



Northeast Ohio

MEDICAL UNIVERSITY

STUDENT HANDBOOK

NEOMED Student Handbook

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Northeastern Ohio Universities COLLEGES OF MEDICINE & PHARMACY

August, 2010

Dear Students of the Northeastern Ohio Universities Colleges of Medicine and Pharmacy:

The Student Handbook, developed by the faculty and staff of Northeastern Ohio Universities Colleges of Medicine and Pharmacy (Colleges), has been prepared to help you during your medical and pharmacy studies. It contains many of the answers to the questions you may have regarding the Colleges and its policies and procedures. In addition, it describes the many services and resources available to you. You are strongly encouraged to reach out to these resources, the faculty, staff and each other for assistance, and to readily offer your assistance to your peers and the Colleges.

Your medical and pharmacy studies will be challenging, exciting and at times, exhausting. The rewards for this effort will be many, for you will have rich opportunities and unique experiences in the health professions.

On behalf of all faculty and staff of the Colleges, we wish you a successful year!

Sincerely,

Polly Moss, M.Ed.
Assistant Dean, Student Affairs and Admissions
Adjunct Instructor, Behavioral Sciences

Due Notice of Policy Changes

Policy at an academic institution is a complex and dynamic thing. It changes periodically, as it should.

The Student Handbook accurately reflected the policies of the Colleges at the time of its publication. However, the Colleges reserve the right to change the policies, including academic requirements, at any time. Students are responsible for reviewing, understanding, and abiding by the Colleges' regulations, procedures, requirements, and deadlines as described in all official publications. The provisions of the Student Handbook do not constitute a contract between the student and the Colleges.

The Colleges shall not discriminate against any U.S. citizen or permanent resident on the basis of age, race, gender, religion, sexual orientation or national origin.* The Colleges shall also comply with all laws and regulations concerning persons with disabilities and veteran status.

*Please be advised that the Armed Forces' "Don't Ask, Don't Tell" policy toward homosexuality constitutes discrimination on the basis of sexual orientation. The Armed Forces' position is contrary to the Colleges' policy, but State law requires that we allow the Armed Forces participation at the Colleges.

The Assistant Dean for Student Affairs and Admissions

- (A) Student Affairs is a true learning-oriented organization that encourages and supports students' continuous personal, professional and group growth and development as well as goal achievement by advocating and establishing a holistic approach to educating students. This includes fostering an environment that supports the student learning process and recognizes the value of the information curriculum and support services as learning experiences. The developmental nature of learning implies both a holistic and temporal perspective on the learning process, involving the development of an integrated sense of identity and identifying oneself as a healthcare professional. This must encompass all aspects of the educational experience.
- (B) Student Affairs advances student learning and contributes to a more powerful educational experience through:
- (1) 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;
 - (2) Creating and promoting innovative student life programs and experiences;
 - (3) Promoting a development of community;
 - (4) Helping students understand themselves and how they relate to others; developing values, attitudes and behaviors by students for their education and lifelong learning;
 - (5) Serving as a resource for students and faculty in improving learning;
 - (6) Enforcing high standards of student behavior and the expectation that students be responsible for their own personal, professional and academic growth and development; and
 - (7) The assistant dean can provide you with assistance regarding career opportunities and advising, residency match, letters of recommendation, academic performance, CAPP, academic advising, student government, mistreatment and harassment, enrollment concerns and questions, testing issues, criminal background checks, and general questions or concerns about the learning environment.

The Associate Dean for Health Professions Education

The academic life of the Colleges is complex and in a nearly constant state of change as new demands are clarified in the national areas of education, and as changes and refinements are initiated and evaluated here. The associate dean, health professions is dedicated to supporting and strengthening the formal academic program. In collaboration with student affairs, there also is a focus on the hidden curriculum that affects students beyond the official content expressed in courses and clerkships. Clint W. Snyder, Ph.D., associate dean, health professions education, provides direction for Health Professions Education, the Wasson Center and the Office of Continuing Professional Education. The associate dean is charged to maintain a clear agenda of the current issues and projects underway to improve the academic program.

The Office of Health Professions Education

Health Professions Education coordinates and assists with the implementation of the educational program for the medical and pharmacy degrees. Health Professions Education is responsible for creating and distributing curricular materials, test administration, course and faculty evaluation, student evaluation, support for teaching faculty, staff support for curriculum design, implementation and assessment, educational data analysis used in evaluating student performance and the academic programs of the Colleges.

The William G. Wasson, M.D. Center for Clinical Skills Training, Assessment, and Scholarship (Wasson Center)

- (A) The Wasson Center is a self-contained state-of-the-art facility for the assessment, research and teaching of clinical skills and medical simulation. The facility includes:
 - (1) 16 fully equipped patient examining rooms with one-way windows for unobtrusively viewing student physician/pharmacist-patient interactions;
 - (2) Dual camera, automated video recording capability;
 - (3) Computer supported management of student progression through examinations;
 - (4) Central monitor conference room for simultaneous viewing of all exam rooms;
 - (5) Separate lounges for students and standardized patients; and
 - (6) Simulation suite for high tech simulation and simple task trainer activities.
- (B) Teaching activities utilize standardized patients, technology, and medical simulation to assist in teaching basic interviewing, history taking, procedural and physical exam skills and communication skills at a variety of levels, including first through fourth year medical and pharmacy students, residents, and practicing healthcare professionals.
- (C) The staff at Wasson Center is prepared to assist you. If you have questions, please call 330-325-6740.
- (D) If you would like to visit the Center before the assessment to familiarize yourself with the surroundings, please call and make an appointment to do so.

The Office of Admissions and Student Services

- (A) The Admissions Office and Student Services coordinates the outreach and selection of students for admission to the Colleges. Through outreach programs, the Office of Admissions and Student Services not only seeks to inform students, parents, guidance counselors and others about the various way to be admitted to the Colleges, but also to publicize the Colleges and their programs.
- (B) Student Ambassadors

- (1) Students are encouraged to participate in the admissions outreach program. Typically, one of the most helpful sources of information for prospective students is currently enrolled students and graduates of a medical or pharmacy school. Therefore, the admissions staff selects and trains students to represent the Colleges as volunteer student ambassadors. The major 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. The student ambassadors also may be asked to attend a college fair, speak at an admissions open house, or visit a high school or college with a member of the admissions staff. When coordinating the student ambassadors' schedule, the Admissions Office and Student Services takes into account the academic demand on the students. Interview notices for student ambassador selection are emailed to students in early September.
- (C) Prospective Student Identification
- (1) All students should feel free to help the Admissions staff identify prospective students by passing along names and addresses of people who may have an interest in attending the Colleges. Admissions offers individualized informational appointments and tours to prospective students and parents on an almost daily basis. Therefore, current students may encourage prospective students and parents to call the Colleges' Office of Admissions and Student Services to set up campus visits (ext. 6270).
 - (2) The Office of Admissions and Student Services can be your first point of contact for most issues related to student services. The mission of the office is to provide leadership and uncompromising service to all of its constituents. These support services enhance the campus environment and contribute to the development of the total student. The staff members are responsible for student financial aid and financial planning; student grades, records and transcripts; graduation certification and graduation activities; health services; medical/dental/vision/life/disability insurances; physician referral; immunizations and health records; student addresses; off-campus housing referral service; enrollment and insurance verifications; Ohio residency determinations; veterans affairs; malpractice insurance; room scheduling; student lockers; and alumni certification. The office also assists with coordination of the Medical Student Performance Evaluation (MSPE) and all issues and meetings of the Committee on Academic and Professional Progress (CAPP).

The Office of Career Development and Advising

- (A) The focus of the Office of Career Development and Advising is to provide curricular and co-curricular support for student development in the Five C's: competence, communication, caring, character and community. The Office of Career and Development and Advising assists students in becoming:
- (1) Self-reflective lifelong learners through learning skills development and personal counseling;
 - (2) Involved in their community through student organizations, community service, and leadership development;
 - (3) Aware of their skills, abilities, aptitudes and goals, and how these connect to their specialty choice, through reflective learning and through career development

programming;

- (4) Connected with a learning community through relationships with peer mentors and faculty advisors; and
 - (5) Balanced and well-rounded health care professionals through participation in co-curricular activities.
- (B) Career development is an integral part of the formal and informal curriculum at the Colleges and encompasses career decision making, professional and leadership development and personal wellness. The career development curriculum is designed to assist students in synthesizing their knowledge and self-understanding with their personal career decision. The goals of career development curriculum are to assist students in:
- (1) Developing the knowledge, skills and attitudes required for making career decisions;
 - (2) Developing life planning activities which integrate career with family, leisure, friendship and community;
 - (3) Becoming cognizant of career options in a variety of settings;
 - (4) Understanding their values and how they fit into the practice of medicine or pharmacy; and
 - (5) Understanding the need for lifelong professional development.
- (C) The following curricular and co-curricular activities and programming are coordinated through the Office of Career Development and Advising and are designed to support the goals of the career development curriculum:
- (1) Career Planning and Decision-Making:
 - (a) Resumes, Curriculum Vitae and personal statements;
 - (b) Coordination of summer fellowships, externships, research opportunities and shadowing experiences;
 - (c) Specialty Interest Groups;
 - (d) Career Development Student Advisory Group;
 - (e) Physician Career Stories; and
 - (f) Pharmacist Career Stories.
 - (2) Professional and Leadership Development:
 - (a) White Coat Ceremony;
 - (b) Clinician Ceremony;
 - (c) The NEOUCOM Chapter of the Gold Humanism Honor Society;
 - (d) Leadership Development Program; and
 - (e) Student Organizations
 - (3) Advising and Student Wellness:
 - (a) Learning skills assistance and peer tutoring;
 - (b) Individual counseling; and

- (c) Student Wellness Advisory Group.

The Office of Alumni Relations

- (A) 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 member, and in excess of 1,100 live and practice in northeast Ohio and are pleased to be a resource for students.
- (B) The Alumni Association sponsors a variety of programs for students throughout the year including events to help students meet and network with physicians in various specialties and activities that provide support and encouragement. For more information on how the Alumni Office can be of assistance, please contact the office at (330)325- 6663.

Essential Functions Required for Admission, Continuation and Graduation (College of Medicine)

- (A) The primary mission of the College of Medicine is to provide all students with the training to become qualified physicians oriented to the practice of medicine at the community level. As such, faculty are responsible to develop and implement standards of the practice of medicine.
- (B) Preparation and training to become a physician requires each student to understand and meet the Essential Functions Required for Admission, Continuation and Graduation identified below. The faculty has developed the course requirements and activities to provide critical elements of physician training. It is expected that students will 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 College of Medicine policies regarding these activities. Learning is based on active student participation rather than simple observation and /or note taking.
- (C) A candidate for the M.D. degree must be able to demonstrate intellectual-conceptual, integrative and quantitative abilities; skills in observation, communication, motor functions; and mature behavioral and social attributes. Technological compensation can be made for some handicaps in certain 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.
- (D) Observation:
 - (1) 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 a patient accurately at a distance and close at hand. Observations necessitate the functional use of the sense of vision and somatic sensation. It is enhanced by the functional use of the sense of smell.

- (E) Communication:
- (1) A candidate should be able to speak, to hear 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. Communication includes not only speech but also reading and writing. The candidate must be able to communicate effectively in oral and written form with all members of the healthcare team.
- (F) Motor:
- (1) Candidates should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. A candidate should 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 reasonably required of physicians are cardiopulmonary resuscitation (CPR), the administration of intravenous medication, and the application of pressure to stop bleeding. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.
- (G) Intellectual-Conceptual, Integrative, and Quantitative Abilities:
- (1) 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 should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.
- (H) Behavioral and Social Attributes:
- (1) 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 respond by appropriate modification of behavior.
- (I) Handicapped individuals are encouraged to apply. Applicants whose responses indicate that they cannot meet the expectations will be further reviewed by the Admissions Committee to assess the extent of difficulty and the potential for compensating for such difficulty.

Essential Functions Required for Admission, Continuation and Graduation (College of Pharmacy)

- (A) 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.
- (B) Preparation and training to become a pharmacist requires each student to understand and meet the Essential Functions Required for Admission, Continuation and Graduation identified below. The faculty has developed the 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.
- (C) 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 can be made for handicaps in some of these areas, but a candidate should be able to perform in a reasonably independent manner without a trained intermediary. A trained intermediary is an individual who might or does mediate a candidate's judgment through his/her power of selection and observation.
- (D) Observation: The candidate must be able to:
 - (1) Observe lectures, demonstrations, experiments and practice-based activities;
 - (2) Observe physiologic and pharmacologic demonstrations, evaluation of microbiologic cultures, and microscopic studies of microorganisms and tissues in normal and pathologic states;
 - (3) 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;
 - (4) Read information on a computer screen;
 - (5) Remain fully alert and attentive at all times in clinical settings; and
 - (6) Evaluate visible patient signs and symptoms for the purposes of triaging patient complaints and monitoring drug therapy.
- (E) Communication: The candidate must be able to:
 - (1) Communicate effectively, sensitively and rapidly with patients, caregivers, and members of the healthcare team;

- (2) Speak, listen, read in order to elicit information and write in the English language;
 - (3) Effectively communicate with instructors and peers;
 - (4) Communicate with healthcare practitioners specifically about his/her patients in review of recommendations concerning verbal and written drug therapy orders;
 - (5) Elicit information from patients, describe changes in mood, activity and posture, and perceive nonverbal communications; and
 - (6) Teach patient skills when dealing with drug administration devices (i.e. inhalers) or use of home diagnostic kits.
- (F) Motor: The candidate must be able to:
- (1) Have sufficient motor function to execute all aspects of processing multiple types of drug orders and compounding of medications;
 - (2) Engage in safe and aseptic handling of sterile preparations;
 - (3) Safely and effectively operate appropriate equipment (e.g., microscope, computer keyboard, glucose monitors, peak flow meters);
 - (4) 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 senses of touch and vision; and
 - (5) Perform CPR.
- (G) Intellectual-Conceptual, Integrative and Quantitative Abilities: The candidate must be able to:
- (1) Solve problems involving measurement, calculation, reasoning, analysis, synthesis and evaluation rapidly in a multi-task setting;
 - (2) Comprehend three-dimensional relationships and understand the spatial relationships of structures;
 - (3) Synthesize knowledge and integrate the relevant aspects of a patient's history, physical findings and monitoring studies; and
 - (4) Be able to use information to develop drug therapy and monitoring plan in a reasonable amount of time.
- (H) Behavioral and Social Attributes: The candidate must be able to:
- (1) Possess the emotional health required for full use of their intellectual abilities, the exercise of good judgment, and the prompt and safe completion of all responsibilities;

- (2) Adapt to change, to display flexibility and to learn to function in the face of uncertainties and stressful situations;
- (3) Possess compassion, integrity, interpersonal skills, motivation, empathy, and concern for others;
- (4) Demonstrate ethical behavior;
- (5) Function effectively in situations of physical and emotional stress;
- (6) Accept appropriate suggestions and criticism and, if necessary, respond by modification;
- (7) Exercise good judgment and prompt completion of all responsibilities involved in the pharmacist care of patients; and
- (8) Have the capacity to develop mature, sensitive, and effective relationships with patients.

Student Responsibilities for Participating in Learning and Patient Care Activities

- (A) Requesting exemption from participating in certain educational and/or patient care activities for religious/ethical reasons.
 - (1) Purpose
 - (a) To allow students under certain circumstances, to exercise their rights not to participate in certain aspects of care or treatment of patients while still 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.
 - (2) Policy
 - (a) All patients, without regard to diagnosis, disability, race, color, religion, creed, gender or gender orientation are entitled to comprehensive and individualized quality care.
 - (b) The Colleges will allow students to decline to participate in certain aspects of patient care which are in conflict with their ethical or religious beliefs if the conditions outlined herein are met.
 - (c) 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 professionalism standards. 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 because of danger to an existing health condition of a student.

- (d) A student can request to decline participation for other compelling reasons. However, the University can decline a request and/or require the student meet with a faculty member and/or counselor to discuss the issues as related to patient care and educational expectations.

(3) Procedure

- (a) The student must initiate a written request for permission to decline participation in certain aspects of patient care. The student must set forth the reason for the request, sign and date it and submit it to the course/clerkship director.
- (b) The course/clerkship director/preceptor reviews the request and discusses any potential problems with the student and the assistant dean for the student affairs and notes this discussion on the request form. The course or clerkship director signs and dates the form and sends it to the assistant dean for student affairs. This documentation is maintained in the student's educational record.
- (c) 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 but is required to discuss the circumstances, situation and the student's rationale with the course/clerkship director and preceptor immediately following. This should be documented and must include the course or clerkship director signature and forwarded to the assistant dean for student affairs. This documentation is maintained in the student's educational record.

Overall Educational Objectives (College of Medicine)

- (A) 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 successfully practice 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. Goals and objectives at the level of courses, clerkships and preceptors give full meaning to these overall expectations.
- (B) Each student must demonstrate knowledge of:
 - (1) Human Health Across the Life Span
 - (a) Definitions of health and individual perspectives on the meaning of health and illness;
 - (b) Physical, functional, mental and psychological determinants of health, including relationships with caregivers;
 - (c) Major factors influencing health from population and community perspectives;

- (d) Optimizing health and quality of life under conditions of chronic and life threatening illness;
 - (e) Changes in the meaning of health across the life span; and
 - (f) Principles of health promotion, disease prevention and screening.
- (2) Normal Human Biology
- (a) Normal structure and function of the human body and its organ systems across the life span and the developmental stages; and
 - (b) Systemic, biochemical, genomic and cellular mechanisms important to homeostasis.
- (3) Disease, Illness and Injury Across the Life Span
- (a) Genetic, developmental, metabolic, toxic, microbiologic, autoimmune, neoplastic, degenerative and traumatic causes of illness and disease, and the pathogenesis of such maladies;
 - (b) Altered structure and function of the body and its organ systems underlying various diseases and conditions;
 - (c) Most frequent clinical, laboratory, roentgenologic and pathologic manifestations of common maladies across the life span;
 - (d) Relief of pain and amelioration of suffering in patients;
 - (e) Important non-biologic, psychosocial determinants of illness;
 - (f) Basic complications that compound identified clinical problems; and
 - (g) Changes in the pattern of disease, illness and injury across the life span.
- (4) Influence of Family, Community and Culture on Human Health
- (a) Influence of the family, and the social and cultural environments on the patient's well being, including causes and understanding of health and disease, and sources of support; and
 - (b) Epidemiology of common maladies within defined populations, and the systematic approaches useful in reducing the incidence and prevalence of those maladies.
- (5) The Profession
- (a) Theories, principles and major dilemmas of medical ethics;

- (b) Elements of medical professionalism and their implications, including the history of professionalism and its contemporary obligations;
 - (c) Importance and limitations of the scientific method in understanding disease and treatment;
 - (d) Principles and practice of the use of evidence to improve the quality of care; and
 - (e) Organization, financing and delivery of healthcare.
- (C) Each student must demonstrate the ability to:
- (1) Collect Appropriate Patient Data
 - (a) Obtain a complete and accurate patient history;
 - (b) Perform both a complete and organ-specific physical and mental status examination; and
 - (c) Propose appropriate tests and diagnostic procedures.
 - (2) Reason Effectively in Solving Clinical Problems
 - (a) Interpret the results of common diagnostic procedures;
 - (b) Construct an appropriate differential diagnosis and management plan;
 - (c) Reason inductively and deductively in clinical problem solving;
 - (d) Recognize and outline an initial course of management for seriously ill patients with full appreciation of life-threatening conditions;
 - (e) Construct appropriate management strategies for patients with common conditions;
 - (f) Identify factors that place individuals at risk for disease or injury, appropriately test patients at risk and determine strategies for responding appropriately;
 - (g) Retrieve, manage, critique and utilize appropriate information and literature for solving problems and making decisions relevant to improving the care of individuals and populations, and for practicing evidence-based medicine; and
 - (h) Develop a plan consistent with the patient's individual culture and values.
 - (3) Perform and Describe Basic Clinical Procedures
 - (a) Perform routine clinical procedures as specified by the clinical departments; and
 - (b) Describe other routine procedures as specified by the clinical departments without necessarily possessing the applicable skill.

- (4) Communicate Effectively
 - (a) Express oneself effectively, verbally, non-verbally, and in writing, with patients, patients' families, colleagues, and other members of the healthcare team;
 - (b) Clarify and understand the communication offered by all patients, their families and all members of the healthcare team; and
 - (c) Demonstrate and convey empathy and a respectful regard for others.
- (D) Each student must demonstrate respect for:
 - (1) The fundamental requirement for compassionate treatment of all patients;
 - (2) The patient's privacy, dignity and quality of life regardless of individual characteristics;
 - (3) A personal commitment to advocate at all times the patient's interests over one's own interests;
 - (4) The importance of care for all patients, including those with limited resources or unable to pay, and a personal commitment to advocate for access to healthcare for all;
 - (5) The critical importance of honesty and integrity in all interactions;
 - (6) The roles of other healthcare professionals, and a commitment to collaborate with others in patient care and in health promotion in the community;
 - (7) The challenges to professionalism that exist in practice;
 - (8) Individual, lifelong responsibility to recognize and accept personal limitations in knowledge and skill, and to seek assistance and new knowledge when appropriate;
 - (9) The importance of maintaining a balance between one's personal and professional life; and
 - (10) The importance of confidentiality as a requirement inherent in patient care.

Requirements for Initial and Continued Enrollment

As a dynamic entity, the Colleges are continually evolving. This section of the Student Handbook is not and cannot be a compendium of all rules and regulations of the Colleges; rather, it is meant to serve only as a convenient assembly of some of the major rules and regulations which affect the students. Other rules and regulations affecting students can be found in various supplementary departmental publications or will be passed along at appropriate points in the curriculum.

Criminal Background Check Policy and Procedures

- (A) All M1, P1, M3 and P4 students are required to undergo criminal background checks to matriculate and /or continue enrollment. The Colleges reserves the right to revoke on offer of acceptance/promotion or to terminate participation in any and all curriculum activities after it

considers information obtained in the course of the background check. In addition, all students are required to self disclose to the Colleges 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.

- (B) 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 to minimize the liability of the Colleges and its affiliated clinical facilities.
- (C) The Colleges only accepts and retains students that meet the respective College's Essential Standards for Admissions, Continuation and Graduation (Essential Standards). Beginning in Academic Year 2008-09, the Colleges of Medicine and Pharmacy will require that a criminal background check be performed on all applicants who have been accepted for admission, as a condition of admission and matriculation; and on all enrolled students at specified intervals, as a condition of continued matriculation.
- (D) Applicants may have their acceptance revoked and thus not be allowed to matriculate; and enrolled students may be dismissed because of a history of an offense which renders the individual 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 Colleges' Division of Academic Affairs.
- (E) Procedures defining the extent of the criminal background check; assuring that checks are timely, reliable, and valid; identifying specific offenses that would require revocation of acceptance or dismissal; and, setting forth appropriate due process protections will be developed through the Colleges' Division of Academic Affairs after consultation with the General Counsel. This Policy and the attendant procedures will be implemented through the Colleges' Division of Academic Affairs.
- (F) To facilitate the background screening process, students are required to complete Consent Forms. These authorize the Colleges to seek a review of records that will disclose past misdemeanors, felonies, and/or presence of your name on a registry that would indicate a past incident of child, dependent adult, or sex abuse. Background information is obtained through the use of 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 promotion, admission, matriculation and continuation in the program.
- (G) The types of criminal background checks to be completed may vary year to year. Students will be notified of the vendor and procedures and must incur the cost of the check. The background check will be done with the assistance of an outside company and reports will be sent to NEOMED and students will be able to review and contest their individual reports. The cost of this background check is covered by a \$50.00 student fee that will be noted on the student's first bill from the Colleges. Financial aid awards will cover this fee if the student has been approved for financial aid.

- (H) Reports are read and maintained by the assistant dean, student affairs and admissions. If there is a questionable item on a report, the student will be contacted 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 the student could be required to meet with the Committee on Academic and Professional Progress to discuss the report and incident(s). A student can see his or her CBC by scheduling an appointment with the assistant dean, student affairs and admissions. The Colleges reserve the right to revoke an offer of acceptance/promotion or to terminate participation in any and all curricular activities after it considers information obtained in the course of the background check.
- (I) If a student is aware of something that may appear on a CBC report, the student should immediately contact the assistant dean, student affairs and admissions at the Colleges to discuss the situation. Students are encouraged to do this prior to conducting the CBC. Dean Polly Moss can be reached at 330-325-6759, pol@NEOMED.edu.
- (J) In addition, all students are required to self disclose to the Colleges if the student has been convicted of, pled guilty to or pled no contest to any criminal offense including misdemeanors and felonies and traffic offenses other than minor offenses that may occur after a CBC is completed
- (K) A document outlining student rights under the Fair Credit Reporting Act is available in the office of the assistant dean, student affairs and admissions. This was also distributed to all M1, P1 and M3 students prior to conducting CBCs. The background check that the Colleges conducts does not include a check of a student's credit but the Colleges are obligated by law, to give students this disclosure document.

Registration Policy

- (A) Each student must register by completing the Registration Form. An original signature must be on file in order for the student to be considered officially enrolled.
- (B) In order to be considered enrolled, students must complete the entire registration process within established time lines. This process includes but is not limited to:
 - (1) Submission of the registration form;
 - (2) Payment of tuition and fees;
 - (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; and
 - (6) Registering for classes.
- (C) Students failing to complete the registration process within established time lines will not be considered enrolled, will not be permitted to attend and will be removed from any further

courses, laboratory sessions, clerkships or electives; they then will not be permitted to participate in any student activities. The registrar determines enrollment status.

(D) Registration Requirements

(1) Registration Form

(a) By signing the Registration Form a student verifies the following:

- (i) Release of Information – Giving permission for their academic record to be reviewed by duly authorized officers of the Colleges or organizations for consideration for any award or elected honorary societies for which they may be eligible.
- (ii) Essential Functions – Certification that they have read and understand the list of Essential Functions Required for Admission, Continuation and Graduation, and that they are capable of meeting these essential functions with or without accommodations.
- (iii) Registration Requirements – Verification that they understand the conditions of registration.
- (iv) Changes in Information – Certification that they have verified contact information, including permanent and local address, phone numbers and emergency contact information.

Payment of Tuition and Fees

All students are required to pay, or make approved arrangements for the payment of, all applicable fees of the Colleges within the noted billing period. If payment or arrangement for late payment has not been made 10 days after the due date, the student will be assessed a \$50.00 late fee and a hold will be placed on the issuance of transcripts. Failure to make payment will result in non-processing of a student's registration and the withdrawal of permission to attend classes. No student will be allowed to graduate unless all outstanding tuition, fee and loan obligations to the Colleges are met.

Malpractice Liability Insurance

All students are required to carry malpractice liability insurance coverage. This coverage is provided by the Colleges at the lowest possible cost, through the Lexington Insurance Company. Malpractice insurance premiums are assessed and included in the Colleges' fees. Malpractice insurance covers only activities officially sanctioned by the Colleges as part of the curriculum in which a grade is assessed.

Immunization Requirements

The Colleges through the Student Health and Counseling Committee, establishes immunization requirements for all students. These 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. No student will be permitted to

continue in the curriculum without meeting these requirements. The required immunizations are listed below:

| Immunization | Requirement |
|---|--|
| Tuberculin Skin Test (TST) | <ul style="list-style-type: none"> • All years; and • Chest x-ray if positive TST. |
| Measles, Mumps and Rubella (MMR) | <ul style="list-style-type: none"> • Proof of two vaccinations. |
| Tetanus, Diphtheria (Td) or Tetanus, Diphtheria, Pertussis (Tdap) | <ul style="list-style-type: none"> • TD or Tdap vaccination within five years. |
| Hepatitis B | <ul style="list-style-type: none"> • Three dose series plus a positive titer; and • Copy of the lab report. |
| Chicken Pox | <ul style="list-style-type: none"> • Positive titer; and • Copy of the lab report. |

Medical, Dental, Vision, Life and Disability Insurance

(A) All students are required to carry medical, life and disability insurance through the Colleges' carrier. Students who can prove they have medical insurance coverage by submitting the online waiver form (<https://www.srstudentcenter.com/>) and providing a copy of the insurance card (front and back), may be excused from enrolling in the Colleges' medical plan. Students who do not have dental and vision coverage through their medical insurance, may elect to enroll on a voluntary basis in the Colleges' program through Guardian Life Insurance Company (<http://www.guardianlife.com/>). Medical, dental, vision, life and disability insurance information is available through the Office of Admissions and Student Services.

(1) Leave of Absence

(a) Students who take a leave of absence will remain covered under the policy for the full period for which the premium has been paid and no refund will be allowed with the option to extend to future semesters of the same academic year.

(2) Dismissal

(a) Student's insurance coverage will be canceled upon dismissal and no refund will be allowed.

(3) Withdrawal

(a) Any student withdrawing from the Colleges during the first 30 days of the period for which coverage is purchased shall not be covered under the policy and a full refund of the premium will be made.

(B) Expiration of Medical Insurance

(1) If a student is on another medical insurance plan and that plan expires while the student is enrolled, the student is required to complete either the online waiver form which provides information about the new medical insurance plan, or complete the online

enrollment form in the medical insurance plan offered by the Colleges. If a student opts to enroll in the Colleges' insurance plan, then the student must complete the online enrollment within 30 days of termination of the student's current policy. If a student does not enroll within that 30 day time period, pre-existing conditions may not apply.

(C) Payment of Student Medical Insurance

- (1) Students will be billed 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.

(D) Coverage periods for the Medical Insurance Program

- (1) The coverage period for first year students is from August 31, 2009 through June 30, 2010.
- (2) The coverage period for continuing students is from July 1, 2009 through June 30, 2010.

(E) 2009 - 2010 Insurance Premiums

- (1) Information regarding insurance premiums can be found at <http://www.NEOMED.edu/audience/students/resources/health/insurance>.

(F) Filing an Insurance Claim

- (1) Information regarding filing an insurance claim can be found at <http://www.NEOMED.edu/audience/students/resources/health/insurance>.

(G) Insurance Representatives

- (1) Information regarding insurance representatives can be found at <http://www.NEOMED.edu/audience/students/resources/health/insurance>.

Standards for Promotion and Continued Enrollment

- (A) To continue and progress within the curriculum, be promoted from year to year and, thus, ultimately to graduate from the Colleges, each student must be deemed qualified by the appropriate faculty and possibly by the Committee on Academic and Professional Promotion (CAPP) on the basis of the Colleges' essential functions for admission, continuation and graduation.

(B) Requirements for Promotion

- (1) A student must have no less-than-passing grades in all courses in order to be promoted to the next year in the curriculum. Medical students must also pass USMLE Step 1 to begin clerkships. Students must complete the Clinical Skills Assessment 4 in order to be permitted to participate in senior year electives.

(C) United States Medical Licensing Exam - Step 1 (College of Medicine)

- (1) A passing score on Step 1 of the USMLE is a requirement for promotion to the third year, but may not be taken until all components have been passed of Steps 1 - 3 of the medical school curriculum. Students must take the exam by June 30 of the second year. In the event of critical emergency, permission to delay taking Step 1 until after the deadline, must be requested from and granted by the associate dean, health professions education. Delaying taking the exam beyond this date may jeopardize your anticipated graduation date and your place in your class. If test results have not been received before the start of the Clinical Prologue, students will not be permitted to begin their scheduled clerkship.
- (2) Students receive notice of their Step 1 score directly from the NBME via email approximately four weeks after their test date. The Offices of Student Services and Health Professions Education receive official reports from the National Board of Medical Examiners (NBME) each Wednesday on a secure Web site approximately four weeks after the test date. These test results are posted on the DOCS site as soon as they are received and reviewed by both the associate dean, health professions education (HPE) and the assistant dean, student affairs and admissions. Students should access their Step 1 scores in the same manner they access course grades. Personnel will not release test results to students either in person or by telephone. Students who have not received test results by the expected date are advised to contact the NBME to verify contact information and, if necessary, to request a new score report. The NBME will not release test results over the telephone.
- (3) Student Affairs will immediately contact a student who receives a failing Step 1 score via email or telephone. The message will instruct the student to call the assistant dean, student affairs and admissions and will not contain any details or reference to the exam.
- (4) Students who have failed Step 1 must meet with the associate dean, health professions education and the assistant dean, student affairs and admissions and are subject to guidelines of the CAPP. Students failing USMLE Step 1 are required to take a leave of absence. This leave will commence on the date the USMLE Step 1 scores are received by the College of Medicine or, if the student enrolls in the Clinical Prologue course, the day after the Clinical Prologue course ends. Students must schedule, retake and pass the USMLE Step 1 examination in time to rejoin the curriculum by the second, six week rotation. Students will be placed into the schedule on a space-available basis, and students should not count on retaining their original schedule. Students not making this deadline will be automatically placed on a leave of absence for the academic year. Students will not be admitted into the clinical curriculum at any other point in the academic year. The particular enrollment status, the leave of absence terms and conditions would be developed and finalized with the assistant dean for student affairs and admissions and identified on the Leave of Absence form. The leave of absence period would continue until the student begins Step 4 of the curriculum. All CAPP academic standards, conditions of leave of absence and return to the curriculum described elsewhere in this handbook still apply. When the student retakes and passes Step 1, and returns from the leave of absence, he or she will participate in the Clinical Auction with the upcoming third year class and will receive no special considerations.

The student must participate in the Clinical Prologue week before starting their clerkship training, even if they completed this week the previous year.

- (5) The Colleges offers a range of counseling and support services to assist students in preparing for the USMLE exams. Students are strongly encouraged to seek consultation early by contacting the Assistant Director, Advising and Learning Skills in the Office of Career Development and Advising.
- (D) United States Medical Licensing Exam — Step 2 (College of Medicine)
- (1) All students are required to pass the USMLE Step 2 Clinical Knowledge (CK) Exam before graduation.
 - (2) Students must take the exam after successfully passing all obligations of the clerkship year, and by December 31 of their senior year. Students are required to take the Clinical Skills (CS) Exam before graduation, but a passing score does not need to be received by the College of Medicine. However, it should be noted that some residency programs will not rank a student in the residency match process without receipt of an applicant's passing scores on all components of Steps 1 and 2.

Longitudinal Clinical Skills Assessment Program

- (A) The Colleges are unique among schools in its commitment to the structured and integrated assessment of students' development of clinical skills. The Wasson Center for Clinical Skills, Training, Assessment and Scholarship conducts an integrated and longitudinal assessment program consisting of the following components:
- (1) Both medical and pharmacy students will complete a Clinical Skills Assessment I (CSA I) at the end of the first year. This assessment is based on the Department of Behavioral Sciences interview skills learned in the Longitudinal course and formally includes a graded interviewing skills component.
 - (2) A Clinical Skills Assessment II (CSA II) will be completed at the end of the second year for medical students. This assessment is a one-hour history and physical with a 15-minute write-up and a 15-minute presentation to a physician rater. It is administered to all second year medical students in the spring semester. The CSA II is an academic requirement and all medical students must perform satisfactorily in order to advance to the Clerkship year.
 - (3) Clinical Skills Assessments III (CSA IIIs) will be completed throughout the third year. The CSA III is a summative competency-based assessment that occurs near the conclusion of the clerkship. CSA IIIs consist of 3 stations: a focused standardized patient encounter, a physical exam or procedural skill demonstration, and an oral exam. Competencies assessed may include patient care, interpersonal and communication skills, professionalism, medical knowledge, practice-based learning and improvement, and systems-based practice.
 - (4) A Clinical Skills Assessment IV (CSA IV) will be completed at the start of the fourth year for medical students. This is a comprehensive assessment of a student's skills in history taking, physical exam, clinical reasoning and communication. The CSA IV is comprised of a series of eight clinical encounters with instructions for the student

regarding specific tasks to be accomplished. In each encounter, students will interact with a standardized patient — an individual who has been thoroughly trained in the role of a patient. Skills to be assessed include interviewing skills, history taking, physical examination, focused communication, delineating a differential diagnosis and development of a management plan. Successful completion of this assessment is required in order to begin senior clinical electives.

