



College of Osteopathic Medicine  
**MICHIGAN STATE UNIVERSITY**

# **STUDENT HANDBOOK**

2019-2020

Effective Summer Semester, 2019

Michigan State University College of Osteopathic Medicine  
East Lansing – Detroit Medical Center – Macomb University Center

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## Welcome to MSUCOM

The MSUCOM Student Handbook is published electronically by Michigan State University College of Osteopathic Medicine for students in the Doctor of Osteopathic Medicine program. This handbook does not supersede other Michigan State University or MSUCOM policies, regulations, agreements or guidelines. This handbook contains information in effect Summer Semester, 2019; any subsequent changes are effective as of the date of issuance.

Students shall adhere to MSU and MSUCOM policies, procedures, agreements and guidelines. Violations of any of the aforementioned regulations are subject to disciplinary action, up to and including dismissal.

### Mission and Vision

The mission of MSUCOM is “Preparing physicians in the science of medicine, the art of caring and the power of touch with a world view open to all people.”

The College’s vision is “To provide world class osteopathic medical education, student service, and research to foster community engagement and patient-centered medical care.”

### College history

In 1964, osteopathic physicians working in cooperation with the Michigan Association of Osteopathic Physicians and Surgeons were successful in obtaining a charter to establish a college of osteopathic medicine in Michigan. The original Michigan College of Osteopathic Medicine was located in Pontiac and admitted its first students in 1969. That same year, the state legislature enacted Public Act 162, a law that stipulated in section 1 that, “A school of osteopathic medicine is established and shall be located as determined by the state board of education at an existing campus of a state university with an existing school or college of medicine.” To comply with this legislation, the college charter was transferred to the Board of Trustees of Michigan State University and the college was relocated to Fee Hall on the East Lansing campus in 1971. At that time, it became known as the Michigan State University College of Osteopathic Medicine (MSUCOM).

Since 2009, MSUCOM has operated under a model of “One College, Three Sites”. Locations in southeast Michigan at the Detroit Medical Center in Detroit and the Macomb University Center in Clinton Township are home to roughly one-third of each matriculating class.

MSUCOM has a long-established network of community teaching hospitals throughout Michigan. Currently known as the MSUCOM Statewide Campus System (SCS), this network was the original model for the osteopathic postdoctoral training institution, or OPTI. SCS has been accredited as an OPTI by the American Osteopathic Association (AOA) and currently holds institutional accreditation by the Accreditation Council for Graduate Medical Education (ACGME). In partnership with MSUCOM, SCS residency programs lead the nation in achieving accreditation under ACGME.

## Degree Program

Michigan State University College of Osteopathic Medicine (MSUCOM) is approved by Michigan State University to offer a graduate professional degree program in Osteopathic Medicine. Students who complete the curriculum and requirements are recommended by the faculty of MSUCOM for conferral of the Doctor of Osteopathic Medicine (DO) degree by the MSU Board of Trustees.

Following graduation, DOs will typically enter a graduate medical education program (residency) and pursue a career path in clinical medicine.

## Accreditation

Michigan State University College of Osteopathic Medicine (MSUCOM) is accredited by the Commission on Osteopathic College Accreditation (COCA) to offer an academic program leading to the Doctor of Osteopathic Medicine (D.O.) degree. MSUCOM seeks to comply with all COCA standards for continuing accreditation. The process for submitting complaints relative to accreditation is outlined in the Policy on Submission and Review of Accreditation Complaints, which is described elsewhere in this handbook and may be found on the MSUCOM website at link below:

<http://com.msu.edu/Students/Registrar/COCA%20Procedure%20for%20Student%20Complaints.pdf>

More information on COCA accreditation of colleges of osteopathic medicine can be found online at [www.aococa.org](http://www.aococa.org) or through the contact information below.

Secretary of the Commission on Osteopathic College Accreditation  
American Osteopathic Association  
142 E. Ontario Street  
Chicago, IL 60611  
Telephone (312) 202-8124 Fax: (312) 202-8209  
Email: [predoc@osteopathic.org](mailto:predoc@osteopathic.org)

## **University Accreditation**

Founded in 1855, Michigan State University is the nation's pioneer land-grant university. With seventeen colleges, MSU is home to nationally ranked and recognized academic, residential college, and service-learning programs and is a leading research university. MSU is a diverse community of dedicated students and scholars, athletes and artists, scientists and leaders.

Michigan State University is accredited by the Higher Learning Commission. The university is a member of the Association of Public and Land-grant Universities, Association of American Universities, American Council on Education, American Council of Learned Societies, Association of Graduate Schools, Council of Graduate Schools, Committee on Institutional Cooperation, and International Association of Universities.

## College Locations and Contact Information

Website: [www.com.msu.edu](http://www.com.msu.edu)

Campuses Michigan State University College of Osteopathic Medicine

MSUCOM-East Lansing  
East Fee Hall  
965 Wilson Road  
East Lansing, Michigan 48824  
Office of the Dean  
A-308 East Fee Hall  
(517) 355-9616

MSUCOM-Detroit Medical Center  
4707 Saint Antoine Street  
Detroit, MI 48201-1427  
(517) 884-9600

MSUCOM-Macomb University Center  
44575 Garfield Road  
Clinton Township, MI 48038-1139  
(586) 263-6731

Graduate Medical  
Education

MSUCOM Statewide Campus System  
A-336 East Fee Hall  
965 Fee Road  
East Lansing, Michigan 48824  
(517) 432-2853

[www.scs.msu.edu](http://www.scs.msu.edu)

College Leadership

OFFICE OF THE DEAN

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Dean

Kimberly LaMacchia  
Administrative Director and Executive Assistant

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Susan Enright, DO  
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Robin Hastings  
Director, Registrar Services

Kim Peck, MBA  
Director, Academic Success and Career Guidance

ADMISSIONS AND STUDENT LIFE

Katherine Ruger, EdD  
Associate Dean

John Taylor, PsyD  
Director, Wellness and Counseling

M. Beth Courey  
Director, Student Leadership and Engagement

Lyman Mower, MA  
Director, Admissions

Mollie Mfodwo, MS  
Manager, Pre-College Programs

DETROIT MEDICAL CENTER SITE

Gary Willyerd, DO  
Associate Dean

Debalina Bandyopadhyay, PhD  
Administrative Director

MACOMB UNIVERSITY CENTER SITE

Kari Hortos, DO  
Associate Dean

Sarah Weitz, RD  
Administrative Director

RESEARCH

John Goudreau, DO, PhD  
Associate Dean and Co-Director, DO-PhD Program

Brian Schutte, PhD  
Co-Director, DO-PhD Program

Furqan Irfan, MBBS (MD), PhD  
Director, Research Development

STATEWIDE CAMPUS SYSTEM

Jonathan Rohrer, PhD, D.Min  
Associate Dean

INSTITUTE FOR GLOBAL HEALTH

William Cunningham, DO  
Associate Dean and Director

EXTERNAL PROGRAMS

Sandy Kilbourn, MA  
Executive Director

## Notice of Non-Discrimination

Michigan State University is committed to an inclusive atmosphere where students, faculty, staff, and guests may participate in university life without concerns of discrimination. Diversity is one of MSU's principal strengths and the University takes its responsibility under federal civil rights laws to prohibit discrimination very seriously.

Michigan State University provides a public "NOTICE of NON-DISCRIMINATION" as required by several federal laws and regulations including those implementing Title VI, Title VII, Title IX, Americans with Disabilities Act, Section 504 and the Age Discrimination Act. This notice serves to inform all members of the Michigan State University faculty, staff, student body and guests, that Michigan State University prohibits discrimination on the basis of race, ethnicity, color, national origin, sex, disability, religion, or age in its programs and activities.

The full Michigan State University Notice of Non-Discrimination may be found online at:

[https://oie.msu.edu/nondiscrimination-notice/2018\\_0416\\_Non-Discrimination\\_Notice2.pdf](https://oie.msu.edu/nondiscrimination-notice/2018_0416_Non-Discrimination_Notice2.pdf).

It is the policy of MSUCOM to abide by the University's "Notice of Non-Discrimination" and any related policies which prohibit unlawful discrimination and harassment based on race, color, national origin, ethnicity, sex, gender, disability, age, religion, marital status, height and weight, political persuasion, veteran status, sexual orientation, and gender identity.

## Admissions and Enrollment

### Office of Admissions

The Office of Admissions facilitates a holistic admission process that ensures development of a diverse and dynamic cadre of osteopathic physicians to provide exceptional health care globally in the twenty-first century. Reporting to the Associate Dean for Admissions & Student Life, the Office of Admissions sponsors outreach and recruitment programs supportive of college and university goals and collaborates with underserved communities to develop resources that enhance underserved participation in medical career opportunities. Services include admissions counseling to support candidate success from application to matriculation.

