



2017-2018 STUDENT HANDBOOK



neomed.edu

2017-18 NEOMED Student Handbook

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Section I: Introduction to NEOMED

Welcome to the Northeast Ohio Medical University

As a NEOMED student, you are joining a community of learners committed to the pursuit of higher learning and quality service in the medical and pharmacy professions and health researchers. You have been entrusted with the rights, privileges and responsibilities associated with NEOMED including awareness of and compliance with the policies and procedures contained within this Student Handbook. Please take the time to review the contents of this handbook for important policies, procedures, progression information and support service information. We wish you great success in this important educational, professional and personal journey that you are undertaking at an institution that is rich in opportunities and unique in its health professional experiences.



AFFIRMATIVE ACTION STATEMENT

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

OUR MISSION, VISION AND VALUES

Mission

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

Vision

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

Values

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

STUDENT HANDBOOK DISCLAIMER

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

<https://www.neomed.edu/students/#1487256766161-04418491-effd>

Overall Educational Objectives - College of Medicine

(Approved July 2017)

The goal of the educational program at the College of Medicine is to graduate qualified physicians oriented to the practice of medicine at the community level, with an emphasis on primary care. Graduates must demonstrate the biomedical, psychosocial, and cultural knowledge, skills and values needed to practice successfully, and to fulfill their responsibilities to their patients and their communities. These overall objectives of the educational program cover the broad outcomes we expect of all students before their graduation. Our educational program goals, and goals and objectives at the level of courses, clerkships and preceptorships give full meaning to these overall expectations. Based on the general physician competencies specified by the Association of American Medical Colleges, the NEOMED College of Medicine program goals expect that all graduates can:

1. **Patient Care:** Provide patient-centered care that is compassionate, appropriate and effective for the treatment of health problems and health promotion
2. **Knowledge for Practice:** Demonstrate a knowledge of established and evolving biomedical, clinical, epidemiological, and social-behavioral sciences, as well as the application of this knowledge to patient care
3. **Practice-based Learning and Improvement:** Demonstrate the ability to investigate and evaluate their care of patients, to appraise and assimilate scientific evidence, and to improve patient care continuously based on constant self-evaluation and lifelong learning
4. **Interpersonal and Communication Skills:** Demonstrate interpersonal and communication skills that result in the effective exchange of information and collaboration with patients, their families and health professionals
5. **Professionalism:** Demonstrate a commitment to carrying out professional responsibilities and an adherence to ethical principles
6. **Systems-based Practice:** Demonstrate an awareness of and responsiveness to the larger context and system of health care, as well as the ability to call effectively on other resources in the system to provide optimal health care
7. **Interpersonal Collaboration:** Demonstrate the ability to engage in an interprofessional team in a manner that optimizes safe, effective patient and population-centered care
8. **Personal and Professional Development:** Demonstrate the qualities required to sustain lifelong personal and professional growth

Overall Educational Objectives - College of Pharmacy

The mission of the College of Pharmacy is to prepare highly skilled pharmacists who play an indispensable role in a team-oriented approach to patient care and medication management services. The College's unique curriculum intermeshes with that of the College of Medicine to set new standards for interprofessional education, collaboration, community involvement, diversity and lifelong learning. The Doctor of Pharmacy (Pharm.D.) curriculum at NEOMED is designed to prepare students to be entry level generalist pharmacists. Further, it is designed to prepare graduating pharmacy students who proactively integrate into the health care team to collaboratively advance and deliver optimal patient care. This serves as the differential advantage of the College of Pharmacy and as an underlying theme for all of the college's educational outcomes.

The faculty of the College of Pharmacy has developed and approved overall educational objectives in the form of ability based outcomes (ABO) statements. These ABO statements represent what graduates are expected to be able to do as entry-level pharmacists as a result of their education in the NEOMED Doctor of Pharmacy program. They reflect the integration of knowledge, skills and attitudes learned in the curriculum in order to attain the outcome. They are acquired across the length and breadth of the curriculum and not necessarily at a discrete time point in the curriculum. The ABO statements also serve as a blueprint for curriculum development, assessment and improvement.

There are 111 ABO statements covering three broad areas:

OUTCOME AREA 1: Graduates work effectively as part of an interprofessional team to provide population-based and patient-specific pharmaceutical care, thereby helping patients achieve optimal clinical and patient-centered outcomes.

OUTCOME AREA 2: Graduates manage medication use systems and use health care resources to promote optimal health.

OUTCOME AREA 3: Graduates promote health improvement, wellness and disease prevention in cooperation with patients, communities, at-risk populations and other key stakeholders.

A complete set of [College of Pharmacy educational objectives can be found on AIMS.](#)

Section 2: Policies and Procedures

ENROLLMENT REQUIREMENTS:

Criminal Background Check (CBC)

(Approved July 2017)

- (A) All M1, P1, M3 and P4 students are required to undergo criminal background checks to matriculate and/or continue enrollment. The University reserves the right to revoke an offer of acceptance/promotion or to terminate participation in any and all curriculum activities after information obtained in the course of the background check is considered. In addition, students are required to self-disclose to the University 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 minimize the liability of the University and its affiliated clinical facilities.
- (C) The University only accepts and retains students who 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 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) A student who is enrolled may be dismissed if he/she has a history of an offense which renders him/her unable to meet the respective College's Essential Standards requirements for issuance of licensure. Similarly, an applicant may have his/her acceptance revoked and thus not be permitted to matriculate. Failure to consent to the background check or failure to self-disclose an offense that would render the individual unable to meet the respective College's Essential Standards is also grounds for revocation of acceptance or dismissal. The determination of the inability to meet the Essential Standards will be made by the Division of Academic Affairs.
- (E) Procedures defining the parameters of the criminal background check; assurance that checks are timely, reliable and valid; identification of specific offenses that would require revocation of acceptance or dismissal; and, appropriate due process protections will be developed through the Division of Academic Affairs after consultation with the General Counsel. This Policy and the attendant procedures will be implemented through the Division of Academic Affairs.
- (F) To facilitate the background screening process, students are required to complete consent forms. These authorize the University to seek a review of records that will disclose past misdemeanors, felonies and/or presence of the student's name on a registry that would indicate a past incident of child, dependent adult or sex abuse. Background information is obtained through the 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 admission, matriculation, promotion 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. Reports will be sent to NEOMED and students will be able to review and contest their individual reports.
- (H) Reports are read and maintained by Enrollment Services. If there is a questionable item on a report, the student will be contacted by Enrollment Services and asked to provide additional documentation and explain the circumstances. Based on the severity and frequency of an item, the report may be reviewed and discussed by deans of the Colleges and 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 Executive Director of Enrollment Services. NEOMED reserves 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 Chief Student Affairs Officer to discuss the situation. Students are encouraged to do this prior to conducting the CBC.
- (J) In addition, all students are required to self-disclose to the Chief Student Affairs Officer via the [Violations of Law form](#) if the student has been charged with, convicted of, pled guilty to or pled no contest to any criminal offense including misdemeanors and felonies and traffic offenses other than minor offenses which may occur after a CBC is completed.
- (K) A summary document outlining student rights under the Fair Credit Reporting Act is available to all students by Enrollment Services on the [Financial Aid forms & resources page of the website](#). The background checks that the Colleges conduct do not include a check of students' credit but the Colleges are obligated by law to give students access to this disclosure document.

Essential Functions Requirements for Admission, Continuation and Graduation - College of Medicine:

(Approved July 2017)

- (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 for developing and implementing 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 have 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 abilities:
 - (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 abilities:
 - (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 abilities:
 - (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 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 punctual 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 and psychologically 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 constructive criticism positively 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 Requirements for Admission, Continuation and Graduation - College of Pharmacy:

(Approved July 2017)

- (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:
 - (1) Candidates must be able to read information on a computer screen and observe demonstrations and experiments in the basic sciences, including but not limited to: physiologic and pharmacologic demonstrations, microbiologic cultures, and microscopic studies of microorganisms and tissues in normal and pathologic states. Candidates must be able to observe a patient accurately at a distance and close at hand. Observation necessitates the functional use of the sense of vision and somatic sensation and is

enhanced by the functional use of the sense of smell. Candidates must remain fully alert and attentive at all times in clinical settings and be able to evaluate patient signs and symptoms for the purpose of triaging patient complaints and monitoring drug therapy.

(E) Communication:

- (1) Candidates must be able to speak, listen, read and write in the English language in order to effectively communicate with instructors and peers. They must be able to communicate effectively and sensitively with patients and caregivers, including the ability to elicit information, describe changes in mood, activity and posture, and perceive nonverbal communication. Candidates must be able to instruct patients on the use of drug administration devices (e.g., inhalers) or use of home diagnostic kits. A candidate must be able to communicate effectively with other healthcare practitioners as related to verbal and written recommendations for drug therapy orders.

(F) Motor:

- (1) Candidates should have sufficient motor function to: execute all aspects of processing of drug orders and compounding of medications; engage in safe and aseptic handling of sterile preparations; and safely and effectively operate appropriate equipment (e.g., microscope, computer keyboard, glucose monitors, peak flow meters). Candidates must be able to perform cardiopulmonary resuscitation and engage in basic physical assessment activities including palpation, auscultation, percussion, and other diagnostic maneuvers. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional use of the sense of touch and vision.

(G) Intellectual-Conceptual, Integrative and Quantitative Abilities:

- (1) Candidates should be able to comprehend three-dimensional relationships and understand the spatial relationships of structures. They must be able to solve problems in a multi-task setting that involve measurement, calculation, reasoning, analysis, synthesis and evaluation. Candidates should be able to synthesize knowledge and integrate the relevant aspects of a patient's history, physical findings and monitoring studies in order to develop a drug therapy and monitoring plan in a reasonable amount of time.

(H) Behavioral and Social Attributes:

- (1) Candidates must possess the emotional health required for full utilization of their intellectual abilities, the exercise of good judgment, the punctual and safe completion of all responsibilities. They must be able to accept appropriate suggestions and criticism and, if necessary, respond by modification. Candidates must be able to adapt to changing environments, display flexibility, and learn to function in the face of uncertainties and in situations of physical and emotional stress. Candidates must demonstrate ethical behavior and exercise good judgment in the completion of patient care responsibilities. They must possess interpersonal skills that promote mature, sensitive and effective relationships with patients, including compassion, integrity, motivation, empathy and concern for others.

Insurance – Medical, Dental, Vision, Life and Disability

(Approved July 2017)

- (A) All students are required to carry medical, life and disability insurance. Without exception, all students are automatically enrolled with the University's selected insurance carrier for life and disability and this coverage is maintained throughout enrollment at NEOMED. Students who do not have medical coverage may purchase coverage through the University's carriers during the determined open enrollment period. Students who have medical insurance through their own carrier will need to provide proof of coverage by uploading a copy of the insurance card (front) into ImmunU, our immunization tracking system. Students who provide proof by the stated deadline will be exempt from enrolling in the University's medical coverage. NEOMED provides dental and vision coverage through the University selected insurance carrier. Students who do not have coverage through their own carrier, may elect to voluntarily enroll in the University's dental or vision insurance program. Medical, dental, vision, life and disability insurance information is available through the [Office of Student Affairs website](#).

(1) Leave of Absence (LOA)

- (a) All students enrolled in the University's Student Medical Insurance plan who have been granted a leave of absence and have been actively enrolled during the first 30 days of the period for which coverage is purchased, will remain covered under the policy for the full period for which the premium has been paid. Refunds are not permitted. Students on LOA have the option of continuing insurance coverage as follows:
- (i) For LOAs after 30 days of enrollment but before the end of the fall semester, students are eligible for coverage through the end of the current semester. For questions about or to request a continuation of medical coverage, contact the program assistant in the Center for Counseling and Student Wellness.
 - (ii) For LOAs during the spring semester, students are eligible for coverage through June 30th.
- (b) Any student taking a Leave of Absence from NEOMED with less than 30 days of active enrollment during the period for which coverage is purchased is not covered under the policy and may not request coverage for that academic year. If a student is enrolled in the insurance plan and the premium has been paid, a pro-rated refund of the premium will be made to the student.
- (c) Students on an LOA are not eligible to re-enroll in the University's medical coverage until they return to the curriculum.
- (d) Ancillary insurance (dental and vision) is terminated upon the first day of an LOA and coverage can be purchased upon return to the curriculum.

(2) Graduating Students

- (a) Students graduating on-track (in May) are eligible for insurance coverage through the end of the insurance period, June 30 of that year, if the premium is paid in full.
- (b) Students graduating off-track (after the May graduation date) are eligible for continued insurance coverage only if students actively attend classes during the first 30 days after the date for which coverage is purchased.
- (i) Students graduating off-track, but before December 31st are eligible for coverage through December 31st.

- (ii) Students graduating off-track, but after January 1st and before June 30th, are eligible for coverage through June 30th.
- (3) Withdrawals
 - (a) Students who withdraw from NEOMED after 30 days of enrollment will remain covered under the policy for the full period for which the premium has been paid without the option to continue coverage until “active status” has been reestablished.
 - (b) Students who withdraw from NEOMED during the first 30 days of the period for which coverage is purchased are not covered under the policy and a full refund of the premium will be made.
 - (i) Any claims submitted within the first 30 days of the coverage period are the financial responsibility of the student.
- (4) Dismissals
 - (a) Students who are dismissed after being actively enrolled during the first 30 days of the period for which medical coverage is purchased will remain covered only through the end of that enrollment period (either December 31st or June 30th, whichever comes first). No refund of the premium will be refunded.
 - (i) Students who are dismissed do not have the option to continue coverage after the end of that enrollment period in which they were dismissed and may request reimbursement of the pro-rated premium in writing within 15 days of the date of dismissal to the program assistant, Center for Student Wellness and Counseling Services.
 - (b) Students who are dismissed from NEOMED during the first 30 days of the period for which coverage is purchased are not covered under the policy.
 - (i) Any claims submitted within the first 30 days of the coverage period are the financial responsibility of the student.
 - (ii) Ancillary insurance (dental and vision) contact www.studentcenter.uhcsr.com/neomed. Dental and Vision is an agreement between UHC and each student who enrolls in coverage. Payments and potential reimbursements are directly through UHC.
 - (iii) Life and disability insurance are terminated on the date of dismissal and no refund will be permitted.
- (B) Expiration of Medical Insurance
 - (1) If a student has medical coverage through an outside carrier and that plan expires while the student is enrolled, the student is required to purchase medical coverage through the University’s carrier or provide proof of purchase of medical coverage through another outside carrier. If insurance coverage is purchased through another outside carrier, that proof of insurance must be uploaded into ImmunU, our online immunizations tracking system.
 - (2) Insurance Representatives: Information regarding insurance can be found at <https://www.neomed.edu/cswc/health/insurance/>
- (C) Payment of Student Insurance

- (1) Medical Insurance: Students will be billed approximately one-half of the insurance premium at the beginning of the fall and spring semesters. This is to be paid in full by the due date given at that time. Students who enroll mid-year will be charged on their student account for the pro-rated amount and given a due date for the premium amount.
- (2) Life and Disability Insurance: Students are billed for the total amount at the beginning of fall semester.
- (3) Dental and Vision Insurance: Payment is made through the UHC website at the time of enrollment: www.studentcenter.uhcsr.com/neomed.
- (D) Coverage periods for the Insurance Program(s)
 - (1) The coverage period for first year students begins the first day of classes through June 30.
 - (2) The coverage period for continuing students is July 1 through June 30.
- (E) Insurance Premiums
 - (1) Information regarding insurance premiums can be found at <https://www.neomed.edu/cswc/health/insurance/coverage-period-premiums-billing/>
- (F) Filing an Insurance Claim
 - (1) Information regarding filing an insurance claim can be found at <https://www.neomed.edu/cswc/health/insurance/exceptions-refunds/>
- (G) Disclaimer: Students are required to have medical insurance throughout enrollment at NEOMED. You must either purchase the University's insurance policy or have documented coverage through another carrier. If you do not have insurance coverage, lose your coverage, and/or falsely report that you do, and if you have a medical event, NEOMED is not liable for the charges you incur. Medical treatment, follow-up and payment are the student's responsibility.

Malpractice Liability Insurance

(Approved July 2017)

All students are required to carry malpractice insurance coverage. This coverage is provided by the University at the lowest possible cost, through a third-party insurance company. Malpractice insurance premiums are assessed and included in the University's student fees. Malpractice insurance covers only enrolled students for those activities officially sanctioned by the Colleges as part of the curriculum in which a grade is assessed. Students enrolled in the College of Medicine may, with prior permission of the Associate Dean for Clinical Affairs, participate in non-graded clinical experiences that are not in conflict with required, graded courses, and are intended to enhance and/or supplement their education.

Ohio Residency Policy

(Approved July 2017)

- (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 a request for a Request for Resident

Classification for Tuition Purposes to the Office of Enrollment Services. The registrar shall determine if the student has been classified correctly. In general, a student must demonstrate that he/she meets all of the following criteria to establish Ohio residency for tuition purposes:

- (a) The student lived in Ohio for a full, 12 consecutive months immediately preceding the semester for which he/she is applying for residency. The expectation is that the student was not absent from the state any longer than Winter Break, Spring Break and three weeks during the summer.
 - (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) New students applying for resident status at the time of their admission should apply for residency at the Office of Enrollment Services. Current students wishing to apply for a change in residency status for tuition purposes must file a Request for Resident Classification for Tuition Purposes, along with supporting documentation to the Office of Enrollment Services. Because requests for residency must be approved prior to the first day of classes of the semester the student desires reclassification, application materials and all appropriate documentation must be submitted by the published deadlines for each semester.
- (3) 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.
- (4) 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.
 - (e) Review of applications by Enrollment Services may take several months from the time of submission, and is dependent on the total number of applications received, the extent of additional information requested and/or subsequent dialog with the student.
- (5) If the student disagrees with the classification assigned by the registrar after evaluation of the Request for Resident Classification for Tuition Purposes, he/she may appeal the decision by submitting a letter of appeal to the registrar.

- (6) The registrar may transmit this letter to the Residency Appeals Panel that shall conduct a hearing on the merits of the previously submitted Request for Resident Classification for Tuition Purposes form. The Residency Appeals Panel is comprised of the Executive Director for Enrollment Services, Director of Admissions, Registrar, and Associate Director of Financial Aid. The student may request in this letter to appear personally before the Panel. The decision of the Panel is final.
- (7) A student has the burden of persuasion by clear and convincing proof that she/he qualifies as a bona fide resident. The Residency Appeals Panel may require the student to submit evidence in support of the statements made on his/her Request for Resident Classification for Tuition Purposes. The panel shall not be bound by the usual common law or statutory rules of evidence or by any technical or formal rules of procedure. The panel may admit any relevant evidence in support of the student's claim or in opposition to it, and may exclude evidence that is irrelevant, cumulative, or is lacking in substantial probative effect. The Residency Appeals Panel may make rules of procedure consistent with this regulation.
- (8) 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.

Readmission

(Approved July 2017)

- (A) **College of Medicine:** Former NEOMED students who left the College of Medicine voluntarily and in good standing may apply for readmission. Completion of the NEOMED Supplemental Application, final transcripts reflecting any college level coursework completed during the time of absence from NEOMED, and an interview are the minimum requirements. Readmission candidates may be subject to other requirements that may be related to the circumstance of the length of absence. Depending on the length of absence and the point of departure in the curriculum, applicants seeking readmission also may be required to retake the MCAT, USMLE Step 1 and/or participate in a clinical skills assessment as part of the application review process. Readmission does not guarantee returning to the curriculum at the exact point of departure, and may require the repeat of previously completed coursework and standardized examinations. Interested applicants are encouraged to contact the Director of Admissions for additional information. The deadline for application receipt is December 1 of the year prior to anticipated re-enrollment. The deadline for receipt of all application supporting materials is May 1 prior to the anticipated fall matriculation date.
- (B) **College of Pharmacy:** Former NEOMED students who left the College of Pharmacy voluntarily and in good standing may apply for readmission. Completion of the NEOMED Supplemental Application, final transcripts reflecting any college level coursework completed during the time of absence from NEOMED, and an interview are the minimum requirements. Readmission candidates may be subject to other requirements that may be related to the circumstance of the length of absence. Readmission does not guarantee returning to the curriculum at the exact point of departure, and may require the repeat of previously completed coursework. Interested applicants are encouraged to contact the Director of Admissions for additional information. The deadline for application receipt is December 1 of the year prior to anticipated re-enrollment. The

deadline for receipt of all application supporting materials is May 1 prior to the anticipated fall matriculation date.

Registration Policy

(Approved July 2017)

- (A) Each student must register by completing the Registration Certification Form (Colleges of Medicine and Pharmacy only). An electronic (signature) click of the date 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 annual 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 as part of annual registration; and
 - (6) Registration for classes by the Office of Enrollment Services.
- (C) **Students failing to complete the annual registration process within established time lines will not be considered enrolled, will not be permitted to attend class and will be removed from any further courses, laboratory sessions, clerkships or electives; they will not be permitted to participate in any student activities.** The registrar determines enrollment status.
- (D) Registration Annual Requirements
 - (1) Registration Certification Form
 - (a) By signing the Registration Form, a student attests to the following:
 - (i) Release of Information – Grants 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 he/she may be eligible.
 - (ii) Essential Functions – Certifies that he/she has read and understands the list of Essential Functions Required for Admission, Continuation and Graduation, and that he/she is capable of meeting these essential functions with or without accommodations.
 - (iii) Registration Requirements – Verifies that he/she understands the conditions of registration.
 - (iv) Changes in Information – Certifies that he/she has verified contact information, including permanent and local address, phone numbers and emergency contact information.

Student Immunization and Screening Requirement Policy

(Approved February 2017)

NEOMED, through the Student Health and Immunization Committee, establishes immunization requirements for all students. These **pre-matriculation** requirements are based on the recommendations of the Centers for Disease Control (CDC), the Association of American Medical Colleges (AAMC), and our affiliated clinical teaching sites. **Failure to upload appropriate documentation may result in removal from the curriculum.** Each student is responsible for payment of all required immunizations and titers unless provided at no cost by NEOMED.

To meet compliance, it is the responsibility of each student to upload all documentation of immunizations into ImmunU in Banner Self-Service. Immunization documents uploaded into ImmunU will be reviewed and either approved as meeting compliance or requiring further action. Failure to upload appropriate documentation of compliance may result in removal from the curriculum. The required immunizations are listed below:

Hepatitis B Vaccine – Required documentation includes:

- Three doses of Hepatitis B vaccine
- Hepatitis B Surface Antibody positive (reactive) titer
- Include possible previous negative (non-reactive) titers
- Include additional doses (>3) if received.

If post-vaccination testing is less than 10 mIU/mL, the 3-dose vaccine series should be repeated and anti-HBs testing should be completed 1-2 months after the last dose of the second series.

Varicella (Chicken Pox) – Evidence of immunity includes any of the following:

- Written documentation of vaccination with two doses of varicella vaccine.
- Laboratory evidence (titer) of immunity.
- Diagnosis or verification of a history of varicella disease by a healthcare provider (HCP).

MMR (Measles/Mumps/Rubella) – Evidence of immunity includes either of the following:

- Written documentation of two doses of MMR vaccine.
- Laboratory evidence (titer) of immunity to all three components (measles, mumps and rubella).

Students who have no documentation of two doses and have no lab evidence of immunity should get two doses of MMR vaccine at least 28 days apart.

TST (Tuberculin Skin Test) -TB testing is required annually for all students and provided by NEOMED to 2nd through 4th year students.

FIRST YEAR STUDENTS: Required documentation includes each step of a two-step TB test including a TST within the previous 12 months (if available) or an IGRA (**Interferon-Gamma Release Assay**) blood test.

- TB testing must be completed after June 1st and prior to the start of classes.
- The second step should be administered 1-3 weeks after the first TST read. (A second TST is not needed if the student has a documented TST result from anytime during the previous 12 months.)
- If a new student's TST or IGRA was positive prior to matriculation, documentation of a physician's evaluation is required.

- **CURRENT STUDENTS:** students who have a new positive TST reading or IGRA will be evaluated.
- Students with a history of a positive TST and negative IGRA will have no further TSTs or CXRs for annual screening after an evaluation. The student will complete an annual Signs and Symptoms screening instead.

Students who choose to have an IGRA instead of TST are responsible for cost of test. Students are responsible for payment of services associated with follow up care.

Tdap (Tetanus, Diphtheria, & Acellular Pertussis) - Required documentation includes:

- Dose given within five years of first term of matriculation.
- Three childhood doses of Dtap or Tdap.

Influenza vaccine - Influenza vaccine is required annually for all students and is provided by NEOMED to all students during fall semester.

Meningococcal vaccine – Strongly recommended for students in campus housing.

Student Responsibilities for Participating in Learning and Patient Care Activities

(Approved July 2017)

- (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, and 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 that 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 the "Expectations for Student Conduct and Professional Commitment." Such violation may result in adverse academic action including dismissal. An exception may be made when a student has been directed, in writing, by a personal physician to avoid patients with certain diagnoses.

(3) Procedure

- (a) The student must initiate a request for permission to decline participation in certain aspects of clinical skills training. The student must state the reason for the request, the date(s) missed, and the remediation plan. The student must complete a separate absence request for each course that will be missed.
- (b) The absence notification forms are [online](#), and are available here:
- (i) M1: <https://surveys.neomed.edu/se/705E3EE170B461AB>
 - (ii) M2: <https://surveys.neomed.edu/se/705E3EE158AABF7C>
 - (iii) M3: <https://surveys.neomed.edu/se/705E3EE149FCB51F>
 - (iv) M4: <https://surveys.neomed.edu/se/705E3EE17741FC26>
 - (v) P1: <https://surveys.neomed.edu/se/705E3EE14D6EC479>
 - (vi) P2: <https://surveys.neomed.edu/se/705E3EE1657866A8>
 - (vii) P3: <https://surveys.neomed.edu/se/705E3EE1081FDB43>
- (c) This documentation is maintained in the student's educational record.
- (d) If the student is in an unexpected situation and is thus unable to request to permission to decline participation prior, the student can opt out of the experience and is required to discuss the circumstances, situation and the student's rationale with the course/clerkship director/preceptor immediately following. This should be documented using an Absence Notification Form. This documentation is maintained in the student's educational record.

Technology Requirements

(Approved June 2017)

Academic programs provide specific computer/software recommendations for students due to curricular requirements and/or the technology students are most likely to find "in the field" in a given profession. All medical and pharmacy students are required to have a charged laptop computer with the following capabilities:

| Laptop/Tablet | |
|---|--|
| A Windows Win7, or Win 10 PC that includes at least: | |
| <ul style="list-style-type: none">• i5 or i7 processor• 8 GB RAM of system memory• 1 GB of graphic memory (minimum) | <ul style="list-style-type: none">• IEEE 802.11 b/g/n wireless card• 250 GB of hard drive capacity• Screen resolution 1024 x 768 |
| or | |
| Apple MacBooks | |
| Version OS X 10.9 and above | |
| Smartphone | |
| Smartphone devices are required for Medicine and Pharmacy Student | |
| **Please see the Lexi-Comp link located within the Library page on neomed.edu** | |

Students have access to purchase from the NEOMED discount Dell program:

To inquire about products and pricing, please go to: www.dell.com/neomed; Member ID: US2515835

If a student is experiencing a technical problem with their personal computer, contact the help desk at extension 6911 to inquire whether a loaner is available for use. The units are the property of NEOMED and may only be reserved for a one week period; one come, first serve basis.

NEOMED provided computing software tools are Adobe PDF Annotator and Office 365. Antivirus protection will no longer be provided for students. Please review resources available at:

<https://support.microsoft.com/en-us/help/18900/consumer-antivirus-software-providers-for-windows>

The NEOMED help desk will provide assistance for issues related to campus technology resources; Wireless access, passwords, email, etc. We will attempt to guide and assist with students personal computing issues, however, computer hardware repairs or any data loss associated with assistance are not the responsibility of NEOMED or the Information Technology Department.

ACADEMIC STANDARDS AND POLICIES

Academic Good Standing

(Approved July 2017)

A student who is allowed continued enrollment at NEOMED 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. Students on an academic leave of absence, who have withdrawn in response to a CAPP decision, or who have been dismissed or suspended from NEOMED are not in good standing. This definition should not be confused with the standards of Satisfactory Academic Progress policy for maintaining financial aid eligibility.

Academic Intervention

(Approved July 2017)

- (A) To promote student success at NEOMED, all students who meet the criteria associated with academic risk are encouraged to participate in the academic intervention process. This process is tailored to the individual learner and may include, but is not limited to, meetings with a Learning Center advisor, referral to individual or small group peer tutoring and/or faculty for course content deficits. Intervention occurs as students are contacted via email after marginal exam scores and encouraged to meet with the academic advisor to establish an individualized approach for recommended course specific studying and learning strategies, test-taking strategies and time management skills. Follow-up support is provided by the advisor via email and/or in-person meetings to track progress on an on-going basis. Participation in academic intervention and utilization of peer tutoring resources, which are not mandatory, but will be documented and can be accessed by the University's Committee on Academic and Professional Progress (CAPP).
- (B) Identification of Academic Risk:
 - (1) While a course is ongoing, students at academic risk are identified by the course director, in consultation with the Learning Center, based on exam and/or course scores.
 - (2) Following completion of a course, students at academic risk are those who have failed the course or passed within 3% of the lowest passing score or within 5% for NBME clinical subject examinations.
 - (3) Regarding clinical skills, academic risk is identified by marginal or failing performance in standardized patient activities and/or clinical faculty assessment.

Attendance Requirements (College-specific absence policies are located in the [Appendix I](#) and [II](#))

(Approved July 2017)

- (A) Absences
 - (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 student conduct and professional commitment.

- (2) Students unable to attend a mandatory class or session due to illness or an emergency are to contact the course director and complete a college/class-specific [Absence Notification Form](#). Failure to notify the course director may affect the course grade. In cases where a student is unable to attend a scheduled session of a course, the student is responsible for all material covered during his/her absence.
- (3) Concerns about attendance or tardiness may be a student conduct issue, in which case students will be directed to meet with the course director and/or with the Chief Student Affairs Officer. Concerns regarding professional commitment or aggregate conduct may be referred to the Committee on Academic and Professional Progress.

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

(B) Religious Observation Requests:

- (1) Annually, students are provided the opportunity to submit requests to observe religious holidays with approval from their respective vice dean. The deadline to submit a religious observation request is 2-weeks prior to the start of class.
- (2) Time off will be granted for the official religious observance, as defined by the calendar year and continent. Additional time off will not be granted. Sundown will be defined as 4 p.m. EST.
- (3) Students are responsible for all missed curricular content.
- (4) Students are responsible for making up any mandatory work. Mandatory makeup work time and place will be determined by the course director. Students will be notified, by email, of their makeup requirements.
- (5) Missed examinations may be scheduled prior to the time off period. Students will be notified, by email, of their alternate exam date, time and location.
- (6) Missed clinical work may result in a grade of Incomplete for the experience. Students are responsible for checking with course/clerkship/preceptor/elective directors regarding specific mandatory content.
- (7) Failure to comply with the aforementioned responsibilities will be considered a student conduct concern.

Audit Guidelines (College of Graduate Studies only)

(Approved June 2017)

Audit (AU) is assigned if a student has been granted permission by the program and the course directors and dean to enroll in a course without receiving a grade or credit. This permanent grade is not sufficient to satisfy a graduation requirement.

Class Standing

(Approved June 2017)

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

Conferral of Degree

(Approved June 2017)

- (A) Degrees are awarded by the Board of Trustees of the Northeast Ohio Medical University upon approval by the deans of the respective colleges.
- (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 31 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 that all degree requirements have been met and certified. For the College of Medicine and the College of Pharmacy, the date of degree conferral will be the end date of the final clinical experience or the date test scores are received at NEOMED. For the College of Graduate Studies, students can only graduate three times each year: traditional May commencement, August 31, or December 31.

Examination Guidelines & Procedures

(Approved June 2017)

(A) Examinations

- (1) Examination schedules are published in the day-by-day course schedules, which are available on AIMS course management system. They are also available in the course syllabi. Examinations may include, but are not limited to, written, oral, practical or laboratory evaluations, quizzes and medical students' NBME subject examinations.
- (2) When entering the testing room, students must show a photo ID to the proctor. Students must leave their cell phones and personal belongings in their locker or car during all examinations. No personal belongings are permitted in the testing room. NEOMED is not responsible for belongings left unattended during an examination. Unless specified by the course director, students are not permitted to use written notes or calculators during an examination. Watches with communication or computer memory capability, electronic paging devices, recording, filming, or communication devices, radios, cellular telephones and other mechanical or electronic devices are prohibited in the testing room. If a student brought these or other materials to his/her seat, he/she must hand them to a proctor until they finish the examination. Failure to abide by proper testing procedures will result in referral to the Committee on Academic and Professional Progress.

(B) Missing Examinations

- (1) Students are required to take examinations on the scheduled day and time. For critical emergencies (e.g., family emergencies or serious personal illness) the student is to notify the affected course director of the reason for the absence prior to the absence or as soon as possible.
- (2) An [Absence Notification Form](#) must be completed online. If the circumstance involves illness, documentation from the student's treating physician will be required. If circumstances involve an emergency other than illness, other appropriate documentation will be required.
- (3) Within the attendance guidelines of the Northeast Ohio Medical University, the course director and vice dean of the respective College will determine whether or not the absence shall be approved and excused. The course director will then notify Academic Services if the student request for permission to miss the scheduled examination is approved.
- (4) Rescheduled examinations will be administered at 7:00 a.m. on the first day of the student's return after the illness or emergency. Permitting an alternate date or time is at the course director's discretion for extenuating circumstances and must take into account the availability of Academic Services staff in administering the examination.
- (5) Any student who does not request permission in advance to be absent from a scheduled quiz or examination, or who does not provide the required documentation of the illness or emergency after the fact, will be denied the opportunity to make up the missed examination.

- (6) The student may be assessed for any additional cost involved in rescheduling an examination.

(C) Online and Written Examinations Guidelines

- (1) As described to students during the Professional Foundations I course, all students have subscribed to the guidelines of the *Expectations of Student Conduct and Professional Commitment* and should maintain the highest level of academic integrity, including during examinations.
- (2) Examinations will start and end at the specified times. Sign-in will begin 10-15 minutes before the posted time of the examination. For online examinations, students should arrive in ample time to get set up. Students who arrive late for any examination, online or otherwise, will not be given extra testing time for the time lost during their absence.
- (3) All examinations are scored and all grades are determined with student anonymity. An identification number is required for online and computer-scored examinations. Each student is randomly assigned a three-digit exam code number that will be used on hand-scored parts of examinations and on the colored sheet (see item 19). It is the student's responsibility to know his/her three-digit exam code number and online exam identification number(s). The key to the three-digit code number assigned to each student is known only by Academic Services.
- (4) Seats will be assigned randomly for all examinations.
- (5) To ensure the integrity of examinations and the validity of the reported scores, all written and on-line examinations administered on the Rootstown campus are proctored. When entering the test room, students must show a photo ID to the proctor.
- (6) Talking in the examination room is prohibited.
- (7) Students are not permitted to make any notations on their colored sheet, other than their exam code number, before the exam starts.
- (8) Food and drink are not permitted when taking exams in the multidisciplinary labs (MDL), or when taking an NBME subject exam or customized assessment in any room. Students with a health issue who are impacted by this policy must contact the Disabilities and Accommodations Committee and receive approval for accommodations prior to the examination.
- (9) 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 examination has been turned in. Because these rooms will not be secure, students are urged to lock their belongings in their lockers.

- (10) Unless requested by the course director, calculators 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.
- (11) All online examinations will be taken on NEOMED computers. Internet cords will be provided.
- (12) Students who must leave the testing room during the examination will be escorted one at a time for the full duration of their absence. No extra testing time will be allowed for the time lost during the absence. Students will be asked to empty their pockets when taking a restroom break.
- (13) For paper/pencil exams, 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 examination.
- (14) When a paper and pencil examination is given, it is the student's responsibility to record answers carefully and correctly on the computer answer sheet. This includes making heavy black marks that fill the circle completely, erasing clearly any answer that is to be changed, making no stray marks on the answer sheet, and answering each numbered item in the corresponding numbered answer space. Examination scores are based on the recorded answers on the computer answer sheet.
- (15) For online examinations, scores are based on the recorded answers in the online examination.
- (16) For online examinations, students are responsible for verifying that they have answered all of the questions.
- (17) For online examinations, students are expected to verify that they have exited the examination before they leave the testing room.
- (18) No examination materials are to be taken from the examination room unless clearly specified on the examination booklet.
- (19) A colored page will be provided for each examination. This sheet is provided to allow students to record their responses to test items during the exam, and to use as scrap paper. The colored page must be turned in when the examination/review process is completed.
- (20) Scrap paper will not be distributed at sign-in. The back of the numbered colored sheet will be used as scrap paper. During the exam, additional scrap paper will be available upon

request.

- (21) No one is permitted to make any written notes on the scratch paper or the colored sheet, other than the three-digit code number, before the examination starts.
- (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.
- (23) Shortly after the end of an examination, electronic posting may take place for a period of time so students can review the exam and provide test item feedback to the course director. Short answer, calculations, practical exams and essay items may have model responses provided. The time(s) and room(s) will be announced.
- (24) 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 examinations 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.
- (25) Unless otherwise noted, a keyed copy of each examination is available for review during normal business hours in Academic Services (A-40).
- (26) Students may challenge the correctness of the key or model response in an appropriate and constructive fashion. 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 examinations are posted. Student questions on these forms are forwarded to the appropriate course director to help in analyzing test data. Students may also be able to provide comments to course directors about questions during the exam, if this feature is enabled. Comments should be constructive and appropriate. Each course is responsible for making decisions about key changes.
- (27) Individual examination results and/or student grades will be made available to students as quickly as possible. Students will be notified by email when scores/grades 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 examination was scored incorrectly, they should discuss their concerns with the course director.
- (29) Incidents of irregular behavior will be documented by proctors and reports will be submitted to Academic Services. Examples of irregular behavior include, but are not limited to:
 - (a) Unauthorized use of books, papers, calculators, cell phones;
 - (b) Failure to stop working when time is called at the end of the examination;

- (c) Bringing unauthorized electronic devices into the testing room;
- (d) Copying answers;
- (e) Making written notes before the start of an examination;
- (f) Looking at a peer's examination.

FERPA and Access to Student Records (Appendix VII)

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

Full Time Student – Definition

(Approved July 2017)

Professional Programs:

Professional programs, including the Doctor of Medicine (M.D.) degree in the College of Medicine and Doctor of Pharmacy (Pharm.D.) degree in the College of Pharmacy, require students to follow the established curriculum for each year and semester of the program. There are no student-initiated options for students to carry reduced course loads; all students must take the full curriculum designed for that semester and are full-time as a result. Students who are directed to take a modified curriculum by the Committee on Academic and Professional Progress (CAPP) will have their academic load determined by the University Registrar if required/needed for financial aid or other purposes.

Graduate Programs:

| Enrollment Status | Credit Hours |
|--------------------------|----------------------------|
| Full-time | 9 or more semester credits |
| Three-quarter time | 6.50-8.50 credits |
| Half-time | 4.50-6.00 credits |

Enrollment Policy – College of Graduate Studies

(Approved June 2017)

- (A) The purpose of this policy is to define College of Graduate Studies (COGS) student enrollment requirements.
- (B) The scope of this policy shall include students participating in degree or certificate awarding programs within COGS. Students participating as part of a dual-degree program will also need to meet the enrollment requirements of any other college they are attending.
- (C) DEFINITIONS
 - (1) Enrollment Status refers to the amount of time a student spends engaged in coursework.
 - (2) Student Status, for the purpose of this policy, refers to the code assigned to a student account within Banner defining level of activity in each semester.
- (D) POLICY STATEMENT
 - (1) Graduate Students must be enrolled in at least one academic term each year (fall, spring, summer) to be considered an active, degree seeking student in the College of Graduate Studies. The registrar determines enrollment status based on the number of credit hours attempted.
 - (a) “Full-Time” students are enrolled in 9 or more semester credits

- (b) “Three-Quarter Time” students are enrolled in 6.50-8.50 credits
- (c) “Half-Time” students are enrolled in 4.50-6.00 credits
- (2) The number of credit hours attempted each semester or each summer term is mutually determined by the student and the advisor and reflects faculty and student effort and the extent to which university resources are utilized. Course loads for full-time students can vary. A student may not enroll for more than 18 credit hours per semester or 12 credit hours in summer, including audited courses, without advisor and the College of Graduate Studies approval.
- (3) While the College of Graduate Studies and the individual graduate programs will monitor the enrollment of all students, it ultimately will be the responsibility of each student to ensure that the enrollment provisions of this policy as well as any other requirements of individual programs are being met.
- (4) Student status will be recorded as one of the following in the Banner system:

| Status | Definition |
|------------------|---|
| Active | Registered for coursework this semester |
| Inactive | Not registered for coursework, not actively in contact with program directors or coordinators |
| On Hold | Not registered for coursework this semester, still within the length of program requirements, and in contact with program directors or coordinators |
| Withdrawn | Withdrawn from courses, voluntarily or as part of a CAPP mandate |
| Dismissed | Dismissed from COGS |
| Leave of Absence | On an approved Leave of Absence. See Leave of Absence policy for more information |

- (a) Minimum enrollment requirements exist to ensure students are moving forward in their program of study. The minimum enrollment requirement for the College of Graduate Studies is at least one class every 2 years. This minimum enrollment requirement should not be confused with the length of study limitations that each program has identified. See your individual program handbook to locate your length of study limitations.
- (b) Students who do not meet the minimum enrollment requirement will be considered as having voluntarily withdrawn from the College of Graduate Studies. After two consecutive calendar years with no enrollment, students will be deactivated as a degree-seeking student.
- (c) Students returning after an approved absence of one or more semesters can obtain registration information from the Office of Enrollment Services.

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

Grades (Definitions, Symbols and Policies) – Colleges of Medicine and Pharmacy (Approved July 2017)

Final (Permanent) Grade Definition:

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

(A) Permanent Grades

- (1) Honors (H) denotes clear mastery of the cognitive, behavioral and attitudinal objectives of a given course, clerkship or rotation.
- (2) Pass (P) denotes satisfactory achievement of the course objectives.
- (3) Withdrawal (W) denotes that the student has left the curriculum or course with permission. If a student withdraws without permission, a failing grade will be assigned.
- (4) Transfer Credit (T) is assigned if a student has demonstrated ability and knowledge in a particular subject area at another accredited institution of higher education through receipt of a passing grade of C or higher and, with authorization from the respective college dean (or delegate/program director) is awarded credit for use towards degree completion at NEOMED.
- (5) Fail (F) denotes a failure to achieve course objectives. A student receiving a Fail grade may be referred to the Committee on Academic and Professional Progress (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 only available to College of Graduate Studies students and assigned if a student has been granted permission by the course director(s) and program director 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 when a student is unable to complete a course or a rotation during the normal time period due to extenuating circumstances. The course instructor

must submit an Incomplete form to the registrar's office. A student who fails to complete the course in the scheduled time period will receive a grade of F.

(C) **Grade Assignment**

- (1) The assignment of a specific course or rotation grade is the responsibility of the course director, clerkship director, clinical curriculum director, or preceptor in accordance with the guidelines of the respective department.
- (2) Typically, multiple assessments are given in order to provide students with frequent feedback on their academic performance. The criteria for final grade assignments vary by course. Course syllabi outline the plan for student assessment/evaluation and include the weights assigned to each examination or curricular assignment 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 specific Attendance Requirements in each course syllabus.)
- (4) Written examinations are submitted by the course directors for a technical review to Academic Services. The examinations are coded and graded anonymously. Students can view, from a secure site, individual score reports on Banner Self-Service for all computer-scored examinations. Course directors determine the final grades in their courses based on the final composite scores from all assessments.
- (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.

(D) **Grade Distribution**

- (1) Final grades are posted in Banner Self-Service. Students can review examination scores, course summaries and evaluation forms on Banner Self Service. Grades will not be disclosed over the telephone or via email.
- (2) Evaluations and grades of student performance on clinical rotations may be the result of input from a number of individuals at the discretion of the course director. The grading process for clinical experiences, therefore, often takes thirty (30) days to complete.