Definition of Academic Good Standing

A student who is allowed continued enrollment in the Colleges is considered to be 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. Therefore, there is no definition for academic good standing for students on a leave of absence or who have withdrawn. This definition should not be confused with the Colleges' Student Aid and Awards Committee Standards of Satisfactory Academic Progress to Maintain Financial Aid Eligibility.

Full-Time Student Definition

A full-time student is one enrolled in the equivalent of nine hours or more per semester. Enrollment status is determined by the registrar.

Standards for Advancement and Requirements for Graduation

- (A) The granting of the Doctor of Medicine degree and Doctor of Pharmacy degree by the Board of Trustees is contingent upon the recommendation of Academic Council and the Board of Trustees. This recommendation is based upon the following criteria and processes:
- (1) All students are required to achieve at least a passing grade in all courses required by the faculty, and successfully complete all other requirements for the Doctor of Medicine or Doctor of Pharmacy degree including passage of the Clinical Skills Assessment (II & IV) and receipt of ACLS certification for medical students, and successful completion of the yearly comprehensive examination for pharmacy students. All medical students are required to take and pass Step I and Step II CK, and take Step II CS of the United States Medical Licensing Examination (USMLE).
 - (2) In addition to the acquisition of the basic tools of skill and knowledge, the Colleges emphasize 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 Colleges for the appropriate development of human qualities as well as technical competence in its students. Evaluation of students and their progress during the course of study includes all of these aspects.
 - (3) All medical students enrolling at any point should do so with the clear understanding that they are required to have completed a baccalaureate degree prior to, or concurrent with, the awarding of the Doctor of Medicine degree.
 - (4) All students are expected to participate in the commencement ceremony for conferral of their degree.

Grade Definitions and Policies

(A) Grade Assignment

- (1) The assignment of a specific course, clerkship, or elective grade is the responsibility of the course director, the clinical curriculum director, or elective director, in accordance with the guidelines of the respective department.
- (2) Multiple assessments are given in order to provide students with more frequent feedback on their academic performance. The criteria for final grade assignments vary by course. Course syllabi outline the plan for student assessment/evaluation and include the weights assigned to each exam as a component of the final grade.
- (3) 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 which may include both written and practical/laboratory parts. Attendance may also be considered in determining the grade. (See Attendance Expectations in each course syllabus.)
- (4) Written examinations are submitted by the course directors for a technical review to the Office of Health Professions Education. The examinations are coded and graded anonymously. Students can view from a secure site individual score reports on DOCS Banner Self-Service for all computer-scored exams and also may receive feedback from course directors identifying areas of weakness. Course directors determine the final grades in their courses based on the final composite scores from all assessments.
- (5) 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.

(B) Grade Distribution

- (1) Final grades are posted on DOCS. Students can review individual test, course summaries and evaluation forms on Banner Self Service. Grades will not be disclosed over the telephone or via email.
- (2) Evaluations and grades of student performance on clerkship rotations or in pharmacy practice experiences may be the result of input from a number of individuals at the discretion of the course director. The grading process for clerkships or practice experience, therefore, often takes four to six weeks to complete.

(C) Grade Dispute Policy – College of Medicine

- (1) The assignment of a final grade to an educational experience is the responsibility of the course clerkship site director in accordance with the guidelines approved by the Executive Curriculum Committee.
- (2) If a student disputes his or her graded assignment, test, or final course grade, the student must discuss the matter with the faculty member assigning the grade within two weeks of grade assignment. If the faculty member disagrees with the student's case for changing the grade, the student may bring forward the grade dispute issue to the course

clerkship site director. A decision by the director will be made within three weeks. If the director supports the student's request for a change of grade, the student and the person supporting the appeal must submit a Grade Change form to the associate dean, health professions education. The decision of the director is the final, binding resolution. In the event that the course or clerkship site director was the person assigning the original grade, the associate dean, health professions education will evaluate the dispute from the student regarding the assignment of the grade. In this case, the decision of the associate dean, health professions education is the final, binding resolution.

- (3) If a medical student disputes his or her grade for one of the six third year clinical clerkships, the student must discuss the matter with the Clerkship Site Director assigning the grade. This must be done within two weeks of posting of the Final Grade Report Form. If the Clerkship Site Director disagrees with the student's case for changing the grade, the student may bring forward, in writing, the grade dispute issue to the Clinical Curriculum Director for that discipline. A decision by the Clinical Curriculum Director will be made, in writing, within three weeks of the student petition for grade change. If the Clinical Curriculum Director supports the student's request for a change of grade, the Clinical Curriculum Director will submit a Grade Change Form to the Associate Dean, Health Professions Education and notify the Clerkship Site Director and the student. The decision of the Clinical Curriculum Director is the final, binding decision. In the event that the Clinical Curriculum Director is also the Clerkship Site Director who assigned the original grade, the Director of the Step 4 Clinical Curriculum will evaluate the grade dispute. In this case, the decision of the Director of the Step 4 Clinical Curriculum is the final, binding decision. Communication regarding all final decisions will be made in writing to the Associate Dean for HPE, the Director of the Clinical Curriculum, the Curriculum Director, the Site Director, and the student.

(D) Grade Dispute Policy - College of Pharmacy

- (1) The assignment of a final grade to an educational experience is the responsibility of the course director, clerkship site director or pharmacy APPE faculty preceptor in accordance with the guidelines approved by the Executive Curriculum Committee. The experiential director reviews the grade submissions from the preceptors to assure consistency. The APPE preceptor submits the grade.
- (2) If a student disputes his or her graded assignment, test, or final course grade, the student must discuss the matter with the faculty member assigning the grade within two weeks of grade assignment. For APPE, this is the preceptor. If the faculty member disagrees with the student's case for changing the grade, the student may bring forward the grade dispute issue to the course or clerkship site director. A decision by the director will be made within three weeks. If the director supports the student's request for a change of grade, the student and the person supporting the appeal must submit a Grade Change form to the associate dean, health professions education. The decision of the director is the final, binding resolution.

In the event that the course or clerkship site director was the person assigning the original grade for a medical student, the associate dean, health professions education

will evaluate the dispute from the student regarding the assignment of the grade. In this case, the decision of the associate dean, health professions education is the final, binding resolution.

If the pharmacy experiential director assigned the original grade (e.g. IPPE), any dispute would be evaluated by the vice chair of Pharmacy Practice in consultation with the associate dean, health professions education. In this case, the decision of the associate dean, health professions education, is the final, finding resolution.

Examination Procedures

- (A) Examination schedules are published in the day-by-day course schedules, which are available on DOCS. They are also available in the course syllabi. Examinations may include, but are not limited to, written, oral, practical or laboratory evaluations, quizzes and NBME subject examinations.
- (B) Students are required to take examinations on the scheduled day and time. For critical emergencies (e.g., family emergencies or serious personal illness), a student may request an examination be administered on an alternative day or time. This request must be made to the assistant dean student affairs and admissions. If the circumstance involves illness, a note from the student's physician will be required. If circumstances do not allow a timely written request, verbal communication with the assistant dean will be allowed. Permitting an alternate date or time is at the course director's discretion for extenuating circumstances and must take into account the availability of Health Professions Education personnel in administering the exam. It will be the student's responsibility to arrange a date and time for this examination that does not interfere with scheduled activities.
- (C) When entering the testing room, students must show a photo ID to the proctor. Students should leave their cell phones and personal belongings in their locker or car during all exams. No personal belongings are permitted in the testing room. The Colleges not responsible for belongings left unattended during an exam. Unless specified by the course director, students are not permitted to use written notes or calculators during an exam. If calculators are requested by the course director, they will be provided by Health Professions Education. 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 their seat, they must hand them to a proctor until they finish the examination.

National Board of Medical Examiners (NBME) Shelf Copy Examinations (College of Medicine)

- (A) As part of their assessment in some preclinical courses, medical students take NBME subject examinations produced and graded by NBME. The scores on these examinations will be combined with the performance in the class to produce a final grade. The weighting of these examinations is at the discretion of the course director.
- (B) On the last day of each of the six clinical clerkships, medical students take an NBME subject examination. Passing this test is required to pass the clerkship. The results of the tests are returned by the NBME to the Office of Admissions and Student Services approximately ten days to two weeks after the test date. Results of the subject examinations are posted on DOCS as well as on the final clerkship evaluation form. When a report of a failing exam score is

received, the student will be contacted via e-mail and requested to contact HPE. The student is informed about the CAPP implications of the failure. This communication may precede receipt of the full evaluation form by two weeks or more.

- (C) 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 exams will be scheduled on the final day of an Exploratory Experience or at the end of the third year on a predetermined date in August. They are not permitted to be taken during another clerkship. NBME policy requires that all subject exams be administered on the scheduled test date. If a student is not able to take the NBME subject exam at the scheduled time due to illness or critical emergency, the National Board requires a 30-day notice before a new test date can be set. The student will be held accountable for any additional cost involved in the request for a new examination.
- (D) Students cannot begin Step 5 (M4) electives until a passing grade has been posted for all Step 4 (M3) clerkships/courses.

Proctoring

- (A) To ensure the integrity of the examinations and the validity of the reported scores, all written exams administered on the Rootstown campus, and some practical exams, are proctored. Proctors will actively monitor the students at all times during exams. Proctors will observe the examinees to ensure that:
 - (1) Examinees have nothing on their desks or laps but test books, answer sheets, erasers and pencils. Calculators or PDA's are allowed only at the discretion of the course director.
 - (2) No one is making written notes of the contents of a test book or removing pages from a test book.
 - (3) Examinees are recording their answers on the answer sheet.
 - (4) No one is using written materials.
 - (5) Examinees do not communicate with one another in any way.
 - (6) All examinees stop writing at the end of the session. Examinees are not to be given extra time to transfer answers from the test book to the answer sheet or colored sheet after time is called.

Guidelines for Online and Written Exams

1. Exams will start and end at the specified times. Sign-in will begin 10-15 minutes before the posted time of the exam. For online exams, students should arrive in ample time to get set up. Students who arrive late for an exam will not be given extra testing time for the time lost during their absence. For online exams, students who come late will have to stop working when the time runs out for the rest of the class.
2. All examinations are scored and all grades are determined while maintaining student anonymity. The NEOMED 8-digit identification number is required for online and computer-scored examination. Each student may be randomly assigned a three-digit code number that will be used on hand-scored parts of examinations. The key to the code number assigned to each student is held only by the Office of Health Professions Education.
3. Seats will be assigned randomly for all exams.
4. To ensure the integrity of examinations and the validity of the reported scores, all written and on-line exams administered on the Rootstown campus are proctored. When entering the test room, students must show a photo ID to the proctor.
5. Talking in the examination room is prohibited.
6. No food is permitted in the testing room. Students with a health issue who are impacted by this policy must contact the assistant dean for student affairs prior to the exam.
7. No books or papers will be permitted in the examination room, except those materials specified by the course director prior to the examination. Students carrying books and coats and other unauthorized materials to the test sites will be instructed to place them in another proximate room or teaching lab. The materials may not be retrieved until the exam has been turned in. Because these rooms will not be secure, students are urged to lock their belongings in their lockers.
8. Unless requested by the course director, calculators or PDA's are not permitted during test administration. 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 brings these or other materials to his/her seat, they must hand them to a proctor until they finish the examination.
9. For online exams, students are expected to bring their own computers, electrical cords and internet cords to all online exams
10. For online exams, students are expected to know how to turn off the wireless feature on their computer.
11. For online exams, the recommended internet browser for Macintosh users is Fire Fox.
12. For online exams, the recommended internet browser for PC users is Internet Explorer.

13. While taking an online exam, students are expected to have their computers in full screen mode. It may be necessary to hide the task bar.
14. While taking an online exam, students are not permitted to have any other programs or websites open.
15. 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.
16. Legible writing and correct spelling are expected. Illegible writing may result in failure to receive credit for an answer. Answers to essay questions should be written in ink, and other answers must be written with #2 pencils for computer scoring. Students are expected to bring their own supplies to the exam.
17. When a paper and pencil exam 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 you wish to change, making no stray marks on the answer sheet, and answering each numbered item in the corresponding numbered answer space. Exam scores are based on the recorded answers on the computer answer sheet.
18. For online exams, exam scores are based on the recorded answers in the online exam.
19. For online exams, students are responsible for verifying that they have answered all of the questions by using the "advance to the next unanswered question" feature.
20. For online exams, students are expected to remain in the room until it has been verified that they have exited the exam.
21. No examination materials are to be taken from the exam room unless clearly specified on the exam booklet.
22. If students have questions about specific test items, they should note the item number and their concern on the back of the colored sheet. (see #23).
23. A colored page will be provided for each exam. This sheet is provided to allow students to record their responses to test items and then to check these answers at the end of the exam in the room where the exams are posted. No extra time will be given to complete this sheet. The colored page will be collected when the exam is turned in. Students must then identify themselves by code number in order to gain entrance into the posting room.
24. Shortly after the last exam of the day, questions and answers will be posted. Short answer and essay items will have model responses provided. The questions and answers will be posted for a limited time in a designated room. The time(s) and room(s) will be announced. If more than one exam is given on a day, all exams and colored sheets will be available for review following the last exam of the day.
25. Students will need to identify themselves by their 8 digit or 3 digit number in order to receive their colored sheet and gain entrance to the posting room. No books or papers (with the

exception of the colored sheet), watches with communication or computer memory capability, electronic paging devices, recording, filming or communication devices, radios, cellular telephones and other mechanical or electronic devices may be brought into the room where exams are posted. Colored sheets will be collected at the time the students leave the posting room. Any violation of this policy will be considered an infringement of your subscription to the honor code and treated accordingly.

26. Students may challenge the correctness of the key or model response. Students may communicate questions or comments about the key orally or in writing to the course director. Forms for this purpose will be provided in the room where exams are posted. Student comments on these forms are forwarded to the appropriate course director to help in analyzing test data. Each Program is responsible for its own exam.
27. Individual exam results and/or student grades will be made available to students as quickly as possible. Students will be notified by email when scores/grades will be available. 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).
28. If students feel their exam was scored incorrectly, they should discuss their concerns with the course director.
29. As described to you at Orientation and indicated in the Student Handbook, all students have subscribed to the guidelines of the Student Honor Code.
30. Incidents of irregular behavior will be documented by proctors and reports will be submitted to Health Professions Education. Examples of irregular behavior include, but are not limited to:
 - Unauthorized use of books, papers, calculators, PDAs;
 - Failure to stop working when time is called at the end of the exam;
 - Bringing unauthorized electronic devices into the testing room;
 - Copying answers;
 - Having other programs open when taking an on-line exam.

Grade Definition and Symbols

(A) Permanent Grades

- (1) Honors (H) denotes clear mastery of the cognitive, behavioral and attitudinal objectives of a given course or clerkship.
- (2) Pass (P) denotes satisfactory achievement of the course objectives.
- (3) Withdrawal (W) denotes that student has left the curriculum or course with the approval of the assistant dean, student affairs and admissions. If a student withdraws without permission a failing grade will be assigned.
- (4) Credit (T) is assigned if a student has demonstrated ability and knowledge in a particular subject area and, with authorization from the respective course director and

associate dean, health professions education receives credit for a course without being enrolled in it.

- (5) Fail (F) denotes a failure to achieve course objectives. A student receiving a Fail grade may be referred to the CAPP. Whether or not a Fail grade was successfully remediated or repeated, all Fail grades will be displayed on the official academic transcript. No student will be promoted to the next level or certified for graduation with a grade of F.
- (6) Audit (AU) is assigned if a student has been granted permission by the CAPP Committee and the course director(s) or the appropriate dean to enroll in a course without receiving a grade or credit. This permanent grade is not sufficient to satisfy a graduation requirement.

(B) Temporary Grades

- (1) In Progress (IP) is used when the selected course grade is cumulative over the course of several semesters. Once a final grade is assigned for the course, only the final grade appears for the course.
- (2) Incomplete (I) is assigned by the associate dean, health professions education and/or a course or clerkship site director in consultation with the assistant dean, student affairs and admissions or director, student services and registrar when a student is unable to complete a course or clerkship in the normal time period. At the time an I is assigned, the course or clerkship site director or preceptor for PharmD shall inform the students in writing of the requirements and the deadline for completion. A student who fails to complete the course in the scheduled time period will receive a grade of F.

Procedure for Student Missing Exams

Any student who finds it necessary to be absent from a scheduled quiz or examination due to an illness or emergency situation is required to request permission from the course director to miss the scheduled quiz or examination. The student is to notify the affected course director of the reason for the absence prior to the absence or as soon thereafter as possible. When requested, the student will provide written verification of the reason for the absence from the treating physician or other health professional to the Office of Student Affairs.

Notification should be in the form of a phone call to the course director, or to his or her designee. Within the attendance guidelines of the Northeastern Ohio Universities Colleges of Medicine and Pharmacy, the course director will determine whether or not the absence shall be approved and excused. The course director will then notify the Office of Health Professions Education (HPE) if the student request for permission to miss the scheduled quiz or examination is approved.

The make-up date/time for the missed quiz or examination will be at **7:00 am on the first day** the student returns after the illness/emergency.

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, may forfeit the opportunity to make up the missed quiz or examination.

Remediation and Repeating Coursework

- (A) Permission to remediate a less-than-passing grade is granted based on CAPP guidelines, and the opportunity to remediate requires approval of the course, clinical curriculum or elective director as well as the Associate Dean for Health Professions Education. In general, students will be allowed only one attempt to remediate a less-than-passing performance for any course or clerkship. Permission for a second remediation attempt will only be granted by the CAPP if, in the judgment of the committee, the student experienced some type of major life stress or emergency, or there was a procedural problem with the original remediation exam.
- (B) 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, clerkship or elective meets a standard set by the director. This remediation is designed by the course, clinical curriculum, clerkship or elective director and approved by the appropriate council or program. 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.
- (C) Remediation of Coursework
 - (1) A plan is designed by the course or clerkship site director in accordance with guidelines established by the department to afford the student an opportunity to remedy one less-than-passing performance. Students may appeal remediation plans to the associate dean, health professions education. Students who are required to perform remediation may be required to withdraw from the summer fellowship program. Students who are unsuccessful in remediation will be reviewed by the CAPP.
- (D) Repeat Year, Course, Clerkship or Elective
 - (1) All students who are repeating any curricular year, clerkship or elective are considered to be full-time students. They are required to participate in and pay full tuition and fees for all courses. They are to sit for all examinations and to pass every course. There are to be no adjustments in the curriculum of a repeated course clerkship or elective in recognition of the learner's previous efforts. Grades for both the original and repeated courses will appear as earned on the transcript and repeat courses will be noted as such.

Clinical Remediation Guidelines (College of Medicine)

- (A) Remediation is an education experience designed to address a weakness identified within a course or clerkship. This may be focused on retaking a standard examination, or additional clinical experience. Remediation is designed to address identified problems and to provide the student with an opportunity to address identified areas of deficiency.
- (B) Clinical Experiences will be individually tailored and are not limited to a less-than-passing grade in a clinical course, clerkship or elective.
- (C) Authorization
 - (1) Permission and directives for a remedial independent clinical experience and remediation are granted by CAPP. The implementation of these programs becomes

the responsibility of the Office of Health Professions Education (HPE). Generally, the actual experience details will be developed by the site director and designated faculty in compliance with the directives of CAPP. HPE, with the approval of the associate dean, can develop a special clinical experience on an individual basis if it is not considered a remedial experience.

(D) Documentation

- (1) The following documentation for a special clinical experience or special remediation will be developed and included in the student's file:
 - (a) Remediation contract (remediation only);
 - (b) Description of experience (includes but not limited to location; preceptor information; experience estimated hours, activities; goals; assessment;
 - (c) Student assessment(s);
 - (d) Costs; and
 - (e) Other related correspondence.

(E) Costs of Special Remediation

- (1) Because CAPP authorizes remediation of a failing grade, it is understood that the experience is of limited duration and faculty involvement. The student may be assessed tuition or fees.

(F) Costs of Individual Clinical Experience

- (1) Students enrolled in an individual clinical experience are considered enrolled for this as a course and are responsible for tuition and fees. The registrar determines the enrollment status (e.g., full-time, part-time), and the accounting office may assess tuition and fees.

(G) Transcripts and Special Remediation

- (1) A special remediation is not reported on the official academic transcript. However, it is noted on the unofficial academic transcript.

(H) Transcripts and Individual Clinical Experiences

- (1) An individual clinical experience is considered a separate course (normally individual clinical experience) and is reported as such on official and unofficial transcripts with dates of the experience and grade. An individual clinical experience is not included in the calculation of class standing.

Audit Guidelines

- (A) Prior to auditing a course, a student must secure the permission of the assistant dean, student affairs and admissions, and the respective course director. The courses which a student audits will be reflected with an “AU” on the official and student copy transcripts. However, if in the opinion of the course director, a student fails to participate in the course, a “W” will appear on the transcript. An audited course will not be sufficient to satisfy a graduation requirement. Should a student take the course as part of the curriculum for credit during a repeat year, the credit grades will also be reported on the transcript for that respective academic year. An auditing student will be permitted to review current examination results, but these examination scores will not be used to determine a course grade.
- (B) A student is considered enrolled and will be charged tuition and fees for all courses which are audited. If a student is auditing on a reduced curriculum basis, the costs and enrollment status (part-time or full-time) will be determined by the director, admissions and student services. A student who is auditing is not eligible for campus-based or federal financial aid.

Residence Requirements (College of Medicine Only)

The minimum residence requirement for the medical degree is at least two years of consecutive full-time study and must include the junior 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. The requirement in no way precludes the taking of electives outside of the Consortium with the approval of associate dean, health professions education and the assistant dean, student affairs and admissions, but administrative transfer during the senior year cannot be permitted for clinical advanced standing students.

Official Academic Transcript

- (A) The academic transcript is a certified document intended for use by parties outside the educational institution and is an unabridged summary of the student’s academic history at the Colleges. It is distinguished from the larger body of information that may be contained in the student’s educational or academic record. The educational or academic record is an internal document that also reflects the student’s unabridged academic history at the Colleges, but which may contain additional data that is useful internally, yet not needed externally.
- (B) A transcript is official when it bears the facsimile or original signature of the registrar and the raised seal of the Institution. If the transcript is issued to the student, the message “Issued to Student” appears below the signature of the registrar. Transcripts can be requested on DOCS and are free of charge.

Faculty-Student Relationship Policy

- (A) Prohibition of Supervision
 - (1) A faculty member is prohibited from having supervisory responsibility during a graded experience over a student who is the faculty member’s relative.
 - (2) Faculty is defined as instructional faculty, clinical faculty, research faculty, postdoctoral fellows, graduate student instructors, and graduate student research assistants.

- (3) Supervisory Responsibility includes, but is not limited to, teaching, research, advising, grading, or awards. This supervision can occur on or off campus, in curricular, co-curricular, or extra-curricular activities. The Colleges must avoid a conflict of interest in securing objective evaluation of performance outcomes.
 - (4) Graded experience is defined as a course, clerkship, preceptorship (pharmacy experience) or elective.
 - (5) Relative is defined as child, stepchild, grandparent, grandchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, stepfather, spouse/partner, uncle, aunt or cousin.
- (B) Faculty-Student Relationships Requiring Disclosure
- (1) Disclosure Requirement; if a student is related to a faculty member, the student must disclose the relationship to the associate dean, health professions education. Disclosure must be prior to the start of a graded experience. Should the student fail to disclose the relationship after the grading 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 professionalism, and are subject to meeting with CAPP.

Committee on Academic and Professional Progress (CAPP) – College of Medicine students only*

***NOTE: Subject to Change. Approved by the College of Medicine M1/M2 Curriculum Team, M3/M4 Curriculum Team, Curriculum Management and Assessment Committee, CAPP Committee (includes student representation).**

(A) Committee on Academic and Professional Progress

- (1) Purpose
 - (a) The Phase 2 Committee on Academic and Professional Progress (CAPP) evaluates the records of students on the basis of CAPP Academic Guidelines in order to:
 - (i) Evaluate academic performance and assess intellectual readiness
 - (ii) Review unprofessional behavior concerns
 - (iii) Evaluate requests for Leave of Absences
 - (b) CAPP enforces specific guidelines for academic advancement, while at the same time providing due process and an individual review of each student's particular 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. A strong student support system is the underlying foundation of CAPP. Student Affairs and Enrollment Services staff strives to work with students in a proactive and sensitive manner to provide early intervention,

enabling the student to make necessary changes and increase their chances of success in the curriculum.

- (c) All committee deliberations and decisions must consider maintaining the quality of health education and the safety of the community.
- (2) Jurisdiction
- (a) Referrals to CAPP for academic action can be made to any of the following NEOMED constituents:
 - (i) Chief Student Affairs Officer
 - (ii) Associate Deans
 - (iii) Executive Director of Enrollment Services and Registrar
 - (b) Conditions for Referral: Students may be referred to CAPP for review of their records for any of the following reasons:
 - (i) Academic performance
 - (ii) Professional behavior
 - (iii) Exceeding the maximum length of study (six years within a single college including leaves of absences)
- (3) Membership/Voting Status
- (a) 9 Faculty (two of whom serve as co-chairs representing the College of Medicine and the College of Pharmacy)
 - (b) 1 Medical (M3) student (non-voting)
 - (c) 1 Pharmacy (P3) student (non-voting)
 - (d) 1 Medical (M4) student
 - (e) 1 Pharmacy (P4) student
 - (f) Chief Student Affairs Officer (non-voting)
 - (g) Executive Director, Enrollment Services and Registrar (non-voting)
- (4) Quorum
- (a) A majority of the voting membership shall constitute a quorum. The committee may meet by any electronic means necessary in order to establish a quorum and/or facilitate the meeting.
- (5) Persons Attending Meeting
- (a) Students may be required to appear in person at a meeting of CAPP and may be accompanied by a member of their choosing from the faculty, staff or student body of the Colleges.
 - (b) Because this is an academic hearing, not a legal hearing, the student may not bring an attorney.
 - (c) The student may not bring a relative.
 - (d) Staff support person will be provided by Academic Affairs.

- (e) Other persons may be invited by the chair to provide information which may augment or clarify information presented.
 - (f) Individuals found to have a conflict of interest may be recused from the meeting and/or the vote by the CAPP Chair.
 - (g) No alternate or substitutes may sit in for a member who is unable to attend.
- (6) Procedures for Hearing
- (a) Students are notified in writing by Enrollment Services that they will be discussed or required to attend a CAPP meeting in person.
 - (b) The CAPP Interview Form, which accompanies the communication sent to students required to attend the meeting, must be completed and returned to the CAPP administrative secretary no less than two days before the meeting.
 - (c) At the meeting, students will be given the opportunity to speak to the unsatisfactory performance issue and may be questioned by the CAPP members.
 - (d) CAPP members will discuss and vote on the case in closed session with a majority vote required for action.
- (7) Information That May Be Considered
- (a) The CAPP Interview form;
 - (b) All information that is part of the student file;
 - (c) All information the student presents at the CAPP meeting;
 - (d) All public information concerning the student; and
 - (e) All other relevant information.
- (8) The Decision
- (a) 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.
 - (b) The Committee will recommend the course of action that is in the best interest of the student, the University and the community.
 - (c) The Executive Director of Enrollment Services and Registrar, the Chief Student Affairs Officer, or designees will provide the student with a written statement of the decision within five working days.
 - (d) The decision of CAPP constitutes a recommendation to the associate deans for academic affairs.
- (9) Confidentiality of Information
- (a) 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.

(B) CAPP Executive Review

- (1) Purpose
 - (a) The purpose of the CAPP Executive Review Committee is to review appeal petitions from students dismissed by the CAPP Committee (Phase 1 or Phase 2) and to decide whether appeals are granted or not granted.
- (2) Formal review may only be heard by the CAPP Executive Review if:
 - (a) The student has been dismissed by the CAPP Committee (Phase 1 or Phase 2); and
 - (b) The request for review includes significant and compelling new information that was not available for presentation to CAPP Committee (Phase 1 or Phase 2). 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 Phase 1 or Phase 2 meeting, and was not presented at that time, it cannot serve as the basis for further review; or
 - (c) The request for review includes evidence of a defect or irregularity in the CAPP Committee (Phase 1 or Phase 2) proceeding. The request for review must state the substantive or procedural defect alleged to have occurred when the Phase 1 or Phase 2 CAPP decision was made.
- (3) Conditions
 - (a) Disagreement with the CAPP Committee (Phase 1 or Phase 2) decision shall not constitute the sole reason for Executive Review.
 - (b) If a petition for executive review is submitted, the Executive Review will be scheduled within ten working days of receipt of the petition.
 - (c) If an appeal petition is not granted by the Executive Review Committee there is no recourse or alternative appeal process. The CAPP action/sanction is final.
 - (d) If an appeal petition is not granted by the Executive Review Committee, the CAPP Committee (Phase 1 or Phase 2) action/sanction for dismissal stands, the student is not permitted to withdraw, and a dismissal will appear on the official student transcript.
- (4) Membership
 - (a) Associate Dean, College of Medicine (Chair for cases involving medical students)
 - (b) Associate Dean, College of Pharmacy (Chair for cases involving pharmacy students)
 - (c) Chair of Phase 1 CAPP (non-voting for Phase 1 cases)
 - (d) Chair of Phase 2 CAPP (non-voting for Phase 2 cases)
 - (e) 5 Faculty
 - (f) Chief Student Affairs Officer (non-voting)
 - (g) Executive Director of Enrollment Services and Registrar (non-voting)
- (5) Quorum

- (a) A majority of the voting members shall constitute a quorum. The committee may meet by any electronic means necessary in order to establish a quorum and/or facilitate the meeting.
- (6) Other Persons Who May Attend
- (a) Student submitting the appeal petition.
 - (b) Students who appear at a meeting of the CAPP Executive Review Committee may be accompanied by a member, of their choosing, from the faculty, staff or student body of the Colleges' consortium who is not a blood relative or an attorney as this process is an academic, not a legal hearing.
 - (c) Staff support will be provided by Enrollment Services.
 - (d) Other persons may be invited by the Chair to provide information which may augment or clarify information presented. Individuals found to have a conflict of interest may be recused from the meeting and/or the vote.
 - (e) No alternate or substitutes may sit in for a member who is unable to attend.
- (7) Procedures for Executive Review
- (a) A student who has been dismissed as a result of a CAPP Phase 1 or Phase 2 Committee decision and who desires to initiate a review of a decision of CAPP must submit a Petition for Executive Review form to the CAPP Executive Review chair. Forms are available from the Office of the Enrollment Services.
 - (b) All Petitions for Executive Review forms must be submitted in writing by noon on the fourth working day from the date on the CAPP Phase 1 or Phase 2 decision letter to the office indicated on the form. Failure to submit a form within this time will be considered a waiver of the right to appeal.
 - (c) The Executive Review Committee will meet to hear the appeal within ten working days of receipt.
 - (d) If a student is dismissed by the CAPP Committee (Phase 1 or Phase 2), 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.
 - (e) The Executive Review Committee will only 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 (Phase 1 or Phase 2) for a decision regarding the action/sanction.
 - (f) The CAPP Committee (Phase 1 or Phase 2) will then reconsider their action/sanction with the additional new information or procedural error information in mind.
 - (g) The CAPP Committee (Phase 1 or Phase 2) may either retain the original action/sanction or apply a lesser action/sanction, but is not permitted to impose a greater action/sanction.
- (8) Information That May Be Considered

- (a) The Petition for Executive Review form;
 - (b) Review of the original CAPP Committee (Phase 1 or Phase 2) recommendation;
 - (c) All information that is a part of the student file;
 - (d) All other relevant information.
- (9) The Decision
- (a) The Committee will consider each case on an individual basis, within the context of the existing rules, policies and legal authority of the University.
 - (b) The Committee will decide by majority vote whether to grant or not grant the petition to appeal.
 - (i) If the petition to appeal is not granted, the action/decision of the CAPP Committee (Phase 1 or Phase 2) stands and is final, a dismissal will appear on the official transcript, and the student is not permitted to withdraw. There is no further recourse or alternative appeal process following a CAPP Executive Review decision.
 - (ii) If the petition to appeal is granted, the petition to appeal is referred back to the original CAPP Committee (Phase 1 or Phase 2) for review and recommendation.
 - (c) The Executive Director of Enrollment Services and Registrar, the Chief Student Affairs Officer, or designees will provide the student with a written statement of the CAPP Executive Review decision within seven working days.
- (10) Confidentiality of Information
- (a) 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.

CAPP Standards for Unsatisfactory Performance and Academic Action

(A) Unsatisfactory Performance

- (1) Students may be referred to CAPP for review as a result of “unsatisfactory performance” including:
 - (a) Course failure
 - i. Single year performance
 - ii. Aggregate performance
 - 1. Course requirements
 - 2. Graduation requirements
 - 3. Matriculation requirements
 - (b) Failed remediation

- i. Option for repeating remediation may only be granted by CAPP.
 - ii. Decisions regarding repeating remediation will be based on students’ overall aggregate performance up to that point.
- (c) Failed repeat
- i. Course
 - ii. Year
- (d) Failed matriculation or graduation requirement including but not limited to:
- i. Matriculation Requirements
 - 1. USMLE Step 1 (Medicine)
 - 2. CSA 2 (Medicine)
 - ii. Graduation Requirements
 - 1. USMLE Step 2 Clinical Knowledge (Medicine)
 - 2. CSA 4 (Medicine)
 - 3. USMLE Step 2 Clinical Skills (Medicine)
 - iii. Exceeding the maximum length of study (six years within a single college including leaves of absences)
- (e) Unprofessional Behavior
- (f) Failure to comply with CAPP academic actions and requirements

(B) Academic Action

- (1) CAPP may impose any of the following academic actions for unsatisfactory performance as defined above.
- (a) Remediation – Remediation may be imposed by the Course Director due to single course failure and will be approved by the Associate Dean of the college and coordinated by Academic Affairs.
 - (b) Leave of Absence (refer to “Leave of Absences” in the Handbook Addendum)
 - i. Academic
 - (a) Enrichment
 - (b) CAPP Mandated
 - ii. Personal Hardship
 - iii. Medical
 - iv. Administrative
 - (c) Repeat Year
 - (d) Repeat Course
 - (e) Dismissal
 - (f) Additional academic actions that may be related to the unsatisfactory academic performance or unprofessional behavior and intended to support the student’s academic success.

(C) Rubric for When Referrals to CAPP are made and the suggested action possible:

(1) College of Medicine

| | | |
|--|---|--|
| | Referral to Course Director for Remediation Action | Referral to Committee on Academic and Professional Progress (CAPP) for Action |
|--|---|--|

| | | |
|------------------|--|---|
| <p>M4</p> | <ul style="list-style-type: none"> • Failure of first attempt CSA 4 • Failure of first attempt USMLE step 2 CK and/or CS <p>Note: <i>Professional/behavioral misconduct or aggregate performance concerns may result in CAPP referral rather than remediation</i></p> | <ul style="list-style-type: none"> • Failure of any course or elective • Failure of remediation of CSA 4 • Failure in core competency “professionalism” in any elective or course • Professional and/or aggregate performance concerns • Failure of any subsequent attempt of USMLE step 2 CK and/or CS after first attempt • Failure of any remediation • Failed repeat course and/or failure of any course in repeat year • Exceeding the maximum length of study • Any Leave of Absence (LOA) request |
| <p>M3</p> | <ul style="list-style-type: none"> • Failure of a single course or clerkship <p>Note: <i>Professional/behavioral misconduct or aggregate performance concerns may result in CAPP referral rather than remediation</i></p> | <ul style="list-style-type: none"> • Failure of any two courses/clerkships • Failure of any remediation • Failed repeat clerkship and/or failure of any course in repeat year • Failure in core competency “professionalism” in any course and/or clerkship • “ND” overall performance ratings for CSA 3 \geq6 cumulatively • Professional and/or aggregate performance concerns • Exceeding the maximum length of study • Any Leave of Absence (LOA) request |
| <p>M2</p> | <ul style="list-style-type: none"> • Failure of first attempt CSA 2 • Failure of first attempt USMLE step 1 • Failure of single course <p>Note: <i>Professional/behavioral misconduct or aggregate performance concerns may result in CAPP referral rather than remediation</i></p> | <ul style="list-style-type: none"> • Failure of two or more courses in a single academic year • Failure of remediation of CSA 2 • Failure of any remediation • Failed repeat course and/or failure of any course in repeat year • Professional and/or aggregate performance concerns • Exceeding the maximum length of study • Any Leave of Absence (LOA) request |

| | | |
|-----------|---|--|
| M1 | <ul style="list-style-type: none"> • Failure of first attempt CSA 1 • Failure of a single course <p>Note: <i>Professional/behavioral misconduct or aggregate performance concerns may result in CAPP referral rather than remediation</i></p> | <ul style="list-style-type: none"> • Failure of two or more courses in a single academic year • Failure of remediation of CSA 1 • Failure of any remediation • Failed repeat course and/or failure of any course in repeat year • Professional and/or aggregate performance concerns • Exceeding the maximum length of study • Any Leave of Absence (LOA) request |
|-----------|---|--|

(D) **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.