Admissions policies and procedures for new applicants can be found on the MSUCOM website at [www.com.msu.edu/Admissions](http://www.com.msu.edu/Admissions). MSUCOM students may participate with the Office of Admissions in a variety of outreach programs.

### Dual Degree Programs

MSUCOM offers a dual degree DO-PhD program. Typically, students will apply to the PhD program in their area of interest prior to matriculation at MSUCOM. The usual time frame for completion of both degrees is seven to eight years. Graduates find careers in biomedical research or academic medicine. Their training enables them to be physician scientists working on basic science or disease-related problems. More information is available by contacting the Office of Research and Graduate Studies at MSUCOM.

Other dual degree programs combining the DO degree with a Master's degree are available. MSUCOM offers a dual degree program with the MSU College of Business leading to a Master's in Business Administration. MSUCOM also offers an online Master's in Global Health. MSUCOM students may participate in a joint DO/Masters of Public Health program in conjunction with the MSU College of Human Medicine. More information about dual or joint degree programs may be found in the University Registrar page.

### Technical Standards

Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. The College of Osteopathic Medicine will consider for admission and participation in its program any candidate who demonstrates the ability to acquire knowledge necessary for the practice of osteopathic medicine, as well as the ability to perform or to learn to perform the Technical Standards as described in this document. Candidates will be evaluated not only on their scholastic accomplishments, but also on these Technical Standards which are necessary to meet the full requirements of the school's curriculum and to graduate as skilled and effective practitioners of osteopathic medicine.

The College of Osteopathic Medicine requires that all candidates for the Doctor of Osteopathic Medicine degree meet the following technical standards for admission and participation in its program. The Technical Standards can be broken into five categories of required skills: Observation; Communication; Motor; Intellectual, Conceptual, Integrative, and Quantitative Abilities; and Behavioral and Social attributes. All applicants and matriculates are held to the same academic and Technical Standards. These Technical Standards can be met with or without reasonable accommodations. Students who may

qualify for and wish to seek accommodations should consult with the MSU Resource Center for Persons with Disabilities ([www.rcpd.msu.edu](http://www.rcpd.msu.edu)).

### **Observation**

The candidate must be able to observe demonstrations and experiments in the basic sciences, including but not limited to anatomic, physiologic, and pharmacologic demonstrations, as well as microbiologic cultures and microscopic studies of micro-organisms and tissues in normal and pathologic states. A candidate must be able to observe and interpret the physical and emotional status of a patient accurately at a distance and close at hand; acquire information from written and electronic sources; visualize information as presented in images from paper, films, slides or video; interpret x-ray and other graphic images as well as digital or analog representations of physiologic phenomenon (such as electrocardiograms). Observation necessitates the functional use of the visual, auditory, and somatic senses, enhanced by the functional use of the sense of smell and other sensory modalities. The use of a trained intermediary to perform the necessary skills on behalf of the candidate is not permitted.

### **Communication**

A candidate must be able to communicate effectively and sensitively with patients. A candidate must be able to elicit information from patients, describe changes in mood, activity and posture and perceive nonverbal communications. Communication includes; verbal communication, as well as reading, writing and the use of electronic communication devices. The candidate must be able to communicate effectively and efficiently in oral, written, and electronic form with all members of the health care team.

Such communication requires the functional use of visual, auditory, and somatic senses enhanced by the functional use of other sensory modalities. When a candidate's ability to communicate through these sensory modalities is compromised the candidate must demonstrate alternative means and/or abilities to meet communication standards. If the alternatives are acceptable, it is expected that obtaining and using such alternate means and/or abilities will be the responsibility of the candidate. The use of a trained intermediary to perform the necessary skills on behalf of the candidate is not permitted.

### **Motor**

Candidates must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. The motor skill of palpation is important in the total osteopathic diagnostic process and especially to the development of the art of osteopathic palpatory diagnosis and treatment of the neuromusculoskeletal system. Accordingly, it is required that students have direct physical contact in clinical teaching situations with faculty, fellow students, and live models of both genders.

A candidate must be able to do basic laboratory tests (urinalysis, CBC, etc.), carry out diagnostic procedures (proctoscopy, paracentesis, etc.), and read EKG's and radiologic images. A candidate must be able to execute motor movements reasonably required to provide general care and emergency treatment to patients. Examples of emergency treatment reasonably required of candidates are cardiopulmonary resuscitation, the administration of intravenous medication, the application of pressure to stop bleeding, the opening of obstructed airways, the suturing of simple wounds, and the performance of simple obstetrical maneuvers. Such actions require coordination of

both gross and fine muscular movements, equilibrium and functional use of the senses of touch and vision. The use of a trained intermediary to perform the necessary skills on behalf of the candidate is not permitted.

### **Intellectual – Conceptual, Integrative, and Quantitative Abilities**

Candidates must have the abilities of measurement, calculation, reasoning, analysis and synthesis. Problem solving, the critical skill demanded of physicians, requires all of these intellectual abilities. In addition, the candidate must be able to comprehend three dimensional relationships and to understand the spatial relationships of structures. Candidates must be able to perform these problem-solving skills in a timely fashion. The use of a trained intermediary to perform the necessary skills on behalf of the candidate is not permitted.

### **Behavioral and Social Attributes**

A candidate must possess the emotional health required for full utilization of his/her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis, and the development for mature, sensitive, and effective relationships with patients. Candidates must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that are assessed during the admissions and education processes. A candidate must be able to communicate with and care for, in a nonjudgmental way, all persons including those whose culture, spiritual beliefs, race, ethnicity, socioeconomic status, gender, gender identity, sexual orientation, and/or age are different from his/her own. A candidate must also be able to examine the entire patient, regardless of gender, and regardless of the social, cultural, or religious beliefs of the patient or of the medical student. Michigan State University acknowledges religious holidays. Students may request leave with the college and hospital/clinic and the request will be reviewed on a case-by-case basis per the clinical training requirements.

### Transfers

Due to the unique nature of the integrated curriculum, MSUCOM does not accept transfer students to the Doctor of Osteopathic Medicine program. MSUCOM does not accept transfer credit from other institutions of higher education and does not offer advanced standing to admitted students based on course work completed in foreign medical schools or in programs that lead to other professional or academic credentials such as MD, DDS, DO, DVM, PT, or PhD degrees.

### Office of Registrar Services

The Office of Registrar Services at MSUCOM is an academic service unit, reporting to the Associate Dean for Medical Education. In collaboration with the Office of Admissions, the Office of Financial Aid, and the Office of Academic Programs, in order to provide seamless transition from matriculation to the alumni years, the Office of the Registrar provides services and information to students, alumni, faculty, staff, and other constituencies.

The Office's core functions include:

- enrollment and registration
- grade collection and recording
- academic history record keeping
- clinical scheduling
- verifications and certifications
- academic retention and graduation policy interpretation and implementation
- student compliance

Each MSUCOM student is assigned a Student Support Advocate (SSA) to assist with seamless transitions from matriculation through graduation. The SSA is the first point of contact for questions, including logistics, immunizations, compliances, forms, enrollment, grades, clinical scheduling, program and graduation requirement tracking. In addition, representatives at the Detroit Medical Center (DMC) and Macomb University Center (MUC) sites can assist students with documentation and compliance.

### Enrollment and Billing

The Office of Registrar Services enrolls students each semester during years one and two of the pre-clerkship curriculum. Once enrolled, students are required to log into STUINFO (<https://login.msu.edu/>) using their MSU NetID each semester to confirm their attendance. The University does not consider a student officially enrolled until they have confirmed attendance. Failing to confirm attendance on any given semester will result in dropped enrollment and withheld financial aid with possibly late enrollment fees.

Once attendance has been confirmed, a registration bill will be created and available electronically in STUINFO. Communication will be sent via e-mail to the student's MSU e-mail address whenever a new billing statement has been generated. Paper bills are no longer generated by the university.

The University academic calendar, general rules concerning enrollment, tuition billing and payment, along with other University information, may be found on the University Registrar's website at [www.reg.msu.edu](http://www.reg.msu.edu).

It is the student's responsibility to see that matters relating to enrollment, tuition/fee payment, and financial aid issues are handled in a timely fashion.

### Office of Financial Aid

The MSU Office of Financial Aid has dedicated staff to assist medical students in the colleges of Human Medicine (CHM), Osteopathic Medicine (COM), and Veterinary Medicine (CVM) by distributing financial aid information, coordinating financial aid workshops, and by providing individualized financial aid counseling. Each MSUCOM student will receive two mandatory financial aid sessions during the four-

year program. One-on-one advising is also available to current, prospective and newly admitted students.

General resources on student finances and financial aid, as well as information on costs, budgets, tuition and fees are available online at the MSU Medical Student Financial Aid website at <https://finaid.msu.edu/med/default.asp>.

