINN Hotline (Rape, Abuse and Incest National Network): 800.656.HOPE (4673)/ (<https://www.rainn.org/>)
  - TownHall II HelpLine: 330.678.HELP (4357)/866.449.8518
- (3) **Drugs and Alcohol/Substance Abuse**
- Townhall II: 330.678.4375  
Detox referrals, comprehensive assessment, individual & group counseling, residential treatment for women. Location: 155 N. Water St., Kent, OH
  - Coleman Professional Services: 330.673.1734  
Offers comprehensive assessment, individual & group counseling, mental health and alcohol/drug dual diagnosis, and medication assisted treatment (Vivitrol). Location: 5982 Rhodes Rd., Kent, OH
  - Summit County ADM Board: 330.434.9144/330.940.1133/  
<https://www.admboard.org/>
  - Family & Community Services: 330.677.4124  
Offers comprehensive assessment, individual & group counseling, residential treatment for men, and recovery housing. Location: 143 Gougler Ave. Kent OH
  - Substance Abuse and Mental Health Services Administration (SAMHSA) National Helpline: 1.800.662.HELP (4357)/ (<https://www.samhsa.gov/>)
  - Alcoholics Anonymous: <https://www.aa.org/>
  - Narcotics Anonymous: <https://www.na.org/>
- (4) **Domestic Violence**
- The Ohio Domestic Violence Network: 800.934.9840/( <http://www.odvn.org/>)  
National Domestic Violence Hotline: 800.799.7233/( <http://www.thehotline.org/>)  
Family and Community Services: 330.677.4124/(<https://fcsserves.org/>)  
Summa Center for the Study and Treatment of Traumatic Stress: 330.379.5094
- (5) **Medical Emergency:**
- University Hospitals Portage Medical Center Emergency Services Hospital  
Phone: 330.297.2850/330.297.0811  
Address: 6847 North Chestnut Street, Ravenna, Ohio
  - University Hospitals Kent Health Center Urgent and Emergency Care  
Phone: 330.677.3434  
Address: 411 Devon Place (Corner of 43 and 261 Kent, Ohio)

## DEPARTMENT OF PUBLIC SAFETY

The Northeast Ohio Medical University Police Department (NPD) is the primary investigating agency of all criminal acts and incidents that occur on the NEOMED campus. All officers of the department have successfully graduated from a state approved peace officer training academy and hold the same authority and powers of arrest as any certified police officer in the State of Ohio. In an effort to promote a culture of safety and inclusivity, the NPD is charged with being a community-oriented agency that is committed to providing the highest level of service, education and protection to the students, employees and visitors of the NEOMED campus.

NPD is supplemented by contracted security officers who staff the front security desk (room A-90). Emergency calls are dispatched to the NPD through the Portage County Sheriff's Office. NPD operates 24 hours a day, 7 days a week. For non-emergencies, NPD can be reached by calling 330.325.5911.

### NPD Services

- Proactive foot and vehicle patrols of campus
- Response to all calls-for-service, medical emergencies and other incidents on campus
- Vehicle lockout and jumpstart assistance on campus
- 24/7 safety escorts to any location on campus
- Monitoring and maintenance of campus blue light emergency phones
- Timely alerts through the University's mass emergency notification system
- University ID card services and access control
- Safety presentations
- ALICE training

### *Contact Information*

(1) Campus Security Office, Room A-90, 330.325.6489 or 330.325.5911

(2) NEOMED Police Department, Room M112, 330.325.5911

### *ACCESS TO CAMPUS FACILITIES*

(1) Access to the campus is restricted to NEOMED identification card holders. Generally, all exterior doors to the campus are locked, with the exception of the NEW Center. Several exterior doors have key card access allowing personnel and students convenient access to their work and study areas. All campus visitors must report to the NEOMED Reception Desk located in the NEW Center to sign in and obtain a guest ID.

### *EMERGENCY NOTIFICATIONS*

NEOMED's Department of Public Safety works closely with other offices and departments on campus, as well as outside agencies to assess threat levels. If a determination is made that an emergency or dangerous situation exists that poses an immediate threat to the health or safety of members of the University community, the Department of Public Safety in conjunction with input from the Offices of the President, Administration and Finance, and Marketing and Communications will determine the content of the notification. Some or all of the systems described below will be used to communicate the threat to the community, or to a particular building or segment of the community.

NEOMED will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Certain University officials are authorized to send emergency notification messages to students, faculty and staff. The emergency notification system can send messages via email, text messages to cell phones, and voicemail to cell, home and office phones. NEOMED will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or

safety of students or employees occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency. Emergency messages will include information on what has occurred and directions to the campus on what to do next.

Additional methods by which notifications may be received include:

- (a) RAVE Alert
- (b) Public address system
- (c) NEOMED's website, [www.neomed.edu](http://www.neomed.edu)
- (d) Print and broadcast media

The emergency notification system is tested on an annual basis. It is necessary that every student and employee keep his/her contact information current in the emergency notification system. To view and/or update personal contact information, please log into your RAVE account at <https://www.getrave.com/login/neomed>.

### *EMPLOYEES AND STUDENTS ARRESTED FOR OFFENSES OF VIOLENCE*

The purpose of this policy is to outline the procedures for the immediate suspension and possible termination of employees arrested for Offenses of Violence. This policy will also be used for the suspension and dismissal of matriculated students arrested for offenses of Violence. The scope of this policy is inclusive of all employees and matriculated students of the University.

#### *Definitions*

1. **Force:** any violence, compulsion or constraint physically exerted by any means upon or against a person or thing.
2. **Deadly force:** any force that carries a substantial risk that it will proximately result in the death of any person.
3. **Hearing officer** refers to the person who will preside over the hearing initiated when a student or employee is arrested for an offense of violence. The hearing officer will be an attorney admitted to the practice of law in Ohio, but the hearing officer will not be attorney for or an employee of the University.
4. **Matriculated:** enrolled or admitted to any course of study in any one of the Colleges of the University.
5. **Offenses of Violence** are those offenses set forth in sections 3345.22 and 3345.23 of the Ohio Revised Code, or any substantially equivalent offenses under a municipal ordinance. These offenses include, but are not limited to, the following offenses: Aggravated Murder, Murder, Voluntary Manslaughter, Involuntary Manslaughter, Felonious Assault, Aggravated Assault, Assault, Permitting Child Abuse, Aggravated Menacing, Menacing by Stalking, Menacing, Kidnapping, Abduction, Extortion, Gross Sexual Imposition, Arson, Aggravated Robbery, Rape, Sexual Battery, Aggravated Arson, Arson, Disrupting Public Services, Terrorism, Robbery, Aggravated Burglary, Burglary, Inciting to Violence, Aggravated Riot, Riot, Inducing Panic, Domestic Violence, Intimidation, Intimidation of Attorney, Victim or Witness in Criminal Case, Escape, Aiding Escape or Resistance to Lawful Authority, Having Weapons While Under Disability, and Improperly Discharging Firearm at or into a Habitation, in a School Safety Zone or with Intent to Cause Harm or Panic to Persons in a School Building or at a School Function.
6. **Physical Harm to Persons** means any injury, illness or other physiological impairment, regardless of its gravity or duration.
7. **Physical Harm to Property** means any tangible or intangible damage to property that, in any degree, results in loss to its value or interferes with its use or enjoyment. Physical harm to property does not include wear and tear occasioned by normal use.

#### *Procedures*

**Duty to Report.** While the arresting authority is required to immediately notify the President of the University of the arrest of an employee or student for an offense of violence, the employee or student who has been arrested is also under an obligation to so report. A student's failure to report will be deemed a violation of the Student Academic Integrity and Conduct Code. An employee's failure to report will be deemed as grounds for discipline or termination.

**Immediate Administrative Suspension Pending Hearing.** Upon receipt of the information that an employee or student of the University has been arrested for an offense of violence, the President or his/her designee may impose an immediate administrative suspension upon the student or employee until a hearing is held on the matter. The Senior Executive Director of Academic Affairs and Student Services has the discretionary authority to impose an Immediate administrative suspension upon a student, and the Department of Human Resources has the same discretionary authority to issue such a suspension to an employee. Imposition of an immediate administrative suspension will only occur after there has been an in-person meeting to discuss the alleged conduct, or a good faith effort upon the University to hold an in-person meeting. An immediate administrative suspension may still be imposed where the circumstances of the person's arrest prevent such a meeting from occurring or if the person fails to acknowledge the University's request for such a meeting. For students, the meeting will be held with the Senior Executive Director of Academic Affairs and Student Services, while employees will meet with the Director of Human Resources. A NEOMED police officer will be present for the meeting if requested. If an immediate administrative suspension is issued following the in-person meeting, the student or employee must surrender his/her University identification badge and will be escorted off the University property by campus police.

**Hearing to Determine Further Action.** Irrespective of whether a student or employee is placed on immediate administrative suspension, a subsequent hearing will be held to determine if further action is necessary based on the person's offense of violence.

**Hearing Notice.** An employee or student of the University arrested for any offense of violence will be afforded a hearing on the facts of the case. The University will issue a notice of hearing within two business days of learning that a student or employee has been arrested for an offense of violence. The hearing notice will identify the time, date and location of the hearing.

**Hearing Timeframe.** The hearing will be held within not more than five business days after the person's arrest, subject to reasonable continuances for good cause shown, which continuances will not exceed a total of ten business days.

**Hearing.** The University will appoint a hearing officer to hold the hearing to determine whether further disciplinary measures will be imposed upon the employee or student. The hearing will be held at the University or other location in Portage County on the time and date specified in the Hearing Notice.

The hearing officer may administer oaths, issue subpoenas to compel the attendance of witnesses and the production of evidence, and enforce the subpoenas, as well as preserve the order and decorum of the proceedings over which the hearing officer presides, by means of contempt proceedings in the court of common pleas as provided by law.

The hearing will be adversarial in nature and will be conducted fairly and impartially, but the technical rules of evidence applicable to civil and criminal cases will not apply. A person whose suspension is being considered has the right to be accompanied by counsel, but counsel will not be furnished for the person. The person also has the right to cross-examine witnesses against the person, to testify, and to present the testimony of witnesses and other evidence in the person's behalf. In the absence of a waiver of the right against compulsory self-incrimination, the testimony of a person whose suspension is being considered, given at the hearing, will not subsequently be used in any criminal proceeding against the person. The hearing officer may require the separation of witnesses and may bar from the proceedings any person whose presence is not essential to the proceedings.

The person subject to the hearing may appear with another person, who may serve only in an advisory capacity during the hearing. If serving as an advisor to the student/employee, that person may not participate directly in the hearing or address the hearing officer on behalf of the student/employee unless a communication difficulty exists that is sufficiently severe so as to prevent a fair hearing.

#### *Sanctions*

Upon hearing, if the hearing officer finds by a preponderance of the evidence that the person whose suspension is being considered committed any offense of violence, the hearing officer may:

1. Order a University suspension, whereby the person suspended from further employment or matriculation; or
2. After consulting with University officials and making a determination that the good order and discipline of the University will not be prejudiced or compromised by the person's continued presence, permit the person to return to the University on terms of strict disciplinary probation. Subsequent violation of the terms of the probation automatically affects a suspension.
3. Failure to Appear. A person afforded a hearing pursuant to this section who does not appear at the hearing will be issued a University suspension by the hearing officer.

**Waiver.** A person afforded a hearing pursuant to this section may waive the right to the hearing by responding in writing to the University official designated in the hearing notice. Waiver of the hearing will result in the automatic imposition of a University suspension or disciplinary probation.

**Campus access.** Campus police will escort the person subject to a University suspension from the premises following the imposition of such a sanction and the suspended person must surrender his/her University identification badge. The name of the suspended person will be provided to the Department of Public Safety and the receptionist and that person will be denied access to any University property until the sanctions ordered under this policy have been lifted.

**Duration of the Suspension.** A University suspension under this section is in effect until the person is acquitted or convicted of the crime, or a crime related to the same facts for which the person was arrested. If the person is convicted of the crime or a crime related to the same facts, the University suspension will remain in effect for the duration of any criminal sentence imposed by the court. Should the person plead guilty to or be convicted of a lesser charge related to the same facts, the University suspension will remain in effect under the terms originally imposed by the University.

If the person is acquitted or there is a final judicial determination that does not result in a conviction related to the charges for which a person is suspended pursuant to this policy, the University suspension will automatically terminate, and the person suspended will be reinstated. The record of the suspension will be expunged from the person's personnel or academic record held by the University.

**Appeals.** A person ordered to a University suspension under this policy may appeal from the order of a hearing officer on questions of law and fact to the court of common pleas in Portage County, within twenty (20) calendar days after the date of the order. If the court to which an appeal is taken determines that the good order and discipline of the University will not be prejudiced thereby, it may permit the person suspended to return to the University on terms of strict disciplinary probation.

**Petitions for Reinstatement after a Suspension.** Upon completion of the criminal sentence imposed, the person may petition the University, in writing, for re-entry into the curriculum or return to employment. Students petitioning to re-enter their curriculum must submit their petition to the Committee on Academic and Professional Progress (CAPP). The petition will then be reviewed by a standing subcommittee appointed by Phase 2 CAPP. Employees petitioning to be reinstated to their position of employment must submit their petition to the Director of Human Resources for review by the President and/or the Board of Trustees. Decisions on reinstatement to the University will be based on a review of the following considerations:

1. The nature of the student's profession or employee's position;
2. The person's present and past disciplinary record;
3. The nature of the offense;
4. The severity of any damage, injury or harm resulting from the person's conduct;
5. The continued threat posed to campus personnel or property should the person return;
6. The risk of harm to the health and safety of the University and its students and employees.

Students or employees petitioning for reinstatement may appear accompanied by another person. That person cannot, however, be a relative or an attorney. Students or employees reinstated following a suspension may be placed on strict disciplinary probation for a period of at least one year and may face restrictions, including but not limited to, limitations on facility use.

**Student Appeals from the denial of a Petition for Reinstatement.** A student who has petitioned for reinstatement may appeal the decision of the Phase 2 CAPP subcommittee on the following grounds:

1. The student sets forth significant new information, which was not available at the time the subcommittee reviewed the Petition; or
2. The student identifies a procedural error that occurred when the subcommittee was reviewing his/her Petition.

Any such appeal will be directed to the Executive Director of Enrollment Services or designee within five (5) business days of the Phase 2 CAPP decision. The Executive Director of Enrollment Services or designee will determine whether the matter will be further reviewed by the CAPP Executive Review Committee. Should the CAPP Executive Review Committee determine that the new information brought forth or procedural error alleged had a substantive effect on the decision of the Phase 2 CAPP subcommittee, the matter will be resubmitted to the subcommittee for further consideration and the same process, including the right to an appeal of that decision, will ensue.

**Dismissal of employees or students upon conviction of certain offenses.** If convicted, the person is dismissed from the University pursuant to Section 3345.23 of the Ohio Revised Code. A tenured faculty member dismissed pursuant to this section is not entitled to the protections set forth in Appendix D of the bylaws of the faculty. Upon conviction of a University employee or student for any offense of violence, the court will immediately notify the president of the University of such conviction. The University Registrar or the human resources department will immediately notify such person of the person's dismissal and provide a copy of the dismissal letter to the University General Counsel. The notice will be in writing and will be mailed by certified mail to the person's address as shown in both the court and the University records. If such person has been suspended pursuant to this policy, and not permitted to return to the University, the period of the person's dismissal will run from the initial date of the University suspension. No degrees or honors will be conferred upon, no instructional credit or grades will be given to, and no student assistance, scholarship funds, salaries, or wages will be paid or credited to any employee or student, during the period such person is properly dismissed pursuant to this section or under a University suspension pursuant to this policy. A dismissed person may later seek readmission or re-employment pursuant to division (A) of section 3345.23 of the Ohio Revised Code.

Without limiting the grounds for dismissal, suspension or other disciplinary action against a student or employee of the University, the commission of an offense of violence or a substantially equivalent offense under a local, state or federal law, which offense is committed on or affects persons or property of the University, or which offense is committed in the immediate vicinity of the University with respect to which an emergency has been declared and is in effect pursuant to section 3345.26 of the Ohio Revised Code, is cause for dismissal pursuant to this policy. If a final judicial determination results in an acquittal, or if the conviction is reversed on appeal, the student or employee will be reinstated, and the University will expunge the record of the student's or employee's dismissal from the student's or employee's University records, and the dismissal will be deemed never to have occurred.

*Additional Authority of the University*

Sections 3345.22 and 3345.23 of the Ohio Revised Code and all other sections provided for in this policy will be applied and followed, notwithstanding any rule, regulation or procedure of the University, but such sections will not be construed to limit any duty or authority of the University to take appropriate disciplinary action, through such procedures as may be provided the Policies and Bylaws of the University.

Sections 3345.22 and 3345.23 of the Ohio Revised Code and all other sections provided for in this policy should not be construed as modifying or limiting the duty or authority of the University to summarily suspend a student or employee, when necessary to preserve the good order and discipline of the University under other existing policies.

To the extent that sections 3345.22 and 3345.23 of the Ohio Revised Code and all other sections provided for in this policy conflict with civil service requirements and procedures, persons otherwise subject to disciplinary action pursuant to such sections, but who are employees in the classified civil service, will be disciplined according to civil service requirements and procedures.

Dismissed or suspended person are not to enter University premises. No employee or student under dismissal or suspension from the University pursuant to section 3345.22 or 3345.23 of the Ohio Revised Code or this policy, will enter or remain upon the land or premises of the University from which he or she was suspended or dismissed, without the express permission of the University.

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, 20 U.S.C. § 1092(f), upon receipt of a written request from an alleged victim of an Offense of Violence (as that term is defined in this policy and in Section 16 of Title 18, U.S.C.) or that victim's next of kin, the University will issue a report of the result of the disciplinary proceeding instituted against the alleged perpetrator of the act.

#### *FIRE ALARM PROCEDURES*

All faculty, staff, students and visitors shall follow any emergency instructions given by emergency response personnel during an emergency situation. When the fire alarm sounds ALL faculty, staff, students and visitors will leave their respective buildings immediately by the nearest exit. Close any open windows or doors in the area as you exit the building, if time permits. Stay far enough from the building to permit easy entrance by fire department personnel and equipment. When the building alarm is silenced, *do not enter the building*. When it is safe to enter, an "all clear" will be given. All personnel, except designated response personnel, are required to leave the building immediately regardless of activities in progress. No classes, meetings, research or surgical activities justify endangering human life from fire or toxic gases. Time should be taken to deactivate miscellaneous electrical and mechanical equipment only if they cannot safely continue running unattended.

Fire extinguishers are located throughout all buildings. If evacuation of a building becomes necessary, exit using the stairways. Elevators should not be used under any emergency evacuation circumstance. Tampering with fire alarms or fire prevention equipment is against the law and may result in criminal charges and/or dismissal from the University.

#### *FIREARMS: CRISIS AND STUDENT POSSESSION OF A FIREARM*

Firearms are not permitted on campus. This includes The Village housing. In consultation with the University Police Department, the following was agreed upon for students who may be in crisis and/or seen in Counseling Services and have possession of a firearm. If a student who resides in The Village wishes to voluntarily surrender a firearm for their safety or the safety of others, University Police agree that no charges will be brought against this student solely for disclosing or possessing the firearm in The Village. As the mental and physical well-being of the student population are of paramount importance, and to minimize risk exposure for students experiencing a mental health crisis, the University Police will facilitate the removal of the weapon as a measure of safety.

Chief Meonske or Sergeant Parker may be contacted 24/7 either independently by a student (the student would call the non-emergency University police number, 330.325.5911 and ask for them specifically) or by contacting the Counseling staff that a firearm needs to be removed from the Village housing. The officer would go to the student's residence and remove the firearm. The weapon would then be stored safely in the police department until proper disposal or safe transfer of the weapon can be made. Students living in off-campus housing may also request removal of a firearm if there is a question of safety to the individual or others.

#### *IDENTIFICATION BADGES*

NEOMED ID badges shall be worn at all times. ID badges greatly aid faculty, staff and students in getting to know each other. A visible ID badge also helps in identifying authorized versus unauthorized personnel on the premises. Students are expected to keep their ID badges during their entire educational career at the University. Lost, stolen, or misplaced badges must be reported promptly to the campus security office and replaced immediately. A fee may be assessed for the replacement badge.

#### *MINORS ON CAMPUS*

Minors are permitted in all non-laboratory areas of the NEOMED campus when accompanied by an adult. Minors are not permitted in the laboratory areas unless prior written approval has been provided by the department head in advance of the minor's visit and the requisite supervision will be in place during the visit. "Minors" refers to persons under age 18. Minors 16-18 years old may work on the NEOMED campus



provided their parent(s) or legal guardian(s) complete the necessary paperwork with Human Resources allowing them to do so.

Laboratory areas are specifically defined as follows: The Multi-Disciplinary Teaching Laboratories and Gross Anatomy laboratory areas of B building; All Basic Medical Sciences laboratories in C, D, E and F buildings; The Research and Graduate Education Building, and all restricted access areas in the Comparative Medicine Unit (CMU).

Minors may be permitted in these areas under special circumstances with the prior written approval of the Office of General Counsel. Activities in the CMU will require the additional approval of the director of CMU.

The NEW Center, Sequoia-Wellness, the Information Center, and the bookstore are open to the public.

## *Parking*

### *Registration Regulations*

Students must register their vehicle on the Banner Self-Service “Personal Information” link. Once that is complete, the permit can be picked up at the campus security office in room A-90 between the hours of 8a.m.-4p.m., Monday-Friday. Parking permits are required for all students. Permits shall be placed on the windshield side of the rear-view mirror.

### *Registration /Parking Enforcement*

Students should register their vehicle and acquire their parking permit during the first week of classes. A deadline by which vehicle information should be updated and new permits acquired will be communicated to the campus community. **Faculty, staff, and students who do not update their vehicle information and acquire a parking permit by the deadline will be charged a \$150 fee.**

### *RGE Parking Lot*

The RGE parking lot is for faculty and staff parking only. Students who are enrolled in the KBMS or IPM programs, and students who are dual-enrolled, are permitted to park in the RGE parking lot as well. All other students and residents of The Village are not permitted to park in this lot between the hours of 7a.m.-5p.m., weekdays. Students and residents of The Village are permitted to park in this lot on weekends and from 5p.m.-7a.m., weekdays. Students and residents of The Village who park in this lot during restricted hours are subject to citations and/or tow.

### *NEW Center Parking Lot*

NEOMED employees and NEOMED students are permitted to utilize parking spaces in the NEW Center lots farthest from the building, closest to St. Rt. 44 weekdays, between 7a.m.-5p.m. NEOMED employees and NEOMED students may park in the NEW Center visitor lots without restriction on the weekends, and from 5p.m.-7a.m. weekdays.

### *Fines*

Fines for NEOMED citations issued for parking violations are \$25 and/or towed vehicle. Anyone issued a citation for traffic offenses under the Ohio Revised Code is subject to fines and/or court dates as set forth by Portage County Municipal Court.

Certain traffic offenses under the Ohio Revised Code are also violations of campus parking rules and regulations. Citations can be issued for both.

### Questions and Additional Information:

Please visit <https://www.neomed.edu/police/other-services/parking/> for additional information. For questions, contact the Department of Public Safety at 330.325.5911 or email [publicsafety@neomed.edu](mailto:publicsafety@neomed.edu).

### *REPORTING CRIMINAL INCIDENTS AND OTHER EMERGENCIES*

All students, employees and visitors should promptly call 911 to report criminal incidents, accidents and other emergencies. When reporting an emergency from a campus desk phone, dial 9-911. Dialing ‘9’ first obtains an outside line. After a call is made to (9) 911, students, employees and visitors should notify the campus

security office at 330.325.5911 to inform them of the emergency. For non-emergency public safety related matters, contact the Department of Public Safety at 330.325.5911.

The red "emergency" button on the exterior emergency telephones is programmed to dial 911 directly. The key pad may continue to be used to dial any on-campus extension, including campus security at ext.5911.

Emergency blue-light phones are also available in University parking lots. These phones allow individuals in need of assistance to call 911. The emergency blue light phones are located throughout campus parking lots.

Courtesy phones are located near certain exits of the facility. These stations will automatically call campus security when they are taken off the hook. Courtesy phones can function to report emergencies and for general building information. The locations of the courtesy stations currently in service are listed below:

- (a) Near the South exit to "B" building;
- (b) Near the Southeast exit of "C" building;
- (c) At the South exit to "D" building (between "C" and "D" building);
- (d) Near the Northeast exit to "E" building;
- (e) Near the North entrance to Lower "E" building;
- (f) Near the north main entrance to "F" building; and
- (g) South main entrance to Ralph Regula Conference Center.

## ACCESSIBILITY SERVICES

Northeast Ohio Medical University is committed to equal opportunity and challenge for all academically qualified students and does not discriminate based on disability. Reasonable accommodations that do not fundamentally alter the curriculum are available to encourage students with disabilities to take full advantage of the University's educational, social and cultural opportunities. As Northeast Ohio Medical University is enriched by persons with disabilities in its student body and among the faculty and staff, it is important also to understand and support the needs and rights of these individuals.

All students will be held to the same performance standards and must be able to carry out the Essential Functions of their positions or programs with or without reasonable accommodation.

Upon request of students with disabilities, the University will make efforts to provide reasonable accommodations; however, the University is unable to make accommodations that impose an undue burden, present a direct threat to the health or safety of others, or fundamentally alter the nature of its programs, services or activities.

Qualified students are encouraged to disclose known disabilities and to request reasonable accommodation as early as possible. Students who do not disclose disabilities and fail to request an accommodation until they have encountered academic difficulty may be jeopardizing their chances of successfully completing the program; accommodations will be considered and granted, as appropriate, on a prospective basis only. Students needing more information regarding the Americans with Disabilities Act policy or procedures should contact the Assistant Director of the Learning Center and Accessibility Services.

To request disabilities accommodations, please complete and submit the Disability Registration and Accommodation Request form available in Student Services office or online at the [Accessibility Request Form website](#).

The Learning Center (LC), located within Student Services, is responsible for the coordination of programs and services for qualified applicants for admission and enrolled students with disabilities. Determination of eligibility for services and appropriate, reasonable accommodations is determined by the University Student Accessibility Services Committee and supported by the staff of the LC after review of documentation of disability. As needed, LC staff will discuss the student's request for services with the student to assist in determining appropriate accommodations and/or consult with the faculty member or other involved office

regarding the request. When there is any question about the appropriateness of the student's requested accommodation, the LC staff member will inform the student of the decision.

All accommodation requests will be presented by the LC staff to the University Student Accessibility Services Committee (SASC) on an as-needed basis as part of the accommodations eligibility and approval process. If the SASC requires additional information and/or documentation, the LC staff will contact the student via email for the request. The student may be asked to attend a SASC meeting to answer further questions that the SASC may have regarding the requested accommodation.

It is the student's responsibility to disclose a disability and to provide adequate documentation of the disability and any requested accommodations with a rationale of how the accommodation addresses the disability. The first step in requesting disability related services is to provide current documentation of the disability by an appropriate diagnosing professional (a treating, licensed, clinical professional familiar with the history and functional implications of the impairments and who is currently engaged in treating the student).

Forms for helping students do this are available on the website:

<http://www.neomed.edu/learningcenter/accommodations>.

What is considered "current" varies and can mean many years such as with a chronic medical condition, to a few months with some psychological disorders. Send completed materials to Student Services. Electronic completed materials may be emailed or faxed to the Assistant Director of the Learning Center and Accessibility Services: email: [accommodations@neomed.edu](mailto:accommodations@neomed.edu) or fax: 330.325.5956.

Students will receive an acknowledgment of the receipt of materials via email. After students have received the acknowledgment that the University has received the materials, students are encouraged to schedule an appointment with the Assistant Director of the Learning Center and Accessibility Services to discuss documentation and needs. To schedule an appointment, please email: [accommodations@neomed.edu](mailto:accommodations@neomed.edu).

Through a collaborative process with students, the Assistant Director of the Learning Center and Accessibility Services will determine when the need for disability accommodations is adequately documented. The Assistant Director of the Learning Center and Accessibility Services may choose to consult with professionals about the disability while maintaining student anonymity at this time. Documentation will be presented to the SASC for further consideration. The SASC meets on a quarterly or as needed basis. The committee will review materials and decide if students will be granted disability status and if so, what will be offered as reasonable accommodations. Because it will take time for each committee member to review materials, students must have completed submission of acceptable materials to the chair of the SASC no later than one week before the committee meets. It is suggested that students submit materials well before this date.

All disability determinations are made by the SASC. Students may be invited to attend this meeting, and it will be to their advantage to do so. Because this is not a legal hearing, students may not bring legal counsel representation into the meeting. This SASC may require further examination and/or testing by a professional approved by the University. Any costs incurred in obtaining additional documentation are incurred by the student. The SASC may grant limited accommodations or no accommodations until further assessment is completed. The SASC meetings are confidential, and the committee is authorized to review all individual student information available to them in reviewing a student's disability claim and to request documentation. Once an accommodation is granted, it is the student's responsibility to present information about the accommodation (with written documentation) directly to the course director and/or faculty impacted by the accommodation. To request official documentation on accommodations to share with impacted course directors, please contact the Assistant Director of the Learning Center and Accessibility Services at: [accommodations@neomed.edu](mailto:accommodations@neomed.edu).

Records submitted by students are kept securely in Student Services and are not part of the student's academic record. Release of these records to anyone at the University outside of Student Services is based on persons having a legitimate educational interest. Release to anyone outside of the University will require students' written authorization.

Academic requirements may be reasonably modified, as necessary, to ensure that they do not discriminate against currently enrolled students with disabilities. At the student's request, LC staff will confer with the University Student Accessibility Services Committee to recommend academic adjustments in compliance with legal mandates. Academic adherence to requirements that are essential to programs of instruction are not considered discriminatory.

Modifications will not affect the substance of the educational programs or compromise educational standards. Because of the diversity of individual needs relating to SASC and the uniqueness of each class, students may discuss their requests for course modifications with their instructors, if appropriate, only after approval of the University Student Accessibility Services Committee.

In general, requests for accommodations take a minimum of two (2) weeks to process. Requests for accommodations for curriculum-related activities that occur outside of the NEOMED Rootstown Campus may take up to six (6) weeks to process. Students are encouraged to submit their request at the beginning of the academic year. All requests, if appropriate, must be reviewed on an annual basis by the SASC. Each request is considered on an individual basis and any approved accommodations are based on the SASC's review of the request, the specific disability, and the documentation provided in support of the foregoing.

Updated documentation will be required every two years at a minimum. The SASC may require updated information from the student's treating provider more frequently based on the diagnosis and/or accommodation.

The Learning Center staff is available to consult with students on an appointment basis, Monday through Friday, 8:00 AM to 5:00 PM. Other hours may be available by special request. To ensure that a staff member is available and has adequate time to meet with you, please email [accommodations@neomed.edu](mailto:accommodations@neomed.edu), or call (330.325.6735) and schedule an appointment.

Accommodations may be denied for reasons including but not necessarily limited to:

- (a) Outdated documentation
- (b) Insufficient information
- (c) Incomplete application
- (d) Documentation provider possesses a conflict of interest (i.e., relative or close personal friend of the student)
- (e) Inappropriate professional making the diagnosis (etc., credentials must include licensure associated with that of a qualified expert in the disability or condition)
- (f) No diagnosis provided within the documentation
- (g) Falsification of information
- (h) Documentation or application are not signed

### *Appeals*

Students can appeal if they are not satisfied with the Committee's decision. The appeal must be based on one of the two following criteria – new information or procedural error. Disagreement with the Committee's decision shall not constitute the sole reason for the appeal. In addition, information available to or known by the student at the time the original decision was made by the Committee cannot serve as the basis for reconsideration but may be appropriate for a new request to the Committee. An accommodation that is granted as the result of an appeal is not retroactive and may only affect future circumstances. If the student has new, significant and compelling information that was not available for presentation at the time of the original review and decision, or believes there was a procedural defect, he/she may submit an appeal. To do so, the student must submit the request for an appeal to the Vice President of Academic Affairs (VPAA) within 10 working days of notification of the original Committee decision. The request, in writing, must state the new information or procedural error alleged to have occurred when the Committee's decision was made. The review will occur within 10 working days of receipt of the appeal. The student may be invited to discuss the appeal in person with the VPAA. Students who appear at an appeal meeting with the VPAA may be accompanied by a member of their choosing from the NEOMED or University affiliate faculty, staff or student body who is not a relative or an attorney, as this process is academic, not a legal hearing. The VPAA will render a decision within 10 working days that may include reconsideration of the matter by the Committee.

### *External Grievances*

Although students are encouraged to attempt to resolve grievances using the University process, they have the right to file any grievance directly with the Office of Civil Rights (OCR). Complaints filed with the OCR must be filed within 180 days from the time the incident occurred.

### **Hardships Affecting Site Assignments (College of Medicine)**

College of Medicine students requesting accommodation (such as special consideration in clinical assignments or to leave a specific pathway program or track) based upon a hardship must petition the Hardship Review Committee by completing the Hardship Request Form.

A hardship constitutes a set of extenuating circumstances beyond a student's control, and beyond those inherent to professional-level education, that negatively and substantially impact a student's successful progress within the curriculum. The decision to enter a curriculum of study or a particular pathway or track in the curriculum should not be taken lightly. However, NEOMED recognizes that hardships may exist that substantially alter a student's circumstances.

The Hardship Form, supporting documentation/evidence of the hardship, and the student's entire academic record, as needed, will be reviewed by the Hardship Review Committee. The [Hardship Form](#) and documentation should be submitted using the link provided to initiate the process of review. Documentation includes any evidence that supports and substantiates the hardship. Documentation should be provided at the time that the Hardship Request Form is submitted and will be included in the review of this request.

After committee review, the student may be asked to appear before the committee to clarify questions before a final decision is rendered. Decisions are final and binding.

Although hardships are never planned, the best opportunity to accommodate them is immediately after they are recognized. Students are encouraged to submit this form as early as possible after a hardship is encountered to allow careful consideration. For the College of Medicine, M3 and M4 clinical experiences hardship request forms must be submitted no later than the second Friday of January. Due dates for M1 students are established by the College of Medicine. M2 students should submit requests no later than two weeks prior to the start of classes. Across all years, students may submit a request for consideration after any established deadlines as hardships can occur at any point in time.

## **LOCKERS**

All first-year (M1/P1) medical and pharmacy students have access to a locker. First year students will be assigned a locker and receive a key during the first week of classes. Remaining lockers will be assigned to M2 and P2 students as availability permits. There are also open, unassigned lockers near Liebelt Hall (E-10) that are available to all other students who wish to use one, however, students must provide their own locks.

## **OMBUDS SERVICES**

The Office of the Ombuds is a confidential "off-the-record" resource to aid in resolving issues, concerns and disputes. The Office of the Ombuds is available to listen to your concerns about life at the University, including to discuss interpersonal difficulties, University policies, and conflict resolution techniques. The Office of the Ombuds is a confidential, off-the-record, and neutral campus resource available to all students, faculty, and staff to aid in the effective and timely management of issues, concerns, and disputes, such as:

- (1) interpersonal conflicts (w/peers, faculty or staff);
- (2) authorship disputes;
- (3) disagreement over grades;
- (4) advising relationships;
- (5) respect and treatment;
- (6) interpretation/application of rules;
- (7) ethical dilemmas; and
- (8) academic and campus conditions.

The Office of the Ombuds is an informal resource and is not intended to replace formal channels. The Office of the Ombuds safeguards the identity of visitors as well as all confidential communications. The Ombuds will not disclose confidential information without a visitor's express permission. However, there are three exceptions to confidentiality: 1) when the Ombuds believes that there is an imminent risk of serious harm, and where there is no other reasonable option; 2) when the Ombuds knows that a felony has been or is being committed; and 3) when there is an allegation of sexual violence regarding a student. Any student seeking a confidential resource to discuss concerns related to sexual violence can contact the Counseling Services at <https://www.neomed.edu/cswc/counseling/>.

For more information about the Office of the Ombuds and the Director visit the website at: <https://www.neomed.edu/ombuds/>. Visitors/users are encouraged to contact the Ombuds via her confidential and dedicated mobile device/voice mail at 330.281.0339 to schedule an appointment. The Ombud is also available via Skype.

## PUBLIC RELATIONS AND MARKETING

### *Student Information for News Releases*

The Office of Public Relations and Marketing use basic student record information in news releases for various student activities and accomplishments. Data typically includes student name, course of study and year at NEOMED, high school, undergraduate institution (if applicable), and hometown city and state. Granting of such information is strictly voluntary on the part of the student. As a result, students may opt out by requesting omission to the Office of the Registrar. When a student elects to opt out of such communications, please know that the Office of Public Relations and Marketing is unable to issue news releases that contain the student's name and their accomplishments to the students' local and hometown news outlets.

## ROOM REGULATIONS FOR STUDENT USE

Student organizations may reserve rooms for organization meetings via the Office of Student Services. Students are permitted to use only rooms they have reserved and may not access attached phones, kitchens or supplies in any room. Students are not permitted to schedule rooms for other students. Student organization room reservations must be submitted through the Presence site at <https://neomed.presence.io/forms> by completing the Student Activity Reservation Form. Please allow up to 48 hours for approval.

The student reserving the room will be responsible for any activity in the room even if the responsible student was not present for the activity. Students must clean the room prior to vacating it. This includes discarding trash and wiping tables of crumbs and other debris. Cleaning can generally be accomplished in 15-20 minutes. The room must remain unlocked during use. The University is not responsible for valuables left in an unlocked, unoccupied room.

All rooms should be restored to their original condition upon vacating. For example, if the room is set up with the tables in a square, they should be returned to this position, even if this is not the standard set-up for the room. This is particularly important as Conference Services frequently sets up for early morning meetings the night before the meeting. Students must vacate the room upon request of the night cleaning crew. The cleaning crew has a schedule to maintain and will not return to clean a room at the convenience of the occupant. Any additional required cleaning, rearrangement, etc., will be charged to the student who was responsible for the room reservation.

The cafeteria, library, NEW small group rooms, NEW Watanakunakorn Auditorium, Olson Auditorium, Meshel Lecture Hall, and Liebelt Lecture Hall are designated as group study areas and need not be reserved.

A student may only reserve a room for the block of time for which he/she will actually be using the room. For example, a room should not be reserved from 5 p.m. to midnight if the student is only planning on studying in the room from 6 p.m. to 10 p.m.

## SEQUOIA WELLNESS CENTER

Sequoia Wellness is a fitness facility unlike traditional gyms; it also offers overall wellness programming inclusive of wellness education, nutrition services and cooking demonstrations. While open to the larger community on a paid membership basis, professional degree students receive automatic membership to Sequoia as part of their student fees. \* The 25,000-square-foot facility houses the following:

- Spacious fitness floor with state-of-the-art equipment
- Lap and warm-water therapy pools
- Multi-use gymnasium with three basketball hoops
- Physical therapy area
- Free weight area
- Steam rooms, saunas and whirlpool
- Group exercise classrooms
- Rock climbing wall
- Activity-based babysitting

For more information about Sequoia Wellness visit [www.sequoia-wellness.com/neomed](http://www.sequoia-wellness.com/neomed) or call [330.578.9030](tel:330.578.9030).

\*Students who take a leave of absence or who voluntarily withdraw from the University in good standing are subject to deactivation of their student Sequoia membership based on the date the semester ends for the academic semester for which they were last officially enrolled. Students who start the fall semester but then become dis-enrolled within that same semester will maintain their Sequoia membership through the conclusion of the fall term, and students who start the spring semester but then later become dis-enrolled within that same semester will maintain their Sequoia membership through the entire summer. In instances where a student is dismissed or suspended from NEOMED, their Sequoia membership will be cancelled based on the effective date of the University action.

## STUDENT AFFAIRS – COLLEGE OF MEDICINE

The Assistant Dean of Students for the College of Medicine provides support and guidance to students throughout their medical school experience, with the goal of helping each student achieve optimal professional growth and development and is the first point of contact for medical students for troubleshooting issues and concerns. The Assistant Dean of Students also serves students through a wide variety of activities, including:

- Participation in the development and administration of policies that impact the quality of life and campus resources available to medical students.
- Oversight of the career development and residency match process
- Assistance with planning and implementation of extra-curricular enrichment opportunities, including career exploration, research and service experiences.
- Preparation of dean's letters of recommendation on behalf of medical students for research and other professional development applications.
- Serving as the College of Medicine advisor for the NEOMED Student Council, Student Conduct Council, the NEOMED Virtuous Healer Honor Society and the NEOMED Zeta chapter of Alpha Omega Alpha.
- Assistance with development and implementation of programs and activities to foster student leadership skills.

## STUDENT EMPLOYMENT GUIDELINES

### College of Medicine

The primary responsibility of every medical student is mastery of the College of Medicine's educational objectives exemplified in knowledge, skills and attitudes. The academic program of medical school is fast-paced, with a sheer volume of content that is often overwhelming. For these reasons, the College of Medicine strongly discourages all students from engaging in any outside employment.

## **College of Pharmacy**

Students enrolled in the Doctor of Pharmacy program at Northeast Ohio Medical University (NEOMED) are encouraged to seek employment in a pharmacy setting while pursuing their degree. Anecdotal feedback suggests that students who work while enrolled in pharmacy school are academically stronger and are more likely to have employment opportunities following graduation. However, students who prioritize work hours over academic studies, or who work excessively are more likely to struggle with completing academic milestones. It is important to remember that as a student in a graduate-level program, academics are the primary focus. Students should adhere to the following guidelines regarding employment and academics:

- During the academic year, students are encouraged to retain employment in a pharmacy setting if it does not interfere with scheduled classes or inhibit study time.
- Faculty recommend working no more than 8 hours OR one shift per week on average for students with consistently positive academic performance. It is understood that each student will need to assess their ability to effectively balance work and academic responsibilities. The recommendation provided may not apply in all situations, but rather is intended to be an initial guide.
- Students are encouraged to re-evaluate any work commitments on a regular basis to consider previous experiences and expected academic workload.
- Avoid situations where the time committed to work ultimately creates an unfortunate situation where a student is in a position of academic difficulty.
- Employment in a pharmacy, preferably as a pharmacy intern, during summers and vacation breaks during the academic year, is strongly encouraged.
- When it is determined that a student missed class, an assessment, or any other required academic activity due to a work commitment, the absence will be considered unacceptable / unexcused and will be noted as such.
- Remember that work experience during pharmacy school reflects on overall work ethic as a professional. Consider the experience of working in a pharmacy as an extended interview for a potential role as a pharmacist in that organization. It is in your long-term best interests to remain in good academic standing to successfully complete the program.
- Students are encouraged to discuss their individual balance of academics and employment with their PDAT advisor.

## **STUDENT HOUSING**

Students have the option of living on campus in The Village at NEOMED. The Village, a residential community located on the NEOMED Rootstown campus, is independently owned and provides students the opportunity to engage in apartment-style living on campus. More information is available online at <http://www.thevillageatneomed.com/>.

## **STUDENT ORGANIZATIONS & NEOMED STUDENT COUNCIL**

The diversity of interests among NEOMED students is reflected in the more than 90 clubs and student organizations that are supported on campus. Students find and create opportunities to pursue their passions and explore new ones, including membership in campus chapters of national professional organizations, specialty interest groups, social and recreational clubs; and fellowship in many religious traditions.

### **NEOMED Student Council (NSC)**

NORTHEAST OHIO MEDICAL UNIVERSITY  
STUDENT COUNCIL (NSC) CONSTITUTION  
2019 – 2020

This document defines a student government for the Northeast Ohio Medical University established to represent equally all Colleges within the University. This organization will be known as the NEOMED Student Council (NSC).

#### **Membership**

NSC shall be composed of equal voting members representing each College of the University: Two representatives from each class of the College of Medicine shall be elected, representing the interest of all students in their respective classes.



Two representatives from each class of the College of Pharmacy shall be elected, representing the interest of all students in their respective classes.

One representative of the College of Graduate Studies shall be elected, representing the interest of all students in their respective college.

#### I. Elections

- a. All representatives will be elected by secret ballot of the members of their own class.
  - i. M1/P1: Nominations for representatives shall be submitted in October and elections held prior to November. Each student will vote for two nominees from their respective college. The nominees obtaining the most votes will be the class representatives. The number of class representatives elected will be determined by the methods outlined in section I. A- B.
  - ii. M2/P2: Nominations for representatives shall be submitted in May and elections held prior to June. Each student will vote for two nominees from their respective college. The nominees obtaining the most votes will be the class representatives. Unless unable to complete their term, these representatives will serve on the council through their 4th year. The number of class representatives elected will be determined by the methods outlined in section I. A- B.
  - iii. M3/P3: In the event that an M3 or P3 election is necessary, nominations for representatives shall be solicited within two weeks after the position is vacated. Each student will vote for two nominees from their respective college. The nominees obtaining the most votes will be the class representatives. The number of class representatives elected will be determined by the methods outlined in section I. A- B.
  - iv. COGS – Nominations for representatives shall be submitted in May and elections held prior to June. Each student will vote for one nominee from their college. The nominee obtaining the most votes will be the class representative. The number of class representatives shall be determined by the methods outlined in section I.C.
  - v. In the event of a tie between two candidates, each will be given the opportunity to address their classmates. A subsequent re-vote will then be held.
  - vi. Under no circumstances will absentee ballots be accepted.
- b. Term of office will be as follows:
  - i. M1/P1 – seven months (11/1-5/31);
  - ii. M2/P2 – through graduation
  - iii. M3/M4 and P3/P4 – through graduation
  - iv. COGS– 24 months
- c. Elections will be conducted by the Office of Student Services and validated by the NSC advisor.

#### II. Officers

- a. Office will carry no additional privilege or vote.
- b. President: All senior representatives will divide up the twelve-month year into four three-month terms. The President's responsibilities are to:
  - i. Preside over monthly meetings
  - ii. Review meeting minutes for approval at the following monthly meeting
  - iii. Act as "voice" of NSC when communicating on behalf of NSC to other University constituents
  - iv. Lead the annual review of the NSC constitution
- c. Vice President: All junior NSC representatives will divide up the twelve-month year into four three-month terms. The Vice President's responsibilities are to:
  - i. Preside over monthly meetings in the absence of the President
  - ii. Respond to NSC-related email questions
  - iii. Oversee NSC special projects
  - iv. Track and coordinate monthly meeting responsibilities, including officer and dinner schedule.

- v. Respond to student requests for exceptions to policy or amendments to prior budget approvals.
- vi. Other duties as assigned by the President
- d. Treasurer: The M2 and one P2 representatives will collaborate with the NSC Advisor to keep account of all funds and expenditures of NSC. The Treasurer's responsibilities are to:
  - i. Provide a budget report at the monthly meeting
  - ii. Track funding approvals during monthly meetings
  - iii. Send Funding Confirmations for approved events within 1 week after the monthly meeting
  - iv. Track funding on a month-to-month basis on the budget for long-term financial planning
- e. Secretary: The M1 and P1 representatives will share secretarial duties. For the period prior to M1/P1 election, M2 and P2 representatives will assume secretarial duties. The Secretary's responsibilities are to:
  - i. Send meeting confirmation and instructions to individuals scheduled to make budget requests at the monthly meeting
  - ii. Keep a written account of the proceedings of the NSC and monitor attendance.
  - iii. Post a draft of the meeting minutes to the NSC AIMS Site within one week after the meeting.
  - iv. Post approved meeting minutes to the NSC AIMS Site
  - v. Track Research and Conference Travel funding for individual students
  - vi. Send The Councils Update newsletter out to the student body on a monthly basis

### III. Member Responsibilities

- a. Communicate with peers on a regular basis regarding class concerns and NSC proceedings and policies
- b. Communicate class concerns at monthly NSC meetings
- c. Plan and attend all scheduled monthly class meetings
- d. Be available via email to answer questions from peers
- e. Assume individual class responsibilities as follows:
  - i. M4/P4:
    - 1. President (As outlined in III. A.)
    - 2. The M4 NSC students will serve as their class representatives to the AAMC Organization of Student Representatives (OSR)
    - 3. One P4 will serve as the pharmacy representative on the University Scholarships and Awards Committee
  - ii. M3/P3:
    - 1. Vice President (As outlined in III. B.)
    - 2. One P3 student will serve as the COP NSC representative to University Council
    - 3. The M3 NSC students will serve as their class representatives to the AAMC Organization of Student Representatives (OSR)
    - 4. One P3 will serve on the COP Admissions Committee; term P3-P4 year.
  - iii. M2/P2/COG:
    - 1. Treasurer (As outlined in III. C.)
    - 2. Transitioning Leader workshop presentations
    - 3. One M2 student will serve as the COM NSC representative to University Council
    - 4. The M2 NSC students will serve as their class representative to the AAMC Organization of Student Representatives (OSR)
  - iv. M1/P1:
    - 1. Secretary (As outlined in III.D)
    - 2. Maintenance of E-building Student Lounge (P1) and refrigerator and microwave located in the staff pantry (A-21)

3. The M1 NSC students will serve as their class representatives to the AAMC Organization of Student Representatives (OSR)

#### IV. NSC Responsibilities

- a. NSC shall meet monthly as follows:
  - i. Business will be conducted using the relaxed Robert's Rules of Order.
  - ii. The meetings will be designated as "Open Forum" and will be open to the entire student body, NEOMED faculty and staff. Standard agenda items include budget requests, committee reports and class concerns. New and old business will also be addressed.
  - iii. Matters of an urgent nature that arise when NSC is not in session which would normally be addressed during "Open Forum," may be conducted electronically. This discussion will be led by the acting president.
    1. Notification
      - a. All members of NSC shall be informed of initiation of discussion, a motion, and a second via three separate emails to the group alias [nsc@neomed.edu](mailto:nsc@neomed.edu)
      - b. All students shall be notified of this vote via the monthly minutes. Students will be able to access the vote discussion via request to the NSC Advisor.
    2. Guidelines
      - a. The forum shall be open to all students to view.
      - b. Only NSC members will be able to post messages.
      - c. A motion and second are required to commence voting. Voting will begin immediately after the motion to call the question has been seconded. A third email notifying NSC members of the second is required at this time. The voting period shall last five days and if quorum is not met after five days, the motion dies.
- b. The NSC shall serve as the organized intermediary between the student body, faculty and administration.
- c. The NSC shall approve all monies appropriated from the Student Activity Fees. Records of all Student Activity Fee funds shall be available upon request.
- d. The NSC shall review applicants for Student Trustee positions on the NEOMED Board of Trustees and submit recommendations to the NEOMED BOT secretary for review by the Governor of the State of Ohio.
- e. NSC shall review all nominees for the Student Organization of the Year Award, New Student Organization of the Year Award, and Outstanding Advisor of the Year Award and select winners to be announced at the annual Student Leadership Awards Ceremony.
- f. The NSC will also receive reports from any student sent to local or national meetings on behalf of NEOMED.
- g. The NSC will plan and distribute a calendar of events compiled from student organization contributions and other sources.
- h. The NSC may initiate and conduct its own projects and activities, as it sees fit.