(E) **CAPP Action – potential outcomes**

- (1) Dismissal
- (2) Repeat entire year
- (3) Repeat course or courses
- (4) Monitor professionalism and/or performance concerns
- (5) Grant LOA with monitoring
- (6) Other

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

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

Committee on Academic and Professional Progress (College of Pharmacy only)

(B) Committee on Academic and Professional Progress Consideration

(1) Purpose

(a) The Phase 2 Committee on Academic and Professional Promotion (CAPP) meets with students, based on the CAPP Academic Guidelines, to:

- (i) Evaluate academic performance; and
- (ii) Assess intellectual and professional readiness for continued studies.

(b) The CAPP process is designed to enforce specific guidelines for academic advancement, while at the same time providing for an individual review of each student’s particular situation. A strong student support system is the underlying

foundation of CAPP. Student Affairs and Admissions and Health Professions Education staff strive to work with students in a proactive and sensitive manner to provide early intervention, enabling the student to make necessary changes and increase their chances of success in the curriculum. All CAPP meetings are private and all material presented and discussed is confidential. Each student is considered individually, on a case-by-case basis and the student's entire record is evaluated.

- (c) All committee deliberations and decisions must consider the safety of the public. In addition, committees consider the internal resources available to help a student experiencing difficulties and whether those resources are enough for a particular student. A student needing more extensive help is encouraged to seek that help, but the extent of the problem can influence the committee's decision.
- (d) A student experiencing academic difficulty who has extenuating "personal" factors affecting performance may require a leave of absence to resolve those personal issues. Curriculum also may be reduced if the student can work on problems without compromising performance while still attending classes.

(2) Length of Study

- (a) If a student repeats one curricular year due to academic difficulty, then repeating another curricular year as a result of academic difficulty is not an option.

(3) Jurisdiction

- (a) The decision of the Committee constitutes a recommendation to the dean of the College.
- (b) Decisions may include, but are not limited to, dismissal, repetition of a year, repetition of course work, or structured intervention to address personal, social or learning problems.
- (c) Decisions regarding student progress also may be made by the dean or the executive associate dean.

(4) Membership/Voting Status

- (a) 9 Faculty
- (b) 1 Medical student
- (c) 1 Pharmacy student
- (d) 1 Medical student (non-voting)
- (e) 1 Pharmacy student (non-voting)
- (f) Assistant Dean, Student Affairs and Admissions (ex-officio, non-voting)

- (g) Associate Dean, Health Professions Education (ex-officio, non-voting)
 - (h) Assistant Director, Diversity and Student Affairs (ex-officio, non-voting)
- (5) Quorum
- (a) A majority of the voting membership shall constitute a quorum. The committee may meet by any electronic means necessary in order to establish a quorum and/or facilitate the meeting.
- (6) Persons Attending Meeting
- (a) Students who are required to appear at a meeting of the CAPP may be accompanied by a member of their choosing from the faculty, staff or student body of the Colleges.
 - (b) Because this is an academic hearing, not a legal hearing, the student may not bring an attorney.
 - (c) The student may not bring a first degree relative.
 - (d) Staff support will be provided by Student Affairs.
 - (e) Other persons may be invited by the chair to provide information which may augment or clarify information presented.
 - (f) The chair may exclude any individual in attendance.
 - (g) No alternate or substitutes may sit in for a member who is unable to attend.
- (7) Procedures for Hearing
- (a) Students are notified by mail or by phone if they will be discussed or required to attend a CAPP meeting.
 - (b) The CAPP Interview form, which accompanies the letters sent to students required to attend the meeting, must be completed and turned in to the CAPP administrative secretary no less than two days before the meeting.
- (8) Information That May Be Considered
- (a) The CAPP Interview form;
 - (b) All information that is part of the student file;
 - (c) All relevant information contained in other files for which a student has signed a waiver of access or to which the student normally has access;
 - (d) All information the student wishes to present;

- (e) All public information concerning the student; and
- (f) All other relevant information.

(9) The Decision

- (a) The Committee will consider each case on an individual basis, within the context of the existing rules and legal authority of the Colleges.
- (b) The Committee will consider what course of action is in the best interest of the student, the Colleges and the public at large.
- (c) The Committee decision is one which is supported by a majority of the members present and voting.
- (d) Within two working days, the associate dean, health professions education or designee shall prepare a written statement of the decision and will present it to the student in person. If this is not possible, the letter will be sent to the student via mail.

(10) Confidentiality of Information

- (a) 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 a legitimate educational and professional development purpose.

(C) CAPP Executive Review

(1) Purpose

- (a) The purpose of the CAPP Executive Review Committee is to review CAPP decisions when formal review is granted by the Executive Review chair.

(2) Membership

- (a) Executive Associate Dean, College of Medicine
- (b) Executive Associate Dean, College of Pharmacy
- (c) Chair of Phase 1 CAPP (non-voting for Phase 1 cases)
- (d) Chair of Phase 2 CAPP (non-voting for Phase 2 cases)
- (e) 5 Faculty
- (f) Assistant Dean, Student Affairs and Admissions (ex-officio, non-voting)
- (g) Associate Dean, Health Professions Education (ex-officio, non-voting)

(3) Quorum

- (a) A majority of the voting members shall constitute a quorum. The committee may meet by any electronic means necessary in order to establish a quorum and/or facilitate the meeting.
- (4) Other Persons Who May Attend
- (a) Students who appear at a meeting of the CAPP Executive Review Committee may be accompanied by a member, of their choosing, from the faculty, staff or student body of the Colleges' consortium.
 - (b) Because this is an academic hearing, not a legal hearing, the student may not bring an attorney.
 - (c) The student may not bring a first degree relative.
 - (d) Staff support will be provided by Academic Affairs and the dean.
 - (e) Other persons may be invited by the Chair to provide information which may augment or clarify information presented.
 - (f) The chair may exclude any individual in attendance.
 - (g) No alternate or substitutes may sit in for a member who is unable to attend.
- (5) Procedures for Executive Review
- (a) A student who desires to initiate a review of a decision of Phase 2 CAPP must submit a Petition for Executive Review form to the Executive Review chair.
 - (b) All Petitions for Executive Review forms must be submitted in writing by noon on the fourth working day from the date of the decision letter (this includes the date of the Phase 2 CAPP meeting) to the office indicated on the form. Failure to submit a form within this time will be considered a waiver of that right. Forms are available from the Office of the Assistant Dean, Student Affairs and Admissions.
 - (c) An executive review of a Phase 2 CAPP decision is not automatic. The Executive Review CAPP chair will evaluate all requests for review.
 - (d) Recommendation for formal review will only be granted if:
 - (i) The request for review includes significant new information that was not available for presentation to the Phase 2 CAPP; or
 - (ii) The request for review includes that there was a procedural problem. The request must state the nature of the problem.
 - (iii) Disagreement with the Phase 2 CAPP decision will not constitute the sole reason for review.

- (iv) If a petition for executive review is approved, the student will be notified by telephone, if possible, with follow-up by mail.
 - (v) If a petition for executive review is denied there is no recourse or alternative appeal process. The Phase 2 CAPP decision stands.
- (6) Information That May Be Considered
 - (a) The Petition for Executive Review form;
 - (b) Review of the reasons for the original decision by the representative of the Phase 2 CAPP that rendered the decision;
 - (c) All relevant information that is a part of the student file;
 - (d) All relevant information contained in other files for which a student has signed a waiver of access or to which the student normally has access;
 - (e) All information the student wishes to present;
 - (f) All public information concerning the student; and
 - (g) All other relevant information.
- (7) The Decision
 - (a) The committee will consider each case on an individual basis within the context of the existing rules and legal authority of the Colleges.
 - (b) The committee will consider what courses of action are in the best interest of the student, the Colleges and the public at large.
 - (c) The committee decision is one supported by a majority of the members present and voting.
 - (d) Within two working days, the senior vice president for academic affairs and executive associate dean college of medicine or his designee will prepare a written statement of the committee's decision which will be presented to the student in person. Otherwise, the written statement will be sent to the student via first class mail.
 - (e) No further reviews are permitted.
- (8) Confidentiality of Information
 - (a) 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 a legitimate educational and professional development purpose.

CAPP Academic Standards

The following CAPP Standards will be followed. Other than for the stated required meetings with CAPP, students are strongly encouraged to only meet with the CAPP Committee if they have extenuating circumstances that requires special consideration. Examples of extenuating circumstances include, but are not limited to, medical conditions or the death of an immediate family member that render the CAPP standards inappropriate for the individual situation. Those students who wish to request a meeting with the CAPP Committee must first meet to discuss their situation with the assistant dean, student affairs and admissions. While it is the intention to give all students possible consideration, the assistant dean will function to triage requests for an appearance before CAPP so that only those cases that are truly exceptional will be heard. Students are not guaranteed an opportunity to meet with CAPP.

Pharmacy CAPP Academic Standards (Standards Subject to Change)

(A) P1 Academic Year:

| Academic Year Performance | Enrollment Outcome |
|---|--|
| Failure of <i>Prologue</i> course | Meet with CAPP; grounds for dismissal |
| Failure of <i>PPCE</i> | Reviewed by course director, assistant dean for student affairs and associate dean for health professions education on an individual basis and a determination made on the situation. Based on the reason for the failure, the student may be directed to meet with CAPP and could be grounds for dismissal. |
| 1-2 Failed courses (courses totaling fewer than 20 weekly hours) | Remediate |
| 1-2 Failed courses (courses totaling 20 or more weekly hours) | Repeat entire academic year |
| 3 Failed courses | Repeat entire academic year |
| 4 Or more failed courses | Meet with CAPP; grounds for dismissal |
| 1 Failed remediation or failed repeat course or year | Meet with CAPP; grounds for dismissal |
| Expressed concern with attitudes or behaviors not in keeping with standards of the profession | Meet with CAPP; grounds for dismissal |

- (1) The remediation timing and content to be determined by course director and associate dean, HPE.
- (2) Permission to remediate must be authorized by the associate dean, HPE in consultation with the course director.

- (3) Students must complete the P1 and P2 yrs of the curriculum within a 36-month enrollment period; failure to do so will be grounds for dismissal and the student must meet with CAPP.
- (4) All P1 courses must be successfully completed before enrollment in higher level academic courses (P2).

(B) P2 Academic Year:

| Academic Year Performance | Enrollment Outcome |
|---|--|
| 1-2 Failed courses (courses totaling fewer than 20 weekly hours) | Remediate |
| Failure of <i>PPCE</i> | Reviewed by course director, assistant dean for student affairs and associate dean for health professions education on an individual basis and a determination made on the situation. Based on the reason for the failure, the student may be directed to meet with CAPP and could be grounds for dismissal. |
| Failure of <i>Pharmacotherapeutics</i> course | Repeat all courses within the block and all other unsuccessfully completed courses |
| 3 Failed courses | Possible immediate leave of absence (based on timing of courses failed); repeat entire academic year |
| 4 or more failed courses | Meet with CAPP; grounds for dismissal |
| 1 Failed remediation or failed repeat course or year | Meet with CAPP; grounds for dismissal |
| Expressed concern with attitudes or behaviors not in keeping with standards of the profession | Meet with CAPP; grounds for dismissal |

- (1) Permission to remediate must be authorized by the associate dean, HPE in consultation with the course director.
- (2) The remediation timing and content to be determined by course director and associate dean, HPE.
- (3) Students must complete the P1 and P2 yrs of the curriculum within a 36-month enrollment period; failure to do so will be grounds for dismissal and the student must meet with CAPP.
- (4) All P2 courses must be successfully completed before enrollment in higher level academic courses (P3).

(C) P3 Academic Year:

| Academic Performance/Academic Year | Enrollment Outcome |
|---|---|
| Failure of <i>PPCE</i> | Reviewed by course director, assistant dean for student affairs and associate |

| | |
|---|--|
| | dean for health professions education on an individual basis and a determination made on the situation. Based on the reason for the failure, the student may be directed to meet with CAPP and could be grounds for dismissal. |
| 1-2 Failed courses (courses totaling fewer than 6 weekly hours) | Remediate |
| Failure of <i>Pharmacotherapeutics</i> course | Possible immediate leave of absence (based on timing of course failed); repeat all courses within the block (electives will be assigned) |
| 2 Failed courses (totaling 6 or more weekly hours; excludes <i>Pharmacotherapeutics</i>) | Possible immediate leave of absence (based on timing of courses failed); repeat the entire academic year |
| 3 failed courses | Meet with CAPP; grounds for dismissal |
| 1 Failed remediation or failed repeat course or year | Meet with CAPP; grounds for dismissal |
| Expressed concern with attitudes or behaviors not in keeping with standards of the profession | Meet with CAPP; grounds for dismissal |

- (1) Permission to remediate must be authorized by the associate dean, HPE in consultation with the course director.
- (2) The remediation timing and content to be determined by course director and associate dean, HPE.
- (3) All P3 courses must be successfully completed before enrollment in higher level next academic courses (P4).

(D) P4 Academic Year:

| Academic Performance | Enrollment Outcome |
|---|---------------------------------------|
| 1 Failed rotation | Remediate |
| 2 or more failed rotations | Meet with CAPP; grounds for dismissal |
| 1 Failed remediation or failed repeat course or year | Meet with CAPP; grounds for dismissal |
| Expressed concern with attitudes or behaviors not in keeping with standards of the profession | Meet with CAPP; grounds for dismissal |

- (1) Permission to remediate must be authorized by the associate dean, HPE in consultation with the Office of Experiential Education.
- (2) The remediation timing and content to be determined by the Office of Experiential Education and associate dean, HPE.

(E) P1-P3 Aggregate Enrollment and Performance:

| Academic Performance | Enrollment Outcome |
|--|---------------------------------------|
| 5 Failing courses (even if successfully remediated) during a student's enrollment at the College of Pharmacy | Meet with CAPP; grounds for dismissal |
| Repeated expressed concerns with attitudes or behaviors not in keeping with standards of the profession, or an egregious act, even on courses that are passed. | Meet with CAPP; grounds for dismissal |

College of Pharmacy Faculty Guidelines for Remediation (College of Pharmacy Only)

(A) Definitions

- (1) Remediation is a series of planned educational interventions focused on the student who has not developed a baseline utilization 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.
- (2) Course is a continuous, structured series of instruction lasting one academic term. Completion of a course will result in a passing or failing grade being reported to the registrar. A course may be made up of a series of modules, each having a distinct subunit of knowledge. Upon failing a non-modular course, the student will remediate the entire course.
- (3) Module is a specialized body of knowledge that when combined with other modules will comprise a course. The grade of a modular course comprised of two or more modules will be reported as a pass upon successful completion of all modules or as a failure if any component module is not successfully completed. A module will be completed upon passing the series of assessments contained within the module, or alternatively, through passing a remediation of the module.

(B) Philosophy

- (1) All students who are admitted to the College of Pharmacy 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 attain professional competency.

(C) Background

- (1) Courses taught in the professional curriculum establish high levels of achievement in learning knowledge and practicing skills. The faculty for students in the College of Pharmacy are charged with providing a high quality education that not only meets the educational objectives, but also produces a practitioner that can critically evaluate information and create a practical and effective patient care plan. Despite the best efforts of the faculty to create well-taught courses, student learning objectives and

well-rounded assessments, some students will fail 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.

- (2) As independent, adult learners, students are responsible for their success and their failure. In the event of failing a non-modular course or not completing a module, a formal remediation process will be established. It is the student's responsibility to seek out the course director to complete this evaluation and to set the parameters. Failure to complete a module will require a student to remediate and display competence of that specific modular material only.

(D) Failure to Pass a Pharmacotherapeutics Module

- (1) The P2 and P3 course sequence of Pharmacotherapeutics and Pharmacy Practice I, II and III is composed of a series of disease modules. A student who fails to successfully complete a module will not receive a passing grade for the course until the remediation of the module is completed. Incomplete modules must be remediated within two weeks of ending a course in order to submit a grade to the registrar. Therefore, winter break, spring break and summer break will need to be utilized to complete the course in a timely manner. Students will remediate during the first break period following the failed module or receive a failing grade in the course. A student who has not completed remediation within two weeks of ending the course will be issued a failing grade. If a student fails to successfully complete 50% of the modules within a single Pharmacotherapeutics course, the student will be denied remediation, pending CAPP review.

(E) Decision to Remediate

- (1) Remediation is a privilege and students are not guaranteed the opportunity to remediate. If a student fails a course or does not complete a module, the course director and the associate dean for Health Professions Education will review student performance throughout the entire course or module to determine if the student needs to repeat the entire course or module, 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).

(F) Guidelines for Remediation

- (1) In the event a course or module is not successfully completed, the respective course director or module leader will determine the process to remediate their course or module. Within the modules of the Pharmacotherapeutics sequence, module leaders will work with the course directors to determine optimal remediation expectations. A minimum level of competence will be established.

(G) Suggestions for the Course Director (Module leader)

- (1) Assess the areas of weakness the failing student(s) may display. This should be performed by reviewing previous assessments to identify components of the course where the student(s) consistently underperformed.
- (2) Meet with the individual student to outline a plan for the remediation process. Any student in the remediation process must pass a remediation assessment that represents a comprehensive overview of the course material. Student(s) cannot ignore components they were successful in completing previously. A remediation contract must be completed with each student, outlining the expectations for the remediation, requirements of the student, and assessment of competence. This form must be signed by the course director or module leader, the student, and the Associate Dean for HPE.
- (3) Ensure that videos of previous lectures are available for student(s) to review. As the faculty member reviews areas of student weakness, identify the specific lecture that contained that material. Suggest the student review that lecture. Please remember that this is only a tool. The faculty member must work with the student to identify what was not presented in a fashion that the student could comprehend and use other teaching tools to clarify the material.
- (4) Establish a series of review sessions that are mandatory for remediating student(s) to attend. If the course director or module leader determines that formal review sessions are warranted, the number of sessions is to be decided by the course director or module leader. This will be influenced by the amount of material contained within the course or module and the student need, as well as the duration of the remediation process.
- (5) Establish office hours for student(s) to discuss individual student needs. Not all students learn in a group atmosphere or the faculty member may decide that a particular student needs more direction than given in a group situation. Therefore, the faculty member should be available if the student requests individual guidance.
- (6) Establish backup faculty for topics that are not the course director's domain. In the event that faculty teach areas of a course that the course director may not be adequately prepared to teach, the course director should facilitate students' interaction with the more specialized faculty for questions and guidance.
- (7) Create a comprehensive examination that represents the primary course or module. The student(s) must understand that they are remediating the entire course or when appropriate, the module. The assessment should be comprehensive. The assessment will be in the format preferred by the course director or module leader – multiple choice, true false, essay laboratory practical, or oral examination. The level of difficulty should match that established for the primary course. Bonus points or sideline projects will not be acceptable to elevate the student to a passing grade.

(H) Guidelines for Passing Remediation

- (1) Students who undertake remediation will be expected to achieve the same high level of expectation as established in the primary course or module. The examination will be comprehensive of the entire course or module. With these expectations met, passing of the remediation exam will be established as a minimum score of 70 percent or 1.5 standard deviations below the mean of the class average of the final grade given in the primary course or module if the passing grade for the course or the module was less than 70 percent. Students may achieve no greater than a passing grade in any remediation process independent of how well they do on the remediation exam.

Class Standing

- (A) The Colleges do not calculate an official class standing. Only for the purpose of the Medical Student Performance Evaluation (MSPE) and pharmacy residency application, 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 not in the top quartile will have no mention of class standing in their MSPE and their recommendation letters, respectively. The following conditions apply to the calculations:
 - (1) Only grades from courses taken at the Colleges are used in the calculations;
 - (2) If a student remediates any course or clerkship/rotation, the original grade is used, not the remediated grade; and
 - (3) If a student repeats some segment of the curriculum (year, clerkship/rotation, etc.), both the original and repeated grades are used in the calculations.

Interruptions in Education

- (A) All enrollment actions are handled on a case-by-case basis, and each student is reviewed individually based on the student's circumstances. The Colleges retain the authority to make decisions regarding enrollment/withdrawal on this basis.
- (B) Curricular Interruption
- (1) 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 assistant dean, student affairs and admissions. An interruption in M1, M2, P1, P2, and P3 years cannot exceed two academic weeks and in M3, M4 and P4 years cannot exceed one academic week.
 - (2) Mandated curriculum interruption is removal from the academic program until a determination of status is made by the appropriate authority. Reasons for a mandated curricular interruption may include but are not limited to:
 - (a) Student is exhibiting behavior and/or judgment inappropriate to accepted standards of patient care and effective education;
 - (b) Potential of the student causing harm to self or others;
 - (c) Student's behavior is disruptive in the educational setting; or
 - (d) Student is irresponsible in performance of requirements.
 - (3) The due process protections of notice to be heard will be afforded the student.
- (C) Leave of Absence
- (1) The Colleges recognize that a student's personal circumstances may necessitate a leave of absence. This can be a voluntary leave or the leave may be mandated by CAPP or an appropriate authority of the Colleges. A leave of absence may be requested for reasons, including but not limited to, health (both physical and mental), career exploration, or finances. A student may *petition* for a leave of absence at any time. The granting of the leave is within the discretion of the Colleges. A petition for leave must clearly describe the reason(s) for the request. In general, requests for leave based on career choice/exploration and non-emergency reasons will be deferred until the end of that academic year. Leave of absence for emergency and/or health reasons would be considered as they arise.
 - (2) Process:
 - (a) All leaves of absence are coordinated and authorized by the assistant dean, student affairs and admissions. The following steps must be taken by a student considering a leave of absence:
 - (i) Meet with the assistant dean to discuss reasons, objectives, activities, timing and conditions of the leave and return to the curriculum.

- (ii) If a student has a previously met with CAPP, a leave of absence may need to be requested through that committee.
 - (iii) Complete a Leave of Absence Request form and finalize the leave with the assistant dean. Submit the form one week prior to the leave of absence effective date.
 - (iv) Complete the steps on the Leave of Absence Checklist and submit the form and related materials by the deadline indicated on the form.
- (3) The granting of leaves of absence is within the discretion of the Colleges. The granting of leaves of absence will be subject to a variety of conditions, including, but not limited to, the ones outlined below:
- (a) The Colleges may restrict the timing of leaves (for example no leaves will be granted immediately prior to matriculation or within two weeks of examinations);
 - (b) Leaves are granted for a specific period of time; and,
 - (c) Leaves are granted for a maximum of one year.
- (4) Students considering taking a leave of absence are strongly encouraged to notify the assistant dean, student affairs and admissions as early as possible. Students are *required* to notify the assistant dean by **March 1** of intent or with final plans to take a leave of absence for the next academic year.
- (5) Return from Leave of Absence:
- (a) Return from leave of absence is contingent upon approval by the assistant dean, student affairs and admissions. Students petitioning for return must:
 - (i) Petition in writing to return to the curriculum. The deadline to petition to return to the curriculum for an upcoming academic year is **March 1**, unless otherwise noted in the approved Leave of Absence Request form.
 - (ii) Students must have satisfied the terms and conditions noted on the Leave of Absence Request form, if any, and must personally meet with the assistant dean, student affairs and admissions. Failure to meet the terms and conditions for the leave or as established by CAPP as a condition of the leave could result in referral to CAPP, a leave of absence extension, withdrawal or dismissal from the Colleges.
 - (iii) With the Step curriculum, students must generally re-enter the curriculum only at the start of a Step. The Colleges may, in its sole discretion, grant students the ability to return at other points in the curriculum.
 - (iv) In the case of more students returning from leave than can be accommodated in the curriculum, the Colleges reserve the right to extend

any leave to a point where the student can be returned in such a way as to assure their full exposure to the curriculum.

- (v) Failure to petition to return from a leave of absence or to extend a leave of absence within the time period specified on the Leave of Absence form may result in the student's dismissal.
- (vi) Students may be allowed to return from leave early if conditions permit.
- (vii) Students must petition for return in a timely manner, petition for leave extension in a timely manner or they may be dismissed.

(6) USMLE Exams (College of Medicine)

- (a) Students failing USMLE Step 1 are required to take a leave of absence. This leave will commence on the date the USMLE Step 1 scores are received by the College of Medicine or, if the student enrolls in the Clinical Prologue course, the day after the Clinical Prologue course ends. Students must schedule, retake and pass the USMLE Step 1 examination in time to rejoin the curriculum in the second rotation of Cycle 1. Students not making this deadline will be automatically placed on a leave of absence for the academic year. Students will not be admitted into the clinical curriculum at any other point in the academic year. The particular enrollment status, the leave of absence terms and conditions would be developed and finalized with the assistant dean, student affairs and admissions and identified on the Leave of Absence form. The leave of absence period would continue until the student begins Step 4 of the curriculum. All CAPP academic standards, conditions of leave of absence and return to the curriculum described in this document still apply.
- (b) A student who requests and is granted an extension to take the USMLE Step 1 could be placed on a leave of absence, depending on the timeline for taking the exam and score reporting. Students who do not pass the USMLE Step 1 exam in time to begin the clinical curriculum by the second rotation of Cycle 1 will be placed on a leave of absence for the academic year. This would need to be finalized by the assistant dean, student affairs and admissions.

(D) Enrollment, Financial Aid and Health Insurance

- (1) All students who have been granted a leave of absence will be considered enrolled up to the date granted by the assistant dean, student affairs and admissions. When a student has been advised by the CAPP to take a leave of absence and has been granted a time period to choose to either continue in the curriculum or to take a leave of absence, the student will be considered enrolled up to the date the student's decision is made. The student is not eligible to receive financial aid during this decision period. If the student chooses to take the recommended leave, the student will be charged for tuition and fees up to the last date of attendance and subject to the Colleges' refund policies. If the student continues in the curriculum, the student will be charged full tuition and fees. The student's financial aid eligibility will be based on the Colleges' standards of satisfactory progress to maintain financial aid eligibility. During a leave of absence, students are not eligible to receive financial aid.

- (2) All students who have been granted a leave of absence and are enrolled in the Colleges' Student Medical Insurance policy will remain covered under the policy for the full period for which the premium has been paid (i.e., fall semester) and no refund will be allowed. If the student wishes to continue coverage into the next semester, the student may do so and will be billed for coverage. Questions regarding financial aid and insurances should be directed to the director, admissions and student services.

Withdrawal from the Colleges

When voluntarily withdrawing from the Colleges, the student must submit a letter of withdrawal to the assistant dean, student affairs and admissions and is considered withdrawn as of the date the student's letter of notification is received by the assistant dean, student affairs and admissions. Tuition refunds will be made to any student officially withdrawing from all classes in conformity with the Colleges' Refund Policy as stated in the Financial Aid section of the Student Handbook. Students withdrawing from the Colleges are required to follow the steps on the Student Withdrawal Checklist available in the Office of Admissions and Student Services. A student who withdraws and who later seeks re-entry, must reapply via standard procedures through the Office of Admissions and Student Services. Re-admission is not guaranteed and information from the student file in the registrar's office may be used in the admissions process.

Dismissal

- (A) All students who have been dismissed by the CAPP are considered enrolled up to the date of the dismissal decision. If the student appeals this decision, and the appeal is granted the student is considered enrolled up to the date of the Executive Review CAPP decision. If a dismissal decision is upheld, the student is responsible for all tuition and fees incurred up to the date of the Executive Review Committee decision and subject to the Colleges' refund policies. A dismissed student will have the opportunity to withdraw from the Colleges, (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). Accordingly, withdrawal would be considered the student's official status and will be indicated on the academic transcript. A dismissed student is required to follow the steps on the Student Withdrawal Checklist available in the Office of Admissions and Student Services.
- (B) If a student appeals a dismissal decision and an appeal is granted, the opportunity to withdraw is revoked.
- (C) Should the student appeal a dismissal decision and the dismissal decision is overturned, the student will continue in the curriculum. The student will be considered enrolled full-time and must pay all tuition fees incurred.

Academic Suspension

Academic suspension is removal from the academic program by the 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.

Conferral of Degree

- (A) The Doctor of Medicine or Doctor of Pharmacy degree is awarded by the Board of Trustees of the Northeastern Ohio Universities Colleges of Medicine and Pharmacy upon approval by the Academic Council and the Dean of the College of Medicine or College of Pharmacy, respectively.
- (B) Students completing degree requirements after December 31 and prior to commencement will be conferred the degree during commencement in May.
- (C) All students intending to graduate in a given academic year must complete an application for graduation by December 31st of the academic year in which they expect to graduate.
- (D) Students expecting to complete all requirements of the degree after commencement but by August 31 of a given calendar year will participate in commencement activities in the same calendar year. The diploma will be issued to the student at the time of certification that all degree requirements have been met. The date the degree conferred will be the date that degree requirements were completed.
- (E) Students completing the degree requirements after August 31 will ordinarily be conferred the degree oath at the next commencement.
- (F) Under special circumstances, students completing degree requirements between September 1 and December 31 may petition to the Academic Council to graduate 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.

The Student Conduct Council

The Student Conduct Council exists to: educate the student body in the development of ethical professional values and about the Colleges' Honor Code; assist the student body in monitoring its own professional conduct; review and update as necessary the Colleges' Honor Code.

Northeastern Ohio Universities College of Medicine and Pharmacy Student Honor Code

The Colleges of Medicine and Pharmacy exist for the purpose of educating students to become physicians and pharmacists who will serve the needs of society by their pursuit of excellence in the practices of medicine and pharmacy; instruction of following generations of professionals in these fields; and the pursuit of research. Students are particularly expected to develop and maintain the ethical and moral values consistent with the highest standards of medicine and pharmacy. It is implicit that honesty and integrity be part of a student's behavior.

Each student shall demonstrate behavior which, by its nature and interpretation, is considered to be appropriate for a career in either medicine or pharmacy. Such appropriate behavior includes, but is not limited to, the demonstration of good judgment, personal insight, personal 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 student physicians and pharmacists and later as professionals in practice of medicine and pharmacy.

Responsibilities of the Student

Adherence to the Student Honor Code is required of all students enrolled at the Northeastern Ohio Universities Colleges of Medicine and Pharmacy. Students subscribe to the Student Honor Code at the beginning of each academic year. His or her signature on the Student Honor Code constitutes an agreement to support the code and the principles embodied therein. Each student shall:

1. become familiar with the Student Honor Code and Principles of Professional Behavior at the time of admission to the College of Medicine or College of Pharmacy; and
2. act upon any violation of the Student Honor Code or Principles of Professional Behavior by contacting the dean for student affairs.
3. be advised that the authority of the institution to formally review, and if necessary, to discipline students for off-campus conduct is not limited by where the conduct occurred. In examining whether the off-campus conduct of a student will be officially reviewed by the institution, the dean for student affairs will consider the nature of the conduct; whether the conduct relates to the student's course of study or some Institutional event or activity; if the conduct is serious; and/or whether it bears upon the mission of the Institution, or its safe and efficient operation. The dean for student affairs may consult with other Institutional Officials in making the determination about whether to bring a matter forward for formal review.

Privileges of the Student

Students will be accorded privileges consistent with their adherence to the Student Honor Code and the Principles of Professional Behavior. These privileges include, but are not limited to:

1. ability to access confidential information in the care of patients in the furtherance of his or her education; and
2. ability to participate in the governance of the Colleges through participation in a large variety of faculty/student/ governance committees.

Principles of Professional Behavior

Consistent with the Student Honor Code, the student will adhere to the Principles of Professional Behavior. The student will not:

1. plagiarize or present the work of another as their own work, or participate in plagiarism by preparing a writing with the knowledge that it is to be used by another as representing that person's own work;
2. violate copyright laws by failing to cite or by failing to obtain proper permissions for images and other materials used for school assignments and PowerPoint presentations. (Explanation of these copyright regulations are posted on the library webpage at <http://www.NEOMED.edu/audience/library>.)
3. knowingly and willfully falsify or manufacture scientific or educational data and represent the same to be the result of scientific or scholarly experimental research;
4. have furnished false information to admissions committee members in an effort to gain admission to the medical or pharmacy school;

5. cheat by any means or method;
6. restrict the use of material used in study in a manner prejudicial to the interests of other students;
7. furnish false information to faculty or academic officers relative to academic or clinical matters;
8. knowingly and willfully falsify, by omission or commission, information pertinent to patient care or in other ways violate the patient trust which is essential to the physician-patient or pharmacist-patient relationship;
9. disclose confidential or privileged patient information in an unethical or inappropriate manner;
10. use, possess, or participate in the trafficking of illegal drugs or controlled substances;
11. maliciously remove or intentionally destroy or deface property belonging to the College or any affiliated institutions;
12. violate Federal or State laws, the rules and regulations of the college, associated hospitals, consortium universities, other affiliated medical institutions or other applicable guidelines either stated or published.

I certify I have read and understand the NEOMED Honor Code and will abide by Honor Code and the Principles of Professional Behavior.

Classroom Civility

- (A) There is increasing national attention to the problem of classroom incivilities at the university level on the part of both students and instructors. Many times students do not realize how some of their activities in the classroom can be distracting or interpreted as rude. Instructors, on the other hand, may not realize how some of their own actions can also be interpreted as rude or inconsiderate. It is expected of the students in this class to be considerate of your instructors as well as your fellow students by refraining from the following when faculty are lecturing or leading a discussion:
- (1) **Entering the classroom late** – If you must do this, be as unobtrusive as possible and sit in an area that will not require you to climb over or otherwise disrupt other students. This often means coming to the front of the classroom—just be as quiet as possible.
 - (2) **Leaving the classroom early** – Please do not gather your belongings at the end of class until your instructor has announced that the class is over. Faculty will try to give you a little extra time for this at the end of each class session.
 - (3) **Talking or whispering to your classmates about issues unrelated to what is being discussed or presented in class** – Faculty will give you “talk to your neighbor” moments (related to the course) which will relieve any restlessness you may feel. If you have something urgent to talk to your neighbor about, please leave the room (unobtrusively) to finish your discussion. Your classmates will appreciate this.
 - (4) **Reading newspapers, using your computer to surf the internet, or other non-course activities.** Please don’t take up a seat if you aren’t going to be attentive.