#### Fees and Refunds

MSUCOM students must follow policies, procedures and regulations with regard to tuition, fees and refunds, as determined by Michigan State University (MSU) for Graduate-Professional students. Tuition and fees are set by the university. General information, policies, procedures and regulations relative to tuition and fees may be found within the MSU Academic Programs Catalog on the MSU Office of the Registrar website at <https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=112>.

Enrolled students are assessed charges for tuition and fees on a semester basis.

Refund of tuition and fees is determined as followed:

- For courses dropped, or student withdrawals, through the first one-fourth of the semester of instruction (measured in weekdays, not class days), 100% of the semester course fees and tuition will be refunded.
- For courses dropped, or student withdrawals, after the first one-fourth of the semester of instruction, and through the end of the semester, no refund will be made.
- Further information on Financial Aid Refund Policy can be found on the MSU Registrar website and on the MSU Medical Student Financial Aid website.

#### Scholarships

Through the generous support of many individuals and organizations, MSUCOM offers an array of scholarships and loans to incoming and enrolled students. These scholarships and loans vary in the amount of funding, criteria, timing, and focus, all of which are established by the donors when the initial agreements are signed. Students wishing to apply for MSUCOM scholarships should review the descriptions, background information, amounts, and eligibility criteria published on the MSUCOM Scholarships website at [http://www.com.msu.edu/Students/Financial\\_Aid/Scholarships.htm](http://www.com.msu.edu/Students/Financial_Aid/Scholarships.htm).

The application process includes:

- Determination of eligibility. Students should carefully review the selection criteria. Incoming students are not regarded as first year students until the start of their first semester.
- Submission of the online scholarship application form.
- Submission of an essay detailing goals, ideals, and values as an osteopathic physician in training; achievements; and how financial assistance would make a difference. Essays must be less than 300 words and should not include information on academic performance or indebtedness. Only one essay is needed.
- The online application form and essay must be submitted by 12:00 midnight on the application due date. No late applications will be accepted.

The MSUCOM Scholarship Committee meets regularly to review applications, assess the ability of applicants relative to the criteria, and award scholarships and loans. Additional information, such as a

letter of support, may be requested by the Committee if a student is deemed competitive for a particular award. Students may be invited for an interview with the Scholarship Committee. All information used in the decision-making process, which may include written applications, interviews, financial need, scholastic achievement, etc. is held in strict confidence. Scholarships are generally awarded during the spring semester and applied to the tuition bill of the subsequent fall semester.

## Academics and Assessment

### Curriculum Overview

The curriculum leading to the Doctor of Osteopathic Medicine (D.O.) degree is divided into two components: the preclerkship curriculum, presented in the first two years; and the clinical clerkship curriculum, scheduled in the third and fourth years. The curriculum is designed to meet the following educational objectives:

- To assist students in the integration of basic science, behavioral science, and clinical science concepts related to the tenets of osteopathic philosophy.
- To provide the student with comprehensive medical knowledge and skills which will serve as a foundation for a lifetime of learning.
- To produce osteopathic physicians with the skills necessary to enable them to enter graduate medical education in a primary care, medical or surgery specialty program.

### Core Competencies

The seven core competencies of the osteopathic profession include medical knowledge, patient care, communication, professionalism, practice-based learning, systems-based practice, and osteopathic principles and practice (OPP) and osteopathic manipulative treatment (OMT). The four-year curriculum provides education, training and assessment to ensure each student develops competency in these domains.

#### Program Level Educational Objectives

The Program Level Educational Objectives expand upon the core competencies by explaining the knowledge, skills, attitudes and behaviors (KSAs) that osteopathic medical students are expected to attain prior to graduation. MSUCOM faculty have identified and endorsed the following 34 KSAs:

**Knowledge:** The MSUCOM student will understand:

- K1. Normal structure-function relationships that provide a basis for understanding and treating disease.
- K2. Biological mechanisms governing homeostasis.
- K3. Principles of preventive medicine and health promotion.
- K4. Genetic, biochemical, microbiologic, immunologic, physiologic and environmental mechanisms that underlie disease states and their treatment.
- K5. The manifestations and consequences of illness at various stages of life.
- K6. Clinical, laboratory, radiologic and pathologic manifestations of disease states.
- K7. Mechanisms of drug action, pharmacokinetics, pharmacodynamics and therapeutics.
- K8. The fundamental osteopathic principles of body unity, the interrelatedness of structure and function, and the human body's self-healing and self-regulatory mechanisms that provide the foundation for osteopathic practice.

K9. The basic science, mechanisms of action and physical findings of somatic dysfunction.

K10. The mechanisms of action, indications and contraindications, and basic application of Osteopathic Manipulative Treatment (OMT).

K11. Fundamental epidemiologic concepts, methods and statistical principles that underlie evidence-based medicine.

K12. The impact of social inequalities in health care and the factors that are determinants of health outcomes.

K13. The personal values, attitudes and biases that influence patient care.

K14. The ethical principles that underlie the medical profession and professional behavior.

K15. The structure and function of the health care system and how it affects the delivery of osteopathic patient care.

**Skills:** The MSUCOM student will be able to:

S1. Identify, access, interpret and apply medical evidence contained in the scientific literature.

S2. Elicit a comprehensive history from a patient and other source as appropriate and perform a clinically appropriate physical examination that integrates osteopathic principles and practices.

S3. Interpret relevant laboratory, imaging and other diagnostic studies in the context of osteopathic patient care.

S4. Communicate effectively with patients, families, colleagues and other health professionals and caregivers in various clinical settings.

S5. Generate, access, and test appropriate hypotheses during the medical interview and physical examination to develop and prioritize an appropriate list of potential diagnoses.

S6. Recognize and incorporate into clinical data gathering and decision making the psychosocial and cultural factors that contribute to health, illness, and behavior.

S7. Competently perform basic clinical procedures essential for a general osteopathic practice.

S8. Apply osteopathic principles, including the application of OMT and principles of preventative medicine and health promotion, into an appropriate patient-centered, evidence-based and cost-effective patient care plan.

S9. Relate effectively to and build rapport with patients of all ages, genders, and cultural, educational and economic backgrounds.

S10. Work in cooperation with other health care professionals in the care of patients and in the provision of quality patient-centered care.

S11. Use guidelines and other standards of patient care and patient safety appropriately in osteopathic medical practice.

**Attitudes/Behaviors:** The MSUCOM student will demonstrate:

- A1. Compassion and sensitivity in the care of patients and respect for their privacy, dignity and right to be fully involved in decisions about care.
- A2. A responsiveness to the needs of patients and society that supersedes self-interest.
- A3. Accountability to patients, society and the profession.
- A4. A commitment to excellence, continuous self-assessment and ongoing professional development.
- A5. Commitment to the need to apply ethical principles in the execution of all duties and in all research endeavors.
- A6. Dedication to one's own well-being, in addition to that of patients.
- A7. Honesty and integrity in all interactions.
- A8. A commitment to promote health and well-being of the communities they serve.

### Preclerkship Curriculum

The focus in the first two semesters is on foundational biomedical sciences: anatomy, biochemistry, and evidence-based health science; genetics, pathophysiology, cell biology, microbiology, immunology, and pharmacology. Courses in the following four semesters are focused on the body systems: neuromusculoskeletal, genitourinary, endocrine, reproductive, gastrointestinal, integumentary, pediatrics, hematopoietic, cardiovascular, and respiratory, as well as pediatrics, geriatrics, and psychopathology.

Instruction is provided by basic science, behavioral science and clinical faculty in classroom, laboratory, and small group activities. Additional courses in ethics, professionalism and law are required; a variety of elective courses are available.

Longitudinal courses in osteopathic patient care and osteopathic manipulative medicine allow students to develop clinical skills associated with the systems courses. Students complete preceptorship experiences in family practice clinics during semesters 4, 5, and 6. The students observe and selectively participate in patient care and office management under the direct supervision of the physician.

### Clerkship Curriculum

The Clinical Clerkship curriculum begins in the summer of year three. It is designed to educate and equip osteopathic physicians with skills necessary to enable them to enter primary care practice or pursue further graduate training related to a medical specialty.

The core clerkship rotations include an initial 48 weeks of rotations in family medicine, pediatrics, internal medicine, emergency medicine, obstetrics/gynecology, surgery, psychiatry, neurology, and radiology and anesthesiology. Following these rotations, it is the expectation that the student will take COMLEX level 2 CE as well as COMLEX level 2 PE. In addition to the core rotations, students must complete additional weeks of selective and elective rotations.

During the third year, students will participate in the Core Clinical Concepts (C3) program to develop the clinical skills needed for healthcare in the 21st century. The C3 curriculum includes 9 one-month modules of clinical education through student online self-preparation and classroom instruction at the students' base hospital. This didactic curriculum includes symptom-based topics that can relate to multiple specialties.

Policies and procedures relating to specifically to the Clerkship Curriculum are provided on the MSUCOM website and will be reviewed with students at clerkship orientation programs. General policies on supervision in the clinical setting, etc. are found in this Student Handbook.