V. Amendment of this document requires a 3/4 vote of the NSC.

VI. Approval of this document requires a unanimous vote of the NSC.

#### NSC BYLAWS

- I. Duties of NEOMED Student Council
  - a. Removal of class representatives from NSC will be the responsibility of NSC members. Replacement will be decided by a new election.
  - b. NSC members are required to attend the NSC meeting the first Wednesday of each month at 5:30 p.m., either in person or electronically.
  - c. NSC will be responsible for the organization and implementation of elections for student representatives to committees which have no other protocol for determining these positions.

- d. NSC shall hear and address the concerns and wishes of the student body.
  - e. Quorum for a meeting shall be a majority of the members of NSC.
  - f. All decisions, unless otherwise specified by the constitution, shall be made by a majority vote of all members present.
- II. Student Activity Funds (SAF)
- a. Student Activity Funds are collected each year as part of student fees. These funds are public monies and must be used in accordance with NSC guidelines, board policy, and federal and state law.
  - b. Student Activity Funds may not be used to benefit individual students, except when compensating one for approved efforts and expenditures on behalf of the students.
  - c. Student Activity Funds are divided into five funds, NSC General Fund and four individual class accounts, as indicated in the Policies and Procedures Manual.
  - d. Guidelines for the use of NSC and class funds
    - i. NSC General Fund
      - 1. Use of NSC funds may be expended only by majority vote of the NSC.
      - 2. Use of NSC funds must contribute to activities open to the entire student body.
      - 3. NSC funds not spent by June 30 of each year will be transferred to the NSC General Fund for the following year.
      - 4. In the event that the NSC budget is overdrawn, class funds will be used to fund the deficit. NSC will determine how to best appropriate class funds based on the available balances in each class fund.
      - 5. Restrictions
        - a. Student Activity Funds will not discriminate on the basis of gender, race, sexual orientation, or religion.
        - b. Student Activity Funds will not promote any religion.
        - c. Student Activity Funds will not be used to influence voting on any political issue or candidate.
        - d. Student Activity Funds will not be directly donated to a charitable organization.
        - e. Student Activity Funds will not be used to contribute to petty cash funds.
        - f. Student Activity Funds will not contribute to materials or services which become the property of or benefit an individual student.
        - g. Student Activity funds will not be used to fund recruitment or election events.
    - ii. Class accounts
      - 1. Class funds may be expended only by the class representatives.
      - 2. Class funds must benefit an entire class.
      - 3. Class funds not spent by June 30 of each year will be transferred to that class' fund for the following year,
      - 4. Unused funds of graduating classes will be transferred to the NSC Discretionary Fund.
      - 5. Restrictions for the use of Class Funds
        - a. Class Funds will not discriminate on the basis of gender, race, sexual orientation, or religion
        - b. Class Funds will not promote any religion.
        - c. Class Funds will not be used to influence voting on any political issue or candidate.
        - d. Class Funds will not be used to contribute to petty cash funds.
        - e. Class Funds may contribute to materials or services which become the property of or benefit an individual student, as long as each student in the class benefits equally, and a

majority of the class is in agreement of the expenditure of the funds.

III. Budget Allocations of NSC Funds

a. Priorities for NSC Funding

- i. Annual university-wide events.
- ii. Student Research/Conference Presentations.
- iii. Student Organizations events with an educational or charitable focus.
- iv. The above stated priorities are subject to change yearly at the discretion of the NSC

b. Student Research/Conference Presentations

- i. The NSC invites students who are authors or co-authors of research papers or session presenters at professional meetings to submit a budget to offset the cost of presenting their work at a conference. A maximum of \$2,000 for research or presentation done, per student during their enrollment period may be allocated with a maximum of \$1,000 per presentation. The amount approved per conference may not exceed \$1,000. If more than one student is presenting the same research or project, the allocation will be distributed evenly, and the max is \$1,000 per project for the group.
- ii. Total funding from NSC for research presentations will not exceed \$2,000 during a student's enrollment.
- iii. If you are presenting a project with another student, each student presenter must submit their own individual budget request form.
- iv. Students are expected to attempt to gain funding from other sources.
- v. Monies must be requested at the NSC meeting at least two weeks prior to the event. NSC reserves the right to grant all, some, or none of the student's request.
- vi. If a student's enrollment status changes, funding is subject to review.
- vii. Students on Leave of Absence from the University are not eligible for funding.
- viii. Conditional funding approval may be granted prior to official conference acceptance, as long as official conference acceptance is confirmed prior to submission of reimbursement request to (Jan Divoky, Office of Student Services).

c. Student Organizations

- i. To be recognized as a student organization by the NSC, any student group must:
  1. Have an approved constitution.
  2. Have a faculty/staff advisor.
  3. Have active officers including a president and treasurer.
  4. Be open to all students of the university in a non-discriminatory manner, unless specifically limited by the by-laws of the national organization. The University seeks to promote an environment in which all students, faculty and staff interact based on individual strengths and characteristics, without having such interactions shaped by generalizations or stereotypes based on race, color, religion, gender, gender identity or expression, sexual orientation, national origin (ancestry), military status, disability, age, pregnancy, parenting status, or genetic information.
  5. Have a plan for a non-NSC funded community service project to be completed in the present academic year.
  6. Have a plan for a non-NSC funded fundraiser to be completed in the present academic year.
- ii. Responsibilities of student organization officers:
  1. Submit a fall budget along with student organization registration for the upcoming academic year by May 31st. Submit a spring budget during the first week of January. NSC reserves the right to fund all, some, or none of the requests. Failure to compile and present a fall

and spring budget for consideration may result in the denial of future funding requests.

2. Have event and travel request forms completed with appropriate signatures and presented by a representative at an NSC meeting at least two weeks prior to the event.
    - a. Event and travel request forms must be completed in full and include learning outcomes, itemized budget, date, time and speaker information.
    - b. In the event that a faculty advisor is unable to sign the appropriate form, the faculty advisor may email [nsc@neomed.edu](mailto:nsc@neomed.edu) from their NEOMED email address that he/she approves the activity by 5:00pm on Tuesday prior to the NSC meeting. Absence of an advisor's signature on a request form may result in lack of funding for requested event at the discretion of NSC. The Advisor Approval Form can be found on the NSC Presence Page in the DOCUMENTS section. It needs completed, signed by advisor, and brought to the NSC meeting.
  3. Inform the NSC advisor of their event or travel request and be placed on the NSC meeting agenda by 5:00p.m. on the Friday immediately preceding the NSC meeting.
    - a. Student organization events for which a late event funding request was submitted may receive an annual one-time allocation of funds that may not exceed 50% of the original requested amount. NSC retains the discretion to determine the actual allocated amount.
  4. Seek approval from NSC for any changes in the budget.
  5. Money allocated for a specific event may only be used on that event. If the event is canceled or under spent, any monies paid towards the event must be returned to the Student Activity Fund.
  6. Organizations must attempt to gain funding from other sources and will be expected to utilize organization funds collected through fundraising and other activities to support their activities.
  7. As part of the budgeting process, student organizations must provide a summary of how they plan to use their own funds each semester. NSC will look at these summaries and the balance in the student organization's account when determining how much funding to allot to an event.
  8. Student organizations are prohibited from maintaining bank accounts outside the NEOMED accounting office.
  9. A report to NSC via email to the current president or at an NSC meeting must be made within 30 days of any funded event or conference.
  10. If a student organization officer is either on a Leave of Absence (LOA) or has withdrawn from the university, the officers must fill the vacant position for the remainder of the academic year by following their student organization constitution bylaws. Students on a LOA do not pay tuition; therefore they do not pay the Student Activity Fee, which all organizations receive funding from.
- iii. Student Organization Events:
1. There is no limit to the number of events a student organization can hold per year, however, in order to ensure equitable distribution of Student Activities funds, funding for student organization events is limited as follows:
    - a. NEOMED Chapters of National Organizations - \$1,500 per year
    - b. Student Interest Groups - \$1,000 per year
    - c. Social/Recreational/Charitable Groups - \$500 per year

- d. Request for exceptions to these limits will be made on a case by case basis
- 2. Student Organization events that require the purchase of tickets must meet the following parameters:
  - a. No more than \$5.00 of each student ticket price for charity events funded either in part or fully by NSC may be directed to charity. Additional income raised from ticket sales must cover the cost of the event. (Exception: Charity Ball). Tickets must state in writing the monetary portion donated to charity.
  - b. Non-Student Ticket prices (faculty, staff, community members) to student events which are funded either in part or fully by NSC may be set at any amount deemed reasonable by the student organization operating the event.
  - c. Student organizations are discouraged from selling table sponsorships, however individual ticket sales are encouraged.
  - d. Other items received, such as T-shirts must be sold separately from tickets.
- 3. Registration and Event Attendance Policy
  - a. Any event funded in whole or in part by Student Activities Funds must require that participants register to attend the event through "Presence."
  - b. The Student Organization officers are responsible for monitoring and tracking attendance at events for which registration is required.
  - c. Students who register for an NSC or University funded event are expected to attend the event or cancel their registration at least 24 hours prior to the beginning of the event if they are unable to attend.
  - d. Any student who registers for an NSC or University funded event and fails to attend or cancels less than 24 hours before the start of the event will receive written notice that they are in violation of the NSC attendance policy
  - e. Student organization leaders who witness violations of this policy are empowered to address inappropriate behavior when it occurs and to report offenders to the Office of Student Services.
  - f. Student organization leaders are required to submit a list of students who RSVP'd to their event but did not show up.
  - g. These individuals will be added the NSC "No Show" list. After three (3) "no shows" these students run the risk of having their NSC funding reduced the next time they request funding at an NSC meeting for individual student presentation travel. Once a student receives five (5) "no shows" in a year or six (6) "no shows" in two years, a Professional Concern Note (PCN) will be submitted.
- iv. Community service
  - 1. In order to receive funds from the NSC, each organization is required to engage in a non-NSC funded community service project to be completed during the same academic year in which funds are requested.
  - 2. A community service project must have both leadership involvement and membership involvement. Significant membership is strongly encouraged, and repeated lack of involvement could result in curtailing future funding.

3. A complete community service attendance log, detailing membership involvement and activity, must be submitted electronically following the event.
  4. Organizations must submit their community service report electronically by June 31st of the academic year or may forfeit their rights to NSC funding the following year until it has been completed.
  5. The NEOMED Community Service Survey can be submitted electronically via Presence in the FORMS section.
- v. Fundraiser
1. Each organization planning on approaching the NSC for funding must hold at least one fundraiser or collect dues from their members per academic year.
  2. Fundraising activities must follow University Policy as outlined in the NEOMED Student Organization Fund-Raising Policy.
  3. Raffles of any kind are a violation of Ohio gaming laws; therefore, student organizations are prohibited from holding raffles as a fundraiser.
  4. Student organizations are not permitted to solicit funding from NEOMED departments or Deans unless the group's mission and purpose is directly aligned to that department.
  5. Student organizations are permitted to solicit funding support from entities external to NEOMED.
  6. Student organizations are not charitable organizations, nor are they tax exempt under federal law. Being a recognized student group within the University does not accord a student organization to use the University or the NEOMED Foundation's federal tax-exempt status in any way.
  7. Student organizations are prohibited from applying for 501(c)(3) status.
  8. NSC has provided student organizations with a dedicated room, adequate shelving, as well as individual numbered storage bins for each student group.
  9. Storage space is located in Plant Services, M121 (hallway left of CMU)
  10. Student organizations may utilize these bins for storage of flatware, paper plates, bottled water, etc., as they see fit.
  11. Student organizations will be responsible for maintaining the cleanliness of this area and ensuring their bin is placed in the correct location.
  12. The storage room will be inspected by NSC intermittently, at least once a month.
  13. Student organizations found to have materials out of place may see future NSC event funding affected.

## NSC POLICIES AND PROCEDURES

### I. NSC Duties

- a. Removal and Replacement of Representative
  - i. Any NSC representative can resign the office if unable to complete the term.
  - ii. Any NSC representative can be removed from office by a 3/4 vote of the NSC.
  - iii. A replacement for an NSC representative will be chosen when necessary by repeating the nomination and election process at the time a representative resigns or is relieved of duties.
- b. Attendance
  - i. NSC representatives are required to attend the NSC meeting each month.
  - ii. NSC will allow for limited absences, but representatives are responsible for notifying the NSC advisor and presiding president prior to the expected



- absence. Acknowledgment must be made by the NSC advisor or the presiding president.
- iii. Any NSC representative who incurs more than two (2) absences within a calendar year is subject to discussion by the NSC.
  - iv. NSC representatives will be notified by the secretary of NSC after missing one unexcused meeting.
  - v. Any NSC representative who misses two meetings without notifying the NSC advisor in a calendar year may be removed and replaced. No vote of the NSC is required.
- II. Student Activity Fund Allocations by NSC
- a. Division of Student Activity Funds
    - i. Student Activity Funds are divided into five funds: the NSC General Fund and four individual class accounts. The Student Activity Funds of all Colleges for a graduation year will contribute to one shared NSC Class Fund.
    - ii. No more than 30% of the Student Activity Fund shall comprise the total of the four combined medical and pharmacy class funds for any given academic year.
  - b. NSC General Fund Distribution
    - i. Student Organization are required to submit a fall budget along with student organization registration for the upcoming academic year by May 31st. They also must submit a spring budget during the first week of January.
    - ii. Funding for student organization events is limited as follows:
      1. NEOMED Chapters of National Organizations - \$1,500 per year
      2. Student Interest Groups - \$1,000 per year
      3. Social/Recreational/Charitable Groups - \$500 per year
      4. If a student(s) decides to start a new club in the spring, the group will be eligible to use their entire yearly amount of NSC funding in the spring semester. See aforementioned funding amounts.
      5. If a student(s) decides to start a new club in the fall (after the registration deadline of May 31st), they forfeit their right to use NSC funding, and will have to wait until the spring semester in order to be eligible for funding.
      6. A student organization whose name or affiliation changes, resulting in alterations of allocations of NSC funding, must promptly resubmit a budget per semester based on their new allowances (i.e. national organization to student interest group or vice versa).
    - iii. In addition, each organization must submit an Event Request at an NSC meeting at least two weeks prior to each activity.
      1. Event Requests allow organizations to be more exact in their estimates of expenses when it is not feasible to present an estimate in the annual budget.
      2. Event Requests are used by NSC to assure proper use of General Funds.
      3. Event Requests will be reviewed by the NSC after each activity to be certain that all requirements have been met before reimbursement of receipts.
    - iv. NSC has the following guidelines for travel expenses deemed integral to activities funded:
      1. Travel by car; funded expenses include gasoline and parking with appropriate receipts as documentation.
      2. Travel by airline
      3. Hotel accommodations
      4. Conference registration
      5. Expenses not funded include food while at conferences, organizational mailings or advertisements

- 6. Reimbursements can only be issued for expenses incurred by the student (i.e. vouchers, gift cards, flight miles, reward points, etc. will not be reimbursed by NSC)
- 7. Other expenses may be funded at the discretion of the NSC
- v. Student organizations are not permitted to sign service contracts on behalf of the University. All service contracts must be submitted to the Office of Student Services for approval.
- vi. When planning on campus events, student organizations are encouraged to utilize meeting rooms that do not require a rental fee (Free spaces include, Meshel Hall, Liebelt, Olson, etc.)
- vii. Organizations may not substitute funds for activities other than those originally approved. Such actions require approval of NSC in advance.
- viii. Funds are reimbursed after submission of receipts. It is necessary for student organizations to follow strict protocol in order to assure payment of funds approved by the NSC.
- ix. Request for reimbursement must be received by the Office of Student Services within 30 days after the event or last date of travel.
- x. Tax exemption forms shall be obtained by the student organization from the NSC Advisor prior to making any purchases. NSC will not reimburse for taxes paid.

### III. Damages

- a. The NSC may recognize partial responsibility for damages caused by students at NEOMED with the following exceptions:
  - i. Expected wear and tear or depreciation.
  - ii. Damage by the elements.
  - iii. Damage by elements beyond reasonable control of the NSC.
  - iv. Damage to items covered by breakage deposits (e.g., bone boxes, microscopes).
  - v. Damages (other than the above) for which an individual student (or students) is responsible.
    - 1. Any student(s) implicated in causing damages at NEOMED will be referred to the Conduct Council. Decisions of the Conduct Council will be reported to the Senior Executive Director of Academic Affairs and Student Services, who will then notify the NSC of these decisions.
    - 2. The student reporting (or causing) the damage is encouraged to report to NSC, who will refer the incident in writing to the Conduct Council.
- b. Due Process Regarding Damages
  - i. The NSC recognizes partial responsibility for some aspects of damages caused by students at NEOMED and will take each matter under discussion with respect to the financial responsibility of the parties involved.
  - ii. In the event that persons are implicated in such damages, they shall meet with the NSC, the Conduct Council, or the Senior Executive Director of Academic Affairs and Student Services.
  - iii. Due process will be granted.
    - 1. Notification of the charge.
    - 2. Right to be heard.
    - 3. Right to examine witnesses and provide evidence in defense.
    - 4. Right to counsel.

### GENERAL GUIDELINES FOR STUDENT ORGANIZATIONS

- I. To be recognized as a student organization by the NEOMED Student Council, any student group must:
  - a. Register the organization on the "Presence" portal.
  - b. Have an approved constitution.
  - c. Have a faculty or staff advisor.
  - d. Have active officers including a president and a treasurer.

- e. Be open to all students in a non-discriminatory manner.
  - f. Have a plan for a non-NSC funded community service project.
  - g. Have a plan for a non-NSC funded fundraiser.
  - h. Use a portion of organization funds towards at least one event per academic year.
- II. Responsibilities of student organization officers include:
- a. Monitoring the allocated funds and accounting for all expenditures.
  - b. Student Organizations are required to submit a fall budget along with student organization registration for the upcoming academic year by May 31st. They also must submit a spring budget during the first week of January.
  - c. Appropriately completing and submitting a request for funding at an NSC meeting at least two weeks prior to the event.
    - i. An expedited process for funding requests is outlined in the NSC bylaws and is available to student organizations
  - d. Ensure that a request to be placed on the NSC meeting agenda is made by 5:00 p.m. on the Friday immediately preceding the NSC meeting.
  - e. Seeking approval from the NSC for any changes in the budget.
  - f. Seeking other sources for funding.
  - g. Providing a report of any funded event or conference to the NSC within 30 days of the event.
- III. Organizations may not substitute funds for activities other than those originally approved. Such actions require the approval of NSC in advance.
- IV. NSC will not be responsible for debts incurred by the organization over the amount allocated or for items or events for which funding was not previously approved.
- V. Student Activity Funds are public monies and must be used in accordance with NSC guidelines, University policy, and federal and state laws.
- VI. NSC will use discretion when funding events that do not have an immediate educational or charitable focus.
- VII. Use of NSC funds must benefit the entire student body. All events funded by the NSC must be open to all NEOMED students regardless of membership in the organization.
- VIII. Each event must be appropriately publicized and announced to all students through advertising on Presence and The Pulse.
- a. Student organizations are prohibited from using student email list serves ([p1@neomed.edu](mailto:p1@neomed.edu), [m1@neomed.edu](mailto:m1@neomed.edu), etc.) to publicize their events or for personal use.
  - b. Student organizations using NSC funding must advertise their events through one or all of the following list serves based on their target audience: [COGSstudentevents@neomed.edu](mailto:COGSstudentevents@neomed.edu) [COMstudentevents@neomed.edu](mailto:COMstudentevents@neomed.edu) [COPstudentevents@neomed.edu](mailto:COPstudentevents@neomed.edu).
    - i. Students can “opt out” of any of the student event list serves by logging into the Office365 portal, clicking on the “gear” icon, and selecting “Mail.” Under the “General” setting go to “Distribution Groups” and select the “two-person icon.” The final step is to confirm you want to leave the group by clicking the “yes” button.
  - c. Organizations who violate the email alias policy may be denied funding at the discretion of NSC.
- IX. Use of General Funds will not:
- a. Discriminate in any legally impermissible manner.
  - b. Be used to influence voting on any political issue or candidate.
  - c. Be used for direct donation to organizations or charities.
  - d. Be used to contribute to petty cash funds.
  - e. Contribute to materials or services which become the property of or benefit an individual student.
- X. Alcoholic beverages are not permitted at NSC funded events, nor are student organizations events and activities allowed to be hosted at a bar.
- XI. FAILURE TO COMPLY WITH THE ABOVE GUIDELINES WILL RESULT IN PARTIAL OR TOTAL LOSS OF PRESENT AND/OR FUTURE FUNDING BY THE NEOMED STUDENT COUNCIL.

All the student organization policy forms and information can be found on the NSC Presence page in the Documents section: [NEOMED Student Council Documents](#)

- NSC Officer Directory
- Student Organization Authorized Signers List
- Student Organization Directory
- Fall and Spring Exam Schedules
- Accounting- Deposit Form
- Accounting- Petty Cash Form
- Accounting- Student Reimbursement Form (PDF)
- Conference Services- Approved Outside Food Vendor List
- Conference Services- Mass Feeding Policy
- Conference Services- Student Organization Pricing Guide
- Conference Services- Student Pricing for Room Rentals
- Faculty/Staff Advisor Agreement
- Health Event- Application for External Collaboration
- Health Event- Application to Host a Health Event Form
- Health Event- Clinical Laboratory Improvement Amendments (CLIA)
- Health Event- Consent and Release Form
- Health Event- Suturing Workshop Consent and Release
- Health Event- Suturing Workshop Protocol
- Instructions- How to Access My Student Organization Bank Account
- Instructions- How To Complete A Reimbursement and Petty Cash Form
- Instructions- How to Deposit Money Into My Student Organization Bank Account
- NSC Document- 2019-2020 NSC Constitution
- NSC Document- Advisor Signature Approval Form
- NSC Document- NSC Meeting Checklist
- NSC Document- Student Organization Event Request Process
- NSC Document- Student Presentation Travel Request Process
- Presence Reference Guide
- Student Activities Policies- Animal Cadaveric Tissue Policy
- Student Activities Policies- Copyright Infringement
- Student Activities Policies- Liability Waiver and Sportsmanship Form
- Student Activities Policies- Student Organization Fundraising Policy Form
- Student Activities- Event Planning Guide
- Student Activities- FAQ's
- Student Activities- Student Organization Money Handling Policy
- Student Activities- Student Organization Policies Guide
- Student Organization Event Recording

## SUICIDE PREVENTION POLICY

The purpose of this policy is to protect the health and well-being of Northeast Ohio Medical University (NEOMED) students and employees. NEOMED has established procedures to prevent, assess the risk of, intervene in, and respond to suicide on campus or situations where suicide affects the lives of its students and employees. The purpose of this policy is to provide students and employees with information on suicide prevention, crisis intervention, mental health programming, and other educational and outreach activities aimed at suicide prevention.

Toward this end, the policy is meant to be paired with other programs that support the emotional and behavioral health of students and employees at NEOMED. Specifically, this policy is meant to be applied in accordance with the University's Emergency Notification, Response and Evacuation Procedures and the University's Emergency or Crime Reporting Policy.

The scope of this policy includes resources for students and employees on and off the NEOMED Rootstown Campus, including the on-campus residences and off campus clinical training sites.

*Suicide Prevention Programs Available On and Off Campus*

Students and employees are advised to call 9-1-1 if they believe someone has or is about to engage in a suicide attempt or needs emergency care as the result of a suicide attempt. Students and employees are encouraged to use the following resources if they or someone they know have thoughts of suicide or are experiencing depression or emotional distress.

- National Suicide Prevention Lifeline at 1.800.273.TALK (8255) or the National text line at 741-741.
- Area Crisis/Suicide Prevention lines include:
  - Mental Health and Recovery Board of Portage 330.678.4357
  - Help Network of Northeast Ohio (Mahoning and Trumbull Counties) 330.747.2696
  - Portage Path (Summit) 330.434.9144
  - Stark County Mental Health and Addition Recovery 330.452.6000
  - Alcohol, Drug Addition & Mental Health Services (Cuyahoga) 216.623.6888
- The Ohio Suicide Prevention Foundation website lists Suicide Prevention Hotlines by county for any county in the state: <http://www.ohiospf.org/resources.php>
- Student Counseling Services at 330.325.6757.

Mental health program access, including information on the availability of local mental health clinics, student health services, and counseling services is available at: [http://www.ohiospf.org/county\\_hotlines.php](http://www.ohiospf.org/county_hotlines.php). Students who have thoughts of (or are concerned about others who may have thoughts of) suicide, or are experiencing depression, or emotional distress, are advised to utilize these NEOMED local mental health resources.

Additionally, students may contact Student Counseling Services at 330.325.6757, or email The Center for Student Wellness at [counseling@neomed.edu](mailto:counseling@neomed.edu). Students in crisis may call 330.325.6757 and follow the prompts for urgent after-hours care. The Center for Student Wellness and Counseling is located in the NEW Center inside the Summa Physicians Family Practice office suite in the NEW Center.

Employees who have thoughts of or are concerned about others who may have thoughts of suicide or are experiencing depression, or emotional distress, should utilize the Employee Assistance Program (the "EAP") offered through Impact Solutions. Resources at the EAP are available 24 hours a day, 7 days a week at 800.227.6007 or [www.myimpactsolution.com](http://www.myimpactsolution.com), (Member Login: NEOMED). Employees and their dependents are eligible for services through the EAP, who provides live confidential access to professional counseling, guidance, and support. Unlimited phone support as well as up to three complimentary face-to-face counseling sessions per person per occurrence are available as a resource for personal and/or work-related issues. More information about the EAP is available at <http://www.neomed.edu/hr/benefits/eap/> or <http://www.myimpactsolution.com/>

Local Mental Health Centers offer support services to both students and employees. Area mental health center resources include:

- Portage County: Coleman Professional Services available at: [www.colemanservices.org](http://www.colemanservices.org) or 330.673.1347.
- Mahoning County: Compass Family and Community Services available at: <http://compassfamily.org/compass-counseling-services/> or 330.782.5664.
- Summit County: Portage Path Behavioral Health available at: [www.portagepath.org](http://www.portagepath.org) or 330.253.3100.
- Stark County: Community Services of Stark County available at: <https://commquest.org/> or 330.455.0374.
- Cuyahoga County: Centers for Families and Children available at: <http://www.thecentersohio.org/> or 216.432.7200.
- Additional resources can be found at: <https://www.neomed.edu/cswc/counseling/hotlines/>
- Ohio Program for Campus Safety & Mental Health (OPCSMH): [http://opcsmh.neomed.edu/mailman/listinfo/opcsmh\\_opcsmh.neomed.edu](http://opcsmh.neomed.edu/mailman/listinfo/opcsmh_opcsmh.neomed.edu)
- Campus Mental Health Resources & Campus Mental Health Awareness <https://www.neomed.edu/csmh/resources/>

### *Multimedia Applications*

NEOMED has promoted the use of The Jason Foundation's multimedia application "A Friend Asks." The multimedia application is free of charge and includes information on warning signs, resources for help (including the National Suicide Hotline), advice on what to do or not do for a person in crisis, a treatment locator and one-touch access to connect users directly to the National Suicide Prevention Lifeline.

### *Student Outreach and Educational Activities*

NEOMED provides all incoming students with information about mental health topics, including depression and suicide prevention, as part of a curricular course and co-curricular education. The information provided includes available mental health services and other support services, including student-run organizations for individuals at risk of or affected by suicide (e.g., NAMI on campus).

### *Postvention Plan*

*NEOMED has developed and maintains a strategic suicide postvention plan, consisting of a strategic plan to communicate effectively with students, employees, and family after a loss of a person to suicide.*

Key features of the postvention plan, include provisions that address the following:

1. Immediate Responses to the Death
  - a. Internal Notifications at NEOMED
    - i. The first person to learn of the death should contact Public Safety (ext. 5911 or 330.325.5911).
    - ii. Public Safety will notify the Postvention Coordinator and Vice President for Academic Affairs and Chief of Staff.
    - iii. The Postvention Coordinator will notify the Postvention Committee and convene a meeting to outline future activities.
    - iv. The Vice President for Academic Affairs or Chief of Staff, as appropriate, will notify the University President, Executive Director of Marketing and Communications, Senior Executive Director of Academic Affairs and Student Services and Director of Human Resources.
  - b. Contact with the family
    - i. The Chief of Police will notify law enforcement in the next of kin's jurisdiction and ask them to make notification.
    - ii. Once verification of initial notification is made, key university personnel will contact next of kin to offer the University's condolences, offer support, and advise them of expected follow up contacts from the University, including a call from the Director of Health and Wellness to offer support.
  - c. University Communications
    - i. Roommates, friends, faculty, University employees and others close to the deceased are notified of the death first, in person if possible, or by phone if an in-person meeting is not practical. They will be encouraged not to contact others via social media until other notifications can be made. Members of NEOMED Counseling Services office will offer support and resources to those who worked or attended classes with the deceased.
    - ii. The broader University Community will be notified of the death by email. Suicide will only be mentioned after confirmed by the coroner and with family's permission.
  - d. External Communications
    - i. The Executive Director of the Office of Marketing and Communications handles all on and off campus media inquiries. The OPRM discourages students, parents, faculty, and staff from making comments or giving interviews to the media. All communications will meet the guidelines for safe messaging provided by the Suicide Prevention Resource Center (See Appendix).
  - e. The Vice President of Academic Affairs or Chief of Staff will inform campus to report the presence of any off-campus media personnel to the NEOMED Police Department. NEOMED Police will make every effort to prohibit all off-campus media personnel to students or campus.

- f. The Postvention Coordinator will work with families of the deceased to properly manage social media accounts of the deceased.
2. Memorials
    - a. All requests for campus memorial services will be reviewed by the Postvention Committee. Memorial services will be discouraged unless there is judged to be therapeutic benefit to the campus. If a memorial is held, the Postvention Committee will advise those involved of the appropriateness of memorial service activities. Physical memorials are also discouraged but will be managed by the Postvention Committee if such events occur.
  3. Ongoing Response
    - a. The University will facilitate Postvention Discussion Groups designed to provide education, support, and guidance in dealing with the grief in the aftermath of a tragic loss, as well as an additional screening opportunity to identify other members of the NEOMED community who may be emotionally at risk.
    - b. The Postvention Committee will engage in a comprehensive review of the postvention response to determine if changes to the Postvention Plan are necessary.

*General Information Available Through NEOMED*

NEOMED posts information about mental health topics and suicide prevention resources to the University’s website about the foregoing topics, including crisis intervention access, mental health program resources, access to suicide prevention and mental health multimedia applications, and student communication plans. In addition, throughout its communications, NEOMED encourages students and employees to seek help or treatment that they may need. The University develops and maintains ongoing outreach plans regarding educational and outreach activities on suicide prevention, maintains a strategic suicide postvention plan to effectively communicate with students, employees and family after a loss of a person to suicide. NEOMED ensures that personal information is kept confidential.

The University encourages students to return to the curriculum as appropriate and prohibits any form of discrimination against students or employees with mental illnesses, including taking any punitive actions toward those in crisis.

NEOMED promotes awareness around signs of depression and suicidal thoughts, which may include, but are not limited to the following: personality change, agitation, withdrawal, poor self-care and hopelessness.

## SUMMER RESEARCH FELLOWSHIPS

The Office of Research and Sponsored Programs (ORSP), located on the second floor of the G Building on the Rootstown campus, administers the University’s Summer Research Fellowship Program. The Summer Research Fellowship Program is a mentored research program, offered to currently enrolled medical and pharmacy students at the Colleges. It is designed to provide intensive training in research procedures and principles on projects in basic and clinical disciplines, to enhance students’ research horizons, and to develop scientific presentation and writing skills. It is offered for an eight-week period, supporting the student with a stipend. Faculty mentors are located at the Rootstown campus and our clinical sites. The student will learn the basics of designing a research question, the articulation of a clear hypothesis and the delineation of defined approaches to test the hypothesis. Students who participate in this program are required to present a poster at the Summer Research Fellowship Poster Day which is held at the end of the summer.

A project catalog which includes a description of all approved projects and application materials is [posted in early spring](#). Students who are selected for a Summer Research Fellowship must complete all applicable training (CITI on-line human subject certification, lab safety, animal care and use, and radiation safety, as applicable) to participate in a project. Students must also be in compliance with the immunization program. Students with summer course remediation may have to withdraw from a Summer Research Fellowship and are required to meet with the Senior Executive Director of Academic Affairs and Student Services to discuss the situation.

## TECHNOLOGY REQUIREMENTS

Academic programs provide specific computer/software recommendations for students due to curricular requirements and/or the technology students are most likely to find “in the field” in a given profession. College of Medicine coursework will require videoconferencing capabilities in addition to the technical specifications listed below. All pharmacy and medicine students are required to have a smart phone. All medical and pharmacy students are required to have a charged laptop computer with the following capabilities:

<p><b>Laptop/Tablet</b></p> <p><b>A Windows device running a currently supported operating system (Windows 7 or Windows 10) that includes at least:</b></p> <ul style="list-style-type: none"><li>• i5 or i7 Processor or higher</li><li>• Wireless card: at least IEEE 802.11 b/g/n</li><li>• 1 GB of graphics memory (minimum)</li><li>• 8 GB RAM (minimum)/ 16 GB RAM (recommended) of system memory</li><li>• 250 GB of hard drive capacity</li><li>• Screen resolution of 1024x768</li></ul> <p>*Recommended but not required (On-board Bluetooth Connection)</p> <p><b>OR</b></p> <p><b>Apple MacBook running a supported version of MacOS, Version OS X 10.12 and above</b></p>
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If a student is experiencing a technical problem with their personal computer, NEOMED loaner units may be available via the Information Technology Help Desk. They may only be reserved for one week on a first come, first serve basis.

NEOMED provided software is Office 365.

Antivirus protection is required for students' personal computers, however the NEOMED IT Department is not able to provide antivirus software for students. Please review no cost resources available such as:

- <https://support.microsoft.com/en-us/help/18900/consumer-antivirus-software-providers-for-windows>.
- <https://home.sophos.com/download-antivirus-pc>

The NEOMED help desk will assist with issues related to campus technology resources; wireless access, passwords, email, etc. We will attempt to guide and assist with students personal computing issues, however, computer hardware repairs or any data loss associated with assistance are not the responsibility of NEOMED or the Information Technology Department.

## TRAVEL FOR EDUCATIONAL PURPOSES

Students in the Colleges of Medicine and Pharmacy are required to participate in educational and community service events that require travel to various locations and venues as part of the curriculum. While the University may provide transportation to some of these events, the ability to and cost of most travel will be the sole responsibility of the student.

Students are not considered agents or employees of the University and are not insured for any accidents or mishaps that may occur during any travel to and/or from educational activities unless the travel is completed as a group in direct supervision of a University Official and in direct connection to the educational and/or University sponsored event. Students are responsible for all out-of-pocket expenses associated with clinical education, such as transportation, housing, meals, professional attire, laboratory fees, etc.



### *International Travel Policy*

Students participating in international activities/educational experiences sponsored/approved and/or funded by NEOMED must comply with all procedures described in the online policy document found on <https://www.neomed.edu/sa/forms/>.

This policy is implemented to uphold the values of safety and education at NEOMED and to minimize the liability of the University regarding student international experiences. A student's eligibility to participate in an international experience is conditional upon written approval of the individual international experience by the course director in collaboration with the Office of Global Engagement. The Director of the Office of Global Engagement must be in receipt of all documentation as required by the procedures outlined below and verified by the Office of the Registrar that the student is in good academic standing as determined by their individual degree program.

### *Procedures*

#### International Experience Approval by the University

The International Experience Committee will include the following members:

- one faculty member with experience in international travel
- one representative from General Counsel
- one faculty representative from each College (Medicine, Pharmacy and Graduate Studies)
- one representative from Student Services
- one representative from Academic Services
- one representative from Enrollment Services

International travel for academic credit and/or funded by NEOMED to a country with a U.S. Department of State issued travel warning requires approval from the International Experience Committee.

International travel for academic credit and/or funded by NEOMED to countries not under a travel warning requires approval from the Office of Global Engagement.

Approval of an international experience for academic credit is the responsibility of the course director.

Funding approval for extra-curricular international experiences is the responsibility of the NEOMED Student Council (NSC).

The purpose of the International Experience Committee will be to judge the safety of an international experience and approve the experience for University student participation in a country with a U.S. Department of State issued travel warning.

The International Experience Committee will meet a minimum of three times per academic year, in August, December and April/May.

### *Procedures for Student International Experience Approval*

- All submissions to the Committee must be turned in to the Office of Global Engagement for distribution to the Committee a minimum of two weeks prior to the next Committee meeting.
- Committee meeting dates are posted on the Student Activities Calendar.

### *Faculty Responsibility*

Any University faculty who wishes to organize an international experience that will include University students (for academic credit or extra-curricular activity funded by the University) must submit a written application, for review by the Office of Global Engagement, fulfilling the requirements as outlined in the application available in the Office of Global Engagement. Once a faculty member has received approval for his/her international experience, students who wish to participate in the international experience need not submit individual applications to the Committee for approval (students must still submit all required documents to the Office of Global Engagement as required by these policy procedures).

### *Student Responsibility*

Any student wishing to receive funding for an extra-curricular international experience (research, mission, conference) must adhere to the Procedures for Requesting Student Funding outlined by the NEOMED Student Council. If an international experience is currently approved by the Committee through Petition, then the student need not submit individual applications to the Committee for approval (students must still submit all required documents as required by these policy procedures).

If an international experience is not currently approved, it is the responsibility of the student wishing to participate to submit an application fulfilling the requirements available in the Office of Global Engagement.

### *Committee Decision*

If the international experience is approved by the Office of Global Engagement or the Committee, the submitting student or faculty will be notified of approval status by an official letter from the Office of Global Engagement within five business days after the Committee meeting. Students should not make any travel arrangements prior to receiving written approval from the Office of Global Engagement of the Committee. Please note that although the student may receive informal communication regarding the status of the international experience acceptance, it is not official until the formal approval letter is received. Letters are sent to the student's NEOMED email address. It is important to remember that a student's eligibility to participate in an international experience is conditional upon both written approval by the Committee of the international experience and receipt by the Office of Global Engagement of all documentation as required by these policy procedures. Furthermore, a student must be in good academic standing as determined by his/her individual degree program.

If an international experience is denied approval by the Office of Global Engagement or the Committee, the submitting student or faculty will be notified of international experience denial status by an official letter from the Office of Global Engagement within five business days after the Committee meeting. The denial letter will include a detailed explanation listing the reasons why the Committee rejected approval of the international experience.

### *Application for Academic Credit*

In addition to Committee approval, if a student desires to be eligible to receive academic credit for his/her international experience, the student must submit written approval from the course director to the Office of Global Engagement or the International Experience Committee. Refer to the complete International Experience Application Form for additional requirements.

### *Tracking Students on International Experiences*

Responsibility for tracking students who are on International Experiences is as follows:

- (a) M4 Electives – Coordinator, Registration and Enrollment
- (b) P4 APPEs – Director, Experiential Education
- (c) NSC Funded Experiences – NSC Advisor
- (d) Graduate Studies Experiences – College of Graduate Studies
- (e) All student tracking will reside under the Office of Global Engagement.

### *Student Requirements Needed to Receive Committee Review*

The following documents must be submitted to the Office of Global Engagement at least two weeks prior to the scheduled Committee meeting:

- Petition for Implementation of Student International Experience with the following attachments:
  - a. Documentation of approval for academic credit by course director (if applicable)
  - b. Methods of pre-departure and/or on-site orientation for students
  - c. Copy of all information provided to the students/participants, including all orientation materials
  - d. Description of procedures for an emergency evacuation plan
  - e. Documentation of all relevant U.S. State Department information and advisories
  - f. Documentation of participant requirements and responsibilities
  - g. Copy of letter accepting student into the international experience (from appropriate official).
  - h. A completed Risk Assessment Form (See Application)

### *Student Requirements after Committee Approval*

- The following documents must be submitted to the Office of Student Services at least four weeks prior to their scheduled departure date:
- Proof of insurance with a minimum required coverage as follows:
  - Medical Expense (accident/sickness)—\$100,000 per incident
  - Accidental Death/Dismemberment—\$10,000
  - Emergency Medical Evacuation—\$50,000
  - Repatriation of Remains—\$25,000
- The student must purchase coverage from one of the following providers:
  - CISI ([www.culturalinsurance.com](http://www.culturalinsurance.com))
  - HTH Worldwide Insurance Services ([www.hthstudents.com](http://www.hthstudents.com))
  - CMI ([www.studyabroadinsurance.com](http://www.studyabroadinsurance.com))
  - IMG ([www.internationalstudentinsurance.com](http://www.internationalstudentinsurance.com))
- Proof of travel health consult, vaccination, and prophylaxis (each as recommended by the Center for Disease Control)
- Photocopy of current passport (and proof of visa if applicable)
- Photocopy of current U.S. State Department travel advisories (updated from original pre-meeting submission)
- Complete travel itinerary (including all transportation details to, from, and during the international experience).
- Emergency contact information (for both the international experience site and within the United States)
- Proof of registration with the U.S. Department of State (can be done at <https://travelregistration.state.gov> — print confirmation page)
- A signed Waiver and Release Agreement

### *Required Actions for Student International Experience Preparation*

Gather information concerning any in-country political problems, safety concerns or health hazards by consulting current U.S. State Department announcements and publications, Centers for Disease Control (CDC) information, and the international experience site.

Investigate visa and other entrance requirements that may be enforced in the host country. Adhere to laws of the host country, standards of professional behavior, and standards of conduct determined by the international experience site. Stay current on U.S. Department of State country information and communicate with local site regarding known risks.

Complete orientation for study abroad through self-study or formal preparatory sessions. Such orientation will emphasize knowledge of personal health and safety precautions, universal precautions, infectious disease risks, cultural conditions, personal and professional behavior standards, emergency contact procedures and preparation for medical work (if applicable).

### *Office of Global Engagement Responsibility*

#### *Travel Warnings and Revocation*

In the event of a U.S. State Department issued Travel Warning for the location of a student's international experience prior to a student's departure, a student's eligibility to travel to the location of the international experience may be revoked at the consideration of the University. In the event a U.S. State Department warning is issued while a student is abroad, determination of the appropriate action will be made on a case-by-case basis, with the University having the authority to require the student to return to the United States.

### *Monetary/Property Loss*

The University is not responsible for any monetary or property loss incurred by a student at any time during the planning, preparation or participation in an international experience.

### *Student Responsibility After Return to the University*

After completion of the international experience, the student must turn in a completed International Experience Evaluation Form to the Office of Global Engagement. This form does not replace the curricular feedback/evaluation form for curricular activities.

## UNIVERSITY COMMUNICATION VENUES

### *BANNER SELF-SERVICE*

Self-Service is the web-based or online service component of our primary student administrative software system. Self-Service provides current students, faculty, administrators and other members of NEOMED's academic learning community with anytime, anywhere access to student information housed within Self-Service. Information available via Self-Service includes course registration information, unofficial grade reports, class rosters, etc.

### *LEARNING MANAGEMENT SYSTEM (AIMS)*

AIMS is NEOMED's learning management system for curriculum information and supplemental instruction to students. AIMS is an integral part of the multimedia learning process.

### *NEOMED WEBSITE*

The goal of the NEOMED website, [www.neomed.edu](http://www.neomed.edu), is to inform the public about NEOMED and to provide NEOMED constituents with valuable resources and information. The NEOMED website serves as the portal for many other applications, such as AIMS, Banner Self-Service, etc.

### *PROSPECTIVE STUDENT PORTAL*

Prospective students interested in attending NEOMED should open a student portal account by visiting <http://discover.neomed.edu/inquiryform>. The prospective student portal allows future NEOMED candidates the ability to explore academic program information tailored to their interests, access visit dates and schedule visits, and opt in to receive important email and text message reminders about program offerings, dates and deadlines.

### *WEB ADMIT*

Prospective students that wish to become candidates for admission apply through NEOMED's Web Admit service. Web Admit also serves the role of NEOMED's common application service for transcripts and other required credential certification and review as determined by each program.

## FINANCIAL AID AND RELATED POLICIES

### FINANCIAL AID OVERVIEW

Northeast Ohio Medical University wants to help students achieve their educational and career goals. The Financial Aid Office, part of the Division of Academic Affairs, is available to help explore the many financial aid options available and select the financial aid offer that best satisfies each student's particular needs.

Personnel in financial aid are helpful, knowledgeable professionals who can competently and confidentially answer questions and guide students through the process of seeking financial aid.

Financial aid programs were developed by the federal and state governments as well as by institutions of postsecondary education to assist students from families with limited resources to meet educational expenses. The primary purpose of financial aid is to ensure that no one is denied the opportunity of a college education, because of financial need. Northeast Ohio Medical University offers comprehensive programs of financial assistance that include scholarships, loans, grants and service programs. Students are encouraged to explore the possibilities for financial aid from all appropriate sources.

It is not unusual for a student to have multiple forms of aid. This is called a financial aid offer. If a student receives a proper financial aid offer, it is assumed that the family will not be expected to contribute more than is reasonable for the student's education. The University is not obligated to meet a student's total need. Each student's individualized financial aid offer is based on need, availability of funds and the University's own

award policies.

Students are urged to investigate opportunities in their hometowns and counties by contacting clubs, organizations, foundations, labor unions, companies, churches and synagogues, county medical societies, sororities, fraternities etc., to determine if scholarships or loans are offered to students.

### YOU HAVE A RIGHT TO KNOW!

Federal regulations require that institutions make consumer information readily available to current and prospective students, and to current and future employees. Consumer information ensures the consumer has information regarding general University information, academic program offerings, student financial assistance and related policies, health and safety policies, student enrollment, diversity, and outcomes and achievements of the academic programs offered. Consumer Information can be reviewed on the [University's website](#).

### STUDENT AID ELIGIBILITY

In order to qualify for financial aid (federal and institutional aid sources), a student must meet requirements outlined by the [U.S. Department of Education](#). Student should review these requirements prior to applying.

### REGISTRATION AND FINANCIAL AID

For a student to qualify for financial aid, they must be registered at least half-time status or greater. The below chart reflects the credits needed to be qualified as half time status for financial aid eligibility:

	Less than Half Time	Half Time	Three-Quarter Time	Full Time
All Programs	< 4.5 Credits	4.5 – 6 Credits	6.5 – 8.5 Credits	9 Credits or greater

### INTERNATIONAL STUDENTS

International students are not eligible for federal student aid. However, there are a number of different alternatives for funding your education. International students are encouraged to apply for scholarships and grants through NEOMED's Campus Based Aid program as well as external opportunities. International students who require a student loan will need to secure a loan with a private student loan lender. Please note that lenders will require a loan cosigner who is a U.S. citizen.

### DEPENDENCY STATUS FOR FAFSA

All M.D. students are considered graduate students pursuing a professional degree and are, therefore, considered independent of their parents when determining eligibility for the Federal Direct Loan program.

All Pharm. D. students with at least 72 credit hours earned are considered graduate students and are, therefore considered independent of their parents when determining eligibility for the Federal Direct Loan program. Pharm. D. students with fewer than 72 credit hours earned will be considered dependent students of their parents, unless meeting other criteria for independence.

All Graduate Studies students are considered graduate students pursuing a professional degree and are, therefore, considered independent of their parents when determining eligibility for the Federal Direct Loan program.

If you are considered an independent student for FAFSA purposes, you will not need to provide information about your parent(s) on the application. A calculation of the EFC (Expected Family Contribution) for independent students is based solely on the student's (and spouse if married) financial information that is provided on the FAFSA form. Your EFC is reported to you on your Student Aid Report (SAR). You receive the SAR via email a few days after your FAFSA form has been processed or by mail within 7-10 days if you did not provide an email address.

However, it is strongly encouraged to include parental information on your FAFSA form in order to be considered for campus-based aid. Campus-based aid includes institutional need-based scholarships and loans as well as federal need-based loans.

## DETERMINING FINANCIAL NEED

To qualify for need-based aid, a student must demonstrate a financial need. Financial Need equals Cost of Attendance minus Resources minus Expected Family Contribution (EFC from FAFSA). Resources include any non-need based institutional aid and outside aid that a student is expected to receive.

Factors considered are:

- Adjusted Gross Income
- household size
- number of children in college
- savings
- assets
- other debts, expenses or special circumstances

All of these variables are considered in the determination of financial need. The Free Application for Federal Student Aid (FAFSA) is required to determine the resources of applicants and families.

## COST OF ATTENDANCE AND RELATED POLICIES

### COST OF ATTENDANCE

The University is required by federal regulation to develop standard Cost of Attendance that include typical student expenses to detail the cost of attendance. These include the Billable (direct educational) costs for tuition and related fees. Non-billable (indirect educational) costs include books and supplies, required credentialing, and average living expenses. The items included under living expenses are those allowable by federal regulation — rent, food, transportation, utilities, laundry, childcare, personal hygiene items, costs related to a handicap, clothing, health insurance, disability insurance, medical/dental expenses, recreation and photocopying. It is also important to note that the maximum amount of aid a student may receive each year from all sources is the total amount of the student Cost of Attendance for billable (direct educational) costs plus the University's averages for living and other related educational expenses (non-billable, or indirect).

A cost of attendance serves three major purposes:

- to support students in financial planning and budgeting,
- to assist with the equitable distribution of student financial aid dollars, and
- to assure educational access and choice.