- (5) **Eating, drinking or chewing/cracking/smacking gum in a manner that is distracting to others**
 - (6) **Sleeping** – Faculty will be sure to wake you up!
 - (7) **Taunting or berating fellow classmates** who regularly ask questions in class – If your instructor feels the answer to a particular question will be lengthy and not helpful or of interest to the rest of the class, the faculty member will suggest a private conversation with the interested student after class.
 - (8) **Answering pages or cell phones in class** – Faculty will be happy to answer your phone for you if they hear it ring.
 - (9) **Putting your feet/legs up on the arms or backs of the chairs** in front or to the side of you – I know it is tempting, but you must see how it looks from the front of the room. More importantly, your classmates don't appreciate your foot germs and tracked-in dirt on their armrest or the back of their chair.
- (B) Course Directors expect students to:
- (1) **Be fully attentive during class** until the class is declared to be over.
 - (2) **Be adequately prepared prior to class** (e.g., you've done readings or assigned homework prior to small group discussions).
 - (3) **Schedule visits with your instructor** (one-on-one or in groups) to clarify areas of confusion as soon as they occur, rather than waiting until right before an exam.
 - (4) **Be timely in appointments** that you have scheduled with instructors. Email faculty or contact the Department Office as far in advance as possible if you must cancel.
 - (5) **Provide constructive, respectful feedback** on what is working or not working in the course either personally or through the various evaluation forms I will provide during the course.
 - (6) **Be aware of your language.** Even though certain language/words are used casually on prime time TV or radio, they still may be regarded as offensive or vulgar to people of a "certain age." Be aware of the sensitivities of others, please.
- (C) Your instructors will work hard to hold up their end of the bargain by:
- (1) **Beginning and ending class on time.**
 - (2) **Using class time to stimulate learning** in a variety of ways that cannot be obtained just by reading the handouts or Workbook.
 - (3) **Giving practical assignments with clear instructions.**
 - (4) **Preparing an exam based on clear learning objectives.**

- (5) **Giving timely, constructive, and respectful feedback** on assignments and activities.
 - (6) **Being ‘in tune’ with the overall level of class understanding**, and willing to back-track when necessary to improve understanding.
 - (7) **Being accessible** (by email or otherwise) outside of class and responsive to your questions.
 - (8) **Being encouraging, respectful, and fair.**
- (D) The faculty member will remind the class periodically if behaviors are observed that are disruptive to others. While faculty don't like being in the "policeman" role, students are increasingly requesting that instructors do more to quiet the talkers, late-comers, net surfers, and “early packers.” Please respect the desire of your fellow students to hear, understand, and participate during class sessions by minimizing disruptions.

Resources and Support Services

(A) Academic Advising and Tutoring

- (1) The Office of Career Development and Advising offers learning skills assistance through the assistant director, advising and learning skills. This is offered in various formats; large group, small group and individually. The target areas of assistance are determined by the needs of the individual or group. Potential topics include:
 - (a) Strategies for active learning;
 - (b) Scheduling to enhance study;
 - (c) Principles of learning and memory;
 - (d) Preparing for exams;
 - (e) Framing techniques;
 - (f) Taking exams;
 - (g) Writing to learn;
 - (h) Critical reading and thinking; and
 - (i) USMLE preparation and scheduling.
- (2) Peer tutoring is also available through the Office of Career Development and Advising.

(B) Career Development Resources

- (1) Career development is an integral part of the formal and informal curriculum and is designed to assist students in synthesizing their knowledge and self-understanding with their personal career decision. Curricular and co-curricular career development

activities and programming are coordinated through the Office of Career Development and Advising in conjunction with the assistant dean, student affairs and admissions.

- (2) The goals of the career development program are to assist students in:
 - (a) Developing the knowledge, skills and attitudes required for making career decisions;
 - (b) Developing life planning activities which integrate career with family, leisure, friendship and community;
 - (c) Becoming cognizant of medical specialties in a variety of settings;
 - (d) Understanding your values and how they fit into the practice of medicine; and
 - (e) Understanding the need for life-long “physician-hood” development
- (3) Students have many opportunities during their education to work on each of these goals in detail. Because each student is at a different stage of career development, there are many resources accompanying each goal to guide them in working on their own.

(C) STEPS to Effective Career Development

- (1) For medical students, career development activities incorporate the Association of American Medical College’s Careers in Medicine program and include, but are not limited to, values and personality type assessment, career exploration opportunities through Physician Career Stories, specialty advisors, decision-making opportunities through the Pathways program and the Step 4 Intersessions, and implementation work through the residency match process.
- (2) For pharmacy students, career development activities include self-assessment and goal setting, Pharmacy Career Stories, as well as specialty advisors, decision-making opportunities through the Pharmacy Career Pathways program, and Internship and Career Fairs, Individual career advising is also available through the Office of Career Development and Advising and through the assistant dean, student affairs and admissions.

(D) Student Health Services

- (1) The Portage County Community Health Center is available for enrolled students to be seen for minor illnesses.
- (2) Under the guidance of the Colleges’ Student Health and Counseling Committee, a health service for students exists at the major teaching hospitals on all campuses: Akron, Canton and Youngstown. Hospital-based physicians, acting as Student Health Coordinators, provide for the care of students in their hospitals or on their campus, either directly themselves or by referral to the appropriate practitioner. Each student is responsible for payment of treatment, including lab costs and hospitalization charges, even if these are ordered by a physician offering professional courtesy for his or her services.

- (3) The Colleges believe that future healthcare providers should model good health practices and exercise preventive care wherever possible. To this end, health history forms are required of entering students so that appropriate follow-up on individual cases can be made. In addition, all students entering the Colleges must receive the required immunizations and prove immunity to chicken pox and Hepatitis B.

Student Support and Emergency Services

(A) Personal Advising Services Policy

- (1) Students at the Colleges are eligible to receive short-term personal advising on campus (6-8 individual appointments) for academic advising, learning skills assistance, and referrals to counseling and psychiatric services. Personal advising and referral services are provided by the assistant director, advising and learning skills (current position open) and/or the student advisor.
- (2) Personal advising, learning skills, and referral services are free of charge and confidential. Personal advising records follow HIPAA guidelines and are kept separate from student academic records. Students are informed of personal advising, learning skills, and referral services at orientation to medical and pharmacy school and are encouraged to seek assistance whenever they think it is indicated during to address issues for personal growth and development. Students seek personal advising, learning skills, and referral services for a wide variety of reasons. Issues that commonly seen include: academic concerns, stress, career questions, lack of motivation, and time management.
- (3) Students who require counseling will be referred to licensed therapist not affiliated with the Colleges. Students may choose a clinician who has agreed to accept medical and pharmacy students for mental health treatment. A roster of clinicians is available to students through the Office of Career Development and Advising on campus (B-206), the Student Health Clinic (A-72), or on the Health and Wellness channel of DOCS.
- (4) If a personal issue has affected the student's health, the student will be referred to their primary care physician or the Portage County Health Clinic for medical treatment

(B) Psychiatric Services

- (1) 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 and for which treatment has already begun.
- (2) When a mental health issue becomes apparent, the student advisor and/or assistant director, advising and learning skills 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 until an agreement is reached. If indicated and with the student's written permission, the personal advisor and/or assistant director, advising and learning skills can coordinate a psychiatric referral for the student, checking with the student's health insurance coverage.

- (3) The clinical roster mentioned above for student referrals includes psychiatrists in northeastern Ohio. Referrals for psychiatric services will include those psychiatrists who are on the clinical roster whenever possible as these are physicians who have agreed to see the Colleges' students.
- (C) Emergency Counseling Services
- (1) Students who require emergency counseling services during business hours should be directed to the Office of Career Development and Advising. The personal advisor and/or assistant director, advising and learning skills will refer students to counseling services via the roster of clinicians if their concerns require immediate attention. If the personal advisor and/or assistant director, advising and learning skills is not available emergency counseling situations will be referred to the following individuals in this order:
 - (a) Polly Moss, Assistant Dean, Student Affairs and Admissions, ext. 6759
 - (b) Anita Pokorny, Director, Career Development and Advising, ext. 6760
 - (c) Clint Snyder, Ph.D., Associate Dean, Health Professions Education, ext. 6755
 - (2) The individual above will then refer students to a clinician from the clinician roster if their concern requires immediate attention.
 - (3) 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 breathe, tightness in the chest and/or head, thinks that he/she is going to die);
 - (c) A victim of sexual abuse, assault or rape;
 - (d) Actively abusing substances such as alcohol or drugs.
 - (4) Students and faculty, staff, classmates and family members of students are encouraged to contact the personal advisor and/or the assistant director, advising and learning Skills if aware that a student is in need of emergency counseling services.
 - (5) Once contacted, the personal advisor or the assistant director, advising and learning skills will speak with the student as quickly as possible and contact additional services as necessary. The personal advisor and/or assistant director, advising and learning skills will inform the assistant dean, student affairs and admissions of any emergency student situation and will discuss options for dealing with the emergency such as appropriate transportation to a community mental health center, hospital emergency room, psychiatrist's office as well as communication with parents and other logistics.

(D) Emergency Psychiatric Services

- (1) Emergency psychiatric services are those student emergency situations where a psychiatric consult is needed. Students on the Rootstown campus determined to be in need of emergency psychiatric services will be considered a medical emergency and transported via EMS to the appropriate facility.
- (2) The Psychiatry Council has identified a Primary Psychiatrist and a Secondary Psychiatrist who are available for consult for emergency psychiatric services. These are psychiatrists in private practice who have agreed to offer emergency psychiatric services to the Colleges' students. Students on the clinical campuses determined to be in need of emergency psychiatric services should be referred as follows:
- (3) The psychiatrists for each clinical campus are:
 - (a) Akron Clinical Campus
 - (i) Joseph Varley, M.D. – Primary; (330) 379-5906; VarleyJ@summa-health.org
 - (ii) Jeffrey Moore, M.D. – Secondary; (330)344-6525; jmoore1@agmc.org
 - (b) Canton Clinical Campus
 - (i) Sami Zaidi, M.D. – Primary; (330) 452-7694; asaidi@neo.rr.com
 - (ii) Shishuka Malhotra, M.D. – Secondary; (330) 452-7694; malhotrashishuka@hotmail.com
 - (c) Youngstown Clinical Campus
 - (i) Pradeep Mathur, M.D.; (330)884-1901; (330)841-1600
 - (ii) Vincent Paolone, M.D. (330)286-0050

(E) After-Hours Emergency Services

- (1) During evenings or weekends, the student and his or her family are encouraged to contact one of the following individuals for assistance:
 - (a) Joseph Varley, M.D. (330) 379-5906
 - (b) Jeffrey Moore, M.D. (330) 344-6525
- (2) Students may also choose to report to the following consortium hospital emergency departments for treatment:
 - (a) Akron City Hospital/Summa, Akron;
 - (b) Akron General Hospital, Akron;

- (c) St. Thomas Hospital/Summa, Akron;
- (d) Aultman Hospital, Canton; and
- (e) Forum Health, Youngstown.

What to do if You are Sick or Hurt

(A) At Rootstown

(1) If it's an emergency:

- (a) If an emergency situation develops, dial 9-911. The paramedics will provide emergency care and transportation. Notify Security, ext. 6489 so that they can direct the paramedics to the location of the emergency.

(2) If the problem is chronic or episodic:

- (a) The Portage County Community Health Center is available for enrolled students to be seen for illnesses.

(B) On a Clinical Campus

(1) If it's an emergency:

- (a) Notify the Chief of Service of the department or preceptor in which you are currently located, and/or go to the emergency room of the hospital where you are located. The assistant dean for student affairs and admissions, associate clinical dean for the hospital and the clerkship site director should be notified as soon as conditions permit.

(C) If the problem is chronic or episodic:

- (1) It is the policy of the Colleges that the option of establishing the physician/patient relationship is based on a two-way agreement, and we do not wish to limit any student in his or her choice of physician. However, we recognize that some problems may arise in being taught and evaluated by someone who is, at the same time, responsible for potentially sensitive aspects of your personal health care. Therefore, while we recognize and support your right to ask any of our clinical faculty to become your physician, we suggest strongly that students select their physicians from those not likely to be directly involved in their teaching and evaluation.
- (2) Occasions of "curbside consults" are strongly discouraged, which may lead to second-class care. We encourage students to sign up as a regular patient with a primary care practitioner and have medical problems taken care of in the same way as any other patient. The Portage County Community Health Center cannot be ultimately responsible for all your health needs because the Center is on a limited schedule. This ensures continuity of care, adequate reference to relevant medical history and records and, in general, ensures that students will receive the best quality care available.

- (D) As noted above, there are physicians at the major teaching hospitals serving as campus student health coordinators who will refer students to appropriate practitioners for treatment, if the need arises. Students are responsible for payment of services received either by clinical campus coordinators or their designee. These health coordinators are:
- (1) Akron Clinical Campus
 - (a) Adarsh Krishen, M.D. Summa Health System — Akron City Hospital; Family Practice Center (330) 375-3584
 - (b) Deborah Plate, D.O. Westside Family Practice (330) 344-6047
 - (2) Canton Clinical Campus
 - (a) Roger Musa, M.D. Aultman Hospital; Family Medicine Center (330) 363-4306
 - (3) Youngstown Clinical Campus
 - (a) TBD
 - (4) Rootstown Campus
 - (a) Portage County Community Health Center (330) 673-1016

Academic Technology Services

- (A) Information for Academic Technology Services can be found at www.NEOMED.edu/audience/faculty/ALR/ATS.
- (B) This office is the Colleges' source for development of academic materials including video, CD-ROM, DVD authoring, Web course content, and streaming video productions. Online courses, quizzes, and discussion groups are also handled by this office. This office also provides audiovisual support for the Colleges and is responsible for the Read Distance Education Center, located within the Library.
- (C) Contacts for Support
- (1) AIMS Administration and Support which includes user and course account setup, Student and Faculty Support and AIMS course servers.
 - (a) Contact Sharon Combs-Eisenbarth at Ext. 6229 or scombs@NEOMED.edu.
 - (2) Read Distance Education Center/Computer Lab: 20-seat computer classroom, online course materials, video teleconferencing, faculty and staff training.
 - (a) Contact Rey Notareschi at Ext. 6796 or rtn@NEOMED.edu.
 - (b) Contact Sharon Combs-Eisenbarth at Ext. 6229 or scombs@NEOMED.edu.

- (c) Contact Kristen Reyna at Ext. 6622 or kreyna@NEOMED.edu.
 - (d) Contact Pat Grealis at Ext. 6797 or pgrealis@NEOMED.edu.
- (3) Audiovisual which includes scheduling, setup and instructional training on all AV equipment, multidisciplinary labs, smart rooms and lecture hall technology.
 - (a) Contact Pat Grealis at Ext. 6797 or pgrealis@NEOMED.edu.
 - (b) Contact Kristen Reyna at Ext. 6622 or kreyna@NEOMED.edu.
 - (c) Contact Rey Notareschi at Ext. 6796 or rtn@NEOMED.edu.
- (4) Complete Video Production Services: From concept development through location recording and editing the final product.
 - (a) Contact Rey Notareschi at Ext. 6796 or rtn@NEOMED.edu.
- (5) Streaming Video involves technology that enables live or on demand viewing of audio, video and multimedia presentations via the Internet.
 - (a) Contact Rey Notareschi at Ext. 6796 or rtn@NEOMED.edu.
- (6) Video and audio duplication.
 - (a) Contact Pat Grealis at Ext. 6797 or pgrealis@NEOMED.edu.
- (7) DOCS:
 - (a) Contact the Helpdesk at Ext. 6911 or help@NEOMED.edu.

Office of Information Technology (OIT)

- (A) The Colleges' Office of Information Technology provides central computing and communications services, planning, policy development, and infrastructure support for the College community.
- (B) A student's primary point of contact for technology assistance is the Help Desk, located in C-172. For your convenience, you may also contact a representative at (330) 325-6911, or at help@NEOMED.edu.

(C) Account Passwords

- (1) Maintenance of data security is important for the entire College 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, DOCS, and Wireless connection.
- (2) Each student has a responsibility to review and comply with the Policies Regarding Use of Computing and Network Resources outlined in the Student Handbook.

(D) Password Resets

If your account becomes locked, contact the Help Desk.

(E) Email

Students are provided with a Colleges email account; OIT has partnered with Google to be the provider. Students may access their email account through DOCS by clicking on the email system shortcut, or by going to <http://my.NEOMED.edu> to log in to your account.

(F) Wireless Connectivity

- (1) The Colleges maintain a private and public wireless solution that is accessible in most areas inside and outside of the College campus. Students may log in to the secured public wireless network by using their DOCS username and password.
- (2) 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 your computer. If your computer, laptop, or wireless device does not have recent updates, access to the wireless network will be denied until the updates have been applied.

(G) Free Anti-Virus Software

All students are provided one (1) complimentary copy of Sophos Anti-Virus for

their personal computer. The software is available for download under the Student Software channel in DOCS.

Oliver Ocasek Regional Medical Information Center (OORMIC)

- (A) Information for the Oliver Ocasek Medical Library can be found at <http://www.NEOMED.edu/library>.
- (B) Resources
 - (1) Students have access to all of the resources in the library. There is a broad collection of health sciences books, audiovisuals and journals. Many materials are available to students in electronic format. There is a small collection of popular reading and media. Additional library resources can be requested from the associated teaching hospitals through NEOLINK, the library's online catalog. The library is a full OhioLINK member. Materials can be borrowed via OhioLINK from most of the academic institutions in the state.
- (C) OhioLINK Resources
 - (1) The Ocasek Medical Library is a full service OhioLINK library. The OhioLINK central catalog contains more than 11 million records and more than 48 million items representing more than 89 member colleges and universities. The Colleges' affiliates may request items from these libraries and pick them up anywhere in the OhioLINK consortium. Registered library patrons may access OhioLINK from anywhere in the world. OhioLINK offers access to many online databases for research including Medline and Pubmed. OhioLINK also offers electronic access to an excess of 8,300 scholarly journals.
- (D) Hours
 - (1) Information for the OORMIC hours can be found by clicking on the Hours tab at <http://www.NEOMED.edu/library>.
- (E) Food and Drinks
 - (1) Light snacks, and drinks (in sipper containers), are permitted in OORMIC. Students are responsible for cleaning up after themselves.
- (F) Copyright Information
 - (1) All materials copied from texts or journals and all images used for research must conform to the Copyright Compliance Guidelines and the Student Honor Code.
 - (2) More information on copyright issues can be found at www.NEOMED.edu/audience/library.

- (3) More information on the Student Honor Code can be found at www.NEOMED.edu/audience/students/departmentContacts/OfficeAssistantDeanStudentAffairsAdmissions/LearningEnvironment/honorcode.
- (G) Copying, Printing and Faxing
- (1) There are photocopiers, scanners and printers available for student use. Image pricing is posted near the machines. Students use their student ID numbers 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.
- (H) Circulation Services
- (1) Most books in OORMIC may be checked out for 21 days. Most audiovisuals check out for 7 days. Items may be renewed if there are no holds on the item. Students can renew items online or by calling ext. 6600.
 - (2) Reserve items check out for a period of 3 hours and cannot be renewed.
 - (3) To help provide equal access to everyone, overdue fines are charged and may vary by material type.
- (I) Board Review Collection
- (1) There is a growing collection of Board Review materials and books. The books may be checked out for seven days and renewed once if there are no holds on them.
- (J) Reference Services
- (1) Reference librarians will help students find relevant resources for their information needs. Literature search assistance is available and one-to-one database instruction can be provided. Reference librarians are available to students Monday through Friday, 8:30 am to 5 p.m.
- (K) Interlibrary Loan Services
- (1) Books that are unavailable through OhioLINK institutions and articles that are unavailable locally or through the Electronic Journal Center can be requested through the Interlibrary Loan department. Requests can be made online at <http://www.NEOMED.edu/Library> (select “request forms”), or by calling ext. 6593 or 6592. Loansome Doc service is available to students as well.
- (L) Instruction
- (1) Students may request instruction on various library resources. Librarians provide instruction for individuals, in small groups, or within the curriculum. Training sessions for electronic databases or other resources are also provided.
- (M) Group Study Rooms

- (1) There are 12 group study rooms 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. Each library study room is equipped with a DVD player, LCD projector, VCR, white board and computer.
- (N) Quiet Study Area
- (1) A portion of the library is available for study 24 hours a day. This area includes nine of the group study rooms, study carrels for 52 students, some soft seating and a printer. The area is fully wireless. For the safety of all students, ID badges are needed to scan into the 24 hour area after the library closes. This is a quiet study area and students should refrain from talking and other noisy activities.
- (O) Consortium Library Guidelines
- (1) The following guidelines refer to proper behavior in the Colleges' consortium libraries. Whereas these libraries are used not only by students, but also by faculty, staff and the general public, it is imperative that everyone follow a few simple guidelines to ensure equal and enjoyable access to library materials.
 - (2) The lists found below are not all inclusive. Please see individual library policy for additional rules and regulations that may apply.
 - (3) General library rules:
 - (a) No food or drinks in the libraries (see library policy for exceptions, such as the use of beverages with lids).
 - (b) No viewing of materials that others might find offensive, and no downloading of these materials for public display (i.e., wallpaper, screen savers, etc.).
 - (c) No moving of hardware or changing computer configurations so that certain individuals have primary use of computer programs or others are locked out.
 - (d) No saving personal files on the hard drive (i.e., games, music files, etc.).
 - (e) Students must wear hospital appropriate attire, their white coats and ID badges while in the hospital libraries.
 - (f) Please print responsibly (i.e., do not use printers for multiple copy duplication) and use hospital copiers for hospital associated duplication only.
 - (4) Points of etiquette that facilitate use of library resources:
 - (a) 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.
 - (b) Do not use library study carrels as lockers for storing bags, coats, etc. while you leave the library to take care of other business.

- (c) Limit your recreational use of the library (i.e., emailing, surfing the net, etc.) to those hours when the library is not busy.
 - (d) Please return all borrowed materials in a timely manner.
- (P) Observation of these guidelines will help ensure that everyone is able to take advantage of library resources to the fullest extent. 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 or clinical dean if you have any questions or concerns about library use.

Professional Development Advising Teams (PDAT)

- (A) Professional Development Advising Teams (PDAT) serve as the organizational framework for the Colleges' advising program. Students are assigned to a Professional Development Advising Team upon matriculation and remain members of their assigned PDAT throughout their time as students. Each PDAT is comprised of clinical faculty members, administrative staff, Rootstown-based faculty, peer advisors, and equal numbers of students. PDAT's help foster close relationships and a sense of community among students.
- (B) The advising process, including career, academic, personal and peer mentoring, is facilitated by the following individuals within each PDAT:
- (1) Clinical Advisors are clinical faculty members (Physicians and Pharmacists) who serve as advisors, by providing leadership and direction to student advisees with primary responsibilities in areas of career education and professional socialization of students. They foster self-assessment skills and serve as facilitators of the reflective learning process.
 - (2) Academic Advisors are members of the Academic Affairs professional staff and are located on the Rootstown campus. Their responsibilities focus on academic success and support. Advisors review all exam scores and final grades for their advisees on a regular basis. Students who are performing at an unsatisfactory level are required to meet with their Academic Advisor to discuss learning strategies and resources. Academic Advisors also serve as a resource to address a wide variety of inquiries and concerns related to academic progress and campus resources, including those about student health issues and requirements, student counseling and advising, harassment or student abuse.
 - (3) Peer advisors assist students in adjusting to the many pressures and stresses of education within a small group context. Peer advisors provide a formal forum for first-year students to interact with a second year student who can be relied upon as a resource person who provides an opportunity for guidance and support assists students in finding appropriate campus resources and models professional behavior. Peer advisors assist students in subsequent years with adjustments to clinical experiences and clerkships. Peer advisors also plan extra-curricular and social functions that bring faculty and students together.

The Colleges' Summer Fellowships

- (A) The Office of Research and Sponsored Programs (ORSP), located on the second floor of G-Building on the Rootstown campus, administers the Colleges' Summer Research Fellowship Program. The mission of this program is to provide the Colleges' medical and pharmacy students training in rigorous, ethical and empirical research.
- (B) The Colleges' 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 develop scientific presentation and writing skills. It is offered for an 8-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 Colleges' Summer Research Fellowship Poster Day which is held at the end of the summer.
- (C) 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 Colleges' Summer Research Fellowship must complete all **applicable** training (NIH on-line human subject certification, lab safety, animal care and use, and radiation safety) in order to participate in a project. Students must also be in compliance with the immunization program.
- (D) Students with summer course remediation may have to withdraw from a summer research fellowship and are required to meet with the assistant dean, student affairs and admissions to discuss the situation.
- (E) Outside fellowships and research summer opportunities can be found on DOCS and are coordinated through the Office of Career Development and Advising.

Women and Medicine

~~The Colleges are currently reviewing The Women and Medicine Program. If you have any questions or concerns, please contact Tenille Kaus, Esq. at (330) 325-6758 or assistant dean Polly Moss at (330) 325-6759.~~

POLICIES, RULES AND REGULATIONS

Alcohol and Substance Abuse

- (A) The Colleges condemns the abuse of alcoholic beverages. All members of the Colleges' community are responsible for making decisions about their actions within the context of Ohio law, the Colleges 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.
- (B) The Colleges have defined guidelines which will ensure that any use of alcohol is responsible and consistent with the laws and regulations of the State of Ohio.
- (C) All students of the Colleges 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 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 the Colleges and referral for prosecution if appropriate.

- (D) 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 Colleges become 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 Promotion to determine if it is necessary that the student 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 the Colleges. The Colleges' first concern in these matters is to aid the student in overcoming problems with regard to 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.

The Intervene Now (I.N.) Council

- (A) The Colleges are deeply committed to the well-being of its students. This commitment is evident by the provision of both emotional and physical health services through the Offices of Admissions and Student Services and Career Development and Advising. Students are encouraged, without stigma, to engage in confidential personal advising, psychological counseling and medical consultation whenever the need arises.
- (B) The Colleges also provides educational programming on substance abuse and impairment. During the first year, students receive information regarding Intervene Now (I.N.) Council. I.N. Council is a student organization whose main goal is to educate and develop awareness among the student body about issues of substance abuse and impairment.
- (C) The goals of I.N. Council are:
 - (1) To promote awareness of substance abuse and the warning signs of dependency and further understanding of the need to become "our brother's keeper."
 - (2) To recognize substance abuse early and prevent damage to the lives of both impaired students and their families.
 - (3) To provide evaluation and treatment for impaired students in a confidential and compassionate manner.
 - (4) To provide support to impaired students through understanding and care.
 - (5) To allow recovering students to continue their education without stigma or administrative censure.
- (D) Council membership is composed of five elected students from each class and professional members such as physicians and counselors. The total number of Council members does not exceed 28.

- (E) The council meets monthly for education purposes and general business. Emergency meetings are scheduled as necessary. Education is one of the primary focuses of the council: special films, seminars and speakers are presented to the student body throughout the year. These activities are open to all students, residents, staff, faculty and attending physicians.
- (F) Any student who suspects a classmate of having a substance abuse problem can request confidential assistance from any member of the I.N. Council to determine if the student may need professional help. The council is designed to protect the identity of students who report, as well as students who are suspected of being impaired. The identity of the student suspected of being impaired is not known to anyone other than the council member to whom the report is made, the chair of the council, and the intervention team of I.N. Council members, if intervention is necessary. The only time the Colleges' administration becomes involved is when assessment or treatment for impairment is refused by the student.
- (G) Any student who refuses assessment or treatment is referred to the assistant dean, student affairs and admissions. By not involving the administration initially, students are given a chance to address concerns about substance abuse without jeopardizing their education.
- (H) The Five Part Plan for Dealing with Substance Abuse by the I.N. Council
 - (1) Recognition
 - (a) An individual who recognizes that he or she is impaired may approach a member of the Council or seek help outside the Council through the director, career development and advising. It is the sincere wish of the Council that those who suspect another student of being impaired would approach that student in a caring and supportive manner prior to involving the Council.
 - (b) If this is not sufficient action, the person suspecting the impairment should then approach a Council member. The Council member then will approach only the chair with the information. The chair and reporting individual will go over the testimony to include personally-witnessed activities and behavioral changes. Non-witnessed behaviors and activities are not to be included in the testimony. The reporting student may suggest other individuals that may be contacted by the chair for additional information. The chair will then compile the information and present it to the Council during a closed meeting.
 - (c) The name of the student in question will not be known to the other Council members but will be assigned a case number by the chair. A committee may be appointed by the chair for the purpose of gathering more information about the case or confirming evidence given. The individuals appointed to the information gathering committee will know the time and place of the indications of the alleged impaired individual. All such information gathering will remain strictly confidential. The Council may approach anyone involved with the student including significant others, residents, attending physicians, etc., in the course of its information gathering. At the next closed or emergency meeting, the Council will hear the gathered information regarding the student, referred to by case number only. Based on the information gathered about the case, the Council will decide to intervene, obtain further information, or dismiss the case.

- (2) Intervention
 - (a) If intervention is deemed necessary, the intervention team will consist of individuals that the chair believes will best serve in the intervention process. They will confront the allegedly impaired student in a compassionate, caring and supportive manner. The purpose of this meeting is to help the student recognize that a problem exists, to express a commitment to help, and to explain the assessment proceedings.
- (3) Assessment
 - (a) A designated professional specializing in substance use disorders will conduct a formal assessment. The professional may not be an active faculty member, its consortium universities or hospitals. If the student is deemed not to be impaired, the assessing professional may consider the presence of psychiatric or social-related problems which may require intervention outside the council.
- (4) Evaluation and Treatment
 - (a) After the student has been assessed, he or she will choose an appropriate treatment modality in accordance with the recommendation of the treatment provider. With the exception of the medical leave of absence petition, the only time the administration will become involved is if assessment or treatment is refused.
- (5) Support and Follow-Up
 - (a) The chair will monitor pertinent activities of students currently undergoing treatment for impairment, and students who have undergone treatment for impairment.

Attire Guidelines for Students

The Colleges expect students to dress appropriately and professionally in all school situations. Students should always check with course directors, clerkship site directors and/or preceptors in the clinical settings for specific requirements regarding appearance, since courses, clerkships, consortium hospitals and pharmacies may vary and differ from these guidelines.

Whenever students interact with the public, high standards of professional dress are expected. Students should keep in mind that they represent the NEOMED/NEOUCOP 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 College.

On the Rootstown Campus

- Students may dress casually. Although casual attire is permitted on the Rootstown campus, students should be mindful of their dress as many faculty members who teach on campus are also faculty they will encounter on clinical rotations.

- 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 over 2” are inappropriate in laboratory activities for safety reasons.
- Provocative (tight, distracting, revealing) clothing that may interfere with the learning process for others 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.
- Whenever students interact with patients in any way, the guidelines for attire in Clinical Settings should be followed.

In Clinical Settings

- Students must dress professionally at all times in the clinical settings. Students must wear their white coats, patches, and ID badges. Professional complementary 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 over 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.
- 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 unprofessional behavior.

Student Attendance Policy

(A) Courses on Rootstown Campus

- (1) 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 considered to be an important component of professional behavior.

- (2) Students unable to attend a mandatory class or session due to illness or an emergency are to contact the course director. Failure to notify the course director may result in an unexcused absence which may be a factor in determining your grade. In cases where a student is unable to attend a scheduled session of a course, the student is still responsible for all material covered during his/her absence.
 - (3) Concerns arise over attendance or tardiness may be a professionalism issue, and students will be directed to meet with the course director and with the assistant dean, student affairs and admissions. Professionalism concerns can be referred to the Committee on Academic and Professional Progress.
 - (4) Students who are ill or experience an emergency when an examination is scheduled must contact the assistant dean, student affairs and admissions in advance of missing the exam. The assistant dean will then determine if the absence will be excused and will work with Health Professions Education to determine when the exam must be rescheduled. The student can be held accountable for any additional cost involved in the request for a new examination.
- (B) Clinical Experiences
- (1) Daily attendance is mandatory for all clinical experiences. Concerns or special circumstances should be discussed with clerkship site director. Attending educational conferences is not considered an excused absence. Students who are unable to report for duties due to illness or emergencies must notify the clerkship site director, or his/her designee at the site, immediately. If a student is absent for two or more days from any clinical experience, both the site director or preceptor and the student are to notify the Office of Health Professions Education. Students absent for two or more consecutive days for a medical condition may be advised to see a physician and present proof of the office visit to the clerkship site director.
 - (2) Any time missed during a clerkship rotation must be made up. The site director will decide how and when the time is to be made up.
 - (3) Prompt attendance at all clinical activities is a matter of professional responsibility. If problems arise over attendance or tardiness during a clinical rotation, students will be directed to meet with the site director and with the assistant dean, student affairs & admissions. Professionalism concerns can negatively impact a grade, evaluation and could be referred to the Committee on Academic and Professional Progress.
 - (4) Clinical activities are rarely canceled due to inclement weather. The Colleges closing due to inclement weather pertain to Rootstown campus activities only. Students are expected to report for clinical rotations as usual unless notified otherwise by the clerkship site director.
 - (5) Any planned absences for educational/career purposes, e.g., a residency interview or a scheduled Step 2 examination, must be approved by the elective director in advance of

the time the elective begins whenever possible. The elective director will decide whether or not to approve the absence and the semesters of the make-up work.

(C) Examinations:

- (1) Students who are ill or experience an emergency when an examination is scheduled must contact the assistant dean, student affairs & admissions as soon as possible. Based on individual circumstances the assistant dean, student affairs and admissions will then determine if the absence will be excused and will work with Health Professions Education to determine when the exam must be made up.
- (2) Contacts When Illness or Emergency Impacts Attendance
 - (a) Courses, including but not limited to lectures, labs, clinical experiences: Course Directors
 - (b) M1, P1, M2, and M3 Examinations: Polly Moss, Assistant Dean for Student Affairs & Admissions, (330) 325-6759 – pol@NEOMED.edu
 - (c) M3 Clerkship Rotations: Clerkship Site Directors – obtain information from your hospital at the beginning of each clerkship rotation
 - (d) Exploratory Experiences: Exploratory Experience preceptors – obtain information from your sites at the beginning of each Experience
 - (e) M4 Electives: Elective Directors – obtain information from your site at the beginning of each elective

Policy Regarding 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 NEOUCOP and are not allowed vacation time during their rotation schedule. However, it is recognized that students may need time off for off from rotations for professional or personal reasons. The following are the approved guidelines regarding absence from rotations:

1. **Approvable absences** from rotations are those which the preceptor deems important to the professional development of the student (i.e. 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 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.
2. 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 APPE program (10 months). 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 days can result in a student not successfully completing the requirements of the APPE program necessary for graduation.

3. Students will be allowed no more than **TWO (2) days** of approved absences during any one month. These guidelines may be exceeded only if approved by the preceptor and Director of Experiential Education. The preceptor may take appropriate measures to insure achievement of rotation objectives.
4. 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.
5. 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 for Approval of Absence from APPE Activities Form” to facilitate this approval. This is to be completed online in EMS a minimum of **FIVE (5) business days** before a planned absence.
6. 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.
7. 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 (ie. 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, both the preceptor and the student must notify the Director of Experiential Education. The “Request for Approval of Absence from APPE Activities Form” must be completed upon the student’s return to the rotation.
8. Time off for religious reasons is allowed in accordance with NEOUCOP policy. Students requesting time for this reason are required to receive prior approval from the Dean of Student Affairs and 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 of the preceptor (2 weeks prior to the start of the rotation). Students will be required to make up any missed time resulting from these types of absences at the discretion of the preceptor.
9. 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 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 such absences occur.

10. Time off requests for travel to or from a distant rotation is 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.
11. Any exceptions to the above policy require approval of the Director of Experiential Education in cooperation with the preceptor.



Absence Request Form

Student : _____

Clerkship Site/Rotation: _____

Number of days absence included in this request: _____

_____ Approval is requested for absence from rotation activities on ___/___/___ for reason indicated below.

_____ Approval is requested for absence from rotation activities from ___/___/___ through ___/___/___
for the reason indicated below.

REASON FOR ABSENCE:

_____ Illness

_____ Death in Family

_____ Job/Residency Interview

_____ Attend Professional Meeting

_____ Personal Reason

_____ Other _____

FURTHER REASON FOR ABSENCE CAN BE GIVEN HERE IF EXPLANATION IS REQUIRED:

Approval requested _____ /_____/_____
(Student) (Date)

Approval _____ /_____/_____
(Preceptor) (Date)

Received _____ /_____/_____
(Director of Experiential Education) (Date)

Campus Access Policy

(A) Access to Campus Property

- (1) There are three entrances to the Rootstown campus. These entrances are available as follows:
 - (a) The main entrance and southeast entrance from Rt. 44 are open at all times.
 - (b) The outer gate to the south (Loretta Drive) entrance from Tallmadge Road is open between 6 a.m. and 7 p.m. weekdays.