### Longitudinal components to the curriculum

#### Osteopathic principles and practice

In the preclerkship curriculum, students are introduced to osteopathic principles and practices (OPP) and osteopathic manipulative treatment (OMT); also referred to as osteopathic manipulative medicine or osteopathic manual medicine (OMM). The osteopathic philosophy incorporates a holistic approach to the understanding of disease and wellness, expressed in the tenets of the osteopathic profession:

- The body is a unit; the person is a unity of body, mind, and spirit.
- The body is capable of self-regulation, self-healing, and health maintenance.
- Structure and function are reciprocally interrelated.
- Rational treatment is based on the above three principles.

The use of palpatory skills and treatments is introduced in the Osteopathic Manipulative Medicine (OMM) course series in semesters two through six. OMM techniques can be used to help osteopathic physicians diagnose illness and injury and promote the body's natural ability toward self-healing.

The use of OPP and OMM are included in the clerkship curriculum through the C3 didactics program and objectives in required and elective rotations in the third and fourth years. Application of OMM is also reviewed in preparation for the COMLEX-USA Level 2 Performance Evaluation.

#### Interprofessional education and team-based collaborative care

Delivery of healthcare that is patient-centric and uses effective communication is fundamental to the osteopathic philosophy. Interprofessional education is defined by the World Health Organization as "when two or more professions (students, residents and health workers) learn with, about, and from each other to enable effective collaboration and improve health outcomes." MSUCOM students have educational and clinical experiences throughout the four-year curriculum that are designed to promote effective interactions with patients, families, and members of the healthcare team.

#### Scientific method and evidence-based medicine

Principles of scientific methodology and its application are incorporated into the foundational basic science and systems courses during the preclerkship curriculum. In the Osteopathic Patient Care course series, students learn and apply critical review of medical literature and concepts of evidence-based medicine. Learning objectives within these themes are continued into the clerkship curriculum, where students will apply the principles to delivery of patient care.

#### Self-directed learning

The MSUCOM curriculum assists students in developing skills and strategies for lifelong learning. Students are encouraged to utilize technology to help identify and synthesize information. Principles of evidence-based medicine and critical review of medical literature are included in the OPC course series and in clerkship rotations. Academic advisors and self-directed guides are available to help students develop useful learning strategies. The format of the curriculum includes flipped classroom and other techniques that encourage self-directed learning and helps students learn to manage their time effectively. In clerkship, students are expected to identify and utilize resources to enhance learning in the clinical setting.

### Educational Sites

#### Preclerkship Site Selection

Upon receiving an offer of admission, applicants to MSUCOM will indicate their preclerkship site preference. Site assignments will be confirmed upon receipt of the admission deposit and required forms, and incoming students are notified of their site placement by a confirmation email. MSUCOM cannot guarantee that admitted applicants will be placed at their preferred site. Enrolled preclerkship students may request a site transfer between MSUCOM locations by completing a request form and accompanying letter explaining the reason for the request. Details and a link to the form are available on the MSUCOM Registrar webpage.

#### Clerkship Base Hospitals

MSUCOM has a network of community hospitals across the state of Michigan at which students complete core requirements of the clerkship curriculum. Students have an opportunity to identify institutions as their potential base hospital site. Base hospital assignments are determined through a selection process in year two, More information on this process will be provided during year two.

### Course Catalog

The MSUCOM Course Catalog provides additional detail regarding the curriculum, including descriptions of required and elective rotations. It may be found online at

[http://com.msu.edu/About/Accreditation/accred\\_policies/Course-Catalog-MSUCOM-2017-18.pdf](http://com.msu.edu/About/Accreditation/accred_policies/Course-Catalog-MSUCOM-2017-18.pdf)

### Electives

MSUCOM offers over 30 electives, including international rotations in Cuba, Guatemala and Malawi. In order to participate in college electives a student must:

- Be in good academic standing.
- Complete the necessary steps for application, approval and enrollment
- Meet all college and university requirements relating to immunization and compliances

A list of preclerkship and clerkship electives is provided in the MSUCOM course catalog, and offerings by semester are available on the MSUCOM website under Academic Programs. The elective application form is available online at the address below:

[http://com.msu.edu/AP/preclerkship\\_program/preclerkship\\_electives/Elective\\_Application.pdf](http://com.msu.edu/AP/preclerkship_program/preclerkship_electives/Elective_Application.pdf)

### Independent Study

To participate in an independent study, a student must identify a faculty member to serve as a mentor and provide oversight for the course. The student must submit a "Request for Independent Study",

which may be obtained from the MSUCOM Office of the Registrar. The faculty mentor will be responsible for submitting the independent study course in D2L.

## Academic Support Services

### Academic Success and Career Guidance

The Office of Academic Success and Career Planning serves to guide MSUCOM students toward realization of their full potential as osteopathic physicians by helping them to successfully establish their personal and professional goals and values; build a strong academic foundation; prepare for licensure board examinations; choose a “good fit” medical specialty; and obtain a top choice residency position.

Advisors are available at each of the three sites to meet with students. The Office of Academic Success and Career Planning provides relevant information to students at various stages of the curriculum through “just-in-time” orientation programs, newsletters, online video modules, and email communication.

Students may also access a variety of resources directly from the Academic Success and Career Planning website at [http://com.msu.edu/Students/Academic\\_Career\\_Guidance/index.htm](http://com.msu.edu/Students/Academic_Career_Guidance/index.htm). Available materials include handouts, self-assessments, timelines, and videos, and address topics regarding academic skills and strategies, base hospital selection, residency application assistance and more, developed specifically for MSUCOM students.

### Academic Advising

MSUCOM students may contact the Office of Academic Success and Career Planning via email at [ac.guidance@hc.msu.edu](mailto:ac.guidance@hc.msu.edu), in person, or by telephone to schedule an appointment with an academic advisor. Appointments are available at each site and throughout the four-year curriculum.

### Academic Success Check-up

During the preclerkship portion of the curriculum, student academic performance will be monitored and reviewed by the Office of Academic Success and Career Planning for indicators of marginal performance (i.e. risk factors) that may place the student at increased risk for negative academic outcomes (e.g. academic dismissal or failure of licensure exams), and/or jeopardize his or her ability to obtain a residency training position. Students identified will be notified and required to appear for a mandatory Academic Success Checkup with a college academic advisor. Failure to comply with this requirement will result in a letter of non-compliance being placed in the student file.

### Career Advising

Guidance in planning for graduate medical education and specialty selection begins during the first preclerkship year at each site and continues through graduation and the residency match.

Each MSUCOM student is required to participate in a mandatory career planning meeting with a career advisor during the preclerkship curriculum to ensure they are accurately informed, on track, and educated about career planning and the residency application process. Each student also is provided with a subscription to the Careers in Medicine service of the American Association of Medical Colleges (AAMC). Students may also voluntarily seek career-related counsel and may schedule an appointment with any of the career advisors via email, phone, or in person.

Career counseling topics include: base hospital selection, specialty selection, building a competitive portfolio, gauging competitiveness for specialty choices and residency programs, preparing for board

examinations, selecting residency programs, addressing application red flags, navigating ERAS, preparing for interview season, creating rank order lists, and dealing with a failure to match. Advisors also assist students in identifying alternative career paths if they have had a change of heart about pursuing medicine, or for whatever reason, are not able to be successful in the medical school curriculum.

Other career related counseling programs and services include:

- Group presentations and webinars
- Mentoring programs
- Online Video Modules
- ERAS (Electronic Residency Application Service) support
- Personal statement and curriculum vitae writing assistance and proofreading services
- Newsletter communications

Licensure examination preparation

As described in the section on Academic Policies in this Student Handbook, MSUCOM students are required to pass the Comprehensive Osteopathic Medical Licensure Examination of the United States (COMLEX-USA) Level 1, Level 2 Cognitive Evaluation (CE) and Level 2 Performance Evaluation (PE) examinations in order to be eligible for graduation.

MSUCOM provides a variety of programs to assist students in preparing for the licensure examinations. Resources and strategies for preparing for licensure board examinations (“board prep”) are available through the Office of Academic Success and Career Planning and highlighted during just-in-time orientation programs, newsletters, and online video modules.

PEAK Program

The PEAK Program for Healthy Cognitive Living and Academic Success was developed and is facilitated by Mangala Sadasivan, PhD. This program promotes cognitive health by emphasizing principles of learning and the use of internal controls to help balance emotional and cognitive demands, resulting in efficiency and maximization of learning potential. MSUCOM students may be referred to the PEAK program on the basis of poor academic performance and need to develop study skills, test-taking skills and/or time management skills. An evaluation process is used to determine if an individual student is suitable for the PEAK program. Information about the PEAK program is available through Academic and Career Guidance.