(E) **Grade Dispute Policy – College of Medicine**

(Approved July 2017)

- (1) The purpose of the College of Medicine grade dispute policy is to establish a policy by which medical students can dispute a final grade, in alignment with the University policy as specified in the [University Catalog](#) and in accordance with the Liaison Committee on Medical Education (LCME). LCME requires that "a medical school ensures that the medical education program has a single standard for the advancement and graduation of medical students across all locations and a fair and formal process for taking any action that may

affect the status of a medical student, including timely notice of the impending action, disclosure of the evidence on which the action would be based, an opportunity for the medical student to respond, and an opportunity to appeal any adverse decision relation to advancement, graduation, or dismissal.” (*LCME Functions and Structure of a Medical School*, effective July 1, 2016, Standard 9.9).

- (2) The scope of this policy applies to all students enrolled in the College of Medicine and taking a course for credit and a grade is assigned, whether an exclusive College of Medicine course or an interprofessional/interdisciplinary course.
- (3) Definitions
 - (a) **Credit-bearing Course:** A course offered by the College of Medicine in which a student is enrolled, the course appears on the student’s official transcript with either contact hours or credit-bearing acknowledgment, and a grade is assigned.
 - (b) **Grade Assignment:** The assignment of a final grade for a specific course or clerkship/rotation is the responsibility of the faculty member who has been designated as the faculty course or rotation director in accordance with the guidelines of, and oversight by, the Curriculum Management and Assessment Committee (CMAC), as the guiding authority for the curriculum.
 - (c) **Final Grade:** A final grade is the cumulative assessment of a student’s performance in a single course. The grade is assigned by the faculty course or rotation director at the conclusion of the course offering. Final grades are posted to the student record/official transcript by academic year and term. A student’s course grade is considered to be a final grade when it is posted (see item D “Grade Posting”) for the student in Banner Self-Service. Only final grades may be disputed.
 - (d) **Grade Posting:** A student’s grade is considered to be posted when the final grade itself appears for the student to view in Banner Self-Service.
 - (e) **Grade Dispute:** A grade dispute is a formal request made to a course director to change a final grade based on: 1) arithmetic, procedural or clerical error, 2) arbitrariness and capriciousness or 3) prejudice.
 - (f) **Grade Dispute Procedure:** Specific procedures exist in the NEOMED College of Medicine for students who wish to dispute a final grade based a valid reason (see Section III. E. Grade Dispute). More information on the grade dispute policy and procedure follows in section IV. Policy.
 - (g) **Grade Dispute Waiver:** A student may waive, in writing, his/her right to dispute a final grade in accordance with the formal Grade Dispute Policy process. In this instance, the student must indicate his/her acceptance of the final grade as originally posted by completing and submitting the Grade Dispute Waiver. The Grade Dispute Waiver, once submitted, represents a final and irrevocable student decision.

(4) Policy and Procedure

- (a) The assignment of a final grade to an educational experience is the responsibility of the faculty member who is designated as the course director.
- (b) Course directors are deemed/considered the primary authority with respect to a student's proficiency and final grade in a course, and in accordance with the approval of the course by the Curriculum Management and Assessment Committee (CMAC). As such, they are expected to judge the quality of academic work for their courses, providing that any judgement follows standards published for the course, and is not done in error, arbitrarily or capriciously, or with prejudice.
- (c) Grade disputes may only be filed when a student contends that a final grade assigned by the course director is assigned in error, is arbitrary or capricious, or is done with prejudice.
 - (i) "Error" implies that:
 - (a) a grade was miscalculated; or
 - (b) there was an error in scoring a standardized test.
 - (ii) "Arbitrary or capricious" and "with prejudice" implies that:
 - (a) The student has been assigned a grade on the basis of something other than his or her performance in the course and/or grading criteria specified in the approved course syllabus; or
 - (b) The student's grade was based on nonacademic criteria, which can include politics, race, religion, gender and/or national origin; or
 - (c) Standards used in the determination of the student's grade are not consistent with standards applied comparably to other students in the course; or
 - (d) The grade is based upon standards that are significant, unannounced and/or unreasonable departures from those documented and formally approved in the course description/syllabus distributed at the beginning of the course.
- (d) A grade dispute is not intended for use because a student disagrees with the course director's judgement about the quality of the student's work. Examples of legitimate grounds for disagreement could include, but are not limited to, the following:
 - (i) Students were not informed of the basis for grade calculation in the syllabus, on AIMS, or prior to the assignment of the grade.
 - (ii) The student's final grade was not calculated in accordance with the stated procedure in the syllabus, on AIMS, or as provided prior to the grade assignment.
 - (iii) There was a significant and unwarranted deviation from grading procedures defined in the course syllabus set at the beginning of the course, or a final grade was assigned arbitrarily and capriciously, and contrary to that outlined in the syllabus.
 - (iv) There was an error in the computation of the final grade that was not corrected.

- (e) This procedure does not apply to individual examinations and/or components of an overall course. It applies only to final grades.
- (f) A student may waive his/her right to dispute a final grade by completing and submitting a Grade Dispute Waiver Form, thus accepting the final grade as it was originally posted. In the event a student's failure in a course triggers an invitation to the Phase 2 Committee on Academic and Professional Progress (hereinafter referred to as CAPP), the student will be scheduled for the next meeting of CAPP. The Grade Dispute Waiver must be received no later than three days prior to the scheduled meeting of CAPP.
- (g) Every attempt will be made to adhere to the deadlines specified in the policy and procedures that follow but deadlines may be reasonably altered considering personal and professional circumstances of all parties involved in the processes.
- (h) Policy and procedures as applied to courses
 - (i) M1 and M2 Courses
 - (a) If a student disagrees with the final grade that he/she is assigned by a course director, the student must first discuss the concern with the course director within five (5) working days of the grade being posted, as well as notify, in writing, the Assistant Dean of Curriculum and Quality Measures regarding the intent. Following the discussion between the student and course director, the course director must provide a written response to the student within five (5) working days of the meeting, and copied to the Assistant Dean of Curriculum and Quality Measures.
 - If the course director agrees with the student, the course director must complete and submit a Change of Grade Form and indicate the new grade to be assigned and the rationale for the change.
 - If the course director disagrees with the student's case for changing the final grade, the student may bring forward, in writing, his/her request to dispute the grade formally. The student must submit a Course Grade Dispute Form, including all requested documentation, within five (5) working days of receipt of the negative response from the course director to the Assistant Dean of Curriculum and Quality Measures, who will forward the dispute documents to the Associate Dean of Curriculum.
 - An ad hoc Grade Dispute Committee composed of the Associate Dean of Curriculum and two additional course directors from other courses will review the grade dispute. The student may be invited to discuss, or request to meet with, the Grade Dispute Committee as part of the process. A decision by the Committee will be made within 10 working days of receipt of the request, and a response will be sent to the student in writing. If the Committee supports the student's request for a change of grade, the Associate Dean of Curriculum will submit a Grade Change Form. The decision of the Committee is the final, binding resolution.

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

accordingly. The decision by the Committee is the final binding resolution.

- In the event that the clerkship clinical curriculum director is also the clerkship site director who assigned the original grade, an alternate clerkship clinical curriculum director will be appointed to the Committee.

(iii) M4 Courses

(a) The procedures for disagreement with and dispute of a final grade for the Applications of Clinical Medicine, and Clinical Epilogue and Capstone courses are the same as the procedures specified for M1 and M2 courses.

(b) Core and elective rotations (electives): If a student disagrees with his/her grade for a fourth-year (M4) core or elective rotation, the student must first discuss the matter with the elective site director assigning the grade within five (5) working days of posting of the Final Grade Report Form, as well as notify, in writing, the Assistant Dean of Curriculum and Quality Measures regarding the intent. Following the discussion between the student and the elective site director, the elective site director must provide a written response to the student within five (5) working days of the meeting, and copy the Assistant Dean for Curriculum and Quality Measures.

- If the elective site director agrees with the student, the elective site director will work in conjunction with the fourth-year (M4) course director who will complete and submit a Change of Grade Form and indicate the new final grade to be assigned and the rationale for the change. The discussion also may result in an alteration of the Elective Director's Summary comments on the Final Grade Report Form, which will be coordinated by the elective course director.
- If the elective site director disagrees with the student's case for changing the final grade, the student may bring forward, in writing, his/her request to dispute the grade formally. The student must submit a Course Grade Dispute Form, including all requested documentation, within five (5) working days of receipt of the negative response from the elective site director to the Assistant Dean of Curriculum and Quality Measures who will forward the dispute documents to the Associate Dean of Curriculum.
 - An ad hoc Grade Dispute Committee composed of the Associate Dean of Curriculum, the elective director, and the electives course director will review the dispute. The student may be invited to discuss, or request to meet with, the Grade Dispute Committee as part of the process. A decision by the Committee will be made within 10 working days of receipt of the request, and a response will be sent to the student in writing. If the Committee supports the student's request for a change of grade, the elective course director will submit a Grade Change Form, and may work with the elective site director to amend the

Elective Site Director's Summary comments on the Final Grade Report Form accordingly. The decision by the Committee is the final binding resolution.

- In the event that the elective site director is also the fourth-year (M4) course director who assigned the original grade, an alternate elective director will be appointed to the Committee.

(i) Phase 2 CAPP Referral

- (i) In the event that a student receives a failing grade for a course and is referred to CAPP during an active grade dispute period, the Assistant Dean of Curriculum and Quality Measures and the CAPP College of Medicine chair will determine whether or not a student should be reviewed by CAPP during an active grade dispute period.
- (ii) A student may waive his/her right to dispute a final grade by completing and submitting a Grade Dispute Waiver Form, thus accepting the final grade as it was originally posted. In the event a student's failure in a course triggers an invitation to CAPP, the student will be scheduled for the next meeting of CAPP. The Grade Dispute Waiver must be received no later than three days prior to the scheduled meeting of CAPP.

(j) Timeline of Sequence and Timing of Events in a Grade Dispute

| M1 and M2 Courses and Applicable M3 and M4 Courses | | |
|---|---------------------|--|
| Time | Running Time | Timeline |
| 0 | 0 | Final grade posted in Banner |
| Within 5 working days | 5 working days | Student meets with course director regarding intent to dispute grade |
| Within 5 working days | 10 working days | Course director responds to student |
| Within 5 working days | 15 working days | Student submits formal paperwork to dispute grade |
| Within 10 working days | 25 working days | Ad hoc Grade Dispute Committee renders a final and binding decision |
| M3 Clerkships | | |
| Time | Running Time | Timeline |
| 0 | 0 | Final grade posted in Banner |
| Within 5 working days | 5 working days | Student meets with clerkship site director regarding intent to dispute grade |
| Within 5 working days | 10 working days | Clerkship site director responds to student |
| Within 5 working days | 15 working days | Student submits formal paperwork to dispute grade |
| Within 10 working days | 25 working days | Ad hoc Grade Dispute renders a final and binding decision |

| M4 Electives | | |
|------------------------|-----------------|--|
| Time | Running Time | Timeline |
| 0 | 0 | Final grade posted in Banner |
| Within 5 working days | 5 working days | Student meets with elective director regarding intent to dispute grade |
| Within 5 working days | 10 working days | Elective director responds to student |
| Within 5 working days | 15 working days | Student submits formal paperwork to dispute grade |
| Within 10 working days | 25 working days | Ad hoc Grade Dispute Committee renders a final and binding decision |

(F) Grade Dispute Policy - College of Pharmacy

- (1) The assignment of a final grade to an educational experience is the responsibility of the course director or pharmacy advanced pharmacy practice experience (APPE) preceptor in accordance with the guidelines approved by the College of Pharmacy Executive Curriculum Committee. The experiential director reviews the grade submissions from the preceptors to assure consistency. The APPE preceptor submits the grade.
- (2) Grade disputes should only be made when a student contends that a grade assigned by the faculty member is arbitrary or capricious. "Arbitrary or capricious" implies that:
 - (a) The student has been assigned a grade on the basis of something other than his/her performance in the course; or
 - (b) Standards utilized in the determination of the student's grade are more exacting or demanding than those applied to other students in the course/elective; or
 - (c) The final grade is based upon standards that are significant, unannounced and unreasonable departures from those articulated in the course description/syllabus distributed at the beginning of the course.
- (3) A grade dispute must be for legitimate disagreement and is not appropriate for use simply because a student disagrees with the faculty member's judgment about the quality of the student's work. Examples of legitimate disagreement could include, but are not limited to, the following:
 - (a) Students are not informed of the basis for grade calculations in the syllabus, on AIMS or prior to the assignment.
 - (b) The student's grade was not calculated in accordance with the stated policy in the syllabus, on AIMS or as provided prior to an assignment.
 - (c) There is significant and unwarranted deviation from grading procedures and course syllabi set at the beginning of the course, or a final grade was assigned arbitrarily and capriciously on the basis of whim or impulse.
 - (d) There is an error in the computation of the grade that was not corrected.

- (4) If a student disputes his or her graded assignment, examinations, or final course grade, the student must discuss the matter with the faculty member assigning the grade within two weeks of grade assignment. For APPEs, 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 experiential 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 Vice Dean of Pharmacy. The decision of the director is the final, binding resolution.
- (5) In the event that the course or experiential director was the person assigning the original grade for a pharmacy student, the Vice Dean of Pharmacy will evaluate the dispute from the student regarding the assignment of the grade. In this case, the decision of the Vice Dean of Pharmacy is the final, binding resolution.
- (6) If the experiential director assigned the original grade (e.g. for an introductory pharmacy practice experience, IPPE), any dispute would be evaluated by the vice chair of Pharmacy Practice in consultation with the Vice Dean of Pharmacy. In this case, the decision is the final, binding resolution.

Academic Standing (College of Graduate Studies)

(Approved June 2017)

- (A) The purpose of this policy is to define categories and definitions of academic standing for students enrolled in the College of Graduate Studies (COGS).
- (B) The scope of this policy applies to students participating in degree or certificate awarding programs within the College of Graduate Studies. Students participating as part of a dual-degree program will also need to meet the requirements of any other college in which they are enrolled.
- (C) **DEFINITIONS**
Consult University Policy number 3349-7-01.
- (D) **POLICY STATEMENT**
The COGS and each of the graduate program directors share responsibility for monitoring graduate student academic performance and degree completion. Each semester the Dean of the COGS will review the academic standing of all students in the college in consultation with the program directors.

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

- (1) **Grading**
Grades used by the COGS include: A, B, C, F, Pass, Fail
 - (a) A graduate student who receives two course grades of a C or lower is subject to referral to the COGS Committee on Academic and Professional Progress (COGS-CAPP).

(2) Good Standing

- (a) To be considered in good standing within the COGS, a student must maintain a graduate grade point average (GPA) of 3.00 or better in all graduate credit courses and must maintain reasonable progress (defined below) toward meeting graduate program progression requirements.

(3) Reasonable Progress

Students are required to make reasonable progress toward their degree or certificate as set by the parameters for graduation by each program. It is the student's responsibility to ensure reasonable progress is made toward the completion of individual programs of study. Examples of reasonable progress include:

- (a) Maintaining status as a degree-seeking student by enrolling in coursework required by the program.
- (b) Maintaining enrollment standards as outlined in the COGS policy 3349-AC-310.
- (c) Taking an approved Leave of Absence.
- (d) Maintaining a GPA at or above 3.00.

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

(4) Probation

- (a) Review of a student's performance and progress may result in a recommendation for probation. Probation is a predetermined period of time in which students must correct their academic performance. If academic performance is not corrected, dismissal from the COGS may follow. Probation may be recommended for a student who has failed to meet program expectations. Recommendations for probation must be transmitted to the COGS-CAPP from the Dean of the COGS, along with a written explanation of the recommendation. Recommendations must include expectations for future performance and a timetable for the correction of deficiencies (not to exceed 3 semesters, inclusive of summer). The final decision to place a student on probation rests with the COGS-CAPP. The Chair of the COGS-CAPP will provide the student with written communication regarding the decision and expectations for future performance. If the COGS-CAPP determines that probation is appropriate, the Office of Enrollment Services will be notified by the Dean of the COGS, and the student will be placed immediately on probation.

(5) Removal from Probation

Students on probation will be reviewed by the program director and Dean of the COGS at least once each semester. That review shall be transmitted to COGS-CAPP and may result in a recommendation of:

- (a) return the student to good academic standing,
- (b) continued probation, or
- (c) dismissal from the program.

To return to good academic standing, the student must have corrected the deficiency that caused the probation decision, as well as continued to meet other program and university requirements. Coursework used in raising the student's GPA must be a part of normal degree requirements.

(6) Dismissal from COGS

A student who is on probation and who does not raise the graduate GPA to 3.00 or better at the end of the next semester or summer term of enrollment may be dismissed from the COGS. At the end of two consecutive semesters or terms on probation, the student is automatically dismissed from the University unless good standing is achieved. If there are extenuating circumstances, the COGS-CAPP will recommend a course of action.

(7) Dismissal Appeal

A student who is dismissed has the right to appeal the decision. Appeals must follow the process outlined in the University's administrative policy and procedures as outlined in the Student Handbook.

Interruptions of Education

(Approved July 2017)

(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 Vice Dean of the respective college, the Chief Student Affairs Officer, and/or the Committee on Academic and Professional Progress. Review Appendices for college-specific absence policies and time limits.

(2) Academic Suspension

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

(3) Conduct Suspension

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

(4) Dismissal

- (a) All students who have been dismissed by CAPP are considered enrolled up to the date of the dismissal decision. If the student appeals this decision, they are allowed to continue in the curriculum until the appeal has been vetted by the CAPP Executive Review Committee and a final decision is determined. If a dismissal decision is upheld, the student is responsible for all tuition and fees incurred up to the date of the final CAPP decision and subject to NEOMED's refund policies. If the dismissal decision is overturned in the final CAPP Phase 2 committee, the student will be permitted to continue in the curriculum, is enrolled full-time and must pay all tuition and fees incurred.
- (b) A dismissed College of Medicine student will have the opportunity to withdraw from the University, (unless the CAPP decision does not allow the option to withdraw), and must submit a letter of withdrawal within four working days of the date of the dismissal letter (this includes the date on the letter) to Enrollment Services. Accordingly, the student's official status indicated on the academic transcript would be denoted as a withdrawal. If a student appeals a dismissal decision and the CAPP Executive Review Committee denies an appeal, the opportunity to withdraw is revoked.
- (c) A dismissed College of Pharmacy student will not have the opportunity to withdraw from the University. The dismissal will be noted on the student transcript as such.
- (d) A dismissed student is required to follow the steps as instructed by Enrollment Services at the time of withdrawal.
- (e) Refer to the Student Conduct Policy and the Employees and Students Arrested for Offenses of Violence Policy for information regarding conduct-related dismissals.

(5) Leave of Absence *(Approved July 2017)*

- (a) A leave of absence (LOA) may be requested for academic, medical, enrichment or personal hardship reasons and may also be mandated by CAPP. The granting of a leave is at the discretion of the University and decided by CAPP Phase 2. Any student considering a leave of absence should meet with the Chief Student Affairs Officer to discuss reasons, objectives, activities, timing and conditions of the leave and return to the curriculum. Once a leave request is reviewed by CAPP, the Vice President for Academic Affairs administrative staff or designee shall prepare a written statement of the CAPP decision and send to the student via mail or electronic mail within five working days of the decision.
- (b) Leaves are categorized as:
 - (i) **Academic Enrichment** – Requested by the student to request time away from the curriculum to pursue professional growth opportunity (e.g., field outside of current program).
 - (a) *Process to Request:* Students requesting an enrichment leave of absence must submit petition and supporting documentation that outlines the activities and rationale as to how the experience(s) will improve the student's professional outlook. If the student is in good academic standing, the CAPP chair may make a determination of the student's request, and the student will be notified in advance that the request will

be discussed at the upcoming CAPP meeting. Petition and supporting documentation will be forwarded to the CAPP, along with their entire academic record. Information about students requesting a leave from one college to pursue a degree in another college (NEOMED Dual Degree students) will be required to follow the process to request a leave for an Enrichment experience as outlined above. If the student is not in good academic standing, the request will not be brought forward for review by the CAPP chair or the CAPP committee.

- (b) *Deadline to Request:* Petitions must be submitted by February 1. Enrichment leaves can only start at the beginning of the academic year, and are granted in increments of one year unless otherwise approved by CAPP. Leaves beyond one year require re-petitioning by February 1.

- (ii) ***Personal Hardship*** – Requested by student who experiences an unexpected crisis (including a crisis of a family member) that impacts a student’s ability to participate in the curriculum.

- (a) *Process to Request:* Students requesting an immediate personal hardship leave due to extenuating circumstances should consult with the Chief Student Affairs Officer and then complete and submit the Leave of Absence Request form to the Executive Director of Enrollment Services and Registrar. Typically, these requests are for students requesting a leave in excess of two weeks (one week for College of Medicine clinical years; [see Appendix II](#) for College of Pharmacy Time Off During P4). Petition, supporting documentation (e.g., letter from healthcare professional, excluding a family member or NEOMED’s personal advisor), along with student’s entire academic file, will be forwarded to the chair of the Phase 2 CAPP for determination. This leave may be granted by the CAPP chair/vice chair of the respective college if the student’s circumstances warrant immediate attention. On behalf of CAPP, the chair/vice chair may make a determination of the student’s request and the student will be notified in advance that the request will be discussed at the upcoming CAPP meeting. If the chair/vice chair is unable to determine the appropriateness of the leave or if the student disagrees with the decision, the student will be invited to attend the upcoming Phase 2 CAPP meeting to provide an explanation of his/her request.

- (b) *Deadline to Request:* Petitions are submitted as hardship arises.

- (c) *Curricular Impact:* Students considered for a medical leave will be expected to complete all curricular requirements upon their approved return to the program. In cases where the curriculum is sequential, CAPP may require students to return to the curriculum at the beginning of the academic year or term, depending on the program. Courses may not be waived as they are considered requirements for successful progression and degree completion.

- (iii) **Medical Emergency** – Requested by student who experiences an unexpected crisis related to a personal medical emergency or condition that impacts a student’s ability to participate in the curriculum.
 - (a) *Process to Request*: Students experiencing a medical emergency should utilize the same process described above for Personal Hardship leaves of absence. In addition, complete documentation must be provided by a treating health care professional delineating the nature of the medical issue and the impact on the student’s ability to perform within the curriculum.
 - (b) *Deadline to Request*: Medical leave of absence petitions are submitted as the emergency arises.
 - (c) *Curricular Impact*: Students considered for a medical leave will be expected to complete all curricular requirements upon their approved return to the program. In cases where the curriculum is sequential, CAPP may require students to return to the curriculum at the beginning of the academic year or term, depending on the program. Courses may not be waived as they are considered requirements for successful progression and degree completion.
- (iv) **CAPP Mandated** – If a student has been invited to appear before CAPP for academic or professional reasons, CAPP may mandate the removal of a student from the curriculum and place the student on a CAPP-mandated leave of absence. CAPP will determine the effective dates of the leave. Typically, CAPP-mandated leaves require the student to return to the curriculum at the beginning of an academic year.
 - (a) Outcomes of a CAPP Review for Leave of Absence Request include:
 - 1. **Granting of a Leave** – The granting of a leave of absence will be subject to conditions, including, but not limited to, timing and duration (leaves are granted for a specific period of time). Granting of a leave will result in an outline of activities that may be educational, professional or health-related that must be completed while the student is on leave.
 - 2. **Denial of the Leave**
 - 3. **Dismissal from the Program** – Any meeting with CAPP includes a review of the student’s entire academic file, and any decision deemed appropriate by CAPP is permissible.
 - (c) **Requesting to Return to the Curriculum**: If a leave is granted, **the student must petition to return to the curriculum by February 1 of the next academic year** unless otherwise noted by CAPP. Students must have satisfied the terms and conditions outlined for return. All petitions requesting to return will be reviewed by CAPP.
 - (d) **Leave of Absence – Impact on your Insurance Coverage**

- (i) Medical insurance: Students on a leave of absence who have purchased medical insurance through NEOMED will remain covered under medical insurance until the end of that policy period if paid in full prior to the leave. Continued insurance enrollment after this paid period is not permitted for students on a leave, and students are not eligible to re-enroll in the University's medical insurance coverage until they return to the curriculum.
- (ii) Ancillary insurance (dental and vision): Ancillary insurance is terminated upon the first day of a leave of absence and coverage can only be purchased upon return to the curriculum.
- (iii) Life & Disability Insurance: Students on a leave of absence remain covered by Life and Disability insurance until the end of that policy period if paid in full prior to the leave. Coverage during a leave of absence is limited to a maximum of 365 days.
- (IV) Malpractice Insurance: NEOMED students on an active leave of absence are not eligible for malpractice insurance through NEOMED during the tenure of the leave. If a student intends to participate in any clinical experiences during the leave, independent malpractice insurance should be purchased for that period of coverage.

For more details, see the Student Handbook section on "Leaves of Absence."
 United Healthcare Insurance Enrollment Exceptions for Coverage and Premium Refunds: <https://www.neomed.edu/cswc/health/insurance/exceptions-refunds/>.

See APPENDIX X for additional information regarding Leave of Absence

(6) Withdrawal

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

Leave of Absence – College of Graduate Studies

(Approved June 2017)

- (A) The purpose of this policy is to establish the standards for a Leave of Absence from the College of Graduate Studies (COGS).

- (B) The scope of this policy will include all students enrolled in any degree or certificate program in the College of Graduate Studies.
- (C) DEFINITIONS
Consult University Policy number 3349-7-01.
- (D) POLICY STATEMENT
This policy outlines the practices for obtaining Leave of Absence from a COGS program for a defined amount of time. Due to the variable nature of graduate studies, the needs of a professional student, and the variety of different student populations that make up the College of Graduate Studies, Leaves of Absence may not be required as long as the student is adhering to the enrollment policy and staying within the specified program length of study requirements. Students should discuss their options with their advisor before requesting a Leave of Absence.
- (1) Leaves of Absence
- (a) Students may request a Leave of Absence for academic, medical, enrichment, or personal reasons. Leaves of Absences may also be mandated by COGS Committee on Academic and Professional Progress (CAPP). Students requesting a Leave of Absence should meet with the Program Director, the Chief Student Affairs Officer and their advisor to discuss the reasons, objectives, activities, and conditions of the Leave and anticipated return to the program. Students should also discuss the financial implications of taking a Leave of Absence with the Registrar in the office of Enrollment Services. Taking a Leave of Absence or withdrawing from a course beyond a certain point does not eliminate the financial obligation of the student.
- (b) Students wishing to take a Leave of Absence from a program who also have a position paying a stipend should discuss the impacts of the leave of absence on the stipend with the Program Director.
- (c) A Leave of Absence Request Form is required and is available online at:
https://forms.office.com/Pages/ResponsePage.aspx?id=VlbRrg7Hk0imjBM_xg7fNtH2MuK0XZBFrE9OhbDG4S5UQ01UQ05ESFM0UEtaNUewMFJDWVQwQ0FIUS4u

Or in hardcopy in the Office of Student Affairs or the Office of Enrollment Services. Forms should be returned to the Office of Student Affairs for use in scheduling a review by the Dean.
- (d) Leaves of Absence are granted at the discretion of the University and decided upon by the Dean of the College of Graduate Studies, in collaboration with the Program Director.
- (e) To be eligible for a Leave of Absence, a student must be:
- (i) Seeking a Graduate Degree or Certificate
 - (ii) In good academic standing
 - (iii) Making satisfactory progress toward the degree

Leaves of Absence will not be granted to students who are not in good academic standing.

- (f) The overall length of the program is not extended should a Leave of Absence be approved. Students are expected to meet the Academic Program Length Restrictions specified by the College of Graduate Studies, inclusive any Leave of Absence from the program.
- (g) Students on a Leave of Absence that are not enrolled in another University program are not considered active students and therefore forfeit access to university amenities including but not limited to: academic resources, library resources, research resources, and pre-registration. Students will have privileges returned once they have re-enrolled in their graduate programs.
- (h) A student wishing to return from an approved Leave of Absence will need to petition to return to the program. Petitions should be routed through the Program Director to the CAPP.
- (i) If a student does not petition to return to the program within the agreed time frame of the leave, the student will be considered to have withdrawn from the program and will need to re-apply to the COGS.

Length of Study (Approved July 2017)

Professional Programs

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

Graduate Programs

Program lengths vary in the College of Graduate Studies. Students enrolled in Master's programs should complete the program in two (2) to six (6) years. Students enrolled in Ph.D. programs should complete the program in five (5) years, and professional degree students who enroll in a NEOMED Ph.D. program must complete their programs within eight (8) years from their initial date of enrollment, unless receiving prior approval from both the Dean of the College of Graduate Studies and the Dean of their respective professional degree program.

Longitudinal Skills Assessment for Medicine and Pharmacy ([See Appendix V](#))

National Board of Medical Examiners (NBME) Subject and Customized Examinations – College of Medicine

(Approved July 2017)

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

- (A) Medical students take an NBME subject examination on the final day of six of the seven clinical clerkships during the M3 year. Passing this test is required to pass those six clerkships. Results of the subject examinations are posted in Banner Self-Service within three days of receiving the scores from the NBME; scores and the related grade are documented as well as on the clerkship final grade report form. Failure of NBME subject examinations may result in referral to CAPP. [See CAPP Standards Section.](#)
- (B) In the event of a failed clinical subject examination in the M3 year, in accordance with CAPP guidelines, and upon receipt of a signed remediation plan, the student will be scheduled to retake the NBME subject examination on a predetermined date. Remediation examinations will be scheduled by Academic Services. Examination retakes are not permitted during another clerkship. NBME policy requires that all subject examinations be administered on the scheduled test date. If a student is not able to take the NBME subject examination at the scheduled time due to illness or critical emergency, Academic Services will work the NBME to reschedule the examination. The student will be held accountable for any additional cost involved in the request for a new examination.

Official Academic Documents

(Approved July 2017)

- (A) Transcripts
 - (1) 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.
 - (2) A transcript is deemed official when it bears the facsimile or original signature of the registrar and the raised seal of the Institution.
 - (3) Students may obtain transcripts of their complete academic record either by request via Banner Self-Service, by completing a Transcript Request Form, or by writing, emailing or faxing the Office of Enrollment Services. Transcript requests are not accepted by telephone. There is no charge for transcripts.

(B) Diplomas

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

(C) Release of Information and Change of Name, Address or 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 Enrollment Services of this change in writing or via Banner Self-Service.
- (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 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 he/she separated from the University.

(D) Release of Enrollment Information

- (1) The Office of Enrollment Services 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 to allow the release of information must 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;
 - (e) Specific information to be included in the letter (e.g., enrollment status, academic standing, enrollment dates); and
 - (f) Forms to be released
- (E) Withholding of Academic and Enrollment Information, and Restricting Enrollment

The University maintains the right to withhold the release of academic and enrollment information, and also restrict enrollment for cause. Academic and enrollment information includes grade reports, transcripts, diplomas, certifications or other information about a given student. Enrollment restrictions include cancelling a student's existing course registration and/or preventing future registrations. Cause includes, but is not limited to, unmet financial obligations to the University, Colleges, loan default and violations of non-academic regulations.

(1) Accounts Receivable Hold

- (a) An accounts receivable hold is placed on a student's account if there is a balance due with the Accounting Office for any of the following items:
 - (i) Tuition;
 - (ii) Fees;
 - (iii) Health, dental/vision, life or disability insurance;
 - (iv) Parking fines;
 - (v) Library fines; and
 - (vi) Other fees assessed by departments. This includes costs for items owned by a department which are loaned to a student and not returned.
- (b) An accounts receivable hold may be placed on a student's account if the student's College loans have gone into repayment (i.e., student went on a leave of absence and in the meantime the loan went into repayment) and the student was delinquent or defaulted on the loans.
- (c) The Accounting Office issues the account receivable hold and all questions about the hold should be referred to the Accounting Office.
- (d) When an accounts receivable hold is placed on a student's account, the registrar staff will hold the following items until the hold is removed:
 - (i) Enrollment verifications;
 - (ii) Transcripts; and
 - (iii) Grades, unless the student receives a less-than-satisfactory grade, which requires CAPP interaction.
- (e) No student may be registered for courses in a future term or graduate from the University with an outstanding accounts-receivable hold on his/her record.

(2) Financial Aid Hold

- (a) This hold is placed on the account of a former student, including alumni and individuals who have withdrawn or been dismissed from the Colleges, when the Office of Enrollment Services is notified that the individual has defaulted on a student loan borrowed for attendance at the Colleges.
- (b) The Office of Enrollment Services issues a Financial Aid Hold and all questions about this hold should be referred to the Associate Director of Financial Aid within the Office of Enrollment Services.
- (c) When a Financial Aid Hold is placed on an individual's account, the registrar staff will hold the following items until the hold is removed:
 - (i) Enrollment verification; and
 - (ii) Transcripts.

(3) Registrar's Hold

- (a) This hold is placed on a student's account when a student fails to comply with the following matriculation or registration requirements:
 - (i) Completion of registration materials including the registration form, malpractice insurance form or selective service forms;
 - (ii) Receipt of official transcripts from previous universities;
 - (iii) Carrying personal health insurance and disability insurance coverage;
 - (iv) Compliance with the immunization policy; or
 - (v) Receipt of Criminal Background Check results
- (b) The registrar issues a Registrar Hold and all questions about this hold should be referred to the registrar within the Office of Enrollment Services.
- (c) When a Registrar Hold is placed on a student's account the registrar will hold the following items until the hold is removed:
 - (i) Enrollment verifications;
 - (ii) Transcripts; and
 - (iii) Grades unless the student receives a less-than-satisfactory grade, which requires CAPP interaction.

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

Proctoring
(Approved June 2017)

- (A) To ensure the integrity of the examinations and the validity of the reported scores, all written examinations administered on the Rootstown campus are proctored. Proctors are also present during NBME subject exams. Proctors will actively monitor the students at all times during examinations. Proctors will observe the examinees to ensure that:
 - (1) Examinees do not talk with one another once they enter the testing room.
 - (2) Examinees do not make any notations on their colored sheet, other than their exam code number, before the exam starts.

- (3) Examinees have nothing on their desks or laps but test books, answer sheets, erasers and pencils. Calculators are permitted only at the discretion of the course director.
- (4) No one is making written notes of the contents of a test or removing pages from a test book.
- (5) Examinees are recording their answers on the answer sheet.
- (6) No one is using any kind of written or electronic materials.
- (7) Examinees do not communicate with one another in any way.
- (8) Examinees are not looking at other students' examinations papers or computers.
- (9) All examinees stop recording test answers at the end of the test session. Examinees are not to be given extra time to transfer answers to the answer sheet after time is called.

Remediation and Repeating Coursework

(Approved July 2017)

- (A) Students who achieve less-than-passing grades are required to perform remediation to assure that their level of mastery of the skills or knowledge covered by a given course meets a standard set by the director.
- (B) Permission to remediate a less-than-passing grade is granted by the course director.
- (C) Professionalism, behavioral conduct or aggregate performance concerns may result in CAPP referral rather than remediation.
- (D) Remediation is designed by the course director and approved by the appropriate college curriculum committee.
- (E) Students will be allowed only one attempt to remediate a less-than-passing performance for any course, unless granted an exception by the Committee on Academic and Professional Progress (CAPP).
- (F) 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.
- (G) Repeat Year, Semester, Course, Clerkship or Elective

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

elective rotation are considered to be full-time students during the duration of that experience. The enrollment status for all other student engaged in repeating course work is dependent on the number of credit hours enrolled by semester. Any student who repeats a course(s) will have grades for both the original and repeated courses appear on their academic transcript with repeat courses being noted as such.

Resident Study Requirements – College of Medicine

(Approved July 2017)

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

Standards for Promotion, Continued Enrollment and Graduation

(Approved July 2017)

- (A) All students are required to achieve at least a passing grade in all courses required by the faculty, and successfully complete all other pre-matriculation and matriculation requirements for the Doctor of Medicine or Doctor of Pharmacy degree and successful completion of the yearly comprehensive examination for pharmacy students. Additional College of Medicine requirements are noted in Section C below.
- (B) The granting of degrees by the Board of Trustees is contingent upon the recommendation of the college deans and the Board of Trustees. All students are expected to participate in the commencement ceremony for conferral of their degree.
- (C) **College of Medicine Requirements for Promotion**
(Approved by the Curriculum Management and Assessment Committee: January 12, 2016; Effective beginning with the Class of 2017)
 - (1) To be promoted from year to year and, thus, ultimately to graduate from the College of Medicine, each student must be deemed qualified by the appropriate faculty on the basis of the College's essential functions for admission, continuation and graduation. A student must have no less-than-passing grades in all courses in order to be promoted to the next year in the curriculum. Students also must take and achieve passing scores on United States Medical Licensing Examinations (USMLE), as specified below.
 - (a) Students cannot begin M4 electives until they have successfully completed all course requirements of the M3 year.
 - (2) United States Medical Licensing Examinations
 - (a) The University offers a range of counseling and academic support services to assist students in preparing for the USMLE examinations. Students are strongly encouraged to seek consultation early by contacting the Director of the Learning Center in the Office of Student Affairs.

- (b) It should be noted that some residency programs will not rank a student for the residency match process without receipt of an applicant's passing scores on all components of Steps 1 and 2.
- (c) Step 1 Examination
 - (i) A passing score on Step 1 of the USMLE is a requirement for promotion to the third year.
 - (ii) Students must take the examination by the **fourth Friday in June (June 22, 2018 for the Class of 2020) of the second year**, in general (this day may change based on the variability of the calendar for a particular year). It may not be taken until all courses have been passed in the M1 and M2 years.
 - (iii) Requests for postponement of the examination are rare and must be made of and approved by CAPP.
 - (iv) Students receive notice of their Step 1 score directly from the National Board of Medical Examiners (NBME) via email approximately three to four weeks after their test date. The Office of Enrollment Services receives official reports from the NBME each Wednesday on a secure Web site approximately three to four weeks after the test date. These test results are posted on the Banner Self-Service site as soon as they are received. 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.
 - (v) Students who fail Step 1 will be reviewed by CAPP. Decisions regarding the opportunity to retake Step 1 will be decided by CAPP. All CAPP academic standards, conditions of leave of absence and return to the curriculum described in this Handbook apply. In addition, please refer to the section on Financial Aid for any implications as a result of a failing score.
- (d) Step 2 Examinations
 - (i) Passing Step 2 Clinical Knowledge (CK) and Step 2 Clinical Skills (CS) are graduation requirements.
 - (ii) Clinical Knowledge (CK)
 - (a) A passing score on the first attempt of Step 2 CK is a requirement to continue in the M4 year.
 - (b) Students must take Step 2 CK after successfully passing all requirements of the M3 year and **by October 1** of their M4 year. Students applying to a specialty with an early application deadline (before September 15th) must take Step 2 CK by January 1 of their M4 year; notification to delay must be sent by the student to the Associate Dean of Curriculum and does not require CAPP approval.
 - (c) Requests for postponement of the examination must be made of and approved by CAPP.
 - (d) Students receive notice of their Step 2 CK score directly from the National Board of Medical Examiners (NBME) via email approximately four weeks after their test date. The Office of Enrollment Services receives official reports from the NBME each Wednesday on a secure Web site approximately four weeks after the test date. These test results are posted

on the Banner Self-Service site as soon as they are received. Students should access their Step 2 CK 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.

- (e) Students who fail Step 2 CK will be placed on a CAPP-mandated leave of absence and reviewed by CAPP. Decisions regarding the opportunity to retake Step 2 CK will be decided by CAPP. All CAPP academic standards, conditions of leave of absence and return to the curriculum described in this Handbook apply. In addition, please refer to the section on Financial Aid for any implications as a result of a failing score.

(iii) Clinical Skills (CS) Examination

- (a) All students must take Step 2 CS by **December 1** of their M4 year after successfully passing all requirements of the M3 year. Students must take the summative Clinical Skills Assessment III (CSAIII) before taking the Step 2 CS examination. (Register early for Step 2 CS as spots fill quickly.)
- (b) For students whose performance has been rated as below the acceptable level of performance (ALP) CSA III for formative assessments during the M3 year, it is strongly recommended that Step 2 CS be scheduled for a date in the months of October or November, which would allow time for students to receive additional support and a summative CSAIII passing grade before taking the Step 2 CS exam.
- (c) Requests for postponement of the examination must be made to and approved by CAPP.
- (d) Students receive notice of their Step 2 CS score directly from the National Board of Medical Examiners (NBME) via email approximately six weeks after their test date. The Office of Enrollment Services receives official reports from the NBME each Wednesday on a secure Web site approximately six weeks after the test date. These test results are posted on the Banner Self-Service site as soon as they are received. Students should access their Step 2 CS 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.
- (e) Students who fail Step 2 CS will be reviewed by CAPP. Decisions regarding the opportunity to retake Step 2 CS will be decided by CAPP. All CAPP academic standards, conditions of leave of absence and return to the curriculum described in this Handbook apply. In addition, please refer to the section on Financial Aid for any implications as a result of a failing score. And refer to the Office of Student Affairs regarding next steps following a Step 2 failed exam.

Refer to the [Appendix V](#) for Longitudinal Skills Assessment

FINANCIAL RESPONSIBILITIES:

Consumer Information for Financial Aid Applicants

(Approved July 2017)

Students may locate additional information and assistance through the Office of Enrollment Services and the Financial Aid staff.

(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 University:
 - (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 University 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) Know and comply with the deadlines for application or reapplication for aid, and
- (k) Know and comply with the University's 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.

Student Loan Counseling:

Entrance Counseling

(Approved July 2017)

Students borrowing a federal loan at NEOMED for the first time must complete a mandatory student loan entrance counseling session prior to any federal student loan being disbursed to their student account. Group sessions are held for incoming first year students and those transferring into NEOMED as Advanced Standing prior to classes starting. Current students should make arrangements with the financial aid staff to complete this obligation one-on-one by emailing www.fafsa.ed.gov.

Information provided during the session includes:

- (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;
- (D) Student rights and responsibilities;
- (E) Loan terms and conditions; and,
- (F) Satisfactory Academic Progress (SAP) for financial aid eligibility.

Exit Counseling

(Approved July 2017)

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 Application Process

(Approved July 2017)

- (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 application is made available to complete on October 1st and must be completed by March 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 (unless they qualify for a waiver to omit parental information. Further information is provided later in this section). 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 October prior to the start of the award year on Banner Self-Service. Along with the application, tax return transcripts (or use of the IRS Data Retrieval Tool while completing the FAFSA) must be submitted to the Office of Enrollment Services for the student and his/her parents. The application deadline for Campus- Based Aid is March 15.

- (a) Campus-Based Aid is a broad term used to describe aid programs administered via the University. The University receives limited allocations from these programs via either the federal government or the University's 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, unless you qualify for a waiver to omit parental information. For all students, parents are viewed as a resource and the use of parental data is one way the University 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 University looks 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) Loans for Disadvantaged Students (medical students only); and
 - (ii) Primary Care Loan (medical students only)
- (c) The campus-based aid programs for which parental data must be reported include:
 - (i) Foundation Grants;
 - (ii) Foundation Scholarships;
 - (iii) Foundation Loans (medical students only); and
 - (iv) Diversity Scholarships.

(B) Campus-Based Aid Waiver

- (1) Students may be eligible to be considered for campus-based aid without providing parental information on the FAFSA and providing tax transcripts for parents. In order to do so, a student must demonstrate that they are:
 - (a) Age 26 or older as of July 1 of the first day of classes;
 - (b) Are a veteran of the Army, Air Force, or Navy; or,
 - (c) Have received 150% or more of their PELL Lifetime Eligibility Usage during undergraduate studies.

The financial aid office will have students complete a waiver survey for the students to disclose the criteria they meet. In cases of veteran's status, a student will be required to submit a DD214 form as proof of veteran's status.

It is important to note that medical students who wish to qualify for the Loan for Disadvantage Student or Primary Care Loan must provide parental information on the FAFSA and submit all

supplemental documents, regardless of age, marital status or financial dependency upon parents to qualify. The University follows the guidelines for establishing eligibility for these fund sources as outlined by HRSA.