(B) Key Card Access to Campus Buildings

- (1) Access to the facility can be gained from most exterior doors during our normal unlocked hours of approximately 6 a.m. to 7 p.m. weekdays. The key-card access system gives you several after-hours access points to the facility during all times that the facility is locked to the general public. These locations include door #1 at the northeast corner of R-building (Meshel Center entrance), door #3 at the security office, door #16 at the southwest corner of C-building, door #14 on the south side of B-building, door #49 at the north entrance to F-building, door #58 by the entrance to Gross Anatomy from the courtyard, door #55 entrance to E-building from the courtyard, and door #68 at the entrance to G-building. Other access points may be added to the system in the future as deemed necessary. Visitors and guests without ID badges will have to enter at security and sign in.
- (2) The specifics of using your card are quite simple: By merely placing your card within five inches of the reader, it will scan your card and unlock the door. A valid card will unlock the door for a period of about 15 seconds allowing you to open it. On the sets of double doors, the door that will unlock is the one adjacent to the card reader.

(C) ID badges should be worn at all times for a number of practical reasons. An easy-to-read name and department ID badge greatly aids 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.

(D) Children on the Rootstown Campus

- (1) Children are permitted in all areas of the Colleges except in laboratories, unless prior written approval has been granted. Children may be permitted in non-laboratory areas of the Colleges so long as they are directly supervised and their presence is not disruptive to routine activities. Children mean any person under age 16. Minors 16-18 years old, may work or visit in laboratory areas providing their parent(s) or legal guardian(s) sign a Volunteer Waiver Form.
- (2) 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; and all restricted access areas in the Comparative Medicine Unit (CMU).

- (3) Children may be permitted in these areas under special circumstances with the prior written approval of the vice president. Activities in the CMU will require the additional approval of the director, CMU.
- (4) The Information Center and the bookstore are open to the public.

Policies Regarding Use of Computing and Network Resources

(A) Electronic Mail

- (1) The Colleges provide electronic mail resources in support of its instruction, research and service activities. Because electronic mail (email) is the official method for communicating to students, an email address is issued to all students upon acceptance. 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 the Colleges events, announcements and policy changes. Therefore, it is recommended that email be checked once per day when practicable. Students are discouraged from distributing mass emails; please post all announcements on DOCS.
- (2) The Colleges are 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.

(B) Information Technology Policy Orientation for Students

- (1) The Colleges' computer systems and networks are shared resources used by many individuals to carry on the Colleges' 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.
- (2) The Colleges have specific policies governing the use of information technology resources. These apply to all faculty, staff, and students.
- (3) 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. The full text of the policies is posted at: Administrative Policies link on the Resources page of the Information Technology Website. Administrative Policies channel on the DOCS Tech Help tab.
- (4) It is the responsibility of every student to know these policies, and to conduct their activities accordingly.

(C) Acceptable Use of Computing Resources by Students

- (1) Comply with ALL of the Colleges' policies and procedures.
- (2) Protect your IDs and passwords and keep them confidential. You are responsible for all activities that originate from your accounts or systems.
- (3) Respect licensing and copyright laws. Information protected by copyright is not to be copied from, into, or by using the Colleges' computer and network sources.
- (4) Use systems and networks responsibly, ethically, and legally.
- (5) All devices that are connected to the Colleges' network and the Internet, whether owned by the student or the Colleges, shall execute real-time virus-scanning software with a current virus definition file.

(D) NOT Acceptable Use of Computing Resources by Students

- (1) Do NOT harass or intimidate using any system, network, email, etc.
- (2) Do NOT attempt to gain unauthorized access to any resource.
- (3) Do NOT 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.
- (4) Do NOT use software that could be harmful to the network or other resources.
- (5) Do NOT install any unauthorized equipment on the network.
- (6) Do NOT use accounts or network access to conduct a personal business, to promote or advertise a personal business, and/or for personal financial benefit.
- (7) Do NOT transmit or make accessible offensive, obscene, or harassing materials, or chain letters.
- (8) Do NOT disrupt network communications or conduct or attempt to conduct a breach of security against Colleges' systems.

(E) Peer-To-Peer Software

- (1) Uploading and downloading music and movie files is illegal and is a violation of the Colleges' File Sharing Policy. You can lose your Internet privileges if you get caught by the Colleges, and you are subject to fines of up to \$100,000 per song if the music industry catches you. If that's not enough, Peer-to-Peer (P2P) networks used to trade music files are fast becoming the preferred method to spread viruses.
- (2) P2P software such as Gnutella, E-Donkey, Kazaa, or 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.

- (3) 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 Colleges' Acceptable Use Policy, and is subject to further action by Student Affairs.
- (4) Aside from the legal ramifications, however, P2P applications have some serious security issues that should discourage you from installing them on your personal computer:
 - (a) P2P applications can come with risky third-party software. P2P software often comes bundled with other applications which may interfere with the use of your computer.
 - (b) 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.
 - (c) P2P applications can make you liable for distribution of material. Some P2P file sharing licenses allow the company to use your system as a distribution point for pirated software, videos, or audio files, a practice for which you are liable.

(F) File Sharing

- (1) Supported types of internal file sharing:
 - (a) DOCS Groups Files - DOCS Groups provides secure file sharing capabilities for authorized members of the group. Membership is maintained by the designated group leader.
 - (b) Internet Downloads – Files that are not protected by copyright may be downloaded from the Internet for legitimate Colleges purposes.
 - (c) Email – Files that contain any information considered sensitive or vulnerable shall be encrypted before sending it outbound electronically or on magnetic media. Use encryption of information in compliance with the Colleges' Acceptable Encryption Policy.
 - (d) PDAs – The PDA is a small, portable device, with significant risk of accidental loss or theft. Because of this, the PDA is not considered a secure computing device. PDAs used within the consortium must comply with applicable policies governing each consortium site. In cases where there is a justifiable business need or requirement for confidential information, such as patient information, confidential student information, grades, etc., to be stored or transferred to a PDA, appropriate security measures must be implemented as listed below:

- (i) The PDA must be password protected using the security feature provided on the PDA and there should be no sharing of the password. A strong password must be established in accordance with the Password Policy.
 - (ii) If there is a need to store confidential information, it must be encrypted.
 - (iii) When there is no longer a job- or education-related need to access or store this confidential information, it must be deleted.
- (e) Removable media such as memory cards must not be used to store confidential information.
 - (f) A Desktop PC that is used for synching must require user log on and shall execute real-time virus-scanning software with a current virus definition file.
- (2) Downloading or distributing copyrighted material, e.g. documents, music, movies, videos, text, etc., without permission from the rightful owner violates the United States Copyright Act and several of the Colleges' policies.

(G) Wireless Communications

- (1) All Colleges' policies concerning the campus wired network also apply to wireless connections.
- (2) Access to the wireless network is restricted to members of the campus community who have a valid user ID and password.
- (3) Students are responsible for purchasing wireless clients/cards for devices connected to the campus wireless network.
- (4) 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.

(H) Passwords

- (1) Never share your password with anyone. Once you share your password, you lose control over how your account is used, even though you are still responsible for anything done in your name. Sharing your password is a violation of the Colleges' Password Policy.
- (2) Use strong passwords. Use passwords that are impossible to guess. Use a password that is easy to remember so you don't have to write it down.
- (3) Passwords must contain at least seven alphanumeric characters, including:
 - (a) Both upper and lower case characters (e.g., a-z, A-Z); and
 - (b) Digits (e.g., 0-9) and punctuation characters (including only the following: ! * + _ - = ? , /).

- (4) Passwords must NOT be:
 - (a) A word in any language, slang, dialect, jargon, etc.
 - (b) Based on personal information, such as names of family, phone numbers, or birth dates.

- (5) A Few Simple Rules To Create A Strong Password
 - (a) An effective password is one that is difficult for an intruder to guess. The more characters you use in your password, the better. The number of possible combinations increases exponentially with each additional character.
 - (b) Substitute numbers and special characters for letters or words (0 for O, 3 for E, 1 for I, 2 for to, too).
 - (c) Use punctuation, including mathematical operations with words.
 - (d) Choose a line or two from a song, a poem, a movie title, and use the first letter of each word
 - (e) Passwords should be easy to remember, so they do not have to be written down. Using phrases will make remembering your password easier.
 - (f) Use short phrases and intentionally misspell words.
 - (g) Never reuse an old password. Always create a fresh and new password to avoid the possibility of an old password having been compromised in the past.

(I) Rootstown Campus Help Desk

- (1) The Help Desk is your initial point of contact for the Information Technology Department. If you suspect your password or any other sensitive data has been compromised or the Colleges' PC you are using becomes infected, contact the Help Desk using the following methods:
 - (a) Email the Help Desk at: help@NEOMED.edu
 - (b) Phone the Help Desk at: (330) 325-6911
- (2) The Help Desk is open Monday through Friday from 8:00am to 5:00pm on normal business days.

(J) Sanctions

- (1) Users who violate these policies may be denied access to Colleges' computing resources and may be subject to other penalties and disciplinary action, both within and outside of the Colleges. Violations will normally be handled through the Colleges' disciplinary procedures applicable to the relevant user. The Colleges may temporarily suspend or block access to an account, prior to the initiation or completion of such

procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of the Colleges or other computing resources or to protect the Colleges from liability. The Colleges may also refer suspected violations of applicable law to appropriate law enforcement agencies.

(K) 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 Colleges' 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 the Colleges' security or where appropriate local or federal law enforcement.

Religious Observances

The University will make every effort not to schedule mandatory events on religious observances. In the event that a mandatory activity is schedule on a religious observance, a student shall be excused from any such examination, study or work requirement. The student shall be provided with an opportunity to make up such examination, study or work requirement that may have missed because of such absence on any particular day, provided that such makeup examination or work does not create an unreasonable burden upon the University. The University expects students to use careful discretion in judging the importance of a particular observance. It is the responsibility of the student to inform the assistant dean, student affairs and admissions in advance as to whether or not she will be absent due to a particular religious observance and complete any required forms, including the Religious Accommodations form located on Docs ten business days prior to the observance. If a student requests regular, ongoing absences from the curriculum for religious observance, a contract may be developed that is discussed and signed by the student and course director(s) to identify the time missed, expectations for making up the missed time/work, etc. Requests for ongoing absences for this reason must be made a minimum of thirty days in advance of the first missed curricular activity.

Policy on Persons with Disabilities

- (A) It is the policy of the University to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local requirements regarding persons with disabilities. Under these laws, no otherwise qualified individual with a disability shall be denied access to participation in services, programs or activities of solely by the University reason of his or her disability. Federal law applies to individuals with substantial impairments affecting one or more major life activities (e.g., walking, seeing, speaking, breathing, learning, working or performing manual tasks), those with records of such impairments, and those who are regarded as having such impairments. As the 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.
- (B) All individuals will be held to the same standards and must be able to carry out the essential functions of their positions or programs with or without reasonable accommodation. Upon request of persons with disabilities, the University will make efforts to provide reasonable accommodations, however, the University is unable to make accommodations which impose an undue burden, present a direct threat to the health or safety of others, or fundamentally alter the nature or its programs, services or activities.

- (C) Qualified students are encouraged to disclose known disabilities and to request reasonable accommodation as early as possible. Students who do not disclose disabilities and request accommodation until they have encountered academic difficulty may be jeopardizing their chances of successfully completing the program. The University must also have adequate time allotted to address the disability and requested accommodations for committee review, decision and provide the accommodations if approved.
- (D) Students needing more information regarding the Americans with Disabilities Act policy or procedures should contact the assistant dean, student affairs and admissions.
- (E) The University's disability compliance officer is Ms. Marsha Mills, Director of Human Resources (mmills@NEOMED.edu; 330325-6726).
- (F) Disability Procedures

(1) What constitutes a disabling condition?

- (a) Section 504 of the Rehabilitation Act of 1973 states that "...No otherwise qualified individual with a disability in the United States...Shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." Title II of The Americans with Disabilities Act states "...Subject to the provisions of this title, no qualified individual with a disability shall, be reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by such entity." It is Title II of the ADA that covers medical/pharmacy students in medical or pharmacy school.
- (b) A disability is a disorder that impedes the medical/pharmacy student relative to the average person in a major life activity. This might be difficulties with reading or a medical condition. A person is not considered disabled if the condition only degrades one's performance relative to other medical/pharmacy students. For example, a student that has a Very Superior IQ but reads as quickly as the average person may be considered disordered, but may be not considered disabled. This is because the student is able to function as well as the average person in terms of reading fluency.

(2) Essential Functions Required for Admission, Continuation, and Graduation

- (a) In order to become a qualified physician or pharmacist students must possess the ability to carry out essential functions. These functions are described in the Student Handbook.

(3) Submitting Current Documentation of a Disability

- (a) It is the student's responsibility to disclose a disability, to provide adequate documentation of the disability and any requested accommodations with a rationale of how the accommodation addresses the disability.
- (b) The first step in requesting disability related services is to provide current documentation of your disability by an appropriate diagnosing professional. Forms for helping you do this are available from the Office of Student Affairs. 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 your materials to the assistant dean, student affairs. You will receive an acknowledgment of the receipt of your materials. After you have received the acknowledgment that the University have received your materials you must make an appointment with the assistant dean to discuss your documentation and needs.
- (c) Through a collaborative process with you, the assistant dean will determine when you have adequately documented, your need for disability accommodations. The assistant dean may choose to consult with professionals about the disability. Your documentation will be discussed with the Disability and Accommodations Committee (DAC) for further consideration. The DAC meets on an as needed basis. The committee will review your materials and decide if you 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 your materials, you must have completed submission of acceptable materials to the assistant dean no later than one week before the committee meets. It is suggested that you have your materials submitted well before this date.
- (d) All disability determinations are made by the Disability and Accommodations Committee. You will be invited to attend this meeting and it will be to your advantage to do so. Because this is not a legal hearing, students may not bring legal counsel representation into the meeting. This Committee may require further examination and/or testing by a professional approved by the University. The Committee may grant limited accommodations or no accommodations until further assessment is completed. The DAC 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 request for documentation.
- (e) After the committee meets, you will receive a communication indicating the committee's response to your request(s). If you are entitled to accommodations, the assistant dean will communicate to faculty or other administrators who have a legitimate educational interest in the nature of your accommodation needs.

(4) Disability Records

- (a) Records submitted by you are kept securely in the office of the assistant dean and are not part of your academic record. Release of these records to anyone at the University outside of the Office of Student Affairs is based on persons having a legitimate educational interest. Release to anyone outside of the University will require your written authorization.
- (5) What are reasonable accommodations?
- (a) Accommodations are adjustments within the medical/pharmacy program that decrease barriers to persons with disabilities. An accommodation must meet four criteria:
 - (i) It must not fundamentally alter the course or program;
 - (ii) It must not compromise the essential requirements of a course or activity. For example, if an essential component of a pharmacy education is speed compounding of medication in an emergency, then there may be no “extra time” accommodation for such a requirement. Likewise, there may be no “extra time” allowed in a medical rotation in an emergency room;
 - (iii) It must not compromise safety to you or others;
 - (iv) It must not cause an undue administrative or financial hardship for the University.
- (6) Requesting accommodations each term
- (a) Any request to use your accommodations must be made at least two weeks (preferably one month) before the need for the accommodations and must be done annually. For example, if you would like to use an accommodation of extra time for testing or a distraction reduced testing space, you must inform the assistant dean of this at least one week before the test so that special arrangements may be made. If you request accommodations after this time the University cannot guarantee the accommodation(s). More extensive accommodations may require additional time to implement. The University cannot make or authorize accommodations for exams administered at the University, but that are property of an outside organization (e.g., National Board of Medical Examiners exams).
- (7) Temporary medical conditions
- (a) Temporary medical conditions are not disabilities under ADA Title II. However, in the case of a temporary medical condition that is verified by a diagnosing professional, we will make attempts to support you. Since this is not a disability issue there may be no need to submit documentation to the Disability and Accommodations Committee, but adjustments will require the review and approval of the assistant dean who is authorized to consult with faculty and/or other professionals.

- (8) Dispute resolution for determination of disability status or reasonable accommodations
 - (a) If a student wishes to appeal a decision regarding the determination of disability status or reasonable accommodations, the student should make an appointment to meet with the assistant dean to discuss the situation (if new information were provided). The assistant dean will schedule a meeting of the Disabilities Appeals Committee. This Committee will review all documentation related to the request and meet with the student. The resulting decision is final.

Family Educational Rights and Privacy Act of 1974 (FERPA) and Access to Student Educational Records

- (A) Each student’s education records are kept by the registrar. Access to student education records, both by the student and others, is governed by guidelines developed to be consistent with the FERPA, as amended. These guidelines follow:
 - (B) Definitions
 - (1) 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.
 - (2) Education Records – Any record (in handwriting, print, tape, film, or other medium) maintained by the Colleges, an employee of the Colleges or an agent of the Colleges which is directly related to a student. The term “education record” does not include:
 - (a) A personal record kept by a faculty or staff member of the Colleges, or agent which meets the following tests:
 - (i) It was made as a personal memory aid;
 - (ii) It is in the sole possession of the person who made it; and
 - (iii) The information contained in it has never been revealed, or made available to any other person except the maker’s temporary substitute.
 - (b) An employment record used only in relation to an individual’s employment by the Colleges. However, the records related to a student’s employment are education records when:
 - (i) The position in which the student is employed depends on his/her status as a student; or
 - (ii) The student receives a grade or credit based on his/her performance as an employee.
 - (c) Records connected with an individual’s application for admission to the Colleges prior to his/her actual attendance as an enrolled student.

- (d) Records which relate to an individual as an alumnus after he/she no longer attends or participates in an educational activity for which the Colleges award a grade or credit.
 - (e) Records maintained by the Colleges' security unit that were created by the Colleges' security unit for the purpose of law enforcement.
 - (f) Records maintained by the Colleges' student health service used only for the provision of medical or psychiatric treatment. These records will not be maintained with education records and the Colleges will enforce the following conditions:
 - (i) 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.
 - (ii) 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 Colleges' Policy on Access to Health Records.
- (3) 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 which 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 Colleges' 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.
- (4) Student – Any person who attends or has attended the Colleges and regarding whom the Colleges maintain education records.
- (C) Access Rights
- (1) All students have the right to be provided a copy of the Colleges' Policy regarding privacy rights of students and a list of the types of educational records maintained by the Colleges which are directly related to students, and the limitations on access rights as stated in Section C.
 - (2) All currently registered and former students of the Colleges have the right to review and inspect their education records at the Colleges in accordance with these rules.
 - (a) Official student records are those regularly maintained by the Colleges. These include admissions, records once the person is a matriculated student, academic

and financial records prepared and retained by the registrar. Students who wish to review their records should make an appointment in advance with the registrar. Your request will be granted within 45 days.

- (3) 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.
- (4) All students have the right to a response from the Colleges to any reasonable request for explanations and interpretations concerning the accuracy of their records.
 - (a) Students having questions regarding the content or interpretation of content of their educational records may make an appointment with the registrar to review their records in an attempt to resolve the questions raised. If the 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.
- (5) All students have the right to a hearing to challenge the factual entries in their education records.
 - (a) Upon the request of the student involved, a hearing shall be conducted within a reasonable time of the request of the student involved. The hearing shall be conducted by the assistant dean, admissions and student affairs, or, if the assistant dean, admissions and student affairs has a direct interest in the outcome of the hearing, by the executive associate dean of the respective College. The student shall 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 shall include a summary of the evidence and reasons for said decision, shall 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.
 - (b) The Policy of the Colleges for Reviewing and Expunging Records – If it is determined that the record in question was inaccurate, the Colleges 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 Admissions and Student Services stating that an error was made in the original record and requesting that an appropriate change be made. The 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 registrar in writing for appropriate corrective action. The student may submit an explanatory statement to the registrar for inclusion in the student file.

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

(D) Waiver of Access Rights

- (1) The Colleges do 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 Colleges.
- (2) Under certain circumstances, however, a student may wish to waive their 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 registrar.

(E) Limitations on Access Rights

- (1) FERPA provides for limitations on the right of a student to have access to their educational records. Among the specific exclusions are the following:
 - (a) Financial records of the student's parents and information contained therein.
 - (b) 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.
 - (c) 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.

(F) Others to Whom Access Rights Apply

- (1) The Colleges are permitted to disclose Personally Identifiable Information from a student's education record to a person who presents a consent form signed by the student which 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.
- (2) The Colleges are permitted to disclose Personally Identifiable Information to certain individuals without the student's consent under the following circumstances:
 - (a) 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.

- (b) 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.
- (c) 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.
- (d) If the Colleges determine that there is an articulable and significant threat to the health or safety of a student or other individuals, the Colleges 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 Colleges 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.
- (e) Organizations conducting education-related studies for or on behalf of the Colleges, 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.
- (f) Accrediting organizations carrying out their accrediting functions.
- (g) 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.
- (h) Veterans Administration.
- (i) Information received from a State under the Wetterling Act about a student who is required to register as a sex offender in the State.
- (j) 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.
- (k) Officials of another institution where a student seeks to or intends to enroll for purposes related to the student's enrollment or transfer.
- (l) Parents of a student who have established that student's status as a dependent according to Internal Revenue Code of 1986, Section 152.

- (m) Parents of a student if the disclosure is in connection with the health and safety of the student or other individuals.
- (n) Parents of a student if the student has violated any Federal, State or local law, or any rule or policy of the Colleges, governing the use or possession of alcohol or a controlled substance. In order to release this information to a parent of a student, the Colleges 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.

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

(1) Admissions:

- (a) Application forms;
- (b) Transcripts;
- (c) Recommendations;
- (d) Acceptance letters; and
- (e) Test Scores.

(2) Academic:

- (a) Registration materials;
- (b) Transcripts;
- (c) Remediation statements;
- (d) Course, clerkship, elective, preceptorship and other assessments, grades, scores;
- (e) USMLE scores;
- (f) Letters of recommendation for electives, etc.;
- (g) Correspondence and internal communications relating to academic and other matters of concern to the student; and
- (h) Insurances.

(3) Financial:

- (a) FAFSA and financial aid applications;
- (b) Documentation of financial aid application information; and

(c) Correspondence.

(H) Public Notice Designating Directory Information

- (1) The Colleges hereby designates the following categories of student information as public or “Directory Information.” Such information may be disclosed by the Colleges for any purpose, at its discretion.
- (2) CATEGORY I – Name, address, telephone number, e-mail address, photograph, dates of attendance, class, enrollment status, race/ethnicity, gender, and electric personal identifier (ex. User name).
- (3) CATEGORY II – Previous institution(s) attended, major field of study, awards, honors, and degree(s)/diploma(s) conferred (including dates).
- (4) CATEGORY III – Past and present participation in officially recognized activities, date and place of birth, and hometown.
- (5) CATEGORY IV – Names of parent(s), spouse and children.
- (6) Students may withhold disclosure of any category of information under FERPA. Forms requesting the withholding of “Directory Information” are available in the Office of Admissions Student Services. To withhold disclosure, the appropriate section of the registration form must be completed and received in the student services office by September 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 Colleges by the student. An opt-out of Directory Information does not prevent the Colleges from identifying a student by name or from disclosing a student’s electronic identifier or Colleges’ email in class.
- (7) The Colleges assume that failure on the part of any student to specifically request the withholding of categories of “Directory Information” indicates individual approval for disclosure.
- (8) 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 Colleges will be refused. The Colleges will honor a request to withhold any of the categories listed above until the request is rescinded in writing to the Colleges. The Colleges cannot assume responsibility to contact a student for subsequent permission to release the Directory Information. The Colleges will honor a former student’s opt-out request made 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.

(I) Use of Student Education Records

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

- (a) Faculty – this includes PDAT and academic advisors; this does not include lab instructors or technicians;
 - (b) Academic administrative officials – including the dean, associate and assistant deans;
 - (c) Instructional and administrative staff who review assignment and course grades in order to track students’ progress;
 - (d) Non-teaching personnel – may have access to file only to extent that they require access to the record for the performance of their duties; and
 - (e) Non-Employees Performing Functions of the Colleges – the Colleges periodically use 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.
- (2) Other personnel may be allowed access if they can demonstrate a legitimate need and the inability to otherwise access the information.
- (J) Legitimate Educational Interest
- (1) A legitimate educational interest exists when personnel need to know information in order to:
 - (a) Perform their job duties which are a service or benefit to the students such as health care, counseling or financial aid;
 - (b) Appropriately aid students in their education or development;
 - (c) Perform a supervisory or instructional task related to the student’s education; and
 - (d) Perform an administrative task related to the student.
 - (2) In assessing whether or not to provide access to information in the file, the registrar will weigh the benefits of sharing the information against any harm that might occur from nondisclosure.

(K) Records of Requests for Access and Disclosures Made from Educational Records

- (1) All requests for disclosures of information contained in a student's education record will be submitted to the registrar.
- (2) The registrar will approve or disapprove all such requests for access and disclosures except for requests for directory information. The registrar will maintain a record of these actions.
- (3) This record of requests for and disclosures made from education records will be available only to the 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.
 - (a) The record will include at least:
 - (i) The name of the person or agency that made the request;
 - (ii) The interest the person or agency had in the information;
 - (iii) The date the person or agency made the request; and
 - (iv) Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.
- (4) The Colleges will maintain this record of disclosures as long as it maintains the student's education record. The Colleges 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.
- (5) The registrar will stipulate that this information shall not be disclosed to third parties without a separate consent by the student unless otherwise permitted by law.

(L) Access to the Policy

- (1) Free copies will be available to students upon request in the Office of Admissions and Student Services.

Student Information for News Releases

The Office of Public Relations asks students for authorization to use student record information in news releases for various student activities. Granting this authorization is strictly voluntary on the part of the student, but without it, is unable to issue the news releases.

Policy Prohibiting Harassment and Unlawful Discrimination

(A) Preamble

- (1) The Colleges are committed to maintaining a professional and collegial work and learning environment in which all individuals are treated with respect and dignity. Each individual has the right to work and learn in a professional atmosphere.
- (2) The Colleges seek to promote an environment in which all students, faculty and staff interact on the basis of 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.
- (3) Harassment and unlawful discrimination are serious offenses that may be cause for disciplinary action including, where appropriate, dismissal or expulsion. The Colleges will not tolerate harassment or unlawful discrimination on the Rootstown campus, in any affiliated institution, program or agency.
- (4) The Colleges will commit resources to educational and training programs designed to make members of its community aware of their responsibilities with respect to this objective.

(B) Principles

- (1) All members of the Colleges have a responsibility for ensuring that it's 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.
- (2) 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.
- (3) All members of the Colleges will be treated equitably under this policy. All matters arising under this policy will be dealt with in a fair, unbiased and timely manner.
 - (a) All parties will be advised of the provisions of this policy and of the procedures available to them.
 - (b) Any complainant who petitions the Colleges to assist in the resolution of a complaint must be prepared to be identified to the Respondent.
 - (c) 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.

- (d) 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.
- (e) Those responsible for interpreting, administering and applying this Policy will use a Reasonable Person Standard.
- (f) 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 Colleges' policies and procedures.
- (g) This policy is not intended to interfere with social or personal relationships among members of the Colleges.
- (h) Members of the Colleges have an obligation to participate in the procedures under this policy.
- (i) 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.

(C) Scope of the Policy

- (1) A Complaint of harassment or unlawful discrimination may be made by any member of the Colleges against any other member of the Colleges so long as it pertains to related activities of the Colleges.
- (2) A complaint of harassment or unlawful discrimination regarding a member of the Colleges made by a person who is not a member of the Colleges should be made to the supervisor of the College member whose behavior is the subject of the Complaint.
- (3) When a faculty member is charged with harassment or unlawful discrimination, this policy and the procedures promulgated hereunder will be employed in lieu of the procedures outlined in Faculty Bylaws procedures for sanctions of faculty including censure and dismissal for just cause.
- (4) 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 Colleges policies regarding such matters.
- (5) 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 Colleges' policy on CAPP.
- (6) When a student is charged with harassment or unlawful discrimination, this policy and the procedures promulgated hereunder will be employed in lieu of the procedures outlined in the Student Conduct Council Bylaws.

(D) Definitions

- (1) Abuse, Physical – Unwanted, unauthorized or offensive physical contact with another.
- (2) 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.
- (3) Complaint – A statement by a complainant seeking recourse pursuant to this policy for the redress of harassment or unlawful discrimination. A formal complaint is a written official complaint alleging harassment, abuse or unlawful discrimination.
- (4) Harassment Based on a Prohibited Ground of Discrimination – Behavior toward another person or persons that is abusive, offensive or demeaning. Such behavior would be viewed by a reasonable person experiencing the behavior as an interference with his/her participation in the Colleges -related activity including discrimination on the basis of age, race, gender, religion, sexual orientation, national origin, disability or veteran status.
- (5) Harassment, Personal – Words, gestures or actions that tend to alarm, intimidate or demean another.
- (6) Harassment, Sexual – For purposes of this policy, sexual harassment may be defined as unwanted sexual advances, request for sexual favors and other verbal, non-verbal or physical conduct of a sexual nature when:
 - (a) Submission of such conduct is made either explicitly or implicitly a term or condition of an individual's academic success;
 - (b) Submission of or rejection of such conduct by an individual is used as a basis for academic decisions affecting such an individual; or
 - (c) Such conduct is sufficiently severe, persistent or pervasive to limit a person's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment.
- (7) 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.
- (8) 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 as a result of a behavior or pattern of behavior.

- (9) Respondent – A person or persons against whom an allegation of harassment or unlawful discrimination has been made pursuant to this Policy.
- (10) Responsible Officer – College official who decides whether the Policy has been violated and makes decisions regarding sanctions, if appropriate. The executive associate dean has been designated the Responsible Officer. If the Responsible Officer is charged with harassment or unlawful discrimination, the matter shall come under the jurisdiction of the president. If the president is charged with harassment or unlawful discrimination, the matter shall come under the jurisdiction of the Board of Trustees.
- (11) College Community – All faculty, staff and students of the Colleges, student assistants, and any researcher, instructor or student matriculated elsewhere but engaging in programs at the Colleges, on any campus or any clinical setting.
- (12) College-Related Activity – All activities operated under the auspices of the Colleges on the Rootstown campus or in any affiliated institution, program or agency.
- (13) Sanctions – A penalty imposed for violation of this Policy. Sanctions include but are not limited to:
 - (a) Faculty Sanctions – in order of severity, are reprimand, censure, censure with reduction of salary, suspension with loss of salary and dismissal.
 - (b) Staff Sanctions – in order of severity, are verbal reprimand, written reprimand, suspension for a number of days without pay, and demotion and dismissal.
 - (c) Student Sanctions – in order of severity, are informal reprimand, formal reprimand, probation, suspension and expulsion.
 - (d) 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.

(E) Use of Information

- (1) 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 Colleges on a need-to-know basis. Any person knowingly, willfully or negligently breaching confidentiality may be subject to sanctions or other appropriate action.
- (2) Subject to any limitations or disclosure requirements imposed by law, any and 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.

- (3) 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 Colleges’ Record Retention policy.
- (4) The Complainant and Respondent will be informed of the final decision.

Procedures for Investigation and Resolution of Informal and Formal Complaints

(A) Informal Procedures

- (1) All members of the Colleges Community are encouraged to resolve Complaints informally.
- (2) Students
 - (a) Students who feel they have been harassed or discriminated against should discuss the matter with their faculty advisor, the student personal advisor, the assistant dean, student affairs and admissions or the associate dean, health professions education. These individuals will:
 - (i) Provide students a confidential forum for expressing concerns and exploring options for addressing them;
 - (ii) Advise students on both informal and formal procedures for addressing their concerns; and
 - (iii) 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.).
 - (b) 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 the executive associate dean, even if the student does not wish to file a Formal Complaint.
- (3) Students may confidentially discuss an informal Complaint with the Responsible Officer.
 - (a) After receiving a detailed statement of the Complaint, the Responsible Officer may, with the permission of the Complainant, discuss the Complaint with the Respondent in order to seek a mutually acceptable resolution. If no resolution is reached, the Responsible Officer will explain that the Complainant may file a Formal Complaint.
- (4) Unless a Formal Complaint is filed, no further action will be taken by the Colleges except as authorized by the Responsible Officer.

(B) Formal Procedures

- (1) Formal Complaint

- (a) 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 College 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.
 - (b) 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.
 - (c) Copies of the Formal Harassment and Unlawful Discrimination Complaint Form shall be included in the Student Handbook, Faculty Handbook, Employee Handbook and on the Colleges' web site.
- (2) Procedures
- (a) Investigation Process
 - (i) The Investigation shall 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.
 - (ii) The Responsible Officer may, for good cause shown, exercise discretion in delaying the investigatory phase of a Formal Complaint.
 - (iii) The investigation process will include one or more of the following steps as appropriate:
 - (a) Confirm name and position of the Complainant.
 - (b) Identify the Respondent.
 - (c) Develop a thorough understanding of the professional relationship, degree of control and amount of interaction between the Complainant and Respondent.
 - (d) 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.
 - (e) 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 the Colleges will not tolerate any retaliation against the Complainant for making a Formal Complaint. Questions of all parties shall be asked in a nonjudgmental manner.

- (f) 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.
- (g) 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.
- (h) Determine whether the Complainant knows of or suspects that there are other individuals who have been harassed or mistreated by the Respondent.
- (i) The Investigation Committee shall 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.
- (j) The Responsible Officer shall use a preponderance of the evidence standard of proof in reaching a decision.
- (k) In making disciplinary decisions and recommendations, the Responsible Officer will take the following matters into consideration:
 - (i) The severity of the offense;
 - (ii) Whether the offense was intentional or unintentional;
 - (iii) Whether the offense is an isolated incident or involves repeated acts;
 - (iv) Mitigating or aggravating circumstances affecting either party; and
 - (v) Whether there was an imbalance in power between the parties.

(C) Administrative Leave

- (1) 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 shall 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.

(D) Discipline and Sanctions

- (1) 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.
- (2) When criminal conduct is suspected or has occurred, the general counsel will consult with legal authorities and refer the matter, as appropriate.
- (3) If the Responsible Officer finds the allegation was frivolous, vexatious or malicious, the Responsible Officer may recommend sanctions against the Complainant.
- (4) 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.

(E) Documentation of Student Complaints

- (1) The Colleges are required by the North Central Association on Institutions of Higher Education to track all student Formal Complaints. The registrar will maintain these Formal Complaints, along with the stated outcome of such Complaints as set forth below. Students should understand the Colleges are required to share information about Complaints with the Colleges' accreditation agencies. Every effort shall be made to maintain the confidentiality of individual identities regarding such Complaints.
- (2) The executive associate dean will forward documentation of Formal Complaints to the registrar. The registrar will maintain a database on Formal Complaints including:
 - (a) The date the Formal Complaint was submitted to the Responsible Officer;
 - (b) The nature of the Complaint;
 - (c) The steps taken by the Colleges to resolve the Complaint;
 - (d) The Colleges' final disposition of the Complaint; and
 - (e) Any other external actions initiated by the student to resolve the Complaint, if known to the Colleges.

(F) Confidentiality

- (1) To the extent permitted by law, all allegations of harassment or unlawful discrimination, the investigation and its outcome are considered confidential. Individuals shall 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.
- (2) Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.

(G) Role of the General Counsel

- (1) The General Counsel:
 - (a) Will represent the Colleges;
 - (b) Will not represent the Complainant or the Respondent;
 - (c) Will assist the Colleges in the management, investigation and resolution of all Complaints;
 - (d) Will be consulted on all matters of evidence, policy interpretation and procedure;
 - (e) Will contact legal or licensing authorities outside of the Colleges if necessary and appropriate; and
 - (f) Will maintain a copy of all records relating to the investigation and resolution of Complaints in accordance with the Colleges' Records Retention Schedule.