### ESTABLISHMENT OF THE COST OF ATTENDANCE

To determine your aid eligibility, the Financial Aid Office determines how much attending the University will cost in a given year. We take direct costs (tuition and other university fees) and add them to estimated indirect costs (books, technology and supplies, transportation, credentialing, housing and other personal expenses). The result is a standard academic year's Cost of Attendance for a full-time student.

For personal budgeting tips, students are able to use funds allocated for indirect education expenses for reasonable education related expenses. Students are not billed by the University for these expenses (with the exception of elected medical insurance coverage through the University). Students relying on financial aid to assist with these expenses need to factor these expenses financial aid refunds. Your actual expenses may be more or less than the average estimates used. Financial Aid is available to assist students with indirect educational expenses, aid is not meant to cover all indirect costs.

Students who are experiencing extraordinary financial hardships are encouraged to review the Request for Reconsideration (outlined in the Financial Aid section of the Compass) to see if their expenses qualify for an adjustment. A copy of the policy and appeal form is located on the Financial Aid website at neomed.edu.

In addition, your cost of attendance may differ than what is presented, depending on the Federal Direct loan funds you may borrow. Students not electing to borrow a Federal Direct Loan will see the loan fee deducted from their overall Cost of Attendance.

Costs for each University College are divided into three different groups:

- State resident, where the student indicated that they would be living off or on campus on the FAFSA form.
- State resident, where the student indicated that they would be living with their parent(s) on the FAFSA form.
- Non-Ohio resident Cost of Attendance.

#### DETERMINATION OF BILLABLE (DIRECT EDUCATIONAL) COSTS

**Tuition and Fees** - The Office of Administration and Finance reviews the state subsidy allocated per student then determine the amount of additional funds needed to cover the cost of educating each student. This proposed tuition amount is brought forward in the spring for our Board of Trustees to approve. Students who are not Ohio residents are also charged the non-Ohio surcharge. Fees are assessed to students to cover the costs associated with testing software, building maintenance (including parking), technology, student health services, matriculation and graduation, etc.

Determination of Non-Billable (Indirect Educational) Costs **Books and Supplies** - Annually, each College compiles a list of books and supplies that students are required and recommended to use in their courses. Estimates are established based upon the previous academic year. Only required books will be included in the Cost of Attendance.

**Credentialing** – Expenses are added to reflect the cost associated with registered for USMLE Step 1 and Step 2 (Medical students) and obtaining a Pharmacy Intern License (Pharmacy students). Costs are based upon annual rates set by the vendor. Expenses are included for the cohorts based on when the fee will be assessed. Travel allowance is provided to students in the M4 year for an average cost of traveling to each of the five available sites (flight day before, test day and flight day after test and two days per diem based on the city traveled). In order to determine the dates of travel, a list of registered rising M4 students is obtained from the University Registrar to see the most common test registration period.

**Criminal Background Check** – Prior to students beginning clerkship rotations in the community, a criminal background check is required. An allowance is provided for those cohorts. Costs are based upon average costs based on the previous year's cohort as provided by the vendor.

**Technology** – A one-time allowance is given for the purchase/upgrade for personal technology required for coursework. Costs are established based upon University recommended specs. Pricing is based on the required specs of a computer/smart phone that is provided by the University IT Department.

**Loan Fees** – Loan fees from Direct Loans are included in the student Cost of Attendance. An average loan fee amount is determined annually for each separate Cost of Attendance group. Groups are based on the College, year in College, Ohio residency status, and the housing status that the student indicates on the FAFSA. There is a separate loan fee for USUB and Grad PLUS. The student must accept a Direct Loan to have that loans' loan fee within their student Cost of Attendance. Initial awarding will include the loan fees in the student's costs for any Direct Loans that are offered to the student. If a student does not accept a Direct Loan, the loan fees for Direct Loans will be removed from the student Cost of Attendance. The University uses average loan fees and therefore actual loan fees will not be considered for any Request for Reconsideration. The calculation to determine average loan fees are listed below. The Cost of Attendance (COA) is the total cost without any loan fees included. The loan processing fee used is as of the day that the student Cost of Attendances are created for the given academic year.

**USUB Loan Fee** = Annual Loan Limit \* USUB Loan Processing Fee

**Grad PLUS Loan Fee** = (COA – Annual USUB Loan Limit) \* Grad PLUS Loan Processing Fee

**Insurance** - Annually, the University and its insurance broker assess the previous year's usage of the insurance plans to determine if the plan's services are conducive to students' needs. Based on the services and the past year's usage, a proposed coverage plan is sent out to multiple insurance carriers to place a bid.

**Housing, Personal and Transportation** - Annually, the U.S. Bureau of Labor Statistics provides a consumer price index (percentage that cost of living rose) in which the University uses to evaluate previous year's student Cost of Attendance. The student living allowance at the University align with the living expense provided by the U.S. Department of Labor for the northeast Ohio area. Costs associated with housing, transportation and miscellaneous will not exceed the moderate allowance provided by the College Board. For students indicating living with parent, the allowance for housing will represent the lower allowance as indicated by the College Board, for the percentage recommended for housing.

**All components of the Cost of Attendance are subject to change without notice.**

**COLLEGE OF MEDICINE COST OF ATTENDANCE FOR STUDENTS RESIDING OFF CAMPUS OR IN THE VILLAGE AT NEOMED**

<b>Billable (Direct) Costs</b>	<b>M1 10 Months</b>	<b>M2 10 Months</b>	<b>M3 12 Months</b>	<b>M4 10 Months</b>
Tuition	\$38,101	\$38,101	\$50,794	\$38,101
General Fee	\$1,210	\$1,210	\$1,210	\$1,210
Life and Disability Insurance	\$55	\$66	\$66	\$66
Student Health & Fitness	\$848	\$833	\$493	\$153
Student Activities	\$190	\$190	\$190	\$190
Matriculation Fee	\$300	\$0	\$0	\$0
Graduation Fee	\$0	\$0	\$0	\$264
Academic Software/Hardware	\$491	\$576	\$844	\$152
Credentialing	\$149	\$85	\$304	\$85
Testing	\$531	\$900	\$1,396	\$0
Course Fees	\$325	\$100	\$53	\$0
<b>Total Billable (Direct) Costs</b>	<b>\$42,200</b>	<b>\$42,061</b>	<b>\$55,350</b>	<b>\$40,221</b>
<b>Non-Billable (Indirect) Costs</b>				
Books/Supplies <sup>1</sup>	\$1,542	\$505	\$1,000	\$500
Technology	\$900	\$0	\$0	\$0
USMLE (student cost) <sup>1</sup>	\$0	\$630	\$1,920	\$600
Criminal Background Check <sup>1</sup>	\$0	\$45	\$0	\$0
Residency Interview Expenses	\$0	\$0	\$0	\$2,000
USUB Loan Fee <sup>2</sup>	\$454	\$454	\$501	\$454
GradPLUS Loan Fee <sup>2</sup>	\$1,109	\$1,058	\$1,693	\$1,062
Medical Insurance <sup>1</sup>	\$2,361	\$2,557	\$2,557	\$2,557
Housing	\$11,572	\$11,572	\$13,886	\$11,572
Miscellaneous	\$6,332	\$6,332	\$7,598	\$6,332
Transportation	\$3,930	\$3,930	\$4,716	\$3,930
<b>Total Non-Billable (Indirect) Costs</b>	<b>\$28,200</b>	<b>\$27,083</b>	<b>\$33,871</b>	<b>\$29,007</b>
<b>Total Cost of Attendance: Ohio Resident</b>	<b>\$70,400</b>	<b>\$69,144</b>	<b>\$89,221</b>	<b>\$69,228</b>



<sup>1</sup> Expenses are estimated based on data available at the time of released.

<sup>2</sup> Only students with an accepted Direct Loan (USUB and/or Grad PLUS) will have the loan fee, applicable to the loan type, included in their Cost of Attendance. Loan fees will not be included for those students who do not accept Direct Loans; please plan accordingly. The loan fees represent average amounts; actual loan fees will not be considered for any Request for Reconsideration.

### COLLEGE OF MEDICINE COST OF ATTENDANCE FOR STUDENTS LIVING WITH PARENT

<b>Billable (Direct) Costs</b>	<b>M1 10 Months</b>	<b>M2 10 Months</b>	<b>M3 12 Months</b>	<b>M4 10 Months</b>
Tuition	\$38,101	\$38,101	\$50,794	\$38,101
General Fee	\$1,210	\$1,210	\$1,210	\$1,210
Life and Disability Insurance	\$55	\$66	\$66	\$66
Student Health & Fitness	\$848	\$833	\$493	\$153
Student Activities	\$190	\$190	\$190	\$190
Matriculation Fee	\$300	\$0	\$0	\$0
Graduation Fee	\$0	\$0	\$0	\$264
Academic Software/Hardware	\$491	\$576	\$844	\$152
Credentialing	\$149	\$85	\$304	\$85
Testing	\$531	\$900	\$1,396	\$0
Course Fees	\$325	\$100	\$53	\$0
<b>Total Billable (Direct) Costs</b>	<b>\$42,200</b>	<b>\$42,061</b>	<b>\$55,350</b>	<b>\$40,221</b>
<b>Non-Billable (Indirect) Costs</b>				
Books/Supplies <sup>1</sup>	\$1,542	\$505	\$1,000	\$500
Technology	\$900	\$0	\$0	\$0
USMLE (student cost) <sup>1</sup>	\$0	\$630	\$1,920	\$600
Criminal Background Check <sup>1</sup>	\$0	\$45	\$0	\$0
Residency Interview Expenses	\$0	\$0	\$0	\$2,000
USUB Loan Fee <sup>2</sup>	\$454	\$454	\$501	\$454
GradPLUS Loan Fee <sup>2</sup>	\$945	\$893	\$1,496	\$897
Medical Insurance <sup>1</sup>	\$2,361	\$2,557	\$2,557	\$2,557
Housing	\$7,695	\$7,695	\$9,234	\$7,695
Miscellaneous	\$6,332	\$6,332	\$7,598	\$6,332
Transportation	\$3,930	\$3,930	\$4,716	\$3,930
<b>Total Non-Billable (Indirect) Costs</b>	<b>\$24,159</b>	<b>\$23,041</b>	<b>\$29,022</b>	<b>\$24,965</b>
<b>Total Cost of Attendance: Ohio Res Living w/ Parent</b>	<b>\$66,359</b>	<b>\$65,102</b>	<b>\$84,372</b>	<b>\$65,186</b>

<sup>1</sup> Expenses are estimated based on data available at the time of released.

<sup>2</sup> Only students with an accepted Direct Loan (USUB and/or Grad PLUS) will have the loan fee, applicable to the loan type, included in their Cost of Attendance. Loan fees will not be included for those students who do not accept Direct Loans; please plan accordingly. The loan fees represent average amounts; actual loan fees will not be considered for any Request for Reconsideration.

COLLEGE OF MEDICINE COST OF ATTENDANCE FOR NON-OHIO RESIDENTS

<b>Billable (Direct) Costs</b>	<b>M1 10 Months</b>	<b>M2 10 Months</b>	<b>M3 12 Months</b>	<b>M4 10 Months</b>
Tuition	\$38,101	\$38,101	\$50,794	\$38,101
Non-Ohio Resident Surcharge	\$38,101	\$38,101	\$50,794	\$38,101
General Fee	\$1,210	\$1,210	\$1,210	\$1,210
Life and Disability Insurance	\$55	\$66	\$66	\$66
Student Health & Fitness	\$848	\$833	\$493	\$153
Student Activities	\$190	\$190	\$190	\$190
Matriculation Fee	\$300	\$0	\$0	\$0
Graduation Fee	\$0	\$0	\$0	\$264
Academic Software/Hardware	\$491	\$576	\$844	\$152
Credentialing	\$149	\$85	\$304	\$85
Testing	\$531	\$900	\$1,396	\$0
Course Fees	\$325	\$100	\$53	\$0
<b>Total Billable (Direct) Costs</b>	<b>\$80,301</b>	<b>\$80,162</b>	<b>\$106,144</b>	<b>\$78,322</b>
<b>Non-Billable (Indirect) Costs</b>				
Books/Supplies <sup>1</sup>	\$1,542	\$505	\$1,000	\$500
Technology	\$900	\$0	\$0	\$0
USMLE (student cost) <sup>1</sup>	\$0	\$630	\$1,920	\$600
Criminal Background Check <sup>1</sup>	\$0	\$45	\$0	\$0
Residency Interview Expenses	\$0	\$0	\$0	\$2,000
USUB Loan Fee <sup>2</sup>	\$454	\$454	\$501	\$454
GradPLUS Loan Fee <sup>2</sup>	\$2,728	\$2,677	\$3,851	\$2,680
Medical Insurance <sup>1</sup>	\$2,361	\$2,557	\$2,557	\$2,557
Housing	\$11,572	\$11,572	\$13,886	\$11,572
Miscellaneous	\$6,332	\$6,332	\$7,598	\$6,332
Transportation	\$3,930	\$3,930	\$4,716	\$3,930
<b>Total Non-Billable (Indirect) Costs</b>	<b>\$29,819</b>	<b>\$28,702</b>	<b>\$36,029</b>	<b>\$30,625</b>
<b>Total Cost Of Attendance: Non-Ohio Resident</b>	<b>\$110,120</b>	<b>\$108,864</b>	<b>\$142,173</b>	<b>\$108,947</b>

<sup>1</sup> Expenses are estimated based on data available at the time of released.

<sup>2</sup> Only students with an accepted Direct Loan (USUB and/or Grad PLUS) will have the loan fee, applicable to the loan type, included in their Cost of Attendance. Loan fees will not be included for those students who do not accept Direct Loans; please plan accordingly. The loan fees represent average amounts; actual loan fees will not be considered for any Request for Reconsideration.

COLLEGE OF PHARMACY COST OF ATTENDANCE FOR STUDENTS RESIDING OFF CAMPUS OR IN THE VILLAGE AT NEOMED

<b>Billable (Direct) Costs</b>	<b>P1 9 Months</b>	<b>P2 9 Months</b>	<b>P3 9 Months</b>	<b>P4 11 Months</b>
Tuition	\$21,836	\$21,836	\$21,836	\$27,294
General Fee	\$1,210	\$1,210	\$1,210	\$1,210
Life and Disability Insurance	\$63	\$75	\$75	\$75
Student Health and Fitness	\$848	\$833	\$833	\$153
Student Activities	\$190	\$190	\$190	\$190
Matriculation	\$300	\$0	\$0	\$0
Credentialing	\$48	\$13	\$77	\$13
Testing	\$336	\$130	\$420	\$120
Course Fees	\$245	\$283	\$0	\$0
Academic Hardware/Software	\$704	\$365	\$365	\$365
Graduation	\$0	\$0	\$0	\$264
<b>Total Billable (Direct) Costs</b>	<b>\$25,780</b>	<b>\$24,935</b>	<b>\$25,006</b>	<b>\$29,684</b>
<b>Non-Billable (Indirect) Costs</b>				
Books/Supplies <sup>1</sup>	\$1,282	\$783	\$306	\$250
Technology	\$1,400	\$0	\$0	\$0
Intern License <sup>1</sup>	\$75	\$23	\$23	\$23
Criminal Background Check <sup>1</sup>	\$0	\$0	\$44	\$0
USUB Loan Fee <sup>2</sup>	\$350	\$350	\$350	\$380
GradPLUS Loan Fee <sup>2</sup>	\$737	\$635	\$620	\$882
Medical Insurance <sup>1</sup>	\$2,166	\$2,557	\$2,557	\$2,557
Housing	\$10,415	\$10,415	\$10,415	\$12,729
Miscellaneous	\$5,698	\$5,698	\$5,698	\$6,964
Transportation	\$3,537	\$3,537	\$3,537	\$4,323
<b>Total Non-Billable (Indirect) Costs</b>	<b>\$25,660</b>	<b>\$23,998</b>	<b>\$23,550</b>	<b>\$28,108</b>
<b>Total Cost of Attendance: Ohio Resident</b>	<b>\$51,440</b>	<b>\$48,933</b>	<b>\$48,556</b>	<b>\$57,792</b>

<sup>1</sup> Expenses are estimated based on data available at the time of released.

<sup>2</sup> Only students with an accepted Direct Loan (USUB and/or Grad PLUS) will have the loan fee, applicable to the loan type, included in their Cost of Attendance. Loan fees will not be included for those students who do not accept Direct Loans; please plan accordingly. The loan fees represent average amounts; actual loan fees will not be considered for any Request for Reconsideration.

COLLEGE OF PHARMACY COST OF ATTENDANCE FOR STUDENTS LIVING WITH PARENT

<b>Billable (Direct) Costs</b>	<b>P1</b>	<b>P2</b>	<b>P3</b>	<b>P4</b>
	<b>9 Months</b>	<b>9 Months</b>	<b>9 Months</b>	<b>11 Months</b>
Tuition	\$21,836	\$21,836	\$21,836	\$27,294
General Fee	\$1,210	\$1,210	\$1,210	\$1,210
Life and Disability Insurance	\$63	\$75	\$75	\$75
Student Health and Fitness	\$848	\$833	\$833	\$153
Student Activities	\$190	\$190	\$190	\$190
Matriculation	\$300	\$0	\$0	\$0
Credentialing	\$48	\$13	\$77	\$13
Testing	\$336	\$130	\$420	\$120
Course Fees	\$245	\$283	\$0	\$0
Academic Hardware/Software	\$704	\$365	\$365	\$365
Graduation	\$0	\$0	\$0	\$264
<b>Total Billable (Direct) Costs</b>	<b>\$25,780</b>	<b>\$24,935</b>	<b>\$25,006</b>	<b>\$29,684</b>
<b>Non-Billable (Indirect) Costs</b>				
Books/Supplies <sup>1</sup>	\$1,282	\$783	\$306	\$250
Technology	\$1,400	\$0	\$0	\$0
Intern License <sup>1</sup>	\$75	\$23	\$23	\$23
Criminal Background Check <sup>1</sup>	\$0	\$0	\$44	\$0
USUB Loan Fee <sup>2</sup>	\$350	\$350	\$350	\$380
GradPLUS Loan Fee <sup>2</sup>	\$589	\$487	\$471	\$700
Medical Insurance <sup>1</sup>	\$2,166	\$2,557	\$2,557	\$2,557
Housing	\$6,926	\$6,926	\$6,926	\$8,465
Miscellaneous	\$5,698	\$5,698	\$5,698	\$6,964
Transportation	\$3,537	\$3,537	\$3,537	\$4,323
<b>Total Non-Billable (Indirect) Costs</b>	<b>\$22,023</b>	<b>\$20,361</b>	<b>\$19,912</b>	<b>\$23,662</b>
<b>Total Cost of Attendance: Ohio Res. Living with Parent</b>	<b>\$47,803</b>	<b>\$45,296</b>	<b>\$44,918</b>	<b>\$53,346</b>

<sup>1</sup> Expenses are estimated based on data available at the time of released.

<sup>2</sup> Only students with an accepted Direct Loan (USUB and/or Grad PLUS) will have the loan fee, applicable to the loan type, included in their Cost of Attendance. Loan fees will not be included for those students who do not accept Direct Loans; please plan accordingly. The loan fees represent average amounts; actual loan fees will not be considered for any Request for Reconsideration.

COLLEGE OF PHARMACY COST OF ATTENDANCE FOR NON-OHIO RESIDENTS

<b>Billable (Direct) Costs</b>	<b>P1 9 Months</b>	<b>P2 9 Months</b>	<b>P3 9 Months</b>	<b>P4 11 Months</b>
Tuition	\$21,836	\$21,836	\$21,836	\$27,294
Non-Ohio Resident Surcharge	\$10,918	\$10,918	\$10,918	\$13,647
General Fee	\$1,210	\$1,210	\$1,210	\$1,210
Life and Disability Insurance	\$63	\$75	\$75	\$75
Student Health and Fitness	\$848	\$833	\$833	\$153
Student Activities	\$190	\$190	\$190	\$190
Matriculation	\$300	\$0	\$0	\$0
Credentialing	\$48	\$13	\$77	\$13
Testing	\$336	\$130	\$420	\$120
Course Fees	\$245	\$283	\$0	\$0
Academic Hardware/Software	\$704	\$365	\$365	\$365
Graduation	\$0	\$0	\$0	\$264
<b>Total Billable (Direct) Costs</b>	<b>\$36,698</b>	<b>\$35,853</b>	<b>\$35,924</b>	<b>\$43,331</b>
<b>Non-Billable (Indirect) Costs</b>				
Books/Supplies <sup>1</sup>	\$1,282	\$783	\$306	\$250
Technology	\$1,400	\$0	\$0	\$0
Intern License <sup>1</sup>	\$75	\$23	\$23	\$23
Criminal Background Check <sup>1</sup>	\$0	\$0	\$44	\$0
USUB Loan Fee <sup>2</sup>	\$350	\$350	\$350	\$380
GradPLUS Loan Fee <sup>2</sup>	\$1,201	\$1,099	\$1,083	\$1,461
Medical Insurance <sup>1</sup>	\$2,166	\$2,557	\$2,557	\$2,557
Housing	\$10,415	\$10,415	\$10,415	\$12,729
Miscellaneous	\$5,698	\$5,698	\$5,698	\$6,964
Transportation	\$3,537	\$3,537	\$3,537	\$4,323
<b>Total Non-Billable (Indirect) Costs</b>	<b>\$26,124</b>	<b>\$24,462</b>	<b>\$24,013</b>	<b>\$28,687</b>
<b>Total Cost of Attendance: Non-Ohio Resident</b>	<b>\$62,822</b>	<b>\$60,315</b>	<b>\$59,937</b>	<b>\$72,018</b>

<sup>1</sup> Expenses are estimated based on data available at the time of released.

<sup>2</sup> Only students with an accepted Direct Loan (USUB and/or Grad PLUS) will have the loan fee, applicable to the loan type, included in their Cost of Attendance. Loan fees will not be included for those students who do not accept Direct Loans; please plan accordingly. The loan fees represent average amounts; actual loan fees will not be considered for any Request for Reconsideration.

College of Graduate Studies Cost of Attendance for Students Residing off Campus or in The Village at NEOMED	Master's in Public Health	Integrated Pharm. Med	Masters in HSPA	Master's in Medical Ethics	Modern Anatomical Sciences
<b>Billable (Direct) Costs</b>	<b>9 Months</b>	<b>9 Months</b>	<b>9 Months</b>	<b>9 Months</b>	<b>9 Months</b>
Instructional Tuition	\$7,176	\$6,756	\$6,756	\$6,756	\$18,579
General Fee	\$216	\$468	\$468	\$468	\$1,287
Student Health & Fitness	\$0	\$75	\$0	\$140	\$153
Credentialing	\$0	\$0	\$0	\$0	\$73
Testing	\$0	\$0	\$0	\$0	\$8
Student Activities	\$0	\$50	\$0	\$50	\$50
Academic Program Hardware/Software Fee	\$0	\$60	\$0	\$0	\$85
Course Fees	\$0	\$0	\$0	\$0	\$243
<b>Total Tuition and Fees: Ohio Resident <sup>1</sup></b>	<b>\$7,392</b>	<b>\$7,409</b>	<b>\$7,224</b>	<b>\$7,414</b>	<b>\$20,478</b>
<b>Non-Billable (Indirect) Costs</b>					
Books/Supplies <sup>3</sup>	\$235	\$0	\$491	\$420	\$326
Technology	\$0	\$0	\$0	\$0	\$900
Criminal Background Check	\$0	\$0	\$0	\$0	\$45
USUB Loan Fee <sup>2</sup>	\$290	\$218	\$218	\$218	\$218
GradPLUS Loan Fee <sup>2</sup>	\$0	\$371	\$292	\$297	\$980
Medical Insurance	\$0	\$2,166	\$0	\$0	\$2,166
Housing <sup>4</sup>	\$10,415	\$10,415	\$10,415	\$10,415	\$10,415
Miscellaneous	\$5,698	\$5,698	\$5,698	\$5,698	\$5,698
Transportation	\$3,537	\$3,537	\$3,537	\$3,537	\$3,537
<b>Total Indirect Costs:</b>	<b>\$20,175</b>	<b>\$22,405</b>	<b>\$20,651</b>	<b>\$20,585</b>	<b>\$24,285</b>
<b>Total Cost of Attendance: Ohio Resident</b>	<b>\$27,567</b>	<b>\$29,814</b>	<b>\$27,875</b>	<b>\$27,999</b>	<b>\$44,763</b>

<sup>1</sup> For MPH, IPM, HSPA, and ME the cost of attendance is based on enrollment for six credit hours in each of the fall and spring term; tuition and financial aid will be adjusted to actual enrollment each semester. Courses taken in the summer are not reflected here; but if you maintain half-time enrollment status (4.5 credit hours or greater) each semester, you will be eligible for fin aid and increased living expenses. For Modern Anitomical Sciences the cost of attendance is based on enrollment for 33 credits for the year.

<sup>2</sup> Only students with an accepted Direct Loan (USUB and/or GradPLUS) will have the loan fee, applicable to the loan type, included in cost of attendance. Loan fees will not be included in the cost of attendance for those students who do not accept Direct Loans; please plan accordingly. The loan fees represent average amounts; actual loan fees will not be considered for any budget adjustment requests.

<sup>3</sup> Expenses are estimated based on data available at the time this cost of attendance was released.

<sup>4</sup> Housing for students living with parents: \$6,926

The following items are not factored into the cost of attendance, but are eligible to be added:

Matriculation Fee	\$50
IPM Graduation Fee	\$264
MPH Graduation Fee	\$264
MA Medical Ethics Graduation Fee	\$264
MS Pharm Admin Graduation Fee	\$264

COLLEGE OF GRADUATE STUDIES COST OF ATTENDANCE FOR NON-OHIO RESIDENTS

	Master's in Public Health	Integrated Pharm. Med	Masters in HSPA	Master's in Medical Ethics	Master's in Modern Anatomical Sci
Billable (Direct) Costs	9 Months	9 Months	9 Months	9 Months	9 Months
Instructional Tuition	\$7,176	\$6,756	\$6,756	\$6,756	\$18,579
Non-Ohio Resident Surcharge	\$144	\$132	\$132	\$132	\$363
General Fee	\$216	\$468	\$468	\$468	\$1,287
Student Health & Fitness	\$0	\$75	\$0	\$140	\$153
Credentialing	\$0	\$0	\$0	\$0	\$73
Testing	\$0	\$0	\$0	\$0	\$8
Student Activities	\$0	\$50	\$0	\$50	\$50
Academic Program Hardware/Software Fee	\$0	\$60	\$0	\$0	\$85
Course Fees	\$0	\$0	\$0	\$0	\$243
Total Tuition and Fees: Non-Ohio Resident 1	\$7,536	\$7,541	\$7,356	\$7,546	\$20,841
Non-Billable (Indirect) Costs					
Books/Supplies 3	\$235	\$0	\$491	\$420	\$326
Technology	\$0	\$0	\$0	\$0	\$900
Criminal Background Check	\$0	\$0	\$0	\$0	\$45
USUB Loan Fee 2	\$291	\$218	\$218	\$218	\$218
GradPLUS Loan Fee 2	\$0	\$376	\$297	\$302	\$995
Medical Insurance	\$0	\$2,166	\$0	\$0	\$2,166
Housing 4	\$10,415	\$10,415	\$10,415	\$10,415	\$10,415
Miscellaneous	\$5,698	\$5,698	\$5,698	\$5,698	\$5,698
Transportation	\$3,537	\$3,537	\$3,537	\$3,537	\$3,537
Total Indirect Costs	\$20,176	\$22,410	\$20,656	\$20,590	\$24,300
Total Cost of Attendance: Non-Ohio Resident:	\$27,712	\$29,951	\$28,012	\$28,136	\$45,141

<sup>1</sup> For MPH, IPM, HSPA, and ME the cost of attendance is based on enrollment for six credit hours in each of the fall and spring term; tuition and financial aid will be adjusted to actual enrollment each semester; courses taken in the summer are not reflected here; but if you maintain half-time enrollment status (4.5 credit hours or greater) each semester, you will be eligible for fin aid and increased living expenses. For Modern Anatomical Sciences the cost of attendance is based on enrollment for 33 credits for the year. A Non-Ohio Resident surcharge of \$11 per credit hour is included in the cost of attendance to those who are non-Ohio residents for tuition purposes for all programs but MPH. For the MPH program, the Non-Ohio Resident surcharge is \$12 per credit hour.

<sup>2</sup> Only students with an accepted Direct Loan (USUB and/or GradPLUS) will have the loan fee, applicable to the loan type, included in the cost of attendance. Loan fees will not be included in the cost of attendance for those students who do not accept Direct Loans; please plan accordingly. The loan fees represent average amounts; actual loan fees will not be considered for any budget adjustment requests.

<sup>3</sup> Expenses are estimated based on data available at the time this cost of attendance was released.

<sup>4</sup> Housing for students living with parents: \$6,926

The following items are not factored into the cost of attendance, but are eligible to be added:

Matriculation Fee	\$50
IPM Graduation Fee	\$264
MPH Graduation Fee	\$264
MA Medical Ethics Graduation Fee	\$264
MS Pharm Admin Graduation Fee	\$264

## REQUESTS FOR RECONSIDERATION

Special circumstances may affect your Financial Aid eligibility. Federal regulations allow NEOMED to use professional judgment to evaluate these circumstances and potentially change your expected family contribution (EFC) or ability to qualify for additional aid. Students may request an additional review of either their FAFSA data or non-billable items within the cost of attendance if there are exceptional circumstances. This could include:

- Loss or reduction of income
- Change in family size or number in college
- Change in marital status for student or parent
- Death of a parent or student's spouse
- Health care expenses for the student or student's dependents, not covered by insurance
- Childcare expenses for the student's dependents
- Adding dependents or spouse to the NEOMED medical insurance plan
- Non-deferrable education debt (excluding indebtedness not in the student's name)
- Expenses that exceed a non-billable cost of attendance item

In order to qualify, the student must submit an application, a statement that outlines their exceptional circumstance in detail and provide documentation documenting their circumstance.

Your request will not be reviewed until the Financial Aid Office receives a completed application, including all required documentation. Please allow one to two weeks after receipt for review and decision. If denied, the decision can be appealed to the Student Financial Aid, Scholarship and Award Committee; the outcome of this committee is the final decision.

A request for reconsideration does not guarantee an increase to a student's financial aid eligibility or a change to an expected family contribution. Inquiries on this process should be made with the Financial Aid Office.

## TYPES OF FINANCIAL AID AVAILABLE

### NEED-BASED AID:

Need-based means the student must demonstrate financial need from a FAFSA analysis and through government approved formula. The aid programs listed below are institutional and government need-based aid programs.

- NEOMED Foundation Grants/Scholarships -- Private individuals have donated funds to the Foundation to provide need-based grants, mainly to students from specific Ohio localities or certain backgrounds.
- NEOMED Foundation Loans -- Third and fourth-year College of Medicine students who demonstrate financial need are eligible to be awarded money from this loan fund at 5 percent interest. Deferment of principal and interest is delayed during enrollment. A grace period of three months after graduation or leaving school is permitted before payments of a minimum of \$40/month begin. The maximum repayment period is 10 years. A promissory note is required and students must accept their NEOMED Foundation Loan offer through Banner Self-Service.



- Primary Care Loan (PCL) -- Funds are provided from the U.S. Department of Health and Human Services to the College of Medicine students. Individual awards are based on availability of funds and financial need. Primary care loan borrowers must also commit to career as generalist physician. There are repayment penalties applied to the borrower who fails to fulfill this commitment. The 5 percent interest rate is subsidized during enrollment and residency training (no limit on the number of years) with a one-year grace period. The maximum repayment period is 10 years. An interest rate penalty of 7% is assessed to any student who defaults on the primary care practice obligation while in repayment. A promissory note is required, and students must accept their Primary Care Loan offer through Banner Self-Service.
- Loans for Disadvantaged Students (LDS) -- The LDS program provides federal funding from the U.S. Department of Health and Human Services to eligible schools to provide long-term, low-interest loans to eligible individuals. Funds are awarded to eligible schools and the schools are responsible for selecting recipients, making reasonable determinations of need and providing loans, based on eligibility criteria. Funding allocations vary yearly for students in the College of Medicine. The 5 percent interest rate is subsidized during enrollment and residency training (no limit on the number of years) with a one-year grace period. The maximum repayment period is 10 years. A promissory note is required, and students must accept their Loan for Disadvantaged Student offer through Banner Self-Service.

#### NON-NEED BASED AID:

The following loan programs are available to all students whether or not they have financial need. However, because of their higher interest rates and their likelihood of leading to higher debts, they are recommended to students only after all other options for financial aid are exhausted.

- Federal Direct Loans: Your offer may include a Federal Direct Unsubsidized and/or a Federal Direct Graduate PLUS Loan for Graduate/Professional Students. The lender, U.S. Department of Education, requires completion of Entrance Counseling as well as completion of Loan Agreements (Master Promissory Notes) for each loan type prior to a disbursement. To complete these requirements, students must use their FSA ID to log in to StudentLoans.gov and complete the aforementioned items under the Graduate/Professional Students section.

Federal Direct Loans must be paid back post-enrollment, with interest based on the repayment terms outlined in the promissory note. More information on repayment terms can be found on the [Department of Education's website](#). Students will be required to complete student loan exit counseling when they graduate, withdrawal or enrollment ceases below half-time status.

In addition to completing the lender requirements at StudentLoans.gov, students must also log in to Banner Self-Service to accept all or a portion of the offered loan(s).

Students are capped at the amount of Federal Direct Unsubsidized Loan each academic year. Annual aggregates are based on the length of the academic year. The chart below reflects the annual aggregates per college:

	9 month	10 month	11 month	12 month
COP and MPH	\$33,000	\$34,389	\$35,778	\$37,167
COM	\$40,500	\$42,722	\$44,944	\$47,167
All other COGS	\$20,500	\$20,500	\$20,500	\$20,500

- Private Education Alternative Loan: Students may choose to borrow private alternative education loans rather than accepting Federal Direct Loans. Private alternative education loans are available from participating private lenders and the application process begins with the lender, typically online. Students who apply for a private loan are encouraged to contact the Financial Aid Office since most lenders will require school certification of attendance, anticipated graduation date, and the amount of the loan. Applicants may borrow up to the Cost of Attendance less accepted financial aid. Private

Education Alternative Loan funds must be paid back post-enrollment, with interest based on the repayment terms outlined in the promissory note. More information on repayment terms can be found on the lender's website.

- Merit-Based Scholarships -- Through generous donations to the NEOMED Foundation, the University can award scholarships to students who demonstrate scholastic aptitude in a component of the curriculum. Students will provide a separate application and letters of recommendation and the Scholarship and Awards Committee will determine the recipient.

#### SERVICE COMMITMENT PROGRAMS:

- National Health Service Corps (NHSC) -- The purpose of the National Health Service Corps (NHSC) Scholarship Program (SP) is to provide scholarships to students pursuing primary care health professions training in return for a commitment to provide primary health services in a Health Professional Shortage Area (HPSA). The NHSC SP pays for tuition and various other reasonable education-related expenses and also provides a monthly stipend to assist with living expenses in exchange for a minimum of two (2) years of full-time service. The service obligation must be completed at an NHSC-approved site in a Health Professional Shortage Area (HPSA). The total number of years of full-time service a scholar is obligated to serve will depend on the number of school years of NHSC SP support received by the scholar, not to exceed 4 school years.
- Armed Forces Health Professions Scholarship Program -- This program provides contracts for financial assistance to students in exchange for active duty service in the Armed Forces (Air Force, Army, and Navy). The service obligation will either be the number of years the scholarship was received or length of residency training, whichever is longer. A military residency match is held both the first and second year after graduation. A student is obligated to accept a military residency if offered. Military residencies do not reduce the number of years of obligation. The benefits the students receive are full tuition and majority of required fees, books and equipment/supplies, and a stipend. Further information on who to contact concerning this program is available in the Financial Aid Office.
- Choose Ohio First Scholarship -- The state of Ohio has provided up to nine (9) medical student scholarships for students attending the University in their third or fourth year to receive a \$30,000 renewable scholarship in exchange for serving as a primary care physician for three years post residency in the state of Ohio. Students must renew their commitment for the opportunity annually and submit yearly certification of post enrollment compliance to the Financial Aid Office. Failure to meet the terms of the scholarship results in the funds converting to a loan owed to the University. The terms and conditions of the loan include a 7-year repayment length and a 9 percent interest rate.
- NEOMED Administered Education for Service Opportunities – Through the generosity from community foundations, private citizens and hospital corporations, the University is able to offer scholarship or forgivable loans that defer the costs of a student's education, ranging from partial to full costs, in exchange for serving in the community for a number of years post-graduation. Locations and length of service along medical practice specialty vary depending on the opportunity. Further information on who to contact concerning this program is available in the Financial Aid Office

#### OTHER SOURCES OF AID

Many students receive financial aid from programs beyond those offered by the University and the Federal government. Students may also review outside scholarship information on the financial aid website. Students are urged to investigate opportunities in their hometowns and counties by contacting clubs, organizations, foundations, labor unions, companies, churches and synagogues, county medical societies, sororities and fraternities, etc., to determine if they offer scholarships or loans to students.

- **Family/Friends** Many students no longer wish to be dependent upon their parents or family for financial aid while in school. While such independence is admirable, it may well have the unfortunate aspect of limiting students' options for practice in the future, because the debt with which a student

might graduate could be very high. Another option that students may wish to consider is the formal borrowing of funds from parents. This compromise step allows students to feel some degree of independence while not hindering opportunities for the future.

- **Veterans** Students who are veterans of the U.S. Armed Forces, or are dependents eligible to receive benefits, and who plan to seek authorization for training at the University should make an appointment with the Director of Financial Aid to review proper procedures to follow and contact the U.S. Veterans Affairs Office.
- **NEOMED Emergency Loans** – The Tschantz, Rienenrth-Neuman, Class of 1982 and Women's Faculty Club funds have been set aside to provide emergency loans for Medical students and The Pharmacy Emergency Loan has been set up for Pharmacy students on a walk-in basis. These loans are distributed in increments of \$300 (maximum \$1200), have a \$1.00 finance charge per \$300 taken and must be repaid with financial aid funds in the semester following the semester in which the loan was taken out. Students interested in obtaining an emergency loan should go to the Accounting office. These funds are disbursed once a week on Friday either mailed to the student's local address or directly deposited into a checking or savings account.

## REQUIRED LOAN COUNSELING

### Student Loan Entrance Counseling:

Prior to any Federal Direct Unsubsidized or Direct Grad PLUS Loan disbursing to a student's tuition account, students are required to complete mandatory Student Loan Entrance Counseling. Student loan entrance counseling introduces a first-time borrower to the Direct Loan Program, including types of Direct Loans, loan limits by programs, interest rates, repayment options post-enrollment, and strategies for avoiding delinquency and defaulting.

Students are able to complete this obligation online at <https://studentloans.gov/myDirectLoan/index.action>.

### Student Loan Exit Counseling:

When a student ceases enrollment at the University through a leave of absence, withdrawal or graduation, or their enrollment drops to less than half time status, the student must complete Student Loan Exit Counseling. Student Loan Exit Counseling refreshes student's understanding of the different Direct Loan programs, various interest rates of their loans, repayment options and how to estimate monthly payments, incentives for repayment, strategies for avoiding delinquency and default, consolidation, forgiveness and discharge options.

Students are able to complete this obligation online at <https://studentloans.gov/myDirectLoan/index.action>.

In addition, students who received a NEOMED administered student loan or a loan through the Loan for Disadvantaged Student or Primary Care Loan will be required to complete exit counseling. The Accounting Office at the University will contact students by U.S. Postal Mail to complete and submit completed exit counseling forms to their office.

## AWARDING OF FINANCIAL AID FUNDS AND RELATED POLICIES:

### FINANCIAL AID OFFERS

Federal regulations stipulate that a student's financial aid offer cannot exceed the established Cost of Attendance. A student's financial aid offer includes any educational benefits paid because of enrollment in postsecondary education. There are cases where a student could receive additional aid above the established Cost of Attendance, but only in circumstances of an approved Request for Reconsideration, as outlined earlier in this section.

It is the practice at NEOMED to offer a student financial aid up to the Cost of Attendance through grants/scholarships and student loans. The order of awarding financial aid is:

- Gift Aid: Grants and Scholarships, whether they are need-based, or merit/non-need based.
- Subsidized Self-Help Aid: Subsidized Loans administered by NEOMED.
- Unsubsidized Self-Help Aid: Federal Direct Unsubsidized and Direct Grad PLUS Loans or a private alternative loan.

It is the student's responsibility to notify the Financial Aid Office of all anticipated educational benefits as soon as possible so it can be included in the initial offer. Additional financial assistance disclosed after the initial offer could result in a revised financial aid offer, including changes to NEOMED based and federal aid eligibility.

Students are notified by email when offers are ready for review. The financial aid offer is available to students through Banner Self-Service. It is the student's responsibility to thoroughly review the terms and conditions of their offer. Gift aid will be accepted on the student's behalf; Self-Help Aid needs to be accepted by the student, either through Banner Self-Service or in person in the Financial Aid Office. Offers on the initial financial aid offer are represented of aid sources known and eligible at the time of awarding.

#### REVISED FINANCIAL AID OFFERS:

The University reserves the right to revise any portion of a Financial Aid offer. Conditions include, but are not limited to:

- If it is determined that the offer is based on incorrect or misrepresented information.
- Funding from any offered program changes.
- Enrollment status changes, such as not progressing as anticipated or not maintaining Satisfactory Academic Progress for Financial Aid Eligibility, or enrollment dropping below half-time status;
- Changes to need-based financial aid eligibility.
- Exceeding annual loan limits due to borrowing at another University during the student's period of enrollment at NEOMED.
- The student is no longer participating in a particular program or meeting the terms and conditions of a service obligated fund.
- An error is made in the calculation of your eligibility or offer, whether by the federal aid servicer, private loan servicer, or NEOMED.
- Changes to a student's Cost of Attendance.

## DISBURSEMENT OF FINANCIAL AID AND RELATED POLICIES

#### ELIGIBILITY OF DISBURSEMENT:

To be eligible for a disbursement of aid (federal or institutional) the student must maintain satisfactory academic progress as defined in the Maintaining Financial Aid Eligibility and Related Policies section of the Compass. Failure to meet these standards may result in financial aid funds being either delayed or cancelled.

#### TIMING OF DISBURSEMENTS:

Disbursement of funds are made in periods of enrollment called Payment Periods. The first payment period begins at the start of the first term of enrollment and ends at the end of the first term. The number of disbursements depends on the number of Payment Periods:

- Program Years with Defined Terms: Didactic and Clinical years of the curriculum study will have defined semester terms that will include two to three Payment Periods. Funds will disburse to the student account no more than 10 days prior to the start of the Payment Period.
- Program Length Term: Clinical years of the curriculum will have a Payment Period that consist of the length of the academic year. Students will receive two disbursements of aid: no more than 10 days prior to the start of the Payment Period and a second disbursement at the mid-point of the year.

To comply with federal regulations, a disbursement of aid cannot occur more than 10 days prior to the start of the Payment Period.

The disbursement calendar for the 2019 – 2020 academic year is as follows:

<b>2019-2020 Academic Year</b>				
<b>College of Medicine and College of Pharmacy</b>				
<b>Payment Period One</b>				
	<b>Start Date</b>	<b>End Date</b>	<b>Disbursement Date</b>	<b>Return Funds By:</b>
<b>M1</b>	7/29/2019	12/13/2019	7/19/2019	11/8/2019
<b>M2</b>	8/12/2019	12/14/2019	8/2/2019	11/22/2019
<b>M3</b>	7/15/2019	1/24/2020	7/5/2019	10/25/2019
<b>M4</b>	7/8/2019	11/22/2019	7/1/2019	10/25/2019
<b>P1</b>	8/26/2019	12/13/2019	8/16/2019	12/6/2019
<b>P2</b>	8/26/2019	12/13/2019	8/16/2019	12/6/2019
<b>P3</b>	8/26/2019	12/13/2019	8/16/2019	12/6/2019
<b>P4</b>	6/3/2019	11/27/2019	6/3/2019	9/27/2019
<b>Payment Period Two</b>				
<b>M1</b>	1/6/2020	5/23/2020	1/6/2020	5/1/2020
<b>M2</b>	1/6/2020	5/15/2020	1/6/2020	5/1/2020
<b>M3</b>	1/27/2020	7/10/2020	1/17/2020	5/8/2020
<b>M4</b>	11/25/2019	4/17/2020	11/15/2019	3/6/2020
<b>P1</b>	1/6/2020	5/8/2020	1/6/2020	5/1/2020
<b>P2</b>	1/6/2020	5/8/2020	1/6/2020	5/1/2020
<b>P3</b>	1/6/2020	5/13/2020	1/6/2020	5/1/2020
<b>P4</b>	1/2/2020	4/30/2020	1/6/2020	4/24/2020

<b>2019-2020 Academic Year</b>				
<b>College of Graduate Studies</b>				
<b>Payment Period One</b>				
	<b>Start Date</b>	<b>End Date</b>	<b>Disbursement Date</b>	<b>Return Funds By:</b>
<b>COGS</b>	6/3/2019	8/24/2019	6/3/2019	9/27/2019
<b>Payment Period Two</b>				
<b>COGS</b>	8/26/2019	12/14/2019	8/16/2019	12/6/2019
<b>Payment Period Three</b>				
<b>COGS</b>	1/6/2020	5/1/2020	1/6/2020	5/1/2020

## **METHOD OF DISBURSEMENT TO STUDENT'S TUITION ACCOUNT:**

Scholarship payments from other sources (including private alternative loans), such as a student's employer, a sponsoring agency, or other, are posted to the student's tuition account as they arrive at the University based on the financial aid disbursement schedule.

NEOMED Scholarships and Loans are disbursed to the students beginning at the start of the Payment Period or shortly after the completion of required paperwork and are credited directly to the student's account.

The disbursement of Direct Loan funds are transferred electronically to the University and credited directly to the student's tuition account.

Financial aid funds will disburse based on the start date of each payment period. After the initial period disbursement, funds will disburse to a student's tuition account weekly on Tuesdays, unless otherwise announced.

### Application of Aid Against Allowable/Non-Allowable Charges:

The University will credit Title IV federal aid, institution and outside aid sources to a student's tuition account against allowable institutional charges only, including:

- Tuition and mandatory fees for eligible Title IV programs.
- Other educationally related charges incurred by the student at the University (e.g. medical insurance coverage provided by the University, overdue fines, parking violations assessed by the NEOMED Security and Police Department), with the student's authorization.
- Prior-year charges, up to and not exceeding \$200.

Students can provide consent to one or both options when completing the Title IV Authorization Form, as part of their financial aid application. Authorization can either be written or completed by submitting the electronic form by logging into their secured Banner Self-Service account. Students can change their elections at any time by contacting the Accounting Department at 330.325.6399 or by emailing [acctg@neomed.edu](mailto:acctg@neomed.edu).

### Remaining Balances After a Disbursement:

In the case where financial aid disbursements do not cover the total cost of the program, the student is responsible for paying the balance owed to the University no later than 10 days after the bill's due date, or the student must enroll in the University's payment plan. If the student has not enrolled in the payment plan, and still has an unpaid balance 10 days beyond the due date, this will result in a \$50 non-refundable late fee being issued. Failure to make payment in a timely manner may result in an Accounting Office hold being issued, preventing registration for the next term, being able to access grades in Banner Self-Service and the ability to receive future disbursements of financial aid.

## **ESTABLISHMENT AND TIMING OF CREDIT BALANCE REFUND:**

A credit balance refund occurs when payments to a student's account exceed the tuition and fees charged to the student.

In accordance with Federal Regulations, the Accounting Department will issue a refund to a student who has a credit balance refund on their student tuition account, related to either financial aid or overpayment of funds from a private source, within 14 days of the refund being created on the student account.

### Method of Refund:

Eligible students will receive a credit balance refund in one of the following ways:

- A paper check will be issued to a student without a Direct Deposit Authorization form on file. Checks are mailed to a student's local address on file. If a student does not have a local address on file, the check will be mailed to the student's permanent address.

- A student may complete the Direct Deposit Authorization Form to allow the electronic transfer of funds to a personal checking or savings account.
- If a credit balance refund was established due to funds awarded by an outside source, such as an outside scholarship or third-party payer, the credit balance refund may be returned to the scholarship organization or third-party payer if specified by the organization.

It is the student's responsibility to ensure that direct deposit routing and account numbers on file with the University are up to date and accurate. Students are also responsible for maintaining an accurate U.S. postal address on file. A paper check will be mailed to a local or permanent address on file to students who do not sign up for direct deposit. Inaccurate information will cause a delay in financial aid refunds being issued and invalid account/check re-issue charges may apply.

#### **RIGHT TO CANCEL OR RETURNING A CREDIT BALANCE REFUND:**

Students have the right to cancel an entire loan or any portion or specific disbursement of any Federal Direct Loan. You may submit a request to cancel a specific loan disbursement prior to the date of crediting to your student tuition account or within 14 days of notification of a disbursement. Please contact the Financial Aid Office at [finaid@neomed.edu](mailto:finaid@neomed.edu) to request cancellation of a loan disbursement.

The student may:

- Return the University issued refund check (only if returning 100% of the refund) or prepare a personal check in the amount they wish to return.
- Sign an authorization form with the Financial Aid Office to authorize the use of the funds to credit outstanding principal.

Students have 120 days from the day of disbursement to return loan funds to the lender for principal to be credited and any accrued interest to be forgiven on the returned portion. The deadline to return funds within 120 days of the initial payment period disbursement date are outlined in the disbursement chart found earlier in this section.

#### Uncashed Refund Checks:

For a credit balance refund that result from the disbursement of Title IV funds, students will be given 200 days from the date issued to cash their credit balance refund check. In the event a student does not cash their credit balance refund check, the University is obligated by Federal regulations to return the credit balance refund to the Department of Education within 240 days of the credit balance being created on their account.