(C) 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 Federal Direct 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 University requires that copies of Federal income tax transcripts or use of the IRS Data Retrieval Tool on the FAFSA, of the student/spouse and parents be submitted to the Office of Enrollment Services. It is the students' responsibility to check their application status on Banner Self-Service to ensure that they have sufficiently completed the process.
- (4) The verification process and the awarding of aid are 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 University's deadline for receipt of all of the above forms is March 15 prior to the beginning of the academic year of matriculation. Once students' files are complete, they are advised via Banner Self-Service of the most appropriate financial aid program(s) for their needs.
- (6) Individual financial aid awards are generally posted to Banner Self-Service by the end of June. It is the student's responsibility to view their online award and complete the necessary promissory notes to finalize the award.

(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 University the application data via tele-transmission and shows the expected parental (if applicable) and student financial contributions for expenses. The Office of Enrollment 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) All students are required to pay, or make approved arrangements for the payment of, all applicable tuition and fees of the University 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 non-refundable \$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, fees, and loan obligations to the University are met.

(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, Self-Certification Form, Final Disclosure and an Information Sheet. Students aid is applied directly to tuition and fees and paying the difference each semester.
- (2) Prior to the disbursement of a federal student loan, a promissory note must be on file with Direct Loans and the Office of Enrollment Services must have a student loan entrance counseling form on file.
- (3) Prior to disbursement of a scholarship provided through a generous donation to the NEOMED Foundation, students are required to write a thank you note to the donor prior to the scholarship disbursing to their student account.
- (4) Awards are divided into equal installments. Financial aid funds are disclosed at the beginning of each semester two times per year (third year medical students receive three disbursements). Financial Aid funds are not able to be disbursed more than 10 days prior to the first day of a credit valued class. 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. Student eligible to enroll in a career prep course are not eligible to receive aid until they are enrolled in a credit valued course. A disbursement chart for each cohort of students (and, where applicable, sub cohorts within a class) is available on the [financial aid page at neomed.edu](https://neomed.edu/financial-aid). Funds are first disbursed to the student's tuition account to pay direct educational expenses. Excess funds are then refunded to the student within seven days of a credit being created on the account by either a direct deposit to a checking or savings account or by paper check to a local address provided to the University.
- (5) In order to qualify for aid at the start of the term (as well as during the academic year), a student must be engaged in credit valued coursework that establishes them as at least half-time status enrolled or greater. Students who are enrolled for less than half-time status are not eligible to receive financial aid funds. In addition, any student who elects to begin an academic term with a non-credit valued course (such as career prep) (will not be eligible to receive a distribution of financial aid until at least 10 days prior to the start of their first credit valued course/experience. Likewise, student who engage in non-credit

valued coursework during or at the end of an academic term will not be eligible for aid during these periods.

- (6) Prior to disbursement of aid, a student must be registered for coursework that is equivalent to part time status or greater, as defined by their respective College. The chart below reflects registration status' by colleges:

| | Less than Half Time | Half Time | 3/4 Time | Full Time |
|-------------|----------------------------|------------------|-------------------|--------------------|
| COM | < 5 credits | 6 Credits | 9 Credits | 12 or more Credits |
| COP | < 5 credits | 6 Credits | 9 Credits | 12 or more Credits |
| COGS | < 4.5 Credits | 4.5 – 6 Credits | 6.5 – 8.5 Credits | 9 or more Credits |

(G) Types of Financial Aid Available

- (1) Detailed information about all student loan programs is available from the Office of Enrollment 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
 - (c) Private individuals have donated funds to the Foundation to provide need-based grants, mainly to students from specific Ohio localities or certain backgrounds.
 - (d) Foundation Loans
 - (i) Third and fourth-year College of Medicine students who demonstrate financial need are eligible to be awarded money from this loan fund at 5 percent interest. Deferment of principal and interest is delayed during enrollment. A grace period of three months after graduation or leaving school is permitted before payments of a minimum of \$40/month begin. The maximum repayment period is 10 years.
 - (e) Primary Care Loan (PCL)
 - (i) Funds are provided from the U.S. Department of Health and Human Services to the College of Medicine students. Individual awards are based on availability of funds and financial need. Primary care loan borrowers must also commit to career as generalist physician. There are repayment penalties applied to the borrower who fails to fulfill this commitment. The 5 percent interest rate is subsidized during enrollment and residency training (no limit on the number of years) with a one-year grace period. The maximum repayment period is 10 years. An interest rate penalty of 7% is assessed to any student who defaults on the primary care practice obligation while in repayment.
 - (f) 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 for students in the college of medicine.

(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 Direct 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 for Medicine, Pharmacy and Masters in Public Health. All other graduate programs have an aggregate limit of \$138,500. The interest rate is fixed at 5.31 percent. A processing fee will be deducted from your request prior to disbursement. No principal payments are due while the student is in school at least half time.

Students are capped at the amount of Federal Direct Unsubsidized Loan each academic year. Annual aggregates are based on the length of the academic year. The chart below reflects the annual aggregates per college:

| | 9 Month | 10 Month | 11 Month | 12 Month |
|-----------------------|----------|----------|----------|----------|
| COP and MPH | \$33,000 | \$34,389 | \$35,778 | \$37,167 |
| COM | \$40,500 | \$42,722 | \$44,944 | \$47,167 |
| All Other COGS | \$20,500 | \$20,500 | \$20,500 | \$20,500 |

(c) Federal Direct 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 6.31 percent. A processing fee will be deducted from your request prior to disbursement. No principal payments are due while the student is in school at least half time.

(d) Merit-Based Scholarships

- (i) Through generous donations to the NEOMED Foundation, the University has the ability to award scholarships to students who demonstrate scholastic aptitude in a component of the curriculum. Students will provide a separate application and letters of recommendation and the Scholarship and Awards Committee will determine the recipient.

(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 has 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, and 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 stipend. Further information on who to contact concerning this program is available in the Office of Enrollment Services.
- (c) **Summer Research Fellowship Program**
 - (i) The fellowship projects provide summer experiences for NEOMED medical and pharmacy students in a variety of disciplines. This program is a mentored research program, 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. Hours and other conditions of the fellowship are flexible, being worked out between the research fellow and the project investigator. Research fellows are expected to participate in a poster session at the end of the summer. A catalog of available projects and application information for this program will be made available by the Office of Research and Sponsored Programs (ORSP) during the last week of March.
- (d) **Choose Ohio First Scholarship**
 - (i) The state of Ohio has provided up to nine (9) medical student scholarships for students attending NEOMED to receive a \$30,000 renewable scholarship for four years in exchange for serving as a primary care physician as a resident and five years post residency in the state of Ohio. Students must renew their commitment for the opportunity annually and submit yearly certification of post enrollment compliance to the Office of Enrollment Services. Failure to meet the terms of the scholarship results in the opportunity of converting to a loan, which must be paid back to NEOMED within five years of default.
- (e) **NEOMED Administered Education for Service Scholarship Program**
 - (i) Through generous support from community foundations, private citizens and health care organizations, NEOMED has the ability to offer significant scholarship opportunities to students who wish to serve as a primary care physician for a number of years, post-graduation. The length of service, location as well as monetary value of the scholarship is dependent on criteria set forth by the donor. Students must renew their commitment for the opportunity annually and submit yearly certification of post enrollment

compliance to the Office of Enrollment Services. Failure to meet the terms of the scholarship results in the opportunity of converting to a loan, which must be paid back to NEOMED within five years of default.

(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 University and the Federal government. Students may also review outside scholarship information on the financial aid website. Students are urged to investigate opportunities in their 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 that students may wish to consider is the formal borrowing of funds from parents. This compromise step allows students to feel some degree of independence while not hindering opportunities for the future.
- (c) Veterans
 - (i) Students who are veterans of the U.S. armed forces and who plan to seek authorization for training at the University should make an appointment with the Associate Director of Financial Aid to review proper procedures to follow and contact the U.S. Veterans Affairs Office.

Financial Aid References

(Approved July 2017)

(A) View the following Web sites for financial aid information.

- (1) <https://students-residents.aamc.org/financial-aid/> - Monetary decisions for medical doctors
- (2) <http://www.finaid.org>- Provides loan calculators
- (3) <http://www.fafsa.ed.gov>- Complete the FAFSA on the Web
- (4) <http://www.fastweb.com>- Look for scholarships
- (5) <http://www.nsls.ed.gov>- Look at student loan history

- (6) <http://www.irs.gov>- Everything you need to know about taxes
- (7) <http://www.myfico.com>- Credit report and credit score
- (8) www.studentloans.gov – Complete federal loan promissory notes, consolidate federal loans, receive information on estimated payments from Department of Education loans

Overpayment Policy

(Approved July 2017)

- (A) When a financial aid recipient who has received a cash disbursement for non-University costs ceases attendance, the accounting and financial aid offices will determine whether the student was entitled to all of the cash he or she received. If not, the offices 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 financial aid funds other than Federal Direct Stafford, 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:
The accounting and financial aid offices will determine what portion of the period of enrollment for which the student was charged that the student actually attended, and then determine the reasonable expenses associated with non-institutional costs for that portion of the enrollment period.
 - (2) STEP 2:
The accounting and financial aid offices will determine the composition of any cash disbursement to the student.
 - (3) STEP 3:
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-University 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) Any other non-loan Title IV programs; and
 - (2) Other state, private or institutional student financial assistance programs.
- (E) The University will apply this repayment allocation policy consistently to all students who have received Title IV assistance.

University Refund Policy

(Approved July 2017)

Regulations:

Registration does not automatically carry with it the right of a refund or reduction of indebtedness in cases of failure or inability to attend class or in cases of withdrawal. The student assumes the risk of all changes in business or personal affairs. NOTE: The term “refund” used in this section refers to the amount of tuition credited to the student account, not the portion of a payment that will be returned to the student.

Fees Subject to Refund:

Instructional and nonresident surcharge.

Amount of Refund:

Amount of refund is to be determined in accordance with the following regulations and subject to requirements contained in the College’s withdrawal policy:

In Full:

- If the University cancels the course;
- If the University does not permit the student to enroll or continue except for disciplinary reasons;
- If the student drops the course(s) during the add/drop period (College of Graduate Studies only);
- If the student becomes deceased before or during the term;
- If the person is drafted into military services by the United States and called to active duty;

A student who enlists voluntarily for active duty is subject to the refund policy below.

Administrative Withdrawal Resulting from CAPP Decisions

If a student begins a semester and is then required by the Committee on Academic and Professional Progress (CAPP) to withdraw from the curriculum (via a leave of absence or dismissal) based on performance in the prior semester, the student will be administratively withdrawn from the current semester and issued a 100 percent refund of instructional fees, regardless of the date of action. All other tuition related fees will be refunded at a percentage based on the number of days attended during the period of enrollment in the semester. No refund will be granted to a student dismissed or suspended for disciplinary reasons.

Partial Refunds – Professional Degree Programs

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, calculated on a term basis. Refunds will be calculated as follows:

Withdrawal within 60 percent of the enrollment period:

Refund is based on percentage of attendance in a semester calculated by dividing the total number of days included in the period of enrollment into the number of days remaining in the period as of the official notice of leave or withdrawal, or if no official notice is given, the last recorded day of attendance. The period of enrollment includes weekends and holidays and excludes scheduled breaks of five or more days.

Withdrawal beyond 60 percent of the enrollment period:

No refunds will be issued to students who withdraw after completing 60 percent of the enrollment period.

Partial Refunds – Graduate Degree Programs (revised 3/17/16)

Instructional fees shall be refunded to a student who withdraws or takes a leave of absence based on the percentage of attendance by the student beyond the drop/add period. The percentage of enrollment period is calculated by dividing the total number of days left in the enrollment period by the total number of days in the period of enrollment (includes add/drop period). Refunds will be calculated as follows:

Withdrawal within 60 percent of the enrollment period

Refund is based on the number of days left in the enrollment period *as of the date of withdrawal* divided by the total number of days in the period of enrollment (excludes add/drop period).

Withdrawal beyond 60 percent of the enrollment period

No refunds will be issued to students who withdraw after completing 60 percent of the enrollment period.

Financial Aid Refunds:

If a student is a recipient of Federal Title IV aid, refunds to those programs are required by federal law to be the first priority and must be returned in the following order:

1. Federal Direct Unsubsidized Loan
2. Federal Direct GradPLUS Loan
3. Federal Perkins Loan
4. Campus-Based Aid (e.g., grants, scholarships, institutional loans)

The Accounting and Financial Aid Offices will determine whether a student is due a post-withdrawal disbursement or if a student is responsible for returning a portion of the Title IV aid received.

Refunds will not be issued to individual students until Federal Title IV programs or other scholarships are reimbursed as required and all outstanding balances with the University have been cleared.

Refund Schedule

The Accounting Office will process the refund within 45 days of being notified by the registrar of the date of withdrawal. All balances due to the University as a result of other obligations will be deducted from the amount refunded.

If fees were paid in part by financial aid, the applicable portion of the refund must be returned to the appropriate financial aid program. Federal regulations require a proportionate refund to Title IV federal student aid funds (programs sponsored by the U.S. Department of Education). The federal formula used in determining the portion of the fee refund to be applied to federal student aid funds is:

Total amount of Title IV aid awarded for the term

Refund due X _____ Total amount of aid awarded for the term

When refunding monies to the various financial aid programs, the following priority listing will be used (subject to change without notice):

1. Federal Direct Unsubsidized Loan
2. Federal Perkins Student Loan Program
3. Federal Direct Grad PLUS Loan Program
4. Primary Care Loan
5. Loans for Disadvantaged Students
6. Campus-based Aid Loan Program
7. Campus-based Aid Grants/Scholarships
8. Student

Loan servicers will be notified of the date of a student's withdrawal.

Satisfactory Academic Progress Policy

(Approved July 2017)

- (A) Section 484 of the Higher Education Act (HEA) requires that a student makes satisfactory progress in his/her course of study in order to receive financial aid. This policy will be amended whenever applicable federal and state law or regulations are changed.
- (B) Determination of Satisfactory Academic progress
 - (1) Upon completion of each payment period, the determination of whether or not a student is considered to be making satisfactory progress will be identified by financial aid based on criteria found below. Only the Office of Enrollment Services determines a student's eligibility for financial aid as directed by the Department of Education.
 - (2) The satisfactory academic progress definitions are as follows:
 - (a) Financial Aid Probation- A status that is assigned to a student who is failing to make satisfactory academic progress as defined in any of the below circumstances. A student that is on financial aid probation is not eligible for any types of financial aid.
 - (i) For two consecutive payment periods, a graduate studies, medical, or pharmacy student does not meet standard 1.
 - (ii) A graduate studies, medical, or pharmacy student does not meet standard 2.
 - (iii) A medical does not meet standard 3.
 - (b) Financial Aid Warning – A status that is assigned to a student who is failing to make satisfactory academic progress in the below circumstances. A student that is on financial aid warning is eligible for financial aid.

- (i) For one payment period, a graduate studies, medical, or pharmacy student does not meet standard 1.
- (c) Making Satisfactory Academic Progress – A status that is assigned to a student who is meeting all satisfactory academic progress standards.
- (3) Satisfactory Academic Progress will be checked 6 weeks after the end of the payment period.
 - (a) If a student as an "I" or "IP" grade for a course 6 weeks after the end of the payment period, then the student will automatically be placed on Financial Aid Probation due to not being able to determine the students status with meeting standards. All aid that had disbursed for the subsequent payment period will be returned. If the students "I" or "IP" grade is then changed to a letter grade, then satisfactory academic progress will be checked and an updated status will be given. If the student's status is making satisfactory academic progress or financial aid warning, then the student will regain eligibility for financial aid funds. If the student's status remains in financial aid probation, the student will remain ineligible for financial aid.
- (C) These standards pertain to financial aid only and should not be confused with academic standards.
- (D) Standards for Graduate Students:
 - (1) Standard One:
A graduate student must achieve and maintain a 3.0 cumulative grade-point average. The cumulative GPA is based on course work in the College of Graduate Studies at the Northeast Ohio Medical University.
 - (2) Standard Two:
A graduate student is not eligible for further financial aid when the cumulative number of credit hours attempted is equal to or greater than 150% of the minimum credits required for graduation. For example, your program requires 42 credit hours for completion, your eligibility for financial aid ends after you attempt 63 total hours.
- (E) Standards for Medical Students
 - (1) Standard One:
The pace at which a medical student must progress is to pass 67% of attempted courses. This is based on course work in the College of Medicine at the Northeast Ohio Medical University.
 - (2) Standard Two:
A medical student is not eligible for further financial aid when the cumulative number of academic years enrolled is greater than six (150% of the normal time frame for completion of required M.D. coursework; 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).

(3) Standard Three:

Prior to matriculating to their third year of medical school, medical students are required to pass USMLE Step 1. If a student is permitted to participate in the pre-clinical course offered prior to the M3 clerkships without receipt of a passing USMLE Step 1 score, they will not be eligible for federal financial aid until a passing USMLE Step 1 score is received and the student begins their first clerkship.

To continue in the M4 curriculum, students are required to pass USMLE Step 2 CK.

(F) Standards for Pharmacy Students

(1) Standard One:

The pace at which a pharmacy student must progress is to pass 67% of attempted courses. This is based on course work in the College of Pharmacy at the Northeast Ohio Medical University.

(2) Standard Two:

A pharmacy student is not eligible for further financial aid when the cumulative number of academic years enrolled is greater than six (150% of the normal time frame for completion of required Pharm.D. coursework; 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).

(G) Course grades

(1) A grade of 'I' (incomplete) accompanied by a letter grade will be considered when evaluating your completion ratio, and will influence the pace of course completion. All attempted and earned credits are considered in maximum eligibility determination.

(2) A grade of 'W' (withdrawal) does not earn credits or affect your GPA, but will be considered when evaluating your maximum eligibility. Students may retake courses from which you withdraw and those credits will count toward determining your enrollment status and completion ratio, provided you have not earned credit for the same course.

(H) Repeat Coursework

(1) The credits earned from repeated courses will count toward Maximum Timeframe.

(2) Students are permitted to receive federal aid for repeating a previously passed course one time only. The course must appear on a transcript as a repeated course.

(3) Students are not permitted to receive federal aid on the second repeat of a previously passed course. For purposes of determining financial aid enrollment status, the credits of the second repeat of a previously passed course are not counted.

- (4) The repeat of a failed course (that has never been passed) may receive federal aid for the course.
- (5) The repeat coursework rules for federal aid apply regardless of previous payment source.
- (I) Transfer Students
 - (1) 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.
- (J) Appeal Process
 - (1) A student who is placed on Financial Aid Probation may submit a Satisfactory Academic Progress Appeal to the Office of Enrollment Services and should cite any special or mitigating circumstances he/she believes should be considered.
 - (2) The Satisfactory Academic Progress Appeal will be reviewed by the Director of Financial Aid.
 - (3) If the Satisfactory Academic Progress Appeal is successful, then the student regains eligibility for financial aid. A successful Satisfactory Academic Progress Appeal will include academic requirements that must be met to receive aid beyond the probation semester. A student who is denied aid for failure to meet these satisfactory academic progress requirements may re-establish eligibility once he/she meets the requirements. You cannot receive financial aid retroactively for the academic period in which you were re-establishing satisfactory academic progress.
 - (4) If the Satisfactory Academic Progress Appeal is denied, then the student will not be eligible for financial aid. A student who has been denied can request an in-person hearing to petition for reinstatement.
- (K) Financial Aid Eligibility when Enrollment Status Changes
 - (1) At Time of Exit from the University – If a student leaves or is asked to leave the Northeast Ohio Medical University for any reason and the student is on financial aid suspension, the student still will be on financial probation when he/she returns.
 - (2) Financial aid eligibility and awards will be reviewed and adjusted if enrollment in courses changes.

Drug Violations and Financial Aid

(Approved July 2017)

- (A) As indicated in HEA Section 484(r), 34 CFR 668.40, a federal or state drug conviction can disqualify a student for Federal Student Aid funds. Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV

aid—they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when they were a juvenile, unless the student was tried as an adult.

- (1) Depending on whether the conviction was for sale or possession and whether the student had previous offenses, the bullets below indicate the period of ineligibility. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

| | Possession of illegal drugs | Sale of illegal drugs |
|-------------------------|------------------------------------|---------------------------------|
| 1 st offense | 1 year from date of conviction | 2 years from date of conviction |
| 2 nd offense | 2 years from date of conviction | Indefinite period |
| 3+ offenses | Finite period | |

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

- (2) Schools must provide each student who becomes ineligible for Title IV aid due to a drug conviction a clear and conspicuous written notice of his/her loss of eligibility and the methods whereby he/she can become eligible again.
 - (3) A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program or passes two unannounced drug tests given by such a program. Further drug convictions will make him/her ineligible again.
 - (4) Students denied eligibility for an indefinite period can regain it after successfully completing a rehabilitation program (as described below), passing two unannounced drug tests from such a program, or if a conviction is reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student's responsibility to certify to you that he/she has successfully completed the rehabilitation program; as with the conviction question on the FAFSA, you are not required to confirm the reported information unless you have conflicting information.
 - (5) When a student regains eligibility during the award year, you may award Direct loans for the period of enrollment.
- (B) Standards for a qualified drug rehabilitation program
- (1) A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:
 - (a) Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
 - (b) Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.

- (c) Be administered or recognized by a federal, state, or local government agency or court.
- (d) Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

Student Budgets

(Approved July 2017)

2017/2018 College of Medicine Student Budget

| TUITION AND FEES | M1 | M2 | M3 | M4 |
|--|-----------------|-----------------|------------------|-----------------|
| Tuition* | \$36,710 | \$36,710 | \$48,940 | \$36,710 |
| General Fee | \$1,135 | \$1,135 | \$1,135 | \$1,135 |
| Life and Disability Insurance | \$55 | \$66 | \$66 | \$66 |
| Student Health & Fitness | \$817 | \$828 | \$838 | \$538 |
| Student Activities | \$190 | \$190 | \$190 | \$190 |
| Matriculation Fee | \$300 | \$0 | \$0 | \$0 |
| Graduation Fee | \$0 | \$0 | \$0 | \$264 |
| Academic Software/Hardware | \$202 | \$145 | \$958 | \$618 |
| Credentialing | \$149 | \$85 | \$304 | \$85 |
| Testing | \$480 | \$916 | \$1,188 | \$500 |
| Course Fees | \$243 | \$81 | \$50 | \$0 |
| Total Tuition and Fees: Ohio Resident | \$40,281 | \$40,156 | \$53,669 | \$40,106 |
| Total Tuition and Fees: Non-Ohio Resident | \$76,991 | \$76,866 | \$102,609 | \$76,816 |
| NON-BILLABLE CHARGES | | | | |
| Books/Supplies (estimate) | \$1,200 | \$1,190 | \$1,040 | \$600 |
| Technology | \$700 | \$0 | \$0 | \$0 |
| USMLE (student cost) | \$0 | \$605 | \$1,885 | \$400 |
| Criminal Background Check (estimate) | \$0 | \$45 | \$0 | \$0 |
| Total Non-Billable Charges | \$1,900 | \$1,840 | \$2,925 | \$1,000 |
| INDIRECT COSTS | | | | |
| Housing** | \$9,450 | \$9,450 | \$12,600 | \$9,450 |
| Miscellaneous | \$5,170 | \$5,170 | \$6,890 | \$5,170 |
| Transportation | \$3,210 | \$3,210 | \$4,280 | \$3,210 |
| Medical Insurance | \$2,052 | \$2,448 | \$2,448 | \$2,448 |
| Total Indirect Costs | \$19,882 | \$20,278 | \$26,218 | \$20,278 |
| Total Cost of Attendance: Ohio Resident | \$62,063 | \$62,274 | \$82,812 | \$61,384 |
| Total Cost of Attendance: Non-Ohio Resident | \$98,773 | \$98,984 | \$131,752 | \$98,094 |
| Total Cost of Attendance: Ohio Res Living w/ Parent | \$60,873 | \$61,084 | \$80,212 | \$60,194 |

* Non-Ohio Resident Surcharge is \$36,710 (M1, M2, M4) or \$48,940 (M3)

**Housing for students living with parents: \$8,260 (M1, M2, M4) or \$10,000 (M3)

Notes regarding this document:

2. Students who are experiencing extraordinary financial hardships are encouraged to review the Budget Adjustment Policy to see if their expenses qualify to be added into their overall financial aid budget. A copy of the policy and appeal form is located on the Financial Aid website at neomed.edu.

2017/18 College of Pharmacy Student Budget

| TUITION AND FEES | P1 | P2 | P3 | P4 |
|---|-----------------|-----------------|-----------------|-----------------|
| Instructional Tuition (Ohio Resident)* | \$21,040 | \$21,040 | \$21,040 | \$26,295 |
| General Fee | \$1,135 | \$1,135 | \$1,135 | \$1,135 |
| Life and Disability Insurance | \$63 | \$75 | \$75 | \$75 |
| Student Health and Fitness | \$817 | \$828 | \$828 | \$538 |
| Student Activities | \$190 | \$190 | \$190 | \$190 |
| Matriculation | \$300 | \$0 | \$0 | \$0 |
| Credentialing | \$48 | \$13 | \$77 | \$13 |
| Testing | \$335 | \$130 | \$420 | \$120 |
| Course Fees | \$180 | \$283 | \$0 | \$0 |
| Academic Hardware/Software | \$694 | \$352 | \$352 | \$352 |
| Graduation | \$0 | \$0 | \$0 | \$264 |
| Total Tuition and Fees: Ohio Resident | \$24,802 | \$24,046 | \$24,117 | \$28,982 |
| Total Tuition and Fees: Non-Ohio Resident | \$35,322 | \$34,566 | \$34,637 | \$42,130 |
| NON-BILLABLE CHARGES | | | | |
| Books/Supplies (estimate) | \$1,000 | \$870 | \$800 | \$250 |
| Technology | \$700 | \$0 | \$0 | \$0 |
| Intern License | \$75 | \$23 | \$23 | \$23 |
| Criminal Background Check (estimate) | \$0 | \$0 | \$45 | \$0 |
| Total Non-Billable Expenses | \$1,775 | \$893 | \$868 | \$273 |
| INDIRECT COSTS | | | | |
| Housing** | \$9,450 | \$9,450 | \$9,450 | \$11,550 |
| Miscellaneous | \$5,170 | \$5,170 | \$5,170 | \$6,320 |
| Transportation | \$3,210 | \$3,210 | \$3,210 | \$3,920 |
| Medical Insurance | \$2,052 | \$2,448 | \$2,448 | \$2,448 |
| Total Indirect Costs | \$19,882 | \$20,278 | \$20,278 | \$24,238 |
| Total Cost of Attendance: Ohio Res. Living Off Campus | \$46,459 | \$45,217 | \$45,263 | \$53,493 |
| Total Cost of Attendance: Non-Ohio Resident | \$56,979 | \$55,737 | \$55,783 | \$66,641 |
| Total Cost of Attendance: Ohio Res. Living with Parent | \$45,269 | \$44,027 | \$44,073 | \$51,943 |

* Non-Ohio Resident Surcharge is \$10,520 for P1, P2, P3 or \$13,148 for P4

**Housing for students living with parents is \$8,260 (P1, P2, P3) or \$10,000 (P4)

Notes regarding this document:

1. For personal budgeting tips, students are able to use funds allocated for non-billable charges and indirect education expenses for reasonable education related expenses. Student are not billed by the University for these expenses. Students relying on financial aid to assist will need to factor these expenses into their financial aid refunds.
2. Students who are experiencing extraordinary financial hardships are encouraged to review the Budget Adjustment Policy to see if their expenses qualify to be added into their overall financial aid budget. A copy of the policy and appeal form is located on the Financial Aid website at neomed.edu.

2017/18 College of Graduate Studies Student Budget

| | Masters in Public Health | Integrated Pharm. Med | MS Pharmacy Admin. | Masters in Medical Ethics |
|--|--------------------------------|-----------------------------|--------------------------|---------------------------------|
| TUITION AND FEES (Based on 12 credit hours) | | | | |
| Instructional Tuition | \$6,912 | \$6,504 | \$6,504 | \$6,504 |
| General Fee | \$0 | \$444 | \$444 | \$444 |
| Student Health & Fitness | \$0 | \$72 | \$0 | \$42 |
| Student Activities | \$0 | \$50 | \$0 | \$0 |
| Academic Program Hardware/Software Fee | \$0 | \$60 | \$60 | \$0 |
| Technology Fee | \$204 | \$0 | \$0 | \$0 |
| TOTAL TUITION AND FEES - OHIO RESIDENT* | \$7,116 | \$7,130 | \$7,008 | \$6,990 |
| TOTAL TUITION AND FEES - NON-RESIDENT* | \$7,248 | \$7,262 | \$7,140 | \$7,122 |
| NON-BILLABLE CHARGES | | | | |
| Books/Supplies (estimate) | \$530 | \$0 | \$400 | \$0 |
| TOTAL NON-BILLABLE EXPENSES | \$530 | \$0 | \$400 | \$0 |
| INDIRECT COSTS | | | | |
| Housing** | \$8,400 | \$8,400 | \$8,400 | \$8,400 |
| Miscellaneous | \$4,600 | \$4,600 | \$4,600 | \$4,600 |
| Transportation | \$2,850 | \$2,850 | \$2,850 | \$2,850 |
| TOTAL INDIRECT COSTS | \$15,850 | \$15,850 | \$15,850 | \$15,850 |
| TOTAL Cost of Attendance - Ohio Resident: | \$23,496 | \$22,980 | \$23,258 | \$22,840 |
| TOTAL Cost of Attendance – NON-Ohio Resident: | \$23,628 | \$23,112 | \$23,390 | \$22,972 |
| TOTAL Cost of Attendance - Living w/ Parent: | \$22,436 | \$21,920 | \$22,198 | \$21,780 |

*The student budget is based on **enrollment for six credit hours in each of the fall and spring term**. Your tuition and financial aid will be adjusted to your actual enrollment each semester. Courses taken in the summer are not reflected in this budget; but if you maintain half-time enrollment status (4.5 credit hours or greater) each semester, you will be eligible for financial aid and increased living expenses.

**Room and Board for students living with parents: \$7,340

A Non-Resident surcharge of \$11 per credit hour is added to the cost of attendance to those who are non-Ohio residents for tuition purposes.

The following items are not factored into the budget, but are eligible to be added:

Non Dual Degree students will be assessed a \$50 matriculation fee upon admittance into the program.

Graduating COGS students will be assessed a \$264 graduation fee

Students attending the Bioethics Certificate program are not eligible for federal financial aid funds.

Student Expenses and Financial Aid

(Approved July 2017)

(A) Standard Student Budget

- (1) The University is 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 University's 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 University when determining financial aid awards.

(B) Student Budget Adjustment Policy

(1) The standard budget is based on the student's year at the University, length of academic year, and place of residence (with or without parents) and will coincide with the University's 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 if the expense occurred within the academic year and provided the students submits supporting documentation. If receipts are required, they must be itemized. 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) All requests for budget adjustments must be submitted in writing to the Office of Enrollment Services by itemizing expenses on the Budget Adjustment Request Form found below. Applicable documentation of actual costs must accompany all requests as stated below. Requests are reviewed by the Associate Director of Financial Aid, who then notifies the student in writing of the final decision.

(C) **Transportation Expenses** - 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. Transportation expenses only include the costs associated with the student's transportation needs due to their enrollment at the University. Acceptable documentation includes: auto insurance statement, auto maintenance receipts, gasoline receipts for a 3-week period, licensure fee receipt, registration and titling fee receipt.

(D) **Medical Insurance Expenses** - Medical insurance premiums are established in each student's budget based upon the cost associated with the University's medical insurance plan. Students who add dependents to the policy have the ability to apply for a budget adjustment to reflect the increased premiums. In addition, students who enroll themselves and/or family members in the

University's vision and dental plan have the ability to apply for a budget adjustment to reflect the additional premiums. Students who do not have medical insurance coverage through the University, have the ability to apply for a budget adjustment if their cost is above the standard budget. Acceptable documentation includes: insurance billing statements.

- (E) **Medical Expenses** - Medical expenses not covered by medical insurance can be added to the student's financial aid budget. These expenses could be for the student and dependents. Student expenses would be covered at a 100% rate. Dependent coverage would be provided at 100% for students who are single and at 50% for students who are married with a working spouse. Please note that elective procedures will not be covered underneath this policy. Acceptable documentation includes: medical billing statements after insurance has paid their portion.
- (F) **Non-deferrable Educational Debt Expenses** - Adjustments for non-deferrable educational debt will be made only if the student provides documentation that repayment is necessary and not deferrable while attending the University. This policy is only applicable to the student, not dependents of the student. Please note that expenses will be retroactively reimbursed. Acceptable documentation includes: promissory note(s) showing non-deferrable clause, as well as billing statement from the lender.
- (G) **Childcare and Adult Dependent Care Expenses** - Students who are single parents or have a working spouse may request an adjustment for childcare and/or dependent care expenses incurred during a period of enrollment. Single students will receive 100% reimbursement, while married students with working spouse will receive 50%. Expenses for private school education are not included. Acceptable documentation includes: billing statement from childcare provider on their corporate letterhead.
- (H) **Away Elective Expenses** - Students who elect to enroll in an away elective experience may request an adjustment for required books and fees incurred during away electives. Please note that reimbursement will not be given for travel, lodging, and applications. Acceptable documentation includes: billing statement from the away elective location.
- (I) **Child Support Expenses** - Students who must pay child support for one or more children may request an adjustment for child support costs. Acceptable documentation includes: court ordered documentation including monthly payment amount.
- (J) **Residency Interview Expenses** - M4 and P4 students who incur residency interview costs that go above the standard budget may request an adjustment for transportation, lodging, reasonable personal expenses up to an established cap as indicated on the Budget Adjustment Request form. Acceptable documentation includes: residency interview invitation, detailed travel itinerary and receipts related to gas, toll, lodging, and reasonable personal expenses.
- (K) **Loan Processing Fees** - Students may factor in the processing fees deducted by Direct Loans for their Federal Direct Unsubsidized Loan and Federal Graduate PLUS Loan. The Financial Aid staff will verify the fee deduction total based on documentation from the lender.
- (L) **Criminal Background Checks** – Prior to beginning an experience in a clinical setting, students must

initiate and pass a criminal background check. An average of the lowest cost has been added to the M2 and P3 budgets to assist students in obtaining a background check. If circumstances are such, a student may have additional expenses related to the background check. In these cases, students can submit their receipt for the cost of a criminal background check and submit to the Financial Aid Office.

- (M) **M3 Distance Clerkship** – There are circumstances where an M3 student may be assigned into a clerkship outside the “NEOMED consortium.” These include the cities of Cleveland, Toledo, Columbus and Dover. Students assigned into one or more clerkships in the M3 year and experience added stress of additional living expenses can request an adjustment to compensate for travel and lodging. Students will need to submit copies of all expenses in order to be considered.

(1) Appeal for Special Circumstances

- (a) Special circumstances may affect your Financial Aid eligibility. Decisions on these circumstances are based on the documentation provided, the guidelines established by Northeast Ohio Medical University, and federal and state Financial Aid rules and regulations. Your request will not be reviewed until we receive a completed application, including all required documentation. Please allow one to two weeks after receipt for review and decision. Special circumstance may be requested at any time because of changes in family circumstances.
- (b) A committee within the Office of Financial Aid will review your special circumstance application. If denied, the decision can be appealed to the Student Financial Aid, Scholarship and Award Committee; the outcome of this committee is the final decision.
- (c) Conditions of a special circumstance include:
 - (i) Dependent other than spouse who receives more than half of their support from the student;
 - (ii) Significant reduction of student, spouse, or parent income;
 - (iii) Orphan or ward of the court; or,
 - (iv) Other extenuating circumstances.

CONDUCT AND STUDENT POLICIES

Alcohol and Substance Abuse

(Approved July 2017)

- (A) NEOMED condemns the abuse of alcoholic beverages. All members of the NEOMED community are responsible for making decisions about their actions within the context of Ohio law, the University regulations and the highest standards of professional conduct. In addition, awareness of the rights of others within our community who may choose not to use alcoholic beverages must be honored.
- (B) The University has defined guidelines that will ensure that any use of alcohol is responsible and consistent with the laws and regulations of the State of Ohio.
- (C) All NEOMED students are expected to be familiar with and to respect the laws of the State and Federal government with regard to the use of intoxicating and other mood- or consciousness-altering substances. Possession or use of many of these substances is illegal. A felony conviction of a student may preclude licensure to practice and could subject a student to dismissal from NEOMED and referral for prosecution if appropriate.
- (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 University becomes aware that a student has developed a problem relating to alcohol or other substance abuse, the student will be required to appear before the Student Conduct Officer to determine if it is necessary for the student to leave studies and enroll in an appropriate rehabilitation program. The normal due process and appeal procedures will apply to such a student. Failure on the part of the student to successfully complete a mandated rehabilitation program will lead to dismissal from NEOMED. The University's first concern in these matters is to aid the student in overcoming problems with 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.

Alcohol Use Policy for Student Events

(Approved July 2017)

- (A) Preamble
 - (1) As a health professions university, NEOMED is committed to educating and encouraging the members of its community to make healthy decisions regarding their behavior. NEOMED prohibits the use of alcoholic beverages at all student organization sponsored events, both on-campus and off-campus, and at all events funded by NEOMED Student Council (NSC). Exceptions to this policy may be made for the annual Aesculapius Charity Ball and the annual Commencement Ball in accordance with C(2) of this policy. The approved use of alcohol at these events is a privilege, not a right. Abuse of this privilege may result in alcohol not being allowed at these approved events in the future.
- (B) Scope

- (1) All student organization sponsored events and NSC funded events must abide by this policy.

(C) Guidelines

- (1) Alcohol is not permitted at on-campus or off-campus student organization sponsored events or NSC funded events.
- (2) The following steps and guidelines must be followed in order to continue to allow alcohol to be served at the Aesculapius Charity Ball and the Commencement Ball. Failure to follow the procedures will not cancel the event, but will cancel the privilege of using alcohol at the event.
 - (a) Person(s) planning the event will read the Alcohol Use Policy thoroughly.
 - (b) Alcohol will be served via a cash bar. No university or student organization funds will be used to pay for alcohol.
 - (c) Non-alcoholic beverages will be in constant supply and easily accessible throughout the event.
 - (d) A variety of foods will be made available, including at least one high protein item (e.g.: cheese, meat, etc.), which slows the absorption of alcohol.
 - (e) Alcohol will not be mentioned in any advertisements for the event.
 - (f) Attendees must bring a valid photo identification card, with date of birth, to gain entry to the event.
 - (g) The person(s) planning the event will ensure that provisions are made for checking identification at the entrance of the event. Those of legal drinking age will be given a wrist band and can only purchase alcohol at the event's cash bar.
 - (h) The person(s) and organization planning the event are primarily responsible for monitoring the behavior of attendees, including confronting inappropriate behavior (e.g., underage drinking, obtaining alcohol for underage drinkers, obvious intoxication, etc.). Failure to do so will lead to the loss of privileges for hosting an event with alcohol, in addition to other possible sanctions.
 - (i) All events will include a starting and ending time. Alcohol will cease to be served one hour prior to the ending time of the event. Non-alcoholic beverages, food and entertainment will be available until the end of the event.
 - (j) At least two members of the NEOMED faculty or staff must be in attendance at the event throughout the event's entirety.
 - (k) Anyone in attendance at an event with alcohol has the obligation to confront inappropriate behavior, either directly or by contacting the designated faculty or staff advisors assigned to the event.
 - (l) The person(s) and/or organization planning the event will assume all extra costs that may be incurred by hiring additional law enforcement personnel, cleaning personnel, or for any damages that are beyond the usual expected wear and tear from an event.
 - (m) Alcoholic beverages may be consumed only in the areas designated for the event.
 - (n) Consistent with Ohio state law, no person will consume or have an open container of alcohol in a motor vehicle (moving or parked) while on the premises of the event.
 - (o) No person will bring his/her own alcohol to the event for any reason.

- (p) Alcohol will not be served to individuals who appear to be intoxicated.
 - (q) The person(s) planning the event will provide designated drivers. Designated drivers:
 - (i) Agree to not consume any alcohol during the event,
 - (ii) Are publicly identified as designated drivers and will use their own cars,
 - (iii) Will be present for the entire event, and
 - (iv) Agree to drive anyone who appears to be intoxicated to the nearest appropriate location.
- (D) Violations
- (1) Students violating this policy may be referred to the Committee on Academic and Professional Progress (CAPP) for appropriate disciplinary action.
 - (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 Officer.
 - (3) Campus police personnel or off-campus security personnel may request disorderly individuals to leave the event.

Campus Access Policy

(Approved June 2017)

- (A) Access to Campus Facilities
- (1) Access to the campus is restricted to NEOMED identification card holders. Generally, all exterior doors to the campus are locked, with the exception of the NEW Center main entrance. Several exterior doors have key card access allowing personnel and student's convenient access to their work and study areas. All campus visitors must report to the NEOMED Reception Desk located in the NEW Center to sign in and obtain a guest ID.
- (B) 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.
- (C) 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" refers to 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; the RGE research building, 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 Office of Legal Counsel. Activities in the CMU will require the additional approval of the director, CMU.
- (4) The NEW Center, Sequoia-Wellness, the Information Center, and the bookstore are open to the public.

Committee on Academic and Professional Progress (CAPP), Phase 2

- (A) **Committee on Academic and Professional Progress (CAPP), Phase 2 – College of Medicine Students only**
(Approved July 2017)

- (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.
 - (c) All committee deliberations and decisions will consider maintaining the quality of health education and the safety of the community.
 - (d) The CAPP Committee is considered a COM faculty committee of the COM Bylaws, Appendix G.
- (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) COM Dean, Vice Dean, or Curriculum Deans
 - (iii) Executive Director of Enrollment Services
 - (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 conduct

- (iii) Exceeding the maximum length of study (COM: six years; Combined MD plus Ph.D. program: eight years from their initial date of enrollment including leaves of absences)
- (3) Membership/Voting Status
 - (a) At least five (5) Faculty from the College of Medicine (inclusive of the Chair and Vice Chair)
 - (b) 1 Medical (M3) student (non-voting)
 - (c) 1 Medical (M4) student
 - (d) Chief Student Affairs Officer or designee (non-voting)
 - (e) Academic Affairs personnel (non-voting)
- (4) Quorum
 - (a) Quorum shall be based on the majority of the voting membership. 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 an advisor of their choosing from the NEOMED faculty, staff or student body.
 - (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(s) will be provided by Academic Affairs.
 - (e) Other persons may be invited by the chair to provide information that 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 voting member who is unable to attend.
- (6) Procedures for Hearing
 - (a) Students are notified in writing by Academic Affairs personnel 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 (identified in the student letter) by the date identified in the student letter and no less than three (3) full business days before the meeting.
 - (c) At the meeting, students will be given the opportunity to speak confidentially to the reason for the CAPP referral and may be questioned by the CAPP members.
 - (d) CAPP members will discuss and vote 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 decide on the course of action that is in the best interest of the student, the University and the community. All voting members are COM faculty and senior students, elected by their peers.
- (c) Decisions of CAPP are considered faculty decisions, with notification of the decision provided to the College of Medicine Dean.
- (d) Student meets in person or via telephone with the Chief Student Affairs Officer for a post CAPP decision meeting.
- (e) A written statement of the decision will be provided electronically to students within five (5) working days.

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

(B) CAPP Standards for Unsatisfactory Performance and Academic Action – College of Medicine

(1) Unsatisfactory Performance

- (a) Students may be referred to CAPP for review as a result of unsatisfactory performance including:
 - (i) Course failure
 - (1) Single year performance
 - (2) Aggregate performance
 - i.* Course requirements
 - ii.* Graduation requirements
 - iii.* Progression requirements
 - (ii) Failed remediation
 - (1) Option for repeating remediation may only be granted by CAPP.