Revised: 4/14/09

FORMAL HARASSMENT AND UNLAWFUL DISCRIMINATION COMPLAINT FORM

You are about to lodge a formal complaint alleging harassment or unlawful discrimination. This form will be filed with the Responsible Officer who will adjudicate the matter or convene an Investigation Committee, if necessary. All allegations shall be promptly investigated. Confidentiality will be maintained throughout this process to the extent practical and appropriate under the circumstances.

1. Your Name: _____ Today's Date: _____

2. Are you: _____ student _____ faculty _____ staff

Name of the person(s) against whom you are filing this Complaint:

Names of any witnesses to the discrimination, harassment or unlawful discrimination:

Please describe what happened. If possible, give dates and locations. You may continue your description of the facts on the back of this form or on a separate sheet of paper.

For further information or Complaint Forms, contact the Office of Student Affairs



FOR COLLEGE USE ONLY

Date received: _____ Responsible Officer:

Investigation Committee Members:

Accreditation Council for Pharmacy Education (ACPE) Standards and Pharmacy Student Complaints (College of Pharmacy)

- (A) All students are encouraged to address complaints, both formal and informal, regarding any part of the curriculum, services and/or environment to the assistant dean, student affairs and admissions. In addition, pharmacy students with complaints regarding ACPE standards are encouraged to communicate their complaints to the assistant dean, student affairs and admissions (pol@NEOMED.edu).
- (B) <http://www.NEOMED.edu/audience/gradschool/pharmacy/intro/accreditation>
- (C) 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. Pre-candidate accreditation status denotes a developmental program, which is expected to mature in accord with stated plans and within a defined time period. Pre-candidate status is awarded to a new program of a College or School of Pharmacy that has not yet enrolled students in the professional program, and authorizes the college or school to admit its first class. Candidate accreditation status is awarded to a Doctor of Pharmacy program that has students enrolled, but has not yet had a graduating class. Full accreditation is awarded to a program that has met all ACPE standards for accreditation and has graduated its first class. Graduates of a class designated as having candidate status have the same rights and privileges of those graduates from a fully accredited program. ACPE conveys its decisions to the various boards of pharmacy and makes recommendations in accord with its decisions. It should be noted, however, that decisions concerning eligibility for licensure, by examination or reciprocity, reside with the respective state boards of pharmacy in accordance with their state statutes and administrative rules.
- (D) The Northeastern Ohio Universities College of Pharmacy was granted Candidate accreditation status by the Accreditation Council for Pharmacy Education, 20 North Clark Street, Suite 2500, Chicago, IL 60602-5109 , 312/644-3575; FAX 312/664-4652, web site www.acpe-accredit.org , during the June 2008 meeting of the ACPE Board of Directors, based upon an on-site evaluation conducted April 1-3, 2008, and discussion with Institutional and College officials. An on-site evaluation has been scheduled for March 2010 for purposes of gathering additional information to be considered in the board's consideration of continuing candidate accreditation status. Based upon this evaluation, should the board feel that candidate status couldn't be continued the school could respond to the board's concerns and reapply prior to the graduation of the first class. If candidate status is not continued, even after reapplication, graduates may not be eligible for licensure as pharmacists. If candidate status is continued and the program continues to develop as planned, full accreditation of the Doctor of Pharmacy program would be considered by the board following the graduation of students from the program.
- (E) <http://www.NEOMED.edu/audience/gradschool/pharmacy/intro/accreditation/status>
- (F) The Northeastern Ohio Universities College of Pharmacy was granted approval from the Ohio Board of Regents to offer a Doctor of Pharmacy degree in November 2005 and has been awarded Candidate accreditation status by the Accreditation Council for Pharmacy Education (ACPE) during their June 2008 meeting of the ACPE Board of Directors.

- (G) Any student may file a legitimate complaint against the Colleges or the pharmacy program related to those standards, policies and procedures (available at the ACPE website; <http://www.acpe-accredit.org/standards/default.asp>) and the ACPE web page for students regarding complaints is <http://www.acpe-accredit.org/students/complaints.asp>. Complaints regarding ACPE standards should be in writing and sent directly to the assistant dean for student affairs and admissions. The student shall have the right to meet with the assistant dean to discuss the complaint within 15 working days. The assistant dean will consider the complaint, may discuss it with the appropriate individual or office and may request a meeting with the student. The assistant dean will respond to the student in writing within 15 working days of receipt of the complaint or the personal meeting, whichever comes later.
- (H) All complaints, concerns and suggestions made by students and their resolution are handled in the spirit of continuous quality improvement. No retribution against any individual complainant may be taken by any faculty member, staff member, committee of the faculty as a whole because of a legitimate complaint. A file will be maintained for inspection by ACPE of all complaints and responses related to ACPE standards and the procedures involved to ensure the complainant fundamental procedural due process.

Policy on Infectious Diseases

- (A) Infectious disease includes any disease that can be transmitted, whether by direct physical contact or by common handling of any material (including blood, blood products or other body fluids) that has become contaminated by infectious microorganisms.
- (B) The Colleges are committed to educational programs and institutional policies which will respond appropriately and effectively to infectious diseases, especially human immunodeficiency virus (HIV) and hepatitis B (HBV). These programs and policies shall be guided by the Colleges' regard for both public health interests and individual rights, and by the recommendations and regulations of the Occupational Safety and Health Administration (OSHA), U.S. Public Health Service, the Centers for Disease Control (CDC), the Association of American Medical Colleges (AAMC), the American College Health Association (ACHA) and various other professional associations.
- (C) All students are required to be knowledgeable of and practice universal infection control precautions.
- (D) Policy Regarding Infectious Disease or Conditions
 - (1) General Considerations
 - (a) Purpose
 - (i) It is established to address issues that might arise when a faculty member, employee or student is a carrier of, or has, an infection that poses a risk to patients, colleagues, or to the individual's well-being.
 - (b) Goals
 - (i) The goals of this policy are to:

- (a) Ensure the provision of expert and safe patient care;
- (b) Protect the personal rights of the individual, including the right to freedom from unwarranted discrimination;
- (c) Provide the information, education and counseling that promotes the personal and professional well-being of faculty, employees and students;
- (d) Provide a safe work environment for faculty, employees and students; and
- (e) Reaffirm the responsibility of the medical community to care for persons who are seriously ill.

(c) Definitions

- (i) Admission - The process of allowing entry into the Colleges' academic program.
- (ii) AIDS - A label for a group of diseases, which result from destruction of the body's immune system by a virus now commonly referred to as HIV.
- (iii) Carrier - A person who harbors the microorganisms causing a particular disease without experiencing signs or symptoms of infection but who can transmit the disease to others.
- (iv) Hepatitis - Inflammation of the liver caused by infectious or toxic agents, characterized by jaundice, enlargement of the liver, fever and other systemic manifestations. Hepatitis is transmitted via the oral-fecal mode and bodily fluids. Current hepatitis classifications include A, B, C, D, and E.
- (v) HBV - The hepatitis B virus with hepatitis B surface antigen and hepatitis B antigen positive status.
- (vi) HIV - A virus which attacks the immune system and may cause AIDS. The virus is transmitted through sexual contact, exposure to infected body fluids and perinatally from mother to baby.
- (vii) Infectious Disease - Any disease that can be transmitted, whether via body fluids, direct physical contact or common handling of an object that has been contaminated by infective micro-organisms, through a disease carrier, or by infected droplets, coughed or exhaled into the air.
- (viii) Matriculate - To register (enroll) in an academic program.

(2) Students

(a) Admissions

- (i) Students will not be denied admission to the Colleges solely because they are carriers of, or have, an infectious disease.
- (ii) Students with injuries or illnesses which make it unlikely that they will be able to complete the four years of medical or pharmacy school or engage in the active practice of medicine or pharmacy, are encouraged to examine their motives for entering such professional education.

(b) Matriculation

- (i) The Colleges may remove a student from active participation in the program, or defer matriculation if he/she is, or becomes, a carrier of, or has, an illness which would pose a danger to himself/herself or others until the time of danger has passed.
- (ii) A student who is continually or severely ill or incapacitated while enrolled at the Colleges will be counseled as to the difficulty of the curriculum and may be placed on a leave of absence until the student's illness is no longer an impediment to his/her studies.

(3) Policy Administration

(a) Students

- (i) Procedures for implementing sections of this policy applicable to students shall be established from time to time by the Academic Council consistent with state and federal law. The Student Disability and Accommodations Committee will make specific case-by-case recommendations.

(E) HIV and HBV Procedure

- (1) The Colleges intend to comply with the spirit and intent of all infectious disease regulations passed by the Ohio State Medical Board (OSMB). Such voluntary compliance is consistent with the education and needs of our students in their future careers, and therefore adopts the following procedures to minimize the risk of HIV and HBV transmission from students to the public. HBV, for purposes of reporting, is defined as hepatitis B virus with hepatitis B-antigen positive status. These procedures are:

- (a) A student who believes or has reason to believe that he/she is infected with HIV or HBV should report that belief to the assistant dean, student affairs and admissions. If such student fails to self-report, another student or faculty member with knowledge is encouraged to report to the assistant dean, student affairs and admissions.
- (b) A faculty member or another student who believes or has reason to believe that a student who is infected with HIV or HBV and might have had high risk contact with patients that may result in disease transmission, should counsel that student to contact the assistant dean, student affairs and admissions.

- (c) A student who learns he/she is infected and who has high risk contact with patients is required to submit to assessment and monitoring by the Colleges' review panel (Disability and Accommodations Committee). Any restrictions established by the panel should be observed to minimize risk to patients.
- (2) Students who meet the criteria for self-reporting will be referred on a case-by-case basis to the Chair of the Disabilities and Accommodations Committee, the Colleges' review panel for these matters. Confidentiality will be insured. This information will be discussed by the committee to determine whether reasonable accommodations can be made. Any infected student in non-compliance with this procedure may be referred to the Student Affairs for appropriate action and counseling. Disciplinary action up to and including dismissal may result from such behavior.

Educational Exposure to Blood-Borne Pathogens

(A) Purpose and Definition

- (1) The purpose of this policy is to delineate the management of incidents of exposure to blood-borne pathogens that occur to students while they are in the educational setting.
- (2) An exposure to blood-borne pathogens is defined as a percutaneous injury (e.g., a needlestick or cut with a sharp object), contact with mucous membranes or contact with skin (especially when the exposed skin is chapped, abraded or afflicted with dermatitis, or the contact is prolonged or involving an extensive area) with blood, tissues, or other bodily fluids to which universal precautions apply, which occurs in the educational setting.

(B) Prevention

- (1) All students will receive yearly information about universal precautions, blood-borne pathogens, and the student directives portion of this policy. This information will be appropriate to the students' level of training and area of training. This training will be provided via the Office of Admissions and Student Services.

(C) Protocol for Managing Educational Exposure to Blood-Borne Pathogens

(1) General

- (a) Effective management of educational exposure to blood borne pathogens requires coordination among multiple units of the Colleges and consortium hospitals. It requires training in the prevention of injury and in the management of injuries when they occur.
- (b) Educational Exposure to Blood-Borne Pathogens - Students in Educational Experiences on the Rootstown or consortium clinical campuses or pharmacy sites.
 - (i) All students with an exposure will be directed to perform basic first aid immediately. These first aid directives will be the same as those provided

to employees with occupational injuries and will be developed by each consortium hospital or pharmacy site.

- (ii) All students on an educational rotation on the Rootstown campus will be directed to contact the Office of Admissions and Students Services immediately in the event of an educational exposure. Students on a clinical campus will be directed to contact the Office of Health Professions Education on that clinical campus and to then report to the Employee Health Clinic for treatment and evaluation. If the incident occurs after normal business hours the student will be directed to report to the hospital emergency room and to contact the Office of Health Professions Education on the next business day. (Students on educational rotation outside the consortium will be handled as delineated below in Section C.) All students will be directed to contact the Office of Admissions and Student Services within 24 hours of the exposure, regardless of the site on which the exposure occurred. The cost of treatment will be billed to the student's health insurance.
- (iii) Students will be directed, if at all possible, to have source patient information available for their discussion with the Office of Admissions and Student Services and hospital Medical Education office personnel. This HIPAA compliant information will include:
 - (a) When: Approximate time of exposure;
 - (b) Where: Location of exposure (e.g., hospital, office, etc.);
 - (c) What: Source of the exposure (e.g., blood, contaminated instrument, etc.);
 - (d) How & How Long: Skin, mucous membrane, percutaneous; and how long (e.g., seconds/minutes/hours) exposure time;
 - (e) Status of the patient: Negative, Positive or Unknown HIV Status; and
 - (f) Whether or not patient is at risk for HIV infection because of:
 - (i) Multiple Blood Transfusions 1978-1985;
 - (ii) IV Drug User;
 - (iii) Multiple sexual partners, homosexual activity;
 - (iv) Known HIV positive and/or have symptoms of AIDS; and
 - (v) Significant blood or bodily fluid exposure has occurred.
- (iv) If the hospital physician believes that prophylactic medication is indicated, he/she will prescribe it. The prophylactic medications that will be

prescribed will be determined by the consortium hospital, and will generally be the same medication prescribed for employees with exposure to blood borne pathogens. The student will be responsible for obtaining the prescribed medication. The cost for these medications will be billed to the student's health insurance.

- (v) In all situations of educational exposure to blood borne pathogens (whether or not the exposure is considered high-risk), all students will report to the consortium hospital's medical education department for follow-up testing, counseling, and continued prescription of medication (if appropriate).
- (c) Educational Exposure to Blood-Borne Pathogens - Students in Educational Experiences outside the consortium
- (i) All students with an exposure will be directed to perform basic first aid immediately.
 - (ii) All students on an educational rotation outside the consortium will be directed to report to the emergency room at that institution in the event of an educational exposure. Students will be counseled to identify this location as part of their orientation to the facility.
 - (iii) Students will be directed to have source patient information available for their discussion with the appropriate personnel at the outside facility, if at all possible. This information will include:
 - (a)When: Approximate time of exposure;
 - (b)Where: Location of exposure (e.g., hospital, office, etc.);
 - (c)What: Source of the exposure (e.g., blood, contaminated instrument, etc.);
 - (d)How & How Long: Skin, mucous membrane, percutaneous; and how long (e.g., seconds/minutes/hours) exposure time;
 - (e)Status of the patient: Negative, Positive, or Unknown HIV Status; and
 - (f) Whether or not patient is at risk for HIV infection because of:
 - (i) Multiple Blood Transfusions 1978-1985;
 - (ii) IV Drug User;
 - (iii) Multiple sexual partners, homosexual activity;
 - (iv) Known HIV positive and/or have symptoms of AIDS; and
 - (v) Significant blood or bodily fluid exposure has occurred.

- (iv) If health personnel at the outside facility believe that prophylactic medication is indicated, he/she will prescribe it. The prophylactic medications that will be prescribed will be determined by the prescribing physician, and will generally be the same medication prescribed for employees with exposure to blood-borne pathogens. The student will be responsible for obtaining the prescribed medication. The cost for these medications will be billed to the student's health insurance.
- (v) In all situations of educational exposure to blood-borne pathogens (whether or not the exposure is considered high-risk), students will be directed to contact the medical education office on their assigned clinical campus for directions for follow-up testing, counseling, and continued prescription of medication (if appropriate). If it is possible for the student to return to northeast Ohio immediately, all of these activities will occur on the clinical campus. If the student is unable to immediately return to northeast Ohio, blood testing and medication may have to be obtained off campus. In all cases, the cost of treatment will be billed to the student's health insurance.

(D) Responsibilities

- (1) The Office of Admissions and Student Services is responsible for:
 - (a) Participating in the regular review of appropriate policy for the management of educational exposure to blood borne pathogens;
 - (b) Informing students about this policy and working with the medical education office on each clinical campus to ensure their understanding of the policy; and
 - (c) Ensuring that students have 24 hour/day access to advice about the nature of an educational exposure and the need for prophylactic medication.
- (2) Consortium hospital Offices of Medical Education are responsible for:
 - (a) Informing students about this policy and provide training in universal precautions suitable to the training and level of the student;
 - (b) Working with the clinical dean to inform faculty about the policy; and
 - (c) Working with the Office of Admissions and Student Services to address any student-specific issues, and to review this policy on a regular basis.
- (3) Students are responsible for:
 - (a) Reading the student information sheet and following the guidelines;
 - (b) Identifying the appropriate contacts at the Colleges, the consortium hospitals, and rotations outside of the consortium;

- (c) Maintaining health insurance coverage to pay for the cost of treatment and medication.
- (E) This policy is reviewed on an annual basis by the Council of Clinical Deans and the Student Health and Counseling Committee.

Student Council Constitution, Bylaws, Policies and Guidelines

NORTHEASTERN OHIO UNIVERSITIES COLLEGES OF MEDICINE AND PHARMACY STUDENT COUNCIL (NSC) CONSTITUTION

Approved 4/2/2008

- (A) This document defines a student government for the Northeastern Ohio Universities Colleges of Medicine and Pharmacy established to represent equally all Phase II medicine and pharmacy classes. This organization will be known as the NEOMED Student Council (NSC).
- (B) Membership
 - (1) The NSC shall be composed of equal voting members representing each medicine and pharmacy class:
 - (a) Three representatives from each class shall be elected, representing the interest of all students in their respective classes.
 - (b) Beginning with the medical Class of 2011, two representatives from each class shall be elected, representing the interest of all students in their respective classes.
 - (c) Beginning with the pharmacy Class of 2011, two representatives from each class shall be elected, representing the interest of all the students in their respective classes.
- (C) Officers
 - (1) Officers will carry no additional privilege or vote.
 - (2) President: All senior representatives will divide up the twelve month year into three four month terms.
 - (a) Beginning with the Classes of 2011, all senior representatives will divide up the twelve month year into four three month terms.
 - (3) Vice President: All junior NSC representatives will divide up the twelve month year into three four month terms.
 - (a) Beginning with the Classes of 2011, all junior representatives will divide up the twelve month year into four three month terms.
 - (4) Treasurer: One M2 representative will keep account of all funds and expenditures of NSC.

- (a) Beginning with the Classes of 2011, one P2 representative will join an M2 representative to collaborate to accomplish the duties associated with the treasury.
- (5) Secretary: One M1/P1 representative will keep written account of the proceedings of the NSC and will monitor attendance. The M1 and P1 representatives will rotate monthly to assume these duties. For the period prior to M1/P1 election, M2/P2 representatives will assume secretarial duties.
- (D) Elections
- (1) All representatives will be elected by secret ballot of the members of their own class.
 - (a) M1/P1: Nominations for representatives shall be submitted by October 15 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- C.
 - (b) M2/P2: Nominations for representatives shall be submitted by May 1 and elections held by May 15. 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- C.
 - (c) M3/P3: Nominations for representatives shall be submitted by May 1 and elections held by May 15. 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- C.
 - (d) 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.
 - (e) Under no circumstances will absentee ballots be accepted.
 - (2) Term of office will be as follows: M1/P1 – seven months (11/1-5/31); M2/P2 – twelve months (6/1-5/31); M3/4 and P3/4 – two years (6/1-commencement).
 - (3) Elections will be conducted by NSC and validated by the NSC advisor.
- (E) Responsibilities
- (1) The NSC shall meet monthly. The NSC meetings will be divided into two portions: Open Forum and Closed Forum.
 - (a) Business will be conducted using the relaxed Robert’s Rules of Order.
 - (b) The first portion of the meeting will be designated as “Open Forum” and will be open to the entire student body, NEOMED faculty and staff. At this time budget

requests, committee reports and student concerns will be heard. New and old business will also be addressed. Budget requests will be discussed and voted upon.

- (c) The “Closed Forum” portion of the meeting will be students only. At this time any issues may be discussed. It will be subdivided into two portions. The first portion will contain any NEOMED students. The second portion will contain NSC members only.
- (d) Matters that arise when NSC is not in session, that are normally dealt with during “Open Forum,” may be conducted electronically.

- (i) 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

- (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.

- (ii) 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.

- (2) The NSC shall serve as the organized intermediary between the student body, faculty and administration.
- (3) The NSC shall approve all monies appropriated from the Student Activity Fees. Records of all Student Activity Fee funds shall be available upon request.
- (4) The NSC shall oversee appointments of student representatives to NEOMED committees.
- (5) The NSC will also receive reports from any student sent to local or national meetings on behalf of NEOMED.
- (6) The NSC will plan and distribute a calendar of events compiled from student organization contributions and other sources.
- (7) The NSC may initiate and conduct its own projects and activities, as it sees fit.

- (F) Amendment of this document requires a 3/4 vote of the NSC.
- (G) Approval of this document requires a unanimous vote of the NSC.

BYLAWS

(A) Duties of NEOMED Student Council

- (1) The NSC will be responsible for the organization and implementation of elections for the Medical and Pharmacy class representatives to the NSC.
- (2) Removal of class representatives from the NSC will be the responsibility of the NSC. Replacement will be decided by a new election.
- (3) NSC members are required to attend the NSC meeting the first Wednesday of each month at 6:00 p.m., either in person or electronically.
- (4) The 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.
- (5) The NSC shall hear and address the concerns and wishes of the student body.
- (6) Quorum for a meeting shall be a majority of the members of the NSC.
- (7) All decisions, unless otherwise specified by the constitution, shall be made by a majority vote of all members present.

(B) Student Activity Funds (SAF)

- (1) Student Activity Funds are collected each year as part of student fees. These funds are public monies and must be used in accordance with the NSC guidelines, board policy, and federal and state law.
- (2) Student Activity Funds may not be used to benefit individuals, except when compensating one for approved efforts and expenditures on behalf of the students.
- (3) Student Activity Funds are divided into five funds, the NSC General Fund and four individual class accounts, as indicated in the Policies and Procedures Manual.
- (4) Guidelines for the use of the NSC and class funds
 - (a) NSC General Fund
 - (i) Use of the NSC funds may be expended only by majority vote of the NSC.
 - (ii) Use of the NSC funds must benefit the entire student body.
 - (iii) The NSC funds not spent by June 30 of each year will be transferred to the

NSC General Fund for the following year.

(iv) In the event that the NSC budget is overdrawn, each class will be responsible for one-fourth of the debt, to be taken out of their class funds.

(b) Class accounts

(i) Application of class funds may be expended only by the class representatives.

(ii) Use of class funds must benefit an entire class.

(iii) Class funds not spent by June 30 of each year will be transferred to that class' fund for the following year, to an aggregate maximum of \$10,000. Class funds in excess of that amount will be returned to the NSC General Fund.

(iv) Beginning with the Class of 2011, class funds not spent by June 30 of each year will be transferred to that class' fund for the following year, to an aggregate maximum of \$16,000. Class funds in excess of that amount will be returned to the NSC General Fund.

(v) Unused funds of graduating classes will be transferred to the NSC General Fund.

(5) Restrictions for the use of Student Activity Funds

(a) Use of Student Activity Funds will not discriminate on the basis of gender, race, or religion.

(b) Use of Student Activity Funds will not promote any religion.

(c) Use of Student Activity Funds will not be used to influence voting on any political issue or candidate.

(d) Use of Student Activity Funds will not be directly donated to a charitable organization.

(e) Use of Student Activity Funds will not be used to contribute to petty cash funds.

(f) Use of Student Activity Funds will not contribute to materials or services which become the property of or benefit an individual student.

(C) Budget Allocations of NSC Funds

(1) Priorities for NSC Funding

(a) Annual school-wide events.

(b) Student Research Presentations.

- (c) Student Organizations.
 - (d) Community Services.
 - (e) The above stated priorities are subject to change yearly at the discretion of the NSC.
- (2) Student Research Presentations
- (a) The NSC invites students who are authors or co-authors of research papers to submit a budget to offset the cost of presenting their work at a conference. A maximum of \$500.00 for research done, per student per year may be allocated.
 - (b) Students must attempt to gain funding from other sources.
 - (c) 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.
 - (d) If a student's enrollment status changes, funding is subject to review.
 - (e) A report to the NSC via email to the current president or at a NSC meeting must be made within 30 days of returning from the conference.
- (3) Student Organizations
- (a) To be recognized as a student organization by the NSC, any student group must:
 - (i) Have an approved constitution.
 - (ii) Have a faculty/staff advisor.
 - (iii) Have active officers including a president and treasurer.
 - (iv) Be open to all students of both colleges in a non-discriminatory manner unless specifically limited by the by-laws of the national organization.
 - (v) Have a plan for a non-NSC funded community service project to be completed in the present academic year.
 - (vi) Have a plan for a non-NSC funded fundraiser to be completed in the present academic year.
 - (b) Responsibilities of treasurers of organizations:
 - (i) Compile and present an estimated annual budget to the NSC for consideration at the September meeting. The events and conferences listed in this estimated budget will be given funding priority over unforeseen activities. The NSC reserves the right to fund all, some, or

none of the requests. Failure to compile and present an estimated annual budget for consideration at the September meeting may result in the denial of future funding requests.

- (ii) Compile and present a revised estimated budget for the remainder of the year to the NSC for consideration at the January Meeting. The events and conferences listed in this revised budget will be given funding priority over unforeseen requests. The NSC reserves the right to fund all, some or none of the requests. Failure to compile and present a revised budget for consideration at the January meeting may result in the denial of future funding requests.
 - (iii) Have event and travel request forms completed with appropriate signatures and presented by a representative at a NSC meeting at least two weeks prior to the event.
 - (iv) Inform the NSC advisor of their event or travel request and be placed on the NSC meeting agenda by Monday at 5:00 p.m. the week of the NSC meeting.
 - (v) Seek approval from the NSC for any changes in the budget.
 - (vi) Money allocated for a specific event may only be used on that event. If the event is canceled or under spent, the monies must be returned to the Student Activity Fund.
 - (vii) Organizations must attempt to gain funding from other sources.
 - (viii) A report to the NSC via email to the current president or at a NSC meeting must be made within 30 days of any funded event or conference.
- (c) Conferences
- (i) The maximum amount of money allocated each year for any student organizations national conferences shall be a total of \$1000.00 to any one organization within one academic year.
 - (ii) The total amount of funds provided for attendance at all conferences other than the national conference shall not exceed \$500.00 to any one organization for such conferences within one academic year.
 - (iii) The maximum amount of money that can be allocated to an individual student member of an organization is \$500.00 for a national conference and \$250.00 for all other conferences.
 - (iv) Conferences must be open to all NEOMED students and advertised via email in a timely manner in order to meet all event related deadlines
 - (v) These monies are not guaranteed and are dependent on the discretion of the NSC.

- (vi) A travel request form must be approved by the NSC prior to the conference.
 - (vii) If a student's enrollment status changes, funding is subject to review.
- (d) Community service
- (i) In order to receiving 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.
 - (ii) 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.
 - (iii) A complete community service attendance log, detailing membership involvement and activity, is required following the event.
- (e) Fundraiser
- (i) Each organization planning on approaching the NSC for funding must hold at least one fundraiser or collect dues from their members per academic year.
 - (ii) Each organization must use a portion of their private funds to contribute to the overall cost of at least one of their events for the NSC to consider them eligible for funding of that event or future events.
- (4) Due Process Regarding Damages
- (a) 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.
 - (b) In the event that persons are implicated in such damages, they shall meet with either the NSC, the Conduct Council, or the Dean of Student Affairs.
 - (c) Due process will be granted.
 - (i) Notification of the charge.
 - (ii) Right to be heard.
 - (iii) Right to examine witnesses and provide evidence in defense.
 - (iv) Right to counsel.

(A) NSC Duties

(1) Removal and Replacement of Representative

- (a) Any NSC representative can resign the office if unable to complete the term.
- (b) Any NSC representative can be removed from office by a 3/4 vote of the NSC.
- (c) A replacement for a NSC representative will be chosen when necessary by repeating the nomination and election process at the time a representative is relieved of duties.

(2) Attendance

- (a) NSC representatives are required to attend the NSC meeting each month.
- (b) 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.
- (c) Any NSC representative who incurs more than 2 excused absences within a calendar year is subject to discussion by the NSC.
- (d) NSC representatives will be notified by the secretary of NSC after missing one unexcused meeting.
- (e) Any NSC representative who misses two meetings without notifying the NSC advisor in a calendar year will be removed and replaced. No vote of the NSC is required.

(3) Election of Student Representatives to Committees

- (a) NSC will organize and implement elections for student representatives to appropriate committees.
- (b) NSC will solicit nominations for committee representatives simultaneous with those for class representatives to NSC, and will perform the elections concurrent with those for the NSC representatives.

(B) Student Activity Fund Allocations by NSC

(1) Division of Student Activity Funds

- (a) Student Activity Funds are divided into five funds: the NSC General Fund and four individual class accounts. The Student Activity Funds of both NEOMED and NEOUCOP will contribute to one shared NSC General Fund.
- (b) No more than 50% of the Student Activity Fund shall comprise the total of the four combined medical and pharmacy class funds for any given academic year.

- (c) An additional fund, the Graduation Activity Fund, shall be established from the NSC fund for each M4/P4 class, in addition to their allotted Class Fund.
 - (i) This fund has been established to subsidize the additional costs incurred by the senior classes surrounding graduation.
 - (ii) Additional funds can be used for various events that traditionally surround graduation.
 - (iii) The Graduation Activity Fund shall not exceed \$5,000.

- (2) NSC General Fund Distribution
 - (a) Student Organizations are required to compile and present an estimated yearly budget at the September NSC meeting.
 - (b) In addition, each organization must prepare and submit Event or Travel Request Form at an NSC meeting at least two weeks prior to each activity.
 - (i) The Event and Travel Request Forms allow organizations to be more exact in their estimates of expenses when it is not feasible to present an estimate in the annual budget.
 - (ii) The Event and Travel Request Forms are used by NSC to assure proper use of General Funds.
 - (iii) The Event and Travel Request Forms will be reviewed by the NSC after each activity to be certain that all requirements have been met before reimbursement of receipts.
 - (c) NSC has the following guidelines for travel expenses deemed integral to activities funded:
 - (i) Travel by car at NEOMED approved reimbursement rate
 - (ii) Travel by airline
 - (iii) Hotel accommodations
 - (iv) Conference registration
 - (v) Expenses not funded: food while at conferences, organizational mailings or advertisements
 - (vi) Other expenses may be funded at the discretion of the NSC
 - (d) Student organizations will be responsible for obtaining necessary service contracts so they may be signed by the appropriate persons.

- (e) Organizations may not substitute funds for activities other than those originally approved. Such actions require approval of NSC in advance.
- (f) 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.
- (g) 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.

(C) Damages

- (1) The NSC may recognize partial responsibility for damages caused by students at NEOMED with the following exceptions:
 - (a) Expected wear and tear or depreciation.
 - (b) Damage by the elements.
 - (c) Damage by elements beyond reasonable control of the NSC.
 - (d) Damage to items covered by breakage deposits (e.g., bone boxes, microscopes).
 - (e) Damages (other than the above) for which an individual student (or students) is responsible.
 - (i) 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 Dean of Student Affairs, who will then notify the NSC of these decisions.
 - (ii) The student reporting (or causing) the damage is encouraged to report to NSC, who will refer the incident in writing to the Conduct Council.

GENERAL GUIDELINES FOR STUDENT ORGANIZATIONS

- (A) To be recognized as a student organization by the NEOMED Student Council, any student group must:
 - (1) Have an approved constitution.
 - (2) Have a faculty or staff advisor.
 - (3) Have active officers including a president and a treasurer.
 - (4) Be open to all students in a non-discriminatory manner.
 - (5) Have a plan for a non-NSC funded community service project.

- (6) Have a plan for a non-NSC funded fundraiser.
 - (7) Use a portion of organization funds towards at least one event per academic year.
- (B) Responsibilities of treasurers of organizations include:
- (1) Monitoring the allocated funds and accounting for all expenditures.
 - (2) Compiling and presenting an annual budget to the NSC for consideration at the September meeting and a revised budget at the January meeting. The NSC reserves the right to fund all, some, or none of the amounts requested.
 - (3) Appropriately completing and submitting paperwork for funding at a NSC meeting at least two weeks prior to the event.
 - (4) Inform the NSC advisor of their event or travel request and be placed on the NSC meeting agenda by Monday at 5:00 p.m. the week of the NSC meeting.
 - (5) Seeking approval from the NSC for any changes in the budget.
 - (6) Seeking other sources for funding.
 - (7) Providing a report of any funded event or conference to the NSC within 30 days of the event.
- (C) Organizations may not substitute funds for activities other than those originally approved. Such actions require the approval of NSC in advance.
- (D) 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.
- (E) Student Activity Funds are public monies and must be used in accordance with NSC guidelines, college policy, and federal and state laws.
- (F) 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. Each event must be appropriately publicized and announced to all students in writing in advance.
- (G) Use of General Funds will **not**:
- (1) Discriminate in any legally impermissible manner.
 - (2) Be used to influence voting on any political issue or candidate.
 - (3) Be used for direct donation to organizations or charities.
 - (4) Be used to contribute to petty cash funds.
 - (5) Contribute to materials or services which become the property of or benefit an individual student.

- (H) Any organization with alcoholic beverages at an event must adhere to the NEOMED Alcohol Policy.
- (I) Organizations are responsible for establishing and updating a poster and a page on DOCS describing their organization.
- (J) 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.

PROCEDURES FOR STUDENTS REQUESTING FUNDING FROM
NEOMED STUDENT COUNCIL

Approved by the Northeastern Ohio Universities Colleges of Medicine
and Pharmacy from Student Council (NSC)

- (A) Individual Research Presentations Request for Travel Funds
 - (1) The hospital or NEOMED department(s) sponsoring the research is **expected** to contribute a large portion of the reasonable travel costs related to the presentation of the research at a conference or symposium.
 - (2) NEOMED Student Council (NSC) funding for individual research is variable, with a maximum of \$500 per student per academic year available.
 - (3) Students should request funds from NSC after securing funds from their sponsoring department.
 - (4) Students should not directly contact alumni, clinical faculty, parents, private foundations, community pharmacies, drug companies, corporations, hospitals, and/or other affiliated NEOMED individuals or departments for monetary contributions.
 - (5) In accordance with college accounting policies, students will be required to expend the funds first and provide receipts/proof of attendance at the conference before any reimbursements will be made.
 - (6) Students should send a thank you note to all sources of funding.
 - (7) Students receiving funds from NSC are expected to send a report by email or in person at the first NSC meeting following their research presentation.
- (B) Student Organization Event
 - (1) Student Organization funds are budgeted by NSC, based on expenditure and event planning estimates provided by student organizations in the fall.
 - (2) If the student organization is affiliated with another office or department, that office or department should first be contacted for funding (e.g.: FMIG would contact the Family Medicine Department, Surgery Interest Group would contact the Surgery Department, etc.).

- (3) If NSC cannot fully fund an event, the student organization should consider either reducing their expenses or charging admission or participation fees for their event.
- (4) For assistance for on-campus fund-raising events, or exploring difficulties with funding an event, students should contact Career Development and Advising.
- (5) The Office of Public Relations is available for consultation and advice regarding public relations and marketing for student events.
- (6) Questions regarding NEOMED Foundation funds and accounts can be directed to the Office of Institutional Advancement.
- (7) Student organization members should not directly contact alumni, clinical faculty, parents, private foundations, community pharmacies, drug companies, corporations, hospitals, and/or other affiliated NEOMED individuals or departments for monetary and non-monetary contributions. Students may solicit donations of food items and/or discount coupons from restaurants or local businesses that have no pharmacy affiliations.
- (8) In accordance with college accounting policies, students will be required to expend the funds first and provide receipts for their expenditures before any reimbursements will be made.
- (9) Students should send a thank you note to all individuals who helped make their event a success (e.g.: conference services, physical plant, etc.).
- (10) Students receiving funds from NSC are expected to send a report by email or in person at the first NSC meeting following their event.