## **MAINTAINING FINANCIAL AID ELIGIBILITY AND RELATED POLICIES**

### **SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID ELIGIBILITY**

The Higher Education Opportunity Act (HEOA) requires that NEOMED establish a reasonable Satisfactory Academic Progress (SAP) policy for determining whether an otherwise eligible student is making satisfactory progress in his or her educational program and eligible for Federal Student Aid Title IV (Title IV) funds. This Policy outlines the standards for and determinants of SAP as outlined by federal regulations regarding Title IV funds; it is not related to the academic guidelines set forth by the Committees on Academic and Professional Progress (CAPP).

This policy applies to students of all Colleges. This policy applies to determining student's eligibility for Title IV funds and Institutional funds. Students who do not receive Title IV and/or Institutional funds are still evaluated for SAP to determine eligibility for possible future requests of Title IV funds.

#### Standards:

The Financial Aid Office determines a student's eligibility for Title IV and Institutional funds, as directed by the Department of Education. Standards for SAP have been established by Financial Aid Office and are used in the determination of a student's eligibility for Title IV and Institutional funds. There are three standards that

the Financial Aid Office will check at each formal SAP evaluation point at the end of each payment period: Maximum Timeframe, Quantitative measure (pace of progression), and Qualitative measure (grade-based). Students enrolled in a program of more than two academic years must have a specific qualitative review at the end of the second academic year.

### **College of Graduate Studies (COGS) Students**

Standard One – Maximum Timeframe:

A COGS student will remain eligible for Title IV and Institutional funds when the cumulative number of attempted credit hours is less than (one hundred fifty) 150 percent of the published length of education program. A COGS student is failing to meet SAP when the cumulative number of attempted credit hours is equal to or greater than (one hundred and fifty) 150 percent of the published length of educational program. A COGS Student is failing to make SAP at the evaluation point where indicated they will exceed maximum timeframe, not just at the point when they reach the maximum timeframe.

Standard Two – Quantitative Measure (Pace of Progression):

A COGS student will remain eligible for Title IV and institutional funds with an overall cumulative completion pace of (sixty-seven) 67 percent or greater. A COGS student is failing to make SAP with an overall cumulative completion pace equal to or less than (sixty-six) 66 percent.

Standard Three – Qualitative Measure (grade-based):

A COGS student will remain eligible for Title IV and Institutional funds with an overall cumulative GPA of 3.0 or greater. A COGS student is failing to make SAP if their overall cumulative GPA is less than 3.0.

For programs greater than two years, the Financial Aid Office will check the qualitative measure at the end of the 2nd academic year. A COGS student will remain eligible for Title IV and Institutional funds with an overall cumulative GPA of 3.0 or greater. A COGS student is failing to make SAP if their overall cumulative GPA is less than 3.0.

### **College of Medicine (COM) Students**

Standard One – Maximum Timeframe

A COM student will remain eligible for Title IV and Institutional funds when the cumulative number of attempted credit hours is less than (one hundred fifty) 150 percent of the published length of education program. A COM student is failing to make SAP when the cumulative number of attempted credit hours is equal to or greater than (one hundred and fifty) 150 percent of the published length of educational program. A COM Student is failing to make SAP at the evaluation point where indicated they will exceed maximum timeframe, not just at the point when they reach the maximum timeframe.

Standard Two – Quantitative Measure (Pace of Progression)

A COM student will remain eligible for Title IV and Institutional funds with an overall cumulative completion pace of (sixty-seven) 67 percent or greater. A COM student is failing to make SAP with an overall cumulative completion pace equal to or less than (sixty-six) 66 percent.

Standard Three – Qualitative Measure (grade-based)

A COM student will remain eligible for Title IV and Institutional funds with an overall cumulative passing rate of (sixty-seven) 67 percent. A COM student is failing to make SAP if their overall cumulative passing rate is less than (sixty-six) 66 percent. The calculation is cumulative credit hours passed divided by cumulative hours attempted.

The Financial Aid Office will check the qualitative measure at the end of the 2nd academic year as part of the specific qualitative review. A COM student will remain eligible for Title IV and Institutional funds with an overall cumulative passing rate of (sixty-seven) 67 percent. A COM student is failing to make SAP if their overall cumulative passing rate is less than (sixty-six) 66 percent.



## **College of Pharmacy (COP) Students**

### **Standard One – Maximum Timeframe**

A COP student will remain eligible for Title IV and Institutional funds when the cumulative number of attempted credit hours is less than (one hundred fifty) 150 percent of the published length of education program. A COP student is failing to make SAP when the cumulative number of attempted credit hours is equal to or greater than (one hundred and fifty) 150 percent of the published length of educational program. A COP Student is failing to make SAP at the evaluation point where indicated they will exceed maximum timeframe, not just at the point when they reach the maximum timeframe.

### **Standard Two – Quantitative Measure (Pace of Progression)**

A COP student will remain eligible for Title IV and Institutional funds with an overall cumulative completion pace of (sixty seven) 67 percent or greater. A COP student is failing to make SAP with an overall cumulative completion pace equal to or less than (sixty six) 66 percent.

### **Standard Three – Qualitative Measure (grade-based)**

A COP student will remain eligible for Title IV and Institutional funds with an overall cumulative passing rate of (sixty-seven) 67 percent. A COP student is failing to make SAP if their overall cumulative passing rate is less than (sixty-six) 66 percent. The calculation is cumulative credit hours passed (grade P or H) divided by cumulative hours attempted.

The Financial Aid Office will check the qualitative measure at the end of the 2nd academic year as part of the specific qualitative review. A COP student will remain eligible for Title IV and Institutional funds with an overall cumulative passing rate of (sixty-seven) 67 percent. A COP student is failing to make SAP if their overall cumulative passing rate is less than (sixty-six) 66 percent.

## **Determinants of Academic Progress**

Upon completion of each payment period, the determination of whether or not a student is considered to be making satisfactory progress will be identified by the Financial Aid Office.

### **SAP Statuses**

#### *Financial Aid SAP Met*

This status is assigned to a student who is meeting all satisfactory academic progress standards.

#### *Financial Aid Warning*

A status assigned to a student who is failing to make satisfactory academic progress and is provided with a warning period. The Financial Aid Office reinstates eligibility for Title IV and Institutional funds for one payment period and will do so without a student appeal. This status is only for students who were making satisfactory academic progress in the prior payment period for which they were enrolled or who were in the first payment period of their program.

The Financial Aid Office permits multiple warning periods during an academic career, but the warning periods cannot be consecutive. The Financial Aid Office will notify a student when he or she is placed on Financial Aid Warning status.

#### *Financial Aid Ineligible*

A status assigned to a student who is failing to make satisfactory academic progress for two consecutive payment periods. Students lose their Title IV and Institutional fund eligibility unless they successfully appeal and are placed on Financial Aid Probation. The Financial Aid Office will notify a student when he or she is placed on Financial Aid Ineligible status.

#### *Financial Aid Probation*

A status assigned to a student who is failing to make satisfactory academic progress and who successfully appeals. The Financial Aid Office reinstates eligibility for Title IV and Institutional funds for one payment period. Upon successful approval of appeal, Financial Aid will notify a student when he or she is placed on Financial Aid Probation status. A student may be placed on Financial Aid Probation for one payment period per appeal. It is possible that a student could be placed on probation more than once in his or her academic career. Further details found in the Appeal Process section (3).

### **Course Grades**

- “DD” or DW” - Dropped before add/drop period: A grade of “DD” or “DW” will not be included in determining satisfactory academic progress.
- “F/P” or “F/S” - Pass After Remediation: A grade of “F/P” or “F/S” will be included twice in determining satisfactory academic progress for the Qualitative Measure (grade-based) Standard. A grade of “F/P” or “F/S” will count once as an “F” and once as a “P” or “S”. A grade of “F/P” or “F/S” will be included once in determining satisfactory academic progress for the Maximum Time Frame and Quantitative (pace of progression) Standards. “I” - Incomplete
- A grade of “I” will be included in determining satisfactory academic progress for all three standards. A grade of “I” will be considered as an attempted course. A grade of “I” will not be considered as a passed or completed course. “IP” – In-Progress. A grade of “IP” will be included in determining satisfactory academic progress for all three standards. A grade of “IP” will be considered as an attempted course. A grade of “IP” will not be considered as a passed or completed course.
- “NG” – No Grade: A grade of “NG” will be included in determining satisfactory academic progress for all three standards. A grade of “NG” will be considered as an attempted course. A grade of “NG” will not be considered as a passed or completed course.
- “W” – Withdrawal after add/drop period: A grade of “W” will be included in determining satisfactory academic progress for all three standards. A grade of “W” will be considered as an attempted course. A grade of “W” will not be considered as a passed or completed course.

### **Other Key Determinants**

#### *Repeat Coursework*

Repeated courses are treated in the same manner as first attempted courses and will be included in determining satisfactory academic progress for all three standards.

#### *Transfer of credit from other institutions*

Transfer credit accepted toward completion of student’s program, including hours earned from another school under a consortium agreement which are considered transfer credit, will be included in determining satisfactory academic progress for the Maximum Timeframe and Quantitative (pace of progression) Standards. Accepted transfer credits will be considered as both hours attempted, and hours completed. Transfer credit accepted toward completion of student’s program will not be included in determining satisfactory academic progress Qualitative (grade-based) Standard.

#### *Academic Amnesty*

Course grades removed or changed as a result of an institutional academic amnesty policy, will still be included in the determining satisfactory academic progress for all three standards.

### **Appeal Process**

A process by which a student who is placed on Financial Aid Ineligible Status petitions for reconsideration of eligibility for Title IV and Institutional funds. A student may petition by submitting a Satisfactory Academic Progress Appeal Form (SAP Appeal Form) to the Financial Aid Office. The SAP Appeal Form is available on the Financial Aid Office’s website.

The appeal must include the following:

- Why the student failed to make Satisfactory Progress;

- What changed in the student's situation that will allow him/her to make Satisfactory Progress at the next evaluation; and,
- Any special or mitigating circumstances that the student believes should be considered.
- 

Once successfully submitted, the Director of Financial Aid will review the SAP Appeal Form. The Director of Financial Aid will notify the student of the outcome of the petition within 30 calendar days of the submittal date. Students can submit a SAP Appeal Form at any time, however in order to regain eligibility in a given payment period, the SAP Appeal Form must be successfully submitted 45 calendar days prior to the end of the payment period.

If a SAP Appeal is approved and a student is placed on Financial Aid Probation (with or without an Academic Plan), they are eligible for Title IV and Institutional funds back to the beginning of the payment period in which the appeal was approved.

The Director of Financial Aid reviews appeals to determine if the student is eligible for Financial Aid Probation. In order to place the student on Financial Aid Probation:

- Student must appeal, and have it approved by the Financial Aid Office; and
- Student is expected (mathematically possible) to be making satisfactory academic progress in the next payment period; or
- Student must be successfully following an academic plan designed to ensure student will be able to meet SAP by a specific point in time.

The Director of Financial Aid can submit the appeal to the University Scholarship and Award Committee for a decision if the Director is unable to reach a decision and deems that the committees review is necessary.

## **Outcomes**

### *Financial Aid Probation – No Academic Plan*

If the Satisfactory Academic Progress Appeal is approved and the Director of Financial Aid expects the student (mathematically possible) to be making satisfactory academic progress in the next payment period, the student will be placed in Financial Aid Probation status and will regain eligibility for Title IV and Institutional funds for one payment period.

### *Financial Aid Probation – Academic Plan*

If the Satisfactory Academic Progress Appeal is approved, however, the Director of Financial Aid does not expect (or it is not mathematically possible) for the student to be making satisfactory academic progress in the next payment period, the Director of Financial aid develops an Academic Plan designed to ensure the student will be able to meet SAP by a specific point in time. If a date cannot be confirmed, then the Director of Financial Aid will use some kind of defined end-point such as an anticipated graduation date or after the third payment period following Financial Aid Probation. In some cases, this could mean that the Maximum Timeframe Standard would be extended based on the student's approved appeal. A student can continue to receive Title IV aid and Institutional funds if they meet the academic plan criteria or meet all SAP Standards.

### *Financial Aid Ineligible*

If the SAP Appeal is not approved, the student will continue to be in Financial Aid Ineligible status and not be eligible for Title IV and Institutional funds. A student can regain eligibility for Title IV and Institutional funds once they meet all SAP Standards.

## **OVERPAYMENT OF FINANCIAL AID POLICY**

When a financial aid recipient ceases attendance (the student officially withdraws, drops out, or is expelled from school on or after his or her first day of class for the period of enrollment for which he or she was charged), the Accounting and Financial Aid offices will determine whether the student was entitled to all the financial aid offer that he/she received. The offices will determine what portion of the offer the student is entitled to keep, what must be returned to the appropriate aid program or what amount the student may receive in the case of a late disbursement or from the resolution of a credit balance (in accordance to 668.22(f) (1)(I) and (ii)).

The overpayment will be calculated using the following steps:

1. The accounting and financial aid offices will determine what portion of the period of enrollment for which the student was charged that the student actually attended, and then determine the reasonable expenses associated with institutional costs for that portion of the enrollment period.
2. The accounting and financial aid offices will determine the composition of any cash disbursement to the student.
3. The reasonable expenses as determined in step 1 are subtracted from the cash disbursed for the period of enrollment. If the cash disbursed was greater than the incurred non-University expenses, the student must repay the excess amount.

Federal regulations require a proportionate refund to Title IV federal student aid funds (programs sponsored by the U.S. Department of Education). The federal calculation formula used in determining the portion of the fee refund applied to federal student aid funds is  $(A \times B = C)$ :

A - Total amount of the percentage of Title IV aid earned by the student (timeframe the student spent in the curriculum based on the length of the semester)

x

B - The total amount of aid that could have been disbursed for the semester

=

C - The amount of Title IV aid earned by the student for the timeline enrolled.

**Example:**

Student A attended 53.8% of the period of enrollment for fall semester. \$29,850 of Title IV aid was disbursed to the student's account. Using the above formula,  $53.8\% \times \$29,850$  means that the student was eligible to utilize \$16,059.30 of the total fund given and that the remaining \$13,970.70 would need to be returned as unearned financial aid.

When refunding monies to the various financial aid programs, the following priority listing is used (subject to change without notice) in accordance to (668.22(h)(2)):

1. Federal Direct Unsubsidized Loan
2. Federal Direct Grad PLUS Loan Program
3. Primary Care Loan
4. Loans for Disadvantaged Students
5. Campus-based Aid Loan Program
6. Campus-based Aid Grants/Scholarships
7. Student

The Accounting and Financial Aid Offices will determine whether a student is due a post-withdrawal disbursement or if a student is responsible for returning a portion of the Title IV aid received.

Refunds will not be issued to individual students until Federal Title IV programs or other scholarships are reimbursed as required and all outstanding balances with the University have been cleared.

The University will apply this repayment allocation policy consistently to all students who have received Title IV assistance.

Loan servicers will be notified of the date of a student's withdrawal.

## DRUG LAW VIOLATIONS

As indicated in HEA Section 484(r), 34 CFR 668.40, a federal or state drug conviction can disqualify a student for Federal Student Aid funds. Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid—they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when they were a juvenile, unless the student was tried as an adult.

Depending on whether the conviction was for sale or possession and whether the student had previous offenses, the bullets below indicate the period of ineligibility. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

	<b>Possession of illegal drugs</b>	<b>Sale of illegal drugs</b>
1st offense	1 year from date of conviction	2 years from date of conviction
2nd offense	2 years from date of conviction	Indefinite period
3+ offenses	Indefinite period	

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

Schools must provide each student who becomes ineligible for Title IV aid due to a drug conviction a clear and conspicuous written notice of his loss of eligibility and the methods whereby he can become eligible again.

A student regains eligibility the day after the period of ineligibility ends or when he successfully completes a qualified drug rehabilitation program or passes two unannounced drug tests given by such a program. Further drug convictions will make him ineligible again.

Students denied eligibility for an indefinite period can regain it after successfully completing a rehabilitation program (as described below), passing two unannounced drug tests from such a program, or if a conviction is reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student's responsibility to certify to you that he/she has successfully completed the rehabilitation program. As with the conviction question on the FAFSA, you are not required to confirm the reported information unless you have conflicting information.

When a student regains eligibility during the award year, Direct Loans may be offered for the period of enrollment.

## DUAL ENROLLMENT AT MULTIPLE INSTITUTIONS OF HIGHER EDUCATION

Students who are engaged in curricular activity at NEOMED and another University concurrently during the same academic year are required to notify NEOMED's Financial Aid Office if they are receiving financial aid from both universities. There are annual Title IV federal student aid funding limits that cannot be exceeded. Students are financially liable for any funds received over their limits and will be ineligible for future funding until financial restitution is made.

## STUDENT INFORMATION, CONFIDENTIALITY AND RELATED POLICIES

Pursuant to the Family Education Rights and Privacy Act (FERPA), all records and data submitted with an application for financial aid will be treated as confidential information. Students should review and understand the University's FERPA policy, which is available online in the NEOMED Compass.

Students will be required to confirm their identity prior to the release of financial aid information. Students who appear in person will be able to show their government or University issued photo ID or confirm personal identifiable information (PII) prior to the release of confidential information. Students have a right to

identify an authorized person(s) to call and obtain financial aid information on their behalf. Their designee(s) will also need to confirm PII information and/or provide a passcode prior to the release of student information.

By accepting a NEOMED Foundation Scholarship the student agrees to allow the University to release directory information to the donor/organization.

By accepting my financial aid offer, the student authorizes the Financial Aid Office to share information contained on the offer with other authorized University, federal, state or private officials on a need to know basis.

## RENEWAL OF ELIGIBILITY

Financial Aid assistance is not automatically renewed. You must reapply and qualify for financial assistance each year by the established University deadlines.

## CODE OF ETHICS, RIGHTS AND RESPONSIBILITIES FOR STUDENT LOAN RECIPIENTS AND FINANCIAL AID PROFESSIONALS

As a financial aid recipient, you have the following rights and responsibilities relating to financial aid. Please read thoroughly

You have the right to know:

- I can seek financial aid counseling.
- What financial assistance is available, including all federal, state and University funding.
- The procedures, forms, deadlines and eligibility requirements to apply for assistance.
- The criteria for selecting aid recipients and determining the amount of aid awarded.
- The composition of the cost of attendance and how amounts are determined.
- How the expected family contribution is calculated, how my financial need is established and how any outside resources may impact my eligibility.
- I can accept or decline any of the financial aid offered.
- I can obtain written information on my loan obligations, including:
  - Information about my lender and servicer, when there is a change in my lender and/or servicer,
  - The Interest rate and loan fees assigned to my loan,
  - Principal and interest balances owed,
  - Available grace periods,
  - First repayment date,
  - Repayment options including length of time to repay, deferment/forbearance options, loan forgiveness options, prepay my loan in whole or in part anytime without an early-repayment penalty; and documentation when my loan is paid in full.
- The University's tuition refund and the return of financial aid policies as a result of declaring a leave of absence, withdrawing, or being dismissed from the University.
- When financial aid funds will be disbursed and the method of receiving a credit balance refund.
- The standards of maintaining Satisfactory Academic Progress for Financial Aid Eligibility and the process of appeals if I lose eligibility.
- That the information you provide to the Financial Aid Office will be treated confidentially as mandated by the Family Educational Rights and Privacy Act and the Gramm-Leach Bliley Act.

You are responsible for:

- Accurately and honestly completing the Free Application for Federal Student Aid (FAFSA). False or misleading information is a criminal offense.

- Knowing required deadlines and respond timely to request for documentation and disclosing new information.
- Reapplying for financial aid every year by the deadlines announced by the Financial Aid Office.
- Seeking personal assistance in the event I do not understand materials I am responsible for completing or is provided to me about my offers.
- Completing required student loan entrance counseling before my federal student loans disburse to my student tuition account and complete required exit counseling when my enrollment drops below half-time status or prior to graduating.
- Reporting any outside resource I receive that is to assist me with my education expenses (including both direct and indirect education expenses).
- Repaying my loan according to my repayment schedule even if I do not complete my academic program, I am dissatisfied with the education I received, or I am unable to find employment after I graduate.
- Using any federal, state, University or private funding for the sole purpose of expenses related to my enrollment at NEOMED.
- Reading, understanding and complying with forms and agreements you sign and maintain copies of all agreements.
- Understanding policies related to how your enrollment can affect your eligibility for financial aid, including but not limited to the Satisfactory Academic Progress for Financial Aid Eligibility Policy, the Tuition, Fee and Insurance Recalculation Policy and Financial Aid Recalculation Policy.
- Notifying the University in changes to my name, address, phone number, and direct deposit authorization form.
- Notifying my lender or loan servicer if
  - I move or change my address,
  - I change my telephone number,
  - I change my name,
  - I change my Social Security number, or
  - I change employers or my employer's address or telephone number changes;
  - Notifying my lender or loan servicer of anything that might alter my eligibility for an existing deferment or forbearance, or my qualification for an income-driven repayment plan.

For Financial Aid Professionals:

*Statement of Ethical Principles and Code of Conduct:* As a member of the National Association of Student Financial Aid Administrators (NASFAA), we adhere to their **Statement of Ethical Principles and Code of Conduct**. Northeast Ohio Medical University:

- Does not require students to use a particular lender or in any way limit the choice of lenders for students.
- Does not recommend external lenders to students or their parents and does not maintain a list of lenders that are preferred over other lenders (we do provide a list of lenders as possible suggestions – which in no way should be recognized as preferring one over another).
- Processes loan applications through any lender a student or parent chooses.
- Does not solicit or accept anything of value from any lender in exchange for any advantage sought by the lender to make educational loans to students enrolled at, or admitted to, the University.
- Prohibits employees of the financial aid office, or any employee who otherwise has responsibilities with respect to educational loans, from taking from any lender any gift worth more than nominal value.
- Prohibits employees of the financial aid office, or any employee who otherwise has responsibilities with respect to educational loans, from entering into any type of consulting arrangement or other contract to provide to a lender services relating to educational loans.
- Prohibits employees of the financial aid office, or any employee who otherwise has responsibilities with respect to educational loans, who serve on an advisory board (or commission or group) relating to educational loans established by a lender or group of lenders from receiving anything of value from the lender or group of lenders in connection with serving on such advisory board (or commission or group).

- Prohibits external lenders' employees, representatives, or agents from providing staffing services to the financial aid office.
- Prohibits external lenders' employees, representatives, or agents from identifying themselves to students of the University or their parents as employees, representatives or agents of the financial aid office.
- Does not assign for any borrower, through award packaging or other methods, a loan to a particular lender, and does not refuse to certify or delay certification of any loan based on the borrower's selection of a particular lender or guaranty agency

## FINANCIAL AID RESOURCES

View the following websites for financial aid information:

- <https://studentaid.ed.gov/sa/> - Provides Information on the Federal Student Aid Program
- <http://www.finaid.org> - Provides loan calculators
- <https://fafsa.ed.gov> - Complete the FAFSA on the Web
- <https://www.fastweb.com/> - Search for private scholarships
- [https://www.nslds.ed.gov/nslds/nslds\\_SA/](https://www.nslds.ed.gov/nslds/nslds_SA/) - Review federal student loan history
- <https://www.irs.gov> - Everything you need to know about taxes
- <https://www.myfico.com> - Credit report and credit score
- <https://studentloans.gov/myDirectLoan/index.action> - Complete federal loan promissory notes, entrance and exit counseling, consolidate federal loans, receive information on estimated payments from Department of Education loans
- <https://students-residents.aamc.org/financial-aid/> - Financial literacy resources for health professions students.

## TUITION AND FEE ASSESSMENT, INSTALLMENT PAYMENT PLANS, RECALCULATION, AND RELATED POLICIES

### TUITION AND FEE ASSESSMENT AND PAYMENT OF CHARGES

The University is on a semester schedule; therefore, students are billed at the beginning of the fall and spring semesters and bills are viewable online via Banner Self Service. Tuition and fees are assessed directly to the student's account 10 days prior to the start of the semester and payment is due on the start date of the semester. Students are notified by way of their NEOMED email when those charges are assessed; paper bills are not mailed. Students may pay by cash, check or other normally accepted means. Credit card and electronic check payments must be made through the student's Banner Self Service account by way of Cashnet and are not accepted in the Accounting office. Students are required to either pay their tuition and fees in full or be enrolled in an installment payment plan 20 days after the start date of the semester. Failure to do so will result in a non-refundable \$50 late fee and a hold being placed on the student's educational record. This hold will prevent the student from the issuance of transcripts, the ability to register for classes, view grades, etc. Failure to pay the balance in full by the due date, enroll in an installment payment plan, or failure to pay the installment payment plan in accordance with the established due dates may result in non-processing of a student's registration and the withdrawal of permission to attend classes and/or participate in clerkships. No student will be allowed to graduate unless all outstanding tuition, fees, and loan obligations to the University are met. No arrangements will be considered for any student who cannot pay the balance of the fees due before the end of the semester.

### PAYMENT PLANS

Educational expenses are easier to pay when spread over predictable monthly payments. Our Installment Payment Plan, administered by Cashnet, is an alternative to large term payments and helps limit borrowing. Key features of the Installment Payment Plan's include:



- Convenient monthly payments not to exceed 6 months
- 24-hour account access
- Toll-free personal service Monday-Friday at (877) 821-0625
- Online enrollment via electronic signature
- FERPA compliant pins for parents
- Automatic recurring payment options
- Offers different payment options including: credit card, ACH, 529, and debit cards
- Auto generated emails or texts for bills, reminders, and receipts.
- Payments will be updated to your student account immediately after making a payment.

In addition, if you are expecting loans, grants or financial aid there is no need to wait to enroll after your tuition is billed. Once you enroll in the payment plan, your monthly payment will be adjusted during the semester based upon your account balance. If your account balance decreases, your monthly payment amount will be adjusted automatically. However, if your account balance increases you must first approve the payment increase through Cashnet. Once approved, your monthly payment amounts will be adjusted accordingly. If you do not approve the adjustment, the additional charges will be your responsibility to pay in full by the due date.

### **Details on Installment Payment Plans**

To enroll in an installment payment plan you must first access Cashnet through your Banner Self-Service account (<http://www.neomed.edu/students>) **after** your tuition and fees have been added to your student account. All applicable payment plan options that are available to you will be displayed on your home page.

The following specifics are applicable to all payment plans:

- A \$35 per semester, per plan, enrollment fee must be paid at the time of enrollment.
- Bills will be sent via email or text on the 25<sup>th</sup> of each month.
- The payment due date will be on the first of the month regardless if the 1st falls on a weekend.
- One reminder will be sent the day following the due date if payment is not made on time.
- A \$10 late fee will be assessed 15 days after the due date if payment is not made.
- Payment plans will be cancelled automatically 10 days after the 2<sup>nd</sup> missed monthly payment and/or 10 days after the final payment is due and not paid. Payment will be due in full immediately following the cancellation of a payment plan. Failure to do so will result in a \$50 non-refundable late fee and a hold on the student's account.
- Payments made via credit or debit card will be charged a 2.75 percent convenience fee for domestic cards or 4.25 percent for international cards by Cashnet. This convenience fee is not charged when paying the enrollment fee with a credit card.
- If an autopayment gets declined, Cashnet will attempt to process the payment for three days. After the third day, the monthly payments will be suspended, and payment must be made via a different method immediately.
- Once enrolled in a installment payment plan, all payments must be made through Cashnet. The Accounting Office cannot accept payment(s) from the student for any account balance that is included in the payment plan.
- Students are required to either pay tuition and fees in full or be enrolled in a payment plan 20 days after the start date of the semester. Failure to do so will result in a \$50 non-refundable late fee and a hold being placed on your educational record.

### **Available Installment Payment Plans**

Fall 201910 Term (Available for M1, M2, M4, P1, P2, P3 and P4)

<b>Last Enroll Date*</b>	<b>Invoice Date**</b>	<b>Due Date***</b>	<b>Late Fee Date ****</b>
06/24/2018	06/25/2018	07/01/2018	07/16/2018
07/24/2018	07/25/2018	08/01/2018	08/16/2018
08/24/2018	08/25/2018	09/01/2018	09/16/2018
09/06/2018	09/25/2018	10/01/2018	10/16/2018
09/06/2018	10/25/2018	11/01/2018	11/16/2018
09/06/2018	11/25/2018	12/01/2018	12/16/2018

Fall 201999 Term (Available for M3)

<b>Last Enroll Date*</b>	<b>Invoice Date**</b>	<b>Due Date***</b>	<b>Late Fee Date****</b>
07/24/2018	07/25/2018	08/01/2018	08/16/2018
08/24/2018	08/25/2018	09/01/2018	09/16/2018
09/06/2018	09/25/2018	10/01/2018	10/16/2018
09/06/2018	10/25/2018	11/01/2018	11/16/2018
09/06/2018	11/25/2018	12/01/2018	12/16/2018

Fall 201911 Term (Available for COGS and Dual Enrolled Students\*\*\*\*\*)

<b>Last Enroll Date*</b>	<b>Invoice Date**</b>	<b>Due Date***</b>	<b>Late Fee Date****</b>
09/24/2018	09/25/2018	10/01/2018	10/16/2018
09/24/2018	10/25/2018	11/01/2018	11/16/2018
09/24/2018	11/25/2018	12/01/2018	12/16/2018

Spring 201920 Term (Available for M2, M4, P2, P3 and P4)

<b>Last Enroll Date*</b>	<b>Invoice Date**</b>	<b>Due Date***</b>	<b>Late Fee Date****</b>
01/22/2019	01/25/2019	02/01/2019	02/16/2019
01/22/2019	02/25/2019	03/01/2019	03/16/2019
01/22/2019	03/25/2019	04/01/2019	04/16/2019
01/22/2019	04/25/2019	05/01/2019	05/16/2019

Spring 201920 Term (Available for M1 and P1)

<b>Last Enroll Date*</b>	<b>Invoice Date**</b>	<b>Due Date***</b>	<b>Late Fee Date****</b>
01/22/2019	01/25/2019	02/01/2019	02/16/2019
01/22/2019	02/25/2019	03/01/2019	03/16/2019
01/22/2019	03/25/2019	04/01/2019	04/16/2019
01/22/2019	04/25/2019	05/01/2019	05/16/2019
01/22/2019	05/25/2019	06/01/2019	06/16/2019

Spring 201999 Term (Available for M3)

<b>Last Enroll Date*</b>	<b>Invoice Date**</b>	<b>Due Date***</b>	<b>Late Fee Date****</b>
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01/24/2019	01/25/2019	02/01/2019	02/16/2019
01/31/2019	02/25/2019	03/01/2019	03/16/2019
01/31/2019	03/25/2019	04/01/2019	04/16/2019
01/31/2019	04/25/2019	05/01/2019	05/16/2019
01/31/2019	05/25/2019	06/01/2019	06/16/2019

Spring 201921 (Available for COGS and Dual Enrolled Students\*\*\*\*\*)

Last Enroll Date*	Invoice Date**	Due Date***	Late Fee Date****
01/24/2019	01/25/2019	02/01/2019	02/16/2019
02/24/2019	02/25/2019	03/01/2019	03/16/2019
02/24/2019	03/25/2019	04/01/2019	04/16/2019
02/24/2019	04/25/2019	05/01/2019	05/16/2019

\*Last Enroll date is the last day to enroll in a plan to include that month as a valid payment month. For example, for the fall 201910 plan if you enroll prior to June 24<sup>th</sup> you will have a 6-month payment plan, if you enroll after June 24<sup>th</sup> you will only have a 5-month payment plan.

\*\*Invoice Date is the date Cashnet will send an electronic invoice about the upcoming due date.

\*\*\* Due Date is the date the payment is due to Cashnet for your payment plan.

\*\*\*\*Late Fee date is the date Cashnet will charge a late fee if payment is not made.

\*\*\*\*\*If you are a dual enrolled student you will have two applicable plans, one for your Medicine/Pharmacy tuition and fees and one for your COGS tuition and fees. You must sign up and pay enrollment fees for both plans if you wish to have all your tuition and fees be under a payment plan.

## UNIVERSITY TUITION REFUND POLICY

Registration does not automatically carry with it the right of a refund or reduction of indebtedness in cases of failure or inability to attend class or in cases of withdrawal. The student assumes the risk of all changes in business or personal affairs. NOTE: The term "refund" used in this section refers to the amount of tuition credited to the student account, not the portion of a payment that will be returned to the student.

### Fees Subject to Refund:

Instructional and nonresident surcharge.

### Amount of Refund:

Amount of refund is to be determined in accordance with the following regulations and subject to requirements contained in the University's withdrawal policy:

### In Full:

If the University cancels the course;

If the University does not permit the student to enroll or continue except for disciplinary reasons;

If the student drops the course(s) during the add/drop period (College of Graduate Studies only);

If the student becomes deceased before or during the term

If the person is drafted into military services by the United States and called to active duty.

Note: A student who enlists voluntarily for active duty is subject to the refund policy below.

### Administrative Withdrawal Resulting from CAPP Decisions:

If a student begins a semester and is then required by the Committee on Academic and Professional Progress (CAPP) to withdraw from the curriculum (via a leave of absence or dismissal) based on

performance in the prior semester, the student will be administratively withdrawn from the current semester and issued a 100 percent refund of instructional fees, regardless of the date of action. All other tuition related fees will be refunded at a percentage based on the number of days attended during the period of enrollment in the semester. No refund will be granted to a student dismissed or suspended for disciplinary reasons. Student's financial aid will be recalculated under the Return of Title IV policy to determine the amount of aid that the student is eligible to maintain versus what must be returned.

*Partial Refunds – Professional Degree Programs:*

Instructional fees and nonresident surcharges will be refunded to a student who withdraws or otherwise does not complete the course or curriculum in which the student is registered based on the percentage of attendance by the student, calculated on a term basis. Refunds will be calculated as follows:

***Withdrawal within 60 percent of the enrollment period:***

The percentage of enrollment period is calculated by dividing the total number of days completed in the enrollment period as of the official notice of leave or withdrawal, or if no official notice is given, the last recorded day of attendance, into the total number of days in the enrollment period. Refund is based on the number of days left in the enrollment period as of the date of withdrawal divided into the total number of days in the enrollment period. The enrollment period includes weekends, holidays, and excludes scheduled breaks of five or more days.

***Withdrawal beyond 60 percent of the enrollment period:***

No refunds will be issued to students who withdraw after completing 60 percent of the enrollment period.

*Partial Refunds – Graduate Degree Programs*

Instructional fees and nonresident surcharges will be refunded to a student who withdraws or otherwise does not complete the course or curriculum in which the student is registered based on the percentage of attendance by the student beyond the add/drop period. Refunds will be calculated as follows:

*Withdrawal within 60 percent of the enrollment period*

The percentage of enrollment period is calculated by dividing the total number of days completed in the enrollment period as of the official notice of leave or withdrawal, or if no official notice is given, the last recorded day of attendance, into the total number of days in the enrollment period (includes the add/drop period). Refund is based on the number of days left in the enrollment period *as of the date of withdrawal* divided into the total number of days in the enrollment period (excludes add/drop period). The enrollment period includes weekends, holidays, and excludes scheduled breaks of five or more days.

*Withdrawal beyond 60 percent of the enrollment period*

No refunds will be issued to students who withdraw after completing 60 percent of the enrollment period (includes the add/drop period).

The Accounting Office will process the refund within 45 days of the date of withdrawal. All balances due to the University because of other obligations will be deducted from the amount refunded. "Refund" refers to the amount of tuition credited to the student account, not the portion of a payment that will be returned to the student.

## COLLEGE OF GRADUATE STUDIES

### ACCREDITATION – COLLEGE OF GRADUATE STUDIES

All degrees offered through the College of Graduate Studies, with the exception of the Master in Public Health degree, are accredited by the Higher Learning Commission (HLC). The HLC evaluates the University's mission and standards by assessing the educational aspect, governance, administration, financial stability, admissions, student services, institutional resources, student learning, and institutional effectiveness.

In addition, the Master of Public Health is fully accredited by the Council on Education for Public Health.

On March 26, 2012, the Master of Science Degree Program in Health-System Pharmacy Administration was approved by the Ohio Department of Higher Education. On April 16, 2012, The Higher Learning Commission granted official approval to NEOMED to offer the M.S Program.

The Modern Anatomical Sciences Program received HLC accreditation on March 8<sup>th</sup>, 2019.

A comprehensive evaluation by HLC of the University to offer graduate programs beyond the initial degree offerings took place in April 2013.

## **MISSION STATEMENT – COLLEGE OF GRADUATE STUDIES**

The mission of the College of Graduate Studies is to instill critical thinking, inspire curiosity, and promote innovation in order to graduate future generations of scientists, researchers, teachers, and community leaders who will use the power of education, research and scholarship for positive impact.

## **HISTORY – COLLEGE OF GRADUATE STUDIES**

The College of Graduate Studies was founded in 2009 and offers graduate programs in integrated pharmaceutical medicine, public health, health-system pharmacy administration, medical ethics and the humanities, and certificates in bioethics and global health. The College of Graduate Studies provides support to students who are pursuing graduate-level degrees at Northeast Ohio Medical University (NEOMED) and in partnership with other Ohio universities.

## **ADMINISTRATION OF GRADUATE EDUCATION**

The NEOMED College of Graduate Studies (COGS) is comprised of faculty, an advisory panel (Graduate Faculty Council), the Dean of the COGS, and administrative staff.

### **DEAN OF THE COLLEGE OF GRADUATE STUDIES**

The Dean of the College of Graduate Studies is the Chief Officer of the college. The Dean of the COGS is the chair of the Graduate Faculty Council (GFC). The Dean is responsible for implementing and leading the activities and priorities of the COGS.

### **FACULTY**

Graduate faculty is appointed by the GFC and approved by the Dean of the COGS. Graduate faculty are considered experts in their field and are properly prepared to create an engaged and challenging learning environment for graduate students. Faculty can be considered one of the following; Doctoral Faculty, Regular Faculty, and Adjunct Faculty.

### **GRADUATE FACULTY COUNCIL**

The Graduate Faculty Council is the executive committee of the Graduate Faculty and shall represent the Graduate Faculty in proposing matters of academic policy and procedure to the Dean on the College of Graduate Studies, and in counseling and advising the Dean in matters of administering the College of Graduate Studies.

## **OVERVIEW OF CERTIFICATE AND DEGREE PROGRAMS**

### **MEDICAL ETHICS AND HUMANITIES CERTIFICATE**

As medical science and technology continue to advance, there is an increasing concern over professional and ethical responsibilities in providing optimal care to patients and their families, and addressing issues among colleagues and institutions including, but not limited to: effective utilization of scarce or limited resources, disclosure of conflicts of interest, balancing healthcare delivery with clinical research, and developing therapeutic relationships in light of controversial public health policies and laws.

The Medical Ethics and Humanities Certificate program is designed for healthcare professionals and students who have the desire to explore these pragmatic issues through the lenses of ethical theory and

narrative-driven humanities. This coursework can be taken in addition to their medicine or pharmacy coursework. The certificate program is also open to others not active in the Colleges of Medicine or Pharmacy.

### **GLOBAL HEALTH CERTIFICATE**

The Global Health Certificate provides an opportunity for students to understand core concepts and issues of health and disease, public health literacy, health care delivery, patient and community advocacy, and global bioethics

### **HEALTH-SYSTEM PHARMACY ADMINISTRATION (M.S.)**

The online Master of Science in Health-System Pharmacy Administration Program is designed for postgraduate pharmacy residents in pharmacy administration as well as experienced pharmacist practitioners who wish to develop additional administrative, financial and leadership skills related to health-system pharmacy administration. The program will enable graduates to manage complex health-system pharmacy departments at the institutional and department levels. All students (residency track and mid-career track) take coursework together. NEOMED professors and clinical faculty with experience in health-system pharmacy practice teach the majority of classes, drawing on their own expertise.

### **INTEGRATED PHARMACEUTICAL MEDICINE (M.S. OR PH.D.)**

Integrated pharmaceutical medicine is a biomedical science discipline that advances healthcare through innovation in the therapeutic treatment of illness, including collaboration and dynamic research in mechanisms of disease, identification of disease targets, drug discovery and development, drug delivery, pharmacology, and toxicology for the benefit of the public health.

The Northeast Ohio Medical University (NEOMED) Integrated Pharmaceutical Medicine degree program's main objective is to educate and develop first-rate scholars and independent investigators. Graduates of this program will have a unique perspective on the connection between pharmaceutical sciences and medical disciplines, especially regarding disease mechanisms and targets for therapeutic interventions.

This program will provide students with an excellent integrated pharmaceutical medicine graduate education at the master's degree and doctoral degree levels, imbuing them with advanced skills and the necessary qualifications to succeed as a researcher in academia, biotechnology, or industry, while benefiting from NEOMED's excellent research environment and infrastructure.

### **MASTER OF PUBLIC HEALTH (M.P.H.)**

The Master of Public Health (M.P.H.) degree program is a consortium program with Cleveland State University, NEOMED, and Youngstown State University. This program is geared toward the working professional who would like to broaden his or her role in improving community health, enhance current job skills or seek career advancement. The mission of the Consortium of Eastern Ohio Master of Public Health program is to provide accredited public health education designed for the working professional. It does this through a collaborative learning community, drawing on the collective resources of its five-member institutions and partnering community agencies. The program strives to produce respected and competent professionals able to improve public health practices, especially in eastern Ohio.

### **MEDICAL ETHICS AND THE HUMANITIES (M.A.)**

The Master of Art in Medical Ethics and Humanities is designed for healthcare professionals and students who wish to explore the value and meaning of medicine from a multi-disciplinary perspective, deepen their medical knowledge and skills in trained health professions, become social science and humanities researchers and enhance patient, family and community care through advanced graduate education and narrative-based approaches to health care delivery.

### **MODERN ANATOMICAL SCIENCES (M.S. OR MMAS)**

The Master of Modern Anatomical Sciences degree programs provide an immersive graduate level education in anatomy. Two tracks are provided to students. A one-year Master of Modern Anatomical Sciences, and a 2-year Master of Science in Modern Anatomical Sciences. These programs combine first

year medicine curriculum with enhanced coursework in biomedical sciences, biomedical imaging, and provide supervised teaching apprenticeships emphasizing pedagogical strategies.

## Admission – College of Graduate Studies

### GUEST/NON-DEGREE STUDENT ADMISSION

The College of Graduate Studies permits non-degree seeking individuals to take graduate-level coursework on a limited basis. The Office of the Registrar coordinates the application process.

Non-degree seeking students must complete an online application and be approved for participation in courses. Individuals accepted as non-degree seeking students are issued NEOMED email, Banner Self-Service and AIMS accounts to support their course enrollments but are not otherwise eligible for NEOMED student benefits.

Non-degree students are charged the current College of Graduate Studies per-credit-hour rate. A maximum of 12 credit hours may be earned in a non-degree seeking status. Applicability of coursework taken in a non-degree status toward a later degree or certificate will vary by program, should a student choose to apply for degree or certificate-seeking status later.

Prerequisites for admission:

- Must have an earned baccalaureate (or higher) degree.

Candidates must:

- Complete the NEOMED admissions application a minimum of 4 weeks before the start of the semester.
- Submit transcript from institution where baccalaureate degree was conferred (potentially others for course pre-requisite checking).
- Submit personal statement (i.e., why you want to enroll as a guest/non-degree student).

### CERTIFICATE ADMISSION

Application information including application deadlines and the link to the online application may be found by visiting <http://www.neomed.edu/admissions>.

Students who meet the following criteria are encouraged to apply:

- Students who have successfully completed a BS/BA degree with a minimum of a 3.0 GPA and a strong desire to enroll in ethics and humanities coursework are eligible to apply to the Medical Ethics and Humanities Certificate Program.
- Students who have successfully completed a BS/BA degree with a minimum of a 3.0 GPA and a strong desire to enroll in global health coursework are eligible to apply to the Global Health Certificate Program.

The following credentials are required to submit a completed application:

- Updated CV containing contact information, education, employment, scholarly activities and licensure (if applicable).
- Personal Statement.
- Letter of good academic standing (applicable to students and residents). A letter must be sent by the academic institution/residency director.
- One letter of recommendation.

Application Deadlines:

May 15 for Fall

November 15 for Spring

April 15 for Summer

## HEALTH-SYSTEM PHARMACY ADMINISTRATION ADMISSION

Application information including application deadlines and the link to the online application may be found by visiting <https://www.neomed.edu/graduatestudies/health-system-pharmacy-administration/>.

Prerequisites for acceptance into the master's program include the following:

- Must have a Doctor of Pharmacy (Pharm.D.) degree or a bachelor's pharmacy degree
- A minimum of 3-years of practice experience is preferred
- Must be licensed pharmacist or eligible for licensure
- The Graduate Management Admission Test (GMAT) is waived for candidates with a Pharm.D. or graduate level degree, and an overall GPA of 3.0 or equivalent academic status in a college of pharmacy.

The following credentials are required to submit a completed application:

- Complete admissions application.
- Submit one letter of recommendation.
- Submit transcripts and test scores.
- Submit current curriculum vitae.
- Submit personal statement (i.e., why you want to take this program).

Application Deadline:

May 15, for notice of acceptance by June 15.

NOTE: Students admitted to the M.S./Residency track must first be accepted into the pharmacy administration residency program at the Cleveland Clinic or Akron General Medical Center.

## INTEGRATED PHARMACEUTICAL MEDICINE ADMISSION

Application information including application deadlines and the link to the online application may be found by visiting <https://www.neomed.edu/graduatestudies/integrated-pharmaceutical-medicine/>.

The Integrated Pharmaceutical Medicine M.S. and Ph.D. graduate program is open to qualified students from a variety of backgrounds. Students with the following qualifications are encouraged to apply:

- Bachelor's degree (or higher) in the majors of chemistry, biochemistry or any of the biological sciences or a combination of majors such as for a pre-pharmacy or pre-medicine baccalaureate.
- Students are recommended, though not necessarily required, to have taken a full series of biology, chemistry and physics with lab, college writing, genetics, cell biology, biochemistry, statistics, calculus, analytical chemistry, pharmacology, microbiology or biotechnology.
- Minimum 3.0 on a 4.0 GPA scale in previous undergraduate coursework and/or a 3.3 on a 4.0 GPA scale in prior graduate coursework. Students with 3.4 GPA or above will be given preferential consideration for admission.
- Be a U.S citizen/U.S. permanent resident (*latter must submit documentation of status during application process*) or have a [J-1 Visa \(link for J-1 Visa eligibility requirements\)](#)

The following credentials are required to submit a completed application:

- Complete admissions application.
- Submit three letters of recommendation.
- Submit transcripts and test scores.
- Submit current curriculum vitae.
- Submit personal statement (i.e., how this program would further one's goals).

Application Deadline:



February 1, for notice of acceptance by April 15

## MASTER OF PUBLIC HEALTH ADMISSION

Application information including application deadlines and the link to the online application may be found by visiting <http://www.neomed.edu/admissions>.

The following credentials are required to submit a completed application. Please see the application instructions for the most current information.

1. Official transcripts from each institution of higher education that you have attended. If the official record is not in English, an official translation must accompany the original language document.
2. Three letters of recommendation from individuals familiar with your academic or professional background. Individuals who have not been involved in an academic institution for two years or more may submit letters of recommendation by supervisors from his/her place of employment. The letters should include an assessment of your current work quality and ability to successfully complete graduate training. Please address letters to the CEOMPH Admissions Committee.
3. A cover letter (no more than two pages) explaining your educational and professional history; area of interest in public health, interest and motivation for seeking a MPH degree; and professional or academic career plans upon completion of the program. If appropriate, also indicate whether you are applying to or are currently enrolled in another degree program (and indicate which university).
4. GRE scores taken within the last five years (student may be exempt if he/she has a professional or academic master's or doctoral degree). Official results from other equivalent standardized tests used for graduate admissions, also taken within the last five years, may be substituted. These accepted tests are the following: DAT, GMAT, MCAT and PCAT. Use code #1903 to indicate the institution that should receive your scores. If you have already sent your GRE scores to one of the other universities, please indicate which university on the application form next to your GRE information.
5. TOEFL scores taken within the last two years from graduates of foreign universities who are non-native English speakers. The minimum score must be 550 (paper-based) or 213 (computer-based) or 79-80 with read/speak/listen=17, write=14 (Internet-based). Use code #1903 to indicate the institution that should receive your scores. If you have already sent your scores to one of the other universities, please indicate which university on the application form next to your TOEFL information.
6. This completed application form with both signatures on the second page. It must be typewritten or legibly printed in ink.
7. A nonrefundable \$45 application fee. Students with international credentials must pay a total of \$90.

Criteria used by the Admissions Committee include a bachelor's degree from an accredited college or university, minimum undergraduate GPA of 2.75, minimum graduate GPA of 3.00 out of a 4.00 scale, successful completion of a college level mathematics or statistics course and college level social or natural science course, and acceptable GRE score or another acceptable standardized test score (if appropriate). Two years of work experience in a relevant field is highly recommended, but not required.

Application Deadlines – (Dates are for entering the program in the following fall semester)

January 15 - First application deadline

March 15 - Acceptance status notices to be sent

July 31 - Second application deadline (acceptance status notices sent on a rolling basis)

## MASTER OF MEDICAL ETHICS AND HUMANITIES ADMISSION

Application information including application deadlines and the link to the online application may be found by visiting <http://www.neomed.edu/admissions>.

Students who meet the following criteria are strongly encouraged to apply:

- Students who have successfully completed a BS/BA degree with a minimum of a 3.0 GPA and a strong desire to enroll in ethics and humanities coursework.
- Students who have already completed the NEOMED Bioethics Certificate Program.

The following credentials are required to submit a completed application:

- Completed application for admission
- Letter of good academic standing (students and residents). A letter must be sent by the academic institution or residency director (as applicable)
- Official transcripts from all previous colleges attended
- One letter of recommendation

Application Deadlines:

May 15 for Fall

November 15 for Spring

April 15 for Summer

## MODERN ANATOMICAL SCIENCES ADMISSION

Application information including application deadlines and the link to the online application may be found by visiting <http://www.neomed.edu/admissions>.