- (2) Decisions regarding repeating remediation will be based on students' overall aggregate performance up to that point.
 - (iii) Failed repeat
 - (1) Course
 - (2) Year
 - (iv) Failed progression or graduation requirement including but not limited to:
 - (1) Progression Requirements
 - i.* USMLE Step 1
 - (2) Graduation Requirements
 - i.* USMLE Step 2 Clinical Knowledge
 - ii.* USMLE Step 2 Clinical Skills
 - (3) Exceeding the maximum length of study (COM: six years; combined medical degree plus Ph.D. program: eight years from their initial date of enrollment including leaves of absences) including an identified inability to complete the degree within six years before the six-year period has elapsed.
 - (v) Unprofessional behavioral misconduct
 - (vi) Failure to comply with CAPP academic actions and requirements
- (2) Academic Action
- (a) CAPP may impose any of the following academic actions for unsatisfactory performance as defined above.
 - (i) Remediation – Remediation may be imposed by the course director due to single course failure and will be approved by the Vice Dean of the college and coordinated by Academic Services staff in collaboration with the Course Director. However, aggregate issues will result in referral to CAPP.
 - (ii) Leave of Absence (refer to “Leave of Absence” in the Student Handbook)
 - (1) Academic
 - i.* Enrichment
 - ii.* CAPP mandated
 - (2) Personal hardship
 - (3) Medical
 - (iii) Repeat year
 - (iv) Repeat course
 - (v) Dismissal
 - (vi) 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) **Rubrics Identifying Referrals to CAPP and Possible Action:**

(1) College of Medicine

| | Referral to Course Director or the Associate Dean of Curriculum for Remediation Action | Referral to Committee on Academic and Professional Progress (CAPP) for Action |
|-----------|--|---|
| M4 | <ul style="list-style-type: none"> Failure of first attempt USMLE Step 2 CK and/or CS <p><i>Note: 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 in core competency “professionalism” in any elective or course or core rotation 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 |
| M3 | <ul style="list-style-type: none"> Failure of a single course or clerkship <p><i>Note: 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 Professional and/or aggregate performance concerns Exceeding the maximum length of study Any Leave of Absence (LOA) request |
| M2 | <ul style="list-style-type: none"> Failure of first attempt USMLE Step 1 Failure of single course <p><i>Note: 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 USMLE Step 1 retake 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 |

| | Referral to Course Director or the Associate Dean of Curriculum for Remediation Action | Referral to Committee on Academic and Professional Progress (CAPP) for Action |
|----|---|---|
| M1 | <ul style="list-style-type: none"> 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 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 |

- (2) **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.

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

- Dismissal
 - Repeat entire year
 - Repeat course or courses
 - Monitor professionalism and/or performance concerns
 - Grant LOA with monitoring
 - Other
- (4) When a “repeat” opportunity is recommended, the student is expected to complete the course(s) in its entirety, including completing all assignments 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.
- (5) Aggregate student performance and comprehensive review of the student’s file will be taken into consideration in the formation of CAPP decisions for individual students. CAPP decisions are based upon each student’s individual and unique circumstances.

(D) Remediation Definitions

- Remediation is a series of planned educational interventions focused on the student who has not developed an appropriate baseline understanding and/or application of material taught in a course or module with the intent to raise that student’s abilities to an acceptable level as determined by a separate assessment.
- Course is a continuous, structured series of instruction. Completion of a course will result in a passing or failing grade being reported to the registrar. A course may be made up of a series of modules, each having a distinct subunit of knowledge. Course expectations for determining a course grade are described in each course syllabus.

- (3) Module is a specialized body of knowledge that is a component of a course. Individual module grades do not appear on the student transcript as modules but are part of a larger course.

(A) Committee on Academic and Professional Progress (CAPP) – College of Pharmacy Students only
(Approved July 2017)

(1) Purpose

- (a) The 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.
- (c) All committee deliberations and decisions will 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
 - (i) Vice Dean or Associate Dean, Curriculum
 - (ii) Executive Director of Enrollment Services
- (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
 - (ii) Exceeding the maximum length of study (COP: six years including leaves of absences)

(3) Membership/Voting Status

- (a) At least five (5) Faculty from the College of Pharmacy (inclusive of the Chair and Vice Chair)
- (b) 1 Pharmacy (P3) student (non-voting)
- (c) 1 Pharmacy (P4) student
- (d) Chief Student Affairs Officer or designee (non-voting)
- (e) Academic Affairs personnel (non-voting)

(4) Quorum

- (a) Quorum shall be based on the majority of the voting membership. 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 an advisor of their choosing from the NEOMED 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(s) will be provided by the College of Pharmacy.
 - (e) Other persons may be invited by the chair to provide information that 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 voting member who is unable to attend.
- (6) Procedures for Hearing
 - (a) Students are notified in writing by Academic Affairs personnel 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 (identified in the student letter) by the date identified in the student letter and no less than three (3) full business days before the meeting.
 - (c) At the meeting, students will be given the opportunity to speak confidentially to the reason for the CAPP referral and may be questioned by the CAPP members.
 - (d) CAPP members will discuss and vote 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 decide on the course of action that is in the best interest of the student, the University and the community.

- (c) Decisions of CAPP, other than Leave of Absence requests, are considered a recommendation to the College of Pharmacy Dean.
 - (d) Decisions of CAPP, specifically related to Leaves of Absence requests, are considered a final decision.
 - (e) Student meets in person or via telephone with the Chief Student Affairs Officer for a post CAPP decision meeting.
 - (f) A written statement of the decision will be provided electronically to students within five (5) working days.
- (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) Students are prohibited from using an electronic or other device to make or disseminate an audio or video recording of the CAPP meeting.

(B) CAPP Standards for Unsatisfactory Performance and Academic Action – College of Pharmacy

(1) Unsatisfactory Performance

- (a) Students may be referred to CAPP for review as a result of unsatisfactory performance including:
 - (i) Course failure
 - (1) Single year performance
 - (2) Aggregate performance
 - i.* Course requirements
 - ii.* Graduation requirements
 - iii.* Progression requirements
 - (ii) Failed remediation
 - (1) Option for repeating remediation may only be granted by CAPP.
 - (2) Decisions regarding repeating remediation will be based on students' overall aggregate performance up to that point.
 - (iii) Failed repeat
 - (1) Course
 - (2) Year
 - (iv) Failed progression or graduation requirements exceeding the maximum length of study (six years within a single college including leaves of absences; this may include an identified inability to complete the degree within six years before the six-year period has elapsed)
 - (v) Unprofessional behavioral misconduct

(vi) Failure to comply with CAPP academic actions and requirements

(2) Academic Action

(a) CAPP may impose any of the following academic actions for unsatisfactory performance as defined above.

(i) Remediation – Remediation may be imposed by the course director due to single course failure and will be approved by the Vice Dean of the college and coordinated by Academic Services staff in coordination with the Course Director. However, aggregate issues will result in referral to CAPP.

(ii) Leave of Absence (refer to “Leave of Absence” in the Student Handbook)

(1) Academic

i. Enrichment

ii. CAPP mandated

(2) Personal hardship

(3) Medical

(iii) Repeat year

(iv) Repeat course

(v) Dismissal

(vi) 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) Rubrics Identifying Referrals to CAPP and Possible Action:

(1) College of Pharmacy

| | Referral to Course Director for Remediation Action | Referral to Committee on Academic and Professional Progress (CAPP) for Action |
|-----------|--|---|
| P4 | <ul style="list-style-type: none">• Failure of any APPE rotation <p>Note: <i>Professionalism/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 APPE rotations• Failure of any remediation• Professionalism and/or aggregate performance concerns• Exceeding the maximum length of study• Any Leave of Absence (LOA) request |

| | | |
|--|--|---|
| <p>P3 P2 P1</p> | <ul style="list-style-type: none"> • Failure of a single course or module <p>Note: <i>Professionalism/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 or modules in a single academic year • Failure of 3 or more modules (aggregate) • Failure of any remediation • Failed repeat course and/or failure of any course in repeat year • Professionalism and/or aggregate performance concerns • Exceeding the maximum length of study |
|--|--|---|

(2) **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.

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

- (a) Dismissal
- (b) Repeat entire year
- (c) Repeat semester (partial year)
- (d) Repeat course or courses or module
- (e) Monitor professionalism and/or performance concerns
- (f) Grant LOA with monitoring
- (g) Other

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

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

(D) Remediation Definitions

- (1) Remediation is a series of planned educational interventions focused on the student who has not developed an appropriate baseline understanding and/or application of material taught in a course or module with the intent to raise that student’s abilities to an acceptable level as determined by a separate assessment.
- (2) Course is a continuous, structured series of instruction. 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. Course expectations for determining a course grade are described in each course syllabus.
- (3) Module is a specialized body of knowledge that is a component of a course. Individual module grades do not appear on the student transcript as modules but are part of a larger course.

- (a) 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.)

Additional College of Pharmacy Remediation Information is available in [APPENDIX IV](#)

(A) Committee on Academic and Professional Progress (CAPP) for the College of Graduate Studies (COGS Students only)

(Approved July 2017)

(1) Purpose

- (a) The Committee on Academic and Professional Progress for the COGS (CAPP-COGS) considers the records of students on the basis of CAPP Academic Guidelines in order to:
 - (i) Evaluate academic performance and assess intellectual readiness
 - (ii) Review professionalism and behavior concerns that affect student progress and performance
 - (iii) Evaluate requests for Leave of Absences
- (b) CAPP-COGS enforces specific guidelines for academic advancement, while also providing due process and individual review of each student's particular situation based on CAPP Academic Guidelines. All CAPP-COGS 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-COGS.
- (c) All committee deliberations and decisions will be guided by the desire to maintain the quality of graduate education and the safety of the community.

(2) Jurisdiction

- (a) Referrals to CAPP-COGS for academic action can be made to any of the following NEOMED constituents:
 - (i) Chief Student Affairs Officer
 - (ii) Dean of COGS
 - (iii) Program Director(s)
- (b) Conditions for Referral: Students may be referred to CAPP for review of their records for reasons related to any one of the following areas:
 - (i) Academic performance
 - (ii) Responsible Conduct of Research
 - (iii) Professional behavior (see NEOMED's [Student Honor Code](#))
 - (iv) Exceeding the maximum length of study (COGS Master's degree: six years, Ph.D.: five years; Combined professional degree plus Ph.D. program: eight years from their initial date of enrollment including leaves of absences)

(3) Membership/Voting Status

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

- (a) Two program directors, voting
 - (b) Two additional members of the Graduate Faculty Council (GFC), voting
 - (c) One COGS student, voting
 - (d) One CSAO representative, non-voting
 - (e) Administrative support, non-voting
- (4) Quorum
- (a) Quorum shall be based on the majority of the voting membership of the CAPP-COGS Committee. 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-COGS and may be accompanied by an advisor of their choosing from the NEOMED faculty, staff or student body. Because this is an academic hearing, not a legal hearing, the student may not bring an attorney, nor is the student permitted to bring a relative.
 - (b) Other persons may be invited by the chair to provide information that may augment or clarify information presented.
 - (c) Individuals found to have a conflict of interest may be recused from the meeting and/or the vote by the CAPP-COGS chair.
- (6) Procedures for Hearing
- (a) Students are notified by the COGS office in writing that they will be discussed or required to attend a CAPP-COGS meeting.
 - (b) Students are asked to complete a CAPP Student Interview Form (SIF) and return to the COGS office no less than three (3) full business days before the CAPP meeting.
 - (c) At the meeting, students will be given the opportunity to speak confidentially to the reason for the referral issue and may be questioned by the CAPP-COGS members.
 - (d) CAPP-COGS members will discuss and vote on the case in closed session with a majority vote required for action.
 - (e) The meeting and its outcome will be documented and will be made part of the student's file.
- (7) Information That May Be Considered
- (a) All information that is part of the student file;
 - (b) All information the student presents at the CAPP meeting;
 - (c) The CAPP Student Interview Form;
 - (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 decide by majority vote on the course of action that it deems serves the best interest of the student, the University, and the community.
 - (c) Decisions of CAPP-COGS and/or resulting sanctions for the College of Graduate Studies students are considered decisions with notification provided to the Dean.

- (d) The Committee and The Executive Director of Enrollment Services, the Chief Student Affairs Officer, or designees will be informed in writing within five working days by the Dean of COGS as to the decision made.
- (e) The Dean of COGS or designee will provide the student with a written statement of the decision within five working days.

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

(B) CAPP-COGS Standards for Unsatisfactory Performance and Academic Action

(1) Students may be referred to CAPP-COGS for review as a result of unsatisfactory performance including:

(a) Course failure

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

(b) Failed progression or graduation requirement including but not limited to:

- (1) Exceeding the maximum length of study (Master's degree: six years, Ph.D.: five years; Combined professional degree plus Ph.D. program: eight years from their initial date of enrollment including leaves of absences) including an identified inability to complete the degree within the maximum length of study before that period has elapsed
- (2) Behavioral misconduct (see NEOMED's [Student Honor Code](#))
- (3) Failure to comply with CAPP-COGS academic actions and requirements

(2) Academic Action

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

- (1) Remediation – Remediation may be granted by the course director due to single-course failure (grade of C or less) and will be approved by the Dean of the college and coordinated by Academic Services. However, aggregate issues will result in referral to CAPP-COGS.
- (2) Leave of Absence (refer to “Leave of Absence” in the Student Handbook)
 - (i) Academic
 - (ii) Enrichment

- (iii) CAPP mandated
- (iv) Personal hardship
- (v) Medical
- (3) Dismissal
- (4) 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 Identifying Referrals to CAPP and Possible Action:

| | Referral to Course Director for Remediation Action | Referral to Committee on Academic and Professional Progress (CAPP) for Action |
|-------------|---|---|
| COGS | <ul style="list-style-type: none"> • One course grade of "C" <p>Note: <i>Professionalism/behavioral misconduct or aggregate performance concerns may result in CAPP referral rather than remediation</i></p> | <ul style="list-style-type: none"> • Failure to maintain a cumulative 3.0 GPA • Professionalism and/or aggregate performance concerns (refer to Student Handbook, Conduct and Professionalism/ Professionalism Concern Notes at https://www.neomed.edu/sa/professionalism/professionalism-concern/) • Any Leave of Absence (LOA) request • Two course grades of "C" or below |

- (1) **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.
- (2) CAPP-COGS Action – potential outcomes
 - (i) Dismissal
 - (ii) Repeat course or courses
 - (iii) Monitor professionalism and/or performance concerns
 - (iv) Other
- (3) When a "repeat" opportunity is recommended, the student is expected to complete the course(s) in its entirety, including completing all assignments 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.
- (4) Aggregate student performance and comprehensive review of the student's file will be taken into consideration in the formation of CAPP decisions for individual students. CAPP decisions are based upon each student's individual and unique circumstances.

(A) **Committee on Academic and Professional Progress Executive Review** – All Colleges
(Approved July 2017)

(1) Purpose

- (a) The purpose of the CAPP Executive Review Committee is to review appeal petitions from students dismissed by any of the CAPP Committees (Phase 1 CAPP, Phase 2 College of Medicine)

CAPP or College of Pharmacy CAPP and College of Graduate Studies) and to decide if whether appeals will be granted or not.

(2) CAPP Executive Review Committee will review appeal petitions only if:

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

(3) Conditions

- (a) Disagreement with the CAPP Committees' 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 (10) working days of the deadline date for appeal.

(4) Membership

- (a) Vice Dean or designee, College of Medicine (chair for cases involving medical students); ex officio
- (b) Vice Dean or designee, College of Pharmacy (chair for cases involving pharmacy students); ex officio
- (c) Vice Dean or designee, College of Graduate Studies (chair for cases involving graduate studies students); ex officio
- (d) Two (2) Co-Chairs of Phase 1 CAPP
- (e) Two (2) Chairs of Phase 2 CAPP, both Medicine and Pharmacy
- (f) One (1) Chair of CAPP College of Graduate Studies
- (g) Six (6) faculty who are standing members of Executive CAPP, three (3) from the College of Medicine and three (3) from the College of Pharmacy
- (h) Four (4) faculty delegates, two (2) from each College, who are invited by the Chair to participate when voting members are unavailable.
- (i) Chief Student Affairs Officer (ex officio, non-voting)
- (j) Academic Affairs personnel support staff (ex officio, non-voting)

(5) Quorum

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

(6) Voting

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

(7) 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 NEOMED or University-affiliate faculty, staff or student body who is not a relative or an attorney as this process is an academic, not a legal hearing.
- (c) Staff support will be provided by Academic Affairs personnel.
- (d) Other persons may be invited by the CAPP chair to provide information that may augment or clarify information presented. Individuals found to have a conflict of interest may be recused from the meeting and/or the vote.
- (e) No faculty alternate or substitutes may attend for a voting member who is unable to attend with the exception of those designated as delegate members per A.4.(h) above.

(8) Process for Executive Review

- (a) A student who has been dismissed as a result of a CAPP Committee decision and who desires to initiate an appeal of a decision of CAPP must submit a Petition for Executive Review form and all associated documentation to the Academic Affairs personnel identified in the decision letter. Forms are available from the Office of the Enrollment Services.
- (b) Petitions for Executive Review forms and all associated documentation must be submitted in writing by noon on the fourth working day from the date on the CAPP decision letter to the office indicated on the form. This date and time will be designated in the CAPP decision letter. No additional documentation may be accepted once the appeal deadline date expires. Failure to submit a form and any associated documentation 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 (10) working days of the deadline date for appeal. Failure to attend the Executive Review Committee meeting, without prior notification and approval, will result in the Committee convening to make a decision, without the opportunity for the student to speak to the Committee.
- (d) If a student is dismissed by CAPP and the student decides to submit an appeal petition, the student will continue in the curriculum, be considered enrolled full-time, and pay all tuition fees incurred until the Executive Review Committee decision is made.
- (e) The Executive Review Committee will address the petition for appeal based on the conditions stated above in A.3. If the Executive Review Committee grants the appeal, the matter is remanded back to the original CAPP Committee for a decision regarding the action/sanction.
- (f) The original CAPP Committee will then reconsider their initial decision with the additional new information or procedural error information in mind.

(9) Information That May Be Considered

- (a) The Petition for Executive Review form and associated documentation submitted by the appeal deadline date;
- (b) Review of the original CAPP decision;
- (c) All information that is a part of the student file;
- (d) All other relevant information.

(10) Outcome

- (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 stands and is final. 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 for review and decision.
- (c) Students will receive an electronic written statement of the CAPP Executive Review decision within seven (7) working days.

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

Computing and Network Resources Policy

(Approved June 2017)

(A) Electronic Mail

- (1) NEOMED provides electronic mail resources in support of its instruction, research and service activities. Because electronic mail (email) is the official method for communicating to students, a NEOMED email address is issued to all students upon acceptance. Students are responsible for using the neomed.edu address as their email address for all official communication with NEOMED faculty, staff and administration. Students are responsible for forwarding all NEOMED emails to their non-NEOMED email account if appropriate. It is the student's responsibility to check his or her email regularly for distribution of official communications. Failure to read email messages does not alter a student's responsibility to be informed about NEOMED events, announcements and policy changes. Therefore, it is recommended that email be checked once per day when practicable. Students are discouraged from distributing mass emails; please post all announcements on the Pulse or where appropriate.

- (2) NEOMED is not responsible for lost, rejected or delayed email forwarded from a student's official email address to an off-campus or unsupported email service or provider. Such lost, rejected or delayed email does not absolve the student from any responsibilities associated with an official communication sent to the student's official NEOMED email address. If there is a change in a student's email address to which the official address is redirected, it is the student's responsibility to make the changes in the email registering system.

(B) Information Technology Policy Orientation for Students

- (1) NEOMED's computer systems and networks are shared resources used by many individuals to carry on the University's mission of teaching, research and service. Use of these resources must be ethical, respect academic honesty, respect the rights of other users, demonstrate respect for intellectual property and ownership of data, respect system security mechanisms, and promote an environment free from intimidation and harassment.
- (2) NEOMED has 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:
<https://www.neomed.edu/generalcounsel/policies/#1487694274733-b1fa2762-c682>.
- (4) It is the responsibility of every student to know these policies and to conduct his/her activities accordingly.

(C) Acceptable Use of Computing Resources by Students

- (1) Students should comply with ALL of NEOMED's policies and procedures. Students should protect their IDs and passwords and keep them confidential. Students are responsible for all activities that originate from their computer accounts or systems.
- (2) Students should respect licensing and copyright laws. Information protected by copyright is not to be copied from, into, or by using NEOMED's computer and network sources.
- (3) Student should use systems and networks responsibly, ethically and legally.
- (4) All devices that are connected to the NEOMED network and the Internet, whether owned by the student or the University, shall execute real-time virus-scanning software with a current virus definition file.

(D) Unacceptable 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 obscene materials and chain letters.
- (8) Do NOT disrupt network communications or conduct or attempt to conduct a breach of security against NEOMED's systems.

(E) Peer-To-Peer Software

- (1) Uploading and downloading music and movie files is illegal and is a violation of NEOMED's File Sharing Policy. Students' Internet privileges will be taken away if found in violation of these laws and may be subject to fines of up to \$100,000 per song by the music industry.
- (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 university's 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. NEOMED discourages students from installing them on personal computers:
 - (a) P2P applications can come with suspect third-party software. P2P software often comes bundled with other applications that may interfere with students' use of their computer.
 - (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 students liable for distribution of material. Some P2P file sharing licenses allow the company to use the student system as a distribution point for pirated software, videos or audio files, a practice for which students are liable.

(F) File Sharing

- (1) Supported types of internal file sharing:
 - (a) Office 365 Groups Files – Office 365 Groups provide secure file sharing capabilities for authorized members of the group. Membership is maintained by the designated group owner.
 - (b) Internet Downloads - Files that are not protected by copyright may be downloaded from the Internet for legitimate University 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 NEOMED's 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 University's policies.

(G) Wireless Communications

- (1) All NEOMED 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) Students should never share their password with anyone. Once the passwords are shared, control of how students' accounts are used will be lost. Students will still be responsible for anything done in their name. Sharing passwords is a violation of NEOMED's Password Policy.
- (2) 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: ! * + _ - = ? , /).
- (3) 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.
- (4) 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 used in the 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 l, 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 the 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 the initial point of contact for the Information Technology Department. Students who suspect their password or any other sensitive data has been compromised or the PC being used 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 Thursday from 7:00 a.m. to 8:00 p.m. and Friday from 7:00 a.m. to 5:00 p.m. on normal business days, and Saturday and Sunday from 12:00 p.m. to 5:00 p.m.
- (J) Sanctions
 - (1) Users who violate these policies may be denied access to NEOMED's computing resources and may be subject to other penalties and disciplinary action, both within and outside of the University. Violations will normally be handled through the NEOMED disciplinary procedures applicable to the relevant user. The University may 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 University from liability. The University may also refer suspected violations of applicable law to appropriate law enforcement agencies.

(K) Reporting Violations

- (1) Any user who believes that a violation of this policy has occurred should report the matter as soon as possible to the Director, Information Technology. The Director, Information Technology may confer with the NEOMED General Counsel in determining the appropriate course of action. In addition, any user who feels it necessary for their health or safety may also report the incident to University security or where appropriate local or federal law enforcement.

Disabilities and Accommodations

(Approved June 2017)

- (A) It is the policy of Northeast Ohio Medical University to comply with the Americans with Disabilities Act (ADA), 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 the University solely by 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 Northeast Ohio Medical University is enriched by persons with disabilities in its student body and among the faculty and staff, it is important also to understand and support the needs and rights of these individuals. All students will be held to the same performance standards and must be able to carry out the essential functions of their positions or programs with or without reasonable accommodation. Upon request of students with disabilities, the University will make efforts to provide reasonable accommodations; however, the University is unable to make accommodations that impose an undue burden, present a direct threat to the health or safety of others, or fundamentally alter the nature of its programs, services or activities.
- (B) Qualified students are encouraged to disclose known disabilities and to request reasonable accommodation as early as possible. Students who do not disclose disabilities and fail to request an accommodation until they have encountered academic difficulty may be jeopardizing their chances of successfully completing the program; accommodations will be considered and granted, as appropriate, on a prospective basis only. Students needing more information regarding the Americans with Disabilities Act policy or procedures should contact the Assistant Director of the Learning Center and Accommodations.
- (C) To request disabilities accommodations, please complete and submit the Disability Registration and Accommodation Request Form available in the Office of Student Affairs or online at: <http://www.neomed.edu/learningcenter/accommodations/>.

(1) Determination of Eligibility

- (a) Northeast Ohio Medical University is committed to equal opportunity and challenge

for all academically qualified students and does not discriminate on the basis of disability. Reasonable accommodations are available to encourage students with disabilities to take full advantage of the University's educational, social and cultural opportunities.

- (b) The Learning Center (LC), located in the Office of Student Affairs, is responsible for the coordination of programs and services for qualified applicants for admission and enrolled students with disabilities. Determination of eligibility for services and appropriate, reasonable accommodations is determined by the University's Disabilities and Accommodations Committee and supported by the staff of the LC after review of documentation of disability. As needed, LC staff will discuss the student's request for services with the student to assist in determining appropriate accommodations and/or consult with the faculty member or other involved office regarding the request. When there is any question about the appropriateness of the student's requested accommodation, the LC staff member will inform the student of the decision.
- (c) All accommodation requests will be presented by the LC staff to the Disabilities and Accommodations Committee (DAC) on an as-needed basis as part of the accommodations eligibility and approval process. If the DAC requires additional information and/or documentation, the LC staff will contact the student via email for the request. The student may be asked to attend a DAC meeting to answer further questions that the DAC may have regarding the requested accommodation.

(2) Requesting an Accommodation

- (a) It is the student's responsibility to disclose a disability and to provide adequate documentation of the disability and any requested accommodations with a rationale of how the accommodation addresses the disability.
- (b) The first step in requesting disability related services is to provide current documentation of the disability by an appropriate diagnosing professional (a treating, licensed, clinical professional familiar with the history and functional implications of the impairments and who is currently engaged in treating the student). Forms for helping students do this are available on the website: <http://www.neomed.edu/learningcenter/accommodations>. What is considered "current" varies, and can mean many years such as with a chronic medical condition, to a few months with some psychological disorders. Send completed materials to the Office of Student Affairs. Electronic completed materials may be emailed or faxed to the Assistant Director of the Learning Center and Accommodations: email: accommodations@neomed.edu or fax: 330.325.5956. Students will receive an acknowledgment of the receipt of materials via email. After students have received the acknowledgment that the University has received the materials, students are encouraged to schedule an appointment with the Assistant Director of the Learning Center and Accommodations to discuss documentation and needs. To schedule an appointment, please email: accommodations@neomed.edu.
- (c) Through a collaborative process with students, the Assistant Director of the Learning Center and Accommodations will determine when the need for disability accommodations is adequately documented. The Assistant Director of the Learning Center and Accommodations may choose to consult with professionals about the

disability while maintaining student anonymity at this time. Documentation will be presented to the DAC for further consideration. The DAC meets on a quarterly or as-needed basis. The committee will review materials and decide if students will be granted disability status and if so, what will be offered as reasonable accommodations. Because it will take time for each committee member to review materials, students must have completed submission of acceptable materials to the chair of the DAC no later than one week before the committee meets. It is suggested that students submit materials well before this date.

- (d) All disability determinations are made by the DAC. Students may be invited to attend this meeting, and it will be to their advantage to do so. Because this is not a legal hearing, students may not bring legal counsel representation into the meeting. This DAC may require further examination and/or testing by a professional approved by the University. Any costs incurred in obtaining additional documentation are incurred by the student. The DAC 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 to request documentation. Once an accommodation is granted, it is the student's responsibility to present information about an accommodation (with written documentation) directly to the course director and/or faculty impacted by the accommodation. To request official documentation on accommodations to share with impacted course directors, please contact the Assistant Director of the Learning Center and Accommodations at: accommodations@neomed.edu.

(3) 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 elsewhere in the Student Handbook.

(4) Disability Records

- (a) Records submitted by students are kept securely in the Office of Student Affairs and are not part of the student's 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 students' written authorization.

(5) Academic Adjustments

- (a) Academic requirements may be reasonably modified, as necessary, to ensure that they do not discriminate against currently enrolled students with disabilities. At the student's request, LC staff will confer with the DAC to recommend academic adjustments in compliance with legal mandates. Academic adherence to requirements that are essential to programs of instruction are not considered discriminatory.
- (b) Modifications shall not affect the substance of the educational programs or

compromise educational standards. Because of the diversity of individual needs relating to disabilities and the uniqueness of each class, students may discuss their requests for course modifications with their instructors, if appropriate, only after approval of the DAC. Requesting accommodations each academic year

(6) Requesting Accommodations Each Academic Year

- (a) In general, requests for accommodations take a minimum of two (2) weeks to process. Requests for accommodations for curriculum-related activities that occur outside of the NEOMED Rootstown Campus may take up to six (6) weeks to process. Students are encouraged to submit their request at the beginning of the academic year. All requests, if appropriate, must be reviewed on an annual basis by the DAC. Each request is considered on an individual basis and any approved accommodations are based on the DAC's review of the request, the specific disability, and the documentation provided in support of the foregoing.
- (b) Updated documentation will be required every two years at a minimum. The Disabilities and Accommodations Committee may require updated information from your treating provider more frequently based on the diagnosis and/or accommodation.)

(7) The Learning Center Availability

- (a) The Learning Center staff is available to consult with students on an appointment basis, Monday through Friday, 8:00 AM to 5:00 PM. Other hours may be available by special request. To ensure that a staff member is available and has adequate time to meet with you, please email (accommodations@neomed.edu), or call (330-325-6735) and schedule an appointment.

(8) Appealing the Decision of the Disabilities and Accommodations Committee (DAC)

- (a) Students can appeal if they are not satisfied with the DAC's decision or if they have additional information regarding the determination of disability status or reasonable accommodations. The student should make an appointment to meet with the Chief Student Affairs Officer to discuss the situation. The Chief Student Affairs Officer will confer with the co-chairs of the DAC to render a final decision on the request.

(9) Accommodations may be denied for any of the following reasons:

- (a) Outdated documentation
- (b) Insufficient information
- (c) Incomplete application
- (d) Documentation provider possesses a conflict of interest (i.e., relative or close personal friend of the student)
- (e) Inappropriate professional making the diagnosis (etc., credentials must include licensure associated with that of a qualified expert in the disability or condition)
- (f) No diagnosis provided within the documentation
- (g) Documentation or application are not signed

(10) External Grievances

- (a) Although students are encouraged to attempt to resolve grievances using the University process, they have the right to file any grievance directly with the Office of Civil Rights (OCR). Complaints filed with the OCR must be filed within 180 days from the time the incident occurred.

Exposure to Blood-Borne Pathogens and Infectious Disease Policy

(Approved July 2017)

(A) Exposure to Blood-Borne Pathogens 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 needle-stick 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, and which occurs in the educational setting.

(B) Prevention

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

(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 University, consortium hospitals, hospitals outside the consortium and pharmacies. It requires training in the prevention of injury and in the management of injuries when they occur.
- (b) All students with an exposure will be directed to perform and seek 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 affiliated hospital or pharmacy site. Generally, you should:
 - (i) Clean the wound, skin, or mucous membranes immediately with soap and running water. Allow blood to flow from the wound but do not attempt to squeeze or "milk" blood from the wound.
 - (ii) If exposure is to the eyes, flush eyes with water or normal saline solution for several minutes.
- (c) All students are expected to identify the location and protocol for reporting exposures to blood borne pathogens during their orientation to each educational facility. Generally, students should utilize the following procedures.

- (i) If an incident occurs on the Rootstown campus, first notify the course director responsible for the educational experience.
- (ii) If the incident occurs on a clinical campus, first notify the clinical director or preceptor and then report to the Employee Health Clinic or designated medical department or facility for that institution for treatment and evaluation. If the incident occurs after normal business hours the student will be directed to report to the hospital emergency room.
- (iii) All students on an educational rotation at a site that is not affiliated with NEOMED will be directed to report to the emergency room at that institution in the event of an educational exposure.
- (iv) The cost of treatment will be billed to the student's health insurance.
- (d) After making initial contact with the site under their identified protocol, students should contact the Program Assistant in the Center for Student Wellness and Counseling Services to report the incident within 24 hours of the exposure, regardless of the site where the exposure occurred.
- (e) Students should provide if at all possible and available, the source patient information for their discussion with the Office of Student Affairs and hospital Medical Education office or Pharmacy site personnel. This HIPAA compliant information will include:
 - (i) When: Approximate time of exposure
 - (ii) Where: Location of exposure (e.g., hospital, office, etc.);
 - (iii) What: Source of the exposure (e.g., blood, contaminated instrument, etc.);
 - (iv) How & How Long: Skin, mucous membrane, percutaneous; and how long (e.g., seconds/minutes/hours) exposure time;
 - (v) Status of the patient: Negative, positive or unknown HIV Status; and
 - (vi) Whether or not patient is at risk for HIV infection because of:
 1. Multiple blood transfusions 1978-1985;
 2. IV drug user;
 3. Multiple sexual partners, homosexual activity;
 4. Known HIV positive and/or have symptoms of AIDS; and
 5. Significant blood or bodily fluid exposure has occurred.
- (f) If the site physician believes that prophylactic medication is indicated, he/she will prescribe it. The prophylactic medications that will be prescribed will be determined by the affiliated 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.
- (g) 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 hospital or pharmacy associated medical education department for follow-up testing, counseling, and continued prescription of medication (if appropriate).

(D) Responsibilities

- (1) The Office of Student Affairs, with assistance from the Student Health and Insurance Committee, 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) Affiliated 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 Student Health and Insurance Committee to address any student-specific issues, and to review this policy on a regular basis.
 - (3) Students are responsible for:
 - (a) Completing the annual blood-borne pathogens training required by NEOMED;
 - (b) Reading the student information sheet and following the guidelines;
 - (c) Identifying the appropriate contacts at the Rootstown campus, the affiliated hospitals, rotations outside of the affiliated sites, and pharmacies;
 - (d) Communicating with the Program Assistant in the Center for Student Wellness and Counseling Services if an exposure occurs and within 24 hours of the exposure.
 - (e) Maintaining health insurance coverage to pay for the cost of treatment and medication.
- (E) Infectious Diseases Policy
- (1) 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.
 - (2) The University is 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.
 - (3) All students are required to be knowledgeable of and practice universal infection control precautions. Students are required to fulfill the [Immunization Requirements](#) as detailed in the Student Handbook. Non-compliance with immunization requirements may result in exclusion from rotations at assigned clinical sites.
 - (4) Policy Regarding Infectious Disease or Conditions

(a) General Considerations

(i) Purpose

- (a) 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.

(ii) Goals

- (a) The goals of this policy are to:
- (i) Ensure the provision of expert and safe patient care;
 - (ii) Protect the personal rights of the individual, including the right to freedom from unwarranted discrimination;
 - (iii) Provide the information, education and counseling that promotes the personal and professional well-being of faculty, employees and students;
 - (iv) Provide a safe work environment for faculty, employees and students; and
 - (v) Reaffirm the responsibility of the medical community to care for persons who are seriously ill.

(iii) Definitions

- (a) Admission - The process of allowing entry into the Colleges' academic program.
- (b) 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.
- (c) 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.
- (d) 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.
- (e) HBV - The Hepatitis B virus
- (f) 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.
- (g) 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.
- (h) Matriculate - To register (enroll) in an academic program.

(b) Students

(i) Admissions

- (ii) Students will not be denied admission to the Colleges solely because they are carriers of, or have, an infectious disease.

- (iii) 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.
- (c) Matriculation
 - (i) The University 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.
- (5) Policy Administration
 - (a) Students
 - (i) Procedures for implementing sections of this policy applicable to students shall be established from time to time consistent with state and federal law. The Student Disability and Accommodations Committee will make specific case-by-case recommendations.
- (6) HIV and HBV Procedure
- (7) 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 Chief Student Affairs Officer. If such student fails to self-report, another student or faculty member with knowledge is encouraged to report to the Chief Student Affairs Officer.
 - (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 Chief Student Affairs Officer.
 - (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.

- (8) 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.

Faculty-Student Relationships

(Approved July 2017)

(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 or a student with whom the faculty member has a close personal relationship or a health care relationship for a sensitive health issue. The Colleges must avoid a conflict of interest in securing objective assessment of performance outcomes.
 - (a) Faculty is defined as instructional faculty, clinical faculty, research faculty, postdoctoral fellows, graduate student instructors and graduate student research assistants.
 - (b) 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.
 - (c) Graded experience is defined as a course, clerkship, or elective.
 - (d) Relative is defined as child, stepchild, grandparent, grandchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, stepfather, spouse/partner, uncle, aunt, cousin or in-laws, and other close personal relationships.

(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 Enrollment Services and/or a course director, as per individual course policy and follow the disclosure policy. Disclosure must be prior to the start of a graded experience. Should the student fail to disclose the relationship until the 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.

(C) Counseling and/or Health Care of Students by Providers Involved in Academic Assessment or Promotion Decisions

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

- (2) Students assigned to a clinical site where a treating psychiatrist /psychologist, with whom the student has an existing or previous relationship, will be required to report this relationship to Enrollment Services and/or a course director and will be required to change to another site.
- (3) Students assigned to a clinical site where a treating physician who has or is delivering care for a sensitive health issue will be required to report this relationship to Enrollment Services and/or a course director and may request a change to their site assignment or they may have their site assignment changed or they may be required to change their clinical site or teaching situation.

Firearms: Crisis and Student Possession of a Firearm

(Approved June 2017)

NEOMED does not permit firearms on campus which includes the Village housing.

In consultation with the University Police Department, the following was agreed upon for students who may be in crisis and/or seen in Counseling Services and have possession of a firearm.

If a student who resides in the Village wishes to voluntarily surrender a firearm for their safety or the safety of others, University Police agree that no charges will be brought against this student solely for disclosing or possessing the firearm in the Village. As the mental and physical well-being of the student population are of paramount importance, and to minimize risk exposure for students experiencing a mental health crisis, the University Policy will facilitate the removal of the weapon as a measure of safety.

- Chief Meonske or Sergeant Parker may be contacted 24/7 either independently by a student (the student would call the non-emergency University police number, 330.325.5911 and ask for them specifically) or by contacting the Counseling staff that a firearm needs to be removed from the Village housing. The officer would go to the student's residence and remove the firearm. The weapon would then be stored safely in the police department until proper disposal or safe transfer of the weapon can be made.
- Students living in off-campus housing may also request removal of a firearm if there is a question of safety to the individual or others.

Harassment and Unlawful Discrimination Policy

(Approved July 2017)

(A) Preamble

- (1) The University is 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 University seeks 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 University will not tolerate harassment or unlawful discrimination on the Rootstown campus, in any affiliated institution, program or agency.
- (4) The University will commit resources to educational and training programs designed to make members of its community aware of their responsibilities with respect to this objective.

(B) Principles

- (1) All members of the University have a responsibility for ensuring that our working and learning environment is free from harassment or unlawful discrimination. Supervisory personnel bear the primary responsibility for maintaining a working and learning environment free from harassment or unlawful discrimination. They should act on this responsibility whenever necessary, whether or not they are in receipt of complaints.
- (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 University will be treated equitably under this policy. All matters arising under this policy will be dealt with in a fair, unbiased and timely manner.
 - (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 University 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 University 's policies and procedures.
- (g) This policy is not intended to interfere with social or personal relationships among members of the university.
- (h) Members of the University 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 University against any other member of the university so long as it pertains to related activities of the Colleges.
- (2) A Complaint of harassment or unlawful discrimination regarding a member of the University made by a person who is not a member of the University should be made to the supervisor of the University member whose behavior is the subject of the Complaint.
- (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 University's 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 university 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 Committee on Academic and Professional Progress.

(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 - Behavior toward another person or persons that is so severe and pervasive to a reasonable person that it substantially interferes with an individual's participating in a University-related activity or creates an intimidating, hostile, or offensive academic or working environment.
- (5) 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.
- (6) 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.
- (7) Respondent – A person or persons against whom an allegation of harassment or unlawful discrimination has been made pursuant to this Policy.
- (8) Responsible Officer – University official who decides whether the Policy has been violated and makes decisions regarding sanctions, if appropriate. The vice dean of the respective college 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.
- (9) University Community – All faculty, staff and students of the university, student assistants, and any researcher, instructor or student matriculated elsewhere but engaging in programs at the University, on any campus or any clinical setting.
- (10) University-Related Activity – All activities operated under the auspices of the University on the Rootstown campus or in any affiliated institution, program or agency.
- (11) 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, 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 university 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 University Record Retention policy.
 - (4) The Complainant and Respondent will be informed of the final decision.

Harassment and Unlawful Discrimination Procedure

(Approved July 2017)

- (A) Informal Procedures
 - (1) All members of the NEOMED 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 Director of Student Wellness and Counseling, or the Chief Student Affairs Officer. 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 his/her respective vice 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 NEOMED community designated to receive such Complaints. Upon receipt, all Formal Complaints are forwarded to the Responsible Officer. The Responsible Officer investigates and adjudicates the matter or convenes an Investigation Committee, if necessary.
 - (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 NEOMED website.
 - (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 NEOMED 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) NEOMED is required by The Higher Learning Commission of the North Central Association of Colleges and Schools (NCA) to track all student Formal Complaints. The 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 each Colleges' accreditation agencies. Every effort shall be made to maintain the confidentiality of individual identities regarding such Complaints.
- (2) The vice 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 University to resolve the Complaint;
 - (d) The University's final disposition of the Complaint; and
 - (e) Any other external actions initiated by the student to resolve the Complaint, if known to the University.

(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 University;
- (b) Will not represent the Complainant or the Respondent;
- (c) Will assist the University 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 University 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 University's Records Retention Schedule.

Hardships Affecting Site Assignments

(Approved July 2017)

- (A) Students requesting accommodation (such as special consideration in clinical assignments or to leave a specific pathway program) based upon a hardship must petition the Hardship Review Committee by completing the [Hardship Request Form](#).
- (B) Hardship constitutes a set of extenuating circumstances beyond a student's control, and beyond those inherent to professional-level education, that negatively and substantially impact a student's successful progress within the curriculum. The decision to enter a curriculum of study or a particular pathway in the curriculum should not be taken lightly. However, NEOMED recognizes that hardships may exist that substantially alter a student's circumstances.
- (C) The Hardship Form, supporting documentation/evidence of the hardship, and the student's entire academic record, as needed, will be reviewed by the Hardship Review Committee. The form and documentation should be submitted to the Chief Student Affairs Officer at semerick@neomed.edu in B-204, Student Affairs office to initiate the process of review.
- (D) After committee review, the student may be asked to appear before the committee to clarify questions before a final decision is rendered. Decisions are final and binding.
- (E) **Documentation:** Documentation includes any evidence that supports and substantiates the hardship. Documentation should be provided at the time that the Hardship Request Form is submitted and will be included in the review of this request.
- (F) Although hardships are never planned, the best opportunity to accommodate them is immediately after they are recognized. Students are encouraged to submit this form as early as

possible after a hardship is encountered to allow careful consideration. For the College of Medicine, M3 and M4 clinical experiences hardship request forms must be submitted no later than the fourth Friday of January.

International Travel Policy ([Refer to the Appendix VIII](#))

Missing Person Policy

(Approved June 2017)

- (A) The purpose of this policy is to establish a policy related to locating a Northeast Ohio Medical University (NEOMED or University) student who is living in on-campus housing and who, based on the information available at the time, is believed to be missing.
- (B) The scope of this policy applies to all NEOMED students who are living in on-campus housing.
- (C) Student Contact Information

All NEOMED students who execute a Resident Agreement for on-campus housing will be asked to register a contact person who would be contacted no later than 24 hours after the time the student is determined to be missing. A student can register a confidential contact for this situation, in addition to the emergency contact information on file with the University. A missing student's confidential contact information will be accessible by NEOMED campus officials and may be shared with law enforcement during the course of the missing person investigation. If the student is under 18 years of age, NEOMED is required to notify a custodial parent or legal guardian not later than 24 hours after the student is determined to be missing.

- (D) Notification

Any person who has reason to believe that a NEOMED student who is living on campus is missing should contact the NEOMED Police Department immediately at 330-325-5911 to make a report.

- (E) Investigation

The NEOMED Police Department will conduct an initial inquiry in response to any report that it receives regarding NEOMED students living on campus who may be missing. The inquiry will seek to determine if the student is actually missing and cannot be located through reasonable efforts. The inquiry may include, but is not limited to, the following activities:

- (1) Calling or visiting the student's residence;
- (2) Contacting neighbors, fellow students, and/or friends of the resident to determine the circumstances of the student's disappearance;
- (3) Conducting a campus search of public locations to locate the student (library, cafeteria, lecture halls, etc.);
- (4) Access key card and FOB usage records to determine the student's last use of either means of access;

- (5) Access the student's email or other network login records to determine the student's last use of the NEOMED network;
 - (6) Retrieve the student's cell phone number and work with the corresponding cell phone carrier to determine the student's last use of the phone and its location;
 - (7) Obtaining and circulating a photograph of the student to assist in identifying and locating the student;
 - (8) Contacting the Chief Student Affairs Officer, the Dean of the college in which the student is enrolled, relevant faculty members or the on-campus housing management company for information related to the student; and
 - (9) Contacting additional law enforcement agencies.
- (F) Determination that the student is missing

If the NEOMED Police Department, after conducting an investigation of the report, determine that a student has been missing for more than 24 hours, the University will contact the individual registered as a contact by the student when the student entered on-campus housing. In the event the student did not register a contact when executing his/her Resident Agreement for on-campus housing, the University will contact the emergency contacts on file for the student in Enrollment Services.