## Wellness and Counseling Services

The Office of Wellness and Counseling is committed to helping students develop into well-rounded, compassionate, and mindful osteopathic practitioners. The office uses a team-oriented, interdisciplinary approach made up of qualified clinical health professionals to provide both individual and group counseling, mental health presentations, and student-led initiatives to enhance students' mental health and well-being during the rigors of medical school. Confidentiality is paramount and building student trust is of the utmost importance.

During medical school, students have the opportunity to meet with personal counselors at each of the three sites, as well as attend presentations on topics such as mindfulness, meditation, stress reduction, burnout, and resilience. Additionally, students may join the Peer Mentors program, the Medical Student Mental Health Committee, or the pre-exam MSUCOM Mindfulness meditation group. These groups foster community and belonging through student-to-student mentoring, group meditation sessions, and mental health workshops.

### MSUCOM CARE Team

The MSUCOM CARE Team is committed to improving the wellbeing of students and promoting student success at all three sites of the Michigan State University College of Osteopathic Medicine by proactively and collaboratively identifying and assisting students in distress. The team coordinates with students, faculty, and staff using thoughtful approaches to identify, assessing and intervening with individuals of concern.

The MSUCOM CARE Team strives to identify distressed students; provide resources, referrals, and other forms of support to individuals in distress; prevent escalation of concerning situations; enhance the wellbeing and safety of the MSUCOM community; collaborate with faculty, staff, administration, and concerned others; educate the MSUCOM community about identifying concerning behaviors; and foster a culture in which concerns for others can be respectfully shared.

### Mental Health Policy

The College of Osteopathic Medicine offers access to mental health services through the Office of Wellness and Counseling and other resources available through Michigan State University. The Office of Wellness and Counseling abides by strict confidentiality practices and protection of students' rights at all times. Upon a student's initial appointment, the student will complete a *Student Informed Consent to Services* form. The Office follows The Family Educational Rights and Privacy Act (FERPA) with all student data collected. If a student desires to share their information with a third party, such as during a referral process, the student will complete an *Authorization for Release of Information* form.

For staff contact information, college and university resources, and self-help information, visit the Office of Wellness and Counseling webpage at:

[http://com.msu.edu/Students/PC\\_HP\\_New/Personal\\_Counseling\\_Home\\_Page.htm](http://com.msu.edu/Students/PC_HP_New/Personal_Counseling_Home_Page.htm)

### Physical Health Services

It is the policy of MSUCOM that students may seek diagnostic, preventive and therapeutic health services at the provider of their choice. The following information is provided as a resource to assist students in seeking health care services that are available as students enrolled at Michigan State University and in locations throughout the Statewide Campus System network.

This information is also posted on the MSUCOM website at:

[http://com.msu.edu/Students/Resources/Med\\_care\\_4students.htm](http://com.msu.edu/Students/Resources/Med_care_4students.htm)

### Olin Health Center

All MSUCOM students may seek health care services at Olin Health Center, MSU's student health center. The main clinic is located on North Campus in East Lansing. The health center also offers "neighborhood" locations across the main MSU campus; the location closest to Fee Hall is located in room 127 South Hubbard Hall.

Available on-site services offered at Olin Health Center include:

- Primary and specialty care
- Laboratory and radiology services
- Immunizations
- Nutrition and wellness counseling
- Women's health
- Work-related injuries include blood-borne pathogen care
- Patient portal

Additional services offered 24-7 include:

- 24-hour PIN (Phone Information Nurse) – call 517-353-5557  
Health-related questions are answered by registered nurses who have been specifically trained for phone triage.
- 24-hour ULifeline (suicide hotline and mental health support)  
Students can access mental health resources and perform a self-assessment. For immediate help, students can go to [www.ulifeline.org/msu/](http://www.ulifeline.org/msu/) or text "START" to 741-741 or call 1-800-273-TALK (8255).

## Emergency Care

In case of an emergency, students should call “911” for local emergency services. The nearest emergency room locations by preclerkship site are as follows:

- East Lansing: Sparrow Hospital Emergency Department  
1215 E Michigan Ave, Lansing, MI 48912  
517-364-1000  
<http://www.sparrow.org/emergencyservices>
- McLaren Greater Lansing  
401 West Greenlawn  
Lansing , MI 48910  
517-975-6000  
<http://www.mclaren.org/lansing/emergency-services.aspx>
- Macomb: Henry Ford Macomb Emergency Department  
15855 19 Mile Road, Clinton Township, MI 48038  
586-263-2300  
<https://www.henryford.com/locations/macomb>
- Detroit: DMC Harper University Hospital Emergency Department  
3990 John R Street, Detroit, MI 48201  
313-745-8040  
<https://www.dmc.org/our-locations/our-locations-detail/dmc-harper-university-hospital-emergency>

## Additional Resources in Southeast Michigan

MSUCOM students may access physicians, laboratory and diagnostic imaging, and other services at the following local affiliated sites, or at the location of their choosing.

- Detroit: Detroit Medical Center (DMC)  
Multiple locations in Detroit, Michigan.  
Provider Directory: <https://www.dmc.org/our-services/find-a-physician>
- Macomb: Henry Ford Macomb Hospital  
15855 19 Mile Road, Clinton, MI 48038  
Provider Directory: <https://www.henryford.com/physician-directory/>
- McLaren Macomb Hospital  
1000 Harrington Street, Mt. Clemens, MI 48043  
<http://www.mclaren.org/macomb/physician-directory.aspx>

### Medical Care at Clerkship Affiliates

During clerkship rotations, MSUCOM students may seek routine or emergency care, laboratory and diagnostic services at the provider or hospital of their choice. Students may wish to seek services at their base hospital. Please see each hospital's website for details on services provided. Location and telephone numbers are listed below. Students should provide their health insurance information for billing purposes.

For work related injuries, including blood-borne pathogen or other exposures, while at a clerkship location, MSUCOM students should follow local hospital protocols for evaluation and management. Students should provide their health insurance information for billing. Costs related to an exposure that are not covered by the student's insurance may be covered by MSUCOM. Students must file the appropriate report (see policy on exposure protocol).

### Insurance

During their tenure at MSUCOM, all students must be covered by health insurance. Students who are admitted to the College are automatically enrolled in Blue Care Network Health Insurance through MSU Human Resources Benefits Office. The Blue Care Network coverage provides students with reasonable protection against sickness and accidents at an affordable cost. More details on this coverage may be found online at: ([https://www.hr.msu.edu/benefits/student\\_insurance/index.htm](https://www.hr.msu.edu/benefits/student_insurance/index.htm)).

Students who can demonstrate to the University that they have comparable or better health insurance coverage through another vendor may waive Blue Care Network coverage through MSU by completing a waiver form. The form may be found online at: ([https://www.hr.msu.edu/benefits/student\\_insurance/waiver.htm](https://www.hr.msu.edu/benefits/student_insurance/waiver.htm)).

Questions regarding the MSU health insurance plan may be directed to MSU Human Resources at 517.353.4434 or via email at [solutionscenter@hr.msu.edu](mailto:solutionscenter@hr.msu.edu).

### **Disability Insurance**

MSUCOM provides a disability insurance policy to enrolled students, with coverage that will pay a monthly benefit in the event a student becomes disabled due to sickness or injury. Students have the option to purchase continued coverage upon graduation. The plan is currently issued through Guardian Life Insurance Company of America. More information is available through the plan administrator, InsMed Insurance Agency, Inc. at 800-214-7039, via email at [infor@insmedinsurance.com](mailto:infor@insmedinsurance.com) or online at: [www.insmedinsurance.com](http://www.insmedinsurance.com).

### **Dental and Vision Insurance**

Dental insurance through Delta Dental of Michigan and vision insurance through VSP are available to MSUCOM students as optional coverage. Details and online enrollment are available through the MSU Human Resources website at <https://www.hr.msu.edu/benefits/students/dental/> through MSU Human Resources Benefits Office. Questions regarding these plans may be directed to MSU Human Resources at 517.353.4434 or via email at [solutionscenter@hr.msu.edu](mailto:solutionscenter@hr.msu.edu).

## Student Leadership and Engagement

The Office of Student Leadership & Engagement serves the student body through offering collaborative extracurricular activities which enhance one's leadership skills and provides access to professional development activities.

The office provides support to 30 student organizations across all sites including guidance and advice to students and student leadership with executive board elections, constitutions, finances, social events, class clothing, COM fundraisers, day-to-day operations, and faculty advisors.

All non-academic college and student activities such as Orientation, Convocation, and Graduation are coordinated through this office, as are elections for class government and the Student Government Association. The office also operates the COM Merchandise Store and manages student orders from each site.

## Research and Scholarly Activity

Michigan State University ranks as one of the top 100 research universities in the world. MSU research excellence has been recognized through institutional membership in the American Association of Universities (AAU) since 1961. The university attracts and welcomes an international community of outstanding graduate students, postdoctoral associates, and faculty visitors to a broad range of highly ranked graduate programs, research centers, and interdisciplinary collaborations.