Students who meet the following criteria are strongly encouraged to apply:

- Students who have successfully completed a BS/BA degree
- Achieve a minimum of a 3.2 GPA and a 3.0 BCPM

The following credentials are required to submit a completed application

- Completed application for admission
- One of the following: GRE, LSAT, MCAT, PCAT or DAT Test Scores
- Letter of good academic standing (students and residents). A letter must be sent by the academic institution or residency director (as applicable)
- Official transcripts from all previous colleges attended
- One letter of recommendation

Application Deadline:

June 15 For Fall

## DEGREE REQUIREMENTS – COLLEGE OF GRADUATE STUDIES

### CERTIFICATE REQUIREMENTS: BIOETHICS GRADUATE CERTIFICATE

This 9-credit certificate program has evolved into a certificate in Medical Ethics and Humanities, effective fall 2018. Student previously in this program have the option to change their catalog (Compass) year to 2018 to take advantage of the revised name and curricular requirements. No additional students will be accepted into the program under its former name.

Requirements	Minimum Credits
<b>Core Courses:</b>	<b>6</b>
ETH 77001 Foundations of Bioethics	2
ETH 77003 Clinical Ethics	1
ETH 77005 Bioethics Research & Presentation	3
<b>Requirements – continued</b>	<b>Minimum Credits</b>
<b>Minimum of 3 credits chosen from two or more of the following courses:</b>	<b>3</b>
ETH 77014 Pediatric Ethics	3
ETH 77004 Healthcare Justice	1
ETH 77009 Pharmacy Ethics	1
ETH 77010 Psychiatric Ethics	1
ETH 77012 Primary Care Ethics	1
ETH 77008 Healthcare Law	1
MEH 79096 Human Values Practicum	1
MEH 79111 Organizational Ethics	3
MEH 79103 Research Ethics	1
MEH 79107 Medical Rhetoric	3
MEH 79109 Social Determinants of Health	3
MEH 79102 Responsible Conduct in Research	1
MPH 76009: Public Health Research & Evaluation	3
<b>Total Credits Needed:</b>	<b>9</b>

### CERTIFICATE REQUIREMENTS: GLOBAL HEALTH GRADUATE CERTIFICATE

The Certificate in Global Health program provides an opportunity for students to understand core concepts and issues of health and disease, public health literacy, health care delivery, patient and community advocacy, and global bioethics. Students who enroll in the Global Health Certificate will be exposed to new perspectives in a foreign country, comparing and contrasting their local and national knowledge, culture, and experiences, while earning a graduate level certificate.

Requirements	Minimum Credits
<b>Core Courses:</b>	<b>6</b>
MPH 60210 Global Health and Health Systems	3
MPH 60209 Public Health Research and Evaluation	3
<b>Elective Courses: (choose one)</b>	<b>3</b>
ETH 60313 Research and Presentation	3
COGS 65094 Independent Study	3
<b>Total Credits Needed:</b>	<b>9</b>

**CERTIFICATE REQUIREMENTS: MEDICAL ETHICS AND HUMANITIES (2018)**

This 10-credit program, which can be acquired in less than 9 months, is ideal for the busy healthcare professional or student who wishes to combine clinical practice with ethics consultation, education and research.

<b>Requirements: Medical Ethics Track</b>	<b>Minimum Credits</b>
<b>Core Courses:</b>	<b>6</b>
ETH 60304 Clinical Ethics: Research, Policy & Practice	3
ETH 60313 Research & Presentation	3
<b>Requirements – continued</b>	<b>Minimum Credits</b>
<b>Minimum of 4 credits chosen from two or more of the following courses:</b>	<b>4</b>
HUM 60308 Healthcare Justice	1
ETH 60316 Pediatric Ethics	1
ETH 60310 Pharmacy Ethics	1
ETH 60311 Psychiatric Ethics	1
ETH 60312 Primary Care Ethics	1
HUM 60309 Healthcare Law	1
ETH 60305 Organizational Ethics	3
ETH 60302 Research Ethics	1
COGS 65301 Responsible Conduct of Research	1
HUM 60306 Medical Rhetoric	3
HUM 60314 Social Determinants of Health	3
HUM 60397 Human Values Practicum	1
MPH 60209 Public Health Research & Evaluation	3
<b>Total Credits Needed:</b>	<b>10</b>

<b>Requirements: Humanities Track</b>	<b>Minimum Credits</b>
HUM 60301 Foundations in Medical Ethics and Humanities	6
HUM 60397 Human Values Practicum	1
ETH 60313 Research & Presentation	3
<b>Total Credits Needed:</b>	<b>10</b>

**DEGREE REQUIREMENTS: HEALTH-SYSTEM PHARMACY ADMINISTRATION (M.S.)**

Students enrolled in a concurrent post-graduate 2-year residency in health-system pharmacy administration at the Cleveland Clinic Main and Akron General campuses are expected to complete the program in two years. The American Society of Health-System Pharmacists (ASHP) accredited postgraduate residencies, completed concurrently with the two-year M.S. program, allow students to immediately apply hands-on experience gained through clinical and administrative rotations and knowledge gained through coursework to real-life professional, clinical and management situations.

Mid-career practitioners enrolled in the M.S. degree only, may finish the program in two to six years. All courses are offered online using Kent State Universities (KSU) learning management system called Blackboard. There are three courses offered by KSU and taught by KSU faculty. Registration in the KSU courses and access to Blackboard is all handled through NEOMED.

<b>Requirements</b>	<b>Minimum Credits</b>
HSMG 60104 The Healthcare System	3
COGX 7095X KSU ST: Financial Accounting for Decision Making	2 (KSU cross-reg)
HSMG 60103 Medication Use Systems & Operations Management	3
HSMG 60100 Seminar, Contemporary Issues (4 experiences; 1 credit each)	4
COGX 7095X KSU ST: Leadership & Managerial Assessment	2 (KSU cross-reg)
COGS 65101 Research Methods	3
HSMG 60102 Financial Management in Health-System Pharmacy	3
COGX 7095X KSU ST Health Informatics Management	3 (KSU cross-reg)
HSMG 60106 Personnel Management	3
HSMG 60108 Effective Communications	2
HSMG 60109 Integrated Business Strategy	3
HSMG 60105 Innovation Project I	3
HSMG 60107 Innovation Project II	3
<b>Total Credits Needed</b>	<b>37</b>

**DEGREE REQUIREMENTS: INTEGRATED PHARMACEUTICAL MEDICINE (M.S., PHD, AND DUAL DEGREE OFFERINGS: M.D.-PH.D. AND PHARM.D.-PH.D.)**

**M.S. Degree**

The M.S. degree in integrated pharmaceutical medicine requires 45 credit hours: at least 25 credit hours from the core curriculum, 10 research, and 10 hours of thesis research, culminating in a written thesis and thesis defense.

**Ph.D Degree**

The basic graduation requirement for the Ph.D. degree in integrated pharmaceutical medicine will be 90 total semester credit hours. All doctoral students in the program will be required to complete 45 hours didactic study, 30 hours of research and 15 hours of dissertation research, culminating in a written dissertation and dissertation defense.

All doctoral students will be administered a qualifying/candidacy exam upon completion of the didactic course work (including the core curriculum requirements). This examination will be taken within one year of completion of the core requirements and usually no later than the summer after the student's second year. Doctoral students "advance to candidacy" after successful completion of the candidacy exam and begin preparation of the Prospectus or dissertation plan. The Prospectus is a written dissertation plan that is orally defended in front of the student's committee. The work resulting from the Prospectus becomes the dissertation that is also a written document orally defended in front of the student's committee.

Examples of what students will learn include principles of drug action, cellular signaling, drug metabolism, pharmaceutical medicine research methods, statistics with an emphasis on biostatistics, medical pharmacology, biopharmaceutics and biotechnology, and several elective courses tailored to the student's major interest; for example, cellular and molecular neuroscience.

Electives can be taken through cross-registration at a participating partner University through our consortium agreement. The most frequently registered courses are provided through the KSU BMS program. If you need additional information, please contact the program coordinator.

- [Kent State BMS Course listing](#)
- [Kent State Website Course Search](#)
- [Cross-Registration Form](#)

<b>Requirements</b>	<b>Minimum Credits MS</b>	<b>Minimum Credits PhD</b>
COGS 65101 / 85101 Research Methods	3	3
PEMD 60401 / 80401 Transitions to Pharmaceutical Medicine	2	2
COGX 75095X KSU ST: Bioanthropological Data Analysis	5 (KSU cross-reg)	5 (KSU cross-reg)
PEMD 60402 / 80402 Pharmaceutical Medicine Seminar	1 credit x 4	1 credit x 4
COGS 65301 / 85301 Responsible Conduct of Research	1	1
Elective Courses	10	30
RES 75098 Research (1-8)	10	30
RES 65199 Thesis Research (1-8) (MS Only)	10	
RES 80199 Dissertation Research (1-8) (PhD Only)		15
Candidacy Exam (PhD Only) 2-year		Non-credit required
Prospectus (PhD Only) 3-year		Non-credit required
Dissertation Defense (PhD Only)		Non-credit required
<b>Total Credits Needed</b>	<b>45</b>	<b>90</b>

*DUAL DEGREE OFFERINGS: M.D.-PH.D. AND PHARM.D.-PH.D. IN INTEGRATED PHARMACEUTICAL MEDICINE*

*Shared Credit Limits for IPM Program*

Students enrolled in a NEOMED professional program (medicine or pharmacy) who elect to enroll in the College of Graduate Studies in order to attain a Ph.D. degree in the Integrated Pharmaceutical Medicine (IPM) program are permitted to utilize credits earned in the following basic science courses toward both programs. This is allowable in recognition that these courses form a strong foundation for a research degree to which will be added required courses for the IPM curriculum as well as electives that will reflect the student's area of specialization.

Exceptions to this policy include any coursework earned in a professional program that has been used in the pursuit of a baccalaureate degree. Any student who has obtained a baccalaureate degree through the transfer of MD or PharmD coursework would be ineligible to use those same MD or PharmD coursework credits toward the PhD. This includes students who entered the MD or PharmD program from a partner university and later obtained a baccalaureate degree through an articulation agreement between NEOMED and the partner university. For example, the Articulation Agreement between NEOMED and Kent State University transfers credit for the Physiological Basis of Medicine; Medical Neuroscience; and Infection & Immunity courses toward a KSU Bachelors of Science degree in Chemistry with a Biochemistry concentration. An MD or PharmD student with such a BS would only be able to utilize Molecules to Cells and Human Development & Structure or Human Structure for Pharmacy course credits to the PhD.

IMS	Infection & Immunity	7
IMS	Molecules to Cells	7.5
IMS	Physiological Basis of Medicine	5.5
ANAT	Medical Neuroscience	6
ANAT	Human Structure	7.5

Across the curriculum, students will learn principles of drug action, pharmaceutical medicine research methods, statistics with an emphasis on biostatistics, medicinal pharmacology, biopharmaceutics and biotechnology, and several elective courses tailored to the student's major interest.

DEGREE REQUIREMENTS: MEDICAL ETHICS AND HUMANITIES (M.A.)

Students are required to complete 32 semester credits.

Requirements	Minimum Credits
<b>Core Foundational Courses</b>	<b>12</b>
HUM 60301 Foundations of Medical Humanities	6
COGS 65301 Responsible Conduct of Research	1
ETH 60302 Research Ethics	1
HUM 60397 Human Values Practicum	1
MPH 60209 Public Health Research & Evaluation ~or~ HUM 60303 Research Writing for Scholarship	3
<b>Track Courses – Clinical Ethics Option</b>	<b>6</b>
ETH 60304 Clinical Ethics	3
ETH 60305 Organizational Ethics	3
<b>Track Courses – Medical Humanities Option (Choose 2 courses)</b>	<b>6</b>
HUM 60314 Social Determinants of Health	3
HUM 60307 Invalid Women	3
HUM 60306 Medical Rhetoric	3
<b>Elective Courses (choose 8 credits from following)</b>	<b>8</b>
HUM 60308 Health Care Justice	1
ETH 60310 Pharmacy Ethics	1
ETH 60311 Psychiatric Ethics	1
ETH 60312 Primary Care Ethics	1
ETH 60316 Pediatric Ethics	3
HUM 65094 Independent Studies	1-3
HUM 60309 Health Care Law	1
HUM 60314 Social Determinants of Health	3
HUM 60303 Research Writing for Scholarship	3
HUM 60317 Recipes for Health	1
HUM 60307 Invalid Women	3
HUM 60306 Medical Rhetoric	3
Clinical Epilogue and Capstone (M4) – <i>For dual enrolled students only</i>	2
Bioethics Elective (M4) – <i>For dual enrolled students only</i>	4
<b>Master Thesis</b>	<b>6</b>
RES 60398 MA Thesis I	3
RES 60399 MA Thesis II	3
<b>Total Credits Needed</b>	<b>32</b>

**DEGREE REQUIREMENTS: MODERN ANATOMICAL SCIENCES (M.S.)**

Master of Science Degree – 2-year program requiring 52.5-54.5 credits.

<b>Requirements</b>	<b>Minimum Credits</b>
ANAT 65103 Foundations of Human Development	3
ANAT 65203 Human Structure	7.5
IMS 65205 Physiological Basis of Medicine	5.5
MAS 60500 Introduction to Anatomical and Biomedical Imaging Modalities	3
ANAT 65308 Medical Neuroscience	7.5
MAS 60502 Seminar in Imaging Research and Pedagogy	1
MAS 60505 Clinical Research Anatomy Lab	1
MAS 60506 Ethical Conduct in Research	2
MAS 60507 Teaching Practicum – Gross Anatomy	3
MAS 60508 Teaching Practicum – Histology/Cell Biology/Pathology	2
MAS 60511 Advanced Methods in Medical and Biomedical Imaging	3
MAS 60512 Biomedical Statistics	3
MAS 60513 Thesis Design Methods	2
MAS 60510 Teaching Practicum – Medical Neuroscience	2
MAS 60514 Advanced Human Anatomy Dissection Techniques	3
Thesis Credits	4-6
<b>Total Credits Needed</b>	<b>52.5-54.5</b>

**DEGREE REQUIREMENTS: MASTERS OF MODERN ANATOMICAL SCIENCES (MMAS)**

Master of Modern Anatomical Sciences – 1-year program requiring 31.5 credits.

<b>Requirements</b>	<b>Minimum Credits</b>
ANAT 65103 Foundations of Human Development	3
ANAT 65203 Human Structure	7.5
IMS 65205 Physiological Basis of Medicine	5.5
MAS 60500 Introduction to Anatomical and Biomedical Imaging Modalities	3
ANAT 65308 Medical Neuroscience	7.5
MAS 60502 Seminar in Imaging Research and Pedagogy	1
MAS 60503 Capstone Project Design Methods	2
MAS 60504 Capstone Project	2
<b>Total Credits Needed</b>	<b>31.5</b>



**DEGREE REQUIREMENTS: MASTER OF PUBLIC HEALTH (M.P.H.)**

Students are required to complete 42 semester credits with a minimum cumulative grade point average of 3.00.

<b>Requirements</b>	<b>Minimum Credits</b>
<b>Core Courses</b>	<b>18</b>
MPH 60201: Public Health Concepts	3
MPH 60202: Social and Behavioral Sciences in Public Health	3
MPH 60203: Epidemiology in Public Health	3
MPH 60204: Biostatistics in Public Health	3
MPH 60205: Health Services Administration in Public Health	3
MPH 60206: Policy and Environmental Sciences in Public Health	3
<b>Generalist Track Courses</b>	<b>9</b>
MPH 60207: Grant Writing for Public Health Practice	3
MPH 60208: Public Health Practice and Issues	3
MPH 60209: Public Health Research & Evaluation	3
<b>Elective Courses</b>	<b>9</b>
MPH 60210: Global Health and Health Systems	3
MPH 60211: Introduction to Health Policy	3
MPH 60212: Field Epidemiology	3
MPH 60213: Infections Disease Epidemiology	3
MPH 60297: Practicum	1-3
<b>Capstone</b>	<b>6</b>
MPH 60298: Capstone Project 1	3
MPH 60299: Capstone Project 2	3
<b>Total Credits Needed</b>	<b>42</b>

**COURSES: MASTER OF PUBLIC HEALTH**

**MPH 60201 Public Health Concepts**

*3 credits*

This course serves as an introduction to definitions, history, organization, law, ethics, essential services, global aspects and future aspects of public health.

**MPH 60202 Social and Behavioral Sciences in Public Health**

*3 credits*

This course covers social and behavioral science concepts, theories, and their application to public health issues.

**MPH 60203 Epidemiology in Public Health**

*3 credits*

This course will facilitate student understanding of fundamental epidemiological concepts (such as principles of causality), methods (such as study designs and measurements of health/disease status and risk factors), and their practical applications (such as evaluation of risk factors for various health problems and effectiveness of interventions targeting them, screening programs and disease surveillance).

**MPH 60204 Biostatistics in Public Health**

*3 credits*

This course will cover principles of biostatistics in the context of public health applications. It will include the basic and advanced statistical techniques for analyzing and investigating public health issues including disparities. Statistical package SPSS will be used.

**MPH 60205 Health Services Administration in Public Health**

*3 credits*

Management principles, including personnel administration, budgeting, financing and continuous quality improvement as they pertain to public health, planning and evaluation principles, public health economics, public health policy and data sources.

**MPH 60206 Environmental Health Sciences in Public Health**

3 credits

This course includes the characterization of components of our environment that can adversely affect human health and, briefly, the policies and regulations designed to protect us. This includes such topics as air/water quality, food hygiene, sanitation, municipal/infectious/hazardous waste, vector-borne disease, occupational health, legal/risk issues, and global issues.

**MPH 60207 Grant Writing for Public Health Practice**

3 credits

Methods and techniques for writing and managing grant proposals to support public health programs. Emphasis on development of grant proposals, including narrative, program plan, evaluation design, timeline, budget and budget justification; identification of grant funding sources; managing funded projects, and appropriate response to requests for proposals.

**MPH 60208 Public Health Practice and Issues**

3 credits

In an organizational setting, the following topics will be explored: informatics and communication, diversity and cultural proficiency, ethics, and biology. These topics are emerging public health issues, which will be applied in a practice setting. This is a "limited practicum" course in the Master of Public Health program.

*Prerequisites: MPH 76001 Public Health Concepts.*

**MPH 60209 Public Health Research & Evaluation**

3 credits

Public Health Research and Evaluation is a theoretical and applied course on research methods. Students will critically review journal articles, create research questions, conduct comprehensive literature reviews, employ quantitative and qualitative research methods that fall within institutional review board parameters, develop and execute a data analysis plan. Culmination of coursework will be an individual oral presentation and mock journal article. *Prerequisite: MPH 60204 Biostatistics in Public Health. Prerequisite/co-requisite: MPH 60203 Epidemiology in Public Health. Students in MEH Degree Program can also take this course.*

**MPH 60210 Global Health and Health Systems**

3 credits

This course will provide an overview of global health problems, including man-made and natural disasters, to provide the student with a perspective on how societies approach health and health care including cultural, economic and political factors. National systems from high and low resource nations will be examined. In addition to national systems, the roles played by transnational organizations, NGOs and the global marketplace will be explored.

**MPH 60211 Introduction to Health Policy**

3 credits

An overview of the development of health policy using several dyads (case studies, readings, qualitative and quantitative research, group exercises, and problem based learning).

**MPH 60212 Field Epidemiology**

3 credits

This course presents an overview of the methods used in epidemiologic field investigations. It provides students with a comprehensive review of the basic components of an outbreak investigation, an introduction to public health surveillance, and an overview of specific types of investigations in which a field epidemiologist might become involved, including trace back studies, environmental health assessments, noninfectious health event investigations, contact tracing, and forensic epidemiology. In addition, resources that often come into play in outbreak investigations are presented, such as public health laboratories, the incident command system, and geographic information systems. *Prerequisite/co-requisite: MPH 76003 - Epidemiology in Public Health.*

**MPH 60213 Infectious Disease Epidemiology**

3 credits

This course presents an overview of infectious disease epidemiology and its application to public health practice. Students will be introduced to infectious disease agents, transmission characteristics, surveillance, epidemiologic investigation and prevention measures to control the spread of disease. Emerging diseases, response to and their impact on public health will be discussed, in addition to public health laws in regards to infectious disease and the Infectious Disease Control Manual, which outlines public health action for diseases classified as reportable in the State of Ohio.

**MPH 60294 Independent Study**

1-3 credits

Research or other individual project designed jointly by student and instructor. Intended to cover topics not available in electives list. May only be taken for a maximum of 3 credits. *Prerequisite:* Permission of academic advisor and faculty preceptor, and creation of IS contract form. Taken for a grade.

**MPH 60295 Special Topics**

1-3 credits

Sections will focus on specific topics of current interest to public health workers. Also used for courses that students take at other universities. Student must complete an Approval for Acceptance of Graduate Coursework at East Ohio Universities (cross-registration) form when applicable. Different section identifiers are used when more than one special topics course is being offered in the same semester that either has the same content, but different credit values, or with different content. Course titles will be manually edited to describe section content to extent possible.

**MPH 60297 Practicum**

1-3 credits

Student is teamed with a faculty advisor and community preceptor(s) to work on a meaningful public health issue. For students who desire additional field experience. *Prerequisite:* Permission of Academic Advisor and faculty preceptor.

**MPH 60298 Capstone Project I**

3 credits

Students are evaluated on targeted public health competencies. Students will be asked to develop a capstone project to include the competencies that need to be strengthened. By the end of the course, students will have produced a capstone proposal. This is a prerequisite for Capstone Project II. *Prerequisites:* Public Health Concepts, Biostatistics in Public Health, Social and Behavioral Sciences in Public Health, Epidemiology in Public Health.

**MPH 60299 Capstone Project II**

3 credits

Students apply the public health competencies acquired in the core courses to a public health project. It is the culminating experience in the Consortium of Eastern Ohio Master of Public Health (CEOMPH) program. Students may register for this course only after all core courses and Capstone Project I have been successfully completed. The student will select a faculty and community preceptor that will provide guidance and evaluate the work on a project. An approved written product (grant, paper, etc.) must be produced. *Prerequisites:* MPH 76098 - Capstone Project I and all core courses.

## CURRICULUM - COLLEGE OF GRADUATE STUDIES

**ANAP 65203, 85203 Human Anatomy Physiology and Pathophysiology I**

5 credits

This course is designed to provide pharmacy students with a foundational understanding of the structure (anatomy), function (physiology), and common dysfunction (pathophysiology) of the human body. It is anticipated that students will develop a vocabulary of anatomic terminology used by healthcare professionals internationally to enhance their ability to communicate with their interprofessional colleagues. Additionally, students will be expected to develop an essential knowledge base of the physiology and pathophysiology of the major systems in the human body. As such, this course will provide the basis on which all additional pharmacy courses will rely. Upon successful completion, students will be proficient with anatomical and physiological terminology, core concepts of pathophysiology, and an ability to integrate knowledge from multiple systems to facilitate their career as health care professionals.

**ANAP 65303, 85303 Human Anatomy Physiology and Pathophysiology II**

5 credits

This course is designed to continue providing pharmacy students with a foundational understanding of the structure (anatomy), function (physiology), and common dysfunction (pathophysiology) of the human body. It is anticipated that students will develop a vocabulary of anatomic terminology used by healthcare professionals to enhance their ability to communicate with their interprofessional colleagues. Additionally, students will be expected to develop an essential knowledge base of the physiology and pathophysiology of the major systems in the human body. As such, this course will provide the basis on which all additional pharmacy courses will rely. Upon successful completion, students will be proficient with anatomical and physiological terminology, core concepts of pathophysiology, and an ability to integrate knowledge from multiple systems to facilitate their career as health care professionals.

***ANAT 65103, 85103 Foundations of Human Development***

***3 Credits***

Foundations of Human Development is a 4-week course for first-year medical students and graduate students that includes multiple disciplines: embryology, histology and microanatomy, some cell biology, and some anatomy. The course emphasizes basic histological, and embryological concepts that have clinical relevance. Much of the content will be reinforced using a variety of imaging modalities including ultrasonography, radiology and magnetic resonance imaging. Students will have multiple opportunities to demonstrate knowledge acquisition through a variety of active and engaging assignments and assessments.

***ANAT 65203, 85203 Human Structure***

***7.5 credits***

Human Structure (HS) is a 16-week course for M1 and graduate students that includes multiple disciplines: gross anatomy, histology and microanatomy, some cell biology, and some radiology. The course emphasizes basic anatomical, histological, and embryological knowledge that has clinical importance. Course content is divided into five blocks, each with its own assessment. Each block contains all disciplines and is regionally organized, covering specific regions of the body. At the end of Block 5, there is a comprehensive exam with questions from the national NBME database.

***ANAT 65308, 85308 Medical Neuroscience***

***7.5 Credits***

This basic science course integrates basic information relative to the structure and function of the central nervous system with clinical material commonly encountered in the practice of medicine. The course begins with an introduction to the basic anatomy and physiology of the central nervous system and continues with an emphasis on functional concepts at the systems level. The later part of the course covers higher functions such as learning, memory, and emotions, and includes relevant psychiatry and neuropharmacology. Clinical correlation sessions are included in which case studies of patients whose central nervous systems are malfunctioning are discussed. A laboratory exercise spans the course to help integrate and relate concepts to actual nervous system structure. Offered spring semesters.

***COGS 65094, 85094 Independent Study***

***1-3 credits***

These are student-initiated experiences to pursue an area of interest not otherwise covered by a regular course offering in the area of global health, with the guidance of a NEOMED faculty member. Specific course identifiers are determined each semester as part of the course offering schedule build.

***COGS 65101, 85101 Research Method***

***3 credits***

This course is designed to develop knowledge and skill in health-related research methods. Course content will primarily be discussion of design, strengths, weaknesses, and application of various types of research trials. Additional content will include an overview of key bio-statistical concepts relevant to related research, ethical considerations in research, and strategies for disseminating the results of research. Learning strategies will include online lectures, required readings and discussion forums of key concepts and assignments. Real world examples of research will be provided by course instructors to facilitate discussion. The application of concepts learned will also be applied through completion of a longitudinal project beginning with an observation and culminating in the development and presentation of a study protocol.

***COGS 65301, 85301 Responsible Conduct of Research***

***1 credit***

Students will gain an understanding of the changing and growing need for educational and pragmatic program in professionalism and ethical conduct in research, graduate students, focusing their studies and careers in the medical, research, and technological sciences, are strongly encouraged to enroll in this course. Students will gain further knowledge about the history, structure, and organization of research. This program will guide students and fellows, as they progress through their graduate coursework/fellowships toward careers in medicine, science, and technology, toward a better understanding of core theories and values in professionalism and ethics as they apply to real-life experiences and situations.

***COGX 7095X Cross-Registered Courses***

***2-5 credits***

Cross-registered courses are taken at our partner universities through a consortium cross-registration agreement to fulfill requirements of the Integrated Pharmaceutical Medicine program. Course titles are manually edited to describe section content to extent possible.

**COGX 7095X KSU ST: Bioanthropology Data Analysis I**

*5 credits*

This course examines methods of univariate and bivariate experimental design. Emphasizes tests of hypothesis and estimation techniques with both classical and nonparametric procedures. (Course offered through KSU, Department of Anthropology, BMS 78687 via cross-registration).

**COGX 7095X KSU ST: Financial Accounting for Decision Making**

*2 credits*

This on-line course provides an in-depth study of financial accounting concepts and basic financial statements. It includes an examination of the significant accounting issues affecting financial reporting and their impact on analysis and interpretation of financial information for decision-making. Two online webinars through MBAmath, one on Accounting and another on Spreadsheets, must be passed at the 75% rate or higher before the start of this course. (Offered through KSU, College of Business Administration, ACCT 63037)

**COGX 7095X KSU ST: Health Informatics Management**

*3 credits*

This on-line course covers the areas encompassing health informatics management including the planning, selection, deployment, and management of electronic medical records (EMR), management decision-support and tracking systems (DDS), and other health information technologies (HIT). (Offered through KSU, College of Communications, HI 64158)

**COGX 7095X KSU ST: Leadership and Managerial Assessment**

*2 credits*

This on-line course helps students develop an understanding of the leadership process. Through critical thinking, class discussions and class activities, they build skills in leading others, leading themselves, and teamwork. (Offered through KSU, College of Business Administration, ACCT 64158)

**ETH 60302 Research Ethics**

*1 credit*

The purpose of this course in research ethics is to have students delve deeper into their Responsible Conduct of Research coursework, and lessons and issues discovered through their online CITI training. This course is for graduate students who aim to develop their critical thinking skills, refine their abilities to ethically analyze cases and issues, and utilize basic research and writing skills, including literature reviews, prospectus, thesis development, and logical analysis.

**ETH 60304 Clinical Ethics: Research, Policy & Practice**

*3 credits*

This course will cover several important issues in clinical ethics consultation, health care policy, and public health with a focus on various approaches to patient-centered and community-centered deliberation. The purpose of this course is to educate graduate students and health care professionals to understand the nature of clinical ethics consultations, hospital committee work, including the development and implementation of ethical guidelines and policies, and the different approaches to ethical decision-making and guidance.

**ETH 60305 Organizational Ethics**

*3 credits*

Organizational ethics is an area of study in health care management that focuses on ethical issues and conflicts among health care leaders, consultants, community and patient advocates, and health care organizations. The ethical dilemmas managers, board members, and stakeholders in the community may encounter affect decisions and practices on patients, providers, and others. These issues and dilemmas may include resource allocation and prioritization of healthcare resources, disclosure and management of risk, conflicts of interests, conflicts among values between providers and medical teams and the institutions they serve, and roles of institutions in social reform. Students will be exposed to many of these organizational ethical issues, as well as, be expected to navigate through dilemmas and provide resolution and/or recommendations when presented with cases and scenarios.

**ETH 60310 Pharmacy Ethics***1 credit*

This eight-week elective focuses on the intersections of pharmaceutical sciences, pharmacy practice and ethics. Students will utilize core ethical principles and theories in pharmacy ethics, identify ethical frameworks for guiding ethically and socially responsible decisions and develop critical thinking skills for current and future issues, such as conscientious objection, moral complicity with laws and regulations, public health issues in pharmacy practice, responsible conduct of pharmaceutical research, pharmacogenomics, among other topics and issues. This course begins in January and runs through the end of February.

**ETH 60311 Psychiatric Ethics***1 credit*

This elective course is offered every other year in November (two Saturday sessions) and involves an exploration into the philosophical and clinical dimensions of mental health and the practice of psychiatry. Students will be exposed to historical and contemporary issues and texts, and discuss topics ranging from the conceptualization of mental illness to boundary violations in the clinical setting. Students who wish to take this elective must read "Protest Psychosis" as a pre-required assignment/pre-requisite.

**ETH 60312 Primary Care Ethics***1 credit*

This is an elective course in bioethics where students will be exposed to a variety of ethical issues and dilemmas specific to primary care. In building upon clinical ethics content and theoretical foundational material, students will gain knowledge about the therapeutic relationship between primary care providers, patients, and their families, the role of virtue in caregiving, and ethical issues throughout the lifespan (from prenatal care to geriatrics). There are characteristics of the pediatric, adolescent and adult populations that present unique concerns and challenges that require careful ethical consideration. Throughout this course, we will explore these distinctive issues and identify the ethical tools necessary to deliberate on and assist in making decisions.

**ETH 60313 Research and Presentation***3 credits*

All students must complete a research paper on any global health topic. This course involves faculty mentored research that can be done at NEOMED or at another academic or clinical institution. The final paper must be of publishable and presentable quality. Students must present their research at the annual conference held on campus in the Spring semester to complete the program.

**ETH 60315 Surgical Ethics***1 credit*

Surgical Ethics is a 1 credit course that explores common ethical dilemmas and general topics specific to the medical specialty. The course covers a total of 6 units including: Informed Consent and Disclosure; Professional Self- Regulation; Innovation and Research; Conflicts of Interest and Commitments; High Risk Patients and Surgical Challenges; and, End of Life Technologies and Issues. The topics are based on those dilemmas most encountered by surgical residents and attendings, and the challenges of working with new technologies and protocols.

**ETH 60316 Pediatric Ethics***1 credit*

This course will explore the intricacies of a developing child, the role of the parent in healthcare decision-making for children and relationships with healthcare providers. This will include bioethical concerns at various time points in a pediatric patient's life (e.g., neonatal, infancy, childhood, adolescence, transition into adulthood) and in the context of different circumstances (e.g., acute care, chronic health conditions, end-of-life). Throughout this course we will explore these distinctive issues in the pediatric population and identify the ethical tools necessary to deliberate on and assist in making decisions.

**HSMG 60100 Pharmacy Seminar, Contemporary Issues***1 credit x 4*

This course is taken in four experiences, one per semester in the two-year curriculum. This course analyzes, discusses and debates contemporary issues in health-system pharmacy practice and administration, as well as the healthcare delivery system at a higher level. Each student will present one seminar topic during the semester to develop skills in making presentations and leading small group discussions. In addition to current issues in health-system pharmacy, each semester will also feature a different topic theme, such as leadership, communications, or strategic planning. Up to three (3) times per semester, thought leaders in pharmacy and/or healthcare are invited as guest speakers and stimulate discussion on current issues. Repeatable up to a maximum of 4 credits.

***HSMG 60102 Financial Management in Health-System Pharmacy***

*3 credits*

This course provides the practical application of principles of financial and managerial accounting to the financial management of hospital and health-system pharmacies. The processes of making managerial decisions based on financial analyses are demonstrated. Financial management skills are developed to optimize managerial decisions. The development of departmental budgets is demonstrated, including analysis of past performance, trends and forecasting for the future. This course explores financial concepts and tools to analyze and evaluate financial performance, including variance analysis.

***HSMG 60103 Medication Use Systems & Operations Management***

*3 credits*

This course explores, analyzes, and presents all key areas that comprise the medication use processes in contemporary health-system pharmacy practice and administration, as well as the healthcare delivery system at a higher level. Each student will participate in an individual project justifying a new service, product, position or request of similar nature, by developing a formal proposal for the justification and implementation of the requested service, position or product. The proposal will be presented to the rest of the class, course directors and/or guest evaluators. By the conclusion of the course, students will have obtained a deeper and broader understanding of the entire medication use process in a healthcare system. They will also understand the advantages and disadvantages of various methods to provide key services.

***HSMG 60104 The Healthcare System***

*3 credits*

This class provides an overview of the current forces and trends impacting the organization, financing, delivery and evaluation of healthcare services in the United States. Specific topics include the historical development of healthcare delivery in the US and the impact of societal and disease patterns on the organization of services; the general structure of facility and community-based care providers and systems; the intersection between public and private health sectors, the development of health policy; the assessment of healthcare delivery systems; and the roles of information technology in the transformation of healthcare.

***HSMG 60105 Innovation Project I***

*3 credits*

An innovation project is required in lieu of a thesis. The project must follow a research methodology and be of publishable quality in a peer-reviewed professional journal. The topic should be of current interest and importance to the student and his/her employer or the advancement of the practice of pharmacy and have application for direct improvement of patient care, systems improvement and/or direct cost savings/revenue generation to the employer. If the topic is appropriate, it must follow a research methodology.

***HSMG 60106 Personnel Management***

*3 credits*

This course provides instruction, discussion and debate to develop the knowledge and skills required of pharmacy managers to supervise and lead others. Students will focus on managing oneself for greater effectiveness, writing position descriptions, recruiting and interviewing candidates, avoiding discriminatory hiring practices, delegating responsibility, developing others to enhance performance, conducting performance appraisals, handling disruptive employees, managing conflict, managing change, building teams and managing stress. Students will also participate in a number of simulations to immediately apply the information and skills gained in class in order to enhance their ability to supervise and lead others.

***HSMG 60107 Innovation Project II***

*3 credits*

An innovation project is required in lieu of a thesis. The project must follow a research methodology and be of publishable quality in a peer-reviewed professional journal. The topic should be of current interest and importance to the student and his/her employer or the advancement of the practice of pharmacy and have application for direct improvement of patient care, systems improvement and/or direct cost savings/revenue generation to the employer. If the topic is appropriate, it must follow a research methodology.

***HSMG 60108 Effective Communications***

*2 credits*

This course discusses communication at the individual, department and organizational level. Review of communication frameworks (e.g. SBAR) and tools to facilitate optimal employee engagement will be utilized. Students will examine the impact of content, delivery, technology and generational differences on communication efficacy. Class interactivity and situational examples will be implemented to assist students in the essential skills of communication and active listening with particular focus on crucial conversations. Students will also have the opportunity to refine their writing skills with formal and informal documents including but not limited to email, text, performance evaluations, policies, and procedures.

***HSMG 60109 Integrated Business Strategy***

*3 credits*

Explores the integrative and cross-functional nature of strategy and decision making in a healthcare setting. Applies the principles of external and internal environmental analysis, strategic direction, identification of strategic alternative, implementation of strategy, and monitoring of strategy. Concepts of leadership, operational, financial, human resource management and managerial accounting are incorporated in the formulation of strategic plans.

***HUM 60301 Foundations in Medical Ethics and Humanities***

*6 credits*

This course introduces students to the disciplines of medical ethics and medical humanities. Taking a topical approach, students will examine how various disciplines analyze the relationships among health, medicine, and society, and consider in particular what the medical humanities can teach us about medical ethics, biomedical theory, and healthcare training and practice. Students will also develop historical, literary, philosophical, and rhetorical understandings of health and wellbeing while exploring how different individuals and cultures represent illness, suffering, disability, and death. By critically reflecting on these topics and issues, students will develop a greater understanding of their own values, beliefs, and attitudes regarding health and wellbeing.

***HUM 60303 Research Writing for Scholarship***

*3 credits*

This course introduces students to the necessary steps in preparing for literature research, participating in literature research, annotating and synthesizing literature research, and creating a formal review of the literature in preparation for writing a master's thesis. Discussed throughout the class will be: the construction of logical organization for academic papers, the reporting of data from published, peer-reviewed articles, reader-oriented writing, genre, precision, tone, and strategies useful for redrafting and editing. Specifically, this course will ask students to choose the format to write in, create a research question, a prospectus (with a short presentation), an annotated bibliography (presenting the research to the class), and a literature review over the course of eight weeks. The goal of this course is to refine students' existing research and academic writing skills with a focus on understanding the underlying principles of research and citation and beginning to apply these in discipline-appropriate assignments, recognizing and producing features appropriate to the academic genre, and creating contextual and cultural competence for writing the master's thesis.

***HUM 60306 Medical Rhetoric***

*3 credits*

This course introduces students to the concepts of medical rhetoric. Taking a themed approach, theory, textual, and practical, students will examine how words and meanings are important to medicine. Students will also consider medicine and health from a humanistic perspective. More specifically, we will investigate the rhetorical dimensions of medicine and health across interactional, institutional, and public settings. Our primary objectives will be to explore how our understandings of health and illness are influenced by rhetorical norms and practices; how provider-patient interaction structure health care opportunities and decision-making; how medical discourses contribute to or inhibit improved health care practices and policies; and what they reveal about the character and functions of rhetoric in shaping health and medicine.

***HUM 60307 Invalid Women***

*3 credits*

Western biomedicine has historically been dominated by male theorists and practitioners. How, then, has biomedical culture accounted for women's bodies, health, and illness? For other bodies deemed non-nonnative, including queer, trans, and non-binary bodies? Recent reporting on women's health issues and maternal mortality rates in the US, and the many personal narratives recounting inadequate attention to women-as-patients, suggests a deep-seated and ongoing problem with the way our medical system treats women. We will trace the evolution of long-standing narrative tropes and conventions that shape the stories we tell about women's bodies and health in literary fiction, popular culture, and medical discourse.



***HUM 60308 Healthcare Justice***

*1 credit*

Healthcare Justice is a one-credit hour, intensive weekend course offered in March. This course focuses on issues in healthcare justice such as the allocation and accessibility of healthcare resources, rural healthcare ethics and social determinants of ill health. This discussion-based course, which is required for all Certificate students, gives students the opportunity to collaborate and discuss interesting and difficult dilemmas in their own healthcare systems. Rigorous reading and writing assignments are given to students at the start of the spring semester in preparation for this course.

***HUM 60309 Healthcare Law***

*1 credit*

This course provides a foundation of the legal issues related to areas of healthcare. This course will introduce students to legal concepts and the leading approaches to analyzing the legal issues involved. The overall goal of this course is to provide students with basic legal understanding that can be applied to real world experiences and situations and that will aid them as they progress in their careers in medicine.

***HUM 60314 Social Determinants of Health***

*3 credits*

This eight-week course challenges students to explore global and local communities to evaluate social determinants of health (SDH) and their impact on persons and society, and their relationship to concepts of health and disease. The course begins with classroom discussions and self-directed activities that explore SDH and relevant concepts from global and local perspectives. Students will explore the local community and work with advisory experts to investigate those social determinants of health that have impacted population health.

***HUM 60317 Recipes for Health***

*1 credit*

Household recipe collections offer valuable insights into domestic medicine as practiced in early modern households. Bookshops featured printed compilations of medical and culinary recipes, and families often compiled recipe collections of their own, in manuscript form. Both print and manuscript recipe collections reflect the everyday workings of the household, which served as the center of medical care in early modern society. Doctors were scarce outside the city, and even those who living in metropolitan areas were rarely available to treat everyday. The collections, which incorporate cures from medical professionals as well as neighbors, thus reveal the era's domestic medical concerns and shed light on the treatments associated with disease and injury, while also offering valuable glimpses into dietary habits

***HUM 60397 Human Values Practicum Experience***

*1 credit*

Provides an opportunity for experiential learning and gives students a chance to connect academic learning to the work or missions of various cultural, business, and healthcare organizations. Introduces students to experienced professionals who can offer mentorship and help students' network with professionals in their respective fields. The selection of practicum sites is limited only by students' imagination and logistics. Students consult with NEOMED faculty for assistance in identifying each of the three-practicum sites. At each site, students work with appropriate supervisors to shape a work plan that will provide both an educational experience for the student and a useful project for the organization. Possible sites include, but are not limited to, the following: hospice organizations; museums, or other art institutions; public theaters; VA outreach programs; advocacy agencies for the disadvantaged. When possible, students are encouraged to tie their practicum experiences to their final paper for the Foundations in Medical Ethics and Humanities.

***IMS 65205, 85205 Physiological Basis of Medicine***

*5 credits*

The Physiological Basis of Medicine (PBM) course is designed to help students achieve an understanding of how the healthy cardiovascular, renal, respiratory, endocrine and gastrointestinal systems function. Your subsequent training will build on this foundation knowledge of normal organ function (physiology) to permit you to diagnose the causes of abnormal physiology (pathophysiology) and to pharmacologically (or surgically) return organ function toward normal. The purpose of PBM is to help you master normal physiology. Examples of disease (and pharmaceuticals used to treat them) will be used to demonstrate how various pathologies alter that organ function. Organ related case studies will further illustrate how pathologies alter normal function. Those case studies will also consider pharmacologic modification capable of returning that function to normal.

**IMS 65306, 85306 *Molecules to Cells***

*7.5 credits*

This basic science course enables students to describe the operation of the human body in health and disease at the most fundamental level possible, namely, the cellular and molecular level. Students will relate these operations to: 1) the utilization of food substances for the generation of energy in the body, 2) the relationship between clinical values and intermediary metabolism in disease processes, and 3) the flow of genetic information from genes to the organism within disease. Clinical correlations reinforce these concepts; however, the course focuses on the etiology and mechanism of diseases rather than on their diagnosis or treatment. (Cross-listed as IMS 71306). Offered spring semesters.

**IMS 65307, 85307 *Infection & Immunity***

*7 credits*

The objectives of this course are to teach medical students the basic concepts in microbiology, immunology and infectious disease as they relate to the overall human organism in health and disease. This course emphasizes basic concepts and principles of microbes and the immune system and focuses on clinical infectious disease in organ systems in the host. Antibiotics, microbial resistance and drugs acting on the immune system are also covered. Self-directed laboratory exercises as well as clinical computer problems and case-based learning are also part of the course. Offered fall semester 2019-20 for M2 students and spring semesters for M1 students.

**MAS 60500 *Introduction of Anatomical and Biomedical Imaging Modalities***

*3 credits*

Introduction to Anatomical and Biomedical Imaging Modalities is a multi-faceted course created to introduce students to the exciting and continually-evolving realm of medical imaging. The scope of the course encompasses all modalities of medical imaging, including general radiology, ultrasonography, computerized axial tomography (CT), magnetic resonance imaging (MRI), and nuclear medicine. The initial overview of each modality is presented in didactic lecture format by expert faculty. Next, under the tutelage of clinical faculty, modality-specific normal anatomy is reviewed as a prelude to interactive group discussions of clinical cases. Students are then given the opportunity to immerse themselves in clinical imaging experiences. Finally, students are tasked with creating brief presentations on topics derived from their modality-specific clinical.

**MAS 60502 *Seminar in Imaging Research and Pedagogy***

*1 credit*

A major component of the course is a journal club format focused on evidence-based research in imaging and pedagogy. Students will initially participate in didactic sessions to introduce the foundational concepts of evidence-based medicine and will ultimately present a critical analysis of a peer-reviewed journal article to the class. Students will also design case-based studies and clinical vignettes using best practices. Another focus of the class will be on current applications of imaging. Students will learn from guest speakers working in industry, academic research, and higher education.

**MAS 60503 *Capstone Project Design Methods***

*2 credits*

This course is designed to help students become familiar with the steps in proposing research topics, and to appropriately apply qualitative and quantitative methods to advance scholarship in anatomy/biomedical education and inquiry. After completing the course, students will be able to prepare a research plan, collect data, reconcile research questions with hypotheses through critical analyses of their findings, and then produce a well-organized project report. Students will also receive significant faculty feedback to guide the design and execution of their own capstone project.

**MAS 60504 *Capstone Project***

*2 credits*

The capstone project represents student effort on a 16-week project in basic or clinical anatomical research or anatomy education. Students may choose from a variety of formats to demonstrate scholarly merit in the application of modern imaging modalities or 3-D/virtual technologies. These include educational/research projects using qualitative methodologies such as case studies, focus groups, participant-observation OR basic science investigative projects relying on quantitative methods. Students may present their findings using a variety of strategies including oral and written formats.

**MAS 60505 Clinical Research Lab Rotation**

1 credit

A 16-week long laboratory rotation enhances the breadth of the graduate educational experience in the first year for M.S. degree-seeking students by exposing them to new techniques and paradigms in experimental design and analysis. These clinical or research lab rotations afford students exposure to the investigators and research staff working in what may become their thesis laboratory. The benefit of a laboratory rotation is not only intellectual. It has tremendous practical impact on the student's ability to move quickly into the thesis research project.

**MAS 60506 Ethical Conduct in Research**

2 credits

This course is for students to develop their critical thinking skills, refine their abilities to ethically analyze cases and issues, and utilize basic research and writing skills, including literature reviews, prospectus, thesis development, and logical analysis. During the course, students will work through research ethics situations and cases, identify gaps in research ethics literature, and identify an innovative or novel topic to further investigate. Course requirements include online and classroom case discussions, and a step-by-step guided process on examining research ethics issues, especially those concerning image capture/storage, image manipulation and image publication.

**MAS 60507 Teaching Practicum – Gross Anatomy**

3 credits

This supervised teaching experience will be focused on translating current learning theories grounded in sociocultural and contextual perspectives to interactions with adult learners in large and small group settings. Graduate students will be held accountable each week for developing and implementing active and engaging learning activities. Weekly formative teaching observations will be provided by faculty so that students receive constant feedback on their instructional effectiveness in the classroom and/or the gross anatomy teaching laboratory.

**MAS 60508 Teaching Practicum – Histology/Cell Biology/Pathology**

2 credits

This supervised teaching experience will be focused on designing appropriate and meaningful assessments, methods to develop medical students' critical thinking skills, facilitating independent student learning strategies and orchestrating group/team-based learning activities during the dedicated histology laboratory sessions.

**MAS 60510 Teaching Practicum – Medical Neuroscience**

2 credits

This is the final supervised teaching experience in the program. As a culminating experience, students will be asked to demonstrate best practices for the design of a variety of student engagement activities that require integration of biomedical science content with expertise in selection of appropriate imaging modalities. Students will be evaluated on their implementation of their designed curriculum modules using appropriate pedagogical strategies for adult learners in the neuroscience laboratory sessions.

**MAS 60511 Advanced Methods in Medical and Biomedical Imaging**

3 credits

Students will complete five clinical rotations that include advance techniques and case presentations in General Radiology, Computed Tomography, Magnetic Resonance Imaging, Ultrasonography and Nuclear Medicine. Each block consists of four weeks of instruction facilitated by clinical faculty, experienced residents and technologists at these clinical sites. The clinical instruction is complemented by didactic lectures and small group discussions led by NEOMED faculty emphasizing imaging physics, imaging safety, and both actual and virtual case-based patient presentations.

**MAS 60512 Biomedical Statistics**

3 credits

Biomedical Statistics will provide a practically-oriented overview of statistical techniques, assumptions and issues as they relate to biomedical research. It is a survey course rather than a comprehensive coverage of all available statistical methods. Further, it focuses on applying statistics to biomedical problems. The course will not necessarily explore rigorous mathematical treatments of statistical techniques but rather focuses on applications for the biomedical researcher. The goal of this course is to provide students with the skills and understanding to effectively and appropriately use statistical methods in your research. In sum, the course aims to build a working 'road map' of biomedical statistics.

**MAS 60514 Advanced Human Anatomy Dissection Techniques** 3 credits

Advance Human Anatomy is a laboratory course that will provide students a final opportunity for an in-depth review of human anatomy before graduation. Students will perform full-body cadaveric dissections in teams using a traditional regional anatomy dissection schedule. Each student will also be responsible for completing one specialty dissection that requires significant technical skill. Students will be evaluated on both their detailed knowledge of regional human anatomy and their dissection techniques.

**Thesis Credits (4-6 Credits)**

**MPH 60209 Public Health Research & Evaluation** 3 credits

Public Health Research and Evaluation is a theoretical and applied course on research methods. Students will critically review journal articles, create research questions, conduct comprehensive literature reviews, employ quantitative and qualitative research methods that fall within institutional review board parameters, develop and execute a data analysis plan. Culmination of coursework will be an individual oral presentation and mock journal article.