- (G) Board Authorization

The Board of Trustees authorized the administration to establish and implement any and all policies to ensure compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act 20 USC §1092 (f) and to modify those policies without further ratification action required by the Board of Trustees.

Mistreatment and Inappropriate Professional Interaction

(Approved July 2017)

- (A) The purpose of this policy is the University is committed to maintaining a professional and inclusive learning environment in which all students are treated with respect and dignity. This environment should promote interactions based on individual strengths and characteristics to encourage constructive, thoughtful, respectful, sensitive behavior, consistent with the standards of the various health professions in which our students are being trained.
- (B) SCOPE
- (1) A complaint of Mistreatment or Inappropriate Professional Interaction may be made by any student against any other member of the University community, so long as it relates to the educational activities of NEOMED. Student complaints of Mistreatment or Inappropriate Professional Interactions about course instructors, teaching methods, evaluations or course related matters are to be handled in accordance with this policy.

- (2) This policy will not be interpreted, administered or applied to infringe upon the academic freedom of any faculty member of the University. The frank discussion of controversial ideas, the provision of constructive criticism related to educational performance, the pursuit and publication of controversial research, and the study and teaching of material with controversial content do not constitute Mistreatment, provided these activities are conducted in an atmosphere of respect.
- (3) This policy is not to be interpreted, administered or applied in such a way as to detract from the rights and obligations of those in an evaluative role to manage and discipline students, subject to the University's policies and procedures.
- (4) A student may not use this policy to review the decisions or recommendations of the Committee on Academic and Professional Progress (CAPP). These decisions may only be reviewed in accordance with the University policy on CAPP.
- (5) This policy is not meant to govern situations where students believe that they have been subjected to sexual misconduct, sexual harassment, discriminatory treatment or other illegal activity. Complaints of that nature are addressed under separate University policies.

(C) DEFINITIONS

- (1) "Complainant" refers to any person who seeks recourse pursuant to this policy because he/she has reasonable cause to believe he/she has experienced Mistreatment or Inappropriate Professional Interaction.
- (2) "Inappropriate Professional Interaction" refers to conduct that is offensive, uncivil, and generally disrespectful to a reasonable professional in the field.
- (3) "Mistreatment" refers to words, gestures or actions that tend to alarm, intimidate or demean another.
- (4) "Respondent" refers to a person or person against whom an allegation of Mistreatment or Inappropriate Professional Interaction has been made.
- (5) "University-Related Activity" refers to all activities operated under the auspices of the University on the Rootstown campus or in any affiliated institution, program or agency.

(D) BODY OF THE POLICY

- (1) All students of the NEOMED community are encouraged to resolve complaints informally. Students who feel they have experienced Mistreatment or Inappropriate Professional Interaction should discuss the matter with their faculty advisor, personal advisor, or the Chief Student Affairs Officer. These individuals will:
 - (a) Provide students a forum for expressing concerns and exploring options for addressing the conduct at issue;

- (b) Advise students on both informal and formal procedures for addressing their concerns; and
- (c) Discuss the student's concerns, with the permission of the student, with the person about whom the student has an issue (e.g., faculty member, resident, etc.).

If one of the individuals identified above believes that Mistreatment or an Inappropriate Professional Interaction has occurred, the individual has the responsibility to discuss the issue with his/her respective vice dean, even if the student does not wish to file a Formal Complaint.

- (2) Students may confidentially discuss an informal complaint with the NEOMED Ombuds as well.
 - (a) After receiving a detailed statement of the Complaint, Ombuds 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 Ombuds will explain that the Complainant may file a Formal Complaint.
- (3) Unless a Formal Complaint is filed, no further action will be taken by the University other than what is set forth in this policy.
- (4) Formal Complaint
 - (a) A Complaint becomes formal when a Complainant completes the Formal Mistreatment and Inappropriate Professional Interaction Complaint Form and delivers it to one of the members of the NEOMED community designated to receive such Complaints. Upon receipt, all Formal Complaints are forwarded to the Chief Student Affairs Officer. The Chief Student Affairs Officer investigates and adjudicates the matter or convenes an Investigation Committee, if necessary.
 - (b) Students may file a Formal Complaint in accordance with the above procedure within thirty (30) calendar days of the last alleged incident of Mistreatment or Inappropriate Professional Interaction.
 - (c) Copies of the complaint form shall be included in the Student Handbook, and on the NEOMED website ([Inappropriate Behavior Form](#)).
- (5) Investigation Process for a Formal Complaint
 - (a) The investigation shall be conducted by the Chief Student Affairs Officer with the assistance of other University faculty or staff, as appropriate. The Chief Student Affairs Officer will consult the General Counsel on all matters of evidence, policy interpretation and/or procedure.
 - (b) The Chief Student Affairs Officer may, for good cause shown, exercise discretion in delaying the investigatory phase of a Formal Complaint if dealing otherwise would compromise the investigation or adversely affect the student's matriculation.
 - (c) The investigation process will include one or more of the following steps as appropriate:
 - (i) Confirm name, year, and college of the Complainant;

- (ii) Identify name, title and role of the Respondent;
- (iii) Develop a thorough understanding of the professional relationship, degree of control and amount of interaction between the Complainant and Respondent; and
- (iv) Determine the frequency/severity and type of alleged Mistreatment or Inappropriate Professional Interaction.

(6) Discipline and Sanctions

- (a) Failure to cooperate with the investigation or resolution of a formal complaint is considered a violation of this policy and may be grounds for discipline or sanctions.
- (b) Disciplinary sanctions related to faculty will be undertaken in accordance with the Faculty Bylaws. In addition, the Respondent may be required to participate in a special education or counseling experience.
- (c) When criminal conduct is suspected or has occurred, the Chief Student Affairs Officer will refer the matter to the General Counsel as appropriate.
- (d) If the investigation reveals that the allegation was frivolous, vexatious or malicious, the Chief Student Affairs Officer may recommend sanctions against the Complainant.
- (e) Each party will be informed in writing of the final decision. The final decision and the report of the Chief Student Affairs Officer will be placed in the appropriate personnel file or student file if the Respondent is found to have violated this Policy.

(7) Documentation of Student Complaints

- (a) NEOMED is required by The Higher Learning Commission (HLC) to track all student Formal Complaints. The Chief Student Affairs Officer will maintain all Formal Complaints, along with the final written discussion of such complaints as set forth below. Students should understand the University is required to share information about complaints with each colleges' respective accreditation agencies. Every effort shall be made to treat the information with discretion and privacy to protect the individual identities regarding such Complaints.
- (b) The Chief Student Affairs Officer will maintain a database on Formal Complaints in accordance with the respective accreditation standards for each college.

(8) Discretion in Releasing Complaints or Formal Investigation Records

- (a) Other University personnel 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, and any witnesses or persons involved in the formal or informal investigation of the Complaint.
- (b) Records created as a result of any Formal Complaint or investigation will be maintained and released in accordance with state and federal law.

Parking Regulations

(Approved June 2017)

(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 in Banner Self-Service. Once the vehicle is registered, students may stop by the campus security office to pick up their permit between the hours of 8am and 4pm, Monday through Friday.

(C) Transferring a Parking Permit

- (1) If a different vehicle is purchased, the vehicle information must be updated in Banner Self-Service link and a new permit will be issued by the Department of Public Safety. Due to parking permits being adhesive, they are not transferrable from one vehicle to another.

(D) Parking on the Rootstown Campus

- (1) NEW Center Visitor lots: During business hours (7:00am to 5:00pm), students, faculty and staff are required to only use the parking spaces within the NEW Center lots that are closest to State Route 44 and furthest from the NEW Center building. Students, faculty and staff are permitted to park in the NEW Center lots, without restriction, daily from 5:00pm to 7:00am and on weekends. Students, faculty and staff failing to abide by these rules are subject to citations and/or tow.
- (2) The R parking lot is for faculty and staff parking only. Students who are enrolled in the KBMS or IPM programs, and students who are dual-enrolled, are permitted to park in the R parking lot with a valid parking permit. All other students and residents of The Village are not permitted to park in this lot between the hours of 7am-5pm, weekdays. Students and residents of The Village are permitted to park in this lot on weekends and from 5pm-7am, weekdays. Students and residents of The Village who park in this lot during restricted hours are subject to citations and/or tow.

(E) Overnight Parking

- (1) If it is necessary to leave a vehicle on campus overnight, the Department of Public Safety must be notified at 330.325.5911. Failure to notify the Department may result in a citation and/or towing of the vehicle at the owner's expense.

(F) Parking at Consortium Universities

- (1) Please visit the Public Safety portion of the NEOMED Intranet for guidelines pertaining to parking at consortium universities.

(G) Traffic and Parking Violations

- (1) Fines for NEOMED citations issued for parking violations are \$25 and/or towed vehicle.
- (2) Anyone issued a citation for traffic offenses under the Ohio Revised Code is subject to fines and/or court dates as set forth by Portage County Municipal Court.
- (3) Certain traffic offenses under the Ohio Revised Code are also violations of campus parking rules and regulations. Citations can be issued for both.

(H) Payment Procedure for NEOMED Citations

- (1) All citations issued by the NEOMED Police Department show the nature of the violation, location, amount of fine, and name of the issuing officer.
- (2) Fines may be paid Monday-Friday, 8:30a.m.-4:00p.m. in Accounting, room G-219.
- (3) Citations must be paid within 30 days. Unpaid citations after 30 days will be increased to \$50.
- (4) Unpaid citations after 60 days will be entered for employee payroll deduction.
- (5) Fines for students will be immediately posted to student accounts until payment is received.
- (6) Contact Information: For questions regarding parking, contact the NEOMED Police Department at 330.325.5911 or police@neomed.edu.

(I) THE MAXIMUM SPEED LIMIT ON CAMPUS ROADS IS 25 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.

(J) All members of the NEOMED community are required to operate their vehicle with due regard for the safety of persons and property.

(K) Traffic and parking violations include, but are not limited to:

- (1) Parking in a designated handicap space without a handicap permit;
- (2) Using more than one parking space per vehicle;
- (3) Parking in a space other than a designated parking area;
- (4) Parking a vehicle on campus without a valid parking permit (all hospital and consortium university stickers are honored on the Rootstown campus);
- (5) Parking an oversized or recreational vehicle, boat or trailer on campus without permission from the Department of Public Safety;
- (6) Failure to obey police officers directing traffic;
- (7) Failure to fully stop at stop signs;
- (8) Leaving a vehicle on campus overnight without notifying the Department of Public Safety;
- (9) Parking in a fire lane.

(L) Emergency Vehicle Assistance:

- (1) NEOMED Police Department (NPD) is available 24/7 to assist the NEOMED campus with vehicle jump starts and vehicle lock-outs. Prior to receiving assistance, a waiver must be signed releasing NEOMED from responsibility for potential damage to the vehicle. Notify

the Department of Public Safety at 330.325.5911 and advise where you are located. Should additional services be needed NPD does have a limited list of service provider's phone numbers (e.g. AAA, towing services, etc.).

Proper NEOMED Attire

(Approved July 2017)

- (A) Students are expected to dress appropriately and professionally in all school situations. Students should always check with course directors and/or clerkship directors/preceptors in the clinical settings for specific requirements regarding appearance, since courses, clerkships/rotations, consortium hospitals and pharmacies may have different requirements.
- (B) Whenever students interact with the public, high standards of professional dress are expected. Students should keep in mind that they represent the NEOMED student body to speakers, faculty, staff, visitors, hospital and pharmacy staff and patients, and strive to dress in a manner that reflects positively on themselves and the University.
- (C) On the Rootstown Campus
 - (1) Students may dress casually. Although casual attire is permitted on the Rootstown campus, students should be mindful of their dress.
 - (2) 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.
 - (3) Provocative (tight, distracting, revealing) clothing is not appropriate.
 - (4) Strongly scented fragrances and heavy cosmetics are unacceptable out of consideration to others who may be allergic or otherwise sensitive to them.
 - (5) Students are expected to maintain basic standards of personal hygiene including neatness of hair, well-groomed facial hair, etc.
 - (6) Whenever students interact with patients in any way, the guidelines for attire in clinical settings should be followed.
- (D) In Clinical Settings
 - (1) Students must dress professionally at all times in the clinical settings. Students must wear their white coats, patches and ID badges. Professional attire is also expected. This includes shirt and tie, slacks, dresses/skirts (knee length and longer), hosiery and appropriate shoes. Unprofessional, and therefore unacceptable, attire includes provocative clothing, short skirts and dresses, jeans, midriff shirts and tennis shoes.
 - (2) 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 and not beyond the hospital setting.
 - (3) 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.
 - (4) Strongly scented fragrances and heavy cosmetics are unacceptable out of consideration to patients and others who may be allergic or otherwise sensitive to them.

- (5) 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.
 - (6) Fingernails should be properly maintained and any nail polish should be a neutral shade (e.g., not black, blue, green, etc.).
- (E) Failure to maintain the standards for attire outlined above will be dealt with in a manner similar to other issues regarding inappropriate behavior.

Room Regulations for Student Use

(Approved July 2017)

(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 Enrollment Services via phone (ext. 6476) or in person. Student organizations may also reserve rooms for organization meetings via the Office of Student Affairs. 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 University maintains 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 University has a limited number of rooms available and potentially more than 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 Enrollment 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 University is 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 examination periods. Priority dates and times will be e-mailed.
- (9) The cafeteria, library, NEW small group rooms, NEW Watanakunakorn Auditorium, Olson Auditorium, Meshel Lecture Hall, and Liebelt Lecture Hall are designated as group study areas and need not be reserved.
- (10) A student may only reserve a room for the block of time for which he/she will actually be using the room. For example, a room should not be reserved from 5 p.m. to midnight if the student is only planning on studying in the room from 6 p.m. to 10 p.m.

Safety and Security Procedures

(Approved June 2017)

- (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) Campus Security Office, Room A-90, 330.325.6489 or 330.325.5911
 - (2) NEOMED Police Department, Room M112, 330.325.5911
 - (3) Assistant Director, Environmental and Occupational Health and Safety, Room P-3, 330.325.6494
 - (4) Specialist, Environmental and Occupational Health and Safety, Room P7 F-240, 330.325.6496

(5) The telephone extensions listed are for normal, non-emergency business.

(B) Reporting Criminal Incidents and Other Emergencies

- (1) All students, employees and visitors should promptly call 911 to report criminal incidents, accidents and other emergencies. When reporting an emergency from a campus desk phone, dial 9-911. Dialing '9' first obtains an outside line. After a call is made to (9) 911, students, employees and visitors should notify the campus security office at 330.325.5911 to inform them of the emergency. Doing so allows officers to assist outside agencies responding to campus. For non-emergency public safety related matters, contact the Department of Public Safety at 330.325.5911.
- (2) The red "emergency" button on the exterior emergency telephones is programmed to dial 911 directly. The key pad may continue to be used to dial any on-campus extension, including campus security at ext. 6489.

(C) Courtesy Phones (Red)

- (1) Courtesy phones are located near the main exits of the facility. These stations will automatically call campus security when they are taken off the hook. Courtesy phones will function to report emergencies and for general building information. The locations of the courtesy stations currently in service are listed below.
 - (a) Near the South exit to "B" building;
 - (b) Near the Southeast exit of "C" building;
 - (c) At the South exit to "D" building (between "C" and "D" building);
 - (d) Near the Northeast exit to "E" building;
 - (e) Near the North entrance to Lower "E" building;
 - (f) Near the Northeast exit of the "R" building;
 - (g) Near the north main entrance to "F" building; and
 - (h) South main entrance to Ralph Regula Conference Center.

(D) Emergency Blue Light Phones

- (1) These phones allow individuals in need of assistance to either call campus security, or call 911 directly. The emergency blue light phones are located throughout campus parking lots.

(E) 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 the 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 during an emergency situation.
- (F) Emergency Notifications
- (1) NEOMED’s Department of Public Safety works closely with other offices and departments on campus, as well as outside agencies to assess threat levels. If a determination is made that an emergency or dangerous situation exists that poses an immediate threat to the health or safety of members of the University community, the Department of Public Safety in conjunction with input from the Offices of the President, Administration and Finance, and Public Relations will determine the content of the notification. Some or all of the systems described below will be used to communicate the threat to the community, or to a particular building or segment of the community.
 - (2) NEOMED will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.
 - (3) Certain University officials are authorized to send emergency notification messages to students, faculty and staff. The emergency notification system is capable of sending messages via email, text messages to cell phones, and voicemail to cell, home and office phones. NEOMED will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency. Emergency messages will include information on what has occurred and directions to the campus on what to do next. Additional methods by which notifications may be received include:
 - (a) Outdoor warning sirens
 - (b) Public address system
 - (c) NEOMED’s intranet, Banner Self-Service
 - (d) NEOMED’s website, www.neomed.edu
 - (e) Telephone system
 - (f) Print and broadcast media

- (4) The emergency notification system is tested on an annual basis. It is absolutely necessary that every student and employee keep his/her contact information current in the emergency notification system. To view and/or update personal contact information, please log into your RAVE account at <https://www.getrave.com/login/neomed>.

Sexual Misconduct and Harassment

(Approved June 2017)

All University personnel including faculty, staff, students, volunteers and visitors.

- (A) The purpose of this policy is the University is committed to maintaining an environment for students, employees, and visitors in which they can work, learn, and participate in activities free from Sexual Harassment and Sexual Misconduct. Sexual Harassment and acts of Sexual Misconduct committed by or against any students, employees or visitors are prohibited at the University and will be fully investigated and adjudicated in accordance with this policy.
- (B) The scope of this policy applies to all students, employees, and visitors to the University and outlines the manner in which instances of Sexual Misconduct and Sexual Harassment are defined, reported and adjudicated to ensure a safe and secure campus community.
- (C) Definitions
 - (1) "Reporting Party" refers to a person who alleges that they have been the victim of Sexual Harassment or Sexual Misconduct (as those terms are defined in this policy).
 - (2) "Responding Party" refers to a person against whom an allegation of Sexual Harassment or Sexual Misconduct has been made (as those terms are defined in this policy).
 - (3) "Campus Official" for the purposes of this policy includes any NEOMED Police Officer, Campus Security Authority and any Title IX Coordinator.
 - (4) "Campus Security Authorities" include campus security; individuals who have responsibility for campus security including those who are designated as persons to whom an offense should be reported; and any individual who has significant responsibility for student and campus affairs.
 - (5) "Consent" for the purposes of this policy refers to permission or agreement to engage in sexual activity. Consent can be given by words or actions as long as those words or actions create mutually understandable permission and willingness to engage in sexual activity. Consent must be active; silence cannot constitute consent nor can consent to one form of sexual activity be implied as consent to another form of activity. Consent for sexual activity is not present if an individual: lacks the ability to control or judge their conduct because they are substantially impaired (from alcohol or drug use); is coerced; is subjected to the use of force or the threat of force; is unconscious or unaware the act is being committed; is mentally or physically impaired; or is unable to consent due to age.
 - (6) "Sexual Harassment" refers to: unwelcome verbal or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive to interfere with an individual's work or

educational performance, or creates an intimidating, hostile or offensive work or educational environment; or unwelcome sexual advances or requests in exchange for employment or academic gain.

- (7) "Sexual Misconduct" broadly refers to Title IX Offenses as well as non-consensual sexual contact such as fondling, non-consensual intercourse, sexual exploitation of any kind, and indecent exposure, which are generally defined in Section 2907 of the Ohio Revised Code.
- (8) "Title IX Offense(s)" include the following terms, as defined below and further explain in Appendix A:
 - (a) Sexual assault, which occurs when a person does any of the following to commit a sexual act: uses force, threats, or deception to make the victim take drugs or alcohol; uses force or threats of force; knows the victim could not resist or consent because of a mental or physical condition.
 - (b) Domestic violence, which occurs when a person knowingly or recklessly causes serious physical harm to a family or household member or uses a threat of force to create the belief that imminent physical harm will occur.
 - (c) Dating violence, which occurs when a person who is or has been in a social relationship of a romantic or intimate nature causes serious physical harm or a threat of serious physical harm to the other person in the relationship. The nature of the relationship will be determined based on several factors, including the length of the relationship, the type of relationship, and the frequency of interaction between those in the relationship.
 - (d) Stalking, which occurs when a person engages in a course of conduct directed toward a specific person that would cause a reasonable person to: fear for the person's safety or the safety of others; or suffer substantial emotional harm. A course of conduct means two or more acts in which a person directly, indirectly, or through a third-party uses a device or actions to follow, monitor, threaten or communicate to or about a person, or interferes with a person's safety.

(D) Body of the Policy

- (1) Reporting Allegations of Sexual Misconduct or Sexual Harassment to Campus Officials
 - (a) Any person who has experienced an act of Sexual Misconduct or Sexual Harassment is encouraged to promptly report the incident to the Title IX Coordinator at 330-325-6736, University Police at 330-325-5911, Campus Security at 330-325-6489, or one of the Campus Security Authorities.
 - (i) Students, employees, or visitors accusing another party of such acts should report their complaints to the Title IX Coordinator at 330-325-6736.
 - (ii) Any person can report such complaints to a Campus Security Authority who can be contacted in accordance with the Emergency or Crime Reporting Policy.
 - (iii) Reports made to any of the above-named contacts are not confidential, as further defined in Section (D)(3).
 - (iv) In order to encourage people to report acts of Sexual Misconduct, the University provides limited amnesty to students and employees who report

acts of Sexual Misconduct when behavior that otherwise would be considered a violation of the Student Conduct Code or terms of employment may be involved (for example, consuming alcohol underage or consuming illegal drugs). Consequently, an individual who reports Sexual Misconduct, either as a Reporting Party or a third-party, will not be subject to disciplinary action by University for his/her personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not place the health or safety of any other person at risk.

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

(2) Options Regarding Law Enforcement and Campus Authorities

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

(3) Confidentiality

- (a) The University preserves confidentiality of reports made pursuant to this policy to the extent possible and allowed by state and federal law. The degree to which confidentiality can be maintained and protected, however, depends upon the person to whom the Sexual Misconduct or Title IX Offense is reported. Confidentiality can only be assured when discussing the matter with those in a legally protected role.
 - (i) Confidential Reporting. Confidential reports of Sexual Misconduct or Title IX Offenses may be made on campus to the Director of Counseling Services at 330.325.6755. The Director of Counseling Services is the only confidential

source for reporting on campus, meaning that a report to the Director of Counseling Services will not result in a report to law enforcement or other University personnel. Confidential reports of Sexual Misconduct or Title IX Offenses may be made off-campus to Townhall II at 330.678.3006. The Office of the Ombuds is not a confidential reporting option for acts of Sexual Misconduct as defined in this policy.

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

(4) Investigating Reports of Sexual Harassment or Sexual Misconduct

(a) Informal Investigation

- (i) Reports of mild, non-criminal Sexual Misconduct or Title IX Offenses may be resolved by way of information investigation or mediation. Allegations of sexual violence do not qualify for an informal investigation.
- (ii) Both parties must agree with the use of an information investigation to address the Complaint. All informal investigations shall be conducted in a manner designed to provide a prompt, fair, and impartial investigation and resolution.
- (iii) The Reporting Party and the Responding Party are not required to address issues directly with one another.
- (iv) Both the Responding Party and the Reporting Party will receive a written decision based on the evidence gathered during the informal investigation and have the right to appeal the decision.

(b) Formal Investigation

- (i) Reports of serious, potentially criminal Sexual Misconduct or Title IX Offenses will be addressed through a formal investigation.
- (ii) A formal investigation will include the following: fact-finding through witness interviews; written report of the investigation findings; imposition of sanctions when indicated; and a determination of the steps the University will take to eliminate the conduct, prevent its recurrence, and mitigate or remedy its effects. All information investigations shall be conducted in a manner designed to provide a prompt, fair, and impartial investigation and resolution.
- (iii) If the Responding Party is a student, the matter will be addressed in accordance with the procedures set forth in the Student Handbook. If the Responding Party is an Employee, the matter will be addressed in the manner set forth in the Guidelines for Investigating and Resolving Complaints of Discrimination and Harassment.
- (iv) Both the Reporting Party and the Responding Party have the right to be accompanied by an advisor of their choice throughout the investigation and be present at any hearing on the matter. Any hearing on the matter will be conducted by an official trained in adjudicating allegations of Sexual Harassment and Sexual Misconduct.

- (v) Both the Responding Party and the Reporting Party will receive a written decision based on the evidence gathered during the informal investigation and have the right to appeal the decision.
- (c) Evidentiary Standard. The evidentiary standard to determine responsibility in a Sexual Harassment or Sexual Misconduct investigation is a preponderance of the evidence standard, meaning that, based on the evidence available, it is more likely than not that the Responding Party committed the conduct.
- (d) Sanctions. Upon the completion of a formal or informal investigation, if the Responding Party is found to have committed acts of Sexual Harassment or Sexual Misconduct, sanctions may be imposed. Sanctions may include, but are not limited to, suspension from or termination of further employment; suspension or dismissal from further matriculation; adjustments to work, living or learning situations; mandatory referrals for education and training; or other sanctions as necessary and appropriate to address the conduct at issue.
- (e) Appeals. Both the Responding Party and the Reporting Party have the right to appeal the written decision within five (5) business days of the release of the decision. A written appeal must be submitted in accordance with the process outlined in the written decision and must state one of the following grounds for review:
 - (i) A procedural irregularity that substantially affected the outcome of the matter to the detriment of one of the parties; or
 - (ii) The presence of new, compelling evidence that was not available at the time of the initial review; evidence that there were facts or criteria that were improperly included in the review or that extraneous facts substantially affected the decision to the detriment of one of the parties; or
 - (iii) The decision was arbitrary or capricious in light of the facts, criteria and procedures employed.
- (f) Finality. All decisions are final in the sixty (60) days after they are issued, unless they are appealed in accordance with Section (D)(4)(e). Decisions that are appealed are final upon issuance of the decision regarding the appeal.
- (g) Timing. All investigations will be completed in a prompt and reasonably efficient manner. Ideally, an investigation will not exceed sixty (60) calendar days from the date the initial report was made, however, the complexity, severity and extent of the alleged conduct may require additional time in certain circumstances.
- (h) Interim Measures. Interim measures may be available before the final outcome of an investigation to support and protect the Reporting Party. Interim measures may include, but are not limited to:
 - (i) Imposing a “no contact” order, requiring that the Reporting Party and the Responding Party refrain from having any contact with one another;
 - (ii) Providing victim advocacy;
 - (iii) Modifying living or work arrangements;
 - (iv) Modifying class assignments;
 - (v) Providing counseling or health services;
 - (vi) Providing academic support; and
 - (vii) Considering leave requests.
- (i) Cooperation. All University students and employees are expected to cooperate in the investigation process.

(5) Resources and Support

- (a) Treatment. Any person who has experienced an act of Sexual Misconduct is encouraged to go to the nearest emergency room or hospital for evaluation, treatment, and counseling. Summa Health St. Thomas Hospital in Akron, Ohio, offers specialized services for victims of Sexual Misconduct. Though a person who has experienced an act of Sexual Misconduct has the option to notify law enforcement authorities about the offense, filing a police report near in time to the office will:
 - (i) Ensure the person receives the necessary medical treatment and tests at no expense;
 - (ii) Provide an opportunity for the time-sensitive collection of evidence helpful in the prosecution, such as collecting soiled clothes and advising the person to refrain from bathing or douching, washing his/her face, urinating, drinking liquids, eating, or brushing his/her teeth;
 - (iii) Assure that the person has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.
- (b) Counseling: NEOMED's Director of Student Wellness and Counseling Services is available 24/7 for crisis support counseling to any person who has experienced an act of Sexual Misconduct. The Director of Student Wellness and Counseling Services can be reached at 330.325.6484.
- (c) All first-year students are required to attend an educational program which promotes the awareness of sexual assault, particularly rape and acquaintance rape. The program addresses who a student should contact on campus and in local law enforcement in the event an act of Sexual Misconduct occurs. The program will emphasize the importance of reporting such offenses to the police and preservice evidence of the assault for prosecution of the offense.

(6) Retaliation

- (a) The University will not tolerate retaliation in any form against a Reporting Party or any witness or participant in an investigation conducted under this policy. Retaliation should be reported promptly to the Title IX Coordinator. Evidence of retaliation is ground for disciplinary action.

(7) Reporting Under the Clery Act

- (a) Employees designated as Campus Security Authorities under the Clery Act are required to provide information regarding any report of a Title IX Offense to University Police to be included in the University's Annual Campus Security Report and, if appropriate, for the purposes of issuing a Timely Warning in accordance with the Timely Warning Policy.

(8) Release of Information under Family Educational Rights and Privacy Act (FERPA)

- (a) FERPA Releases. FERPA generally prevents the disclosure of confidential information about students, however, where a student has been found responsible for committing an act of Sexual Misconduct, Title IX provides for limited disclosure of

that information, including the name of the student found responsible for the act and the sanction imposed upon that student. The name of the Reporting Party, however, will not be disclosed.

(9) Behavioral Intervention Team

- (a) The Behavioral Intervention Team is a multidisciplinary team that meets as needed to address concerns related to campus safety and potential threats to the security of the University's campus and constituents, with the goal of identifying, assessing, managing, and reducing the risk of interpersonal violence on campus. The Behavioral Intervention Team includes the University Title IX Coordinator when needed to assist the Team in performing its duties based on both specific reports and general trends observed.

STUDENT CONDUCT:

Administration of Student Conduct

(Approved July 2017)

(A) DEFINITIONS:

- (1) "Expectations for Student Conduct and Professional Commitment" refers to the University's requirement that each student demonstrate behavior which, by its nature and interpretation, is considered to be appropriate for a career in the student's chosen field of study. Adherence to the Student Conduct Code and Expectations of Professional Behavior is required of all students enrolled at the University. Students are expected to read, understand, sign and abide by these Expectations while enrolled and involved in NEOMED, its partner institutions and hospitals, and NEOMED-sponsored activities. A student's signature on the document constitutes an agreement to support the conduct code and the professionalism principles embodied therein.
- (2) "Complaint" includes a written document or verbal report setting forth the facts and reasons that a party or parties believe are sufficient to support a claim against a student or students for a violation of the Expectations for Student Conduct and Professional Behavior. All Complaints of this nature shall be directed to the Chief Student Affairs Officer.
- (3) "Conduct Officer" is the University official or designee who reviews a wide range of reported misconduct, may resolve misconduct cases, or may refer them to another University official for adjudication.
- (4) "Safety Officer" is the University's Director of Public Safety/Chief of Police or his/her designee.

(B) BODY OF THE POLICY:

- (1) By law, the University is responsible for regulating the use of the grounds, buildings, equipment and facilities of the University so that the University may achieve its mission.

- (2) To meet these responsibilities, the University hereby adopts standards of conduct for the students and provides for suspension of students from classes, expulsion from the University and/or physical removal from University property.
- (3) The University hereby authorizes University officials to enforce University policy in order to maintain law and order on the campus.
- (4) The President of the University has the ultimate responsibility and authority for the discipline of all students. The authority to impose the formal sanctions specified in this rule may be delegated to a Conduct Officer by the President. Disciplinary action under this rule may be taken against a person who has been admitted as a student to the University, whether or not the individual is registered for classes. Disciplinary action may also be taken against student organizations. The President, on his/her own initiative, may review any case that comes within the purview of this rule.
- (5) As the recipient of all Complaints alleging student misconduct, the Chief Student Affairs Officer will work in collaboration with the Director of Enrollment Services and Registrar, and, if necessary, the Vice Dean of the student's college to make the initial determination as to whether the matters alleged in the Complaint are best resolved through the formal disciplinary process contained in this policy or by way of a referral to the Committee on Academic and Professional Progress (CAPP) or some other mechanism such as counseling or mediation.
- (6) Immediate Administrative Suspension. At the time the Complaint is reported, if the Chief Student Affairs Officer, in consultation with the General Counsel for the University, determines that the conduct alleged is inconsistent with maintaining the good order and discipline of the University and its campus, the Chief Student Affairs Officer has the discretionary authority to impose an Immediate Administrative Suspension upon the student. Imposition of an Immediate Administrative Suspension will only occur after there has been: an in-person meeting between the student, the Chief Student Affairs Officer, and the Safety Officer to discuss the allegations set forth in the Complaint or a good faith effort upon the University to hold an in-person meeting. Where the circumstances of the student's misconduct prevent such a meeting from occurring, an Immediate Administrative Suspension may still be imposed. If an Immediate Administrative Suspension is issued following the in-person meeting, the student must surrender his/her University identification badge and will be escorted off the University property by the Safety Officer.
- (7) A student against whom a Complaint has been made under this policy is entitled to a hearing on the Complaint. The student will be notified in writing at least seventy-two (72) hours in advance, excluding weekends and holidays, of the Complaint and the time, date, and location of the hearing.
- (8) Hearing Procedures. The University will appoint a Conduct Officer to hold the hearing to determine whether further disciplinary measures will be imposed upon the student. The hearing shall be held at the University on the time and date specified in the Hearing Notice.

- (a) The Conduct Officer may invoke whatever means necessary to manage the hearing effectively and preserve the order and decorum of the proceedings over which he/she presides.
 - (b) The hearing shall be adversarial in nature and shall be conducted fairly and impartially, but the technical rules of evidence applicable to civil and criminal cases shall not apply.
- (9) Severance of Proceedings. In proceedings involving more than one accused student, severance, if requested in writing before or at the hearing, shall be granted by the Conduct Officer. Also, upon reasonable request submitted in writing by the student, the Conduct Officer or University Official may grant a continuance of the originally scheduled hearing. In all cases, the proceedings may be delayed no more than two times, each for a period of no longer than five business days.
- (10) Student's Rights at the Hearing.
 - (a) The student against whom a Complaint has been made is entitled to know the nature and the source of the evidence used to support the Complaint; to cross-examine witnesses against the student; to testify; and to present the testimony of witnesses and other evidence in the student's behalf. In the absence of a waiver of the right against compulsory self-incrimination, the testimony of a student whose suspension is being considered, given at the hearing, shall not subsequently be used in any criminal proceeding against the person. The Conduct Officer may require the separation of witnesses and may bar from the proceedings any person whose presence is not essential to the proceedings. No counter-charges regarding the same incident shall be permitted to be filed pending final disposition of the original charge.
 - (b) The student against whom a Complaint has been made shall be offered the opportunity to appear at the hearing alone or with another person, who may serve only in an advisory capacity. A person serving in an advisory capacity may not participate directly in the hearing or address the Conduct Officer on behalf of the student unless a communication difficulty exists that is sufficiently severe so as to prevent a fair hearing.
 - (c) All hearings shall be closed to protect the student's rights of confidentiality. A request for an open hearing, however, may be made to the Conduct Officer by the student charged and may be granted if warranted by the circumstances.
- (11) Credibility Determination. The Conduct Officer shall evaluate the points of view presented by the parties in conflict and shall determine if the preponderance of the evidence supports the conclusion that the student committed the misconduct alleged in the Complaint.
- (12) A copy of the Conduct Officer's findings, including the procedures for appeal before the CAPP Executive Review Committee, shall be given to the student in writing within five business days from the conclusion of the hearing.
- (13) Offenses

- (a) Behavior in violation of University policies or procedures, including the behavior outlined in the Expectations for Student Conduct and Professional Behavior and incorporated by reference into this policy. Such policies shall be published in a manner reasonably designed to come to the attention of students.
- (b) Behavior in violation of the terms of Sanctions previously imposed under this Policy.
- (c) Behavior deemed detrimental or disruptive to the University community and/or prohibited by local, state or federal laws, including any act that is a violation of the Campus Disruption Act or results in the student's arrest, but excluding any conduct considered an Offense of Violence pursuant to section 3345.22 and 3345.23 of the Ohio Revised Code and addressed under University Policy No. 3349-10-74.
- (d) Offenses where another student is the victim.

(14) Sanctions

- (a) Immediate Administrative Suspension. As stated, the Chief Student Affairs Officer, in consultation with the Executive Director of Enrollment Services and the Vice Dean for the college in which the student is enrolled, may impose an Immediate Administrative Suspension upon receipt of a Complaint based on the nature of the allegations and the in-person meeting with the student.
- (b) Strict Disciplinary Probation. Based on the Conduct Officer's findings, the student may be placed on strict disciplinary probation, whereby placing the student in serious jeopardy with the University. This Sanction is invoked for a specified period of time, not to exceed twelve (12) months from the date it is originally imposed. Notification of Sanctions will be made to appropriate University offices, including the student's academic College. Students on disciplinary probation:
 - (i) May not be permitted to participate in an official non-curricular capacity such as an officer of a student organization.
 - (ii) May be restricted from entering or remaining in selected campus buildings or in specified university facilities.
 - (iii) May be subject to additional stipulations as outlined by the Conduct Officer.
 - (iv) May be subject to automatic Dismissal or Immediate Administrative Suspension if allegations of further misconduct arise, including any violation of the terms of the disciplinary probation originally imposed.
- (c) Disciplinary Suspension. This sanction is one of involuntary separation of the student from the University for a period not to exceed twelve (12) months from the date of sanction. Notification of sanctions will be made to appropriate University offices, including the student's academic College. Students suspended:
 - (i) Shall be assigned grades or marks which would be appropriate if they were withdrawing voluntarily.
 - (ii) May be required to leave the campus and/or premises of the University effective the date of Suspension. Permission may only be granted by the General Counsel for entrance to University premises for a specified purpose and time.
 - (iii) Shall receive any refund of money in accordance with the refund schedule in effect at the time of suspension if the suspension exceeds four weeks in duration.

- (iv) Are permitted to return to the University and re-enter their College's curriculum at the conclusion of their suspension pursuant to the terms established by the Conduct Officer and set forth in the Conduct Officer's written conclusion following the hearing.
- (d) Disciplinary Dismissal. This sanction is one of involuntary separation of the student from the University. Such separation shall be for not less than twelve (12) months following the date of Sanction. Notification of Sanctions will be made to appropriate University offices, including the student's academic college. Students dismissed:
 - (i) Shall be assigned grades or marks which would be appropriate if they were withdrawing voluntarily.
 - (ii) May be required to leave the land and/or premises of the University effective the date of Dismissal. Permission to re-enter the University premises for a specified purpose and time may only be granted by the General Counsel.
 - (iii) Shall receive any refund of money in accordance with the refund schedule in effect at the time of dismissal.
 - (iv) Shall be reinstated only by the joint decision of the Vice Dean of the College and the Chief Student Affairs Officer, who shall establish criteria for readmission.
- (15) Additional Stipulations to Sanctions. Additional stipulations are the prerogative of the Conduct Officer. They may be mandated as part of the sanctions listed above. The options may be considered are as follows:
 - (a) Counseling;
 - (b) Restitution for damages; or
 - (c) Education/Rehabilitation program referral;
- (16) Appeals from the decision of the Conduct Officer.
 - (a) Within five business days of the Conduct Officer's decision, a student may submit a written appeal of the decision to the CAPP Executive Review Committee. No additional appeal will be heard.
 - (b) Appeals are limited to the following reasons:
 - (i) The decision was reached through a procedure not in accordance with this policy.
 - (ii) Presentation of new information that was not available at the time of the hearing and may suggest modification of the decision is necessary.
 - (c) The CAPP Executive Review Committee will not provide for a rehearing of the underlying matter. Instead, it will focus solely on whether a substantive or procedural defect occurred in the underlying matter or whether the new information presented to the Committee bears reconsideration of the Conduct Officer's decision. The CAPP Executive Review Committee has the ability to uphold, modify or reverse the Conduct Officer's decision in any manner it deems appropriate based on information brought forth by the student on appeal.
- (17) Imposition of Sanctions Without a Hearing

- (a) A student may admit the facts contained in the Complaint. The admission shall be in writing and shall be given to the University Official designated in the written notice.
- (b) A student may waive the required appearance before a Conduct Officer by requesting, in writing, that a University Official be permitted to impose any sanction, stipulation, cost or penalty as provided for in this policy. If the student does not choose to have a University Official impose sanctions, the student shall be advised in writing of the hearing time and place to appear for the receipt of any sanctions from the Conduct Officer.
- (c) A student who does not submit a written admission or waiver according to this policy, but fails to appear at the hearing, shall be subject to any sanction imposed by the Conduct Officer.
- (d) In any of the foregoing situations, the decision of the Conduct Officer or University Official is not subject to appeal.

Expectations of Student Conduct and Professional Commitment (Student Honor Code)

(Approved July 2017)

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

(A) STUDENT CONDUCT CODE

The Student Conduct Code definitions apply to all students enrolled at NEOMED for behavior on, or affecting, the campus. All students are responsible for knowing, understanding and abiding by all University rules and regulations outlined within the Student Conduct Code and its definitions listed here. Violations of the Student Conduct Code may result in disciplinary action and subsequent sanctions which may include, but are not limited to probation, suspension, dismissal or other sanctions addressing the behavioral issue. The current Student Conduct Code is available in the NEOMED Student Handbook.

(B) Definitions of Student Misconduct:

(1) **Academic misconduct**, including, but not limited to:

- (a) Cheating (use of unauthorized assistance, submitting substantially the same work that has been submitted for another course, use of a prohibited source, inappropriate acquisition or distribution of academic materials or engaging in any behavior specifically prohibited by a faculty member).
- (b) Plagiarism (intentional or unintentional representation of ideas or works of another author as a student’s own without properly citing the source or the use of materials prepared by another person; violations of copyright laws).
- (c) Falsifying or manufacturing scientific or educational data.

- (d) Misrepresentation of oneself or of another in an academic setting including, but not limited to, the use or possession of another's clicker, sharing of computer password, signing in for another student, or taking exams for another student.
- (2) **Behavioral misconduct**, including, but not limited to:
- (a) Willful failure to comply with directions of University officials, faculty members, law enforcement officers or emergency personnel.
 - (b) Behavior that disrupts or obstructs teaching, research, administration, disciplinary proceedings or other University activities.
 - (c) Willfully, recklessly or knowingly engaging in conduct that violates any University policy, rules or regulation (for more information go to the NEOMED Student Handbook online).
 - (d) Failure to immediately report any and all infractions of the law to the University, including traffic citations, criminal charges and the like. This includes the failure to comply with University policies on Criminal Background Checks and Toxicology Screening.
 - (e) Failure to report violations of the Student Conduct Code.
 - (f) Knowingly furnishing false or misleading information to University officials including but not limited to forgery, alteration, or misuse of any University document, record or I.D.
 - (g) Abuse of computer facilities and resources including but not limited to unauthorized entry into a file, unauthorized transfer of a file, use of another individual's identification or password, use of computing facilities and resources to interfere with the work of another student, faculty member or University official, to send obscene or abusive messages, or to interfere with normal operation of the University computing system.
 - (h) Unauthorized use of an electronic or other device to make or disseminate an audio or video recording of any person without his or her prior knowledge or consent.
 - (i) The use of personal electronic device during academic sessions for purposes other than current content learning. All electronic devices are to be silenced during educational sessions.
 - (j) Disclosure of confidential or private patient information in an unethical or inappropriate manner.
 - (k) Photography or video recording of any human donor specimens is strictly prohibited.
 - (l) Improper use of social media including bullying toward another or the posting of indecent or derogatory photographs, links or comments directed toward another, particularly using the University email system.
 - (m) Failure to notify appropriate individuals of tardiness or absence in the case of an emergency. Absences must be cleared by the course director, site director or preceptor and do not relieve students of their responsibilities for materials covered or assignments or time missed from clinical experiences.
 - (n) Failure to wear appropriate business professional attire in academic and clinical settings.
 - (o) Failure to exemplify those professional commitments to which students should aspire.