As the nation's pioneer land-grant institution, MSU serves the people of Michigan, the United States, and the world, creating and applying knowledge to develop sustainable solutions to humanity's most challenging problems.

### Policy on Student Research and Scholarly Activity

MSUCOM seeks to promote the advancement of scientific and medical knowledge and to further the impact of osteopathic medicine. The College supports the academic and scholarly pursuits of its students and faculty. This policy specifically addresses the research and scholarly activities of students.

MSUCOM does not require students to complete a research or scholarly activity project as a requirement of its Doctor of Osteopathic Medicine program. However, MSUCOM is committed to assisting students in pursuing these opportunities if they wish to do so.

Each student will be required to submit an annual report on any ongoing or completed research and scholarly activity projects conducted with MSU faculty or residents.

Required education in research principles

All MSUCOM are required to complete an educational series known as the "Responsible Conduct of Research" (RCR) training. RCR education takes place throughout the four-year curriculum through a combination of live presentation and online modules. For details, consult the "Responsible Conduct of

Research Checklist” in the appendices of this Handbook. Topics include general principles of research ethics, human subject protection, and the responsibilities of MSUCOM students in both basic biomedical and clinical research.

Completion of the RCR series is a requirement for graduation as noted in the Policy for Retention, Promotion, and Graduation. Compliance is monitored by the Office of the MSUCOM Registrar.

Additional educational opportunities in principles of research, scientific method, statistics, and scholarly activity is presented within the preclerkship course content, as well as available in self-directed resources, seminars, and electives.

### Research opportunities

MSUCOM students may pursue research and scholarly activities in areas of individual interest. Faculty mentors are available at each site to provide guidance. All research proposals must conform to MSU research and institutional review board (IRB) policies and procedures. Students may not serve as principle investigators for projects reviewed or approved by MSU IRB.

MSUCOM students may participate in research and scholarly activities in partnership with faculty of MSU and MSUCOM, as well as clinical faculty and residents within the Statewide Campus System network. Students who wish to earn credit for research and scholarly activity projects may do so by enrolling in a research elective. Details for electives during the preclerkship and clerkship programs are available on the MSUCOM website under “Electives”.

### Research electives

Students wishing to earn credit for basic science, clinical, or translational research projects may enroll in the preclerkship research elective (OST 599) and/or the clerkship research elective (OST 615). Detailed descriptions of the course requirements are available in the syllabi and on the Research webpage.

Students also have the option for an independent study elective (OST 590), in which students may engage with a faculty mentor for other scholarly activity projects.

### Scholarly activity options

MSU offers opportunities for students to engage in other scholarly activities. Students may submit manuscripts, including case reports, for publication in the online Spartan Medical Research Journal. Students are also eligible to submit abstracts and poster presentations at the annual Statewide Campus System Research Poster Day, which is an adjudicated competition open to students, residents, and faculty.

## Information Technology Resources

### MSU Email and NetID

Each MSU student is issued an MSU NetID, which is used to access university platforms and systems. Each MSUCOM will be issued an MSU email address; this address will serve as the official means of communication between the student and the College. It is the student's responsibility to regularly review and respond to email notifications from the College.

### Web Accessibility

Web accessibility is the practice of removing barriers that inhibit persons with disabilities from accessing information found on the internet. In 2008, MSU released its Web Accessibility Policy. In brief, the policy requires all university web pages used to conduct core business to meet the Web Content Accessibility Guidelines version 2.0, a set of guidelines adopted by federal agencies and courts as the standard for accessibility.

This practice requires that all multimedia posted for students to be close captioned. Students are still able to watch and stream academic events as they occur, however, there is a necessary delay in the posting of this material to get it captioned.

### Desire 2 Learn (D2L)

Desire 2 Learn (D2L) is an MSU-supported online learning management system. All required courses in the curriculum utilize D2L for posting electronic course packs, course schedules, and other materials. Access to course content is available only to enrolled students and only for the duration of the course.

### Mediaspace

The ability to view lectures, either by streaming live or previously recorded lectures on-demand, is made available on a course-by-course basis, determined by the course coordinator. The ability to view lectures on MediaSpace is not guaranteed. On-demand recordings will be made available after accessibility requirements for the recordings have been met.

MSU IT's Digital Classroom Services unit works to provide a consistent viewing experience in the MediaSpace service. However, due to bandwidth and server capacity limitations, lecture playback may exhibit inconsistent behavior.

Curriculum that has been requested to be recorded by COM will be posted to MediaSpace once accessibility requirements are met. If there are technical difficulties with the recording of a presentation, COM Academic Programs will be notified by MSU IT, and AP will send an email out notifying students when the lecture will be available.

### Google Calendar

Each Class has access to a Google Calendar, located on the MSUCOM website. The google calendar is a composition of course schedules, allowing students the ability to conveniently see dates and times of learning events. The calendar does not denote when events are mandatory, but this information is readily available in course syllabi.

### Reef Polling

All students are required to purchase a subscription to Reef Polling. The subscription allows students to associate an electronic device (e.g. smartphone) with their account. This replaces the need to purchase or rent an iClicker device. Students are expected to bring the device associated with their Reef Polling subscription to class regularly to be prepared if the technology is used by faculty. Learning events will proceed as planned, whether a student has forgotten their device.

This technology may be used to provide practice with concepts and principles, to stimulate discussion, to take attendance and/or administer assessments. Questions may be posed at any time during the class session. No makeup experiences will be provided should a student forget their device.

If Reef Polling is used to take attendance, students will be expected to arrive in class on time and to stay for the duration of the assigned activity.

As a matter of professionalism, please note that under no circumstances should a student loan their device to another student, nor should a student ever use another student's device to access Reef Polling. Answering questions or checking in for attendance on behalf of another student by using their device is considered to be an act of dishonesty and may result in disciplinary action up to and including dismissal from the college.

## Policies, Procedures and Expectations

### Medical Student Rights and Responsibilities

The rights and responsibilities of students enrolled in Michigan State University College of Osteopathic Medicine (MSUCOM) are defined by the medical colleges of Michigan State University, including MSUCOM, MSU College of Human Medicine, and MSU College of Veterinary Medicine. Students enrolled in the professional curricula of these colleges are identified as “medical students”. These colleges collectively define “Medical Student Rights and Responsibilities” (MSRR). This document addresses academic rights and responsibilities, governance, procedures for complaints, due process, and other topics. The current version is available on the MSU Spartan Life website at the address below:

<http://splife.studentlife.msu.edu/medical-student-rights-and-responsibilities-mssr>

### Retention, Promotion, and Graduation

The MSUCOM Policy for Retention, Promotion, and Graduation (RPG) outlines college standards regarding grading, student promotion, retention, and graduation. This policy is included in the Appendices of this Handbook.

### Maximum Duration of Program

As defined in the MSUCOM Policy for Retention, Promotion, and Graduation, the standard duration of the curriculum leading to the DO degree is four years. The maximum allowable time to complete the DO degree program is six years. Effective summer semester 2019, the maximum allowable time is inclusive of personal leaves of absence and academic extensions; leaves taken prior to summer semester 2019 will not be counted toward the maximum allowable time. Dual-degree candidates may exceed this time frame as noted in the Policy for Retention, Promotion, and Graduation.

### Recommendation of Candidates for Graduation

Conferral of the D.O. degree is under the authority of the Board of Trustees of Michigan State University. Requirements are defined in the MSUCOM Policy on Retention, Promotion, and Graduation.

The procedure for recommendation of candidates for graduation is as follows: The College Registrar will present a list of candidates who have qualified for the conferral of a Doctor of Osteopathic Medicine (DO) degree (based upon College policies and requirements) to the Committee on Student Evaluation (COSE) for review and approval. The College Advisory Council will then review the candidates and include the “presentation of the qualified candidates” as an action item on the agenda of the spring meeting of the faculty assembly. At the spring meeting of the faculty assembly, the chairperson of COSE will recommend to the faculty those candidates who have met requirements for graduation and conferral of the DO degree. The faculty will act on the recommendation via voice vote.

### Committee on Student Evaluation (COSE)

The College provides instruction and assessment aligned with the seven (7) osteopathic core competencies of medical knowledge, patient care, communication, professionalism, practice-based learning, systems-based practice, and osteopathic principles and practice/osteopathic manipulative treatment. The Committee on Student Evaluation (COSE) is responsible for reviewing the academic performance, including professionalism, of MSUCOM students, and for administering the MSUCOM

Policy for Retention, Promotion and Graduation. The COSE also endorses students for graduation and submit its endorsement to the Faculty Assembly for approval.