**MPH 60210 Global Health and Health Systems** 3 credits

This course will provide an overview of global health problems, including man-made and natural disasters, to provide the student with a perspective on how societies approach health and health care including cultural, economic and political factors. National systems from high and low resource nations will be examined. In addition to national systems, the roles played by transnational organizations, NGOs and the global marketplace will be explored.

**PCEU 65203, 85203 Pharmaceutics with Lab** 5 credits

This course introduces the pharmacy student to basic theory and principles applicable to functioning in a community pharmacy. There are two modules: 1) pharmaceutics and drug delivery systems and 2) pharmaceutics laboratory experience. In the first module, students will learn to formulate, design, compound and evaluate dosage forms and drug delivery systems needed for patient care. This module emphasizes the physiologic and drug formulation factors that influence extent and rate of drug release/absorption from various formulations. In the second module, students will learn the art of medication compounding in a laboratory setting. Dosage forms are prepared using patient profiles and appropriate auxiliary labels. Students will also learn important patient counseling points. The student is also introduced to the process of drug development and approval, including clinical trial descriptions. Offered fall semesters.

**PELE 652XX, 852XX, 652XX, 852XX, 653XX, 853XX Independent Research Elective** 1 credit

(Intended for the PharmD-PhD student to earn IPM credit for Pharmacy research)

Professional electives in the College of Pharmacy at NEOMED offer students an array of opportunities to experience environments that allow immersion in unique and interesting segments of the profession of pharmacy (including research) and to develop a more specialized understanding of these chosen fields. In choosing their electives, students will draw upon skills acquired in didactic and experiential on-campus courses preceding the elective experience. Elective courses offer students enriched experiences and opportunities to enhance their depth of knowledge in a focused area that may direct their future career choice and will serve them throughout their professional lives.

**PEMD 60401, 80401 Transitions to Pharmaceutical Medicine** 2 credits

The journey from bench-to-bedside for prospective drugs/devices is arduous, requiring heavy financial and resource commitments, stringent benchmarks, and large interdisciplinary research teams. This course is designed to provide the student with a comprehensive overview of the core activities involved in the discovery, development, testing, and approval processes required in bringing a drug or medical device to market. Course content will include discussions of concept generation/target identification, research/development, pre-clinical/clinical testing, and FDA approval/regulation. Content will be delivered using a blend of online lectures, readings, and assessments. Successful completion of the course will be dependent on the student applying cumulative course knowledge and principles to a case study for which the student will assess and critique whether a drug/device has met the necessary benchmarks for approval.

**PEMD 60402, 80402 *Pharmaceutical Medicine Seminar***

*1 credit*

This seminar course has been structured as a “journal club” to provide students with a forum in which they read and discuss primary research that is broadly applicable to pharmaceutical medicine. Students are exposed to foundational concepts in research science, become comfortable discussing research science with their colleagues, and practice presenting scientific information to audiences. Students’ present primary research literature that all students are required to read and discuss. The course also includes attendance at the weekly seminar series for the department in which the student’s advisor resides.

**PEMD 60403, 80403 *Research Writing***

*2 credits*

Writing abstracts for conferences and research papers for publication is the cornerstone of disseminating experimental findings. This graduate level course provides the venue to develop and hone research-writing skills to communicate scientific information in a clear, accurate and persuasive manner. Scientific writing is unique in its point of view and voice (third person and passive); therefore, it requires practice to achieve. Given the investment, it would require of faculty to help students build this skill on an individual basis, the training this course will provide is of use to both faculty and students. This course is not designed to replace mentor-directed advice/teaching/guidance/training in writing, but to provide a foundation that will make this effort less painful and time consuming. In addition, it will organize students to be better prepared to consider positions in the private sector; e.g. in medical communications, clinical research or medical affairs, as well as in the academic arena. Good writing habits are a learned skill that require generating drafts/revisions and this basic principle is used throughout the course. There are no prerequisites.

**PEMD 60405, 80405 *Special Topics in IPM***

*2-5 credits*

Special Topics courses are the designation given to courses offered sporadically by faculty teaching a cohort of IPM students interested in the topic. Different section identifiers are used when more than one special topics course is being offered in the same semester that has the same content, but different credit values or when offered by multiple partner institutions.

**PEMD 85401 *Patient Care Fall (Required for MD/PhD)***

*1 credit*

**PEMD 85402 *Patient Care Spring (Required for MD/PhD)***

*1 credit*

(Offered in conjunction with the College of Medicine)

Patient Care Connection is the clinical bridge for students who are engrossed in their PhD work after having finished at least their M2 year. The course is designed to keep the student up to date on basic physical exam and interviewing skills as well as clinical problem-solving skills.

**PHDD 65205, 85205 *Intro to Pharm Sci***

*5 credits*

The purpose of this introductory team-taught course is to provide the pharmacy student with an overview of the various interdisciplinary areas of pharmaceutical sciences – *pharmaceutical chemistry, pharmaceuticals, pharmacokinetics, pharmacodynamics, pharmacogenomics, pharmacology, toxicology, drug discovery and FDA approval*. The course introduces the process of drug discovery and development in the modern era of personalized medicine. The course covers different aspects of basic and applied sciences that are involved in drug candidate identification, and activity/toxicity testing. The course provides an introduction to design, delivery, formulation, mechanism of action, disposition, and discovery of drugs. The primary mission of the course is to provide the student an appreciation and understanding of the “*how*” and “*why*” of drug function. Upon successful completion of this course the student will have sufficient background knowledge of the aforementioned topics which will be extremely useful in subsequent courses offered in the pharmacy curriculum.

**PHDD 65305, 85305 *Principles Drug Body Interactions***

*4 credits*

The purpose of this course is to provide the pharmacy student with a basic introduction to pharmacology and toxicology: the effects of drugs and toxicants on living systems. The course will emphasize mechanisms, including molecular and physiological bases of drug actions (pharmacodynamics) and mechanisms associated with absorption, distribution, metabolism and excretion [(ADME), pharmacokinetics]. Students will be introduced to molecular therapeutics, pharmacogenomics, and personalized medicine.

**RES 60398 Master's Thesis I**

*3 credits*

Students will identify a topic to be explored and work with a faculty advisor to refine the topic, create a prospectus, do a comprehensive literature review, and create an outline for the Master's Thesis. Some students may begin the introduction chapter of the Master's Thesis during this time. Students will be evaluated on each of the identified components. Students at this stage may also be submitting applications for the IRB review (human subject's research), particularly if qualitative and quantitative design methods may be employed. Master's Thesis I is Pass or Fail; a letter grade is not assigned.

**RES 60399 Master's Thesis II**

*3 credits*

Students will complete the major chapters and/or finalize data collection and analysis (if engaged in qualitative and/or quantitative research). The final compiled Thesis (traditional or project format) is due at the end of this course. It is strongly encouraged that all MA students present in the Annual Bioethics and Humanities Conference at NEOMED, or comparable venues on a national level. The final thesis must be of high quality, i.e., complete and publishable.

**RES 75098 Research**

*1-8 credits*

This course provides Master degree and PhD candidates the opportunity to earn research credit while building the skills and learning the techniques that will allow them to embark upon their thesis or dissertation research. This course is designed to be taken concurrently with didactic coursework and continuing beyond the completion of didactic coursework, but prior to Thesis Research or Dissertation Research. The Research course is taken with the student's major advisor as the primary instructor. Master's students in the Integrated Pharmaceutical Medicine program must have 15 credit hours of Research while PhD students must have 30 credit hours of Research in order to fulfill the requirements of the program.

**RES 65199 Thesis Research**

*1-10 credits*

This course has been developed to provide master's degree candidates an opportunity to earn research credit toward performing research experiments, documenting their results, and performing data analyses that will form the basis of their thesis work. This course is meant to be taken once the master's degree candidate has successfully completed his didactic coursework. This course will be taken by the master's degree candidate every semester after coursework completion and before the thesis defense. The credit hours assigned to this course can vary; however, master students must have 10 credit hours of Thesis Research in order to fulfill the requirements for a master's of science in the Integrated Pharmaceutical Medicine program. The maximum number of thesis research credits a student can earn is 15.

**RES 80199 Dissertation Research**

*1-8 credits*

This course has been developed to provide doctoral candidates an opportunity to earn research credit toward performing research experiments, documenting their results, and performing data analyses that will form the basis of their dissertation work. This course is meant to be taken once the doctoral candidate has successfully defended his Prospectus, the dissertation plan. This course will be taken by the doctoral candidate every semester after the Prospectus defense and until the completion of the Dissertation defense. The credit hours assigned to this course can vary; however, doctoral students must have 15 credit hours of Dissertation Research in order to fulfill the requirements for a Doctor of Philosophy (PhD) in the Integrated Pharmaceutical Medicine program. The maximum number of Dissertation Research credits a student can earn is 20.

## COGS SHARED COURSES

The following courses are COGS general courses shared by all College of Graduate Studies programs.

Subject Code	Course Number	Course Title	Course Credit
COGS	65101 / 85101	Research Methods	3
RES	65199	Thesis Research	Varies
RES	65098	Research	Varies
RES	85199	Dissertation Research	Varies
COGS	65301 / 85301	Responsible Conduct of Research	1
COGS	65094 / 85094	Independent Study	1 to 3

## SHARED PROFESSIONAL COURSES

The courses listed below are cross-listed or dual-listed professional courses from the College of Medicine and College of Pharmacy that are also available to COGS students.

Subject Code	Course Number	Course Title	Course Credit
ANAP	65203 / 85203	Human Anatomy Physiology and Pathophysiology 1	5
ANAP	65303 / 85303	Human Anatomy Physiology and Pathophysiology 2	5
ANAT	65103 / 85103	Foundations of Human Development	3
ANAT	65203 / 85203	Human Structure	7.5
ANAT	65308 / 85308	Medical Neuroscience	6
IMS	65205 / 85205	Physiological Basis of Medicine	5.5
IMS	65307 / 85307	Infection & Immunity	7
IMS	65306 / 85306	Molecules to Cells	7.5
PCEU	65203 / 85203	Pharmaceutics with Lab	5
PELE	652XX / 852XX	Pharmacy P2 Elective	1
PELE	632XX / 832XX	Pharmacy P3 Elective Fall	1
PELE	653XX / 853XX	Pharmacy P3 Elective Spring	1
PHDD	65205 / 85205	Intro to Pharm Sci	5
PHDD	65305 / 85305	Principles Drug Body Interactions	4

## ASSISTANTSHIPS AND GRADUATE APPOINTMENTS

**Research Assistantship**—service appointment where graduate students are expected to assist a faculty member in his or her research or other scholarly activities. No teaching or service responsibilities are assigned to full time Research Assistants.

**Teaching Assistantship**—service appointment where graduate students are expected to assist a faculty instructor of record (e.g., lecture, laboratory, grading) for an assigned course.

## GRADUATE APPOINTEE INVOLVEMENT IN GOVERNANCE

Graduate student appointees shall be represented at appropriate levels of university governance in order to ensure a healthy exchange of ideas among students, faculty, and administration, and to utilize the valued counsel of graduate students. The principal guideline should be that graduate appointees participate in policy decisions, not including personnel matters.

## CURRICULUM COMMITTEES

Graduate student appointees shall be represented on curriculum committees. The number of representatives, their qualifications, and their mode of selection shall be determined by the College. The committee chair shall identify those meetings or parts thereof for which attendance by graduate student appointees is not expected.

## GRADUATE FACULTY COUNCIL

Graduate students shall be represented by voting member(s) on Graduate Faculty Council. The number of such students and their qualifications shall be determined by the graduate faculty. They shall be nominated by program directors and approved by the Graduate Faculty Council. The council chair shall identify those meetings or parts thereof for which attendance by graduate student appointees is not expected.

## UNIVERSITY COUNCIL

Graduate appointees shall be invited to and included in University Council. The University Council president shall identify those meetings or parts thereof for which attendance by graduate student appointees is not expected.

## GRADUATE SERVICE APPOINTMENTS

In order to be eligible for a graduate appointment, a student must be enrolled in a specific degree program. A full-time graduate teaching assistant or graduate research assistant is expected to devote 20 hours per week (or equivalent assignment; approximately 300 hours per semester) in service and to enroll for a minimum of nine credit hours per semester. The tuition remission for an appointee should cover a full-time student's enrollment. The 20 hours of service can include a mixture of committee service, and research or teaching assistantship. The teaching assistantship burden for certain courses (see Appendix I) is such that participation in such a course can fulfill the annual service requirement for a graduate student appointee.

Appointments or reappointments, including tuition remission, are not automatic, but are contingent upon good degree progress and satisfactory performance of duties as determined by the grantor of the tuition remission and/or stipend.

### Categories of Graduate Service Appointments

The graduate appointments outlined below are intended to provide minimal support to enable a student to spend the maximum amount of time in the pursuit of his/her graduate studies with the objective of completing the degree in the shortest amount of time. To this end, it is considered inappropriate for a full-time graduate appointee to be engaged in substantial additional employment. Except in unusual circumstances and with the approval of the Dean of Graduate Studies, a graduate appointee may not hold an additional formal appointment through which the total commitment of service at Northeast Ohio Medical University exceeds 20 hours per week.

### *RESEARCH ASSISTANTSHIP (RA)*

A student receiving a Research Assistantship is expected to assist a faculty member in his or her research or other scholarly activities. No teaching or service responsibilities are assigned to full time Research Assistants.

### *TEACHING ASSISTANTSHIP (TA)*

A student receiving a Teaching Assistantship is expected to assist a faculty instructor of record (e.g., lecture, laboratory, grading) for an assigned course. The responsibilities of a teaching assistant include the following:

- Meeting with course instructor(s) before the beginning of the course to establish organizational guidelines for the course.
- Meeting on a regular basis with the course instructor(s) and other teaching assistants in the course(s) to ensure on-going communication regarding student progress as well as course activities.
- Attending class meetings.
- Exam preparation.
- Grading of exams and/or papers.
- Copying course materials such as exams, syllabi and handouts.



In addition to the appointments listed above, a graduate student's advisor can choose to fully support a student by providing a stipend equivalent to that provided by the College of Graduate Studies. In such a case, the graduate appointment service requirement will be waived.

## Evaluation of Performance

The College of Graduate Studies shall establish effective means of evaluating and documenting the teaching and other duties performed by each graduate appointee, who has a service commitment, in order to aid the professional growth of the appointee. This evaluation and documentation shall be used for the purpose of counseling the graduate appointee and to assist in making decisions regarding reappointment.

## COLLEGE OF GRADUATE STUDIES POLICY

Northeast Ohio Medical University affirms its adherence to the following College of Graduate Studies policy that is designed for new appointees:

Acceptance of an offer of financial aid (e.g., a graduate assistantship) for the next academic year by an actual or prospective graduate student completes an agreement which both student and College of Graduate Studies expect to honor. In those instances in which the student accepts the offer to matriculate by April 15 and subsequently desires to withdraw, the student may submit in writing a resignation of the appointment at any time through April 30. However, an acceptance given or left in force after April 30 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution should accompany every assistantship offer.

## REAPPOINTMENT, DISMISSAL AND RESIGNATION POLICY

At the time of the initial notification of appointment, the College of Graduate Studies shall clearly communicate its policy on limits on the number of years of support at the master's and doctoral levels. Reappointment is determined by the College of Graduate Studies. Reappointment may be available, contingent upon good progress toward completion of the degree and satisfactory performance of duties. If a service appointee is not to be reappointed, the student will be given written notice informing him or her of the non-reappointment and of the reasons therefore. Notices of non-reappointment and of reappointment will be given to students no later than April 30. During the semester in which an appointee receives a master's degree, the student must apply and be accepted into a doctoral program in order to be considered for further appointments at NEOMED. A student may not simultaneously hold a graduate appointment and a full-time fellowship or other appointment from a non-university source.

Dismissal is the termination of the contract for cause. Dismissal may be affected for the violation of the terms of the appointment. The College of Graduate Studies, with direction from the program, will give written notice of a recommendation for dismissal to the appointee along with the reasons for the recommendation. If a student is dismissed for academic reasons, then the appointment is terminated at that time. Any service appointee who has not been reappointed or has been dismissed may appeal the decision. The appeal must be initiated in writing to the Dean of the College of Graduate Studies within one week of non-reappointment or dismissal.

Notification of resignation by a service appointee is expected to be early enough to avert serious detriment to the university. An appointee intending to resign should give written notice to the program director and the Dean of the College of Graduate Studies as early as possible. The appointee may inquire into and consider the acceptance of an appointment elsewhere anytime and without previous consultation. It is agreed, however, that if a definite offer follows, the appointee shall not accept it without giving such notice, in writing, as is indicated in the previous provision (Section IV).

## GRADUATE APPOINTMENT SERVICE COMMITMENT

At NEOMED, a graduate appointment is granted to a graduate student in order to give that student partial financial assistance and support for graduate study and to obtain a service commitment which will be both beneficial to the student's professional needs and goals and to the University's endeavors. The role of a graduate appointee is often that of both student and instructional colleague.

A graduate appointee who holds an academic year full time appointment is expected to provide service to the College of Graduate Studies which approximates 20 hours per week for a total of 300 hours per semester. This may include assignments during the week prior to classes and/or during exam week.

If necessary, to have the graduate assistant work the week before classes start, the week after classes end, or during breaks, the weekly hours need to be adjusted so no weekly total exceeds 25 hours and the total hours worked does not exceed the required hours of commitment. Such arrangements should be understood by the appointee and the appointing unit at the outset of the appointment period.

In all instances it is expected that the appointee and the appointing unit will strive to ensure that the service commitment is beneficial to the appointee's professional growth and is commensurate with the mission and goals of the appointing unit and of the University.

## GRIEVANCE PROCEDURE

To provide guidelines and methods for resolving complaints by graduate appointees of actions by faculty members or administrators which may be in violation of the "Policy on Role and Status of Graduate Student Appointees."

### *RESOLUTION*

If an issue cannot be resolved through informal conversations between the graduate appointee and other interested parties following reasonable attempts to achieve resolution, the graduate appointee may initiate a formal complaint by notifying, in writing, the Dean of the College of Graduate Studies.

The Dean of the College of Graduate Studies may impanel an ad hoc grievance committee to resolve the complaint. The committee shall be comprised of graduate faculty members who are able to render a disinterested judgment. The committee will make a recommendation to the Dean of the College of Graduate Studies as to the disposition of the complaint.

### *APPEAL*

If the graduate appointee is dissatisfied with the resolution decided by the Dean of the College of Graduate Studies, he or she may appeal the decision, in writing, to the Ombudsman. The Ombudsman may render a final decision based upon the record and information submitted by the complainant and the Dean of the College of Graduate Studies or may appoint an ad hoc grievance committee which will hear the complaint and make recommendation to the Dean for its resolution. In either case, the Dean of Graduate Studies is the final determinant.

## Responsibility for Compliance

The Dean of the College of Graduate Studies will be responsible for assuring compliance with this document within the College, with the Dean of the College of Graduate Studies having overall university responsibility.

# COLLEGE OF MEDICINE

## ACCREDITATION – COLLEGE OF MEDICINE

The Liaison Committee on Medical Education (LCME) is solely responsible for accrediting programs that lead to the M.D. degree. Accreditation by the LCME is required to receive federal grants and to participate in federal loan programs. State boards of licensure require physicians to be graduates of LCME-accredited medical schools.

The College of Medicine is fully accredited by the LCME. The last comprehensive site visit took place in March 2011. The LCME continued the accreditation of NEOMED's education program leading to the M.D. degree for an eight-year term. An LCME comprehensive site visit took place during the 2018-2019 academic year.

## MISSION STATEMENT – COLLEGE OF MEDICINE

The College of Medicine at NEOMED, through education, research and public service inspires medical students to become exemplary patient care centered physicians. We seek to improve the health and quality of life of the communities of Ohio and beyond, including those both diverse and underserved.

## HISTORY – COLLEGE OF MEDICINE

In August 1973, the Ohio General Assembly passed legislation establishing a College of Medicine made up of a unique affiliation of three state-supported universities in Northeastern Ohio — the University of Akron, Kent State University and Youngstown State University.

In 1974, Rootstown was chosen the site for the basic medical sciences campus. In 1975, 42 students were selected for the charter class and began undergraduate studies at the three partner universities. In September 1977, charter class members began the medical phase of their studies at the newly completed Rootstown campus, with the class size increased to 48 by the addition of students who had already completed a traditional premedical curriculum. Commencement for the College's charter class occurred May 26, 1981. Since that time, the College's class size has increased to 160 students.

The overall goal of the College of Medicine is to graduate well-qualified Doctor of Medicine who will be able to excel in any field of specialization, but who have had significant orientation to the principles and practices of primary care in the community setting.

## PROGRAM OBJECTIVES – COLLEGE OF MEDICINE

The goal of the educational program at the College of Medicine is to graduate qualified physicians oriented to the practice of medicine at the community level, with an emphasis on primary care. Graduates must demonstrate the biomedical, psychosocial, and cultural knowledge, skills and values needed to practice successfully and to fulfill their responsibilities to their patients and their communities. These overall objectives of the educational programs cover the broad outcomes we expect of all students before their graduation. Our educational program goals, and goals and objectives at the level of courses, clerkships and preceptors give full meaning to these overall expectations. Based on the general physician competencies specified by the Association of American Medical Colleges, the NEOMED College of Medicine program goals expect that all graduates can:

1. **Patient Care:** Provide patient-centered care that is compassionate, appropriate, and effective for the treatment of health problems and the promotion of health.
2. **Knowledge for Practice:** Demonstrate knowledge of established and evolving biomedical, clinical, epidemiological, and social-behavioral sciences, as well as the application of this knowledge to patient care.
3. **Practice-based Learning and Improvement:** Demonstrate the ability to investigate and evaluate their care of patients, to appraise and assimilate scientific evidence, and to improve patient care continuously based on constant self-evaluation and lifelong learning.
4. **Interpersonal and Communication Skills:** Demonstrate interpersonal and communication skills that result in the effective exchange of information and collaboration with patients, their families and health professionals.

5. **Professionalism:** Demonstrate a commitment to carrying out professional responsibilities and an adherence to ethical principles.
6. **Systems-based Practice:** Demonstrate an awareness of and responsiveness to the larger context and system of health care, as well as the ability to call effectively on other resources in the system to provide optimal health care.
7. **Interpersonal Collaboration:** Demonstrate the ability to engage in an interprofessional team in a manner that optimizes safe, effective patient and population-centered care.
8. **Personal and Professional Development:** Demonstrate the qualities required to sustain lifelong personal and professional growth.

## TECHNICAL STANDARDS – COLLEGE OF MEDICINE

### Technical Standards for Admission, Continuation and Graduation

The NEOMED College of Medicine (COM) strives to provide all students with the training to become qualified physicians prepared to enter any residency program and for the subsequent contemporary practice of medicine in accordance with the standards specified by the Liaison Committee on Medical Education. As such, faculty are responsible to develop and implement a medical curriculum designed to educate humane physicians for the highest standards of the practice of medicine.

Preparation and training to become a physician requires each student to understand and to meet the Technical Standards Required for Admission, Continuation and Graduation identified below without or with a reasonable accommodation(s) that do not fundamentally alter the curriculum. The faculty has developed the course requirements and activities to provide critical elements of physician training. It is expected that students will be able to participate in all course activities (including but not limited to lectures, seminars, laboratories, clinics, physical examinations, patient procedures) and adhere to individual hospital rules and regulations as well as COM policies regarding these activities. Learning is based on active student participation rather than simple observation and/or note taking.

A candidate (and active student, hereafter referred to as candidate) for the Doctor of Medicine degree must be able to demonstrate intellectual-conceptual, integrative, and quantitative abilities; skills in observation, communication, motor functions; and mature behavioral and social attributes. While technological compensation, interpreters and/or other reasonable accommodation will be made for some disabilities, a candidate must be able to perform in a reasonably independent manner using his or her own intellect, judgment and diagnostic reasoning skills.

NEOMED embraces diversity and recognizes the value that individuals with disabilities add to the student body and institution and has included disabilities specifically in its diversity statement. It is our experience that individuals with disabilities as defined by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act have successfully completed the curriculum of the NEOMED College of Medicine with the support of reasonable accommodations and are engaged actively in clinical practices.

The following Technical Standards describe the non-academic essential qualifications required, in addition to academic achievements, for successful completion of the Educational Program Objectives of the NEOMED College of Medicine.

#### Observation

The candidate must be able to observe demonstrations and experiments in the basic sciences, including but not limited to physiologic and pharmacologic demonstrations in animals, microbiologic cultures, and microscopic studies of microorganisms and tissues in normal and pathologic states. A candidate must be able to observe examinations and procedures in the clinical environment and be able to read test results such as electrocardiograms (EKG) and x-rays. A candidate must be able to observe a patient accurately at a distance and close at hand. Observation necessitates the functional use of the sense of vision and somatic sensation. It is enhanced by the functional use of the sense of smell.

#### Communication

A candidate must be able to communicate effectively in English, and to observe patients in order to elicit information, describe changes in mood, activity and posture, and perceive nonverbal communications. A candidate must be able to communicate effectively and sensitively with patients. The candidate must be able to communicate effectively with all members of the health care team.

**Motor**

Candidates must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion and other diagnostic maneuvers that comprise a complete physical examination. A candidate must be able to perform the basic and advanced clinical procedures that are requirements of the NEOMED College of Medicine curriculum. A candidate must be able to execute motor activities reasonably required to provide general care, to perform diagnostic procedures and to provide emergency treatment to patients. Examples of emergency treatment and motor functions reasonably required of physicians include but are not limited to:

- performing cardiopulmonary resuscitation/basic life support (CPR/BLS) and advanced cardiac life support (ACLS), and applying pressure to stop bleeding,
- administering injections, and starting intravenous lines and administering intravenous medication,
- making incisions, suturing and tying knots,
- performing diagnostic procedures and examinations such as fundoscopic, otoscopic, breast, rectal and pelvic examinations. Such 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**

These abilities include measurement, calculation, reasoning, analysis and synthesis. Problem solving, the critical skill demanded of physicians, requires all of these intellectual abilities. In addition, the candidate must be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

**Behavioral and Social Attributes**

A candidate must possess the emotional health required for full utilization of intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive and effective relationships with patients. Candidates must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Commitment to excellence, service orientation, goal setting skills, academic ability, self-awareness, integrity and interpersonal skills are all personal qualities that are assessed during the admission and education process. Because the nature of medical education is based on a mentoring process, candidates are expected to be able to accept criticism and to respond by appropriate modification of behavior.

**Process for Assessing the Applicant's Compliance with the Technical Standards**

Applicants are required to attest at the time they accept an offer to matriculate, that they meet the College of Medicine's Technical Standards, and thereafter must attest on an annual basis that they continue to meet the Standards. These Standards are not intended to deter any student who might be able to complete the requirements of the curriculum with reasonable accommodations. Requests from applicants for reasonable accommodations in meeting the Technical Standards will be reviewed and considered by the School's committee that reviews requests for student accommodations. For additional information about the School's process for assessing an applicant's compliance with the Technical Standards, contact the Office of Student Services.

## ADMISSION – COLLEGE OF MEDICINE

### Doctor of Medicine (M.D.)

Individuals who wish to pursue a Doctor of Medicine degree (M.D.) may apply to NEOMED from a variety of pathways that best match their backgrounds. All potential candidates who have an interest in the College of Medicine are encouraged to open a personal admission portal at [Discover.neomed.edu](https://discover.neomed.edu).

The M.D. curriculum extends over four years and includes basic medical sciences, clinical sciences, community health sciences and psychosocial/behavioral sciences. Students are eligible to enroll in this degree program after completing a bachelor's degree or higher from any regionally accredited institution of higher education in the United States. Eligible candidates may apply for admission under one of four pathway programs:

- Traditional Admission (Both Early Decision and Regular Decision admission plans)
- Advanced Standing Admission (transfer admission as a rising M3 from another medical school upon successful completion of two years in medical school and passing the USLME Step 1 exam)
- Early Assurance Program - Undergraduate
- Early Assurance Program - Post-Baccalaureate

Regardless of pathway, application to medical school involves a rigorous process of evaluation of each applicant's focused academic preparation and a candidate's alignment with the mission of the Medical College and fit for a career in clinical medicine. Admission to medical school is a competitive process with the number of qualified applicants far exceeding the number of M.D. seats available. Candidates are solely responsible for meeting all deadlines and submitting all completed credentials according to application instructions and maintaining contact information for notices and updates in the official data sources. All candidates for the M.D. program must be a U.S. Citizen or Permanent Resident (latter must submit documentation of status during application process). In general, application to medical school occurs over the course of several months. Interested candidates are encouraged to begin preparing for the application process at least one year prior to the application deadline.

NEOMED practices continuous quality improvement practices in all admission processes. This includes a thorough annual review of student success outcomes and ongoing study of best practices. In support of this practice, NEOMED reserves the right to change admission policies and procedures on an annual basis for current and subsequent candidates applying for early assurance and admission to NEOMED without prior notice. Admission policies and practices for the current admission cycle will be made available through the Compass and the [www.NEOMED.edu](https://www.NEOMED.edu) domain at the time of annual Compass publication. Candidates should neither assume that admission guidelines, standards, policies, and practices in use for prior classes will apply to their admission cycle, nor assume that NEOMED is obligated to utilize past practices to evaluate the admission credentials of future classes. This practice also applies to candidates enrolled as students at NEOMED partner institutions yet to be offered early assurance. As NEOMED seeks students driven to excel and maximize their talents, future candidates for medical school are encouraged to perform at the level that will best represent their abilities rather than strategize in order meet minimum criteria that may not be in effect at the time of their application.

Pathway candidates granted early assurance shall have their future admission consideration to NEOMED subject to completion of requirements including, but not limited to, academic performance, successful completion of pre-requisite coursework, achievement of specified standardized testing requirements, and acceptable legal and professional conduct reflective of medical school expectations. All candidates must possess a baccalaureate degree before matriculation into the M.D. program in the College of Medicine.

## PRE-REQUISITE COURSEWORK

All candidates for admission to NEOMED as M1 students, regardless of pathway, are required to have successfully completed (C – or better) the following prerequisite courses prior to matriculation:

- One year of Organic Chemistry & Labs
- One year of Physics & Labs
- One year of Biology & Labs
- One semester of Biochemistry

All candidates for admission to NEOMED as M1 students, regardless of pathway, are encouraged to have successfully completed (C – or better) the following recommended courses prior to matriculation:

- Anatomy
- Calculus
- Cell Biology
- English Composition
- Genetics
- Immunology
- Microbiology
- Molecular Biology
- Physiology
- Sociology
- Statistics

## TRADITIONAL ADMISSION

Candidates who have or will have successfully completed a baccalaureate (often referred to as “four-year”) program of study from a regionally accredited institution of higher education in the United States, or from a Canadian university, prior to matriculation to medical school may be eligible to apply through the Traditional Admission pathway. Considerations for admission to the M.D. program may include demonstrated proficiency in appropriate coursework (as evidenced by cumulative grade point average, Biology, Chemistry, Physics, and Mathematics (BCPM) grade point average, individual course grades and success in prerequisite coursework), scores from the Medical College Admission Test (MCAT), predictive of timely promotion and USMLE Step 1 passage, and a commitment to both the field of medicine and the vision and mission of the College of Medicine. Candidates who possess the academic preparation, which demonstrates likely success in medical school, with goals and application credentials that suggest a strong affinity with the mission of the NEOMED College of Medicine, will be reviewed most favorably. Successful candidates may also reflect and demonstrate substantial characteristics representative of the mission and values of the College of Medicine as applied in a narrowly tailored fashion throughout the admission evaluation process. Personal interviews, by invitation only, are also a part of the applicant screening process.

Application procedures are outlined below. See the appropriate application instructions link from [www.neomed.edu](http://www.neomed.edu) for complete admission procedures and applicable and binding deadlines. Traditional Admission candidates are encouraged to review the most recent NEOMED M1 class profile as shared on [www.NEOMED.edu](http://www.NEOMED.edu) to self-evaluate their potential for an offer of admission. Traditional Admission candidates must complete the following steps to apply for admission:

(1) Traditional Admission applicants must first apply online through the American Medical College Application Service (AMCAS), located at [www.aamc.org](http://www.aamc.org). Deadline for receipt of the AMCAS application is November 1 of the year preceding anticipated enrollment for Regular Decision, and August 1 of the year preceding anticipated enrollment for Early Decision.

(2) Applicants must take the MCAT no later than the fall prior to the year of anticipated enrollment to be considered for admission. Additionally, the MCAT must have been taken within three years from the month of anticipated matriculation. Information on testing dates and registration may be obtained from MCAT, American College Testing Program, P.O. Box 4056, Iowa City, Iowa 52243, 319.337.1357, [www.aamc.org/students/mcat/](http://www.aamc.org/students/mcat/).

(3) All applicants are first screened to demonstrate a level of academic readiness deemed by the college to indicate possible preparedness to succeed in the rigors of medical school. Applicants that suggest promise are invited to complete a secondary application for admission through AMCAS. Secondary applications are offered via invitation only after screening. Only those who complete and submit the AMCAS Secondary Application by the deadline may continue in the admission process. Failure to complete the supplemental application process after invitation may constitute passive withdrawal of candidacy. The deadline for receipt of the supplementary materials is September 1 of the year prior to anticipated enrollment for Early Decision consideration, and December 1 of the year prior to anticipated enrollment for Regular Decision.

(4) Effective 2018, all College of Medicine candidates applying for admission, other than transfer students (advanced standing), are required to take the CASPer situational judgment test offered by Altus Assessments as part of their admission application credentials. CASPer is an online test which assesses for non-cognitive skills and interpersonal characteristics that we believe are important for successful students and graduates of our program and will complement the other processes that we use for applicant screening. The CASPer test is comprised of 12 sections of video and written scenarios. Following each scenario, you will be required to answer a set of probing questions under a time contract. The test typically takes between 75-90 minutes to complete. Each response is graded by a different rater, giving a very robust and reliable view of personal and professional characteristics important to our program. No studying is required for CASPer, although you may want to familiarize yourself with the test structure at [www.takeCASPer.com](http://www.takeCASPer.com), and ensure you have a quiet environment to take the test. The cost for taking the CASPer test is the responsibility of the student applicant.

Please visit [www.takeCASPer.com](http://www.takeCASPer.com) to familiarize yourself with the American Professional Health Sciences test (CSP10101). In order to take CASPer, you will be responsible for securing access to a computer with audio capabilities, a webcam, and a reliable internet connection on your selected test date. CASPer can be taken practically anywhere that you can satisfy the aforementioned requirements. No exceptions will be provided for applicants unable to take CASPer online due to being located at sites where internet is not dependable due to technical or political factors.

CASPer test results are valid for one admissions cycle. Applicants who have already taken the test in previous years will therefore be expected to re-take it. CASPer tests are offered on pre-determined dates available through [www.takeCASPer.com](http://www.takeCASPer.com). All admission candidates must plan ahead to ensure they do not postpone taking the CASPer test and miss important deadlines.

Traditional Admission applicants invited to submit the Secondary Application will receive more information regarding CASPer at the time of successful application screening. Candidates that do not complete the CASPer will not be eligible to interview with NEOMED.

#### TRADITIONAL ADMISSION - EARLY DECISION ADMISSION

Those Traditional Admission applicants to the M.D. program who consider NEOMED their first choice and are strongly aligned with its mission are encouraged to apply through the Early Decision Program (EDP). All Early Decision applicants must have MCAT and CASPer scores, apply through AMCAS by August 1, and have the secondary application complete and verified to the Office of Admissions by September 1 of the year prior to anticipated enrollment. Notification to the applicant regarding admission is given by October 1. If selected, an EDP applicant receives the benefit of early notification of acceptance and is, therefore, obligated to attend the NEOMED College of Medicine under American Association of Medical Colleges admission policy. If not selected for admission through the EDP program, applicants may then apply to other medical schools. For more information regarding consideration of whether the early decision program is right for you, visit <https://students-residents.aamc.org/>.



## TRADITIONAL ADMISSION - REGULAR DECISION ADMISSION

All Traditional Admission - Regular Decision applicants must have MCAT scores, apply through AMCAS by November 1, and have the secondary application complete and verified to the Office of Admissions along with CASPer test scores by December 1 of the year prior to anticipated enrollment. Notification to the applicant regarding admission is shared on a rolling basis. Traditional - Regular Decision Admission seats vary depending upon the promotion of pre-matriculating students from NEOMED partner pathway programs. Offers of admission may occur between November and August.

## ADVANCED STANDING (TRANSFER) ADMISSION

Students enrolled at other medical schools who desire to transfer to the College of Medicine into the M3 clerkship year may do so through application to the Advanced Standing Admission Program. Applicants will possess baccalaureate degrees or higher from regionally accredited post-secondary institutions in the United States and have successfully completed two years of coursework at their current medical school. Candidates must be in good academic standing at their current medical school and have passed the United States Medical Licensure Exam (USMLE) Step 1 examination to be considered for advanced standing admission. Applicants are considered for admission into NEOMED as third-year (M3) medical school students. The number of seats available for students applying for advanced standing varies from year to year based on attrition of currently enrolled students and is, therefore, limited. No more than 9 seats will be available in any one year. NEOMED does not guarantee that space will be available for advanced standing candidates. Applications for advanced standing are typically available through [www.neomed.edu](http://www.neomed.edu) beginning in December prior to the year of anticipated enrollment. The application deadline is typically May 1 prior to the fall matriculation date.

The Admissions Committee considers criteria such as official transcripts and official scores from the United States Medical Licensure Exam (USMLE) Step 1 as part of the candidate selection process. Applicants selected for interview complete an on-campus clinical skills assessment (CSA) to help determine their preparedness to start the M3 curriculum at NEOMED. The CSA has an associated fee that is assessed to each advanced-standing applicant who accepts an invitation to interview. The results of the CSA are used in combination with other assessments to guide the decisions of the Admission Committee. The determination of the number of available seats, if any, for advanced standing candidates is usually made in May prior to invitation for the clinical skills assessment. Transfer students (advanced standing) are not required to take the CASPer test.

Advanced standing (transfer) students who are offered admission have been determined by the College Admissions Committee as having fulfilled equivalent professional competencies as our native M2 students. Candidates not deemed clerkship-ready to NEOMED's standards as evidenced by the CSA will not receive an offer of admission. Once equivalencies and/or competencies are determined, the Admissions Committee provides that information to Enrollment Services. Upon matriculation, transfer credit equivalency is posted to the student's NEOMED transcript as either summative transfer credit amounts and/or an advanced standing class level notation rather than individual course equivalencies. For additional information about transfer credit practices, please refer to the Academic Policies section of this publication.

## EARLY ASSURANCE PATHWAY – COLLEGE OF MEDICINE

*Note: NEOMED no longer offers acceptance into the B.S./M.D. program with direct admission from high school or the Baccalaureate/M.D. program offering provisional admission to medical school. Please continue reading for information regarding early assurance to medical school at NEOMED.*

Effective with pathway students offered early assurance for the 2017-2018 application cycle (candidates that applied fall 2017 and thereafter), the College of Medicine offers early assurance of a future seat in medical school to currently enrolled students at selected partner colleges and universities. Early assurance is not a form of admission to the College of Medicine. Early assurance reserves a future seat in medical school should a candidate meet certain admission standards at the time of application. Early assurance pathway students are not yet admitted to NEOMED. At the time of Compass publication these include: The University of Akron, Baldwin-Wallace University, Bowling Green State University, Cleveland State University, Hiram College, Kent State University, and Youngstown State University. While the pre-health/pre-medicine program requirements and major areas of student vary by partner institution, all of these pathways lead to eligibility to apply to the same early assurance program and require candidates to adhere to consistent NEOMED admission guidelines and

procedures maintained across all partners. The number of early assurance seats will vary by partner. Please contact the designed pre-health advisor at each partner for more information when selecting an undergraduate college of choice.

### EARLY ASSURANCE UNDERGRADUATE PARTNER PATHWAY

The Early Assurance Undergraduate Partner pathway is a two-step process to admission at NEOMED in the College of Medicine as an M1 student. The first step consists of an undergraduate student applying to NEOMED to attain an offer of early assurance which reserves a future seat in medical school at NEOMED. This first step does not constitute an offer of admission to NEOMED. In general, the Early Assurance Undergraduate Partner pathway is designed for second year college students (sophomores) to apply. However, any student who has yet to graduate may be eligible to apply depending upon the curricular options and requirements associated with their college/university. These may vary by partner institution. The second step allows a student who has been granted early assurance to medical school the opportunity to apply for admission to claim that reserved seat. This second step is the actual process of obtaining admission to the College of Medicine at NEOMED. There are separate policies and procedures associated with each step. All Early Assurance pathways at NEOMED are binding and enforced through AMCAS. Candidates who have applied to other AAMC medical schools in addition to NEOMED at the time of Early Assurance application in AMCAS are subject to forfeiture of their early assurance.

### Applying for Early Assurance – Undergraduate (Step One):

Students currently enrolled at a designated NEOMED undergraduate partner institution may be eligible to apply for early assurance to NEOMED through the early assurance undergraduate pathway. Interested candidates should consult the designated pre-health/pre-medicine advisor at their college/university and review the NEOMED admission website for important procedures and deadlines during their first year of college enrollment well in advance of the application cycle. In order to be eligible for early assurance application consideration, students must meet all of the following application eligibility guidelines:

- Complete at least one academic year of full-time coursework in a degree granting program of study in academic residence at a partner university.
- Be enrolled at a partner college/university throughout the period of application consideration.
- Show successful completion of a minimum of 20 semester hours of coursework in the subject areas of Biology, Chemistry, Physics, and/or Math (BCPM) at the time of early assurance consideration. All graded courses must be completed with grades of “C-” or higher to count toward the 20 semester hour minimum. BCPM coursework completed at another institution may count toward the 20 semester hours if posted as transfer credit to the partner college/university transcripts. Advanced Placement and CLEP (testing by exam) credit earned may count toward the 20 semester hours if posted as BCPM course equivalent credit to the partner college/university transcripts.
- Possess a minimum overall/cumulative GPA of 3.4 or higher for all post-secondary coursework at the time of early assurance consideration. All GPA’s are calculated using AAMC practices which includes all graded course attempts. Any institutional academic forgiveness policies are not included in early assurance GPA calculations.
- Possess a minimum overall/cumulative BCPM GPA of 3.4 or higher for all post-secondary coursework in the subject areas of Biology, Chemistry, Physics, and Math at the time of early assurance consideration. All BCPM GPA’s are calculated using AAMC practices which includes all graded course attempts. Any institutional academic forgiveness policies are not included in early assurance BCPM GPA calculations.
- Possess an ACT Composite score of 26 or be enrolled in good standing in their institution’s designated honor’s college/program in lieu of that minimum ACT score. SAT results may be substituted according to the current ACT/SAT score concordance table. The ACT scores shall consist of the single best test instance (not super-scored). An eligible honor’s college/program should be available to undergraduates enrolled in all majors/programs of study in order to be recognized as institution-wide. Candidates that did not earn an ACT Composite score of 26 while in high school may re-take the ACT provided that new score is submitted by the official transcript deadline for early assurance consideration.
- Complete the CASPer test with scores made available to NEOMED at the time of the official transcript deadline for early assurance consideration. Completed applications without CASPer results shall not be eligible for interview consideration for the Early Assurance Undergraduate Program. CASPer is an online test which assesses for non-cognitive skills and interpersonal characteristics that we believe are important for successful students and graduates of our program and will complement the other tools that we use for

applicant screening. The CASPer test is comprised of 12 sections of video and written scenarios. Following each scenario, you will be required to answer a set of probing questions under a time contract. The test typically takes between 75-90 minutes to complete. Each response is graded by a different rater, giving a very robust and reliable view of personal and professional characteristics important to our program. No studying is required for CASPer, although you may want to familiarize yourself with the test structure at [www.takeCASPer.com](http://www.takeCASPer.com), and ensure you have a quiet environment to take the test. Please visit [www.takeCASPer.com](http://www.takeCASPer.com) to familiarize yourself with the American Professional Health Sciences test (CSP10101). In order to take CASPer, you will be responsible for securing access to a computer with audio capabilities, a webcam, and a reliable internet connection on your selected test date. CASPer can be taken practically anywhere that you can satisfy the aforementioned requirements. No exceptions will be provided for applicants unable to take CASPer online due to being located at sites where internet is not dependable due to technical or political factors. The associated fees for taking the CASPer test are the responsibility of the student applicant.

- Interested candidates must apply using the NEOMED early assurance application. Applicants must complete the entire application and submit **all** required credentials by the deadline for verification (including test results and official transcripts from all previously attended colleges.) As of the time of Compass publication the application fee is \$ 95.00 payable at the time of application.
- Interviews will be granted by invitation-only following application review. A successful in-person interview at NEOMED is required prior to offer of early assurance.
- Selection into the Early Assurance Undergraduate pathway is via an annual selective process. Early assurance offers will be made in April with a student response due in early May.

Students should view additional application information, including application deadlines, by visiting [www.neomed.edu](http://www.neomed.edu).

Early Assurance to the NEOMED College of Medicine requires students enrolled at partner colleges and universities to meet specified minimum academic and professionalism requirements. All students enrolling in early assurance pathways should do so with the clear understanding that they must possess a baccalaureate degree prior and meet all pre-requisite requirements prior to matriculation into the Doctor of Medicine degree program.

Students granted acceptance in to the Early Assurance Undergraduate Pathway may elect to utilize their status of early assurance to apply for admission to NEOMED for up to two years following their acceptance of the early assurance offer in May. The two years of eligibility is defined as the two immediately subsequent admission cycles following acceptance of early assurance. At the conclusion of two academic cycles the offer of early assurance is null and void if either unused or the candidate did not meet admission standards. Unlike prior College of Medicine pathway programs that included provisional admission, early assurance does not include a committee monitored progress and promotion process, and there is no committee process to appeal a candidate's failure to attain admission standards. Candidates should accept offers of early assurance only with the clear understanding that they must meet or exceed all of the admission requirements to secure admission to NEOMED or they shall not be admitted to medical school at NEOMED. Candidates may not petition nor appeal for a third year of early assurance for reasons of enrichment or academic remediation of deficiencies.

### Applying for Admission to the M.D. program after acceptance into Early Assurance Undergraduate (Step Two):

*Note: B.S./M.D. and Baccalaureate/M.D. students enrolled at undergraduate partner schools admitted into the NEOMED provisional admission pathways prior to 2018 should refer to their Committee on Academic and Professional Progress Phase 1 (CAPP Phase 1) requirements guides in effect at the time of their offer of provisional admission. The CAPP 1 requirements guide contains all continuation and promotion standards and processes still in effect for these legacy pathways. The following refers to Early Assurance pathways students who accepted offers in 2018. Effective with Early Assurance pathway students that accepted offers of early assurance in 2018, CAPP Phase 1 will no longer monitor the retention, promotion or dismissal of partner pathway students.*

Candidates granted early assurance through the Early Assurance Undergraduate pathway are required to complete the following in order to receive admission to the College of Medicine as M1 students:

- Students must follow all AMCAS Early Assurance plan application procedures and deadlines.
- Students must continue to attend the same undergraduate partner college/university where they were awarded early assurance. Early assurance is non-transferrable.
- Early Assurance Undergraduate students must attempt the Medical College Admission Test (MCAT) at least once prior to July 31 of the preceding year to be eligible for admission to NEOMED. E.g. – If a student is applying for fall 2021 admission, he or she must sit for the MCAT at least once by July 31, 2020.
- Early Assurance Undergraduate students must apply for admission through AMCAS using the Early Assurance admission plan prior to September 1 of the preceding year to be eligible for final admission to NEOMED. E.g. – If a student is applying for fall 2020 admission, he or she must apply for admission through AMCAS using the Early Assurance plan by September 1, 2020.
- Early Assurance students must be **on track** to successfully complete all required pre-requisite courses with a grade of “C-” or better to apply for admission to NEOMED.
- Early Assurance students neither re-take the CASPer test nor do they interview at the time of application for admission to NEOMED.
- Early Assurance Undergraduate admission decisions will be made by the NEOMED College of Medicine Admissions Committee in the October meeting. Candidates will receive an admission decision within two weeks.
- Candidates that do not meet their early assurance admission requirements in October review will have the following two options from which to choose:
  - Withdraw from binding NEOMED early assurance and forfeit their reserved seat in the NEOMED College of Medicine. Their applications will be rolled into the AMCAS Regular Decision pool for consideration by other AAMC allopathic medical schools prior to the November 1 deadline. Or;
  - Maintain their binding NEOMED early assurance status and request a second review of their application credentials by the NEOMED College of Medicine Admissions Committee. January review must be requested by the candidate, but it is granted automatically without need for appeal. Review data may include consideration of fall semester grades improving GPA/BCPM GPA and/or new MCAT scores. All January review admission decisions are final for the admission cycle and candidates that do not meet admission standards will be denied admission for that admission cycle. Denied candidates shall not be reviewed again.
- Early Assurance Undergraduate pathway candidates that choose to apply during year one of early assurance who are denied due to not meeting admission criteria may reapply for admission in year two of early assurance without penalty.
- Early Assurance Undergraduate pathway students shall meet all admission criteria, or they shall not be admitted to NEOMED as M1 students. Early assurance is null and void after two admission cycles.

## Early Assurance Undergraduate pathway admission criteria are as follows:

Complete all required pre-requisite courses with a grade of "C -" or better to matriculate to NEOMED. These required pre-requisite courses include:

- Two semesters of Organic Chemistry & Labs
- Two semesters of Physics & Labs
- Two semesters of Biology & Labs
- One semester of Biochemistry

Meet or exceed the following grade point average, BCPM (Biology, Chemistry, Physics, Math courses) grade point average, and minimum MCAT scores as follows for admission to NEOMED.