(3) **Criminal misconduct**, including the attempt or completion of any of the following offense, irrespective of whether the matter is prosecuted:

- (a) Engaging in or threatening physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which intentionally or recklessly threatens or endangers the health, welfare or safety of any person.
- (b) Sexual misconduct including, but not limited to, sexual assault, stalking, dating violence, domestic violence or any other non-consensual sexual contact, unwelcome sexual advances, or requests for sexual favors.
- (c) Disorderly, disruptive, lewd or indecent conduct.
- (d) Theft or attempted theft, or willfully, recklessly or negligently destroying, damaging, injuring or using property of NEOMED or another person without the consent of the owner.
- (e) Use, possession, manufacture, cultivation, distribution, or facilitating the distribution of marijuana or any narcotic, hallucinogenic or other controlled substances. This includes, but is not limited to, the receipt of a positive result on the mandatory Toxicology Screen.
- (f) Use, possession, manufacture or distribution of alcoholic beverages, or public intoxication in a manner prohibited by law.
- (g) Unlawful or unauthorized possession of firearms, fireworks, explosives, other weapons, or dangerous chemicals or using any such item, even if lawfully possessed, in a manner that harms, threatens or causes fear to others.
- (h) Commission of any felony or misdemeanor under applicable federal, state or municipal law.

(C) **PROFESSIONAL COMMITMENTS TO WHICH STUDENTS SHOULD ASPIRE**

NEOMED students are expected to abide by the Professional Commitments during their tenure including their undergraduate experiences at partner universities and in clinical settings.

Professionalism in the health professions requires that health care professionals serve the interests of the patient above their own. This highest level of professional behavior compels students at the Northeast Ohio Medical University to aspire to altruism, accountability, excellence, duty, service, honor, integrity, and respect for others throughout their studies, their clinical experiences, and their professional careers. Within each of the following professional expectations are examples of behaviors by which NEOMED students are expected to aspire during their professional training in the academic and clinical settings.

- (1) **Altruism:** the essence of professionalism that maintains that the best interest of patients, not self-interest is the rule.
 - (a) Demonstrate humility. Each student is the sum of not only his or her own work, but also the teaching, lessons, encouragement and giving of others.
 - (b) Assist other medical, pharmacy and health professional students in need.
 - (c) Contribute a positive image of the health professions.
 - (d) Relate to others in a caring, empathic manner and strive to prevent and relieve human suffering.

- (2) **Accountability:** required at all levels including accountability to the individual patient for fulfilling the implied contract governing the health care professionals/patient relationship; to society for addressing public health needs; and to the profession for adhering to the highest level of ethical precepts.
 - (a) Read, understand and abide by the Student Handbook, particularly as it relates to expectations of student conduct, academic performance, and professional expectations.
 - (b) Participate in and assume an appropriate and equitable share of responsibilities among peers and colleagues including group work duties.
 - (c) Be present, punctual and prepared in all mandatory activities at the University and at clinical sites.
- (3) **Excellence:** to reach excellence requires a conscientious effort to exceed ordinary expectations and to make a commitment to life-long learning.
 - (a) Demonstrate the principles of NEOMED's Six C's: Competence, Communication, Caring, Curiosity, Character and Community.
 - (b) Present oneself in a professional manner with respect to dress, hygiene, body language, composure and gesture.
 - (c) Self-assess personal challenges and developmental needs and seek support and assistance to improve future performance.
- (4) **Duty:** every health care professional in training or in the field accepts a commitment to service as a personal and professional goal. This requires availability and responsiveness, accepting inconvenience to meet the needs of the patient, sometimes enduring unavoidable risk to oneself when a patient's welfare is at stake, advocating for the best possible care regardless of ability to pay and the willingness to accept active roles in professional associations, and to volunteer one's skills and expertise for the welfare of the community.
 - (a) Participate in and contribute to improving public health care within the local and global community.
 - (b) Champion the needs and health issues of those who may be unable to speak on their own behalf to improve social sustainability.
 - (c) Assume leadership opportunities within out-of-classroom organizations, professional groups and informal groups devoted toward addressing health care.
- (5) **Honor and Integrity:** to regard the highest standard of behavior and to refuse to violate the personal and professional codes of the profession require honor and integrity that imply fairness, truthfulness, keeping one's word, meeting commitments and being straightforward. Recognizing any conflicts of interest and avoiding situations that make personal gain more important than the best interest of the patient is the goal.
 - (a) Safeguard patient confidences and privacy whether through written, verbal, electronic, or social media sharing.
 - (b) Deal with confidential information with discretion and appropriateness.
- (6) **Respect for Others:** respect for others including patients, their families, faculty and staff, and other health care professionals is the essence of humanism and is central to valuing others. Respecting others means valuing the diversity of backgrounds, opinions, and

talents that individuals contribute to the community and is a fundamental requirement for valuing others.

- (a) Act appropriately and respectfully in all verbal and nonverbal interactions with patients, standardized patients, residents, peers, hospital personnel, faculty and staff.
- (b) Respect and promote diversity and convey a sense of belonging, respect and value for all persons.
- (c) Nurture and allow free and open discourse, listen to new ideas, and value diverse perspectives and talents.

Signature of the *Expectations of Student Conduct and Professional Commitment* constitutes an understanding of these expectations and an agreement to abide by the expectations herein. Signed documents are requested annually and maintained within official student records.

*American Board of Internal Medicine for these six definitions of professionalism as developed in the Project Professionalism document which has been expanded to include all health professions and various examples of professional expectations at the Northeast Ohio Medical University.

Employees and Students Arrested for Offenses of Violence – H.B. 1219 Policy

(Approved June 2017)

- (A) The purpose of this policy is to outline the procedures the immediate suspension and possible termination of employees arrested for Offenses of Violence. This policy will also be used for the suspension and dismissal of matriculated students arrested for offenses of Violence.
- (B) The scope of this policy is inclusive of all employees and matriculated students of the University.
- (C) DEFINITIONS
 - (1) “Force” means any violence, compulsion or constraint physically exerted by any means upon or against a person or thing.
 - (2) “Deadly force” means any force that carries a substantial risk that it will proximately result in the death of any person.
 - (3) “Hearing Officer” refers to the person who will preside over the hearing initiated when a student or employee is arrested for an Offense of Violence. The Hearing Officer shall be an attorney admitted to the practice of law in Ohio, but the Hearing Officer shall not be attorney for or an employee of the University.
 - (4) “Matriculated” means enrolled or admitted to any course of study in any one of the Colleges of the University.
 - (5) “Offenses of Violence” are those offenses set forth in sections 3345.22 and 3345.23 of the Ohio Revised Code, or any substantially equivalent offenses under a municipal ordinance. These offenses include, but are not limited to, the following offenses:

Aggravated Murder, Murder, Voluntary Manslaughter, Involuntary Manslaughter, Felonious Assault, Aggravated Assault, Assault, Permitting Child Abuse, Aggravated Menacing, Menacing by Stalking, Menacing, Kidnapping, Abduction, Extortion, Gross Sexual Imposition, Arson, Aggravated Robbery, Rape, Sexual Battery, Aggravated Arson, Arson, Disrupting Public Services, Terrorism, Robbery, Aggravated Burglary, Burglary, Inciting to Violence, Aggravated Riot, Riot, Inducing Panic, Domestic Violence, Intimidation, Intimidation of Attorney, Victim or Witness in Criminal Case, Escape, Aiding Escape or Resistance to Lawful Authority, Having Weapons While Under Disability, and Improperly Discharging Firearm at or into a Habitation, in a School Safety Zone or with Intent to Cause Harm or Panic to Persons in a School Building or at a School Function.

- (6) "Physical Harm to Persons" means any injury, illness or other physiological impairment, regardless of its gravity or duration.
- (7) "Physical Harm to Property" means any tangible or intangible damage to property that, in any degree, results in loss to its value or interferes with its use or enjoyment. "Physical Harm to Property" does not include wear and tear occasioned by normal use.

(D) PROCEDURES

- (1) **Duty to Report.** While the arresting authority is required to immediately notify the President of the University of the arrest of an employee or student for an Offense of Violence, the employee or student who has been arrested is also under an obligation to so report. A student's failure to report will be deemed a violation of the Student Academic Integrity and Conduct Code. An employee's failure to report will be deemed as grounds for discipline or termination.
- (2) **Immediate Administrative Suspension Pending Hearing.** Upon receipt of the information that an employee or student of the University has been arrested for an Offense of Violence, the President or his/her designee may impose an Immediate Administrative Suspension upon the student or employee until a hearing is held on the matter. The Chief Student Affairs Officer has the discretionary authority to impose an Immediate Administrative Suspension upon a student, and the Department of Human Resources has the same discretionary authority to issue such a suspension to an employee. Imposition of an Immediate Administrative Suspension will only occur after there has been an in-person meeting to discuss the alleged conduct, or a good faith effort upon the University to hold an in-person meeting. An Immediate Administrative Suspension may still be imposed where the circumstances of the person's arrest prevent such a meeting from occurring or if the person fails to acknowledge the University's request for such a meeting. For students, the meeting will be held with the Chief Student Affairs Officer, while employees will meet with the Director of Human Resources. A NEOMED Police Officer will be present for the meeting if requested. If an Immediate Administrative Suspension is issued following the in-person meeting, the student or employee must surrender his/her University identification badge and will be escorted off the University property by campus police.

- (3) Hearing to Determine Further Action. Irrespective of whether a student or employee is placed on Immediate Administrative Suspension, a subsequent hearing will be held to determine if further action is necessary based on the person's Offense of Violence.
- (a) Hearing Notice. An employee or student of the University arrested for any Offense of Violence shall be afforded a hearing on the facts of the case. The University will issue a notice of hearing within two business days of learning that a student or employee has been arrested for an Offense of Violence. The hearing notice will identify the time, date and location of the hearing.
 - (b) Hearing Timeframe. The hearing shall be held within not more than five business days after the person's arrest, subject to reasonable continuances for good cause shown, which continuances shall not exceed a total of ten business days.
 - (c) Hearing. The University will appoint a Hearing Officer to hold the hearing to determine whether further disciplinary measures will be imposed upon the employee or student. The hearing shall be held at the University or other location in Portage County on the time and date specified in the Hearing Notice.
 - (i) The Hearing Officer may administer oaths, issue subpoenas to compel the attendance of witnesses and the production of evidence, and enforce the subpoenas, as well as preserve the order and decorum of the proceedings over which the Hearing Officer presides, by means of contempt proceedings in the court of common pleas as provided by law.
 - (ii) The hearing shall be adversarial in nature and shall be conducted fairly and impartially, but the technical rules of evidence applicable to civil and criminal cases shall not apply. A person whose suspension is being considered has the right to be accompanied by counsel, but counsel will not be furnished for the person. The person also has the right to cross-examine witnesses against the person, to testify, and to present the testimony of witnesses and other evidence in the person's behalf. In the absence of a waiver of the right against compulsory self-incrimination, the testimony of a person whose suspension is being considered, given at the hearing, shall not subsequently be used in any criminal proceeding against the person. The Hearing Officer may require the separation of witnesses and may bar from the proceedings any person whose presence is not essential to the proceedings.
 - (iii) The person subject to the hearing may appear with another person, who may serve only in an advisory capacity during the hearing. If serving as an advisor to the student/employee, that person may not participate directly in the hearing or address the Hearing Officer on behalf of the student/employee unless a communication difficulty exists that is sufficiently severe so as to prevent a fair hearing.
- (4) Sanctions. Upon hearing, if the Hearing Officer finds by a preponderance of the evidence that the person whose suspension is being considered committed any Offense of Violence, the Hearing Officer may:
- (a) Order a University Suspension, whereby the person suspended from further employment or matriculation; or

- (b) After consulting with University officials and making a determination that the good order and discipline of the University will not be prejudiced or compromised by the person's continued presence, permit the person to return to the University on terms of strict disciplinary probation. Subsequent violation of the terms of the probation automatically affects a suspension.
 - (c) Failure to Appear. A person afforded a hearing pursuant to this section who does not appear at the hearing will be issued a University Suspension by the Hearing Officer.
 - (d) Waiver. A person afforded a hearing pursuant to this section may waive the right to the hearing by responding in writing to the University official designated in the hearing notice. Waiver of the hearing will result in the automatic imposition of a University Suspension or disciplinary probation.
 - (e) Campus access. Campus police shall escort the person subject to a University Suspension from the premises following the imposition of such a sanction and the suspended person must surrender his/her University identification badge. That name of the suspended person will be provided to the Department of Public Safety and the receptionist and that person shall be denied access to any University property until the sanctions ordered under this policy have been lifted.
 - (f) Duration of the Suspension. A University Suspension under this section is in effect until the person is acquitted or convicted of the crime, or a crime related to the same facts for which the person was arrested. If the person is convicted of the crime or a crime related to the same facts, the University Suspension will remain in effect for the duration of any criminal sentence imposed by the court. Should the person plead guilty to or be convicted of a lesser charge related to the same facts, the University Suspension will remain in effect under the terms originally imposed by the University.
 - (g) If the person is acquitted or there is a final judicial determination that does not result in a conviction related to the charges for which a person is suspended pursuant to this policy, the University Suspension will automatically terminate, and the person suspended shall be reinstated. The record of the suspension shall be expunged from the person's personnel or academic record held by the University.
- (5) Appeals. A person ordered to a University Suspension under this policy may appeal from the order of a Hearing Officer on questions of law and fact to the court of common pleas in Portage County, within twenty (20) calendar days after the date of the order. If the court to which an appeal is taken determines that the good order and discipline of the University will not be prejudiced thereby, it may permit the person suspended to return to the University on terms of strict disciplinary probation.
- (6) Petitions for Reinstatement after a Suspension. Upon completion of the criminal sentence imposed, the person may petition the University, in writing, for re-entry into the curriculum or return to employment. Students petitioning to re-enter their curriculum must submit their petition to the Committee on Academic and Professional Progress (CAPP). The petition will then be reviewed by a standing subcommittee appointed by Phase 2 CAPP. Employees petitioning to be reinstated to their position of employment must submit their petition to the Director of Human Resources for review by the President

and/or the Board of Trustees. Decisions on reinstatement to the University will be based on a review of the following considerations:

- (a) The nature of the student's profession or employee's position;
- (b) The person's present and past disciplinary record;
- (c) The nature of the offense;
- (d) The severity of any damage, injury or harm resulting from the person's conduct;
- (e) The continued threat posed to campus personnel or property should the person return;
- (f) The risk of harm to the health and safety of the University and its students and employees.

Students or employees petitioning for reinstatement may appear accompanied by another person. That person cannot, however, be a relative or an attorney.

Students or employees reinstated following a suspension may be placed on strict disciplinary probation for a period of at least one year and may face restrictions, including but not limited to, limitations on facility use.

- (7) Student Appeals from the denial of a Petition for Reinstatement. A student who has petitioned for reinstatement may appeal the decision of the Phase 2 CAPP subcommittee on the following grounds:

- (a) The student sets forth significant new information, which was not available at the time the subcommittee reviewed the Petition; or
- (b) The student identifies a procedural error that occurred when the subcommittee was reviewing his/her Petition.

Any such appeal shall be directed to the Executive Director of Enrollment Services or designee within five (5) business days of the Phase 2 CAPP decision. The Executive Director of Enrollment Services or designee will make a determination as to whether the matter will be further reviewed by the CAPP Executive Review Committee. Should the CAPP Executive Review Committee determine that the new information brought forth or procedural error alleged had a substantive effect on the decision of the Phase 2 CAPP subcommittee, the matter will be resubmitted to the subcommittee for further consideration and the same process, including the right to an appeal of that decision, will ensue.

- (8) Dismissal of employees or students upon conviction of certain offenses.

- (a) If convicted, the person is dismissed from the University pursuant to Section 3345.23 of the Ohio Revised Code.
- (b) A tenured faculty member dismissed pursuant to this section is not entitled to the protections set forth in Appendix D of the Bylaws of the Faculty.
- (c) Upon conviction of a University employee or student for any Offense of Violence, the court shall immediately notify the President of the University of such conviction. The University Registrar or the Human Resources Department shall immediately notify such person of the person's dismissal and provide a copy of the dismissal letter to

the University General Counsel. The notice shall be in writing and shall be mailed by certified mail to the person's address as shown in both the court and the University records. If such person has been suspended pursuant to this policy, and not permitted to return to the University, the period of the person's dismissal shall run from the initial date of the University Suspension.

- (d) No degrees or honors shall be conferred upon, no instructional credit or grades shall be given to, and no student assistance, scholarship funds, salaries, or wages shall be paid or credited to any employee or student, during the period such person is properly dismissed pursuant to this section or under a University Suspension pursuant to this policy.
- (e) A dismissed person may later seek readmission or re-employment pursuant to division (A) of section 3345.23 of the Ohio Revised Code.
- (f) Without limiting the grounds for dismissal, suspension or other disciplinary action against a student or employee of the University, the commission of an Offense of Violence or a substantially equivalent offense under a local, state or federal law, which offense is committed on or affects persons or property of the University, or which offense is committed in the immediate vicinity of the University with respect to which an emergency has been declared and is in effect pursuant to section 3345.26 of the Ohio Revised Code, is cause for dismissal pursuant to this policy.
- (g) If a final judicial determination results in an acquittal, or if the conviction is reversed on appeal, the student or employee shall be reinstated and the University shall expunge the record of the student's or employee's dismissal from the student's or employee's University records, and the dismissal shall be deemed never to have occurred.

(E) ADDITIONAL AUTHORITY OF THE UNIVERSITY

- (1) Sections 3345.22 and 3345.23 of the Ohio Revised Code and all other sections provided for in this policy shall be applied and followed, notwithstanding any rule, regulation or procedure of the University, but such sections shall not be construed to limit any duty or authority of the University to take appropriate disciplinary action, through such procedures as may be provided the Policies and Bylaws of the University.
- (2) Sections 3345.22 and 3345.23 of the Ohio Revised Code and all other sections provided for in this policy shall not be construed as modifying or limiting the duty or authority of the University to summarily suspend a student or employee, when necessary to preserve the good order and discipline of the University under other existing policies.
- (3) To the extent that sections 3345.22 and 3345.23 of the Ohio Revised Code and all other sections provided for in this policy conflict with civil service requirements and procedures, persons otherwise subject to disciplinary action pursuant to such sections, but who are employees in the classified civil service, shall be disciplined according to civil service requirements and procedures.
- (4) Dismissed or suspended person are not to enter University premises. No employee or student under dismissal or suspension from the University pursuant to section 3345.22 or 3345.23 of the Ohio Revised Code or this policy, shall enter or remain upon the land or

premises of the University from which he or she was suspended or dismissed, without the express permission of the University.

- (5) Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, 20 U.S.C. § 1092(f), upon receipt of a written request from an alleged victim of an Offense of Violence (as that term is defined in this policy and in Section 16 of Title 18, U.S.C.) or that victim's next of kin, the University will issue a report of the result of the disciplinary proceeding instituted against the alleged perpetrator of the act.

Student Conduct Council

(Approved July 2017)

The Student Conduct Council exists to: educate the student body in the development of ethical professional values and about the NEOMED honor code; assist the student body in monitoring its own conduct and professional commitment; provide student representation on the Committees for Academic and Professional Progress; and to review and update as necessary the *"Expectations for Student Conduct and Professional Behavior."*

Student Employment (College of Pharmacy) - Guidelines for Student Employment

(Approved July 2017)

Students enrolled in the doctor of pharmacy program at Northeast Ohio Medical University (NEOMED) are encouraged to seek employment in a pharmacy setting while pursuing their degree. Anecdotal feedback suggests that students who work while enrolled in pharmacy school are academically stronger and are more likely to have employment opportunities following graduation. However, students who prioritize work hours over academic studies, or who work excessively are more likely to struggle with completing academic milestones. It is important to remember that as a student in a graduate-level program, academics are the primary focus.

In recent surveys of our students and graduates (Academic Years 2015-16, 2016-17), we have found the following self-reported information pertaining to their work experience:

| Percent of Students that Work* | |
|--------------------------------|--------|
| P1 year | 45-50% |
| P2 year | 65-90% |
| P3 year | 80-90% |
| P4 year | 80-95% |

| Work per Week* | 0-10 hours | 10-15 hours | >15 hours |
|-----------------|------------|-------------|-----------|
| P1 year | 55-60% | 20-25% | 15-20% |
| P2 year | 45-60% | 15-30% | 15-30% |
| P3 year | 45-60% | 20-35% | 15-20% |
| P4 year (APPEs) | 65-70% | 15-20% | 10-20% |

*Ranges provided are approximate. In addition, students indicated their weekly work hours were often dependent on course commitments.

With this in mind, students should adhere to the following guidelines regarding employment and academics:

- During the academic year, students are encouraged to retain employment in a pharmacy setting as long as it does not interfere with scheduled classes or inhibit study time.
- Faculty recommend working no more than 8 hours OR one shift per week on average for students with consistently positive academic performance. It is understood that each student will need to assess their ability to effectively balance work and academic responsibilities. The recommendation provided may not apply in all situations, but rather is intended to be an initial guide.
- Students are encouraged to re-evaluate any work commitments on a regular basis to consider previous experiences and expected academic workload.
- Avoid situations where the time committed to work ultimately creates an unfortunate situation where a student is in a position of academic difficulty.
- Employment in a pharmacy, preferably as a pharmacy intern, during summers and vacation breaks during the academic year, is strongly encouraged.
- When it is determined that a student missed class, an assessment, or any other required academic activity due to a work commitment, the absence will be considered unacceptable / unexcused and will be noted as such.
- Remember that work experience during pharmacy school reflects on overall work ethic as a professional. Consider experience working in a pharmacy as an extended interview for a potential role as a pharmacist in that organization. It is in your long-term best interests to remain in good academic standing to successfully complete the program.

Student Information for News Releases

(Approved July 2017)

The Office of Public Relations and Marketing use basic student record information in news releases for various student activities and accomplishments. Data typically includes student name, course of study and year at NEOMED, high school, undergraduate institution (if applicable), and hometown city and state. Granting of such information is strictly voluntary on the part of the student. As a result, students may opt out by requesting omission to the Office of Enrollment Services. When a student elects to opt out of such communications, please know that the Office of Public Relations and Marketing is unable to issue news releases that contain the student's name and their accomplishments to the students' local and hometown news outlets.

Suicide Prevention Policy

(Approved July 2017)

- (A) The purpose of this policy is to protect the health and well-being of Northeast Ohio Medical University (NEOMED) students and employees, NEOMED has established procedures to prevent, assess the risk of, intervene in, and respond to suicide on campus or situations where suicide affects the lives of its students and employees. The purpose of this policy is to provide students and employees with information on suicide prevention, crisis intervention, mental health programming, and other educational and outreach activities aimed at suicide prevention.

Toward this end, the policy is meant to be paired with other programs that support the emotional and behavioral health of students and employees at NEOMED. Specifically, this policy is meant to be applied in accordance with the University's Emergency Notification, Response and Evacuation Procedures and the University's Emergency or Crime Reporting Policy.

(B) The scope of this policy includes resources for students and employees on and off of the NEOMED Rootstown Campus, including the on-campus residences and off campus clinical training sites.

(C) SUICIDE PREVENTION PROGRAMS AVAILABLE ON AND OFF CAMPUS

(1) Crisis intervention access for students and employees is as follows:

(a) Students and employees are advised to call 911 if they:

- (i) Believe someone has or is about to engage in a suicide attempt; or
- (ii) Needs emergency care as the result of a suicide attempt.

(b) Students and employees are advised to utilize the following resources if they or someone they know have thoughts of suicide or are experiencing depression or emotional distress.

(i) National Suicide Prevention Lifeline at 1.800.273.TALK (8255) or the National Text line at 741-741.

(ii) Area Crisis/Suicide Prevention lines include:

Portage 330-678-4357

Mahoning 330-747-2696

Summit 330-434-9144

Stark 330-452-6000

Cuyahoga 216-623-6888

(iii) The Ohio Suicide Prevention Foundation website lists Suicide Prevention Hotlines by County for any county in the state:

http://www.ohiospf.org/county_hotlines.php

(iv) Student Counseling Services at 330.325.6757, or after normal business hours at 216.903.7873.

(2) Mental health program access, including information on the availability of local mental health clinics, student health services, and counseling services is as follows:

(a) Students who have thoughts of (or are concerned about others who may have thoughts of) suicide, or are experiencing depression, or emotional distress, are advised to utilize the NEOMED local mental health resources, which are located on the web at: http://www.ohiospf.org/county_hotlines.php

Additionally, students may contact Student Counseling Services at 330.325.6757, or after normal business hours at 216.903.7873 or email The Center for Student Wellness at counseling@neomed.edu. The Center for Student Wellness and Counseling is located in the NEW Center inside the Summa Physicians Family Practice office suite in the NEW Center.

- (b) Employees who have thoughts of (or are concerned about others who may have thoughts of) suicide, or are experiencing depression, or emotional distress, are advised to utilize the Employee Assistance Program (the “EAP”) offered through Impact Solutions. Resources at the EAP are available 24 hours a day, 7 days a week at 800-227-6007 or www.myimpactsolution.com, (Member Login: NEOMED). Employees and each dependent are eligible for services through the EAP, who provides live confidential access to professional counseling, guidance, and support. Unlimited phone support as well as up to three complimentary face-to-face counseling sessions per person per occurrence are available as a resource for personal and/or work-related issues.

Further information can be found on the NEOMED web at:

<https://www.neomed.edu/hr/benefits/eap/> or <http://www.myimpactsolution.com/>

- (c) Local Mental Health Centers offer support services to both students and employees. Area mental health center resources include:

- (i) Portage County: Coleman Professional Services available at: www.colemanservices.org or 330.673.1347.
- (ii) Mahoning County: Compass Family and Community Services available at: <http://compassfamily.org/compass-counseling-services/> or 330.782.5664.
- (iii) Summit County: Portage Path Behavioral Health available at: www.portagepath.org or 330.253.3100.
- (iv) Stark County: Community Services of Stark County available at: <http://since1919.org/> or 330.455.0374.
- (v) Cuyahoga County: Centers for Families and Children available at: <http://www.thecentersohio.org/> or 216.432.7200.
- (vi) Additional resources can be found at: <https://www.neomed.edu/cswc/counseling/hotlines/>

- (d) Additional Resources

- (i) Ohio Program for Campus Safety & Mental Health (OPCSMH): <http://opcsmh.neomed.edu/mailman/listinfo/opcsmh> opcsmh.neomed.edu
- (ii) Campus Mental Health Resources & Campus Mental Health Awareness <http://www.neomed.edu/academics/ohio-program-for-campus-safety-and-mental-health/resources-1>

(D) MULTIMEDIA APPLICATIONS

- (1) NEOMED has promoted the use of The Jason Foundation’s multimedia application "A Friend Asks." The multimedia application is free of charge and includes information on warning signs, resources for help (including the National Suicide Hotline), advice on what

to do or not do for a person in crisis, a treatment locator and one-touch access to connect users directly to the National Suicide Prevention Lifeline.

(E) STUDENT OUTREACH AND EDUCATIONAL ACTIVITIES

- (1) NEOMED provides all incoming students with information about mental health topics, including depression and suicide prevention, as part of a curricular course and co-curricular education.
- (2) The information provided includes available mental health services and other support services, including student-run organizations for individuals at risk of or affected by suicide (e.g., NAMI on Campus).

(F) POSTVENTION PLAN

- (1) NEOMED has developed and maintains a strategic suicide postvention plan, consisting of a strategic plan to communicate effectively with students, employees, and family after a loss of a person to suicide. Key features of the [postvention plan](#), include provisions that address the following:
 - (a) Immediate Responses to the Death
 - (i) Internal Notifications at NEOMED
 - (a) The first person to learn of the death should contact Public Safety (ext. 5911 or 330.325.5911).
 - (b) Public Safety will notify the Postvention Coordinator and Vice President for Academic Affairs and Chief of Staff.
 - (c) The Postvention Coordinator will notify the Postvention Committee and convene a meeting to outline future activities.
 - (d) The Vice President for Academic Affairs or Chief of Staff, as appropriate, will notify the University President, Executive Director of Public Relations and Marketing, Chief Student Affairs Officer and Director of Human Resources.
 - (ii) Contact with the family
 - (a) The Chief of Police will notify law enforcement in the next of kin's jurisdiction and ask them to make notification.
 - (b) Once verification of initial notification is made, key university personnel will contact next of kin to offer the University's condolences, offer support, and advise them of expected follow up contacts from the University, including a call from the Director of Health and Wellness to offer support.
 - (iii) University Communications
 - (a) Roommates, friends, faculty, University employees and others close to the deceased are notified of the death first, in person if possible, or by phone if an in-person meeting is not practical. They will be encouraged not to contact others via social media until other notifications can be made. Members of

NEOMED Counseling Services office will offer support and resources to those who worked or attended classes with the deceased.

- (b) The broader University Community will be notified by email of the death by email. Suicide will only be mentioned after confirmed by the coroner and with family's permission.

(iv) External Communications

- (a) The Executive Director of the Office of Public Relations and Marketing (OPRM) handles all on and off campus media inquiries. The OPRM discourages students, parents, faculty, and staff from making comments or giving interviews to the media. All communications will meet the guidelines for safe messaging provided by the Suicide Prevention Resource Center (See Appendix).
- (b) The Vice President of Academic Affairs or Chief of Staff will inform campus to report the presence of any off-campus media personnel to the NEOMED Police Department. NEOMED Police will make every effort to prohibit all off-campus media personnel to students or campus.
- (c) The Postvention Coordinator will work with families of the deceased to properly manage social media accounts of the deceased.

(b) Memorials

- (i) All requests for campus memorial services will be reviewed by the Postvention Committee. Memorial services will be discouraged unless there is judged to be therapeutic benefit to the campus. If a memorial is held, the Postvention Committee will advise those involved of the appropriateness of memorial service activities. Physical memorials are also discouraged, but will be managed by the Postvention Committee if such events occur.

(c) Ongoing Response

- (i) The University will facilitate Postvention Discussion Groups designed to provide education, support, and guidance in dealing with the grief in the aftermath of a tragic loss, as well as an additional screening opportunity to identify other members of the NEOMED community who may be emotionally at risk.
- (ii) The Postvention Committee will engage in a comprehensive review of the postvention response to determine if changes to the Postvention Plan are necessary.

(G) GENERAL INFORMATION AVAILABLE THROUGH NEOMED

- (1) NEOMED posts information about mental health topics and suicide prevention resources to the University's website about all of the foregoing topics, including (i) crisis intervention access, (ii) mental health program resources, (iii) access to suicide prevention and (iv) mental health multimedia applications, and (v) student communication plans. In addition, throughout its communications, NEOMED:

- (a) Encourages students and employees to seek help or treatment that they may need;

- (b) Developed and maintains communication plans, including the creation of outreach plans regarding educational and outreach activities on suicide prevention;
 - (c) Developed and maintains a strategic suicide postvention plan to effectively communicate with students, employees, and family after a loss of a person to suicide;
 - (d) Ensures that personal information is kept confidential;
 - (e) Allows students to return to the curriculum as appropriate; and
 - (f) Prohibits any form of discrimination against students or employees with mental illnesses, including taking any punitive actions toward those in crisis.
- (2) NEOMED promotes awareness around signs of depression and suicidal thoughts, which may include, but are not limited to the following:
- (a) Personality change;
 - (b) Agitation;
 - (c) Withdrawal;
 - (d) Poor self-care; or
 - (e) Hopelessness.

Tobacco-Free Campus

(Approved June 2017)

- (A) The purpose of this policy is to implement a campus wide tobacco-free policy consistent with the provisions set forth in O.R.C. 3794 and the Ohio Board of Regents Resolution Promoting Tobacco Free Ohio Campuses, issued on July 23, 2012.
- (B) This policy applies to all individuals who are present on the NEOMED campus, including but not limited to employees, students and visitors who may be located inside or outside of any buildings, residences or parking lots located on the NEOMED campus.
- (C) DEFINITIONS
 - (1) “Smoking” refers to means inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, pipe, or other lighted smoking device for burning tobacco or any other plant. “Smoking” does not include the burning of incense in religious ceremony.
- (D) POLICY
 - (1) Restrictions. To protect the health and safety of our faculty, staff, students and visitors, all property on the NEOMED campus is designed as a non-smoking, tobacco-free area. Smoking or the use of other tobacco products is prohibited anywhere in the NEOMED campus. The campus-wide tobacco ban includes the inside and outside of all buildings, any parking areas, all vehicles on campus and any personal residence.

Consistent with this policy, University groups or members of the public that schedule indoor or outdoor spaces for approved functions on the NEOMED campus are prohibited from allowing smoking or using tobacco at their function.

- (2) Enforcement. People who violate the tobacco-free environment established by this policy will be referred to the following reporting authorities for further action:
- (a) Students will be reported to the Chief Student Affairs Officer for handling in accordance with the Student Handbook.
 - (b) Faculty will be reported to the Office of the Faculty Member's Dean for handling in accordance with the University Faculty Code of Professional Conduct found in Appendix C of the Faculty Bylaws.
 - (c) Employees will be reported to Human Resources for handling in accordance with the Employee Handbook.
 - (d) Visitors and guests will be reported to University security where they will be escorted off of campus property should they continue to use tobacco on the NEOMED campus in violation of this policy.

NEOMED Toxicology Screening Policy

(Approved July 2017)

(A) Rationale:

- (1) NEOMED is committed to providing the highest level of educational activity and professional conduct throughout our programs and has an equal responsibility to ensure that students are functioning free from the influence of illicit or illegal substances. NEOMED not only prohibits the use of such substances, but also forbids the sharing of prescribed medications with other students. We are committed to safe and drug-free environments wherever educational experiences and patient care are being delivered.
- (2) Because of NEOMED's desire to support students' successful placement as licensed physicians, pharmacists and pharmacy interns and our goal of meeting the requirements of our affiliated health care partners, NEOMED conducts criminal background checks and toxicology screenings for the illegal use of controlled substances. To provide students with the best opportunity for future success, we encourage self-disclosure in advance of our periodic screenings.
- (3) Any criminal convictions or guilty pleas related to substance use may be reviewed by NEOMED. Although such records may not always result in denial of admission, they may require further assessment and clarification. In addition, subject to state jurisdictions, licensing boards, and the Ohio Board of Pharmacy, these records may prevent a student from securing a license to practice unless proof of rehabilitation, ongoing aftercare and continued abstinence can be provided. Concerns in this area can best be addressed and ameliorated when a student with potential addiction concerns voluntarily comes forward for treatment, support and care which can be provided either through the NEOMED Director of Student Wellness and Counseling Services or referral to an external addiction specialist.

(B) Screening Process:

The toxicology screening is conducted by a third-party agency and is required for all students as they enter into M1, M3 and P4 year and any NEOMED student assigned to a clinical or practice site requiring screening through urine testing prior to being permitted to interact in that setting.

- (1) All testing will be coordinated through CERTIPHI and the Office of Student Affairs.
- (2) The substances listed below will be included in the 10-panel urine toxicology screening.

- (a) Amphetamines/Methamphetamines
 - (b) Cocaine and Metabolites
 - (c) Cannabinoids (Marijuana)
 - (d) Opiates (Morphine and Codeine)
 - (e) PCP
 - (f) Barbiturates
 - (g) Methadone
 - (h) Propoxyphene
 - (i) Ecstasy
 - (j) Benzodiazepines
- (3) M1 student toxicology screenings will be conducted at the start of the fall classes and must be completed before entering the clinical setting.
 - (4) M3 student toxicology screenings will be conducted in the summer before the start of M3 rotations.
 - (5) P3 toxicology screenings will occur prior to starting a rotation at a practice site which requires screening as part of their affiliation agreement with NEOMED.
 - (6) Student information including name, birthdate, email address, and last four digits of the social security number will be securely sent to CERTIPHI by NEOMED.
 - (7) CERTIPHI will email each student individually with instructions to sign-in to *Application Station* to create an account.
 - (8) A follow-up email to students from CERTIPHI will provide instructions for visiting a collection site in close proximity to NEOMED students. CERTIPHI has enlisted LabCorp Clinics to conduct the collections. Multiple LabCorp sites have been identified that are conveniently located in the northeast Ohio region and CERTIPHI can assist students with identifying additional sites outside the region if necessary.
 - (9) Students must take to the testing site identification (driver's license, passport or birth certificate), the letter from CERTIPHI and the student-specific account number that has been assigned by CERTIPHI.)
 - (10) Students must complete the urine testing at an approved LabCorp site by the identified deadline date.
 - (11) If a Pharmacy student is assigned to an IPPE site that requires a drug screen, the student is required to complete the testing. Requests to change a site assignment to avoid the testing will not be considered.
 - (12) Students currently on a prescribed medication included within the 10-panel drugs will be contacted directly by a CERTIPHI representative (usually by phone) who will request written proof of prescription(s). Students will not be asked to submit proof of prescription(s) until after testing is completed. NEOMED will not be informed of these occurrences.

(B) Test Results:

- (1) Results of toxicology screening will be maintained confidentially and managed through the Office of Student Affairs and the Coordinator of Student Health Records in a manner that complies with applicable state and federal requirements.
- (2) If an initial positive result is obtained for any of the substances within the 10-panel screening, CERTIPHI will have a medical representative contact any student directly with a positive screen to request proof of prescriptions before a final positive result is reported to

NEOMED.

- (3) Negative screening results will be noted as such in the Student Immunization Certificate, which can be printed through the ImmunU system in Banner. Students can share this information with clinical sites as requested.
- (4) Final results will be stored in a confidential manner and separate from the student's academic file unless the matter is referred to and heard by the Committee on Academic and Professional Progress (CAPP).
- (5) Students who refuse to complete toxicology screening testing or receive a positive result of their screen will not be permitted to participate in any patient care activity, and will be referred to the Committee on Academic and Professional Progress for appropriate action such as the imposition of a mandatory leave of absence, substance abuse treatment requirements or even dismissal from the University. Other possible ramifications include an additional assessment by a physician addiction specialist, and subsequent monitoring and treatment requirements based upon recommendations. For Pharmacy students, notification to the Ohio State Board of Pharmacy is required. The student will be guided and encouraged to self-report to the Board. If the student does not do so, the College of Pharmacy will report as required. Evidence of rehabilitation and ongoing sobriety through monitoring in formal aftercare may be required before a student may be permitted to return to the curriculum with CAPP approval.

Section 3: Resources & Support Services

Academic Holidays

(Approved July 2017)

- (A) NEOMED recognizes various holidays within the academic calendar during which the Rootstown campus is either closed and/or classes are cancelled. Refer to the [annual academic calendar](#) online for the exact date each holiday will be recognized. Student time off may vary by cohort during the clinical years. These holidays include:
- (1) Memorial Day
 - (2) Independence Day
 - (3) Labor Day
 - (4) Veterans Day Observance
 - (5) Thanksgiving Day
 - (6) Columbus Day (first floater; used at a different time in the academic calendar)
 - (7) Presidents Day (second floater; used at a different time in the academic calendar)
 - (8) Christmas Day
 - (9) New Year's Day
 - (10) Martin Luther King, Jr., Day
 - (11) Memorial Day
- (B) Students wishing to request observation for religious holidays should refer to the Religious Observation Request section of the Student Handbook.

Alumni Relations

(Approved June 2017)

- (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 members, and in excess of 1,500 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 and pharmacists in various specialties and activities that provide support and encouragement.

Behavioral Intervention Team

(Approved June 2017)

- (A) The purpose of the Behavioral Intervention Team (BIT) is to serve as the coordinating hub of a network of existing resources, focused on prevention and early intervention in NEOMED community situations involving members experiencing distress or engaging in harmful or disruptive behaviors. The Team will:
- Develop and coordinate intervention and support strategies
 - Regularly review and assess these situations

- Recommend actions in accordance with existing university policies
 - Monitor outcomes of cases discussed
- (B) This multidisciplinary team represents the Northeast Ohio Medical University (NEOMED) community. It uses a cross-functional approach, which is designed to prevent any particular instance of distressed or disturbing behavior from falling through the organization cracks and at the same time connects disparate (and therefore seemingly innocuous or less troubling) pieces of information that may indicate a more serious or acute problem.
- (C) Team Membership
The BIT is led by the NEOMED Chief of Police and the Program Director for the Ohio Program for Campus Safety and Mental Health, with administrative and advisory support provided by the Office of General Counsel.
- (1) Chief Student Affairs Officer
 - (2) Director of Human Resources
 - (3) Director, Center for Student Wellness and Counseling Services
 - (4) Director, Faculty Relations and Professional Development
 - (5) Executive Director of Public Relations and Marketing
 - (6) Chief Operating Officer
 - (7) Signet Management representative
 - (8) Chief Operating Officer, Bio-Med Science Academy
 - (9) Property Manager, The Village
 - (10) Other personnel as needed for specific cases
- (D) Reporting and Referrals:
If there is imminent risk, call 911.
- (1) Reports can be made to any member of the BIT through any of the following methods:
 - Behavioral Intervention Team (BIT) Referral: This form allows members of the NEOMED community the opportunity to confidentially report a serious concern that could be considered a threat to others or the NEOMED environment. These reports allow the BIT to initiate proper action to insure the safety of the community. Because the form is confidential, NEOMED reminds the community that those who report “persons of concern” should in good faith report real and actual events or issues. Deliberately falsifying such reports will be considered a violation of university policy and could result in disciplinary action.
 - Informal communication to any member of the BIT: any member of the NEOMED community may call, email or speak directly with a member of the team to relay concerns regarding threatening behavior or threats to safety.
 - All members of the NEOMED community should be alert to potential safety issues. If such issues are observed, members of the community should report them directly to the BIT. All referrals will be handled confidentially with information released only on a need-to-know basis.
- (E) Scope of Matters of the Behavioral Intervention Team: (Students, Faculty, Staff and visitors to the campus)

The BIT will review and address matters related to the following behaviors:

- Threatening or disruptive behavior, which includes, but is not limited to:
 - Physically threatening actions or verbal threats to persons such as stalking, hate speech, implicit threats, electronic bullying, yelling, or threatening to strike with body or weapon
 - Specific threats to inflict harm on self or other
 - Physical assault, with or without weapons
 - Behavior that a reasonable person would interpret as potentially violent
 - Damage to property of others of the university
- Concerning behavior that might indicate a student, employee or visitor is experiencing significant distress, based on changes in behavior or physical indicators.
- Patterns of chronic, escalating concerning behaviors

For additional information about the Behavioral Intervention Team, contact the NEOMED Chief of Police at 330.325.6492.

Counseling Services and Crisis Support

(Approved July 2017)

Student mental health issues are not uncommon given the stress students experience while in professional school. Mental health issues may develop while the student is in professional school, or they may be issues that a student starts professional school already aware of. To provide support for students and to assist in meeting personal, academic and professional goals, NEOMED provides on-site counseling services

(A) Counseling Services Policy

- (1) Students are informed of counseling, and referral services at orientation to medical and pharmacy school and are encouraged to seek assistance whenever they think it is indicated to address issues for personal growth and development. Students seek counseling and referral services for a wide variety of reasons. Issues that commonly are seen include: mood disorders and anxiety, interpersonal relationships issues, academic concerns, stress, career questions, lack of motivation and time management.
- (2) Students enrolled in NEOMED are eligible to receive no-cost, confidential counseling. Students may access scheduling information on the Student Affairs website or may contact the Program Assistant of the Center for Student Wellness and Counseling Services for information or to schedule. Counseling records follow HIPAA guidelines and are kept in Counseling Services separate from student academic records. In counseling, there may be times that a community-based referral is necessary for counseling and psychiatric services. If a referral is needed to optimize student care, the Center for Student Wellness and Counseling Services staff will provide community-based referral information. A list of mental health providers is also available on the NEOMED website.

- (3) Students who prefer to seek counseling outside of NEOMED with a community-based provider will be referred to a licensed therapist not affiliated with the Colleges. A roster of clinicians is available to students online at the Student Affairs website.
- (4) If a personal issue has affected the student's health, the student will be referred to his/her primary care physician or the Portage County Health Clinic for medical treatment.
- (5) If a student is in need of alcohol or other drug related issues, the student will be referred to a community-based provider. Student may also access a [list of providers](#) online at the Student Affairs website.