Two subcommittees of the COSE (the Preclerkship Performance Committee and the Clerkship Performance Committee) act to review student performance throughout the four-year curriculum and to address issues with the intention of improving student performance. Students receiving the academic standing of “warning” during years one and two will be asked to appear before the Preclerkship Performance Committee. Students receiving the designation of “Unsatisfactory Clinical Performance” during years three and four will be asked to appear before the Clerkship Performance Committee.

#### Grading Policies

MSUCOM employs the P-N (Pass-No Grade) grading system for preclerkship and clerkship courses. The issuance of a P or N grade is in accordance with University policy. Grading on the P-N system may be postponed through use of a Conditional grade (I-Incomplete or ET-Extension) in accordance with University definition and policy and as approved by the University Committee on Curriculum.

On the official MSU transcript, the following grades may be noted:

- P grades received in any course are permanently recorded
- N grades received in any course are permanently recorded and will not be removed even if the course is subsequently successfully remediated or repeated
- An I grade assigned in any course will be recorded on the student’s official MSU transcript until all requirements of the course are completed, at which time it will be permanently changed to an I/P or an I/N grade, as appropriate.
- An ET grade assigned in any course will be recorded on the student’s official MSU transcript until all requirements of the course are completed at which time it will be permanently changed to a P or N grade, as appropriate

Each course in the preclerkship and clerkship Programs is required to have a syllabus distributed before the semester/course start date. It is within each course syllabus that policies on grading, academic honesty and professionalism, and class attendance are outlined specific to grading outcomes. Students are issued a P or N grade based on points accumulated, out of total points available, in each course. The total number of points required to pass a course, and how they are achieved, is determined by the course faculty and available to the student in the course syllabus. The points accumulated in each course are used to determine a students’ percentage and percentile rank in that course.

During the clerkship curriculum, the student is enrolled in a series of mandatory and elective/selective clinical rotations, each of which is a course that has a unique set of academic and clinical grading components outlined within its syllabus. Grade determination of P or N for each clinical rotation is based on successful completion of all academic and clinical grading components, including meeting expectations outlined on the Clinical Clerkship Performance Evaluation. Students may earn the designation of “Honors” in a clerkship rotation by meeting the requirements outlined in the syllabus. While the resulting grade in the course will be noted as a “P”, the designation of “Honors” will also be noted on the official MSU transcript and in the Medical Student Preference Evaluation (MSPE) for residency application.

While a course is in progress, students may view grades for individual examinations, quizzes, or assignments and track their cumulative percentage grade in the course on D2L. There may be a lag time between completion of the examination and posting of the scores.

Each student has access to a "Student Grade Report" through the "Student Portal." This report shows the student's percentage and percentile rank in each course, as well as overall cumulative score and quintile rank for all courses. Only the student's first-time performance is included in the Quintile calculation. If student performance in a course is not listed on the Student Grade Report (e.g. because the course was waived) then it is not included in the quintile calculation. This information is included in the MSPE (Medical Student Performance Evaluation) for each student as part of the ERAS (Electronic Residency Application Service) process.

### Remediation

Students who receive an "N" ("no grade") in a course may be eligible to remediate that course under terms defined in the course syllabus. The original "N" grade will remain on the student's transcript even upon successful remediation of the course. Students who receive an "N" grade in a required course who are not eligible for remediation or who fail the remediation requirements must repeat the course in a future semester in which it is offered.

### Computer-Based Testing Policy

MSUCOM utilizes a "bring your own device" computer-based testing model for examinations, using the software application known as Examplify. Students will be provided with instructions and access to download the software to their device.

The following policies apply to all computer-based examinations associated with MSUCOM courses.

#### **Electronic Devices and Examination:**

- a. It is the responsibility of each individual examinee to ensure that the correct examination has been downloaded to his/her personal electronic device no later than 1:00pm the business day before the exam.
- b. All technology-related issues including, but not limited to: device functionality, battery power, and compatibility with Examplify, are the responsibility of the examinee.

#### **Arrival and Check-in at the Exam:**

- a. A valid photo identification card is required to take any examination, and can include an MSU issued student ID, or government issued driver's license, passport or military ID.
- b. The photo identification must be presented in order to enter an examination. Failure to do so will prohibit an examinee from being able to take the exam, and they will be directed to the excused absence policy in the course syllabus.

#### **Personal belongings:**

- a. Examinees are only allowed to possess their testing device, computer mouse and mouse pad, keys, writing utensils, power cord, battery power pack, device charger and soft earplugs at his or her seat.

- b. Examinees are not permitted to bring into the room or access any unauthorized items during the examination, which include, but are not limited to: cell phones, earphones, wallets, watches, fitness bands, books, notes, hats, food, drinks, purses and backpacks.
- c. Nothing may be worn on an examinee's head other than for religious purposes.
- d. If prohibited items are brought into the exam room, proctors have the right to examine the item. This may include examination of devices such as cell phones for evidence of academic misconduct.

**Food and Drink:**

- a. There is no food or drink allowed in the testing room.
- b. Any exceptions to this rule will require documentation of need from the Resource Center for Persons with Disabilities or a medical provider.

**Test Time:**

- a. Examinees must be in their seats and ready to start the test five (5) minutes before the scheduled start time of the examination.
- b. If an examinee arrives after that time, or if an examination is missed, the course syllabus will define the consequences and procedures for obtaining an excused absence.

**Absences:**

- a. If a student is not in the examination room before the examination room door closes, they will be considered absent from the exam. This includes late arrivals.
- b. Students who are absent may request an excused absence as defined by the Excused Absence Policy and related procedures.
- c. If an excused absence is granted, the student will be permitted to take a make-up examination at a date, time, and location and in a format determined by the course coordinator.
- d. If an excused absence is not granted, the student will be permitted to take a make-up examination (if available, see course syllabus) but with a penalty as defined below. If more than one course has items on the examination, the penalty will be applied to the score for each course.
  - i. On the first unexcused absence, there will be a 10% deduction in the score(s).
  - ii. On the second unexcused absence, there will be a 20% deduction in the score(s), and a face-to-face meeting with a College administrator will be required.
  - iii. On the third unexcused absence, there will be a 20% deduction in the score(s), and the student will meet with a COM administrator for review of conduct.
  - iv. Any further unexcused absences from an examination will be addressed as in item 6.d.iii; additional actions may be taken on a case-by-case basis.
- e. These unexcused absences are cumulative and will be tracked longitudinally across the curriculum, beginning with a student's first day of matriculation.
  - i. Example: If a student receives an unexcused absence in semester 1 and then again in semester 6, the absence in semester 6 will count as his/her second unexcused absence.

**Breaks:**

- a. Examinees have the option of taking breaks during examinations that exceed one (1) hour in length. No breaks are permitted for examination less than one (1) hour in duration, unless documentation of need is provided.
- b. Exam room staffing will determine the number of examinees allowed on break at one time. There must be at least one proctor in the exam room at all times.
- c. No additional time will be added to the examination period to compensate for breaks taken by examinees.

**Exam Completion:**

- a. Upon completion of the exam, each examinee must show the final confirmation screen to exam administration staff to verify that the answer file has been successfully uploaded.
- b. Once the successful upload has been verified, exam administration staff will then allow the examinee to exit the exam room.
- c. A failure to demonstrate a successful upload of the answer file will result in the examinee being required to stay in the assessment room until the entire time allocated for testing has elapsed.
- d. Each examinee must return all proctor administered materials (including scratch paper) to exam administration staff before exiting the room.

**Unexpected Technology Issues:**

- a. In the event that a student experiences a technology failure with their personal device or the Exemplify software, the examinee must raise his or her hand immediately to inform exam administration staff.
- b. If the failure occurs before the examination begins, exam administration staff will provide a substitute device, if available, for the totality of the examination. If no substitute device is available, the examinee will complete the examination via paper test and scantron.
- c. Upon completion of the examination, the substitute device or filled-in scantron and paper examination must be returned to the exam administration staff.

**Communication:**

- a. All communication between examinees during the examination is strictly prohibited.
- b. Exam administration staff will not answer questions regarding examination content.
- c. If the examinee believes there is an error on an examination item, exam administration staff will instruct the examinee to answer the item to the best of his or her ability with the information provided.
- d. When Exemplify provides the opportunity for examinees to comment on specific items, this feature should be utilized by examinees to raise concerns or questions. If the option is not available, examinees should use the piece of scratch paper provided to make comments on specific questions.

**Academic Integrity:**

1. All examinees must adhere to the policy listed above and any additional instructions provided by the exam administration staff. A failure to do so may be considered a violation of MSU and MSUCOM policies on academic integrity and may result in disciplinary actions up to and including receiving no credit for the examination, being required to end the examination immediately, and/or sanctions imposed as outlined in the "Medical Student Rights and Responsibilities" document, including dismissal from the College.

### Attendance and Absence Policy

MSUCOM considers osteopathic medical student education a participatory activity. Student attendance and participation in scheduled MSUCOM courses is expected and can be used in faculty's assessment of student performance. The college supports and understands the right of the faculty to expect student attendance and participation in many curricular components and the need to impose consequences if those expectations are not met.