(C) Student Organization traveling to Regional or National Conference

- (1) If the student organization is affiliated with another office or department, that office or department should first be contacted for funding (e.g.: SNMA would contact Student Affairs, ER Club would contact ER department, etc.).
- (2) NSC funding for Student Organization travel to conferences is variable, with a maximum of \$500.00 per organization per academic year for regional conferences, and \$1000.00 per organization per academic year for national conferences.
- (3) All student organization travel to conferences should be coordinated with Career Development and Advising. All students anticipating attending the conference must notify Career Development and Advising before their conference travel.
- (4) Students should request funds from NSC after securing funds from their affiliated office or department.
- (5) Student organization members should not directly contact alumni, clinical faculty, parents, private foundations, community pharmacies, drug companies, corporations, hospitals, and/or other affiliated NEOMED individuals or departments for monetary contributions.
- (6) In accordance with college accounting policies, students will be required to expend the

travel funds first and provide receipts/proof of attendance at the conference before any reimbursements will be made (see travel request information for specific details).

- (7) Students should send a thank you note to all sources of funding.
- (8) Organizations receiving funds from NSC are expected to send a report by email or in person at the first NSC meeting following their conference.

(D) Individual Medical Mission or Other Medical Education Experiences

- (1) If the student’s medical mission or other medical education experience is affiliated with a NEOMED faculty member, department, or affiliated hospital, that individual or department should first be contacted for funding (e.g.: faculty member working with a medical mission, etc.).
- (2) Contact the Office of Career Development and Advising for assistance with ideas for obtaining additional funding from community sources (e.g.: Kiwanis, Rotary, and other service clubs in your community).
- (3) Students should not directly contact alumni, clinical faculty, parents, private foundations, community pharmacies, drug companies, corporations, hospitals, and/or other affiliated NEOMED individuals or departments for monetary or non-monetary contributions

ORGANIZATION OF STUDENT GOVERNMENT

(A) Student Appointed Representation on Committees

- (1) Since students are considered entering members of the profession, most of the major committees have student representation. It is one of the primary obligations of student members of committees to serve as conduits for the two-way flow of information between the student body and the committees, not simply reporting student input to the Committee, but reporting committee activities back to their peers.
- (2) A chart of committees with appointed student representation follows:

| Committee | # of Reps | Comm. of Dean | Comm. Of Acad. Council | Other |
|---|----------------------------|----------------------|-------------------------------|----------------|
| CAPP Phase I (from Student Conduct Council) | 1 M4 1 M3 | X | | |
| CAPP Phase II (from Student Conduct Council) | 1 M4 1 M3 1P4 1P3 | X | | |
| College of Pharmacy Admissions | 2 P1 | | | |
| Executive Curriculum Committee | 1 M4 | | X | |
| Information and Academic Technology | 2 Any year | | X | |
| Student Health and Counseling | 2 Medical | | | Assistant Dean |

| | | | | |
|-------|------------|--|--|-----------------|
| Comm. | 2 Pharmacy | | | Student Affairs |
|-------|------------|--|--|-----------------|

(B) Student Organizations

- (1) The students of the Colleges have access to a number of student organizations with various interests in extracurricular activities. A list of previously active student organizations can be found at:
<http://www.NEOMED.edu/audience/students/departmentContacts/OfficeProfDev/ProfDevOpp/StudOrganizations>. It is the student’s responsibility to fill out all necessary forms for a student organization to be active during an academic year.

(C) Student Elections

- (1) As stated in the NSC Constitution: “The NEOMED Student Council (NSC) shall oversee appointments of student representatives to NEOMED committees.” The following are student committee elected positions:

| Year | Committee | # of Reps | Election Date | Term of Office |
|------|------------------------------|-------------------|---------------|----------------|
| MI | NEOMED Student Council (NSC) | 2 | Fall | 7 months |
| | Student Curriculum Council | 1 BS/MD 1 D.E. | Fall | 4 years |
| | Women and Medicine Program | 1 | Fall | 4 years |
| | Student Conduct Council | 2 | Winter | 4 years |
| | AAMC-OSR Rep | 1 | Winter | 1 year |
| | Intervene Now Council | 5 | Winter | |
| | Oath Committee | 5 | Spring | 3 years |
| PI | NEOMED Student Council (NSC) | 2 | Fall | 7 months |
| | Student Curriculum Council | 1 | Fall | 4 years |
| | Women and Medicine Program | 1 | Fall | 4 years |
| | Student Conduct Council | 2 | Winter | 4 years |
| | I.N. Council | 3 | Winter | 1 year |

| | | | | |
|----|---|---|--------------|------------|
| M2 | NEOMED Student Council (NSC) | 2 | Spring of M1 | 1 year |
| | Academic Council- NSC reps rotate 1/3 of the year | 1 | | |
| | AAMC-OSR Rep | 1 | continuing | continuing |
| | Oath Committee | 5 | continuing | continuing |
| | Women and Medicine Program- | 1 | continuing | continuing |
| | Student Curriculum Council | 2 | continuing | continuing |
| | Intervene Now Council | 5 | continuing | continuing |
| P2 | NEOMED Student Council (NSC) | 2 | Spring of P1 | 1 year |
| | Women and Medicine serving | 1 | continuing | continuing |
| | Student Curriculum | 2 | Spring of P2 | 1 Year |
| | Student Conduct Council | 2 | continuing | continuing |
| | Intervene Now Council | 3 | continuing | continuing |
| M3 | NEOMED Student Council (NSC) | 3 | Spring of M2 | 2 years |
| | AAMC-OSR Rep | 1 | continuing | continuing |
| | Women and Medicine Program | 1 | continuing | continuing |
| | Student Curriculum Council | 3 | Spring of M2 | 2 years |
| | Oath Committee-serving | 6 | continuing | continuing |
| | Student Conduct Council | 3 | continuing | continuing |
| | Intervene Now Council | 5 | continuing | continuing |
| | | | | continuing |

| | | | | |
|----|---|---|------------|------------|
| M4 | NEOMED Student Council (NSC) | 3 | continuing | continuing |
| | Academic Council- NSC reps rotate 1/3 of the year | 1 | | |
| | Oath Committee | 6 | continuing | continuing |
| | Women and Medicine Program- | 1 | continuing | continuing |
| | Student Curriculum Council | 4 | continuing | continuing |
| | AAMC-OSR Rep | 1 | continuing | continuing |
| | Student Conduct Council | 3 | continuing | continuing |
| | Intervene Now Council | 5 | continuing | continuing |

Note: all committees/councils subject to change with membership and in structure

Alcohol Use Policy for Student Events

(A) Preamble

- (1) As a health professions institution, the Colleges are committed to educating and encouraging the members of its community to make healthy decisions regarding their behavior. The Colleges neither encourages nor discourages the use of alcoholic beverages; however, the Colleges condemn the abuse of alcoholic beverages. The approved use of alcohol at the Colleges' student events is a privilege, not a right. Abuse of this privilege may result in alcohol not being allowed at student events.
- (2) The main intent of this policy is to discourage irresponsible use of alcoholic beverages by members of the Colleges' community, and to ensure that any use of alcohol is consistent with the laws and regulations of the State of Ohio. The liability incurred with serving alcohol at any event is immense. It is the responsibility of the entire Colleges' community to assist in the implementation of this policy.

(B) Scope

- (1) This policy is applicable to all student-sponsored events or events sponsored by the Colleges' student organizations.

(C) Guidelines

- (1) Alcohol is not permitted at on-campus student-sponsored events.
- (2) The following steps and guidelines must be followed in order to gain permission to serve alcohol at an off-campus event. 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) Person(s) planning the event will fill out the “Request to Serve Alcohol at an Off-Campus Event” form at least 14 days prior to the event. Filling out this form completely requires meeting with and obtaining the signatures of the following individuals, so event planners must plan sufficient time to complete the form. **No extensions or exceptions will be made.**
 - (i) Coordinator, Student Activities
 - (ii) Sponsoring Organization(s) President(s)/Chairperson(s)
 - (iii) Faculty Advisor
 - (iv) Assistant Dean, Student Affairs and Admissions
- (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) The event will have a theme or focus that does not include alcohol.
- (g) Attendees must bring a valid photo identification card, with date of birth, to gain entry to the event.
- (h) The person(s) planning the meeting must obtain a list of students of legal drinking age from the Office of Career Development and Advising.
- (i) The person(s) planning the event will ensure that provisions are made for checking identification at the entrance of the event. Those of legal drinking age will be given an identification bracelet. One alcoholic beverage at a time will be served to those with bracelets.
- (j) 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.
- (k) Anyone in attendance at an event with alcohol has the obligation to confront inappropriate behavior, either directly or by contacting Security for assistance.
- (l) 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.
- (m) The person(s) and/or organization planning the event will assume all extra costs

that may be incurred by hiring additional security personnel, cleaning personnel, or for any damages that are beyond the usual expected wear and tear from an event.

- (n) Alcoholic beverages may be consumed only in the areas designated for the event.
- (o) 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.
- (p) No person will bring their own alcohol to the event for any reason.
- (q) Alcohol will not be served to individuals who appear to be intoxicated.
- (r) 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,
 - (iii) will be present for the entire event, and
 - (iv) agree to drive anyone who appears to be intoxicated to the nearest appropriate location.
 - (v) Two designated drivers will be provided per every 75 expected attendees (minimum of two designated drivers).
- (s) If a student organization sponsored event, the Faculty Advisor to the organization (or his or her designee) must be present for the entire event.

(D) Violations

- (1) Students violating this policy may be referred to the Student Conduct Council for appropriate disciplinary action and/or I.N. Council for appropriate intervention.
- (2) 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 Council.
- (3) Security personnel may request disorderly individuals to leave the event.
- (4) The appropriate County Sheriff's office and the Ohio State Patrol office will be contacted if their assistance is needed.

Ohio Residency Policy

(A) Residency Status Change for Tuition Purposes

- (1) The registrar may classify a student as a bona fide resident or non-resident at the time of registration for each semester. A student may submit to the Office of Admissions and Student Services an Application for Resident Tuition Status form at which time the registrar shall determine if the student has been classified correctly. In general, a student must demonstrate that s/he meets all of the following criteria to establish Ohio residency for tuition purposes:
 - (a) The student lived in Ohio for a full, 12 consecutive months immediately preceding the semester for which s/he is applying for residency. The expectation is that the student was not absent from the state any longer than Winter Break, Spring Break, and 3 weeks during the summer.
 - (b) 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.
 - (c) The student must demonstrate that during the 12-month period while establishing residency, he/she has had sufficient 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.
- (2) For purposes of residency determination, enrollment of 9 credits or more will be considered full time.
- (3) New students applying for resident status at the time of their admission should apply for residency at the Office Admissions and Student Services. Current students wishing to apply for a change in residency status for tuition purposes must file an Application for Resident Tuition Status, along with supporting documentation to the Office of Admissions and Student Services. Because requests for residency must be approved prior to the first day of classes of the semester you desire reclassification, application materials and all appropriate documentation must be submitted by the published deadlines for each semester.
- (4) 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.
- (5) Applications to request a change in resident status for tuition purposes, must be submitted prior to the beginning of the term reclassification is desired.
 - (a) Fall: Apply by August 1
 - (b) Spring: Apply by December 1

- (c) Summer: Apply by March 1
- (d) No applications will be accepted after the deadlines listed above.
- (6) If the student disagrees with the classification assigned by the registrar after evaluation of the Application for Resident Tuition Status, s/he may appeal the decision by submitting a letter of appeal to the registrar.
- (7) The registrar may transmit this letter to the Residency Appeals Panel who shall conduct a hearing on the merits of the previously submitted Application for Resident Tuition Status form. The Residency Appeals Panel is comprised of certifying residency officers from the University of Akron, Kent State University, Youngstown State University and the Colleges. The student may request in this letter to appear personally before the committee. The decision of the committee shall be final.
- (8) 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 Application for Resident Tuition Status. The committee shall not be bound by the usual common law or statutory rules of evidence nor by any technical or formal rules of procedure. The committee 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.
- (9) 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.

Parking and Traffic Policy

(A) Student Parking

- (1) Students pay a parking fee through their general fees and should obtain one parking permit each.

(B) Obtaining a Parking Permit

- (1) All students must obtain and display a valid parking permit to park on the Rootstown Campus. Students must register their vehicle on the Banner Self-Service Personal Information link found on DOCS. Once the vehicle is registered, students may stop by the Security Office to pick up their permit.

(C) Parking Permit Replacement

- (1) Parking permits must be removed from a vehicle before transferring or selling the vehicle to another owner. Notify the Security Office of any new vehicles to be authorized with your existing parking permit. In the case of a lost permit, a Rootstown campus only permit will be its replacement. Any special circumstances requiring a consortium permit shall be appealed to the associate, public safety and security.

(D) Parking on the Rootstown Campus

- (1) Parking lots are available for faculty, staff and students. Handicapped parking spaces are authorized only for individuals with physical disabilities. Temporary use of a handicapped space for certain injuries can be arranged through the Security Office at ext. 6489.
- (2) A special parking lot has been designated for visitors. This lot is not to be used by faculty, staff or students weekdays between 8 a.m. and 5 p.m. Faculty, staff or students who park in these lots during these times or other times as deemed necessary will be ticketed.

(E) Overnight Parking

- (1) If it is necessary to leave your vehicle parked on campus overnight, you must notify the security office and move your vehicle to a designated parking lot. This policy is necessary for your safety to ensure that security knows who is on campus overnight, and to allow unobstructed snow removal during early morning hours in the winter months. Vehicles left overnight without being registered with Security will be ticketed.

(F) Parking at Consortium Universities

- (1) The University of Akron
 - (a) Students are required to park in "Commuter" lots. Parking permits also are honored at the parking lots marked "All Purpose," which are on the fringe areas of the campus.
- (2) Kent State University
 - (a) Student parking permits will only be honored in the brown Commuter lots at Kent State University.
- (3) Youngstown State University
 - (a) Students have parking privileges in all Student and Mixed lots.

(G) Traffic and Parking Violations

- (1) THE MAXIMUM SPEED LIMIT ON CAMPUS ROADS IS 20 MILES PER HOUR. Reduced speed is required in all parking lot areas. Inclement weather also warrants a reduction in speed and extra caution in driving.
- (2) All members of the NEOMED community are required to operate their vehicle with due regard for the safety of persons and property. Reckless operation of a motor vehicle on this campus is a violation of the traffic policy of the University. It is also reportable as a criminal misdemeanor to either the Portage County Sheriff or Ohio State Highway Patrol.

- (3) Other traffic and parking violations include, but are not limited to:
- (a) Parking in a designated handicapped space without a handicapped permit;
 - (b) Using more than one parking space per vehicle;
 - (c) Parking in the designated visitors parking lots during normal business hours;
 - (d) Parking in a space other than a designated parking area;
 - (e) Parking a vehicle on campus without a valid parking permit, or temporary parking card (all hospital and consortium university stickers are honored on the Rootstown campus);
 - (f) Parking an oversized or recreational vehicle, boat or trailer on campus without permission from the security office;
 - (g) Failure to obey security officers directing traffic;
 - (h) Failure to fully stop at stop signs;
 - (i) Leaving a vehicle on campus overnight without notifying the security office; and
 - (j) Parking in a fire lane.

(H) Parking Fines

- (1) Fines will be assessed on the following basis:
- (a) Stationary violation - \$10.00;
 - (b) Moving violation - \$20.00; and
 - (c) Handicapped violation - \$50.00.
- (2) Fines must be paid to the cashier in the Accounting Office. Outstanding student fines will result in a hold being placed on transcripts or diplomas until the fines are paid.

(I) Emergency Vehicle Assistance:

- (1) Grounds personnel are available to assist with jump-starts between the hours of 7:00 a.m. and 3:00 p.m. if their own primary responsibilities have been completed. Prior to receiving assistance, a waiver must be signed releasing the University from responsibility for potential damage to the vehicle. Should emergency vehicle assistance be needed at other times, notify Security at ext. 6489. The Security Office will contact the emergency service requested, e.g., AAA, towing services, etc.

Student Room Regulations

(A) Students Use of Seminar Rooms for Studying

- (1) Unscheduled seminar rooms on the Rootstown campus are available for use by students on weekdays after regular business hours (after 5 p.m.). Students may schedule a room on the day the room is needed between 8:00 a.m. and 4:30 p.m. Students may schedule a room for weekend use on Thursday prior to the weekend it is needed. Room requests can be made through the Office of Admissions and Student Services via phone (ext. 6476) or in person. Student organizations may also reserve rooms for organization meetings via the Office of Career Development and Advising. 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.
- (2) The Colleges maintain the right to refuse room reservation requests to students who do not meet their responsibilities in room usage listed below or who repeatedly display a lack of fairness and understanding of fellow students in the use of rooms. Students must keep in mind that the Colleges have a limited number of rooms available and potentially over 700 students who may need a room. Therefore, actions such as student competition over scheduling a room scheduling rooms for other students or a student scheduling a room on a daily basis, thus preventing others from using the room will not be tolerated. Students are encouraged to study with multiple classmates in the same study room, respecting each by studying quietly without disrupting one another. All students studying in an individual room will be responsible for listing their names on the Room Scheduling Calendar in the Office of Admissions and Student Services.

(B) Student Responsibilities and Procedures

- (1) 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.
- (2) Students must clean the room prior to vacating it. This includes discarding trash and wiping tables of crumbs and other debris.
- (3) 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. Cleaning can generally be accomplished in 15-20 minutes.
- (4) The room must remain unlocked during use. Students must notify Security when they are finished and ready to vacate the room and secure the door when they leave. Students who intend to vacate a room for an extended period of time (i.e., for a dinner break) should lock the room and ask security to re-open the room upon their return.
- (5) The Colleges are not responsible for valuables left in an unlocked, unoccupied room.
- (6) The room must be restored to its original condition. 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. Any

required cleaning, rearrangement, etc., WILL BE CHARGED TO THE RESPONSIBLE STUDENT at the Colleges' rate, which is subject to change. *Estimated* rates are listed below:

- (a) Cleaning – \$18.00 per hour;
 - (b) Shampoo rug – Charged by contractor depending on size of room;
 - (c) Move furniture – \$13.00 per hour;
 - (d) Locate missing furniture – \$13.00 per hour;
 - (e) Repair damage – \$33.00 per hour plus materials; and
 - (f) Replace furniture – Replacement cost of new furniture.
- (7) Security will not be permitted to open any rooms that have not been reserved according to the established guidelines.
- (8) Priority room scheduling privileges will be in effect during exam periods. Priority dates and times will be e- mailed.
- (9) The cafeteria, Olson Auditorium, Meshel Lecture Hall, and Liebelt Lecture Halls and the library are designated as group study areas and need not to be reserved.
- (10) A student may only reserve a room for the block of time for which they 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.

Locker Assignments

All first and second year medical and pharmacy students have access to a locker, along with third year pharmacy students. First year students will receive a key to their locker on the first day of class; however, all other students are required to provide their own locks.

Safety and Security Procedures

- (A) To assure the health, safety and security of all personnel entering the campus, safety and security offices have been established. For all safety or security related issues, you may contact the following:
- (1) Security Office, Room A-90, ext. 6489, a minimum of one security officer is on duty at all times.
 - (2) Kali Gauer, Associate, Public Safety and Security, Room 111, Conference Services, ext. 6492, kwillia@NEOMED.edu.
 - (3) Mechelle Gehle-Wann, Safety Administrator, occupational health and safety, Room P-3, ext. 6494, mgw@NEOMED.edu.

- (4) The telephone extensions listed are for normal, non-emergency business.
- (B) Procedures for Reporting Fires or Medical Emergencies on the Rootstown Campus
- (1) Please Dial 9-911. The first “9” dialed will establish an outside line. You will reach the Portage County 911 dispatcher.
 - (2) Please be prepared to report the exact location and nature of the emergency. The University’s street address and the phone number you are calling from will appear on the 911 operators display. Upon successfully reporting the emergency to the 911 operator, an immediate follow up call to the security office at ext. 6489 should be made. Please advise the security office of the emergency and the pending responding agencies arrival. This will permit the security officers to prepare to assist the responding agency.
 - (3) 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 Security at ext. 6489. Campus security personnel can direct the responding agencies to the scene if they are provided the information.
- (C) Courtesy Phones (Red)
- (1) Courtesy phones have been located near the main exits to the facility. These stations will automatically ring Security when they are taken off the hook. Courtesy phones will function to report emergencies, report exiting the facility (after 7 p.m.) and for general building information. The security office will respond to courtesy calls at all times. 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 Northeast exit of the “R” building;
 - (g) Near the north main entrance to "F" building; and
 - (h) South main entrance to Raulph Regula Conference Center.
- (D) Fire Alarm Procedures
- (1) When the fire alarm sounds ALL Faculty, Staff, Students and Visitors shall:
 - (a) LEAVE THE BUILDING IMMEDIATELY by the nearest exit;

- (b) Close any open windows or doors in your area as you exit the building, if time permits;
 - (c) Stay far enough from the building to permit easy entrance by fire department personnel and equipment;
 - (d) When the building alarm is silenced DO NOT ENTER THE BUILDING. When it is safe to enter, an “all clear” will be given;
- (2) 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.
 - (3) Time should be taken to deactivate miscellaneous electrical and mechanical equipment ONLY if they cannot safely continue running unattended.
 - (4) All campus personnel and students must follow any emergency instructions given by emergency response personnel or Rootstown fire personnel during an emergency situation.
 - (5) Maps showing the nearest exit, fire extinguishers and the location of fire alarm pull boxes are found on the walls in each corridor and wing of the Rootstown Campus.

(E) Emergency Notifications

In the event of a significant emergency or dangerous situation involving an immediate threat occurring on campus, NEOMED will take the following steps:

Determining if an Emergency Notification is Warranted

1. Take steps to confirm there is a significant emergency or dangerous situation that poses an immediate threat to the health or safety of ENOUCOM faculty, staff, students, or visitors. This will be done based upon:
 - Personal observation of the event (sight or sound)
 - Report from Public Safety and Security, faculty, staff, students, administrators, or visitors to the Campus
 - Information from an outside reliable source, such as local police or fire, news media, or government entity
 - Other means that might be available.
2. Upon confirmation of the event of sufficient information to indicate the emergency or dangerous situation is or has taken place, Public Safety and security will attempt to determine if notification would jeopardize an on-going fire or law enforcement activity, thereby causing greater harm to the Campus and its occupants or hinder efforts to contain the emergency. This will be based upon the professional judgment of Public Safety and Security Associate, Director, Campus Operations, Vice President, Administration and Finance or outside emergency service providers (fire or police) that notification would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

3. If notification is warranted, Public Safety and Security will determine the segments of the campus community to receive immediate notification and initiate the notification process. This will be determined by the:
 - Nature, size, and location of the event
 - Date and time of the event
 - Area that could be adversely affected
 - Information available for outside emergency services if the event happens of f campus
4. Public Safety and security, in conjunction with input from the offices of the President, Administration and Finance, and Public Relations, or their designated representatives, will determine the content of the notification. If time is of the essence, an initial notification will be made by Public Safety and security with a follow-up notification as soon as possible containing additional information and instructions. The initial message should contain the following:
 - Who the message is from
 - Type of incident
 - Action to be taken
 - Where additional information may be obtained

If the initial message is also sent as a text message, it may be shorter due to limitations in the number of characters that can be transmitted in a single message.

(F) Door Alarm Procedures

- (1) An access control system is in operation on the NEOMED campus. It is necessary for all persons on the campus to follow the procedure described below when exiting from the building after 7:00 p.m.
 - (a) Locking and "alarming" of all exterior doors will be done at approximately 7:00 p.m. daily by security officers.
 - (b) Security officers will attach a yellow warning tag to the door handle as a visual reminder that the door has been placed "on alarm."
 - (c) Persons who are in the building and who wish to exit via one of the alarmed doors after 7:00 p.m. must call the security office, ext. 6489, giving name and the number of the exit door to be used (these numbers are on the upper left or right hand corner of each door).
 - (d) Individuals breaching the security system by exiting from an alarmed door after 7:00 p.m. without having called the Security Office will not hear the alarm - but the Officer in the Security Office will. An officer will stop and identify the person who has caused the alarm.

(G) Care and Safety Awareness Team

Mission:

The Care And Safety Awareness (CASA) Team is dedicated to a proactive approach to the prevention, identification, and management of interpersonal and behavioral threats to the safety and security of NEOMED students, faculty, staff, and visitors.

Goals/Objectives:

The Team meets quarterly to discuss issues pertaining to campus safety and potential threats directed at students, faculty, staff, and visitors. Key objectives of the CASA Team are to identify, assess, manage, and reduce the risk of interpersonal violence on campus.

- CASA Core Team Members
- General Counsel
- Assistant Dean, Student Affairs and Admissions
- Director, Human Resources
- Associate, Public Safety and Security
- Other personnel as deemed necessary

Reporting Procedures:

Reports can be made to any of the CASA Core Team members and confidentiality will be maintained to the furthest extent allowed by law. An anonymous reporting form is located on the Human Resources, Student Affairs, and Public Safety and Security portions of the NEOMED web site.

Student, Faculty, and Staff Responsibilities:

All members of the NEOMED community are encouraged to be alert to the possibility of violence on the part of employees, former employees, students, former students, contractors, and visitors. Any report of violence or threats of violence will be handled in a confidential manner, with information released only on a need-to-know basis.

NEOMED community members who, in good faith, report real or implied violent behavior will not be retaliated against or subjected to harassment.

Deliberately false or misleading reports of violence will be handled as incidents of unacceptable personal conduct and the employee or student making such false or misleading reports will be subject to disciplinary action.

Threatening Behavior:

Includes, but is not limited to:

- Physical actions short of actual contact/injury (i.e., moving closer aggressively, waving arms or fists, yelling in an aggressive or threatening manner),
- General oral or written threats to people or property, including threats made by an electronic means,
- Threats made in a “joking” manner,
- Stalking behavior,
- Hate speech, or
- Implicit threats

Violent Behavior:

Includes, but is not limited to:

- Any physical assault, with or without weapons,
- Behavior that a reasonable person would interpret as being potentially violent (i.e., throwing things, pounding on a desk or door, or destroying property),
- Specific threats to inflict harm (i.e., a threat to shoot a named individual), or
- Use of any object to attack or intimidate another person

Smoking Policy

(A) Smoking is a health hazard and may be a cause of annoyance to non-smokers. Smoking is prohibited inside campus buildings and outside the following doors due to air circulation:

- (1) Door 10, South-facing B-Building exit adjacent to the entrance of the Wasson Center;
- (2) Door 55, South E-Building exit to quad in stairwell;
- (3) 1st floor, B-Building exit to quad at the bottom of the library stairs; and
- (4) Doors 63-64, exits from R-Building and G-Building to the quad.

Transcript Release Policy

(A) Transcript Requests

- (1) Students may obtain transcripts of their complete academic record either by request via DOCS, by completing a Transcript Request Form, or by writing, emailing or faxing the Office of Admissions and Student Services. Transcript requests are not accepted by telephone. There is no charge for transcripts.

(B) Diploma Requests

- (1) A replacement diploma may be ordered from the Office of Admissions and Student Services in the event that 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 Admissions and Student Services prior to a replacement being ordered.
- (2) There is a \$50.00 fee for the replacement diploma. 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.
- (3) Many states require official diploma copies for licensing purposes. The Office of Admissions and Student Services maintains copies of all diplomas. An official diploma copy must be requested in writing via the Office of Admissions and Student Services. There is no charge for this service.

(C) Change of Name, Address or Marital Status

- (1) To ensure that the Colleges maintain accurate records, students who change their personal status (name, permanent or local address, permanent or local telephone number) must notify the Office of Admissions and Student Services of this change in writing.
- (2) One form of official documentation is needed (two may be requested) to make a name change to a student record. Acceptable documentation includes an original social security card, marriage license or court document.
- (3) A change of name on academic records can be done only if a student is currently enrolled. 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 Colleges.

(D) Enrollment Information

- (1) The Office of Admissions and Student Services also completes certification of enrollment, academic status and insurance. A written authorization must accompany all requests for release of non-directory 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.

- (2) Requests for enrollment verification are usually for one of the following reasons:
 - (a) Deferment from undergraduate school loans;
 - (b) Scholarship application;
 - (c) Health insurance;
 - (d) Auto insurance “Good Student” discounts;
 - (e) Military or veteran requirements; and
 - (f) Purchasing property or automobiles
- (3) Original written requests should contain the following information:
 - (a) Name of student;
 - (b) Student ID number;
 - (c) Anticipated year of graduation;
 - (d) To whom the letter should be addressed, street address, fax and phone number; and
 - (e) Specific information to be included in the letter (for example, enrollment status, academic standing, enrollment dates, etc.).
- (4) Students can complete a Student Correspondence/Letter of Recommendation Form or bring in the actual forms to be completed rather than have a letter produced.

Record Hold Policy

- (A) The Colleges maintain the right to withhold the release of academic and enrollment information for cause. Academic and enrollment information includes grade reports, transcripts, certifications or other information about a given student. Cause includes, but is not limited to, unmet financial obligations to the Colleges, loan default and violations of non-academic regulations.
- (B) Accounts Receivable Hold
 - (1) An accounts receivable hold is placed on a student’s account if there is a balance due with the bursar’s office for any of the following items:
 - (a) Tuition;
 - (b) Fees;

- (c) Health, dental/vision, life or disability insurance;
 - (d) Parking fines;
 - (e) Library fines; and
 - (f) Other fees assessed by departments. This includes costs for items owned by a department which are loaned to a student and not returned.
- (2) An accounts receivable hold may be placed on a student's account if the student's Colleges' 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.
 - (3) The bursar issues the account receivable hold and all questions about the hold should be referred to the Accounting office.
 - (4) When an accounts receivable hold is placed on a student's account, the registrar will hold the following items until the hold is removed:
 - (a) Enrollment Verifications;
 - (b) Transcripts; and
 - (c) Grades, unless the student receives a less-than-satisfactory grade, which requires CAPP interaction.
 - (5) No student may graduate with an outstanding accounts receivable hold.
- (C) Financial Aid Hold
- (1) 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 Admissions and Student Services is notified that the individual has defaulted on a student loan borrowed for attendance at the Colleges.
 - (2) The Office of Admissions and Student Services issues a Financial Aid Hold and all questions about this hold should be referred to the Office of Admissions and Student Services.
 - (3) When a Financial Aid Hold is placed on an individual's account the registrar will hold the following items until the hold is removed:
 - (a) Enrollment Verification; and
 - (b) Transcripts.
- (D) Registrar's Hold

- (1) This hold is placed on a student's account when a student fails to comply with the following registration requirements:
 - (a) Completion of registration materials including the registration form, malpractice insurance form or selective service forms;
 - (b) Receipt of official transcripts from previous universities;
 - (c) Carrying personal health insurance and disability insurance coverage; or
 - (d) Compliance with the immunization policy.
- (2) The registrar issues a Registrar Hold and all questions about this hold should be referred to the Office of Admissions and Student Services.
- (3) When a Registrar Hold is placed on a student's account the registrar will hold the following items until the hold is removed:
 - (a) Enrollment Verifications;
 - (b) Transcripts; and
 - (c) Grades unless the student receives a less-than-satisfactory grade, which requires CAPP interaction.
- (4) No student may graduate with an outstanding Registrar Hold.

Student Expenses and Financial Aid

(A) Standard Student Budget

- (1) The Colleges are required by federal regulation to develop standard budgets that include typical student expenses to detail the cost of attendance. These include the direct educational expenses for tuition, fees, books and supplies, and averages for living expenses. The items included under living expenses are those allowable by federal regulation. 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 budget for direct educational expenses plus the Colleges' averages for living expenses.
- (2) Student Budgets serve three major purposes:
 - (a) To support students and their families in financial planning and budgeting;
 - (b) To assist with the equitable distribution of student financial aid dollars; and
 - (c) To assure educational access and choice.
- (3) This budget is figured yearly based on student surveys, the inflation rate, and information from the U.S. Bureau of Labor Statistics. Although students may differ on how much they actually spend for books and supplies, room and board, personal

expenses, and transportation, the Student Budget contains the figures used by the Colleges when determining financial aid awards.

(B) Student Budget Adjustment Policy

- (1) The standard budget is based on the student's year at the Colleges, length of academic year, and place of residence (with or without parents) and will coincide with the Colleges' previously established budget figures. The standard budget is determined at the end of May when the Board of Trustees determines tuition costs for the next year.
- (2) Expenses incurred due to extenuating circumstances may be added to a student budget provided the student submits supporting documentation. Adjustments to items already included in the standard student budget will be made only if the student provides documentation that they have spent more for that particular item than what was allowed in the standard budget.
- (3) Adjustments for **transportation** will be made only if the student provides documentation that they have spent more for transportation expenses than what was allotted in the standard budget. A written request from the student, along with documentation (insurance statement, car maintenance, gasoline receipts), must be submitted to the Office of Admissions and Student Services. All requests will be reviewed by the director, admissions and student services.
- (4) Adjustments for **medical/dental** will be made only if the student provides documentation that they have spent more for medical/dental expenses in excess of the single coverage plus deductible, as allotted in the standard budget. A written request from the student, along with documentation (statement, letter from provider describing type of service and date of service), must be submitted to the Office of Admissions and Student Services. All requests will be reviewed by the director, admissions and student services.
- (5) Adjustments for **non-deferrable educational debt** will be made only if the student provides documentation that repayment is necessary and not deferrable. A written request from the student, along with documentation (statement, letter from lender of loan status), must be submitted to the Office of Admissions and Student Services. All requests will be reviewed by the director, admissions and student services.
- (6) Adjustments for purchase of **personal** will be made if the student provides documentation of purchase. A written request from the student, along with documentation (itemized receipt stating date of purchase and amount), must be submitted to the Office of Admissions and Student Services. All requests will be reviewed by the director, admissions and student services. A budget adjustment will only be made once during academic career, not to exceed \$2,000. Effective with the Class of 2010, adjustments will not be made for purchase of a personal laptop computer.
- (7) A budget adjustment may be made for single students with children or students with a working spouse for a **dependent care allowance**. Students must make a written request for the Dependent Care Allowance and provide a projected family income for the aid year. Dependent Care Allowance adjustments are determined by the director,

admissions and student services by comparing the family income to the Federal Methodology Income Protection Allowance Tables using the Dependent Care Worksheet. Once approved by the director, admissions and student services, adjustments may be made to the student's budget. Dependent Care Allowance adjustments will only be made for single students with children or students with a working spouse whose earnings are below the standard maintenance allowance for the student's family size and number in college. Students who receive a budget adjustment for dependent care allowance based on the spouse's inability to work are not eligible to also receive a budget adjustment for child care expenses. Students who are single parents or have a working spouse may request an adjustment for child care expenses incurred during a period of enrollment at the Colleges. A Budget Increase form, along with documentation (receipts, letter from caregiver stating amounts), must be submitted to the Office of Admissions and Student Services. All requests will be reviewed by the director, admissions and student services.

- (8) **Away electives;** A budget adjustment may be made for required books and fees incurred during away electives. A Budget Increase Request form, along with documentation (receipts), must be submitted to the Office of Admissions and Student Services. All requests will be reviewed by the director, admissions and student services.
- (9) Federal regulations do not allow the expenses a fourth-year student may incur due to interviewing for job placement to be added to any student budget.