(B) Psychiatric Services

- (1) When therapeutically warranted, the clinical staff of the Center for Student Wellness and Counseling Services may discuss a referral to a psychiatrist with the student. The benefits of a psychiatric consultation along with any student concern about such a consultation will be thoroughly discussed. The clinical staff of the Center for Student Wellness and Counseling Services will provide psychiatric referral information to the student. A list of providers is also accessible on the Student Affairs website.
- (2) The clinical roster mentioned above for student referrals includes psychiatrists in northeastern Ohio who have agreed to see NEOMED students.
- (3) Students may not receive or be referred to psychiatric/psychological counseling from any health service provider involved in the academic assessment or promotion of the NEOMED student receiving those services. Students assigned to a clinical site where a treating psychiatrist /psychologist, with whom the student has an existing or previous relationship, may request a change to their site assignment through Enrollment Services.

(C) Emergency/Crisis Counseling

- (1) Students who require emergency counseling services during business hours should be directed to the Center for Student Wellness and Counseling Services located in the NEW Center. Clinical staff of the Center for Student Wellness and Counseling Services will meet with the student and assess the level of care needed at that time. If a clinical staff person of the Center for Student Wellness and Counseling Services and/or Chief Student Affairs Officer are not available, emergency counseling situations will be referred to any individual listed on the Mental Health Referral List or confidential hotlines. If danger is immediate, 911 and/or University police will be dispatched.
- (2) Situations that require immediate attention include those where the student is:
 - (a) Severely depressed (may talk about suicide or attempting to harm self or others, says life is not worth living, feels hopeless and/or helpless);
 - (b) Experiencing panic attacks (extreme feelings of anxiety, has trouble breathing or has shortness of breath, tightness in the chest and/or head, thinks that he/she is going to die);
 - (c) Has experienced sexual abuse, assault or rape;

- (d) Actively abusing substances such as alcohol or drugs.
 - (3) After-hours crisis counseling is available to NEOMED students and is provided by the clinical staff of the Center for Student Wellness and Counseling Services. Students in crisis may call 216.903.7873. Students are strongly encouraged to access after-hours crisis coverage if: a student is unable to stop crying, has thoughts of harming oneself or others, is unable to attend class, has not eaten or slept (not due to illness) or has experienced sexual assault.
 - (4) Students and faculty, staff, classmates and family members of students are encouraged to contact the Center for Student Wellness and Counseling Services and/or the Chief Student Affairs Officer in the Office of Student Affairs if they become aware of a student in need of emergency counseling services or if they would like to consult about their student of concern.
 - (5) Once contacted, the clinical staff member or the Chief Student Affairs Officer will speak with the student as quickly as possible and contact additional services as necessary. Steps to insure safety and wellness may include contacting University police 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 or psychiatrist's office.
- (D) Emergency Psychiatric Services:
- (1) **Hotlines and Local Resources**
Help Hotline Crisis Center: 330-747-2696
Support Hotline Portage Path: 330-434-9144
National Suicide Prevention Lifeline: 1-800-273-TALK (8255)
Suicide and Crisis Hotline: 800-999-9999
 - (2) **Sexual Assault**
Sexual Assault Hotline: 800-656-4673
TownHall II: 330-678-3006/ 800-449-8518
Rape and Sexual Abuse National Network: 800-656-4673
 - (3) **Drugs and Alcohol/Substance Abuse**
Coleman Professional Services: 330-673-1347
Ohio Alcoholics Anonymous: 330-253-6375
Narcotics Anonymous Helpline: 800-866-1462
National Drug Abuse Hotline: 800-662-HELP (4357)
Portage County Alcoholism Services/Horizon House: 330-346-0233
Substance Abuse Treatment: 800-662-4357
 - (4) **Domestic Violence**
The Ohio Domestic Violence Network: 800-934-9840
Summit County Center for Traumatic Stress Counseling: 330-379-5094
National Domestic Violence Hotline: 800-799-7233

(5) **Immediate Crisis**

On campus: 6489

Off campus: 911

- (6) If you need immediate medical assistance, the nearest emergency room to NEOMED Campus is Robinson Memorial Hospital, 6847 North Chestnut Street, Ravenna Ohio 44266
Robinson Memorial Hospital Emergency Department: 330-297-8250

Emergencies or Illness

(Approved July 2017)

(A) At Rootstown

(1) Emergencies:

- (a) If an emergency situation develops, dial 9-911. The paramedics will provide emergency care and transportation. Notify Security at 325-6489 to direct the paramedics to the location of the emergency.

(2) Chronic or episodic illness:

- (a) AxessPointe Community Health Centers/Kent in Kent, Ohio is available for enrolled students for chronic or episodic illnesses. For general information and appointments, call 1-888-975-9188.

(B) On a Clinical Campus

(1) Emergencies:

- (a) Notify the preceptor or chief of service of the department in which you are currently located, and/or go to the emergency room of the hospital where you are located. The Chief Student Affairs Officer, Executive Director of Enrollment, associate clinical dean for the hospital and the clerkship director/experiential director should be notified as soon as conditions permit.

(C) Chronic or episodic illness:

- (1) NEOMED does not wish to limit any student in his or her choice of physician. However, we recognize that a conflict of interest may exist when a treating physician is involved in teaching and/or evaluating a student who is also their patient. Therefore, NEOMED suggests that students select their physicians from those not likely to be directly involved in their teaching and evaluation.

Enrollment Services

(Approved July 2017)

- (A) Enrollment Services is the first point of contact for many issues related to services for current and former students. 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 recruitment and admission processing, student financial aid and financial planning; student grades, records and transcripts; graduation certification and degree audits; student addresses; off-campus housing referral service; enrollment verifications; Ohio residency determinations; veterans' affairs; malpractice insurance; 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).

For a complete list of services available, students should visit the Enrollment Services website at: <https://www.neomed.edu/es/>, or visit the office in person.

- (B) Additionally, Enrollment Services coordinates the outreach and selection of students for admission to the Colleges. Through outreach programs, Enrollment 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.
 - (1) Student Ambassadors
 - (a) 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, Enrollment Services takes into account the academic demand on the students. Interview notices for student ambassador selection are emailed to students in early September.
 - (2) Prospective Student Identification
 - (a) All students may assist Enrollment Services staff identify prospective students by passing along names and addresses of people who may have an interest in attending the Colleges. Enrollment Services 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 contact the Colleges' Enrollment Services office to set up campus visits.

ImmunU Immunization Tracking System

(Approved July 2017)

- (A) ImmunU:
 - (1) ImmunU is a NEOMED-created immunization tracking system, developed to address

NEOMED's requirements for student compliance regarding immunizations. ImmunU exists within the BANNER system by expert IT staff, tested by NEOMED students, and maintained by the program assistant in the Center for Counseling and Student Wellness in the Office of Student Affairs.

- (2) This self-service system provides a complete record of your submitted immunization requirements. Upload all your immunization records into ImmunU and the contracted nursing staff will review and verify immunization submissions. Once verified you will receive confirmation via email that your records have been approved (see Approval Definitions). You'll also receive notification if criteria for approval have not been met and additional action is required.

(B) New Students

- (1) If you are a new student who has not yet matriculated, NEOMED requires that students possess and record updated immunizations. To access the list of required immunizations, please review the [Immunization Requirement Policy](#). Be sure to complete all immunizations, other than the Influenza vaccine, PRIOR to the start of your fall courses. Once you have proof of your immunizations record, you may upload your document(s) to ImmunU, our online immunization program. Prior to accessing IMMUNU, please review the ImmunU instructions on the website: https://www.neomed.edu/wp-content/uploads/CSWC_ImmunUInstructions_071717.pdf. Although immunization verification is required, NEOMED will not impede matriculation of students with incomplete records. However, students must actively make progress toward completing immunization requirements.

(C) Current Students

- (1) Throughout their enrollment, students will utilize the ImmunU immunization documentation system as a tool to record up-to-date immunizations as additional vaccinations or labs are required. Yearly requirements include an updated Influenza vaccination by October 15 and Tuberculin testing. See https://www.neomed.edu/wp-content/uploads/CSWC_ImmRequirements.pdf for further details regarding the immunization policy.

(D) Why use ImmunU?

- (1) Self-Serve; Self-Maintained System
- (2) Immunization Certificates are Accessible 24/7 and Updated in Real-time
- (3) Easy Access to your Immunization Records
- (4) Effective Use of Your Time
- (5) Privacy of Your Records

(E) ImmunU Instructions:

https://www.neomed.edu/wp-content/uploads/CSWC_ImmunUInstructions_071717.pdf

(F) To View/Print your Immunization Certificate follow the instructions on the website:

https://www.neomed.edu/wp-content/uploads/CSWC_ImmunUCertificate.pdf

- (G) Approval of Documentation within ImmunU: As you use the system, you will see various responses following review of your records to signify the status of the immunization entry. Definitions of ImmunU responses include:
- (1) **Opt Out:** The entry/documentation may include a written note from a medical provider stating the student is not a candidate for the required immunization.
 - (2) **Pending Review:** Pending review signifies that the entry/documentation has been uploaded successfully and is awaiting review by the Coordinator of Student Health Records. Entries pending review cannot be included in the Immunization Certificate.
 - (3) **Reviewed Complete:** The entry has been reviewed and confirms the information provided matches the document submitted as proof.
 - (4) **Reviewed Incomplete:** The information provided does not match or meet the requirements for a completed entry in ImmunU. Incomplete immunization entries cannot be included in the Immunization Certificate.
 - (5) **Further Action Required:** The entry may meet the documentation standards for ImmunU, however results may suggest that further action including testing or treatment may be necessary to meet the NEOMED requirement. Refer to the [Immunization Requirement Policy](#) for further explanation of these expectations.
- (H) Records may not be approved for various reasons. Be sure to verify the following:
- (1) Date of vaccine administration or lab test has been entered correctly, including the year.
 - (2) Documentation matches the required vaccination or lab.
 - (3) Document is signed, dated, and contains the name of the student.
 - (4) Result on the document matches the result entered into the ImmunU system.
 - (5) Document was properly uploaded and saved (see instructions above)

For more information, email questions to immunizations@neomed.edu.

Aneal Mohan Kohli Academic and Information Technology Center

(Approved June 2017)

- (A) Information for the Aneal Mohan Kohli Academic and Information Technology Center 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. 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 Aneal Mohan Kohli Academic and Information Technology Center is a full service OhioLINK library. The OhioLINK central catalog contains more than 50 million items

representing more than 89-member colleges and universities and includes the State Library of Ohio. The University's 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 millions of electronic journal articles.

(D) Hours

- (1) Information about library hours can be found by clicking on the About Us/Hours tab at <http://www.neomed.edu/library>.
- (2) The library is available by keycard to students, faculty and staff 24 hours a day. Access after staffed hours is made through the entrance at the top of the staircase in the Campbell atrium.

(E) Food and Drinks

- (1) Light snacks, and drinks (in sipper containers) are permitted in the library. **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 *Expectations for Student Conduct and Professional Commitment*.
- (2) More information on copyright issues can be found at <http://libraryguides.neomed.edu/copyright>
- (3) More information on the *Expectations for Student Conduct and Professional Commitment* can be found online and within the Student Handbook.

(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 the library 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 three 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 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.
- (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 via email to ill@neomed.edu or by calling ext. 6593. ILLiad requesting service is available to students as well.
- (L) Instruction
 - (1) Students may request instruction on various library resources. Librarians and library staff provide instruction for individuals, in small groups or within the curriculum. Training sessions for electronic databases or other resources are also provided.
- (M) Group Study Rooms
 - (1) Group study rooms are available for student use. Groups have priority over individuals for use of these rooms. The study rooms are available on a first-come, first-served basis. Each library study room is equipped with a DVD player, LCD projector, VCR, white board and computer. These rooms cannot be reserved by students.
- (N) Quiet Study Area
 - (1) A quiet portion of the library is available for study 24 hours a day. This area includes group study rooms, study carrels for 52 students, soft seating and a printer. The area is fully wireless. For the safety of all students, ID badges are needed to scan into the quiet area after the library closes.
 - (2) Library - "Standards of Use"
 - (a) Please keep the Quiet area QUIET, no talking.
 - (b) Items left UNATTENDED will be moved to the library circulation desk or the security office.
 - (c) Café trays are NOT permitted in the library.
 - (d) When you leave, remove all trash and CLEAN all spills.

- (e) Supplies must REMAIN in the study rooms.
- (f) ALL windows must remain uncovered.
- (g) Study room furnishings must REMAIN in the study rooms.
- (h) Report damage to the rooms or furnishings to the library staff at:
library@neomed.edu.
- (i) Violation of the aforementioned guidelines may be referred to the Office of Student Affairs as a Professionalism Concern Note (PCN).

(O) Consortium – Hospital Library Guidelines

- (1) The following guidelines refer to proper behavior in the University's 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 follows 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 facilitates 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 (e.g., 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, clinical dean or preceptors if you have any questions or concerns about library use.

Lockers

(Approved July 2017)

All first-year medical and pharmacy students have access to a locker. First year students will be assigned a locker and receive a key during the first week of classes. Remaining lockers will be assigned to M2/P2 students as availability permits. There are also open, unassigned lockers near Liebelt (E-10) that are available to all other students who wish to use one, however, all other students are required to provide their own locks.

NEOMED Student Council (NSC) - 2017-2018 Constitution and Student Organization Policies ([See Appendix IX](#))

Ombuds

(Approved July 2017)

Office of the Ombuds – A confidential “off-the-record” resource to aid in resolving issues, concerns and disputes.

- (A) The Office of the Ombuds is available to listen to your concerns about life at the university, including to discuss interpersonal difficulties, university policies, and conflict resolution techniques. The Office of the Ombuds is a confidential, off-the-record, and neutral campus resource available to all students, faculty, and staff to aid in the effective and timely management of issues, concerns, and disputes, such as:
 - (1) interpersonal conflicts (w/peers, faculty or staff);
 - (2) authorship disputes;
 - (3) disagreement over grades;
 - (4) advising relationships;
 - (5) respect and treatment;
 - (6) interpretation/application of rules;
 - (7) ethical dilemmas; and
 - (8) academic and campus conditions.
- (B) The Office of the Ombuds is an informal resource and does not replace formal channels. The Office of the Ombuds safeguards the identity of visitors as well as all confidential communications. The Ombuds will not disclose confidential information without a visitor's express permission. However, there are three exceptions to confidentiality: 1) when the Ombuds believes that there is an imminent risk of serious harm, and where there is no other reasonable option; 2) when the Ombuds knows that a felony has been or is being committed; and 3) when there is an allegation of sexual violence regarding a student. Any student seeking a confidential resource to discuss concerns related to sexual violence can contact the [Counseling Services](#) at <https://www.neomed.edu/cswc/counseling/>.
- (C) For more information about the Office of the Ombuds and the Director, Ombuds – Dr. Angela E. Dash, visit the website at: <https://www.neomed.edu/ombuds/>. The Office of the Ombuds is

located in Room L-2079 in the Library. Visitors/users are encouraged to contact the Ombuds via her confidential and dedicated mobile device/voice mail at 330.281.0339 to schedule an on-campus or off-campus appointment. Walk-ins are also welcome and she's also available via Skype at Dr. Angela E. Dash. **Email and office voice mail are not appropriate for confidential discussions.**

Student Affairs

(Approved July 2017)

- (A) Student Affairs exists to support the academic and personal success of students at NEOMED through career development, academic support and advising, health and wellness services, and student advocacy and inclusion. An expert staff of student affairs professionals works to promote student-centered learning and support, student identity and personal development, and a philosophy of student engagement in the campus community. In addition, the Chief Student Affairs Officer provides the leadership to and coordination of these various student services aimed at promoting students' rights and responsibilities as well as their personal and professional development.
- (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 an inclusive and culturally competent 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) Providing assistance regarding career opportunities and advising, residency match, letters of recommendation, academic performance, CAPP, academic advising, student government, student wellness, counseling, student development and leadership, insurance and immunizations, mistreatment and harassment, and general questions or concerns about the learning environment. Listed below are the services Student Affairs provides.
- (C) Career Center
 - (1) Career development: Activities are designed to help students attain the knowledge, skills and attitudes required for making good career decisions, to develop life planning activities which integrate and balance career with family, leisure, friendship and community and to explore and understand various specialties and settings within the medical professions in order to make good residency and career decisions.
 - (2) Student Development and Leadership:
 - (a) It is vital that NEOMED students have advanced opportunities to develop leadership skills. Student development provides student development programs, traditional campus activities, diversity appreciation opportunities and community service to

meet the diverse needs of students at the University by creating and communicating a welcoming environment that accepts differences, promoting tolerance and respect for others, and by creating opportunities for students to learn from each other. Students develop through campus community-building activities, leadership development, and psychosocial skill development through services and support of student organizations, leadership programs, community service opportunities and programming activities.

- (b) Student Development and Leadership also supports the efforts of our 60 student organizations that represent the vast personal, social, professional and career interests of our diverse student body. Student organizations register annually and provide support for professional development and presentations, guest lectures and educational activities, social and recreational activities, and a myriad of career-minded development.

(D) Learning Center

- (1) In order to achieve academic success in professional school, students must adapt academic strategies and self-management skills that differ from what was necessary for undergraduate success. The Learning Center assists students through the identification and evolution of current academic practice into a more efficient and effective study process. In addition, Learning Center staff works in conjunction with the Disabilities and Accommodations Committee to review and register student requests for disability accommodations. The Learning Center promotes students' academic success through various services, including:

- (i) Individual academic strategy consultation and planning
- (ii) Peer tutoring
- (iii) Identification of University, community, and online academic resources
- (iv) Workshops for graduation requirement step exams
- (v) Ongoing study skill development workshops
- (vi) Pre-Matriculation online programs
- (vii) Post-course Focus Groups

(E) Student Wellness and Counseling

A successful transition into professional school requires the ability to maintain a healthful balance between one's academic and personal life; however, matriculation into professional school too often leads to the abandonment of healthy practices. The student wellness and counseling program is based on the concept that to practice and promote preventive medicine, students must first understand and integrate wellness practices into their own lives and maintain a healthy mental and physical mind and body. The goals of student wellness and counseling are to:

- (1) Communicate the importance of achieving balance between one's academic and personal life and demonstrate strategies for maintaining this balance throughout professional school and beyond
- (2) Provide private counseling support

- (3) Teach students how to create and maintain personal wellness goals
- (4) Teach students healthy coping strategies
- (5) Promote a healthy and active lifestyle through good nutrition and exercise
- (6) Maintain students' immunization and insurance records for the institution
- (7) Improve student's experience on the NEOMED campus environment by accommodating students who may have a disability

(F) Student Advocacy

The Chief Student Affairs Officer provides leadership and coordination for all efforts pertaining to student affairs and services, and serves as the students' chief representative to the faculty and administration, and as the faculty adviser to many elected student committees. Advocating for students entails maintaining a student-centered approach to decision making, creation of procedures and policies that provide consistent and fair treatment of students, ensuring student rights are protected while holding students responsible for actions that may be inconsistent with the expectations and policies of the institution. In addition, Student Affairs is also responsible for placing of senior medical students into residencies, recruitment and for academic promotion administration.

(G) Student Conduct and Professional Commitment

- (1) Students at NEOMED are expected to maintain the highest level of conduct in their actions both in and out of the classroom, as well as in activities associated with the institution. In addition, students in professional education are expected to develop and maintain the ethical and moral values consistent with all social behavior, but especially those values that must be an integral part of the working attitude of professionals in the field of medicine. Further, it is implicit in the very purpose of the University that honesty and integrity be part of a student's behavior throughout his or her education, as well as after formal education is completed. Student conduct violations including unethical behavior of any sort is contrary to the fundamental principles of the profession and represents a deficiency on the part of the student in the medical curriculum. Such a deficiency may result in adverse action regarding the student's education, including dismissal.
- (2) Each student who is admitted is expected not only to already possess a well-developed concept of conduct, honor and personal integrity but also to maintain it throughout his or her practice. This responsibility encompasses all public, academic and professional development activities of the student, particularly in regard to the handling of privileged information derived from patients and hospital records. Each student shall demonstrate behavior that, by its nature and interpretation, is considered to be appropriate for a professional. Such appropriate behavior includes, but is not limited to, the demonstration of good judgment, personal insight and accountability, responsibility to patients, ability to recognize personal limitations and ability to function under pressure. Students also must be aware of the social impact of their behavior as a student in a professional program and later as physicians and pharmacists. Adherence to the Conduct Code and the Student Honor Code is expected by all students enrolled in the University. Students annually subscribe in writing to the principles of the code.

Student Health

(Approved July 2017)

(A) Student Health Services

- (1) AxxessPointe Community Health Centers/Kent (new location effective 9/19/2017: 143 Gougler Avenue) in Kent, Ohio is available for enrolled students to be seen for minor illnesses. Laboratory tests and diagnostic imaging (when medically necessary) are not covered by the agreement and billed to the student's insurance. For general information and appointments, call 888.975.9188.
- (2) 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 University must receive the required immunizations and prove immunity to chicken pox and Hepatitis B.

Summer Research Fellowships

(Approved June 2017)

- (A) The Office of Research and Sponsored Programs (ORSP), located on the second floor of G-Building on the Rootstown campus, administers the University's Summer Research Fellowship Program. The mission of this program is to provide medical and pharmacy students training in rigorous, ethical and empirical research.
- (B) The Summer Research Fellowship Program is a mentored research program, offered to currently enrolled medical and pharmacy students at the Colleges. It is designed to provide intensive training in research procedures and principles on projects in basic and clinical disciplines, to enhance students' research horizons, and to develop scientific presentation and writing skills. It is offered for an eight-week period, supporting the student with a stipend. Faculty mentors are located at the Rootstown campus and our clinical sites. The student will learn the basics of designing a research question, the articulation of a clear hypothesis and the delineation of defined approaches to test the hypothesis. Students who participate in this program are required to present a poster at the Summer Research Fellowship Poster Day which is held at the end of the summer.
- (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 Summer Research Fellowship must complete all applicable training (CITI on-line human subject certification, lab safety, animal care and use, and radiation safety, as applicable) 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 Chief Student Affairs Officer to discuss the situation.

- (E) Outside fellowships and research summer opportunities can be found on the [Career Center AIMS site](#) and are coordinated through the Director of the Career Center in the Office of Student Affairs.

TECHNOLOGY:

Academic Technology Services

(Approved July 2017)

- (A) Information, support documents, training videos, and tips for best practices for Academic Technology applications can be found at:
<https://neomed0.sharepoint.com/academictechnology/SitePages/Home.aspx>
- (B) This office is the University's' source for development of academic materials including educational multimedia production, Web course content and streaming video productions. Academic Technology oversees the AIMS Learning Management System, which includes student and faculty support. The staff also provides training and support for the instructional technologies in the classroom and the student response system (clickers).
- (C) Contact for Support
 - (1) AIMS Learning Management System Administration and Support: aims@neomed.edu
 - (2) Student Response System – Clickers: mwright2@neomed.edu or rtn@neomed.edu
 - (3) Lecture hall and classroom technology: media@neomed.edu

Information Technology

(Approved June 2017)

- (A) The University's Office of Information Technology (OIT) 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 the library. For students' convenience, students 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 University community. Maintaining strong password credentials and keeping them private helps to keep all of our sensitive data secure. User name and passwords are required for entry into any data sensitive area: email, AIMS, and Wireless connection.
 - (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 a student's account becomes locked, use the Banner Self-Service password reset located at <https://reset.neomed.edu>. Instructions are located in the Knowledge Base of the TD Portal. The [TD Portal](#) is located via the Help Desk link under Academic Tools and Support on the Student Resources page of the NEOMED website.
- (E) Rootstown Campus Help Desk
- (1) The Help Desk is the initial point of contact for the Information Technology Department. If students suspect their password or any other sensitive data has been compromised or the computer being used 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 Thursday from 7:00 a.m. to 8:00 p.m. and Friday from 7:00 a.m. to 5:00 p.m. on normal business days and Saturday and Sunday from 12:00 p.m. to 5:00 p.m.
- (F) Email - Students are provided with a NEOMED email account; OIT has partnered with Microsoft to be the provider. Students may access their email account via the Email link under Academic Tools and Support on the Student Resources page of the NEOMED website by going to <https://portal.office.com> to log in to their account.
- (G) Wireless Connectivity
- (1) The University maintains a private and public wireless solution that is accessible in most areas inside and outside of the University campus. Students may log in to the secured public wireless network by using their NEOMED username and password.
 - (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 their computer. If a computer, laptop, or wireless device does not have recent updates, access to the wireless network will be denied until the updates have been applied.
- (H) Anti-Virus Software
- (1) Each computer is required to have real-time virus-scanning software with a current virus definition file. It is recommended that you review the resources at the link below, or purchase one for your personal device. <https://support.microsoft.com/en-us/help/18900/consumer-antivirus-software-providers-for-windows>

Wasson Center for Clinical Skills Training, Assessment and Scholarship and Interprofessional Education Services

(Approved July 2017)

Mission: The Wasson Center for Clinical Skills Training, Assessment and Scholarship and Interprofessional Education Services provide a safe learning environment that enhances clinical and communication skills and interprofessional education, promotes mutual respect, and develops team dynamics to enhance collaborative patient-centered care that is inclusive of all students, faculty, staff and the community.

NEOMED's Wasson Center and Interprofessional Education Services (IPES) collaborates with internal stakeholders that include the Colleges of Medicine, Pharmacy and Graduate Studies, as well as, centralized administrative offices including: Academic Services, Enrollment Services, Faculty Affairs, and Student Affairs.

In addition to NEOMED colleges, the Wasson Center and IPES partner with regional schools, colleges, universities, hospitals and health systems. Through these collaborations and partnerships, learners acquire knowledge, skills, and attitudes to become culturally and clinically competent providers that practice patient-centered care and team-based collaborative practice. Notably, the Wasson Center and IPES provide teamwork simulations that integrate standardized patients to teach and assess collaborative relationships between professions in delivering patient-centered care. These cases focus on care delivered by intentionally created small health care work groups who are recognized by others as well as by themselves as having a collective identity and shared responsibility for a patient or group of patients (e.g., primary care and mental health care team, geriatric care team, and a primary care team in underserved communities).

Wasson Center for Clinical Skills Training, Assessment and Scholarship

- (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) Sixteen fully equipped patient examining rooms with one-way windows for faculty to unobtrusively view interactions between standardized patients and NEOMED students;
 - (2) A pool of more than 400 trained standardized patients and clinical teaching associates to assist teaching and assessing basic clinical skills, clinical reasoning, and interpersonal and communication skills of NEOMED students
 - (3) Computer hardware and software to support management of student progression through examinations and distribution of video recordings;
 - (4) Dual camera, automated video recording capability;
 - (5) Central monitor conference room and separate control room allow simultaneous viewing and monitoring of all examination rooms;
 - (6) Separate orientation and debriefing rooms for students and standardized patients; and
 - (7) A variety of mannequins and task trainers to teach and assess clinical and procedural skills.

- (B) Teaching activities utilize standardized patients, technology and medical simulation to assist in teaching basic interviewing, history taking, procedural and physical examination skills, and communication skills at a variety of levels, including first through fourth year medical and pharmacy students, residents, practicing healthcare professionals and public safety officers.
- (C) If students would like to visit the Center before an assessment to familiarize themselves with the surroundings, it is recommended to make an appointment 24 hours in advance.
- (D) The staff at Wasson Center is prepared to assist students. If students have questions, please call 330.325.6739.

Interprofessional Education Services

- (A) The University's vision is to be the premier community-based interprofessional health sciences university in the United States.
- (B) Interprofessional Education Services (IPES) promotes interprofessional collaborative practice. In specific, IPES promotes and supports interprofessional education, interprofessional teamwork, and interprofessional team-based care to assure that NEOMED graduates are able to integrate interprofessional competencies in health care upon graduation.
- (C) Specific student activities supported by IPES include regional interprofessional team training workshops, regional and national interprofessional case competitions and Electronic Health Record (EHR) integration into the classroom.

APPENDIX:

- I.** [College of Medicine - Absences for Clinical Experiences](#)
- II.** [College of Pharmacy – Absence Policy \(P1-P3 students\) and Time Off \(P4 students\)](#)
- III.** [College of Pharmacy – ACPE Standards and Pharmacy Student Complaints](#)
- IV.** [College of Pharmacy – Remediation Information](#)
- V.** [Longitudinal Skills Assessment for Medicine and Pharmacy](#)
- VI.** [Drug Free Schools Act](#)
- VII.** [Federal Rights and Privacy Act \(FERPA\)](#)
- VIII.** [International Travel Policy](#)
- IX.** [NEOMED Student Council Constitution and Student Organization Policies](#)
- X.** [Leave of Absence – Additional Information](#)
- XI.** [CAPP Procedures – Additional Information](#)
- XII.** [TB Skin Test Policy/Procedures](#)
- XIII.** [Influenza Policy](#)

I. College of Medicine: Absences for Clinical Experiences

(Approved July 2017)

- A. Attendance is mandatory for all clinical experiences. Students experiencing either illness, death in the family, or other serious situation, must contact NEOMED and their clinical site director immediately either directly or through the Chief Student Affairs Officer. Considering for missing clinical experiences may be made for students who have been accepted for a presentation at a professional conference.
- B. Absences must be discussed with the course or clinical site director and an online Absence Notification Form must be completed by the student and submitted to NEOMED. Documentation that corroborates the illness or situation may be requested. The Absence Notification Form documents the details of the absence, dates, and classes or clinical dates missed, and the remediation plan. This is specific for each course, and details are in each course syllabus.
- C. The course or clinical site director determines if the work can be made up, and signs off on the form, and forwards it to the College of Medicine. This is specific for each course and is indicated in the course syllabus.
- D. Multiple absences during a course or rotation may result in a final grade of incomplete or failure of the course/experience. Students should refer to the course syllabus or equivalent documentation for specific attendance requirements.
- E. Punctuality at all clinical activities is a matter of conduct and professional commitment. If problems arise over attendance or tardiness during a clinical rotation, students will be directed to meet with the course director. Student conduct concerns can negatively impact a grade or evaluation and may be referred to the Committee on Academic and Professional Progress or Student Conduct Council.
- F. Clinical activities are rarely canceled due to inclement weather. NEOMED closing due to inclement weather pertains to Rootstown campus activities only. All other students are expected to report for clinical rotations as scheduled unless otherwise notified.
- G. Any planned absences for educational purposes, e.g., a residency interview or a scheduled Step 2 examination, must be documented on an Absence Notification Form and approved by the core rotation or elective director in advance of the time the elective begins. Corroborating documentation may be required. The rotation/elective director will decide whether or not to approve the absence. M4 students may not exceed two (2) days off for residency interviews per M4 clinical rotation/elective block.
- H. Lengths of absence using the Absence Notification Form are limited. Refer to the [“Interruptions of Education”](#) section of this handbook for extended absence information.

II. College of Pharmacy – Absence Policy (P1-P3 students) and Time Off (P4 students)

A. College of Pharmacy Absence Policy (P1 – P3 Students)

1. Students may be granted up to five (5) days of absence time, during each year of the P1-P3 years to attend meetings and/or activities that are intended to enhance the student's professional career.
 - a. The decision as to whether or not an activity is eligible is determined by the course director(s).
 - b. If there is disagreement between course directors, the vice dean will make the final decision. Based on the course requirements and schedule, absences may or may not be approved.
 - c. Not more than three consecutive academic days may be taken at any one time.
 - d. Absences cannot be used for any other purposes.
 - e. Students are required to request absences from course directors at least 60 days in advance of the absence.
 - f. No travels plans should be made until final approval by the course director(s) has been granted for any absence.
 - g. Students who obtain absence approval but do not attend the professional meeting will be deemed to be in violation of the *Expectations of Student Conduct and Professional Commitment*.
 - h. Students requesting exceptions to this policy must do so through the College of Pharmacy's vice dean.
 - i. Regardless of the reason for any absence the student is responsible for making up any course work missed during the requested absence.

B. Time Off During P4 (APPE) Rotations

1. Due to the intensity of each rotation and the need to achieve rotation objectives, it is advised that students avoid taking time away from their rotations. Students completing rotations do not follow the P1 – P3 academic calendar for NEOMED and are not allowed vacation time during their rotation schedule. However, it is recognized that students may need time off from rotations for professional or personal reasons. The following are the approved guidelines regarding absence from rotations:
 - a. **Approvable absences** from rotations are those which the preceptor deems important to the professional development of the student (e.g., residency/job interviews, attendance to a professional meeting) or for a personal illness or a family related emergency. Absences related to on campus activities such as college committees are approvable at the discretion of the preceptor. Time off for personal vacations, weddings, honeymoons, family reunions, etc. should not be planned during rotations and therefore will not be approved by the preceptor.
 - b. Students will be allowed no more than **TEN (10) days** of approved absences -- including personal illness or emergencies -- from their assigned rotations over the entire ten-month APPE program. The ten days are not meant to be an entitlement and cannot be used or saved for an extended break from rotations including personal or family vacations. Each student is responsible for assuring that the maximum

number of days away from the ten-month program is not exceeded. Exceeding the maximum number of days can result in a student not successfully completing the requirements of the APPE program necessary for graduation.

- c. Students will be allowed no more than **TWO (2) days** of approved absences during any one month. Exceptions to this requirement as in the case of residency interviews can occur only if approved by the preceptor and director of Experiential Education **prior to scheduling an interview**. If additional absences are allowed the preceptor may require the student to work extra time at the site or complete additional activities to insure achievement of rotation objectives.
- d. 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.
- e. Time off is to be taken only with the **PRIOR** approval of the preceptor at the site. The student is required to complete the "Request Form" (available in E*Value and AIMS) to facilitate this approval. This is to be completed a minimum of **FIVE (5) business days** before a planned absence. Completed absence forms must be sent to the director of Experiential Education for review.
- f. 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.
- g. In the case of personal illness or emergency the student is required to notify the preceptor or his /her designee as soon as possible prior to the scheduled arrival time to the site. The method of notification (e.g., email, phone call) should be predetermined by the preceptor and communicated to the student at the start of the rotation. If the student is absent for more than **TWO (2) days** from the rotation due to illness or emergency, the student must notify the director of Experiential Education. The Request Form must be completed upon the student's return to the rotation.
- h. Time off for religious reasons is allowed in accordance with NEOMED policy. Students requesting time off for this reason are required to receive approval from the director of Experiential Education two (2) months prior to the start of the time off. The student is required to inform the preceptor of these approved absences upon initial notification. Students will be required to make up any missed time resulting from these types of absences at the discretion of the preceptor.
- i. Unexcused absences include any failure to be present on a scheduled rotation day(s), failure to notify the preceptor of an illness or emergency in a reasonable period of time, or any absence that was not approved by the preceptor. Unexcused absences will not be tolerated and may jeopardize the student's successful completion of the program. Any unexcused absence may result in failure of the rotation in which it occurred. Preceptors should immediately notify the director of Experiential Education if unexcused absences occur.
- j. Requests for time off between rotations for travel to or from a distant rotation are to be arranged only within that rotation at the discretion of the preceptor. Generally, no more than **ONE (1) business day** should be taken for travel.
- k. Any exceptions to the above policy require approval of the director of Experiential Education in cooperation with the preceptor.

C. Exceptional Circumstances

1. The dean of pharmacy may approve absences for circumstances that conflict with the above stated policy but are deemed in the best interest of the student.
 - a. A formal, written request, including the rationale for the absence, must be submitted to the dean of pharmacy as much in advance of the anticipated absence as possible.
 - b. On the rare occasion that approval is not sought in advance of the absence, a written request must be submitted within two (2) calendar days of returning to class.
2. No more than five (5) days will be approved for exceptional circumstances during an academic year.

III. College of Pharmacy - ACPE Standards and Pharmacy Student Complaints

- A. The NEOMED College of Pharmacy is committed to a policy of fair treatment of its students in their relationships with students, faculty, staff, and administrators. Students are encouraged to seek an informal resolution of the matter directly with the individual when possible. Students may also seek resolution from their student representatives or the Office of Student Affairs. When a resolution is not feasible, procedures have been established to informally or formally assist the student in registering a complaint. Refer to *Mistreatment and Harassment Procedures* of the Student Handbook.
- B. **Complaints Related to Accreditation Standards, Policies or Procedures:**
1. The Accreditation Council for Pharmacy Education (ACPE) accredits Doctor of Pharmacy programs offered by colleges and schools of pharmacy in the United States and selected non-U.S. sites. For a Doctor of Pharmacy program offered by a new college or school of pharmacy, ACPE accreditation generally involves three steps: pre-candidate status, candidate status, and full accreditation status. The NEOMED College of Pharmacy Doctor of Pharmacy program was granted Full accreditation status by the ACPE Board of Directors at its June 2011 meeting.
 2. ACPE has an obligation to assure itself that any institution which seeks or holds an accreditation status for its professional program conducts its affairs with honesty and frankness. Complaints from other institutions, students, faculty, or the public against a college or school of pharmacy as related to ACPE standards, policies or procedures or continuing education provider shall be submitted in writing.
- C. **Steps to File an ACPE-related Complaint:**
1. Complaints related to the NEOMED College of Pharmacy adherence to the standards, policies or procedures of ACPE must be in writing, provide a detailed description of the complaint and its relation to ACPE standards and/or the ACPE policies and procedures, and must provide direct contact information of the complainant(s). Complaints may either be sent directly to the Chief Student Affairs Officer or to the ACPE office.
 2. **Complaints submitted to the Chief Student Affairs Officer:** The student shall have the right to meet with the Chief Student Affairs Officer to discuss the complaint within 15 working days. The Chief Student Affairs Officer will consider the complaint, may discuss it with the appropriate individual(s) or office(s) and may request a meeting with the student. The Chief Student Affairs Officer will respond to the student in writing within 20 working days of receipt of the complaint or the personal meeting, whichever comes later.
 3. The Office of Student Affairs and the pharmacy Office of the Dean will maintain a file of all pharmacy accreditation standards complaints for review by ACPE. The file shall include (a) the initial complaint and responses and (b) documentation of procedures used to ensure due process rights of the complainant.

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

IV. College of Pharmacy - Remediation Information

A. Philosophy:

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

B. Background:

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

As independent, adult learners, students are responsible for their success and their failure. In the event of failing a non-modular course or not completing a module, a formal remediation process will be established. Students are required to meet with the course director to review and evaluate their performance in order to develop an individualized remediation plan. Failure to complete a module will require a student to remediate and display competence of that specific modular material only. Remediation plans must be designed to afford the best opportunity for student learning and should not be based on convenience and personal schedules.

- C. Failure to Pass a Pharmacotherapeutics Module:** The P2 and P3 course sequence of Pharmacotherapeutics and Pharmacy Practice I, II and III is composed of a series of modules. A student who fails to successfully complete a module will not receive a passing grade for the course until the successful remediation of the module is completed. Due to the complexity of the Pharmacotherapeutics modules, each student's remediation plan will be individualized. Remediation may occur 1) during the first break period following the failed module; 2) during the following block; 3) during summer break; or 4) according to a timeline stipulated in the remediation contract. If a student fails to successfully complete 2 or more of the modules within a single Pharmacotherapeutics course, the student will be denied remediation, pending CAPP review. If a student cumulatively fails 3 or more modules in the sequence, s/he will be required to undergo CAPP review. Students who fail a module will not be allowed to progress to the next academic year (P3 or P4) until all modules have been successfully remediated.
- D. Failure to Pass a Pharmacist Patient Care Experiences (PPCE) Course:** A student who fails to successfully complete a PPCE course will not receive a passing grade for the course until the remediation of the course is complete. Due to the nature of the skills-based activities in the PPCE sequence, each student's remediation plan will be individualized. Remediation may occur 1) during the first break period following the failed course; 2) during the following block (s); 3) during summer break; or 4) according to a timeline stipulated in the remediation contract.

- E. Decision to Remediate: Remediation is a privilege and students are not guaranteed the opportunity to remediate. Student professionalism - for example, attendance in the classroom throughout the course, or lack thereof - may be factored into the decision to offer remediation. If a student fails a course or does not complete a module, the course director and the curricular dean 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: 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 director to determine optimal remediation expectations. A minimum level of competence will be established.
- G. Guidelines for Passing Remediation: A student who undertakes remediation will be expected to achieve the same high level of expectation as established in the primary course or module. A student may achieve no greater than a passing grade in any remediation process independent of how well they do on the remediation examination. Lastly, a student must complete all P3 course work successfully prior to beginning P4 Advanced Pharmacy Practice Experiences.

V. Longitudinal Skills Assessment for Medicine and Pharmacy

(Approved July 2017)

- A. The Colleges of Medicine and Pharmacy are unique among schools in their commitment to the structured and integrated longitudinal assessment of students' development of clinical skills. As part of their required curricula, students must complete clinical skills assessments (CSAs) and pharmacy skills assessments (PSAs), respectively, in The Wasson Center for Clinical Skills, Training, Assessment and Scholarship.
1. College of Medicine students
 - (a) Medical students will complete Clinical Skills Assessment I (CSA I) at the end of the first year as part of the formal curriculum.
 - (b) A Clinical Skills Assessment II (CSA II) will be completed at the end of the second year for medical students as part of the formal curriculum.
 - (c) Clinical Skills Assessments III (CSA IIIs) will be completed throughout the third year. The CSA III have formative competency-based assessments that occur three (3) time during the year as well as a summative CSA III at the end of the M3 year, all of which are part of the formal M3 curriculum.
 2. College of Pharmacy Students
 - (a) Three PSAs are required as part of the Pharmacist Patient Care Experiences (PPCE) sequence in the first year. PSA1 is completed during PPCE 1 and assesses the student's ability to counsel patients on over-the-counter (OTC) drugs. PSA2 is completed during PPCE 2 and assesses the students' ability to evaluate and counsel patients on medication regimen adherence. The third PSA occurs during PPCE 4 and assesses the student's ability to counsel a patient on both OTC and prescription drugs. Students must perform satisfactorily in order to pass the course and advance into the P2 year.
 - (b) PSA4, which is completed in the second year as part of PPCE 7, is an introductory assessment of the student's ability to take a medical history, develop a pharmaceutical care plan, and counsel a patient on their prescription drugs. Students must perform satisfactorily in order to advance pass the course and advance to the P3 year.
 - (c) PSAs 5 and 6, completed as part of PPCE 8 and 9 in the third year, use increasingly complex patient cases to assess the student's ability to take a medical history, develop a pharmaceutical care plan, present the plan to another healthcare professional or preceptor, and counsel a patient. Third year students must also complete a practical exam in the Wasson Center using an Objective Structure Clinical Exam (OSCE) format as part of PPCE 9. Students must perform satisfactorily on these assessments in order to progress into the fourth year Advanced Pharmacy Practice Experiences.
 - (d) Fourth year pharmacy students must complete a practical exam during the Pharmacy Capstone course at the end of the year using an OSCE format to assess general pharmaceutical care skills.

VI. Drug Free Schools and Communities Act Amendment of 1989 (Approved July 2016)

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

A. Familiarity with State and Federal Laws

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

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 University, and referral for prosecution if appropriate.

C. Procedure

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

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 increase body function or nerve activity.
 - (i) Effects on the body:
 - (a) Enhance mood;
 - (b) Increase alertness;
 - (c) Provide relief from fatigue;
 - (d) Excitation;
 - (e) Dilated pupils;
 - (f) Increased pulse rate and blood pressure;
 - (g) Insomnia;
 - (h) Loss of appetite; and
 - (i) Repeated administration or large doses may produce: convulsive seizures, alternating with periods of depression that may range from exhaustion to coma.