<b>If the Organic Chemistry/Pre-requisite Requirements are:</b>	<b>And the Required MCAT Score is:</b>	<b>Then the minimum BCPM GPA &amp; GPA is:</b>
<b>If no grade lower than B- in Organic Chemistry I or II or Labs</b>	<b>502 (+/- 2 CI = 500/504)</b>	<b>3.40</b>
<b>If at least one grade of "C+/C/ C-" in Organic Chemistry I or II or Labs</b>	<b>507 (+/- 2 CI = 505/509)</b>	<b>3.40</b>
<b>If all grades in Organic Chemistry I or II or Labs are "C-" or above</b>	<b>514 (+/-2 CI = 512 - 516)</b>	<b>3.25</b>
<b>If any grade(s) of "D +" or lower in Organic Chemistry is earned</b>	<b>Do not admit/denial</b>	<b>Do not admit/denial</b>
<b>If any grade of "F" in any required prerequisite is earned</b>	<b>Do not admit/denial</b>	<b>Do not admit/denial</b>

### Important Notes:

- "The Organic Chemistry/Pre-Requisite Requirements" pertains to any and all Organic Chemistry grades earned in courses or labs. Courses that AMCAS classifies as Organic Chemistry during the verification process shall comprise the Organic Chemistry category. These may include Organic Chemistry I, Organic Chemistry I Lab if a separate course, Organic Chemistry II, and Organic Chemistry II Lab if a separate course. For this purpose, in no case are grades forgiven or expunged if the course is re-taken and a higher grade is earned regardless of any undergraduate institutional academic forgiveness policies.
- All grade point averages and BCPM grade point averages are calculated using AMCAS policies and practices. Essentially, in no case are grades forgiven or expunged if the course is re-taken and a higher grade is earned regardless of any undergraduate institution's academic forgiveness policies. AMCAS data is considered official for all GPA decisions.
- "CI" in the "Required MCAT Score" section refers to "Confidence Interval". NEOMED will recognize the AAMC Confidence Intervals in effect at the time of AMCAS Early Assurance Application for Admission. At present, the MCAT Confidence Interval is plus or minus two points. This means that while the minimum required admission score is a 502 for any single sitting of the MCAT, NEOMED will recognize that a score of 500 is sufficient to meet NEOMED's Early Assurance Admission standards. The same pattern is in effect where a score of 505 will be interpreted as meeting the 507 minimum and a score of 512 will be recognized as meeting the 514 minimum score.
- All MCAT scores will consist of the best total score of all four sub-test scores summed from a single test date sitting. A candidate's AMCAS Early Assurance Application for Admission dataset will be the official source of MCAT data. NEOMED does not require EAP candidates to meet minimum MCAT sub-score thresholds.
- Grade point averages and BCPM grade point averages will be evaluated at the time of an Offer of Admission. Once a candidate meets the threshold at the time of admission, the GPA/BCPM GPA will not be re-reviewed unless there is a significant decline.
- Candidates that receive a grade in a course that results in a "Do Not Admit/Denial" condition are advised to proactively initiate a withdrawal from early assurance and pursue other alternative paths to medical school rather than delay enforcement of this condition when discovered in the AMCAS Early Assurance Admission process.

All offers of admission are contingent upon the successful completion of remaining prerequisite coursework. Academic performance that deviates significantly from that which secured admission may be revisited by the Admission Committee for consideration, including rescission of admission. Serious professionalism issues, such as convictions and/or academic misconduct may be revisited by the Admission Committee for consideration, including rescission of admission. Upon matriculation to NEOMED to begin the M.D. program of study, degree requirements are the same for all M.D. students. Candidates are solely responsible for understanding and adhering to all procedures and deadlines.

### EARLY ASSURANCE POST-BACCALAUREATE PATHWAY

The Urban Health Partnership Early Assurance Post-Baccalaureate pathway is a cooperative venture between NEOMED and Cleveland State University. The pathway features a primary care focus for those who intend to practice medicine in urban health environments. Students who have or will have successfully completed a baccalaureate (often referred to as “four-year”) program of study from a regionally accredited institution of higher education in the United States prior to matriculation to medical school may be eligible to apply.

Successful candidates will enroll into a two-year, post-baccalaureate program of study at Cleveland State University. All students enrolling in the Early Assurance Post-Baccalaureate pathway should do so with the clear understanding that they must complete all the requirements of the post-baccalaureate degree prior to matriculation into the Doctor of Medicine degree program. Students must take the Medical College Admission Test (MCAT) and apply for admission through AMCAS to be eligible to matriculate to NEOMED. This pathway remains a competitive process where there are often more admissible candidates than there are seats.

As all Early Assurance Post-Baccalaureate students have a bachelor’s degree, most of the post-baccalaureate portion of the curriculum includes traditional pre-medical and life sciences courses, along with a compliment of courses and seminars in urban health. Should additional related coursework be required, students will be informed upon acceptance and required to complete those courses before beginning medical school.

After successfully completing the post-baccalaureate portion of the curriculum (two years), students are considered for admission to the medical portion (M.D. degree) of the curriculum (four years). Total expected program length for the Early Assurance Post-Baccalaureate M.D. degree is six years after admission to the program.

The Early Assurance Post-Baccalaureate pathway is a two-step process leading to admission at NEOMED in the College of Medicine as an M1 student. The first step, early assurance for post-baccalaureate students, consists of an application process which involves candidate assessments conducted by Cleveland State University and the NEOMED College of Medicine using a single application process. Successful candidates will be admitted to Cleveland State University to begin post-baccalaureate study but are not yet admitted to NEOMED at this time. The application is available in the early fall prior to the year that the student would enter the program. Students may obtain the combined application and discover specific deadlines and required credentials at [www.neomed.edu](http://www.neomed.edu). The admission process will require in-person interviews at both Cleveland State University and NEOMED. Interviews for the program are by invitation only.

The second step allows an Early Assurance Post-Baccalaureate pathway student who has been granted early assurance to medical school the opportunity to apply for admission to claim that reserved seat. This second step is actual admission to the College of Medicine at NEOMED. There are separate policies and procedures associated with each step. All Early Assurance pathways at NEOMED are considered binding and enforced through AMCAS. Candidates who have applied to other AAMC medical schools in addition to NEOMED at the time of Early Assurance application in AMCAS are subject to forfeiture of their early assurance.

### Applying for Early Assurance – Post-Baccalaureate (Step One)

Interested candidates should review the NEOMED admission website for important procedures and deadlines. Decisions are the result of a holistic review process that places considerable emphasis on candidates’ demonstrated abilities to thrive in medical school (including mastering high-stakes testing) through evidence-based evaluation as well as reflecting the mission of the pathway. In order to consider whether to apply for early assurance application consideration, students should consider the following application eligibility guidelines:

- While candidates with a minimum college overall/cumulative GPA of 3.0 may be considered for post-baccalaureate early assurance, a minimum overall/cumulative GPA of 3.4 or higher is required for medical school admission to NEOMED at the completion of the post-baccalaureate program. Therefore, candidates should expect to be reviewed in a holistic manner in light of their demonstrated academic achievement as to their potential to meet or exceed that admission standard following their post-baccalaureate work. Note that all GPA's are calculated using AAMC practices which includes all graded course attempts. Any institutional academic forgiveness policies are not included in early assurance GPA calculations.
- In a similar manner, a minimum overall/cumulative BCPM GPA of 3.4 or higher is required for all post baccalaureate coursework in the subject areas of Biology, Chemistry, Physics, and Math for medical school admission to NEOMED. Candidates with academic backgrounds demonstrating ability to meet or exceed those requirements by the end of their post-baccalaureate enrollment may receive more favorable consideration for early assurance that those with academic records well below that level of performance. All BCPM GPA's are calculated using AAMC practices which includes all graded course attempts. Any institutional academic forgiveness policies are not included in early assurance BCPM GPA calculations.
- Candidates whose grade point averages may not meet the above descriptions may also offer additional evidence of preparation for the early assurance post-baccalaureate program by sitting for the MCAT and attaining a score of 492 or higher or taking the GRE and scoring a minimum of 150 on each of the verbal and quantitative GRE subtests.
- It is rare that candidates without any science and math coursework in their undergraduate backgrounds are offered post-baccalaureate early assurance. Such candidates are encouraged to minimally complete some form of college-level science and math preparation prior to applying for early assurance.
- Many post-baccalaureate early assurance candidates have exceptional life experience and human capital that suggests outstanding potential alignment with the mission of the Urban Health Partnership. The admission committees may weigh more recent coursework, such as grades earned within the last 5 years, more significantly than older coursework for more mature students.
- All post-baccalaureate early assurance candidates must complete the CASPer test with scores made available to NEOMED at the time of the official transcript deadline for admission consideration. Completed applications without CASPer results shall not be eligible for interview consideration. CASPer is an online test which assesses for non-cognitive skills and interpersonal characteristics that we believe are important for successful students and graduates of our program, and will complement the other tools that we use for applicant screening. In implementing CASPer, we are trying to further enhance fairness and objectivity in our selection process. The CASPer test is comprised of 12 sections of video and written scenarios. Following each scenario, you will be required to answer a set of probing questions under a time contract. The test typically takes between 75-90 minutes to complete. Each response is graded by a different rater, giving a very robust and reliable view of personal and professional characteristics important to our program. No studying is required for CASPer, although you may want to familiarize yourself with the test structure at [www.takeCASPer.com](http://www.takeCASPer.com), and ensure you have a quiet environment to take the test. Please visit [www.takeCASPer.com](http://www.takeCASPer.com) to familiarize yourself with the American Professional Health Sciences test (CSP10101). In order to take CASPer, you will be responsible for securing access to a computer with audio capabilities, a webcam, and a reliable internet connection on your selected test date. CASPer can be taken practically anywhere that you can satisfy the aforementioned requirements. No exceptions will be provided for applicants unable to take CASPer online due to being located at sites where internet is not dependable due to technical or political factors. The associated fees for taking the CASPer test are the responsibility of the student applicant.
- Interested candidates must apply through AMCAS using the NEOMED early assurance application for admission. Applicants must complete the entire application and submit **all** required credentials by the deadline for verification (including test results and official transcripts from all previously attended colleges.) As of the time of Compass publication the application fee is \$ 95.00 payable at the time of application.
- Interviews will be granted on an invitation-only basis following application review. A successful in-person interview at NEOMED and also at Cleveland State is required prior to offer of early assurance. All interviews are conducted in person and require travel to both universities.
- Selection into the post baccalaureate pathway is via an annual selective process. Early assurance offers will be made in the spring.

## Applying for Admission to the M.D. program after acceptance into Early Assurance Post-Baccalaureate (Step Two)

*Note: Students currently enrolled in the Post-Baccalaureate/M.D. pathway at Cleveland State University that were admitted with an offer of provisional admission to NEOMED prior to candidates offered early assurance in 2018 should refer to their Committee on Academic and Professional Progress Phase 1 (CAPP Phase 1) requirements guide in effect at the time of their offer of provisional admission. The CAPP 1 requirements guide contains all continuation and promotion standards and processes still in effect for legacy pathway students. The following refers to Early Assurance Post-Baccalaureate pathway students who accepted offers in 2018 or later. Effective with Early Assurance pathway students that accepted offers of early assurance in 2018 or later, CAPP Phase 1 will no longer monitor the retention, promotion or dismissal of partner pathway students.*

Candidates granted early assurance seat reservation through the Early Assurance Program Post-Baccalaureate pathway are required to complete the following in order to receive admission to the College of Medicine as M1 students:

- Students must follow all AMCAS Early Assurance application procedures and deadlines.
- Students must continue to complete post-baccalaureate coursework as prescribed by Cleveland State University.
- Early Assurance Post-Baccalaureate students must attempt the Medical College Admission Test (MCAT) at least once prior to January 31 of the preceding academic year to be eligible for admission to NEOMED. E.g. – If a student is applying for fall 2021 admission, he or she must sit for the MCAT at least once by January 31, 2021.
- Early Assurance Post-Baccalaureate students must apply for admission through AMCAS using the Early Assurance admission plan prior to September 1 of the preceding year to be eligible for final admission to NEOMED. E.g. – If a student is applying for fall 2021 admission, he or she must apply for admission through AMCAS using the Early Assurance plan by September 1, 2020.
- Early Assurance students must be **on track** to successfully complete all required pre-requisite courses with a grade of “C-” or better to apply for admission to NEOMED.
- Early Assurance students neither re-take the CASPer test nor do they interview at the time of application for admission to NEOMED.
- Early Assurance Post-Baccalaureate admission decisions will be made by the NEOMED College of Medicine Admissions Committee in the March meeting using academic data available in January. Candidates will receive an admission decision within approximately three weeks.
- Early Assurance Post-Baccalaureate pathway students shall be required to meet all admission criteria, or they may not be admitted to NEOMED as M1 students. Effective 2019 the final admission decision will be made by the NEOMED College of Medicine Admissions Committee.



## Early Assurance Post-Baccalaureate pathway admission criteria are as follows

Complete all required pre-requisite courses with a grade of "C -" or better during the post-baccalaureate period of enrollment to matriculate to NEOMED. These required pre-requisite courses include:

- Two semesters of Organic Chemistry & Labs
- Two semesters of Physics & Labs
- Two semesters of Biology & Labs
- One semester of Biochemistry

Meet or exceed the following grade point average, BCPM (Biology, Chemistry, Physics, Math courses) grade point average, and minimum MCAT scores as follows during the post-baccalaureate period of enrollment for admission to NEOMED.

<b>If the Organic Chemistry/Pre-requisite Requirements are:</b>	<b>And the Required MCAT Score is:</b>	<b>Then the minimum BCPM GPA &amp; GPA is:</b>
<b>If no grade lower than B- in Organic Chemistry I or II or Labs</b>	<b>502 (+/- 2 CI = 500/504)</b>	<b>3.40</b>
<b>If at least one grade of "C+/C/ C-" in Organic Chemistry I or II or Labs</b>	<b>507 (+/- 2 CI = 505/509)</b>	<b>3.40</b>
<b>If all grades in Organic Chemistry I or II or Labs are "C- or above</b>	<b>514 (+/-2 CI = 512 - 516)</b>	<b>3.25</b>
<b>If any grade(s) of "D +" or lower in Organic Chemistry is earned</b>	<b>Do not admit/denial</b>	<b>Do not admit/denial</b>
<b>If any grade of "F" in any required prerequisite is earned</b>	<b>Do not admit/denial</b>	<b>Do not admit/denial</b>

### Important Notes:

- "The Organic Chemistry/Pre-Requisite Requirements" pertains to any and all Organic Chemistry grades earned in courses or labs during the post-baccalaureate period of enrollment at Cleveland State or taken at a prior institution if that credit is used to fulfil an Organic Chemistry requirement during the post-baccalaureate early assurance phase. Courses that AMCAS classifies as Organic Chemistry during the verification process shall comprise the Organic Chemistry category. These may include Organic Chemistry I, Organic Chemistry I Lab if a separate course, Organic Chemistry II, and Organic Chemistry II Lab if a separate course.
- All grade point averages and BCPM grade point averages are calculated using AMCAS policies and practices based upon the coursework used to fulfil the Cleveland State University post-baccalaureate requirements. Essentially, in no case are grades forgiven or expunged if the course is re-taken and a higher grade is earned regardless of any undergraduate institution's academic forgiveness policies. AMCAS data is considered official for all GPA decisions.
- "CI" in the "Required MCAT Score" section refers to "Confidence Interval". NEOMED will recognize the AAMC Confidence Intervals in effect at the time of AMCAS Early Assurance Application for Admission. At present, the MCAT Confidence Interval is plus or minus two points. This means that while the minimum required admission score is a 502 for any single sitting of the MCAT, NEOMED will recognize that a score of 500 is sufficient to meet NEOMED's Early Assurance Admission standards. The same pattern is in effect where a score of 505 will be interpreted as meeting the 507 minimum and a score of 512 will be recognized as meeting the 514 minimum score.
- All MCAT scores will consist of the best total score of all four sub-test scores summed from a single test date sitting. A candidate's AMCAS Early Assurance Application for Admission dataset will be the official source of MCAT data. NEOMED does not require early assurance candidates to meet minimum MCAT sub-score thresholds.

5. Grade point averages and BCPM grade point averages will be evaluated at the time of an Offer of Admission. Once a candidate meets the threshold at the time of admission, the GPA/BCPM GPA will not be re-reviewed unless there is a significant decline.

6. Candidates that receive a grade in a course that results in a “Do Not Admit/Denial” condition are advised to proactively initiate a withdrawal from the early assurance and pursue other alternative paths to medical school rather than delay enforcement of this condition when discovered in the AMCAS Early Assurance Admission process.

All offers of admission are contingent upon the successful completion of remaining prerequisite coursework. Academic performance that deviates significantly from that which secured admission may be revisited by the Admission Committee for consideration, including rescission of admission. Serious professionalism issues, such as convictions and/or academic misconduct may be revisited by the Admission Committee for consideration, including rescission of admission. Upon matriculation to NEOMED to begin the M.D. program of study, degree requirements are the same for all M.D. students. Candidates are solely responsible for understanding and adhering to all procedures and deadlines.

## READMISSION

Former NEOMED students who left the College of Medicine voluntarily and in good standing may apply for readmission. A readmission candidate must complete the AMCAS admission process by the regular decision plan deadline. Readmission candidates may be subject to other requirements that may be related to the circumstance of the length of absence. Depending on the length of absence and the point of departure in the curriculum, applicants seeking readmission also may be required to retake the MCAT, USMLE Step 1 and/or participate in a clinical skills assessment as part of the application review process.

Readmission does not guarantee returning to the curriculum at the exact point of departure and may require the repeat of previously completed coursework and standardized examinations. Interested applicants shall contact the Director of Admissions for information regarding reapplication. The deadline for application receipt is November 1 of the year prior to anticipated re-enrollment.

## OFFICIAL TRANSCRIPT(S) REQUIREMENT

All candidates who matriculate into degree granting programs in the College of Medicine at NEOMED are required to submit a final, official transcript for all previously attended colleges and universities to the Office of Admission. NEOMED works with common application servicers (CAS) during the application process, and while CAS is authorized to receive, process, and verify transcripts, admission fees, and other supporting credentials on behalf of NEOMED, those supporting documents do not become part of the NEOMED student record. However, NEOMED is required by various practices and policies to possess official transcripts received directly from issuing institutions and agencies that include all completed coursework by matriculating students and proof of an earned undergraduate degree. As other institutions' policies prohibit NEOMED from requesting final official transcripts on students' behalf, the responsibility to request official final transcripts lies with the students. Failure to comply with submittal of final, official transcripts to NEOMED upon matriculation will result in an Enrollment Services hold being placed on the student's record that will prevent registration in a future semester and the distribution of financial aid and will restrict access to one's education record.

## CURRICULUM AND DEGREE REQUIREMENTS – COLLEGE OF MEDICINE

### DEGREE REQUIREMENTS – M.D.

The granting of the Doctor of Medicine degree by NEOMED is contingent upon the recommendation to the Board of Trustees by the Committee on Academic Progress and Promotion (CAPP) and the Dean of the College. The recommendation of CAPP is based upon the following criteria and processes:

- (1) All students in the College of Medicine are required to achieve at least a passing grade in all courses required by the faculty for the awarding of the Doctor of Medicine degree.

- (2) All medical students are required to take Step 1, Step 2CK and Step 2CS of the United States Medical Licensure Exam (USMLE) and to achieve a passing score on these examinations as determined by the National Board of Medical Examiners (NBME).
- (3) In addition to the acquisition of the basic tools of skill and knowledge, the College of Medicine emphasizes the importance of the maintenance of emotional stability, a practice of integrity, a habit of critical analysis, a spirit of inquiry, and an expressed sense of understanding and empathy for others. This reflects the concern of the College for the appropriate development of human qualities and commitment to professional standards and professional conduct as well as development of technical competence in its students and graduates. Evaluation of students and their progress during the course of studies will include all of these criteria.
- (4) All students enrolling at any point in the M.D. degree program should do so with the clear understanding that they are required either to have completed a baccalaureate degree or to complete the requirements of the B.S. degree prior to, or concurrent with, the receipt of the M.D. degree.
- (5) Failure to meet any of the standards of the College will result in remedial or other actions, including delayed graduation and dismissal.

The minimum institutional residence requirement for the M.D. degree is at least two years of full-time study and involvement in undergraduate medical studies that must include the third and fourth medical year. Students admitted to the program by the Advanced Standing Admissions Committee, for example, particularly those admitted into the third medical year, should be especially aware of this requirement. This requirement in no way precludes the taking of electives outside of the University's system, but administrative transfer during the senior year is not permitted for such advanced standing students.

#### OVERVIEW OF COURSES IN THE M.D. PROGRAM

Year	Course ID	Course Name	Credit Hrs.
M1 – Summer Header (Class of 2023)	GMED 71100	Personal and Professional Development I	1
	FMCM 71102	Foundations of Clinical Medicine I	1
	ANAT 71103	Foundations of Human Development	3
M1 – Fall (Class of 2023)	FMCM 71202	Foundations of Clinical Medicine II	2.5
	FMCM 71201	Health Systems and Community I	1.5
	FMCM 71204	Human Values in Medicine I	1.5
	ANAT 71203	Human Structure	7
	IMS 71205	Physiological Basis of Medicine	5.5
M1 – Spring (Class of 2023)	FMCM 71301	Health Systems and Community II	1.5
	FMCM 71304	Human Values in Medicine II	1
	ANAT 71308	Medical Neuroscience	6
	IMS 71306	Molecules to Cells	7.5
	IMS 71307	Infection and Immunity	7
M1 – Maymester (Class of 2023)	GMED 71400	Personal and Professional Development II	1
	FMCM 71402	Foundations of Clinical Medicine III	2
	FMCM 71409	Biostatistics	1
M2 – Fall (Class of 2022)	MST3 30111	Deliberate Practice and Development I	0.5
	MST2 20106	General Pathology	1
	FMCM 72204	Human Values in Medicine III	0.5
	MST2 20102	Infection and Immunity	7

Year	Course ID	Course Name	Credit Hrs.
	FMCM 72102 GMED 72210	Principles of Clinical Medicine I Principles of Medical Science I	3 10
M2 – Spring (Class of 2022)	MST3 30112 FMCM 72304 FMCM 72202 GMED 72310	Deliberate Practice and Development II Human Values in Medicine IV Principles of Clinical Medicine II Principles of Medical Science II A	1 1 2.5 20.5
M2 – Maymester (Class of 2022)	GMED 72310 MST3 30112 FMCM 72202	Principles of Medical Science II B Deliberate Practice and Development (exam only) Principles of Clinical Medicine II (exam only)	0.5
M3 – Year (Class of 2021)	GMED 83000 FMCM 83011 FMCM 83010 EMED 83007 FMCM 83006 IMED 83001 OBYG 83003 PEDS 83004 PSYC 83005 SURG 83002	Prerequisite to the Clinical Curriculum Human Values in Medicine V Applications of Clinical Medicine (ACM) Emergency Medicine Clerkship Family Medicine Clerkship Internal Medicine Clerkship Obstetrics and Gynecology Clerkship Pediatrics Clerkship Psychiatry Clerkship Surgery Clerkship	4 0.5 3.5 3 6 9 6 6 6 9
M4* – Year (Class of 2020)	Variable  GMED 84000 FMCM 84001 FMCM 84002 GMED 84003	Nine total experiences in nine blocks and two must be at a NEOMED affiliated location.  Core and Elective Rotations: Minimum of 6 rotations of four-weeks each: 1 sub-internship/advanced Inpatient, 1 out-patient, 1 critical care and 3-4 in areas of student interest with at least 2 of 3 being clinical, including one outside the student's chosen specialty (45 hours per week average)  Clinical Epilogue/Capstone Social Determinants of Health (online)* Quality Improvement (online)* USMLE Step 2 Prep (not required)  *On-line courses must be scheduled within an M4 block and both cannot be scheduled in the same block. May be used as a "bridge" if elective dates for other rotations do not line up exactly but may not overlap more than two weeks.	4 each  2 0.5 0.5 0.5

Note: All curricula are under active review and are subject to change.

## DETAILED CURRICULUM FOR THE M.D. DEGREE

The curriculum of the College of Medicine is based on the Educational Program Objectives as specified earlier with a focus on eight outcome expectations in the areas of patient care, knowledge for practice, practice-based learning and improvement, interpersonal and communication skills, professionalism, systems-based practice, interprofessional collaboration, and personal and professional development. The curriculum is structured in such a way that all program objectives are intentionally integrated throughout the curriculum with emphasis placed on the expectation of developmental progression as students advance from year to year.

### **FIRST-YEAR CURRICULUM (M1)**

Instruction in the basic medical science courses emphasizes the normal structure and function of the human body, the mechanisms by which these are maintained, and the factors leading to injury and disease. While basic science courses focus on medical knowledge competencies, other courses seek to develop other important competencies, such as practice-based learning and improvement, systems-based practice, communication skills, patient care skills and professional conduct. Most first year courses are taught using a combination of lecture, small group sessions and laboratories. Some first-year courses are shared between students in both the College of Medicine and the College of Pharmacy to promote interprofessional relationships and collaboration.

#### **FMCM 71409 Biostatistics**

*1 credit*

This course provides an introduction to statistical concepts used in clinical studies. Topics include research designs, descriptive and inferential statistics, epidemiology measures, correlation and regression techniques, hypothesis testing, and diagnostic test accuracy. Students will learn how to understand, interpret, and critically evaluate evidence from clinical studies. The focus will be on understanding and interpreting statistics in the scientific literature. Offered in the Maymester.

#### **FMCM 71102, 71202, 71402 Foundations of Clinical Medicine I, II and III**

*1, 2.5 and 2 credits*

Foundations of Clinical Medicine (FCM) begins a four-year longitudinal clinical skills curriculum by teaching first-year medical students psychosocial principles and clinical practices for effective patient care. Spanning the M1 year, FCM comprises three parts. FCM 1 introduces students to the patient-physician relationship as they learn essential communication and physical examination skills. FCM 2 then considers psychosocial dynamics of caring for patients across the lifespan and introduces students to principles and practices of medical interviewing, general adult physical examination, and primary care of the patient in an ambulatory clinical setting. FCM 3 consolidates this learning by (a) refreshing and expanding students' medical interviewing and physical exam skills learned in FCM 1 and 2 and (b) conducting a final assessment and goal setting for continued medical interviewing and physical exam skill development in M2. FCM I is offered summer semesters, FCM II is offered spring semesters, and FCM III is offered in the Maymester.

#### **ANAT 71103 Foundations of Human Development**

*3 credits*

This four-week course emphasizes basic histological, and embryological concepts that have clinical relevance. Much of the content will be reinforced using a variety of imaging modalities including ultrasonography, radiology and magnetic resonance imaging. Students will have multiple opportunities to demonstrate knowledge acquisition through a variety of active and engaging assignments and assessments. Offered summer semesters.

#### **FMCM 71201, 71301 Health Systems and Community I and II**

*1.5 credits each*

The Health Systems and Community (HSC) course introduces the foundations of health systems, evidence-based medicine, and inter-professional education. Students will learn concepts of the health system, population health, clinical study designs, health care resources, literature evaluation, and inter-professional teams in a classroom and experiential setting. HSC I is offered fall semesters and HSC II is offered spring semesters.

#### **ANAT 71203 Human Structure**

*7 credits*

Human Structure is a 16-week course for M1 and graduate students that includes multiple disciplines: gross anatomy, histology and microanatomy, some cell biology, and some radiology. The course emphasizes basic anatomical, histological, and embryological knowledge that has clinical importance. Course content is divided into five blocks, each with its own assessment. Each block contains all disciplines and is regionally organized, covering specific regions of the body. At the end of Block 5, there is a comprehensive exam with questions from the national NBME database. Offered fall semesters,

***FMCM 71204, 71304 Human Values in Medicine I and II***

*1.5 and 1 credits*

Human Values in Medicine (HVM), a four-year curriculum, is designed to provide educational experiences focused on themes arising from the broad areas of humanities, bioethics and reflective practice. Students will develop competencies in the area of professionalism as well as personal and professional development and communication skills. HVM I and II takes place in large group lecture settings, as well as in small discussion groups. Some of the lectures and small discussion groups include medical, pharmacy and graduate students. The Reflective Practice component will have only medical students. Narrative approaches to medicine, humanities, ethics and reflective practice sessions are used and help teach students not only how to read stories critically, but to look within themselves and others to understand multiple perspectives and issues. As patient-centered care is the focus of ethics training, this multi-disciplinary narrative approach enforces the importance of listening to patient stories and listening to the self. HVM I is offered fall semesters and HVM II is offered spring semesters.

***IMS 71307 Infection and Immunity for Medicine***

*7 credits*

The objectives of this course are to teach medical students the basic concepts in microbiology, immunology and infectious disease as they relate to the overall human organism in health and disease. This course emphasizes basic concepts and principles of microbes and the immune system and focuses on clinical infectious disease in organ systems in the host. Antibiotics, microbial resistance and drugs acting on the immune system are also covered. Self-directed laboratory exercises as well as clinical computer problems and case-based learning are also part of the course. Offered spring semesters.

***ANAT 71308 Medical Neuroscience***

*6 credits*

This basic science course integrates basic information relative to the structure and function of the central nervous system with clinical material commonly encountered in the practice of medicine. The course begins with an introduction to the basic anatomy and physiology of the central nervous system and continues with an emphasis on functional concepts at the systems level. The later part of the course covers higher functions such as learning, memory, and emotions, and includes relevant psychiatry and neuropharmacology. Clinical correlation sessions are included in which case studies of patients whose central nervous systems are malfunctioning are discussed. A laboratory exercise spans the course to help integrate and relate concepts to actual nervous system structure. Offered spring semesters.

***IMS 71306 Molecules to Cells***

*7.5 credits*

This basic science course enables students to describe the operation of the human body in health and disease at the most fundamental level possible, namely, the cellular and molecular level. Students will relate these operations to: 1) the utilization of food substances for the generation of energy in the body, 2) the relationship between clinical values and intermediary metabolism in disease processes, and 3) the flow of genetic information from genes to the organism within disease. Clinical correlations reinforce these concepts; however, the course focuses on the etiology and mechanism of diseases rather than on their diagnosis or treatment. (Cross-listed as IMS 65306/85306). Offered spring semesters.

***GMED 71100, 71400 Personal and Professional Development I and II***

*1 credit each*

Personal and Professional Development (PPD) courses center around building student skills that are required to sustain the lifelong personal and professional growth that is required of today's modern physician. PPD I, introduces students to practices designed to maintain personal wellness through medical school, sets and tracks learning goals, as well as improves study skills. PPD II revisits student practice examples to analyze and build upon skills developed in PPD I. PPD I is offered summer semesters and PPD II is offered in the Maymester.

***IMS 71205 Physiological Basis of Medicine***

*5.5 credits*

This basic science course covers the physiology of each major organ system. Clinical correlations are emphasized. The course includes an understanding of normal organ function (physiology), thus permitting diagnosis of the causes of abnormal function (pathophysiology). This knowledge allows clinicians to return organ function to normal through pharmacological or surgical intervention. A number of clinical correlation sessions are included within the course. Offered fall semesters.

## **SECOND-YEAR CURRICULUM (M2)**

M2 serves as the bridge from classroom and laboratory basic science work of M1 to clinical applications in hospitals and ambulatory settings in M3. The curriculum and educational activities cover material in body system modules and concentrate on basic pathophysiologic processes and the mechanisms underlying clinical signs and disease. The curriculum starts to shift emphasis from basic knowledge to more patient-centered applications by increasing hands-on experience in labs, hospitals and community settings, as well as the Wasson Center where students interact with standardized patients as well as actual patients. Students attend classes at the Rootstown Campus and at the community-based clinical teaching sites where small group teaching takes place.

### **MST3 30111, 30112 *Deliberate Practice & Development I & II***

*0.5 and 1 credits*

The course learning goals are centered on developing physician competencies in practice-based learning and improvement and personal and professional development. The courses are designed to provide opportunities to identify, evaluate, and practice the most effective ways to prepare for comprehensive tests, specifically, the USMLE Step 1 exam. Assignments will focus on completing practice questions and analyzing thought processes to get to the right answer, as well as short quizzes on course content. There will be two assignments around goal setting. The courses are designed to develop skills and establish habits that will optimize students' performance on the USMLE Step 1 exam in the spring. Therefore, all fall assignments will give students formative feedback to pass the course. The spring semester final grade will be based upon achieving a score on a national board exam that indicates that the student is prepared to pass the Step 1 exam. Deliberate Practice and Development I is offered fall semesters Deliberate Practice and Development II is offered spring semesters.

### **MST2 20106 *General Pathology***

*1 credit*

The course is designed to help medical students integrate the basic science curriculum, particularly anatomy, histology, and physiology, with the Principles of Medical Science Course, and especially systemic pathology. The course covers pathology and pathophysiology of processes that are multi-systemic or stereotypical in multiple organ systems. Examples include cell injury and death, healing and repair, hemodynamic disorders, infectious diseases and neoplasia. This information is a prerequisite to the understanding of pathology in individual organ systems. In addition, the course introduces topics not included in systemic pathology such as the pathology of pediatric, environmental and nutritional diseases. Independent online cases with interactive slides and in-class lectures are two modalities of learning that occur in this course. Offered fall semesters.

### **FMCM 72204, 72304 *Human Values in Medicine III and IV***

*0.5 and 1 credits*

Human Values in Medicine (HVM), a four-year curriculum, is designed to provide educational experiences focused on themes arising from the broad areas of humanities, bioethics and reflective practice to promote student growth in the major competency areas of professionalism and systems-based practice. HVM III and IV will take place in large group lecture settings as well as in small discussion groups. In focusing on narrative approaches to medicine, humanities, ethics and reflective practice sessions teach students how to read stories critically as well as to look within themselves and others to understand multiple perspectives and issues. As patient-centered care is the focus of their ethics training, this multi-disciplinary narrative approach enforces the importance of listening to patient stories and listening to the self. Human Values in Medicine III is offered fall semesters and Human Values in Medicine IV is offered spring semesters.

### **MST2 20102 *Infection and Immunity for Medicine***

*7 credits*

The objectives of this course are to teach medical students the basic concepts in microbiology, immunology and infectious disease as they relate to the overall human organism in health and disease. This course emphasizes basic concepts and principles of microbes and the immune system and focuses on clinical infectious disease in organ systems in the host. Antibiotics, microbial resistance and drugs acting on the immune system are also covered. Self-directed laboratory exercises as well as clinical computer problems and case-based learning are also part of the course. Co-scheduled with P2-20602. Offered fall semesters.

***FMCM 72102, 72202 Principles of Clinical Medicine I and II***

*3 and 2.5 credits*

Principles of Clinical Medicine is a continuation of the Foundations of Clinical Medicine course from the M1 year. Physical examination and interviewing skills continue to be mastered and students use the Wasson Center (for patient and simulated patient encounters) and small group seminars to enhance and monitor their progress in patient care and communication skills throughout the year. Students also continue working with a primary care physician in an ambulatory setting. The course is designed to integrate with the Infection and Immunity course and the corresponding modules of the Principles of Medical Science (POMS) course, so that course activities coincide with and build upon the knowledge content presented in these courses, and help students develop the skills and attitudes essential to the application of medical knowledge in the clinical setting. Principles of Clinical Medicine I is offered fall semesters and Principles of Clinical Medicine II is offered spring semesters.

***GMED 72210, 72310 Principles of Medical Science I and II***

*10 and 21 credits*

This course series provides medical students with basic concepts of pathophysiology of disease. Medical students will integrate medical knowledge from prior courses with new patient care competencies including differential diagnosis and testing, first line therapies, and health maintenance. Integrated core content includes components of internal medicine, pathology, pharmacology and radiology. The course instructional methods include lectures, independent online activities, case-based activities, patient presentations and pathology specimen sessions. Principles of Medical Science I is offered fall semesters and Principles of Medical Science II is offered spring semesters.

***THIRD-YEAR CURRICULUM (M3)***

The third year of medical school provides theoretical and practical foundations in the clinical disciplines. Working with clinical faculty and residents in affiliated hospitals, students learn diagnostic and therapeutic skills, gain experience in patient management and examine the ethical dilemmas of contemporary medicine. Faculty regularly provides special teaching sessions appropriate to the learning level of medical students. In each of the seven clerkships, students spend time in hospitals, private offices and clinics and study with a primary focus on the specific patients they encounter. They become the junior members of clinical teams, gradually taking on active roles in support of the faculty, residents and nurses. The third year is a demanding, full-time clinical experience, requiring students to apply the education they gained in the classrooms and labs of the first two years.

***Required Clinical Clerkships***

M3 students are required to complete seven discipline-specific clerkships during the M3 year with the order of clerkships and completion sites varying by student. A typical clerkship week is at least 45 clock hours, and each week equals one semester credit. The seven required M3 clerkships include:

***EMED 83007 Emergency Medicine Clerkship***

*3 weeks/3 credits*

***FMCM 83006 Family Medicine Clerkship***

*6 weeks/6 credits*

***IMED 83001 Internal Medicine Clerkship***

*9 weeks/9 credits*

***OBGY 83003 Obstetrics and Gynecology Clerkship***

*6 weeks/6 credits*

***PEDS 83004 Pediatrics Clerkship***

*6 weeks/6 credits*

***PSYC 83005 Psychiatry Clerkship***

*6 weeks/6 credits*

***SURG 83002 Surgery Clerkship***

*9 weeks/9 credits*

***FMCM 83010 Applications of Clinical Medicine***

*3.5 credits*

This course provides students an opportunity to experience aspects of medicine not covered elsewhere in their clerkship training. Selected on-line modules which are designed to allow for application of principles related to patient safety and high value care are completed. Students learn about interprofessional teamwork via interprofessional team training and participation in an interprofessional health care team experience. Curriculum about health systems is delivered via a series of 3 modules consisting of pre-work and face to face workshops. Students engage in a series Clinical Skills Assessments in order to help them identify strengths and opportunities for improvement in their daily patient encounters and in preparation for Step 2 CS. Additionally, a series of Career Development sessions supply students with the necessary information and tools needed to plan for their M4 year and the residency application process.



### **FMCM 83011 Human Values in Medicine V**

0.5 credit

Human Values in Medicine (HVM), a four-year curriculum, is designed to provide educational experiences focused on themes arising from the broad areas of humanities, bioethics and reflective practice to promote student growth in the major competency areas of professionalism and systems-based practice. HVM-V takes place in on-line and face-to-face small discussion groups. In focusing on narrative approaches to medicine, humanities, ethics and reflective practice, students learn how to read stories critically as well as to look within themselves and others to understand multiple perspectives and issues. As patient-centered care is the focus of their ethics training, this multi-disciplinary narrative approach enforces the importance of listening to patient stories and listening to the self.

### **GMED 83000 Prerequisite to the Clinical Curriculum**

4 credits

Prerequisite to the Clinical Curriculum (PCC) integrates the longitudinal courses and Principles of Medical Science by incorporating the information from the first two years while also adding new knowledge and new skills needed for the upcoming clinical years. It is designed to help students develop the skills and attitudes essential to the application of medical knowledge and professional behavior in the clinical setting. Students are expected to take increasing responsibility for their preparation and professional conduct, including attendance, timeliness, respect and feedback.

## **FOURTH YEAR CURRICULUM (M4)**

Guided by advisors and working within a set of requirements, senior medical students design their own curricula based on their educational and career priorities and interests. Over the year, students take at least six, four-week core rotations and electives, two on-line courses, one focused on quality improvement and the other on social determinants of health, and a Clinical Epilogue/Capstone course. Students are required to design a balanced schedule of clinical core rotations and electives across three major categories (sub-internship, critical care, and outpatient). Additionally, students round-out the M4 clinical curriculum by taking three electives of their choice (2 of which must be clinical in nature and only 1 may be a research/non-patient contact rotation). Across all clinical electives, at least one must be in a different specialty. All experiential experiences not included in the NEOMED catalog must be approved by the Senior Director of Clinical Experiential Learning, COM prior to the student beginning the experience.

### **Required Core Rotations and Electives**

- Core rotations
  - Any clinical rotation classified as a critical care experience (4 week minimum)
  - Any clinical rotation classified as a sub-internship or advanced inpatient experience (4 week minimum)
  - Any clinical rotation classified as an outpatient experience (4 week minimum)
- Three electives of any choice, with at least two being clinical (4 week minimum, each)

*A minimum of 128 clock hours are expected for each 4-week elective experience.*

### **GMED 84000 Clinical Epilogue and Capstone**

2 credits

This required course provides students with preparation for residency through examination and mastery of key skills, knowledge and attitudes necessary to thrive during residency. The course is divided into two parts: 1) large-group sessions on such topics as resident rights, palliative care and residency dilemmas; and 2) small-group electives whereby students choose two from such offerings as Medicine and Spirituality, Science Fiction and Medicine, Law and Medicine, Finding a Mindful Inner Balance in Medicine, Film and Medicine, and War and Medicine, among others. Both large-group sessions and electives ask students to reflect on the multiple and often contradictory challenges and meanings of a life in medicine. Offered spring semesters.

### ***FMCM 84002 Quality Improvement***

*0.5 credit*

This online course introduces the students to the cognitive processes and system-related issues that can lead to errors. Students will learn about health care improvement via the model for improvement, testing and measuring change with the PDSA cycles. It also asks the student to examine and solve problems regarding the quality, cost and value in health care through the lens of health equity and triple aim for populations. Students will discuss specific cases of health care improvement and patient safety with healthcare colleagues in order to apply what they have learned and plan a quality improvement project. Offered each month throughout the M4 year. Concurrent registration with *FMCM 84001* is prohibited.

### ***FMCM 84001 Social Determinants of Health***

*0.5 credit*

This on-line course is designed to expand upon previous instruction about health inequities. Societal factors of income, race, power, geography and employment will be examined within the context of their impact upon health. Students will be challenged to pose possible solutions to societal inequities and explore routes of patient advocacy that could be used to improve health outcomes. Offered each month throughout the M4 year. Concurrent registration with *FMCM 84002* is prohibited.

### ***GMED 84003 USMLE Step 2 Prep***

*0.5 credit*

An optional elective course to prepare for the Step 2 CK/CS exam(s). Required components include: two hours of online presentations with formative quizzes, 17 hours of independent study, a self-reflection exercise, and a study plan submission. Offered in the 501-block of M4. All NEOMED students have access to course resources.

## **COLLEGE OF PHARMACY**

### **ACCREDITATION – COLLEGE OF PHARMACY**

The College of Pharmacy is fully accredited by the Accreditation Council for Pharmacy Education (ACPE). The ACPE is located at 135 S. LaSalle Street, Suite 4100, Chicago, IL 60603-4810; 312.664.3575, FAX 312.664.4652, website [www.acpe-accredit.org](http://www.acpe-accredit.org).

### **MISSION STATEMENT – COLLEGE OF PHARMACY**

Northeast Ohio Medical University College of Pharmacy prepares highly skilled pharmacists who play an indispensable role in a team-oriented approach to patient care and medication therapy management services. Our unique curriculum sets new standards for interprofessional education, collaboration, community involvement, diversity and lifelong learning.

### **OVERALL EDUCATIONAL OBJECTIVES - COLLEGE OF PHARMACY**

The mission of the College of Pharmacy is to prepare highly skilled pharmacists who play an indispensable role in a team-oriented approach to patient care and medication management services. As such, the faculty is responsible for development and implementation of a pharmacy curriculum designed to educate competent and caring pharmacists with strong communications skills, character, commitment to the community and dedication to lifelong learning.

The College's unique curriculum sets new standards for interprofessional education, collaboration, community involvement and diversity. The Doctor of Pharmacy (Pharm.D.) curriculum at NEOMED is designed to prepare students to be entry level generalist pharmacists. Further, it is designed to prepare graduating pharmacy students who proactively integrate into the health care team to collaboratively advance and deliver optimal patient care. This serves as the differential advantage of the College of Pharmacy and as an underlying theme for all the college's educational outcomes.

The faculty of the College of Pharmacy has developed and approved overall educational objectives in the form of ability-based outcomes (ABO) statements. The nationally endorsed Center for the Advancement of Pharmacy Education (CAPE) Outcomes were used to design NEOMED-specific ABOs. These ABO statements represent what graduates are expected to be able to do as entry-level pharmacists because of their education in the

NEOMED Doctor of Pharmacy program. They reflect the integration of knowledge, skills and attitudes learned in the curriculum to attain the outcome. They are acquired across the length and breadth of the curriculum and not necessarily at a specific point in the curriculum. The ABO statements also serve as a blueprint for curriculum development, assessment and improvement.

There are 15 ABO statements covering four domains:

**Domain 1: Foundational Knowledge**

1.1 Learner (Learner)

**Domain 2: Essentials for Practice and Care**

- 2.1 Patient-centered care (Caregiver)
- 2.2 Medication use systems management (Manager)
- 2.3 Health and Wellness (Promoter)
- 2.4 Population-based care (Provider)

**Domain 3: Approach to Practice and Care**

- 3.1 Problem Solving (Problem Solver)
- 3.2 Educator (Educator)
- 3.3 Patient Advocacy (Advocate)
- 3.4 Interprofessional Collaboration (Collaborator)
- 3.5 Cultural Sensitivity (Includer)
- 3.6 Communication (Communicator)

**Domain 4: Personal and Professional Development**

- 4.1 Self-awareness (Self-Aware)
- 4.2 Leadership (Leader)
- 4.3 Innovation and Entrepreneurship (Innovator)
- 4.4 Professionalism (Professional)

## HISTORY – COLLEGE OF PHARMACY

In July 2005, the Northeast Ohio Medical University submitted its proposal to the Regents Advisory Committee on Graduate Study of the Ohio Department of Higher Education seeking approval to establish a College of Pharmacy -- the only program in eastern Ohio. The idea for a College of Pharmacy arose from community and partner feedback to help address the shortage of pharmacists and the lack of pharmacy education in Northeast Ohio.

On Nov. 10, 2005, the Ohio Department of Higher Education approved the establishment of the Doctor of Pharmacy degree program. The NEOMED Board of Trustees ratified the appointment of the founding dean and officially approved the College of Pharmacy at their board meeting on Dec. 16, 2005. The College formally inaugurated its program on Aug. 27, 2007, with the induction of its first class of pharmacy students.

## ESSENTIAL FUNCTIONS – COLLEGE OF PHARMACY

The mission of the College of Pharmacy is to prepare highly skilled pharmacists who play an indispensable role in a team-oriented approach to patient care and medication management services. As such, the faculty is responsible for development and implementation of a pharmacy curriculum designed to educate competent, caring pharmacists with strong communication skills, character, commitment to the community, and dedication to lifelong learning.

Preparation and training to become a pharmacist requires each student to understand and meet the essential functions required for admission, continuation and graduation as identified below. Faculty have developed course requirements and activities to provide critical elements of training. It is expected that students will participate in all course activities and must not be subject to any legal condition that would bar participation (including but not limited to lectures, seminars, laboratories, clinics, physical examinations, patient procedures) and adhere to individual clinical site rules and regulations as well as College of Pharmacy policies regarding these activities.

A candidate for the pharmacy degree must be able to demonstrate intellectual-conceptual, integrative and quantitative abilities; skills in observation, communication and motor functions; and mature behavioral and social

attributes. Technological compensation and/or reasonable accommodation can be made for some handicaps in some of these areas, but a candidate should be able to perform in a reasonably independent manner without a trained intermediary. The use of a trained intermediary means that a candidate's judgment must be mediated by someone else's power of selection and observation.

### **Observation**

Candidates must be able to read information on a computer screen and observe demonstrations and experiments in the basic sciences, including but not limited to: physiologic and pharmacologic demonstrations, microbiologic cultures, and microscopic studies of microorganisms and tissues in normal and pathologic states. Candidates must be able to observe a patient accurately at a distance and close at hand. Observation necessitates the functional use of the sense of vision and somatic sensation and is enhanced by the functional use of the sense of smell. Candidates must remain fully alert and attentive at all times in clinical settings and be able to evaluate patient signs and symptoms for the purpose of triaging patient complaints and monitoring drug therapy.

### **Communication**

Candidates must be able to speak, listen, read and write in the English language in order to communicate effectively with instructors and peers. They must be able to communicate effectively and sensitively with patients and caregivers, including the ability to elicit information, describe changes in mood, activity and posture, and perceive nonverbal communication. Candidates must be able to instruct patients on the use of drug administration devices (e.g., inhalers) or use of home diagnostic kits. A candidate must be able to communicate effectively with other healthcare practitioners as related to verbal and written recommendations for drug therapy orders.

### **Motor**

Candidates should have sufficient motor function to: execute all aspects of processing of drug orders and compounding of medications; engage in safe and aseptic handling of sterile preparations; and safely and effectively operate appropriate equipment (e.g., microscope, computer keyboard, glucose monitors, peak flow meters). Candidates must be able to perform CPR and engage in basic physical assessment activities including palpation, auscultation, percussion and other diagnostic maneuvers. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the sense of touch and vision.

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

Candidates should be able to comprehend three-dimensional relationships and understand the spatial relationships of structures. They must be able to solve problems in a multi-task setting that involve measurement, calculation, reasoning, analysis, synthesis and evaluation. Candidates should be able to synthesize knowledge and integrate the relevant aspects of a patient's history, physical findings and monitoring studies in order to develop a drug therapy and monitoring plan in a reasonable amount of time.

### **Behavioral and Social Attributes**

Candidates must possess the emotional health required for full utilization of their intellectual abilities, the exercise of good judgment, and the punctual and safe completion of all responsibilities. They must be able to accept appropriate suggestions and criticism and, if necessary, respond by modification.

Candidates must be able to adapt to changing environments, display flexibility, and learn to function in the face of uncertainties and in situations of physical and emotional stress. Candidates must demonstrate ethical behavior and exercise good judgment in the completion of patient care responsibilities. They must possess interpersonal skills that promote mature, sensitive and effective relationships with patients, including compassion, integrity, motivation, empathy and concern for others.

## ADMISSION – COLLEGE OF PHARMACY

### TRADITIONAL ADMISSION

The traditional Doctor of Pharmacy Pathway to pharmacy school at NEOMED is designed for students who have either completed an entire baccalaureate degree program or who are completing the 63 semester hours of prerequisite coursework at a regionally accredited institution of higher education. A bachelor's degree is not required for admission, although students with a baccalaureate degree or higher may be considered more competitive in the admission process. All candidates for P1 admission to NEOMED must apply through the American Association of Colleges of Pharmacy (AACP) Pharmacy College Application Service at [www.PharmCAS.org](http://www.PharmCAS.org). Candidates interested in applying to the College of Pharmacy at NEOMED are encouraged to begin visiting PharmCAS well in advance of beginning the application process to familiarize themselves with important policies, procedures, and deadlines. NEOMED will refer to PharmCAS academic data for all admission decisions. Candidates are encouraged to utilize all academic update opportunities in PharmCAS following initial application for admission.