**NORTHEASTERN OHIO UNIVERSITIES COLLEGES OF MEDICINE AND PHARMACY
MEDICAL STUDENT BUDGET 2009-10
June, 2009**

**Northeastern Ohio Universities College of Medicine
2009/10 COST OF ATTENDANCE**

| | M1 | M2 | M3 | M4 |
|--|-----------------|-----------------|-----------------|-----------------|
| Instructional Fee | \$28,613 | \$28,613 | \$38,151 | \$28,613 |
| General Fee | 1,125 | 1,125 | 1,125 | 1,125 |
| Simulator Fee | 100 | 100 | 200 | 350 |
| Malpractice Insurance | 203 | 203 | 203 | 203 |
| Lab Coat | 35 | 0 | 0 | 0 |
| Performance Assessment | 180 | 150 | 500 | 600 |
| Graduation | 0 | 0 | 0 | 150 |
| Software Fee | 0 | 0 | 195 | 0 |
| Life/Disability Insurance | 67 | 80 | 80 | 80 |
| Infection & Immunity Course Fee | 0 | 75 | 0 | 0 |
| Matriculation Fee | 200 | 0 | 0 | 0 |
| Examination Fee | 76 | 55 | 218 | 0 |
| TOTAL FEES: | \$30,599 | \$30,401 | \$40,672 | \$31,121 |
| | | | | |
| Books/Supplies | 1,140 | 1,000 | 1,000 | 100 |
| Laptop | 1,800 | 0 | 0 | 0 |
| USMLE | 0 | 505 | 1,580 | 380 |
| | | | | |
| Criminal Background Check | 0 | 0 | | 0 |
| TOTAL NON-BILLABLE EXPENSES: | \$2,940 | \$1,505 | \$2,610 | \$480 |
| | | | | |
| TOTAL EDUCATIONAL EXPENSES | \$33,539 | \$31,906 | \$43,282 | \$31,601 |

Non-Ohio Annual Surcharge: \$28,613 (M1, M2, M4)
\$38,151 (M3)

| LIVING EXPENSES | M1, M2, M4 | M3 |
|-----------------------------|-------------------|-----------------|
| Single, living with Parents | | |
| Room and Board | \$6,820 | \$8,190 |
| Personal | 5,040 | 6,042 |
| Transportation | 4,200 | 5,040 |
| Medical Insurance* | 1,698 | 1,698 |
| TOTAL: | \$17,758 | \$20,970 |

| LIVING EXPENSES Single, Not living with Parents | M1, M2, M4 | M3 |
|---|-------------------|-----------|
| Room and Board | \$10,500 | \$12,600 |
| Personal | 5,040 | 6,042 |
| Transportation | 4,200 | 5,042 |
| Medical Insurance* | 1,698 | 1,698 |
| TOTAL: | \$21,438 | \$25,380 |

***Medical Insurance for M1 students is pro-rated at \$1,414**

**Northeastern Ohio Universities College of Pharmacy
2009/10 COST OF ATTENDANCE**

| | P1 | P2 | P3 |
|--|-----------|-----------|-----------|
| Instructional Fee | \$16,401 | \$16,401 | \$16,401 |
| General Fee | 1,125 | 1,125 | 1,125 |
| Malpractice Insurance | 23 | 23 | 23 |
| Performance Assessment | 255 | 250 | 250 |
| Graduation | 0 | 0 | 0 |
| Software Fee | 226 | 226 | 226 |
| Life/Disability Insurance | 67 | 80 | 80 |
| Matriculation Fee | 200 | 0 | 0 |
| Examination Fee | 146 | 147 | 211 |
| Pharmacy Lab Fee | 156 | 0 | 0 |
| Infection & Immunity Course Fee | 0 | 75 | 0 |
| TOTAL FEES: | \$18,599 | \$18,327 | 18,316 |
| Books/Supplies | 1,310 | 1,000 | 136 |
| Laptop | 1,800 | 0 | 0 |
| Intern License | 75 | 22 | 22 |
| PDA | 350 | 0 | 0 |
| TOTAL NON-BILLABLE EXPENSES: | \$3,535 | \$1,022 | \$158 |
| TOTAL EDUCATIONAL EXPENSES | \$22,134 | \$19,349 | \$18,474 |

Annual Non-Ohio Surcharge:
\$16,401

| LIVING EXPENSES Single, living with Parents | P1 –P3 |
|---|---------------|
| Room and Board | \$6,820 |
| Personal | 5,040 |

| | |
|---------------------------|----------|
| Transportation | 4,200 |
| Medical Insurance* | 1,698 |
| TOTAL: | \$17,758 |

| | |
|--|---------------|
| LIVING EXPENSES | P1 –P3 |
| Single, not living with Parents Room and Board | \$10,500 |
| Personal | 5,040 |
| Transportation | 4,200 |
| Medical Insurance* | 1,698 |
| TOTAL: | \$21,438 |

Financial Aid Application Procedures

- (A) All students wishing to receive financial aid must complete the following forms:
- (1) The Free Application for Federal Student Aid (FAFSA) is the form used to determine financial aid eligibility. All students wishing to receive any type of financial aid must complete the FAFSA and include the school code, G24544 on the Web at <http://www.fafsa.ed.gov>. FAFSA filing deadline is April 15.
 - (2) Campus-Based Aid Application: Those students who wish to be considered for campus based aid programs must provide parent information on the FAFSA form. In addition, they must complete the Campus-Based Application. This form collects additional information not found on the FAFSA. Campus-Based Aid Application forms are posted with the FAFSA in January prior to the start of the award year on DOCS and the financial aid website. Along with the application, tax forms must be submitted to the Office of Admissions and Student Services for the student and his/her parents. The application deadline for Campus- Based Aid is April 15.
 - (a) Campus-Based Aid is a broad term used to describe aid programs administered via the Colleges. The Colleges receive limited allocations from these programs via either the federal government or the Colleges' Foundation. Because these programs must be awarded to the neediest students, all those wishing to be considered for assistance from these programs must provide parent information on both the FAFSA form and the Campus- Based Aid application. For all students, parents are viewed as a resource and the use of parental data is one way the Colleges identify these needy students. Because most students are unable to work while attending school and therefore may appear equal when looking at student income and assets, the Colleges look at the next available resource a student may have his or her parents. Parental information is used to make a distinction between those students whose parents have the ability to provide financial assistance and those students whose parents are unable to help. As in all other financial aid considerations ability to pay, rather than willingness, is key.

- (b) The campus-based aid programs for which the federal government requires parental data to be reported (regardless of independent status) include:
 - (i) Scholarships for Disadvantaged Students;
 - (ii) Federal Perkins Loan Program;
 - (iii) Loans for Disadvantaged Students; and
 - (iv) Primary Care Loan
- (c) The campus-based aid programs for which parental data must be reported include:
 - (i) Foundation Grants;
 - (ii) Foundation Scholarships;
 - (iii) Foundation Loans; and
 - (iv) Diversity Scholarships.

(B) Verification Process

- (1) Verification is the process that an institution uses to check the accuracy of the information that a student has given when applying for financial aid. If students do not provide accurate information, they may receive more, or less, money than they should.
- (2) Verification covers all campus-based financial aid programs offered, and the Stafford Loan Program. Verification is performed on every campus-based aid application.
- (3) Any delays in completing verification or in submitting required information will result in delays in the awarding of any financial aid. In order to validate the FAFSA data, the Colleges require that copies of the previous year's Federal income tax forms, of the student/spouse and parents be submitted to the Office of Admissions and Student Services. It is the students' responsibility to check their application status on DOCS to ensure that they have sufficiently completed the process.
- (4) The verification process and the awarding of aid is determined on an individual basis. Although the same policies and procedures are used uniformly, there are so many factors considered in the awarding of a student's financial aid that no two students' applications result in the same aid.
- (5) The Colleges' deadline for receipt of all of the above forms is April 15 prior to the beginning of the academic year of matriculation. Once students' files are complete, they are advised via DOCS of the most appropriate financial aid program(s) for their needs. A policy of the Student Aid and Awards Committee is that the first \$8,500 of any student's need must come from a non-campus based source (e.g., Federal Stafford Subsidized/ Unsubsidized Stafford Loan Program) before additional need is met through campus-based sources. The Student Aid and Awards Committee usually meets three times each year to consider requests for financial aid.

- (6) Individual financial aid awards are generally posted to DOCS by mid-June. It is the student's responsibility to view their online award and complete the necessary promissory notes to finalize the award.

(C) Entrance Interviews

- (1) All "new loan borrowers," which includes new matriculants to the Colleges and returning students borrowing a student loan for the first time, are required to attend an entrance interview. The following information is reviewed during an entrance interview:
 - (a) Costs;
 - (b) FAFSA analysis, family contribution and need figures;
 - (c) Sample financial aid package and procedures Student loan terms and application procedures Debt information and projections; and
 - (d) Student rights and responsibilities
- (2) Entrance interview sessions are conducted over the summer on the Rootstown campus.

(D) Determination of Financial Need

- (1) Students apply for financial aid because they believe they are in financial need. However, need for purposes of awarding certain financial aid is determined according to formulas approved by the United States Congress. After students submit their Free Application for Federal Student Aid (FAFSA) form to the central processor, the central processor sends to the Colleges the application data via teletransmission and shows the expected parental (if applicable) and student financial contributions for expenses. The Office of Admissions and Student Services then carefully reviews the data and deducts the expected contributions from the published student budget. The difference between the student budget and the expected family contribution is the financial need of the student for financial aid award purposes.

(E) Payment of Tuition and Fees

- (1) Students may pay by cash, check, credit card or financial aid. Tuition and fees are to be paid by the published date. If payment is not made by that date, class attendance or participation in clerkships or electives will not be allowed. If payment or arrangement for late payment has not been made 10 days after the due date, the student will be assessed a \$50.00 late fee, and a hold will be placed on the issuance of transcripts. Please note that a fee of 2.75% will be assessed on tuition and fee payments made via credit card.

(F) Disbursement of Aid

- (1) Prior to the actual disbursement of campus-based loan funds, students will be required by the Accounting office to complete a Promissory Note, Truth-in-Lending Statement,

Statement of Rights and Responsibilities, and an Information Sheet. Students have the option of having their aid applied directly to tuition and fees and paying the difference each semester or paying fees when due and picking up the financial aid check after the first week of classes.

- (2) Awards are divided into equal installments. Financial aid funds are disclosed at the beginning of each semester two times per year (third year students receive three disbursements). All Stafford loan funds are sent directly to the Colleges and cannot be disbursed to the student earlier than 10 days prior to the first day of classes. If there is a balance due the school, this amount will be deducted and any remaining balance will be issued to the student within seven days.

(G) Types of Financial Aid Available

- (1) Detailed information about all student loan programs is available from the Office of Admissions and Student Services.
- (2) Need-Based Aid
 - (a) 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.
 - (b) Foundation Grants
 - (i) Private individuals have donated funds to the Foundation to provide need-based grants, mainly to students from specific Ohio localities or certain backgrounds.
 - (c) Scholarships for Disadvantaged Students (SDS)
 - (i) Under the SDS program, administered by the U.S. Department of Health and Human Services, funds are awarded to eligible schools for the purpose of providing scholarships to eligible students from disadvantaged backgrounds. Schools are responsible for selecting recipients and making determination of need, based on strict eligibility criteria. Funding allocations vary yearly.
 - (d) Foundation Loans
 - (i) Third and fourth-year 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.
 - (e) Federal Perkins Loan

- (i) A student may receive a total aggregate of \$60,000 from this Federal program over his/her entire school career. The 5 percent interest rate is subsidized during enrollment. Grace periods of nine months in length are also permitted. There is a maximum repayment period of 10 years. Award amounts are based on financial need and availability of funds.
- (f) Primary Care Loan (PCL)
 - (i) Funds are provided to the College of Medicine for medical students from the U.S. Department of Health and Human Services. 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.
 - (g) Loans for Disadvantaged Students (LDS)
 - (i) The LDS program provides federal funding from the U.S. Department of Health and Human Services to eligible schools for the purpose of providing 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.
 - (h) Federal Stafford Student Loan
 - (i) Students may borrow up to \$8,500/year from this program, up to a total aggregate of \$65,500 for the student's entire educational career. The interest rate is fixed at 6.8 percent. All students must demonstrate financial need. The extent of this need determines the loan amount. The interest is subsidized by the federal government during school attendance and for a six-month grace period after graduation. There are several mechanisms for postponing repayment during residency. In addition, borrowers have various repayment options to choose from.
- (3) Non-Need Based Aid
- (a) 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.
 - (b) Federal Unsubsidized Stafford Loan
 - (i) This program provides additional non-need based loans to students. Unsubsidized means the federal government does not pay the interest on the loan at any time, and interest accrues. The combination unsubsidized and subsidized Federal Stafford Loan amounts cannot exceed the annual

and aggregate limits under the Stafford program of \$224,000. The interest rate is fixed at 6.8 percent.

(c) GradPLUS Loan

- (i) This program provides additional non-need based loans to students. A student can borrow on an annual basis the lesser of the amount of the student budget minus all aid received year-to-date. The in-school interest rate on these loans is fixed at 8.5 percent. No principal payments are due while the student is in school at least half time.

(4) Service Commitment Programs

(a) National Health Service Corps (NHSC)

- (i) NHSC is a program established to bring health care to areas of the country that have critical health manpower shortages. The NHSC pays tuition, fees and a monthly stipend. In return the recipients agree to serve one year of full-time clinical practice as salaried federal employees of the National Health Service Corps in a federally-designated Health Manpower Shortage area for each year of scholarship support. The minimum commitment is two years. Deferments for residency training are permitted for up to three years.

(b) Armed Forces Health Professions Scholarship Program

- (i) This program provides contracts for financial assistance to students in exchange for active duty service in the Armed Forces (Air Force, Army, Navy). For each year of support, the student must serve one year with a minimum obligation of three years. 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 fee payment, payment of books and equipment/supplies, and a \$1,300/month (est.) stipend. Further information on who to contact concerning this program is available in the Office of Admissions and Student Services.

(c) Summer Research Participation Program

- (i) Each summer the Colleges operates a Summer Research Participation Program. Each applicant must have a faculty sponsor for the proposed research. Fellowships up to \$2,000 are awarded for basic science, clinical and community health science research. Fellows participate in a weekly seminar series and take part in a poster session at the end of the summer. Hours and other conditions of the fellowships are flexible, being worked out between the students and their sponsors. A fellowship is considered a full-time responsibility. Application information for this program will be available in the spring from the Office of Health Professions Education.

- (5) Emergency Loans
 - (a) The Tschantz, Riemerth-Neuman, Class of 1982 and Women's Faculty Club funds have been set aside to provide emergency loans for students on a walk-in basis. These loans are distributed in increments of \$600 (maximum \$1200), have a 1 percent service charge, and must be repaid within 3 months. Students interested in obtaining an emergency loan should go to the Accounting office. These funds are disbursed once a week on Friday.

- (6) Other Sources of Aid
 - (a) Many students receive financial aid from programs beyond those offered by the Colleges and the Federal government. Students may also review outside scholarship information on the financial aid website found under the Student Service page. Students are urged to investigate opportunities in their home towns 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.
 - (b) Family/Friends
 - (i) 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 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.
 - (c) Veterans
 - (i) Students who are veterans of the U.S. armed forces and who plan to seek authorization for training at the Colleges should make an appointment with a member of the Office of Admissions and Student Services to review proper procedures to follow and contact the U.S. Veterans Affairs Office.

Refund Policy

- (A) Regulations
 - (1) 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.
 - (2) 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.

- (B) Fees Subject to Refund

- (1) Instructional and nonresident surcharge.
- (C) Amount of Refund
- (1) Amount of refund is to be determined in accordance with the following registrations and subject to requirements contained in the Colleges' withdrawal policy:
 - (a) In Full:
 - (i) If the Colleges cancel the course;
 - (ii) If the Colleges do not permit the student to enroll or continue except for disciplinary reasons; and
 - (iii) Administrative Withdrawal and CAPP Decisions
 - (a) 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 the action. No refund will be granted to a student dismissed or suspended for disciplinary reasons.
 - (b) Partial Refunds:
 - (i) Instructional fees shall 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. Refunds will be calculated as follows:
 - (a) Withdrawal within 50 percent of the enrollment period:
 - (i) Refund is based on percentage of attendance of the semester calculated by dividing the total number of weeks comprising the period of enrollment into the number of weeks remaining in the period as the last recorded day of attendance.
 - (b) Withdrawal beyond 60 percent of the enrollment period:
 - (i) No refunds will be issued to students who withdraw after completing 50 percent of the enrollment period.
 - (ii) The refund formula measures the actual number of weeks enrolled during the semester. It is determined by dividing the number of week enrolled by the number of weeks in the semester including weekends and holidays and excluding scheduled breaks of five or more days. For example, if there are 16 weeks in a semester and a student withdraws during the fourth week,

charges and financial aid will be pro-rated to reflect that the student has been enrolled for 25 percent of the semester (4 divided by 16).

(D) Students on Financial Aid

- (1) This policy is used to determine the amount of federal student aid that must be returned to the appropriate aid programs and should not be confused with the published university refund policy.
- (2) When a student withdraws from all classes on/or after the first day of classes and the student has received financial aid, the following refund policy will apply:
 - (a) The refund/payment policy is a pro-ration of earned versus unearned financial aid. The earned financial aid percentage is determined by taking days attended in the period by total days in the period. (Example: student withdraws the fifth day of the semester which has 110 days in its period. $5/110=5$ percent earned). Subtracting earned aid from aid that was awarded and disbursed equals the amount of unearned aid that must be returned. The responsibility to repay unearned aid is shared by the institution and the student in proportion to the aid each is assumed to possess. The federal formula is applicable to all students who received Title IV federal aid and withdraws on or before the 60 percent point in the semester.
- (3) Under the refund/repayment policy, the programs are reimbursed in the following order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Federal Perkins Loan, Federal Grad Plus Loan.

(E) **Please inquire in the Office of Admissions and Student Services for more information on our refund policy or if you would like to review examples.**

Overpayment Policy

- (A) When a Title IV recipient who has received a cash disbursement for non-College costs ceases attendance, the accounting office will determine whether the student was entitled to all of the cash he or she received. If not, the accounting office will determine what portion of the cash disbursement the student is entitled to keep, or what amount the student may receive in the case of a late disbursement or from the resolution of a credit balance.
- (B) If a student received Title IV funds other than Federal Work Study, Federal Stafford, Federal PLUS, Federal Direct Stafford, or Federal Direct PLUS, for that period, and if 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 office will determine and document in the student's file whether he or she received an overpayment for non-institutional costs for that period. (668.22(f)(1)(I) and (ii)).
- (C) The overpayment will be calculated using the following steps:
 - (1) STEP 1:

- (a) The Accounting office 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 non-institutional costs for that portion of the enrollment period.
- (2) STEP 2:
 - (a) The Accounting office will determine the composition of any cash disbursement to the student.
- (3) STEP 3:
 - (a) The reasonable expenses as determined in Step 1 are subtracted from the cash disbursed for the enrollment period. If the cash disbursed was greater than the incurred non-College expenses, the student must repay the excess amount.
- (D) Repayments must be allocated back to the student aid programs according to statutory and regulatory requirements in the following order (668.22(h)(2)):
 - (1) Federal Perkins Loan Program;
 - (2) Any other non-loan Title IV programs; and
 - (3) Other state, private or institutional student financial assistance programs.
- (E) The Colleges will apply this repayment allocation policy consistently to all students who have received Title IV assistance.

Satisfactory Academic Progress Policy

- (A) Section 484 of the Higher Education Act (HEA), as amended, requires that a student be maintaining satisfactory progress in the course of study he or she is pursuing according to the standards and practices of the institution in which he or she is enrolled in order to receive aid under the student's financial assistance programs authorized by Title IV of the HEA.
- (B) The determination of whether or not a student is considered to be making satisfactory progress, to be on probation, or to be suspended for financial aid purposes will be made by the executive director, enrollment services and registrar, based on criteria approved by the Student Aid and Awards Committee each time an individual student requests aid and at each disbursement of financial aid.
- (C) These standards pertain to financial aid only and should not be confused with the Committee on Academic and Professional Progress' academic standards.
- (D) Guidelines
 - (1) Students who are making satisfactory progress are those who are making timely academic progress toward their degree and who are displaying non-cognitive characteristics that are important in becoming a healthcare professional.

(2) Time Limits

- (a) The normal time frame for completion of required course work for the degree is four academic years. However, a student, due to academic or personal difficulties, may require additional time. In such situations, the CAPP Committee may establish a schedule for that student which departs from the norm and which may require repeating a year of study. To be considered to be making satisfactory academic progress, the student must complete the first two years of the curriculum by the end of the third year after initial enrollment, excluding time spent on an approved leave of absence. The CAPP Committee will monitor the progress of each student at the conclusion of each academic year to determine that the student is making sufficient progress to meet the time limits as specified. A student not making sufficient progress will be deemed not to be making satisfactory academic progress and may be placed on financial aid probation.
- (b) An annual review of students' progress toward their degrees will be made at the conclusion of each academic year. Students who are promoted to the next higher year of the curriculum are considered to be completing their degrees in a timely fashion. In addition, students may repeat the curriculum or be enrolled on a special curriculum and still be considered to be making progress toward their degree.
- (c) A student may be granted a leave of absence for a variety of reasons. The period of time for which the student has been granted approved leave shall be excluded from the maximum time frame to complete the program.

(3) Measurement

- (a) The CAPP Committee will review at least at the conclusion of each academic year the qualitative assessment of performance of each student in all courses for which the student has enrolled. Passing grades must be obtained in order to maintain satisfactory academic progress for the next academic year. A student who does not satisfactorily complete all course requirements may be permitted to remediate. In this case, a student assigned a schedule which deviates from the norm and who earns satisfactory qualitative assessment in all courses for which enrolled will be deemed to be making satisfactory academic progress. A student who does not satisfactorily complete all course requirements may be permitted to repeat. In this case, a student will be placed on financial aid probation for that year, and may regain eligibility for future years.
- (b) Students on probation are eligible for the Title IV, Title VII or institutional aid. Students on suspension are ineligible to receive Title IV, Title VII, or institutional aid. Any aid disbursed may need to be returned, according to the Return of Title IV regulations.
- (c) Medical students failing USMLE Step 1 or 2 will continue to maintain satisfactory academic progress unless that student is not permitted to remain in the curriculum.

- (4) Enrollment Status
 - (a) A student must maintain full-time status if the financial aid was based on full-time status; if the student's aid was based on half-time status, the student must maintain at least half-time status.

- (5) Appeal Procedures
 - (a) A student has the right to appeal their status if he is identified as not making satisfactory academic progress through the following procedures:
 - (i) The appeal request must explain mitigating circumstances and contain supporting documents.
 - (ii) Request and documents must be submitted to the Office of Enrollment Services.
 - (iii) The executive director, enrollment services and registrar, will review and render a decision.

- (6) Transfer Students
 - (a) Students who are accepted for transfer from other schools will be assumed to be making satisfactory academic progress at the time of enrollment and a determination will be made as to remaining years of financial aid eligibility. Their progress will be determined throughout each year according to the standards of progress.

- (E) Amendments to the Policy
 - (1) This policy will be amended whenever applicable federal and state law or regulations are changed.

Consumer Information for Financial Aid Applicants

(A) Student Rights

- (1) Adapted from The Student Guide: Financial Aid from the U.S. Department of Education, 1989-90. You have the right to ask the Colleges:
 - (a) The names of its accrediting organizations and about its programs, its facilities and its faculty;
 - (b) What the cost of attending is, and what its policies are on refunds to students who leave;
 - (c) What financial assistance is available, including information on all federal, state, local, private and institutional financial aid programs;
 - (d) What the procedures and deadlines are for submitting applications for each available financial aid program;
 - (e) What criteria it uses to select financial aid recipients;
 - (f) How it determines your financial need - this includes how costs for tuition and fees, room and board, transportation, books and supplies, personal and miscellaneous expenses are considered in your student budget. It also includes which resources (such as parental contribution, other financial aid, your assets, etc.) are considered in the calculation of your need;
 - (g) How much of your financial need, as determined by the institution, has been met;
 - (h) How and when you will be paid;
 - (i) To explain each type and amount of assistance in your financial aid package;
 - (j) If you have a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the length of time you have to repay your loan, when you must start paying it back, and any cancellation and deferment provisions that apply;
 - (k) To reconsider your aid package if you believe a mistake has been made;
 - (l) How the school determines whether you are making satisfactory progress, and what happens if you are not; and
 - (m) What special facilities and services are available to individuals with a disability.

(B) Student Responsibilities

- (1) It is a student's responsibility to:

- (a) Review and consider all information about a school's program before enrolling;
- (b) Complete all application forms accurately and submit them on time to the right place. Errors can delay or prevent your receiving financial aid;
- (c) Notify the Colleges of any information that has changed since applications were submitted;
- (d) Attend an exit interview if loans were accepted;
- (e) Provide correct information. In most instances, misreporting information on financial aid application forms is a violation of the law and may be considered a criminal offense, which could result in indictment under the U.S. Criminal Code;
- (f) Provide all additional documentation, verification, corrections, and/or new information requested by either the financial aid office or the agency to which you submitted your application;
- (g) Read and understand all forms that you are asked to sign and keep copies of them;
- (h) Accept responsibility for the promissory note and all other agreements that you sign;
- (i) If a student has a loan, notify the lender of changes in your name, address, or school status
- (j) Perform in a satisfactory manner the work that is agreed upon in accepting an work-study job of the Colleges;
- (k) Know and comply with the deadlines for application or reapplication for aid, and
- (l) Know and comply with the Colleges' refund procedures.

(C) Points to Determine When Signing a Loan Application or Promissory Note

- (1) Before students sign applications for loans or promissory notes, they should read them carefully, ask questions and complete the following steps:
 - (a) Determine the maximum amount that may be borrowed per academic year as well as the maximum total amount;
 - (b) Determine the interest rate;
 - (c) Determine whether the interest is deferred until after graduation, subsidized or payable while the student is in school;

- (d) Determine whether the interest, if not deferred, is payable monthly, quarterly or annually.
 - (e) Determine whether the loan may be repaid at any time without penalty;
 - (f) Determine if repayment of the principal can be deferred through internship/residency training;
 - (g) Determine the maturity date; the date which is upon which the promissory note becomes due and payable;
 - (h) Determine the grace period;
 - (i) Determine the number of years allowed for repayment of the loan;
 - (j) Determine whether the loan can be forgiven for practice in a physician shortage area;
 - (k) Determine what the minimum monthly payment will be during the repayment of the loan; and
 - (l) Ensure that you are given a copy of the Disclosure Statement signed by the appropriate authority at the lending institution.
- (D) When students are negotiating for educational loans, they are entitled to exact copies of any agreements they sign. A Disclosure Statement is a legal document and a record of the loan. All contracts between lenders and borrowers for loans are recorded locally or federally as standing legal obligations until terminated through repayment.

Exit Interviews

Students who have been awarded any type of student educational loans must attend an exit interview session prior to graduation, withdrawal, or leave of absence. At this time repayment options will be explained and final repayment papers signed, and strategies for debt management reviewed.

Financial Aid References

- (A) View the following Web sites for financial aid information.
- (1) <http://www.aamc.org/md2> - Monetary decisions for medical doctors
 - (2) <http://www.aamc.org/students/financing> - Help with financing your medical education
 - (3) <http://www.finaid.org> - Provides loan calculators
 - (4) <http://www.fafsa.ed.gov> - Complete the FAFSA on the Web
 - (5) <http://www.fastweb.com> - Look for scholarships
 - (6) <http://www.pin.ed.gov> - Get a PIN to complete Renewal FAFSA on the Web

- (7) <http://www.nslds.ed.gov> - Look at student loan history
- (8) <http://www.dca.org> - Receive debt counseling
- (9) <http://www.irs.gov> - Everything you need to know about taxes
- (10) <http://www.myfico.com> - Credit report and credit score
- (11) <http://www.motleyfools.com> - Financial planning

PERSONNEL REFERRAL CHART

| Subject | Office | Contact Person | Extension/Room |
|---|---------------------------------|--|--|
| Academic Advising | Career Development and Advising | Anita Pokorny, M.Ed. | 6760 B-205 |
| Academic Calendar | Admissions and Student Services | Michelle Cassetty Collins, M.S.Ed. | 6479 R-128 |
| Academic Schedules | Health Professions Education | Sue Hricko, M.L.S. (Steps 1-3) | 6328 A-53 |
| Admissions | Admissions and Student Services | Joann Hayes (Step 4-5) Michelle Cassetty Collins, M.S.Ed. | 6330 A-57 6479 R-128 |
| Affirmative Action | Human Resources | Marsha Mills | 6726 G-213 |
| Alumni Relations AMA/FREIDA Information | Alumni Assistant Dean | Vondea Sheaffer Polly Moss, M.Ed. Anita Pokorny, M.Ed. | 6663 R-171 6759 B-204 6760 B-205 |
| Away Elective Application | Admissions and Student Services | Mary Beth Seith | 6476 R-136 |
| Career Advising | Career Development and Advising | Anita Pokorny, M.Ed. | 6760 B-205 |
| Class Standing | Health Professions Education | Polly Moss, M.Ed. Margarita Kokinova, Ph.D. | 6759 B-204 6333 A-208 |
| Clinical Campus Assignments | Health Professions Education | Sue Hricko, M.L.S. (Steps 1-3) | 6328 A-53 |
| Clerkships | Health Professions Education | Joann Hayes | 6330 A-57A |
| Computer Assistance | Information Technology | Desktop Support | 6911 C-174 |
| Criminal Background Checks | Student Affairs | Polly Moss, M.Ed. | 6759 B-204 |
| Curriculum | Health Professions Education | | |
| CVs/Resumes | Career Development and Advising | Anita Pokorny, M.Ed. Laura Cessna | 6760 B-205 6734 B-203 |
| Dean's Letters (MSPE's) | Student Affairs | Polly Moss, M.Ed. | 6759 B-204 |
| Disability Insurance | Admissions and Student Services | Laura Cessna Jan Divoky | 6734 B-203 6483 R-130 |
| Electives | Admissions and Student Services | Mary Beth Seith | 6476 R-136 |
| Emergency Loans | Accounting | Lynn Dreher | 6373 G-219 |
| Financial Aid | Admissions and Student Services | Michael Kempe | 6481 R-131 |
| Grades Posting | Admissions and Student Services | Jan Divoky | 6483 R-130 |

| | | | |
|--|---|--|--------------------------|
| Grading Procedures | Services Health Professions Education | Sue Hricko, M.L.S. | 6328 A-53 |
| | | Joann Hayes | 6330 A-57A |
| | | Margarita Kokinova, Ph.D. | 6333 A-208 |
| Graduation Activities | Admissions and Student Services | Susan Stewart | 6478 R-127 |
| Graduation Application, Requirements | Admissions and Student Services | Michelle Cassetty Collins, M.S. Ed. | 6479 R-128 |
| Health Insurance | Admissions and Student Services | Jan Divoky | 6483 R-130 |
| Housing, Off-campus | Admissions and Student Services | Anna Hohman | 6476 R-132 |
| Identification Card | Security | Security Personnel | 6489 A-90 |
| Learning Skills Assistance | Career Development and Advising | | 6736 |
| Legal Questions | General Counsel | Maria Schimer, JD, MPH | 6357 G-231 |
| Life Insurance | Admissions and Student Services | Jan Divoky | 6483 R-130 |
| Loan/Scholarship Checks | Accounting | Lynn Dreher | 6373 G-231 |
| Lost & Found | Security | Security Personnel | 6489 A-90 |
| Malpractice Insurance | Admissions and Student Services | Jan Divoky | 6483 R-130 |
| Messages | Admissions and Student Services | Anna Hohman | 6476 R-132 |
| NRMP Information | Career Development and Advising | Laura Cessna | 6734 B-203 |
| | | Polly Moss, M.Ed. | 6759 B-204 |
| Ohio Residency | Admissions and Student Services | Michelle Cassetty Collins, M.S.Ed. | 6479 R-128 |
| Parking Sticker/Permit | Security | Security Personnel | 6489 A-90 |
| Peer Advisor Program | Career Development and Advising | Anita Pokorny, M.Ed. Filiz Aydin | 6760 B-205 6735 B-206 |
| Personal Advising | Career Development and Advising | Karmen Garrett, M.A. | 6736 A-210 |
| Personal Statements | Career Development and Advising | Anita Pokorny, M.Ed. | 6760 B-205 |
| Physician Referral | Admissions and Student Services | Jan Divoky | 6483 R-130 |
| PDAT | Career Development and Advising | Anita Pokorny, M.Ed. Filiz Aydin | 6760 B-205 6735 B-206 |

| | | | |
|---------------------------------------|---------------------------------|------------------------------------|------------|
| Professional Shadowing | Career Development and Advising | Anita Pokorny, M.Ed. | 6760 B-205 |
| Promotion-Phase 1 CAPP | Admissions and Student Services | Michelle Cassetty Collins, M.S.Ed. | 6479 R-128 |
| Promotion-Phase 2 CAPP | Student Affairs | Polly Moss, M.Ed. | 6759 B-204 |
| Registration | Student Affairs | Polly Moss, M.Ed. | 6759 B-204 |
| Residency Program Information | Admissions and Student Services | Jan Divoky | 6483 R-130 |
| Information | Student Affairs | Polly Moss, M.Ed. | 6759 B-204 |
| | Career Development and Advising | Laura Cessna | 6734 B-203 |
| | Admissions and Student Services | Anita Pokorny, M.Ed. | 6760 B-205 |
| Room Scheduling-In-house | Admissions and Student Services | Anna Hohman | 6476 R-132 |
| Room Scheduling-Student Organizations | Career Development and Advising | Connie Bain | 6733 B-201 |
| Safety | Safety Office | Mechelle Gehle-Wann, M.S. | 6494 P-3 |
| Student Activities and Organizations | Career Development and Advising | Connie Bain | 6733 B-201 |
| Student Addresses | Admissions and Student Services | Susan Stewart | 6478 R-132 |
| Student Aid & Awards Committee | Admissions and Student Services | Michelle Cassetty Collins, M.S.Ed. | 6479 R-128 |
| Student Diversity | Student Affairs | Tenille Kaus, Esq. | 6758 B-202 |
| Student Government | Student Affairs | Polly Moss, M.Ed. | 6759 A-106 |
| | Career Development and Advising | Anita Pokorny, M.Ed. | 6760 B-205 |
| | Admissions and Student Services | Connie Bain | 6733 B-201 |
| Student Health/Vaccinations | Admissions and Student Services | Jan Divoky | 6480 R-130 |
| Student Records/File | Student Services | Susan Stewart | 6478 R-132 |
| Summer Fellowship Program | Research | TBD | |
| Tours and Tour Guides | Admissions and Student Services | Jill Thompson | 6272 R-138 |
| Transcripts | Admissions and Student Services | Susan Stewart | 6478 R-132 |
| Tuition Bill | Accounting | Nicole Stelzer | 6381 G-221 |
| Tuition Costs | Admissions and Student Services | Michelle Cassetty Collins, M.S.Ed. | 6479 R-128 |
| Tutoring Program | Career Development and Advising | Karmen Garrett, M.A. | 6736 B-206 |
| USMLE | Health Professions Education | Joann Hayes | 6330 A-57 |
| Veterans Affairs | Student Services | Michelle Cassetty, M.S.Ed. | 6479 B-222 |

APPENDIX A

The Colleges' Policies on Alcohol/Drug Possession/Distribution/Use on School Property Drug-Free Schools and Communities Act Amendment of 1989

20 U.S.C. § 1213

- (A) Familiarity with State and Federal Laws
 - (1) All students of the Colleges 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.

- (B) Possession/Use
 - (1) 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 Colleges, and referral for prosecution if appropriate.

- (C) Procedure
 - (1) When the Colleges become 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.

- (D) Laws Regulating Possession/Use/Distribution of Alcohol/Drugs
 - (1) State Laws on Drugs
 - (a) Drugs
 - (i) Definitions
 - (a) "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)).
 - (b) "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)).
 - (c) "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:

- (i) 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;
 - (ii) Any aerosol propellant;
 - (iii) Any fluorocarbon refrigerant; and
 - (iv) Any anesthetic gas (O.R.C. § 2925.01(J)).
- (d) "Dangerous drug" means:
 - (i) Any drug which, 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;
 - (ii) Any drug which contains a schedule V controlled substance and which is exempt from Chapter 3719. of the Revised Code, or to which such chapter does not apply; and
 - (iii) 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)).
- (e) "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)).
- (f) "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)).
- (g) "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)).
- (h) 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.

- (i) 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.

(b) 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).

(c) The following acts are alcohol offenses:

- (i) Open Container Prohibited (O.R.C. § 4301.62);
- (ii) Under Age Person Shall 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).

(2) Federal Laws on Drugs

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

(E) 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 Affairs or the Office of General Counsel.

(F) 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 increases 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.

Amended April 2009