2. **Alcohol**

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

VII. FERPA and Access to Student Records

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

(Approved July 2017)

- (A) Each student's education records are kept by the Registrar in Enrollment Services. Access to student education records, both by the student and others, is governed by guidelines developed to be consistent with FERPA, as amended. These guidelines follow:
- (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, digital or other medium) maintained by the University, an employee of the University or an agent of the University that is directly related to a student. The term "education record" does not include:
 - (a) A personal record kept by a faculty or staff member of the Colleges, or agent that 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 University. 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 University prior to his/her actual attendance as an enrolled student.
 - (d) Records that relate to an individual as an alumnus after he/she no longer attends or participates in an educational activity for which the University awards a grade or credit.
 - (e) Records maintained by NEOMED security unit that were created by the NEOMED security unit for the purpose of law enforcement.
 - (f) Records maintained by NEOMED student health services used only for the provision of medical or psychiatric treatment. These records will not be maintained with education records and the University will enforce the following conditions:
 - (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 NEOMED 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 that identifies the student, a list of the student's personal characteristics, other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the University community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. Personal Identifier also includes information requested by a person who the Colleges reasonably believes knows the identity of the student to whom the educational record relates.
 - (4) Student – Any person who attends or has attended NEOMED and regarding whom the University maintains education records.
- (C) Access Rights
- (1) All students have the right to be provided a copy of the NEOMED Policy regarding privacy rights of students and a list of the types of educational records maintained by the 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 educational 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 records, 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. The 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 Executive Director of Enrollment Services, or, if the Executive Director of Enrollment Services has a direct interest in the outcome of the hearing, by the vice 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 University will take appropriate steps to correct the record. If corrective action is indicated by an informal proceeding, a written request from the faculty member in question will be forwarded to the Office of Enrollment 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 University to comply with the requirements of the Act.
- (D) Waiver of Access Rights
- (1) The University does not require students to waive their right of access to their education records, nor is a waiver of access rights a condition for admission to or receipt of financial aid or of any other services or benefits from the University.
 - (2) Under certain circumstances, however, a student may wish to waive his/her right of access to confidential recommendations and interview reports. A student may do so by signing a waiver form. In this event, the student will be notified of the names of the persons making such recommendations or reports, and the recommendations or reports will be used solely for the purpose for which they are intended. Waiver forms may be obtained from the registrar.

(E) Limitations on Access Rights

- (1) FERPA provides for limitations on the right of a student to have access to his/her educational records. Among the specific exclusions are the following:
 - (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 University is permitted to disclose Personally Identifiable Information from a student's education record to a person who presents a consent form signed by the student that lists the specific records to be accessed for review, the reasons for such disclosure and the names of the parties to whom such records are to be disclosed may have access to the specific records listed in the consent. In such instances, the student will be given the opportunity to obtain copies of the records to be released.
- (2) The University is 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, rotation 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 University 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 electronic 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 Enrollment Services or on the Enrollment Services website. To withhold disclosure, the appropriate section of the registration form must be completed and received in the student services office by September 1st 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, and Vice 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 access the information otherwise.

(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 student 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 Enrollment Services.

VIII. International Travel Policy

(Approved July 17)

- (A) Students participating in international activities/educational experiences sponsored/approved and/or funded by NEOMED must comply with all procedures described in this policy document and the online [International Travel Policy and Forms](#).
- (B) Purpose
 - (1) This policy is implemented in order to uphold the values of safety and education at NEOMED and in order to minimize the liability of the University regarding student international experiences.
 - (2) A student's eligibility to participate in an international experience is conditional upon written approval of the individual international experience by the course director in collaboration with the Office of Academic Services, receipt by the Office of Global Engagement of all documentation as required by the procedures outlined below and verification by the Registrar that the student is in good academic standing as determined by their individual degree program.
- (C) Procedures
 - (1) International Experience Approval by the University
 - (a) The International Experience Committee will include the following members:
 - (i) one faculty member with experience in international travel
 - (ii) one representative from General Counsel
 - (iii) one faculty representative from each College (Medicine, Pharmacy and Graduate Studies)
 - (iv) one representative from Student Affairs
 - (v) one representative from Academic Services
 - (vi) one representative from Enrollment Services
 - (2) International travel for academic credit and/or funded by NEOMED to a country with a U.S. Department of State issued travel warning requires approval from the International Experience Committee.
 - (3) International travel for academic credit and/or funded by NEOMED to countries not under a travel warning requires approval from the Office of Global Engagement.
 - (4) Approval of an international experience for academic credit is the responsibility of the course director.
 - (5) Funding approval for extra-curricular international experiences is the responsibility of the NEOMED Student Council (NSC).
 - (6) The purpose of the International Experience Committee will be to judge the safety of an international experience and approve the experience for University student participation in a country with a U.S. Department of State issued travel warning.

- (7) The International Experience Committee will meet a minimum of three times per academic year, in August, December and April/May.
- (8) Procedures for Student International Experience Approval
 - (a) All submissions to the Committee must be turned in to the Office of Global Engagement for distribution to the Committee a minimum of two weeks prior to the next Committee meeting.
 - (b) Committee meeting dates are posted on the Student Activities Calendar.
- (9) Faculty Responsibility:
 - (a) Any University faculty who wishes to organize an international experience that will include University students (for academic credit or extra-curricular activity funded by the University) must submit a written application, for review by the Office of Global Engagement, fulfilling the requirements as outlined in the application available in the Office of Global Engagement. Once a faculty member has received approval for his/her international experience, students who wish to participate in the international experience need not submit individual applications to the Committee for approval (students must still submit all required documents to the Office of Global Engagement as required by these policy procedures).
- (10) Student Responsibility:
 - (a) Any student wishing to receive funding for an extra-curricular international experience (research, mission, conference) must adhere to the Procedures for Requesting Student Funding outlined by the NEOMED Student Council.
 - (b) If an international experience is currently approved by the Committee through Petition, then the student need not submit individual applications to the Committee for approval (students must still submit all required documents as required by these policy procedures).
 - (c) If an international experience is not currently approved, it is the responsibility of the student wishing to participate to submit an application fulfilling the requirements available in the Office of Global Engagement.
- (11) Committee Decision
 - (a) If the international experience is approved by the Office of Global Engagement or the Committee, the submitting student or faculty will be notified of approval status by an official letter from the Office of Global Engagement within five business days after the Committee meeting. Students should not make any travel arrangements prior to receiving written approval from the Office of Global Engagement of the Committee. Please note that although the student may receive informal communication regarding the status of the international experience acceptance, it is not official until the formal approval letter is received. Letters are sent to the student's NEOMED email address. It is important to remember that a student's eligibility to participate in

an international experience is conditional upon both written approval by the Committee of the international experience and receipt by the Office of Global Engagement of all documentation as required by these policy procedures. Furthermore, a student must be in good academic standing as determined by his/her individual degree program.

- (b) If an international experience is denied approval by the Office of Global Engagement or the Committee, the submitting student or faculty will be notified of international experience denial status by an official letter from the Office of Global Engagement within five business days after the Committee meeting. The denial letter will include a detailed explanation listing the reasons why the Committee rejected approval of the international experience.

(12) Application for Academic Credit

- (a) In addition to Committee approval, if a student desires to be eligible to receive academic credit for his/her international experience, the student must submit written approval from the course director to the Office of Global Engagement or the International Experience Committee. Refer to the complete International Experience Application Form for additional requirements.

(13) Tracking Students on International Experiences

Responsibility for tracking students who are on International Experiences is as follows:

- (a) M4 Electives – Coordinator, Registration and Enrollment
- (b) P4 APPEs – Director, Experiential Education
- (c) NSC Funded Experiences – NSC Advisor
- (d) Graduate Studies Experiences – College of Graduate Studies
- (e) All student tracking will reside under the Office of Global Engagement.

(14) Student Requirements Needed to Receive Committee Review

The following documents must be submitted to the Office of Global Engagement at least two weeks prior to the scheduled Committee meeting:

- (a) Petition for Implementation of Student International Experience with the following attachments:
 - (i) Documentation of approval for academic credit by course director (if applicable)
 - (ii) Methods of pre-departure and/or on-site orientation for students
 - (iii) Copy of all information provided to the students/participants, including all orientation materials
 - (iv) Description of procedures for an emergency evacuation plan
 - (v) Documentation of all relevant U.S. State Department information and advisories
 - (vi) Documentation of participant requirements and responsibilities
 - (vii) Copy of letter accepting student into the international experience (from appropriate official).
 - (viii) A completed Risk Assessment Form (See Application)

(15) Student Requirements after Committee Approval

- (a) The following documents must be submitted to the Office of Student Affairs at least four weeks prior to their scheduled departure date:
 - (i) Proof of insurance with a minimum required coverage as follows:
 - a. Medical Expense (accident/sickness)—\$100,000 per incident
 - b. Accidental Death/Dismemberment—\$10,000
 - c. Emergency Medical Evacuation—\$50,000
 - d. Repatriation of Remains—\$25,000
 - (b) The student must purchase coverage from one of the following providers:
 - (i) CISI (www.culturalinsurance.com)
 - (ii) HTH Worldwide Insurance Services (www.hthstudents.com)
 - (iii) CMI (www.studyabroadinsurance.com)
 - (iv) IMG (www.internationalstudentinsurance.com)
 - (c) Proof of travel health consult, vaccination, and prophylaxis (each as recommended by the Center for Disease Control)
 - (d) Photocopy of current passport (and proof of visa if applicable)
 - (e) Photocopy of current U.S. State Department travel advisories (updated from original pre-meeting submission)
 - (f) Complete travel itinerary (including all transportation details to, from, and during the international experience).
 - (g) Emergency contact information (for both the international experience site and within the United States)
 - (h) Proof of registration with the U.S. Department of State (can be done at <https://travelregistration.state.gov>— print confirmation page)
 - (i) A signed Waiver and Release Agreement

(16) Required Actions for Student International Experience Preparation

- (a) Gather information concerning any in-country political problems, safety concerns or health hazards by consulting current U.S. State Department announcements and publications, Centers for Disease Control (CDC) information, and the international experience site.
- (b) Investigate visa and other entrance requirements that may be enforced in the host country. Adhere to laws of the host country, standards of professional behavior, and standards of conduct determined by the international experience site. Stay current on U.S. Department of State country information and communicate with local site regarding known risks.
- (c) Complete orientation for study abroad through self-study or formal preparatory sessions. Such orientation will emphasize knowledge of personal health and safety precautions, universal precautions, infectious disease risks, cultural conditions, personal and professional behavior standards, emergency contact procedures and preparation for medical work (if applicable).

(17) Office of Global Engagement Responsibility

- (a) Travel Warnings and Revocation
 - (i) In the event of a U.S. State Department issued Travel Warning for the location of a student's international experience prior to a student's departure, a

student's eligibility to travel to the location of the international experience may be revoked at the consideration of the University. In the event a U.S. State Department warning is issued while a student is abroad, determination of the appropriate action will be made on a case-by-case basis, with the University having the authority to require the student to return to the United States.

(18) Monetary/Property Loss

The University is not responsible for any monetary or property loss incurred by a student at any time during the planning, preparation or participation in an international experience.

(19) Student Responsibility After Return to the University

After completion of the international experience, the student must turn in a completed International Experience Evaluation Form to the Office of Global Engagement. This form does not replace the curricular feedback/evaluation form for curricular activities.

IX. NEOMED Student Council (NSC)
2017-18 Constitution and Student Organization Policies
(Approved June 2017)

This document defines a student government for the Northeast Ohio Medical University established to represent equally all Colleges within the University. This organization will be known as the NEOMED Student Council (NSC).

I. Membership

NSC shall be composed of equal voting members representing each College of the University:

- A. Two representatives from each class of the College of Medicine shall be elected, representing the interest of all students in their respective classes.
- B. Two representatives from each class of the College of Pharmacy shall be elected, representing the interest of all students in their respective classes.
- C. One representative of the College of Graduate Studies shall be elected, representing the interest of all students in their respective college.

II. Elections

A. All representatives will be elected by secret ballot of the members of their own class.

- 1. 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- B.
- 2. 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. Unless unable to complete their term, these representatives will serve on the council through their 4th year. The number of class representatives elected will be determined by the methods outlined in section I. A- B.
- 3. M3/P3: In the event that an M3 or P3 election is necessary, nominations for representatives shall be solicited within 2 weeks after the position is vacated. Each student will vote for two nominees from their respective college. The nominees obtaining the most votes will be the class representatives. The number of class representatives elected will be determined by the methods outlined in section I. A- B.
- 4. COGS – Nominations for representatives shall be submitted by October 15 and elections held prior to November 1. Each student will vote for one nominee from their college. The nominee obtaining the most votes will be the class representative. The number of class representatives shall be determined by the methods outlined in section I.C.
- 5. 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.
- 6. Under no circumstances will absentee ballots be accepted.

B. Term of office will be as follows:

1. M1/P1 – seven months (11/1-5/31);
2. M2/P2 – through graduation
3. M3/4 and P3/4 – through graduation
4. COGS– 24 months

C. Elections will be conducted by the Office of Student Affairs and validated by the NSC advisor.

III. Officers

Office will carry no additional privilege or vote.

- A. President: All senior representatives will divide up the twelve-month year into four three month terms. The President's responsibilities are to:
 1. Preside over monthly meetings
 2. Review meeting minutes for approval at the following monthly meeting
 3. Act as "voice" of NSC when communicating on behalf of NSC to other University constituents
 4. Lead the annual review of the NSC constitution
- B. Vice President: All junior NSC representatives will divide up the twelve-month year into four three month terms. The Vice President's responsibilities are to:
 1. Preside over monthly meetings in the absence of the President
 2. Respond to NSC-related email questions
 3. Oversee NSC special projects
 4. Track and coordinate monthly meeting responsibilities, including officer and dinner schedule.
 5. Respond to student requests for exceptions to policy or amendments to prior budget approvals.
 6. Other duties as assigned by the President
- C. Treasurer: The M2 and one P2 representatives will collaborate with the NSC Advisor to keep account of all funds and expenditures of NSC. The Treasurer's responsibilities are to:
 1. Provide a budget report at the monthly meeting
 2. Track funding approvals during monthly meetings
 3. Send Funding Confirmations for approved events within 1 week after the monthly meeting
- D. Secretary: The M1 and P1 representatives will share secretarial duties. For the period prior to M1/P1 election, M2 and P2 representatives will assume secretarial duties. The Secretary's responsibilities are to:
 1. Send meeting confirmation and instructions to individuals scheduled to make budget requests at the monthly meeting
 2. Keep a written account of the proceedings of the NSC and monitor attendance.
 3. Post a draft of the meeting minutes to the NSC "Presence" portal within one week after the meeting.
 4. Post approved meeting minutes to the NSC "Presence" portal
 5. Track Research and Conference Travel funding for individual students

IV. Member Responsibilities

- A. Communicate with peers on a regular basis regarding class concerns and NSC proceedings and policies
- B. Communicate class concerns at monthly NSC meetings
- C. Attend all scheduled monthly class meetings
- D. Be available via email to answer questions from peers
- E. Assume individual class responsibilities as follows:
 - 1. M4/P4:
 - a. President (As outlined in III. A.)
 - b. The M4 NSC students will serve as their class representatives to the AAMC Organization of Student Representatives (OSR)
 - 2. M3/P3:
 - a. Vice President (As outlined in III. B.)
 - b. 1 P3 student will serve as the COP NSC representative to University Council
 - c. The M3 NSC students will serve as their class representatives to the AAMC Organization of Student Representatives (OSR)
 - 3. M2/P2/COG:
 - a. Treasurer (As outlined in III. C.)
 - b. Student Leadership Summit and Transitioning Leader workshop presentations
 - c. 1 M2 student will serve as the COM NSC representative to University Council
 - d. The M2 NSC students will serve as their class representative to the AAMC Organization of Student Representatives (OSR)
 - 4. M1/P1:
 - a. Secretary (As outlined in III.D)
 - b. Maintenance of E-building Student Lounge (P1) and refrigerator and microwave located in the staff pantry (A-21)
 - c. The M1 NSC students will serve as their class representatives to the AAMC Organization of Student Representatives (OSR)

V. NSC Responsibilities

- A. NSC shall meet monthly as follows:
 - 1. Business will be conducted using the relaxed Robert's Rules of Order.
 - 2. The meetings will be designated as "Open Forum" and will be open to the entire student body, NEOMED faculty and staff. Standard agenda items include budget requests, committee reports and class concerns. New and old business will also be addressed.
 - 3. Matters of an urgent nature that arise when NSC is not in session which would normally be addressed during "Open Forum," may be conducted electronically. This discussion will be led by the acting president.
 - a. Notification
 - i. 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
 - ii. 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.

- b. Guidelines
 - i. The forum shall be open to all students to view.
 - ii. Only NSC members will be able to post messages.
 - iii. A motion and second are required to commence voting. Voting will begin immediately after the motion to call the question has been seconded. A third email notifying NSC members of the second is required at this time. The voting period shall last five days and if quorum is not met after five days, the motion dies.
- B. The NSC shall serve as the organized intermediary between the student body, faculty and administration.
- C. The NSC shall approve all monies appropriated from the Student Activity Fees. Records of all Student Activity Fee funds shall be available upon request.
- D. The NSC shall review applicants for Student Trustee positions on the NEOMED Board of Trustees and submit recommendations to the NEOMED BOT secretary for review by the Governor of the State of Ohio.
- E. The NSC will also receive reports from any student sent to local or national meetings on behalf of NEOMED.
- F. The NSC will plan and distribute a calendar of events compiled from student organization contributions and other sources.
- G. The NSC may initiate and conduct its own projects and activities, as it sees fit.

Amendment of this document requires a 3/4 vote of the NSC.

Approval of this document requires a unanimous vote of the NSC.

NSC BYLAWS

I. Duties of NEOMED Student Council

- A. Removal of class representatives from NSC will be the responsibility of NSC members. Replacement will be decided by a new election.
- B. NSC members are required to attend the NSC meeting the first Wednesday of each month at 5:30 p.m., either in person or electronically.
- C. NSC will be responsible for the organization and implementation of elections for student representatives to committees which have no other protocol for determining these positions.
- D. NSC shall hear and address the concerns and wishes of the student body.
- E. Quorum for a meeting shall be a majority of the members of NSC.
- F. All decisions, unless otherwise specified by the constitution, shall be made by a majority vote of all members present.

II. Student Activity Funds (SAF)

- A. Student Activity Funds are collected each year as part of student fees. These funds are public monies and must be used in accordance with NSC guidelines, board policy, and

federal and state law.

- B. Student Activity Funds may not be used to benefit individual students, except when compensating one for approved efforts and expenditures on behalf of the students.
- C. Student Activity Funds are divided into five funds, NSC General Fund and four individual class accounts, as indicated in the Policies and Procedures Manual.
- D. Guidelines for the use of NSC and class funds

1. NSC General Fund

- a. Use of NSC funds may be expended only by majority vote of the NSC.
- b. Use of NSC funds must contribute to activities open to the entire student body.
- c. NSC funds not spent by June 30 of each year will be transferred to the NSC General Fund for the following year.
- d. In the event that the NSC budget is overdrawn, class funds will be used to fund the deficit. NSC will determine how to best appropriate class funds based on the available balances in each class fund.
- e. Restrictions
 - i. Student Activity Funds will not discriminate on the basis of gender, race, or religion.
 - ii. Student Activity Funds will not promote any religion.
 - iii. Student Activity Funds will not be used to influence voting on any political issue or candidate.
 - iv. Student Activity Funds will not be directly donated to a charitable organization.
 - v. Student Activity Funds will not be used to contribute to petty cash funds.
 - vi. Student Activity Funds will not contribute to materials or services which become the property of or benefit an individual student.
 - vii. Student Activity funds will not be used to fund recruitment or election events.

2. Class accounts

- a. Class funds may be expended only by the class representatives.
- b. Class funds must benefit an entire class.
- c. Class funds not spent by June 30 of each year will be transferred to that class' fund for the following year,
- d. Unused funds of graduating classes will be transferred to the NSC Discretionary Fund.
- e. Restrictions for the use of Class Funds

- i. Class Funds will not discriminate on the basis of gender, race, or religion
- ii. Class Funds will not promote any religion.
- iii. Class Funds will not be used to influence voting on any political issue or candidate.
- iv. Class Funds will not be used to contribute to petty cash funds.
- v. Class Funds may contribute to materials or services which become the property of or benefit an individual student, as long as each student in the class benefits equally, and a majority of the class is in agreement of the expenditure of the funds.

III. Budget Allocations of NSC Funds

A. Priorities for NSC Funding

- 1. Annual university-wide events.
- 2. Student Research/Conference Presentations.
- 3. Student Organizations events with an educational or charitable focus.
- 4. The above stated priorities are subject to change yearly at the discretion of the NSC

B. Student Research/Conference Presentations

- 1. The NSC invites students who are authors or co-authors of research papers or session presenters at professional meetings to submit a budget to offset the cost of presenting their work at a conference. A maximum of \$2,000 for research or presentation done, per student during their enrollment period may be allocated with a maximum of \$1,000 per presentation. If more than one student is presenting the same research or project, the allocation will be distributed evenly and the max is \$1,000 per project for the group.
 - a. Total funding from NSC for research presentations will not exceed \$2,000 during a student's enrollment.
- 2. Students are expected to attempt to gain funding from other sources.
- 3. 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.
- 4. If a student's enrollment status changes, funding is subject to review.
- 5. Students on Leave of Absence from the University are not eligible for funding.
- 6. 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.

C. Student Organizations

- 1. To be recognized as a student organization by the NSC, any student group must:
 - a. Have an approved constitution.

- b.* Have a faculty/staff advisor.
- c.* Have active officers including a president and treasurer.
- d.* Be open to all students of the university in a non-discriminatory manner unless specifically limited by the by-laws of the national organization.
- e.* Have a plan for a non-NSC funded community service project to be completed in the present academic year.
- f.* Have a plan for a non-NSC funded fundraiser to be completed in the present academic year.

2. Responsibilities of student organization officers:

- a.* Submit a fall budget along with student organization registration for the upcoming academic year by May 31st. Submit a spring budget during the first week of January. NSC reserves the right to fund all, some, or none of the requests. Failure to compile and present a fall and spring budget for consideration may result in the denial of future funding requests.
- b.* Have event and travel request forms completed with appropriate signatures and presented by a representative at an NSC meeting at least two weeks prior to the event.
 - (1) Event and travel request forms must be completed in full and include learning outcomes, itemized budget, date, time and speaker information.
 - (2) In the event that a faculty advisor is unable to sign the appropriate form, the faculty advisor may email nsc@neomed.edu from their NEOMED email address that he/she approves the activity by 5:00pm on Tuesday prior to the NSC meeting. Absence of an advisor's signature on a request form may result in lack of funding for requested event at the discretion of NSC. The Advisor Approval Form can be found on the NSC Presence Page in the DOCUMENTS section. It needs completed, signed by advisor, and brought to the NSC meeting.
- c.* Inform the NSC advisor of their event or travel request and be placed on the NSC meeting agenda by 5:00p.m. on the Friday immediately preceding the NSC meeting.
- d.* Seek approval from NSC for any changes in the budget.
- e.* Money allocated for a specific event may only be used on that event. If the event is canceled or under spent, any monies paid towards the event must be returned to the Student Activity Fund.
- f.* Organizations must attempt to gain funding from other sources and will be expected to utilize organization funds collected through fundraising and other activities to support their activities.
- g.* As part of the budgeting process, student organizations must provide a summary of how they plan to use their own funds each semester. NSC will look at these summaries and the balance in the student organization's account when determining how much funding to allot to an event.
- h.* Student organizations are prohibited from maintaining bank accounts outside the NEOMED accounting office.

- i. A report to NSC via email to the current president or at an NSC meeting must be made within 30 days of any funded event or conference.
- 3. Student Organization Events:
 - a. There is no limit to the number of events a student organization can hold per year, however, in order to ensure equitable distribution of Student Activities funds, funding for student organization events is limited as follows:
 - i. *NEOMED Chapters of National Organizations - \$1,500 per year*
 - ii. *Student Interest Groups - \$1,000 per year*
 - iii. *Social/Recreational/Charitable Groups - \$500 per year*
 - iv. *Request for exceptions to these limits will be made on a case by case basis*
 - b. Student Organization events that require the purchase of tickets must meet the following parameters:
 - i. *No more than \$5.00 of each student ticket price for charity events funded either in part or fully by NSC may be directed to charity. Additional income raised from ticket sales must cover the cost of the event. (Exception: Charity Ball). Tickets must state in writing the monetary portion donated to charity.*
 - ii. *Non-Student Ticket prices (faculty, staff, community members) to student events which are funded either in part or fully by NSC may be set at any amount deemed reasonable by the student organization operating the event.*
 - iii. *Other items received, such as T-shirts must be sold separately from tickets.*
 - c. Registration and Event Attendance Policy
 - i. *Any event funded in whole or in part by Student Activities Funds must require that participants register to attend the event through "Presence."*
 - ii. *The Student Organization officers are responsible for monitoring and tracking attendance at events for which registration is required.*
 - iii. *Students who register for an NSC or University funded event are expected to attend the event or cancel their registration at least 24 hours prior to the beginning of the event if they are unable to attend.*
 - iv. *Any student who registers for an NSC or University funded event and fails to attend or cancels less than 24 hours before the start of the event will receive written notice that they are in violation of the NSC attendance policy*
 - v. *Student organization leaders who witness violations of this policy are empowered to address inappropriate behavior when it occurs and to report offenders to the Office of Student Affairs.*
 - vi. *Student organization leaders are **required** to submit a list of students who RSVP'd to their event, but did not show up.*
 - vii. *These individuals will be added the NSC "No Show" list. After three (3) "no shows" these students run the risk of having their NSC*

funding reduced the next time they request funding at an NSC meeting for individual student presentation travel. Once a student receives five (5) "no shows" in a year or six (6) "no shows" in two years, a Professional Concern Note (PCN) will be submitted.

4. Community service
 - a. In order to receive funds from the NSC, each organization is required to engage in a non-NSC funded community service project to be completed during the same academic year in which funds are requested.
 - b. 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.
 - c. A complete community service attendance log, detailing membership involvement and activity, must be submitted electronically following the event.
 - d. Organizations must submit their community service report electronically by June 31st of the academic year, or may forfeit their rights to NSC funding the following year until it has been completed.
 - e. The NEOMED Community Service Survey can be submitted electronically via Presence in the FORMS section.
5. Fundraiser
 - a. Each organization planning on approaching the NSC for funding must hold at least one fundraiser or collect dues from their members per academic year.
 - b. Fundraising activities must follow University Policy as outlined in the NEOMED Student Organization Fund-Raising Policy.
 - c. Raffles of any kind are a violation of Ohio gaming laws, therefore, student organizations are prohibited from holding raffles as a fundraiser.
 - d. Student organizations are not charitable organizations, nor are they tax exempt under federal law. Being a recognized student group within the University does not accord a student organization to use the University or the NEOMED Foundation's federal tax-exempt status in any way.
 - e. Student organizations are prohibited from applying for 501(c)(3) status.

NSC POLICIES AND PROCEDURES

I. NSC Duties

A. Removal and Replacement of Representative

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

B. Attendance

1. NSC representatives are required to attend the NSC meeting each month.
2. 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.
3. Any NSC representative who incurs more than 2 absences within a calendar year is subject to discussion by the NSC.
4. NSC representatives will be notified by the secretary of NSC after missing one unexcused meeting.
5. Any NSC representative who misses two meetings without notifying the NSC advisor in a calendar year may be removed and replaced. No vote of the NSC is required.

II. Student Activity Fund Allocations by NSC

A. Division of Student Activity Funds

1. Student Activity Funds are divided into five funds: the NSC General Fund and four individual class accounts. The Student Activity Funds of all Colleges for a graduation year will contribute to one shared NSC Class Fund.
2. No more than 30% of the Student Activity Fund shall comprise the total of the four combined medical and pharmacy class funds for any given academic year.

B. NSC General Fund Distribution

1. Student Organization are required to submit a fall budget along with student organization registration for the upcoming academic year by May 31st. They also must submit a spring budget during the first week of January.
2. Funding for student organization events is limited as follows:
 - a. NEOMED Chapters of National Organizations - \$1,500 per year
 - b. Student Interest Groups - \$1,000 per year
 - c. Social/Recreational/Charitable Groups - \$500 per year
 - d. If a student(s) decides to start a new club in the spring, the group will be eligible to use their entire yearly amount of NSC funding in the spring semester. See aforementioned funding amounts.
 - e. If a student(s) decides to start a new club in the fall (after the registration deadline of May 31st), they forfeit their right to use NSC funding, and will have to wait until the spring semester in order to be eligible for funding.
3. In addition, each organization must submit an Event Request at an NSC meeting at least two weeks prior to each activity.
 - a. Event Requests allow organizations to be more exact in their estimates of expenses when it is not feasible to present an estimate in the annual budget.
 - b. Event Requests are used by NSC to assure proper use of General Funds.
 - c. Event Requests will be reviewed by the NSC after each activity to be certain that all requirements have been met before reimbursement of receipts.
4. NSC has the following guidelines for travel expenses deemed integral to activities funded:

- a. Travel by car; funded expenses include gasoline and parking with appropriate receipts as documentation.
 - b. Travel by airline
 - c. Hotel accommodations
 - d. Conference registration
 - e. Expenses not funded include food while at conferences, organizational mailings or advertisements
 - f. Other expenses may be funded at the discretion of the NSC
5. Student organizations are not permitted to sign service contracts on behalf of the University. All service contracts must be submitted to the Office of Student Affairs for approval.
 6. When planning on campus events, student organizations are encouraged to utilize meeting rooms that do not require a rental fee (for example, Great Hall instead of University Hall)
 7. Organizations may not substitute funds for activities other than those originally approved. Such actions require approval of NSC in advance.
 8. 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.
 9. Request for reimbursement must be received by the Office of Student Affairs within 30 days after the event or last date of travel.
 10. Tax exemption forms shall be obtained by the student organization from the NSC Advisor prior to making any purchases. NSC will not reimburse for taxes paid.

III. Damages

- A. The NSC may recognize partial responsibility for damages caused by students at NEOMED with the following exceptions:
 1. Expected wear and tear or depreciation.
 2. Damage by the elements.
 3. Damage by elements beyond reasonable control of the NSC.
 4. Damage to items covered by breakage deposits (e.g., bone boxes, microscopes).
 5. Damages (other than the above) for which an individual student (or students) is responsible.
 - a. 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 Chief Student Affairs Officer, who will then notify the NSC of these decisions.
 - b. The student reporting (or causing) the damage is encouraged to report to NSC, who will refer the incident in writing to the Conduct Council.
- B. Due Process Regarding Damages
 1. 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.
- 2. In the event that persons are implicated in such damages, they shall meet with the NSC, the Conduct Council, or the Chief Student Affairs Officer.
- 3. Due process will be granted.
 - a. Notification of the charge.
 - b. Right to be heard.
 - c. Right to examine witnesses and provide evidence in defense.
 - d. Right to counsel.

GENERAL GUIDELINES FOR STUDENT ORGANIZATIONS

- I. To be recognized as a student organization by the NEOMED Student Council, any student group must:
 - A. Register the organization on the “Presence” portal.
 - B. Have an approved constitution.
 - C. Have a faculty or staff advisor.
 - D. Have active officers including a president and a treasurer.
 - E. Be open to all students in a non-discriminatory manner.
 - F. Have a plan for a non-NSC funded community service project.
 - G. Have a plan for a non-NSC funded fundraiser.
 - H. Use a portion of organization funds towards at least one event per academic year.
- II. Responsibilities of student organization officers include:
 - A. Monitoring the allocated funds and accounting for all expenditures.
 - B. Student Organizations are required to submit a fall budget along with student organization registration for the upcoming academic year by May 31st. They also must submit a spring budget during the first week of January.
 - C. Appropriately completing and submitting a request for funding at an NSC meeting at least two weeks prior to the event.
 - D. Ensure that a request to be placed on the NSC meeting agenda is made by 5:00 p.m. on the Friday immediately preceding the NSC meeting.
 - E. Seeking approval from the NSC for any changes in the budget.
 - F. Seeking other sources for funding.
 - G. Providing a report of any funded event or conference to the NSC within 30 days of the event.
- III. Organizations may not substitute funds for activities other than those originally approved. Such actions require the approval of NSC in advance.
- IV. NSC will not be responsible for debts incurred by the organization over the amount allocated or for items or events for which funding was not previously approved.
- V. Student Activity Funds are public monies and must be used in accordance with NSC guidelines, University policy, and federal and state laws.
- VI. NSC will use discretion when funding events that do not have an immediate educational or charitable focus.
- VII. Use of NSC funds must benefit the **entire student body**. All events funded by the NSC must be open to

all NEOMED students regardless of membership in the organization.

VIII. Each event must be appropriately publicized and announced to all students through advertising on Presence and *The Pulse*.

- A. Student organizations are prohibited from using student email list serves (p1@neomed.edu, m1@neomed.edu, etc.) to publicize their events.
- B. Student organizations can advertise their events by emailing all students through the studentevents@neomed.edu list serve.
 - Students can “opt out” of the student event list serve by logging into the Office365 portal, clicking on the “gear” icon, and selecting “Mail.” Under the “General” setting go to “Distribution Groups” and select the “two person icon.” The final step is to confirm you want to leave the group by clicking the “yes” button.
- C. Organizations who violate the email alias policy may be denied funding at the discretion of NSC.

IX. Use of General Funds will **not**:

- A. Discriminate in any legally impermissible manner.
- B. Be used to influence voting on any political issue or candidate.
- C. Be used for direct donation to organizations or charities.
- D. Be used to contribute to petty cash funds.
- E. Contribute to materials or services which become the property of or benefit an individual student.

X. Alcoholic beverages are not permitted at NSC funded events.

XI. Organizations are responsible for providing the Office of Student Affairs with information describing their organization for publication to the NEOMED website and intranet.

XII. FAILURE TO COMPLY WITH THE ABOVE GUIDELINES WILL RESULT IN PARTIAL OR TOTAL LOSS OF PRESENT AND/OR FUTURE FUNDING BY THE NEOMED STUDENT COUNCIL.

All the student organization policy forms and information can be found on the NSC Presence page in the *Documents* section:

<https://neomed.presence.io/organization/94CBF4C7-AEE8-4186-8B74-FED661D140CA/documents>

- **Student Organization Fundraising Policy**
- **Student Organization Social Media Account Policy**
- **Student Organization Copyright Infringement Policy**
- **Animal Cadaveric Tissue Policy (suturing workshops)**
- **Student Organization Sports Activity Policy**
 - Liability Waiver and Sportsmanship Consent
- **Student Organization Health Event Policies**
 - Application to Host a Health Event
 - Community Member Consent and Release (for health screenings conducted by NEOMED students)
 - Suturing Workshop Consent and Release (must be signed by students participating in workshop)
 - Clinical Laboratory Improvement Amendments (CLIA) Certification
 - Application for External Collaboration

X. Leave of Absence – Additional Information

(Approved August 2017)

- (1) All student requests for a leave of absence of any type must be approved by the Committee on Academic and Professional Progress (CAPP) of the student's respective college. A leave of absence may be requested for any of the following reasons: academic enrichment, CAPP mandated (to address academic or professional performance issues), personal hardship, or medical emergency. When the CAPP Committee approves a request for a leave of absence, the student receives electronic notification that the request has been approved and informs the student of the timetable for requesting either a return to the curriculum or an extension of the leave. The student is responsible for keeping the college apprised of where and how the student may be contacted during the leave period.
- (2) If a leave of absence is granted by the CAPP Committee, the student must request to return to the curriculum no later than **February 1** of the next academic year, or at a specific time stipulated by the CAPP Committee or within the CAPP decision letter. In addition, the student must provide evidence of having met any terms and conditions for the leave of absence that were specified by the CAPP Committee (for example, documentation of treatment for a medical condition). Students who are granted a leave of absence must also:
 - (a) Provide an updated local and/or permanent address to the Office of Enrollment Services
 - (b) Pay any outstanding library obligations
 - (c) Undergo a financial aid exit interview with a financial aid officer
 - (d) Confirm that any outstanding balances on the student account have been paid in full
 - (e) Review the terms and conditions of the student health insurance plan with a university official to determine if it applies during the period for which leave is granted
- (3) Should a student fail to request a return or extension by the required deadline, he or she is contacted to discuss the student's intent to return. If the failure to submit a request was an unintentional oversight, the student is given another opportunity to submit the petition to return or to extend the leave period. If the student does not respond to multiple efforts at contact by telephone, regular mail, or electronic mail, a final notification is sent to the last mailing address provided by the student, indicating that the CAPP committee will make a final determination of the student's academic standing (which may include dismissal) at its next meeting.

XI. CAPP Procedures – Additional Information

(Approved August 2017)

- (1) Review of student progress by the college-specific Committee on Academic and Professional Progress (CAPP) is triggered following notification of (1) an academic failure, (2) graduation requirement failure or (3) professionalism concern. Such notification may come from the Office of Enrollment Services, the Chief Student Affairs Officer, or the college dean or his/her designee.
- (2) **Timely notice:** The student is sent a CAPP invitation letter immediately and informed of the following information:
 - (a) Specific events that triggered the CAPP review
 - (b) Date, time and location of the CAPP meeting to discuss the student's status
 - (c) The opportunity to review his/her student file electronically
 - (d) The need to confirm receipt of the invitation and to confirm attendance at the CAPP meeting through the contact identified in the student's CAPP invitation letter
 - (e) The availability of the Chief Student Affairs Officer to discuss the procedures and possible sanctions, and to answer any questions in order to adequately prepare for the meeting
 - (f) Instructions to complete and submit the CAPP Student Interview Form that becomes part of the student file
 - (g) Instructions for the student to prepare a verbal explanation of his/her situation for the CAPP meeting
 - (h) The opportunity to have an advisor of his/her choice present at the meeting who is given an opportunity to speak on the student's behalf
 - (i) The letter also reminds the student of the availability of the Director of Student Wellness and Counseling in Student Affairs to assist with the stress of the situation, and encourages the student to review the section of the Student Handbook describing the CAPP process.
- (3) **Access to evidence on which action will be based:** The invitation letter from CAPP provides the specific circumstances that led to the decision to review the student's performance.
- (4) **Opportunity to respond:**
 - (a) Any student receiving such a letter is required to meet personally with the Chief Student Affairs Officer who advises the student regarding the protocol for the CAPP meeting. The student is also required to contact the Chief Student Affairs Officer to confirm receipt of the letter, confirm attendance at the CAPP meeting, and schedule a meeting with the officer to review his or her performance as well as CAPP procedures and expectations.
 - (b) During this meeting, the student is informed that he or she may have an advisor (not a family member or attorney) present at the CAPP meeting.

- (c) The CAPP Student Interview Form completed by the student requires a narrative explanation about the reasons for the student's performance and the student's recommendations for how to resolve such issues.
 - (d) The meeting with the CAPP Committee also provides the student with an opportunity to speak to the full committee to discuss performance issues in detail.
- (5) **Opportunity to appeal an adverse decision:** When the student meets with the Chief Student Affairs Officer before the CAPP meeting, he or she is informed of all potential actions that could be taken by the committee. The student is also informed of the appeal process to be followed should the CAPP Committee recommend dismissal. CAPP decisions are conveyed to the student in the electronic formal notification of the decision sent to the student by the College and in person at a follow-up meeting with the Chief Student Affairs Officer if desired. For cases of dismissal, the timeline for appealing the decision is also included in the notification.
- (6) **CAPP Executive Review**
- (a) The sole purpose of the CAPP Executive Review Committee is to consider appeals from students who were recommended for dismissal by the College of Medicine or College of Pharmacy CAPP Committees. Such appeals require presentation of "significant and compelling new information that was not available for presentation to the CAPP Committee, or evidence of a defect or irregularity in the CAPP proceeding."
 - (b) The appeal process begins when a student is informed of the CAPP decision to recommend dismissal. If the student wishes to appeal, he or she must submit a completed Petition for Executive Review form by the fourth working day following the date of written notification of the decision to dismiss. Failure to respond by that deadline is considered a waiver of the right to appeal, and the decision becomes final.
 - (c) The Petition for Executive Review form requests the student to document any procedural error(s) or new information that will form the basis of the appeal. The Executive Review Committee is obliged to conduct the appeal within ten (10) working days of receipt of the Petition for Executive Review form.
 - (d) As is the case when a student is invited to meet with the CAPP Committee, the student has the right to be accompanied at the appeal hearing by an advisor of the student's choosing, who may be a member of the NEOMED faculty, staff or student body, but may not be a relative or attorney. The student has the opportunity to present and elaborate on the information outlined in the Petition for Executive Review. The Executive Review Committee will also have access to the original CAPP Committee recommendation, the official student file and any other information relevant to the appeal.
 - (e) The student must be informed in writing of the Executive Review Committee's decision within seven (7) working days of the meeting. If the Executive Review Committee denies the appeal, the original decision to dismiss becomes final and is not subject to further appeal. If the appeal is upheld, the decision is referred back to the CAPP Committee for reconsideration.

XII. TB SKIN TEST (TST) POLICY/PROCEDURE

(Approved July 2017)

All NEOMED students must show proof of being free from active tuberculosis infection annually. This can be done by having a TB skin test administered with 0.1 ml of purified protein derivative (PPD) and read by healthcare personnel within 48-72 hours. Nine millimeters (mm) of induration or less is considered negative and meets the requirement for annual TB testing.

Another acceptable method to meet this requirement is a negative serum Interferon Gamma Release Assay (IGRA) such as a Quantiferon or T-Spot test. Students who have been treated with INH (Isoniazid) will complete the Signs and Symptoms for TB Screening form annually and must be free of TB symptoms.

If a TB skin test is read with 10 mm or greater of induration, the student must follow up with their primary care physician (PCP), Infectious Disease (ID) Specialist or Health Dept. for evaluation and chest x-ray. An induration of 5mm or greater is considered positive for students with any of the following conditions: immuno-compromised including HIV-infection, received an organ transplant or recent contact with a TB patient. NEOMED will provide contact information for an ID Specialist if needed.

The student must provide documentation from a provider indicating no active TB disease and/or treatment plan and if the student may return to patient care activities. The documentation will be provided to the Center for Student Wellness, NEOMED's ID Specialist and NEOMED's Associate Dean of Curriculum of the respective college. The information may also be reviewed by the Immunization Steering Committee.

All annual test results, including the Signs and Symptoms for TB Screening form must be entered into the ImmunU tracking system in Banner. TST results must be reported in millimeters (mm) of induration. Interpretations of positive or negative are not acceptable.

Students who do not complete the TB screening requirements will be removed from clinical experiences. Students who have an abnormal chest x-ray will be removed from clinical experiences pending further evaluation.

*** If you believe you have been exposed to TB, refer to the Exposure Policy for guidelines.**

XIII. INFLUENZA VACCINE

(Approved July 2017)

For students with primary enrollment in the Colleges of Medicine and Pharmacy.

Rationale:

NEOMED is dedicated to having all students protected from seasonal strains of influenza. By doing so, we are protecting the health of our students and the health of the community they serve. NEOMED will provide multiple opportunities for students to obtain influenza vaccination in the fall.

All NEOMED students from the Colleges of Medicine and Pharmacy must be vaccinated annually with the current vaccine formulation. Students solely enrolled in the College of Graduate Studies may participate in the vaccination opportunities offered within NEOMED but are not required to be vaccinated for the flu. Students on a leave of absence must have a documented flu vaccine upon return to the curriculum.

Deadline:

The deadline for influenza vaccination is October 15 in order to ensure a prompt, successful delivery within the peak administration months and so that students are vaccinated in preparation for their experiential education. Failure to comply will result in removal from clinical experiences and sites following written electronic notification from the Office of Student Affairs. Return to sites may be considered once compliance is fully met. NEOMED is not responsible for the academic repercussions of missed clinical time due to non-compliance with the Influenza Policy.

Process:

1. Receive your Influenza Vaccine
 - a. Designated Influenza Administration Point at NEOMED (annual; fall)
 - b. Private Medical Providers
 - c. Clinical Sites where assigned, if available
 - d. Community Centers/ Health Departments
 - e. Opt out/Ineligible *
 - (i) Sites will be notified of opt-out students and may be expected to abide by policies and procedures of each individual site (including wearing a mask)
2. Secure Documentation of Vaccination
 - a. Request and save your documentation
 - b. Upload your documentation onto your computer
 - c. Upload documentation into ImmunU
3. Documentation Must Include
 - a. Student's Name
 - b. Date of Vaccination Administration
 - c. Signature of Administrator/Medical Provider
 - d. Type of Vaccine
4. Approval
 - a. Document must be validated by the staff of the Center for Student Wellness and Counseling Services in order to be in compliance
5. Failure to comply
 - a. Notification of non-compliance with the clinical site
 - b. Possible removal from clinical site/experience
 - c. Possible referral for action following multiple failures to comply

Notification:

The order of notification will be as follows:

1. Email warning to student from Student Affairs regarding non-compliance just BEFORE the deadline.
2. Email to student from Student Affairs regarding non-compliance AFTER the deadline and copy to Academic Services.
3. Email to clinical site regarding non-compliant students AFTER the deadline with instructions for removal of student from the clinical site.

For more information about the Influenza Policy and Procedure email immunizations@neomed.edu or contact the Program Assistant, Center for Student Wellness and Counseling Services at 330.325.6757.