The Pharmacy Curriculum extends over four years, includes biomedical sciences, pharmaceutical sciences, social, behavioral and administrative pharmacy sciences, and clinical sciences, and includes a longitudinal course.

All candidates must complete the pre-professional pre-requisite coursework prior to matriculation to NEOMED as a P1 student. Candidates with pre-requisite coursework in-progress who are making progress toward timely completion are encouraged to apply for admission via the Pharmacy College Application Service (PharmCAS) at [www.pharmacas.org](http://www.pharmacas.org).

### REQUIRED PRE-PROFESSIONAL (PRE-REQUISITE) COURSES FOR ALL PHARMACY ADMISSION PATHWAYS

<b>Required Pre-professional Courses (Semester Hours)</b>	<b>Semester Credit Hours Required</b>
Anatomy & Physiology course	3
Microbiology course	3
Biology and Other Life Sciences course sequence with labs	8
Inorganic (General) Chemistry course sequence with labs	8
Organic Chemistry course sequence with labs	8
General Physics course	3
Biochemistry course	3
Calculus course	3
Statistics/Medical Statistics course	3
Composition course sequence	6
General Education and/or Additional Science*	15
<b>Total</b>	<b>63</b>

\*General education and/ or additional science courses are defined as humanities, social science, business, computer literacy, and additional coursework in the other prerequisite categories. A course can be used only once to fulfill a prerequisite. Coursework in interpersonal communication, economics, and sociology is encouraged.

The following minimum recommended guidelines should be met for admission consideration for the Pharm.D. Program:

- A cumulative GPA of 2.50 (all coursework), as well as a 2.50 GPA in all math and science courses;
- No grade lower than C- in any pre-professional pre-requisite course;
- Demonstrated progress toward completion of pre-professional pre-requisite coursework.

NEOMED does not require candidates to submit PCAT scores and they are not used in our holistic admissions process.

Successful applicants should also demonstrate:

- interest in the profession, as demonstrated by extracurricular activities;
- noncognitive factors such as maturity; leadership skills and abilities;
- community services and volunteer experiences;
- possible work experiences, especially experience with patients in a pharmacy or health-related setting and professional shadowing experiences.

Applicants are highly encouraged to acquire volunteer or work experience in a pharmacy prior to admission to the College of Pharmacy.

Personal interviews, by invitation only, are a part of the screening process to assist with a holistic review of the applicant. The interview day may also include the administration of cognitive assessments used in the admission process. The Pharmacy Admissions Committee reviews applicant data after interview and makes admission recommendations to the College of Pharmacy Dean who has final decision authority.

To apply to the Pharm.D. Program, applicants are to complete the PharmCAS application by no later than the PharmCAS deadline of June 1<sup>st</sup> prior to the term of desired initial enrollment. We recommend that candidates apply during the fall prior to year of desired initial enrollment as offers are made on a space-available basis. When NEOMED reaches enrollment capacity, an alternate list will be established. Enrollment capacity may be reached without prior communication to candidates yet to apply. Supplemental materials, transcripts from all previously attended colleges and two letters of evaluation/recommendation must be sent to PharmCAS by June 1<sup>st</sup> as well.

### EARLY ASSURANCE PATHWAY ADMISSION

The College of Pharmacy at NEOMED participates in the early assurance program offered by the American Association of Colleges of Pharmacy (AACCP). Candidates interested in securing a seat in a class beyond the current application cycle are encouraged to explore the possibilities offered through early assurance. Early assurance is a two-step process. The first step consists of candidates securing the early assurance of a reserved seat into a future entering class if they successfully meet the appropriate early assurance terms and conditions. The second step consists of candidates that are on track to successfully meeting the terms and conditions of early assurance applying for admission via the Early Decision plan in PharmCAS for the year in which the plan to matriculate. This application for admission serves as the formal check to ensure all early assurance conditions have been met.

The early assurance program is non-binding until the point of early decision application in step two as described above. This means candidates may still consider other options up until the time of actual application for admission to claim the reserved seat. There are two opportunities to secure early assurance to the NEOMED College of Pharmacy, the University Pathway and the High School Pathway.

#### ***University Pathway***

The university early assurance pathway program is available to currently enrolled college or university students at any regionally accredited college, university, or community college. The deadline to apply for early assurance is February 1. Candidates apply through [www.PharmDirect.org](http://www.PharmDirect.org).

### **Student Eligibility for Early Admission**

- Minimum overall/cumulative GPA of 3.20 or higher at a regionally accredited institution of higher education. Candidates must have established college grade point averages to apply for this early assurance pathway.
- Minimum science GPA of 3.20 or higher as determined by PharmCAS standards at a regionally accredited institution of higher education. Candidates must have established college grade point averages to apply for this early assurance pathway. (First Year students new to college in the fall should wait until fall grades are received to apply.) (First Year students new to college in the fall should wait until fall grades are received to apply.)
- No grade lower than a “C” in any math, biology or chemistry course completed to date. Students who have repeated courses have their second grades used in consideration.
- Interested candidates must apply via PharmDirect ([www.PharmDirect.org](http://www.PharmDirect.org)) beginning in mid- September but no later than the by February 1 deadline.
- A successful interview at NEOMED is required prior to offer of early assurance. Interviews will be granted by invitation-only following application review.
- Selection into the University Pathway pool is via an annual selective admission process.

### **Student Early Assurance Responsibilities for Admission to the Pharm.D. Program**

In order to fulfill early assurance stipulations, students are required to complete all of the following:

- Students must follow all PharmCAS application procedures.
- Early assurance students must apply using the Early Decision plan for the year they wish to matriculate. See PharmCAS.org for important procedures and Early Decision deadlines.
- Students must continue to attend a regionally accredited institution of higher education and successfully complete all required pre-professional prerequisite courses. If a student transfers from an undergraduate institution, provisional admission is portable.
- Students must successfully complete all NEOMED College of Pharmacy pre-professional prerequisite coursework.
- Students must attain a minimum grade of “C” minus or higher in all required pre-professional prerequisite courses. College Credit Plus and AP work may be used if determined acceptable by an undergraduate institution where credit is awarded.
- Students must possess a cumulative university GPA of 3.2 and a Science GPA of 3.2 (both GPA’s as calculated by PharmCAS and may reflect work at multiple undergraduate institutions) at the time of Early Decision application to NEOMED to maintain provisional admission status and claim their reserved slot. Students who do not present 3.2 GPA’s may forfeit provisional admission and any associated benefits but will automatically roll to regular admission cycle.
- Students are encouraged to participate in a co-curricular program of engagement with the NEOMED College of Pharmacy
- Candidates do not need to take the PCAT.
- The year of projected matriculation is selected at the time of early assurance application. This entry year may be adjusted by the early assurance student and NEOMED if mutually agreed upon.

### **High School Pathway**

Early assurance to the College of Pharmacy at NEOMED is available to currently enrolled high school students in their 12<sup>th</sup> grade year of study. This pathway is not available to any students that have matriculated to a post-secondary institution in degree seeking status. College Credit Plus students yet to graduate high school are eligible for this pathway. **Student Eligibility for Provisional Admission:**

- Minimum overall/cumulative high school GPA (weighted or unweighted) of 3.20 or higher on a 4.0 scale
- ACT (best score) Composite of 26 or higher
- ACT (best score) Math and Science sub-scores of 26 and above
- A successful interview at NEOMED is required prior to offer of early assurance. Interviews will be granted by invitation-only following application review.
- Selection into the interview pool is via a selective admission process allocating limited early assurance spaces to direct-from-high-school applicants.
- Interested candidates must apply via PharmDirect ([www.PharmDirect.org](http://www.PharmDirect.org)) beginning in mid-

September but no later than the February 1<sup>st</sup> deadline, using 7 semesters worth of secondary school grades to determine provisional admission.

### **Student Provisional Admission Responsibilities for Promotion to the Pharm.D. Program**

Provisionally admitted students are required to complete the following:

- Students must follow all PharmCAS application procedures.
- Early assurance students must apply using the Early Decision plan for the year they wish to matriculate. See PharmCAS.org for important procedures and Early Decision deadlines. Students must attend a regionally accredited institution of higher education and successfully complete all required pre-professional prerequisite courses.
- If a student transfers from an undergraduate institution, provisional admission is portable.
- Students must successfully complete all NEOMED College of Pharmacy pre-professional prerequisite coursework.
- Students must attain a minimum grade of “C”minus or higher in all required pre-professional prerequisite courses. College Credit Plus and AP work may be used if determined acceptable by an undergraduate institution where credit is awarded.
- Students must possess a cumulative university GPA of 3.2 and a Science GPA of 3.2 (both GPA’s as calculated by PharmCAS and may reflect work at multiple undergraduate institutions) at the time of Early Decision application to NEOMED to maintain provisional admission status and claim their reserved slot. Students who do not present 3.2 GPA’s may forfeit provisional admission and any associated benefits but will automatically roll to regular admission cycle for admission consideration.
- Students are encouraged to participate in a co-curricular program of engagement with the NEOMED College of Pharmacy
- Candidates do not need to take the PCAT.
- The early assurance slot is projected for two to three years after the term of initial first-time, full-time enrollment at a college or university following high school graduation. The applicant selects the desired term of matriculation to NEOMED at the time of early assurance application via PharmDirect. The year of projected matriculation is selected at the time of early assurance application. This entry year may be adjusted by the early assurance student and NEOMED if mutually agreed upon.

### **TRANSFER ADMISSION**

Students enrolled at other pharmacy schools who desire to transfer to the College of Pharmacy for a reason unrelated to academic challenges and/or deficiencies may do so through special consideration by the Admissions Committee and Dean. Applicants must be in good academic standing at their current/former pharmacy school and must have successfully completed all NEOMED pre-requisite coursework at an accredited institution of higher education in order to be considered. Dismissed students from other institutions are ineligible.

Applicants are considered for admission into the College of Pharmacy at NEOMED as first- (P1), second- (P2) or third-year (P3) Pharmacy students. The number of seats available for students applying for advanced standing/transfer is limited and varies from year-to-year based on new student admission caps and/or attrition of previously admitted students.

Individuals interested in pursuing advance standing/transfer admission should contact the Director of Admission no later than December 1 prior to the year of anticipated enrollment.

To be considered for advance standing/transfer, a student must meet the College’s general requirements for admissions and must submit the following:

1. A letter to the director of admissions indicating why the student wishes to transfer and explain any difficulties encountered at his or her current institution;
2. Official transcripts from all schools attended (undergraduate, graduate, and professional);



3. A catalog and a detailed syllabus for all courses taken or currently enrolled in at your current/former school of pharmacy;
4. A letter from the dean, enrollment services or Student Services officer of the pharmacy school in which the student is enrolled/was formally enrolled indicating the student's current academic status and/or terms of withdrawal/dismissal;
5. A letter of recommendation from a pharmacy professional or pharmacy faculty member;
6. A completed NEOMED College of Pharmacy transfer admissions application;
7. Additional documents or letters of recommendation as determined necessary by the director of admissions.

The Admissions Office must receive all supporting documentation for advance standing/transfer admission consideration no later than May 1 prior to the anticipated fall matriculation date.

Upon review of the material, the Admissions Committee, Dean or designee of the pharmacy college will determine interview and admission candidacy.

Students offered admission to the College of Pharmacy as a transfer student will have their educational records from previously attended, U.S. accredited schools of pharmacy evaluated by the College Admissions Committee for professional competencies and applicability toward degree requirements at NEOMED. Transfer credit may only be considered for coursework in years one, two and three of the pharmacy curricula and at one-year intervals. Curricular requirements and coursework vary by topic and sequence by institution. Consequently, being accepted in transfer does not necessarily mean a student will be placed in a class cohort that exactly matches their previous school. Students accepted in transfer by NEOMED may be required to repeat previously passed coursework to be appropriately prepared to navigate the curricular sequence and rigor at NEOMED. Once equivalencies and/or competencies are determined, the Admissions Committee provides that information to the University Registrar for posting to the student's NEOMED transcript. Generally, summative transfer credit amounts and/or an advanced standing class level notation is posted to the transcript rather than individual course equivalencies.

#### INTERNATIONAL CANDIDATES

NEOMED will accept applications from J1 Visa candidates. Candidates that present international education for pre-professional pre-requisite consideration should first apply for admission through PharmCAS. Upon application, candidates should have an international credential evaluation posted to PharmCAS using World Education Services (WES) in partnership with PharmCAS. The College of Pharmacy will determine the appropriate application of using international coursework to fulfill pre-professional pre-requisites on a case-by-case basis.

#### READMISSION

Former NEOMED students who left the College of Pharmacy voluntarily and in good standing may apply for readmission. Candidates seeking readmission must complete the PharmCAS admissions process by the regular decision plan deadline. Readmission candidates may be subject to other requirements that may be related to the circumstance of the length of absence. Readmission does not guarantee returning to the curriculum at the exact point of departure and may require the repeat of previously completed coursework. Interested applicants are encouraged to contact the Director of Admissions for additional information.

#### OFFICIAL TRANSCRIPT REQUIREMENT

All candidates that matriculate into degree granting programs in the College of Pharmacy at NEOMED are required to submit a final, official transcript for all previously attended colleges and universities to the Office of Admission. NEOMED works with common application servicers (CAS) during the application process, and while they are authorized to receive, process, and verify transcripts, admission fees, and other supporting credentials on behalf of NEOMED, they do not become part of the NEOMED student record. However, NEOMED is required by records policy to possess Official Transcripts received directly from issuing institutions and agencies that include all completed coursework by matriculating students. Failure to comply with submittal of final, official transcripts upon matriculation will result in an Enrollment Services hold being placed on your record, which will prevent registration in a future semester and the distribution of financial aid and will restrict access to your education record.

# CURRICULUM AND DEGREE REQUIREMENTS – COLLEGE OF PHARMACY

## DEGREE REQUIREMENTS – PHARM.D.

The granting of the Doctor of Pharmacy degree by Northeast Ohio Medical University is contingent upon the recommendation to the Board of Trustees by the Committee on Academic Progress and Promotion (CAPP) and the dean of the College.

- All students of the Northeast Ohio Medical University College of Pharmacy are required to achieve at least a passing grade in all courses required by the faculty for the awarding of the Doctor of Pharmacy degree.
- In addition to the acquisition of the basic tools of skill and knowledge, the College of Pharmacy emphasizes the importance of the maintenance of emotional stability, a practice of integrity, a habit of critical analysis, a spirit of inquiry and an expressed sense of understanding and empathy for others. This reflects the concern of the College for the appropriate development of human qualities and commitment to professional standards as well as development of technical competence in its students and graduates. Evaluation of students and their progress during the course of studies will include all of these criteria.
- Failure to meet any of the standards of the College will result in remedial or other actions, including dismissal.

### The Pharm.D. Curriculum

The College of Pharmacy offers an original and progressive curriculum that blends classroom and practice experiences to give graduates the knowledge, skills and professional attitude to succeed as a pharmacist. Student centered learning is a critical component as at least 30 percent of pharmacy courses are offered through active learning exercises. The pharmacy curriculum emphasizes the College’s core values of competence, curiosity, communication, caring, character, and community and uniquely offers an education that optimizes interprofessional learning experiences. The curriculum is organized to give each year a central theme that serves as a foundation for each successive year. Courses are developed and integrated to establish the annual theme and to allow the opportunity for students to learn information in the classroom and then to apply that knowledge and to practice pharmacy skills in experiential sites. NEOMED is in the midst of converting from contact hours to semester credit hours and will update the following table once that information becomes available.

### OVERVIEW OF COURSES IN PHARM.D. PROGRAM

YEAR 1 (Class 2023)	Credit Hours	YEAR 2 (Class 2022)	Credit Hours
<b>Summer Header</b>		<b>Summer Header</b>	
Orientation		PHAR 72100 Immunization Certification	0.5
<b>Fall Semester</b>		<b>Fall Semester</b>	
PEBM 71202 Evidence Based Medicine	3	PHRX 72201 Experiential Education 3	1.5
PHRX 71201 Experiential Education 1	1	IMMU 72202 Immunology and Biotechnology	3
ANAP 71203 Human Anatomy Physiology and Pathophysiology 1	5	IPEC 72204 Interprofessional Education 3	1
IPEC 71204 Interprofessional Education 1	1	PHLD 72200 Personal and Professional Development for Pharmacy 3	0.5
PHDD 71205 Introduction to Pharmaceutical Sciences	5	PHAR 72207 Pharmacotherapy: OTC/Self-Care	3
PHLD 71200 Personal and Professional Development for Pharmacy 1	0.5	PHAR 72208 Pharmacotherapy: Intro Chronic Disease	3
PHPE 71206 Pharmacy Skills 1	2	PHPE 72206 Pharmacy Skills 3	2
		Elective*	1
<b>Spring Semester</b>		<b>Spring Semester</b>	
PHRX 71301 Experiential Education 2	1	PHRX 72301 Experiential Education 4	2
PHCS 71302 Health Care Delivery System	3	IPEC 72304 Interprofessional Education 4	1

ANAP 71303 Human Anatomy Physiology and Pathophysiology 2	5	PADM 72303 Practice Management 1	3
IPEC 71304 Interprofessional Education 2	1	PHDD 72302 Parenteral Products	3
PHLD 71300 Personal and Professional Development for Pharmacy 2	0.5	PHLD 72300 Personal and Professional Development for Pharmacy 4	0.5
PHPE 71306 Pharmacy Skills 2	2	PHAR 72307 Pharmacotherapy: Nephrology	3
PHDD 71305 Pharmacodynamics/Pharmacokinetics	4	PHAR 72308 Pharmacotherapy: Endocrine	3.5
		PHAR 72309 Pharmacotherapy: Advanced Cardio	3.5
		PHPE 72306 Pharmacy Skills 4	2
<b>Maymester</b>		<b>Maymester</b>	
PHPE 71400 Profession Ready	0.5	PHPE 72400 Team Ready	0.5
<b>YEAR 3 (Class 2021)</b>	<b>Credit Hours</b>	<b>YEAR 4 (Class 2020)</b>	<b>Credit Hours</b>
<b>Fall Semester</b>			
PHLD 83200 Personal and Professional Development for Pharmacy 5	0.5	Advanced Pharmacy Practice Experiences (9 separate rotations)	
P3-63101 Pharmacist Patient Care Experience 8	3	APPE 84001 Acute Care/Internal Medicine (8wks)	7
PHAR 83207 Pharmacotherapy: Endocrine	3.5	APPE 84004 Ambulatory Care (8wks)	7
PHAR 83208 Pharmacotherapy: Neuro/Psych	3.5	APPE 84002 Advanced Hospital Practice (4wks)	3.5
PHAR 83209 Pharmacotherapy: Infectious Disease	3.5	APPE 84003 Advanced Community Practice (4wks)	3.5
PADM 83203 Practice Management 2	3	APPE 84005 Clinical Selective (4wks)	3.5
Elective	1	APPE 84007 Underserved Populations (4wks)	3.5
<b>Spring Semester</b>		APPE 84006 Elective (4wks)	3.5
PHLD 83300 Personal and Professional Development for Pharmacy 6	0.5	<b>Fall Semester:</b> PHLD 84200 Personal and Professional Development for Pharmacy 7	0.5
P3-63106 Pharmacist Patient Care Experience 9	5	<b>Spring Semester:</b> PHLD 84300 Personal and Professional Development for Pharmacy 8	0.5
PHAR 83307 Pharmacotherapy: Critical Care	3.5		
PHAR 83308 Pharmacotherapy: Immuno/Onc	3.5		
PHAR 83209 Pharmacotherapy: Gastro	3		
PADM 83302 Pharmacy Law and Ethics	3		
Elective	1		

\*Three electives total are needed by end Year 3.

### **Doctor of Pharmacy Curriculum**

The Doctor of Pharmacy curriculum at NEOMED was transformed recently to prepare students for current and future pharmacy practice. By the end of the first year, students are profession ready. By the end of the second year, students are team ready. By the end of the third year, students are APPE ready. By the end of the fourth year, students are career ready.

### **Advanced Pharmacy Practice Experiences**

This series of experiences occurs in the final year of the curriculum and will reinforce and continue the development of skills and knowledge students received during the previous three years of the curriculum (didactic, laboratory and early experiential training). Students will have the opportunity to service various patient populations in a variety of settings and to collaborate with other healthcare professionals. These experiences will offer

exposure to patients and disease states that pharmacists are likely to encounter in practice. Nine advanced pharmacy practice experiences (APPE) take place over 10 months and include ambulatory care, inpatient/acute care internal medicine, advanced community pharmacy practice, advanced hospital pharmacy practice, patient clinical selective, underserved and an elective. Students will complete the stated requirements through selection of the following offerings:

<i>APPE 84001 Acute Care/Internal Medicine</i>	<i>8 weeks/7 credits</i>
<i>APPE 84004 Ambulatory Care</i>	<i>8 weeks/7 credits</i>
<i>APPE 84002 Advanced Hospital Practice</i>	<i>4 weeks/3.5 credits</i>
<i>APPE 84003 Advanced Community Practice</i>	<i>4 weeks/3.5 credits</i>
<i>APPE 84005 Clinical Selective</i>	<i>4 weeks/3.5 credits</i>
<i>APPE 84007 Underserved Populations</i>	<i>4 weeks/3.5 credits</i>
<i>APPE 84006 Pharmacy elective</i>	<i>4 weeks/3.5 credits</i>

*PHPE 83400 APPE Ready* *1 credit*

The theme for the P3 Maymester is “APPE Ready”. The goal of this course is to assess the student’s readiness to begin their Advanced Pharmacy Practice Experiences. This 0.5 credit course will focus on communication skills as well as drug therapy knowledge.

*PEBM 71202 Evidence Based Medicine* *3 credits*

Evidence Based Medicine (EBM) provides an introduction to clinical study designs, data analysis and the opportunity to apply knowledge of electronic databases, research design and literature evaluation to make effective journal club presentations. Students will gain insight into the appropriate use of evidence and resource materials in clinical practice. In addition, students will learn the importance of primary, tertiary and internet resources, as well as how to critically evaluate research-based evidence. At the end of the course, students will be able to gain competence in specifications of a research question, selection of study design, formulation and literature support of a hypothesis, descriptive and inferential statistics, clinical trials and reporting data and information. The students will be able to actively evaluate the clinical literature and understand the importance of critical analysis of the biomedical literature.

*PHRX 71201, 71301, 72201, 72301, 83201, 83301 Experiential Education 1, 2, 3, 4, 5, 6*  
*1 credit, 1 credit, 1.5 credits, 2 credits, 2 credits*

The Experiential Education course sequence is a mix of classroom and introductory pharmacy practice experiences (IPPE) designed to begin the students on the path of developing the knowledge and skills to successfully integrate into a career of a practicing pharmacist. As a practicing pharmacist we are tasked with providing oversight to the seven rights of medication administration. These rights are the right medication, right patient, right dosage, right route, right time, right reason and right documentation. The first year focuses on the development of their overall knowledge of the profession and introducing them to the varied areas of pharmacy practice. The course will also begin developing the communication skills required to collaborate with other health care practitioners. The second year focuses on exposing students to the different systems utilized to complete the first five rights. How do we efficiently and effectively get the right medication to the right patient with the right dose and right route of administration. The third year will start developing the student’s ability to apply the knowledge they have attained and to fulfil the last two rights which are, medications being used for the right reason and has the right documentation. Monitoring these last two rights focus on patient safety which is the theme of the third year. The first three years lay the foundation for the upcoming APPE rotations.

*PHCS 71302 Health Care Delivery System* *3 credits*

The Health Care Delivery System course describes the current U.S. health care system, including critical issues and core challenges that impact the way health care professionals practice today and will practice in the future. Faculty provide an in-depth and objective appraisal of the history related to the practice of pharmacy and the healthcare system, how our health care system is organized to deliver care; the impact of health-related behaviors; economics and financing of the health care delivery system; healthcare reform and other emerging and recurrent issues in health policy, health care management, and public health. Offered spring semester.

**ANAP 71203, 71303 Human Anatomy Physiology and Pathophysiology 1, 2** *5 credits, 5 credits*

This two-semester course is designed to provide pharmacy students with a foundational understanding of the structure (anatomy), function (physiology), and common dysfunction (pathophysiology) of the human body. Importantly, this sequence serves as the basis on which all additional pharmacy courses will rely. Upon successful completion, students should be proficient with anatomical and physiological terminology, core concepts of pathophysiology, and the integration of knowledge from multiple systems.

**PHAR 72100 Immunization Certification** *0.5 credits*

This course is comprised of the APhA Immunization Certification. Students will be required to complete roughly 12 hours of online course work before attending the live session. The live session of the certification is 8 hours and will include an injection technique check-off. After the live session, students will have to take one final online assessment to obtain their certification.

**IMMU 72202 Immunology and Biotechnology** *3 credits*

This course is designed to provide pharmacy students with a fundamental knowledge about the immune system, its role in inflammation, and how it modifies or is modified by disease states. The first half of the course emphasizes the pathogen-host interactions, mechanisms of activation and modulation, and potential therapeutic targets. The second half of the course concentrates on treatments and approaches that focus on immune system manipulation and alteration to successfully treat various disease states. Therapeutic targets but is not limited to immunizations, biotherapeutics for cancer treatment, and considerations for personalized immunotherapy.

**IPEC 71204, 71304, 72204, 72304, 83204, 83304 Interprofessional Education 1, 2, 3, 4, 5, 6**  
*1 credit, 1 credit, 1 credit, 1 credit, 2 credits, 2 credits*

This is a six-course sequence that is designed to build on the Interprofessional Education Collaborative (IPEC) competencies where students learn with, from and about other professions so that ultimately, they are prepared to practice with an interprofessional team after they graduate. The first two courses of this sequence will focus on assisting pharmacy students to become 'Profession Ready'; the second two courses focus on preparing students to be 'Team Ready'; and the last two courses aim to refine their skills so they are 'APPE Ready'.

**PHDD 71205 Introduction to Pharmaceutical Sciences** *5 credits*

This introductory course, which lays the foundation for subsequent pharmacy courses, provides an overview of the various interdisciplinary areas of pharmaceutical sciences – pharmaceutical chemistry, pharmaceuticals, pharmacokinetics, pharmacodynamics, pharmacogenomics, pharmacology, toxicology, drug discovery and FDA approval. It introduces the process of drug discovery and development in the modern era of personalized medicine. The course covers different aspects of basic and applied sciences that are involved in drug discovery and activity/toxicity testing, including design, delivery, formulation, absorption, mechanism of action, disposition, and elimination of drugs.

**PHDD 72302 Parenteral Products** *3 credits*

The Parenteral Products course is designed to teach students how to understand and analyze parenteral medication orders and how to convert complex therapeutic infusion orders into finished products. Students will also be responsible for performing calculations required to compound, dispense, and administer intravenous medications. Additionally, the course emphasizes current standards for managing a sterile products area and those related to employee and patient safety.

**PHLD 71200, 71300, 72200, 72300, 83200, 83300, 84200, 84300 Personal and Professional Development for Pharmacy 1, 2, 3, 4, 5, 6, 7, 8**

*0.5 credit, 0.5 credit, 0.5 credit, 0.5 credit, 0.5 credit, 0.5 credit, 0.5 credit, 0.5 credit*

The Personal and Professional Development (PPD) sequence is a longitudinal series of courses over the 4-year program that focus on personal and professional skill development for pharmacy practice. This course sequence includes traditional on-campus learning and virtual-based/experiential sessions. This course series will require students to contemplate their personal and professional life and perform self-assessments of their professional development needs and goals. Areas requiring professional development will be identified along with specific competencies (e.g., knowledge, skills, attitudes, or values) that will be introduced, developed, or enhanced. Faculty, advisors, and peer advisors will offer valuable insights to assist in identifying true professional development needs. The course will direct students toward curricular and co-curricular experiences so they can

grow professionally and personally. The PPD course sequence is centered on six distinct themes which will be addressed throughout the sequence: Self-Awareness, Professionalism, Leadership, Innovation, Cultural Awareness and Patient Advocacy. While the course themes will be a focus of the overall longitudinal curriculum, not all themes will be addressed within each PPD course.

*PHPE 71206, 71306, 72206, 72306, 83206, 83306 Pharmacy Skills 1,2,3,4,5,6*

*3 credits, 2 credits, 2 credits, 2 credits, 2 credits*

The Pharmacy Skills course sequence will complement the Pharmacotherapy course by fostering student pharmacists' application of knowledge acquired during the pharmacotherapy course series in both recitation and simulation formats. Additionally, this course will focus on the development of evidence-based medicine evaluation and application skills. Student pharmacists will also gain practice and evaluation related to patient care documentation skills. This course will instill the value of the Joint Commission of Pharmacy Practitioner's Pharmacist Patient Care Process (PPCP). Within the PPCP, using the principles of evidence-based medicine, student pharmacists will practice the skills of collecting data, assessing data, care planning, and follow up for patient care services.

*PCEU 72203 Pharmaceutics*

*5 credits*

This course focuses on fundamental principles of pharmaceutical product development (dosage forms and delivery systems), biopharmaceutics, and medication compounding and dispensing. Students will also become proficient in basic concepts related to physical pharmacy and pharmaceutical calculations. Course content is delivered through the integration of didactic and laboratory modules in order to foster critical thinking and develop skills needed to solve real-life pharmaceutical compounding and dispensing challenges. By the end of the course, students will master the skills needed to participate in pharmaceutical product development and related patient care activities.

*P3 63101 Pharmacist Patient Care Experience 8*

*3 credits*

This is the eighth in a series of nine courses within the PPCE sequence. This course will have a significant experiential component. Students will visit one pharmacy practice site in either a community, institutional or elective setting. Each site will be visited for 8 weeks on two afternoons per week. Additional time is required on campus to engage in demonstrations and practice giving formal patient case presentations; pharmacy skills assessment (PSA) activities in the Wasson Center; an assessment of top medication knowledge; response to a drug information question; and the continuation of the professional development series, with a focus on professional communication (e-professionalism). Offered fall semester.

*P3 63106 Pharmacist Patient Care Experience 9*

*5 credits*

This is the last of nine experiential courses that focus on professional skills development for contemporary pharmacy practice. This course will have a significant experiential component. Students will visit two different pharmacy practice sites in either community, institutional or elective settings (whichever sites were not visited in PPCE 8). Each site will be visited for 8 weeks on two afternoons per week. Additional time is required on campus to engage in: demonstrations and practice giving formal journal club presentations; writing and presenting formal drug information responses; a pharmacy skills assessment activity in the Wasson Center; the end-of-year Stage Exam; individual and group Professional Development Advising Team meetings; and continuation of the professional development series, with a focus on: 1) evaluation of career options; 2) job searching skills; 3) residency and job applications; and 4) interviewing skills. Offered spring semester.

*PHAR 72207, 72208, 72307, 72308, 72309, 83207, 83208, 83209, 83307, 83308, 83309 Pharmacotherapy*

*36 credits total*

The Pharmacotherapeutics course sequence spans the 2nd and 3rd professional years and is divided into 11 courses. Each course has a different theme, which builds upon material from previous courses in the sequence. The courses integrate basic sciences (physiology, pathophysiology), pharmaceutical sciences (medicinal chemistry, pharmacology) and clinical pharmacy practice (therapeutic decision making). It is team taught, predominantly by faculty within the College of Pharmacy. These courses will build a foundation of knowledge related to normal physiology, pathophysiology and the related therapeutic decision making for the most common acute and chronic disease states and their associated complications. Students will learn about available pharmacologic and non-pharmacologic therapies and the role of the pharmacist in selecting the most appropriate treatment modality. Extensive use of patient case studies will help students continue to develop the critical

thinking skills necessary to collect, analyze and evaluate appropriate information in order to develop comprehensive, individualized patient care plans. These courses are designed to prepare our students for their advanced pharmacy practice experiential rotations in the 4th professional year.

***PADM 83302 Pharmacy Law and Ethics***

*3 credits*

This course provides students with information pertaining to significant Federal Laws, Ohio Laws & Rules, and principles of ethical pharmacy practice. Through a mixture of self-directed learning modules and live lecture students will develop the knowledge required for successful completion of their multistate pharmacy jurisprudence examination (MPJE). Active learning activities pertaining to pharmacy ethics will imbue students with the self-awareness necessary for ethical pharmacy practice and patient care following graduation.

***PADM 72303, 83203 Practice Management 1, 2***

*3 credits, 3 credits*

Practice Management is a two-course sequence that emphasizes the management and leadership skills required of pharmacists related to community and health-system pharmacy practice management. Major topics include leadership, personnel management, medication use systems, community/health system pharmacy operations management, development of patient-care related services, practice-related financial management, supply chain management, formulary systems, pharmacoeconomics, and informatics. Students will have the opportunity to develop skills and enhance learning through simulated activities, in-class case related discussions and team-based projects.

***PHDD 71305 Pharmacodynamics Pharmacokinetics***

*4 credits*

The purpose of this course is to provide the pharmacy student with a thorough understanding of the molecular and physiological basis of drug action (pharmacodynamics); absorption, distribution, metabolism, and elimination (ADME) of drugs, and the basic principles of pharmacokinetics. The course will also teach the process of drug development, pharmacogenomics, and personalized medicine. Upon successful completion of the course the student will be prepared for the basic drug information presented in subsequent courses offered in the pharmacy curriculum.

***PHPE 71400 Profession Ready***

*0.5 credits*

The theme for the P1 Maymester is "Profession Ready". The goal of this course is to assess the student's readiness to be a part of the profession of pharmacy. This 0.5 credit course will focus on basic skills needed to become a pharmacist as well as professional development strategies to grow as a pharmacist.

***PHPE 72400 Team Ready***

*0.5 credits*

Health care is expecting all the professions to be more proficient in interprofessional team work to optimize patient outcomes. Team Ready course is the last course of the second year of pharmacy school, with activities designed to have students participating as a member of a team allowing feedback on their ability to work with a team while reinforcing the knowledge learned in other courses this year especially pharmacotherapy and the pharmacy skills courses.

***YEAR 2 ELECTIVE COURSE OFFERINGS***

***PELE 72252, 72352 Advanced Pharmaceutical Compounding***

*1 credit*

This elective course provides a practical understanding of selected principles of pharmaceutical compounding as it pertains to the process of establishing and maintaining product quality through good manufacturing practice (GMP) skills and compounding accreditation. The students will acquire a problem-solving learning style that can foster professional development and collaboration. Offered fall semester.

***PELE 72251, 72351 Evidence Based Decision-Making Patient Care***

*1 credit*

This course will build on drug information skills learned in the P1 year and be of interest to P2 and P3 students who want to optimize their evidence-based medicine skills for rotations and/or residency training. This course will provide additional instruction and practice opportunities for applying evidence-based decision making to patient care using the core skills learned in EBM1 and EBM 2. The course will be facilitated by pharmacy residents and activities will focus on evaluating the literature using common examples from clinical practice. Opportunities for P2 and P3 interaction and peer feedback will take place throughout the course.

***PELE 72261, 72361 Film and Pharmacy***

*1 credit*

This course is designed for second-year pharmacy students to examine health, illness, clinical issues and perceptions of health and wellness through the lenses of film. It is offered five times for 3.5 hours per meeting. The course will examine how specific issues are portrayed both clinically and artistically through the medium of film. Supplemental readings will be included that provide perspectives on the topics addressed in each film. These readings may encompass fiction/poetry/essays or selected pieces from the medical literature. The course director will facilitate each class; additional faculty from the Colleges of Pharmacy and Medicine may assist with the discussions. Short, reflective writing assignments are required. Offered fall semester.

***PELE 72250, 72350 Independent Research: Pharmacy Practice***

*1 credit*

This elective course is designed to allow students to pursue research interests and become familiar with techniques used in practice – or education-based research. Under the mentorship of a Department of Pharmacy Practice faculty advisor, the student will complete a project that is an integral part of the faculty member's research. This will involve identifying a research hypothesis, doing a literature search, writing a research proposal, collecting, analyzing and summarizing data (time permitting) and presenting findings thus far through the preparation of a formal research report. The student will present their work to department faculty and interested others (via presentation or poster) and – ideally – ultimately present their work as part of a poster or published peer-reviewed paper at a state or national conference. Students admitted into this elective should possess initiative and interest, have adequate course background and show evidence of strong conceptual knowledge in the area of research selected. The faculty project advisor may require their student to complete the online CITI Course in The Protection of Human Research Subjects. Offered fall semester.

***PELE 72254 Interprofessional Management of the Geriatric Patient***

*1 credit*

This course is designed to expose students to the roles that various healthcare professionals play on a team providing care to geriatric patients. This course is also designed to introduce students to medications that are often not tolerated by geriatric patients. Classes will focus on geriatric syndromes. Subject covered will include assessment tools to identify various geriatric syndromes, methods to most effectively address geriatric issues through an interprofessional team and resources that are available to assist geriatric patients. Emphasis will be placed on medications that pose a higher risk to geriatric patients and alternatives to their use. Weekly reading assignments will be made. In addition, each student will be required to do a field observation of an interprofessional geriatric team in action. Offered fall semester.

***PELE 72253, 72353 Personal Finance for the Student Pharmacist (Basic)***

*1 credit*

This elective, offered in fall of the P2 and P3 year, will utilize active-learning and case scenarios to introduce basic principles and skills of personal financial management relevant to student pharmacists including financial goal setting, budgeting, saving, investing, and debt repayment.

***PELE 72260, 72360 Research: Pharmacy Science***

*1 credit*

This elective experience involves active laboratory research under the mentorship of a faculty member in that faculty member's laboratory. Students are expected to complete a project that is an integral part of the faculty member's research, do literature searches, present to faculty and other students and – in ideal cases – present their work as part of a published peer-reviewed paper and/ or at a national conference. Students are also expected to complete all of the safety and other regulatory requirements to work in research labs on the NEOMED campus, if applicable for the type of work. Offered fall semester.

***YEAR 3 ELECTIVE COURSE OFFERINGS***

***PELE 83266, 83366 Advanced Pediatric Pharmacotherapy***

*1 credit*

This advanced elective course consists of lectures and in class discussion designed to build upon the information that has been covered in the required Pharmacotherapy course and the Pediatric Pharmacotherapy elective. The goal of the course is to give students an expanded understanding of the most common disease states in pediatric patients to apply these skills to future clinical rotations and the care of pediatric patients in their future career.



***PELE 83252 Advanced Pharmaceutical Compounding***

*1 credit*

This elective course provides a practical understanding of selected principles of pharmaceutical compounding as it pertains to the process of establishing and maintaining product quality through good manufacturing practice (GMP) skills and compounding accreditation. The students will acquire a problem-solving learning style that can foster professional development and collaboration. Offered fall semester.

***PELE 83270, 83370 Ambulatory Care Clinic Design: Developing a Sustainable Patient Care Service***

*1 credit*

The goal of this course is to have the students develop a business plan for a pharmacist-driven ambulatory care service within an institutional setting such as an outpatient clinic or a non- institutional setting such as a community pharmacy practice. The course is based on assignment of a case or scenario, which will require the students working in teams to develop a business plan and accompanying documents that address a patient care need and is financially sustainable. Students will utilize and build on previously taught knowledge and skills: specifically, they will address communication skills through development of motivational interviewing techniques for healthcare providers and managers, assessment and diagnostic skills as they relate to successful disease management, and team-building skills.

***PELE 83254 Chemical Dependency in Pharmacy***

*1 credit*

The offering is a lecture-based course that will provide discussion, debate and exploration on the topics of chemical dependency and the profession of pharmacy. Students will be provided information related to, but not limited to, the concepts of addiction, individuals at risk, intervention, withdrawal, emotions, recovery networks, State Board of Pharmacy actions and returning to practice. By the conclusion of this course, students will have obtained a deeper and broader understanding of this critical topic that they may face in future years.

***PELE 83269, 83369 Community Pharmacy Prep***

*1 credit*

This course is designed to help students interested in community practice to develop and refine skills that will be necessary to enter this type of practice. The areas of focus will be management, patient care services, traditional dispensing processes, over-the-counter products, communications, legal, staffing, interviewing and problem-solving.

***PELE 83259, 83359 Drugs of Review***

*1 credit*

Available to P3 students only. In order for a clinician to develop a patient specific treatment plan, they must understand core pharmacology, disease pathophysiology and learn to “think clinically”. NEOMED students typically learn quickly to apply what they have learned in the classroom but have difficulty demonstrating core pharmacology, disease understanding and clinical thought processes. This course focuses on the top 200 medications, reviewing the most important aspects of clinical pharmacology and the evidence based medicine behind pharmacotherapy choice. The course uses a case-based learning opportunity that highlights the unique aspects of the agents covered in class. Offered spring semester.

***PELE 83268, 83368 Emergency Medicine & Critical Care***

*1 credit*

This course is designed to provide in-depth, advanced instruction concerning the pharmacotherapeutic management of patients with emergent medical conditions, and commonly encountered critical care diseases. Emphasis is placed on the efficacy, safety, and comparative value of drug therapy in this specialized patient population. Knowledge of physiology, pharmacology, toxicology, and therapeutic management is applied to disease states and conditions specific to critically ill patients. Didactic instruction is combined with clinical scenarios and interactive discussions concerning emergency medicine and critical care pharmacy-related issues. Offered spring semester.

***PELE 83251 Evidence Based Decision-Making Patient Care***

*1 credit*

This course will build on drug information skills learned in the P1 year and be of interest to P2 and P3 students who want to optimize their evidence-based medicine skills for rotations and/or residency training. This course will provide additional instruction and practice opportunities for applying evidence-based decision making to patient care using the core skills learned in EBM1 and EBM 2. The course will be facilitated by pharmacy residents and activities will focus on evaluating the literature using common examples from clinical practice. Opportunities for P2 and P3 interaction and peer feedback will take place throughout the course.

***PELE 83261, 83361 Film and Pharmacy***

*1 credit*

This course is designed for second-year pharmacy students to examine health, illness, clinical issues and perceptions of health and wellness through the lenses of film. It is offered five times for 3.5 hours per meeting. The course will examine how specific issues are portrayed both clinically and artistically through the medium of film. Supplemental readings will be included that provide perspectives on the topics addressed in each film. These readings may encompass fiction/poetry/essays or selected pieces from the medical literature. The course director will facilitate each class; additional faculty from the Colleges of Pharmacy and Medicine may assist with the discussions. Short, reflective writing assignments are required. Offered fall semester.

***PELE 83271, 83371 Healthcare & Media***

*1 credit*

This course explores whether the public believes everything they read and hear. Do the messages in the media about benefits of certain therapies and treatments truly reflect valid science? Wherever one turns, whether it is watching the nightly news, reading a weekly news periodical, tuning into an afternoon talk show, or driving to work and seeing billboards and advertisements on the side of a city bus, the public is bombarded with claims for medical cures and beneficial products for one's health. The explosion of social media, almost continuous access to the internet, and the growth of so-called 'experts' in health and wellness, have all led to a significant growth in promotion of products, according to the promoter/manufacturer, to slow aging, enhance 'stamina', eliminate wrinkles and belly fat, reduce cholesterol, cure diabetes, improve focus and increase intelligence. How many of these claims are based on valid science? How does a healthcare provider respond to these issues when asked by a patient or customer interested in trying one/some of these? This class is designed to explore many of these scenarios and will provide the students with an opportunity to compare fact from fiction. The format of the class will be Team- Based Learning, where students will be divided into teams and given assignments. Offered spring semester.

***PELE 83250 Independent Research: Pharmacy Practice***

*1 credit*

This elective course is designed to allow students to pursue research interests and become familiar with techniques used in practice – or education-based research. Under the mentorship of a Department of Pharmacy Practice faculty advisor, the student will complete a project that is an integral part of the faculty member's research. This will involve identifying a research hypothesis, doing a literature search, writing a research proposal, collecting, analyzing and summarizing data (time permitting) and presenting findings thus far through the preparation of a formal research report. The student will present their work to department faculty and interested others (via presentation or poster) and – ideally – ultimately present their work as part of a poster or published peer-reviewed paper at a state or national conference. Students admitted into this elective should possess initiative and interest, have adequate course background and show evidence of strong conceptual knowledge in the area of research selected. The faculty project advisor may require their student to complete the online CITI Course in The Protection of Human Research Subjects. Offered fall semester.

***PELE 83265, 83365 Independent Study in Teaching and Learning***

*1 credit*

This independent study is designed to help students to begin to develop knowledge and skills needed for teaching in the classroom and clinical settings. They will be introduced to teaching theories, styles, and methods in the context of their own teaching philosophy. Students also will be expected to create a teaching portfolio as a result of this course. Each student will be expected to attend four group class sessions (2 hours each) and will be required to document 8-10 hours of independent study time. Additionally, students will individually meet with the course director for 1 hour at the beginning of the course and 1 hour at the end of the course to review completed project(s). The students also will be required to demonstrate their knowledge of program assessment by working as a group to evaluate the elective and generate a written proposal for the 2016 independent study.

***PELE 83255 Institute for Healthcare Improvement***

*1 credit*

This elective course will require students to complete the online curriculum developed by the IHI Open School. Students will complete at least 16 online modules on the topics of Leadership, Patient Safety and Quality Improvement by the established deadlines. Students will independently complete these modules and will be required to achieve a passing score in each. Students will receive a certificate of completion from IHI. Activities will be self-directed; however, the class will have a mandatory 1-hour session at the beginning of the grading period.

***PELE 83264, 83364 Interprofessional Management of Palliative Care Patients***

*1 credit*

This course is designed to introduce the management of the palliative care patient by an interprofessional team. The students will learn the role and responsibilities of the team members. In addition, management of common symptoms -- including pain -- seen in the palliative care patient will be discussed with a focus on how the pharmacist interacts with the interprofessional team to assist in the overall care of the patient. Class sessions will involve interactive lecture presentations and case-based discussions. Offered spring semester.

***PELE 83262, 83362 Advocacy and Legislation***

*1 credit*

This course is designed to provide a discussion forum for exploring current legislative issues influencing the pharmacy profession. Students will be engaged in a variety of activities, which will introduce them to advocacy opportunities. Students will participate in retrieving legislative information, interpreting legislation and its potential impacts, engaging in discussion on various perspectives of the issues and presenting information on legislation that affects pharmacy to their peers. By the end of the course, students will have developed their own individual templates/toolkits for discussion and communication regarding pharmacy-impacted legislation with their representatives on local, state and national levels. Offered spring semester.

***PELE 83256 Pediatric Pharmacotherapy***

*1 credit*

This elective course consists of lectures and in class discussion designed to build upon the information that has been covered in the required Pharmacotherapy course. The goal of the course is to give students an expanded understanding of the most common disease states primarily in outpatient pediatric patients in order to apply these skills to future clinical rotations and the care of pediatric patients in their future career. This course will serve as the required pre-requisite for the Advanced Pediatric Pharmacotherapy elective offered in the spring semester.

***PELE 83263, 83363 Personal Finance for the Student Pharmacist (Advanced)***

*1 credit*

This course consists of lectures, in-class discussion and case scenarios designed to build upon the information covered in the Personal Finance (Basic) for the Student Pharmacist course. Students will learn and utilize advanced principles for personal finance management including retirement planning, employer sponsored retirement plans (401k, 403b), banking options, stock and investment diversification, and maximizing tax credits and deductions.

***PELE 83253 Personal Finance for the Student Pharmacist (Basic)***

*1 credit*

This elective, offered in fall of the P2 and P3 year, will utilize active-learning and case scenarios to introduce basic principles and skills of personal financial management relevant to student pharmacists including financial goal setting, budgeting, saving, investing, and debt repayment. Offered fall semester.

***PELE 83272, 83372 Pharmacist's Approach to Women's Health***

*1 credit*

This course consists of lectures, in class discussion, reflection writing, and a final project to give students an understanding of the how diseases and conditions affect women and men differently. The goal of this course is to give students an understanding of how specific issues related to women affect their health care and apply this knowledge to obtain optimal care of the female patient. Pharmacists need a thorough understanding of how such issues affect women differently to order to deliver effective pharmaceutical care. Offered spring semester.

***PELE 83267, 83367 Pharmacogenomics & Personalized Medicine***

*1 credit*

This elective is designed to help students expand their knowledge and application of information related to pharmacogenomics and personalized medicine. Personalized medicine is one of the fastest growing segments of healthcare. The area of focus are basics of genetics and genomics and its application to patient care/case studies, communications, legal and ethical concerns, and problem-solving. The format of the class is a combination of traditional lecture/discussion and Team-Based Learning.

***PELE 83257 Pharmacy Residency Preparation***

*1 credit*

This elective is designed to develop, practice and refine skills that will be necessary during postgraduate training and/or employment. The areas of focus will be: goal setting, application preparation, interview skills training, presentation skills, and professionalism. In addition, a small portion of the course will be spent on reviewing postgraduate training options.

***PELE 83260, 83360 Research: Pharmacy Science***

*1 credit*

This elective experience involves active laboratory research under the mentorship of a faculty member in that faculty member's laboratory. Students are expected to complete a project that is an integral part of the faculty member's research, do literature searches, present to faculty and other students and – in ideal cases – present their work as part of a published peer-reviewed paper and/ or at a national conference. Students are also expected to complete all of the safety and other regulatory requirements to work in research labs on the NEOMED campus, if applicable for the type of work. Offered fall and spring semester.

***PELE 83258 Veterinary Pharmacy***

*1 credit*

This elective is an introductory course that will provide students with the foundational knowledge and skills needed to offer appropriate pharmaceutical care for animal patients. This course will cover a variety of topics pertinent to the practice of veterinary pharmacy, including pharmacologic principles of veterinary pharmacy, veterinary medicine calculations, pharmaceutical care of canines, pharmaceutical care of felines, and legal and ethical considerations of veterinary pharmacy. This course will include a compounding component, in which students will be responsible for appropriately compounding and packaging extemporaneous products. Students will also be responsible for correctly interpreting prescriptions and accurately completing calculations necessary to compound prescription products. The compounding component will build upon skills learned in the Basic Pharmaceutics Lab course. Didactic lecture, compounding activities, and patient cases will assist the students in developing a foundational understanding of the aforementioned topics.