As future osteopathic physicians, MSUCOM students will enter careers in which unplanned absences may be disruptive to the healthcare team. Students are expected to demonstrate personal responsibility in participating in coursework and integrity in seeking excused absences. Communication regarding unexpected health issues or family emergencies must be communicated in a timely, professional, and honest manner.

For required courses in the MSUCOM curriculum, MSUCOM students must follow the requirements outlined in the course syllabus. Receiving an excused absence from a course activity does not affect the expectation that the student will meet the course requirements as outlined in the course syllabus.

### Mandatory Class Sessions and Examinations

1. In the spirit of professional behavior and the mastery of defined educational objectives, MSUCOM students are expected to attend all class sessions (e.g., lectures, laboratories) and take all examinations during their originally scheduled times.
2. If this is not possible due to an acceptable reason, the student must request an excused absence. Not all requests for an excused absence are approved; requests based on events such as weddings, vacations, and family celebrations will be denied.
3. If an excused absence request is not made, or if the excused absence request is denied, the course coordinator(s) may give the student a "zero" for class session(s)/examination(s) missed, which may result in an "N" grade for the course(s).
4. An excused absence does not relieve the student from responsibilities for missed mandatory class sessions and examinations.
5. It is highly possible that an excused absence will not be granted for a mandatory class session due to scheduling of equipment and faculty.
6. If one or more mandatory sessions is missed, even though an excused absence is granted, and cannot be made up, the student may be required to repeat the course at its next offering.
7. It is the student's responsibility to refer to course syllabus to understand daily requirements, responsibilities and the consequences of not completing these requirements.
8. To request an excused absence, the student must complete an *Excused Absence Request* form prior to the scheduled mandatory class session(s) or the administration of an examination(s), or as soon as possible after the event (see below). The form is available online via the student portal.
9. Materials documenting the reason for the absence should also be attached to the Excused Absence Request Form.

### Emergencies

1. Acute illness, hospitalization, automobile accident, or death of an immediate family member will be acceptable reasons for a retroactive excused absence.
2. Retroactive excused absence requests must be received within a reasonable time frame after the relevant emergency. Failure to request an excused absence within a reasonable frame may result in the excused absence not being granted.

### When there is Advance Notice of Absence

1. A student must submit his or her excused absence request at least one week in advance of the scheduled mandatory class session(s) or examination(s).
2. The request for an excused absence will be considered and the student will be notified of a decision in a timely fashion. Retroactive excused absence requests will not be accepted.

### Conferences, Conventions, Meetings, College Sponsored Activities

1. MSUCOM students are encouraged to participate locally, regionally, nationally and internationally with student organizations and other medically related groups. However, the college recognizes the student's academic program to be the priority and it is the students' responsibility to fulfill all course requirements.
2. If a student wishes to attend a conference, convention, meeting, or college sponsored activity which will cause him or her to miss a mandatory class [session(s) or examination(s)], he or she must complete and submit an *Excused Absence Request* form to in accordance with the course syllabus at least two weeks prior to the expected absence period and provide a copy of the conference, convention, meeting or college sponsored activity announcement.
3. Students may request travel sponsorships through both SOMA and SGA by completed a travel expenditure request form.
4. Examination dates and mandatory class sessions will not routinely be changed for these activities.
5. In order to make up a missed mandatory class session or missed examination, a student must have obtained an excused absence.
6. 6. If an excused absence is not obtained, the course coordinator(s) may give the student a "zero" for those examinations and mandatory class sessions missed which may result in an "N" grade for the course(s).

### Extended Absences

1. MSUCOM will not excuse students for extended absences involving elective travel and medical mission work in another country.
2. Approval of extended absences for unavoidable situations will be considered in accordance with the course syllabus on a case-by-case basis.

### Leave of Absence

A leave of absence is defined as a pre-approved leave from MSUCOM that suspends a student's course of academic and/or clinical study for a period of one year. Effective Summer Semester 2010, the period of the leave of absence will count toward the maximum time allowed for completion of requirements of the DO degree program or dual degree program. Leaves of absence that were approved and initiated

during Spring Semester 2019 or earlier will not be counted toward the maximum time for degree completion.

1. Requesting a Leave of Absence

To request a leave of absence, the student must complete the Leave of Absence Request Form and submit it to the [OsteoMedReg@hc.msu.edu](mailto:OsteoMedReg@hc.msu.edu) mailbox. The request form is available online at [www.com.msu.edu/Students/Registrar/Leave%20of%20Absence%20Request%20Form.pdf](http://www.com.msu.edu/Students/Registrar/Leave%20of%20Absence%20Request%20Form.pdf).

2. Once the Leave of Absence is Approved:

- a. The student should consult with the Office of Financial Aid ([www.finaid.msu.edu/med/](http://www.finaid.msu.edu/med/)) and the Student Insurance Office ([www.hr.msu.edu/benefits/students/health/index.html](http://www.hr.msu.edu/benefits/students/health/index.html)) to determine how the leave will affect coverage.
- b. When a student is on a leave of absence, they are not eligible for malpractice/liability insurance coverage; therefore, on-leave students are not eligible to participate in any course activity, including but not limited to: lectures, labs, electives, extra-curricular activities, clinical enrichment experiences, and course materials.

3. Requesting an Extension to a Leave of Absence

If a student wishes to request an extension to a leave of absence, the new request form must be completed. The student may be required to appear before the Committee on Student Evaluation (COSE) for approval.

4. Upon Returning from a Leave of Absence

- a. If a student's leave is due to illness, the student may be requested to provide documentation to support his/her ability to return to the academic or clinical program. The student must adhere to College curriculum requirements and retention policies in effect at the time of his/her return.
- b. The MSUCOM Office of the Registrar will contact the student two semesters before they are scheduled to return. This initial email will simply inquire about the student's intent to return at the scheduled time.
- c. One semester before the student is scheduled to return, the MSUCOM Office of the Registrar will contact the student again regarding items required before returning.
- d. A student on a leave of absence who fails to return from the leave without notice will be considered as withdrawing from MSUCOM.

### COMLEX Policy

The Comprehensive Osteopathic Medical Licensing Examination of the United States (COMLEX-USA) examination series is administered by the National Board of Osteopathic Medical Examiners (NBOME). It is the nationally recognized licensure examination for osteopathic physicians and an accreditation requirement of the College.

Whereas COMLEX-USA is designed to assess osteopathic medical knowledge and clinical skills to demonstrate competence and readiness for entry into graduate medical education training, the College deems that each student may have no more than three (3) attempts on any one (1) of the three (3) required COMLEX-USA examinations. Failure to attain a passing score or grade on any of these examinations after three (3) attempts will result in recommendation for “dismissal”.

To be eligible to take the COMLEX-USA Level 1 examination, a student must:

1. Pass all preclerkship courses, with a maximum of one remediated “N” grade, and
2. Be in “good academic standing”, and
3. Receive a score of greater than or equal to 450 points on one (1) of two (2) attempts on a College-proctored COMSAE Phase 1 examination.

Any student who does not meet all three of these criteria will be required to undergo an academic performance review, which will assess the student’s overall academic performance during the preclerkship curriculum and readiness for the COMLEX-USA Level 1 examination

Students whose first attempt at COMLEX-USA Level 1 takes place in the calendar year 2020 or earlier will be required to take COMLEX-USA Level 1 and obtain a passing score by the beginning of semester 9.

Students who whose first attempt at COMLEX-USA Level 1 takes place in the calendar year 2021 or later will be required to take and achieve a passing score on COMLEX-USA Level 1 prior to entering clerkship rotations.

Refer to the Policy for Retention, Promotion, and Graduation for more details regarding the COMLEX-USA examination requirements.

### COMSAE Policy

The Comprehensive Osteopathic Medical Self-Assessment Examination (COMSAE) refers to a set of 200-question examinations developed by the National Board of Osteopathic Medical Examiners (NBOME). These examinations are presented in a format and structure similar to COMLEX-USA cognitive examinations and are available in domains that parallel COMLEX-USA Level 1, Level 2-CE, and Level 3. Scoring is also similar to that of COMLEX-USA. COMSAE examinations are available to students for purchase through an NBOME account.

According to NBOME, “candidates who have taken a timed COMSAE prior to taking their first COMLEX-USA cognitive examination at the corresponding level demonstrate greater proficiency, on average, relative to candidates who did not take a timed COMSAE prior to their first COMLEX-USA examination.”

To help identify a student’s readiness for successful completion of COMLEX-USA Level 1, MSUCOM students are required to take a timed, proctored COMSAE examination during year two of the

curriculum. This requirement is outlined in the Policy for Retention, Promotion, and Graduation, which may be found in the appendices to this Handbook.

Each student who attains a score of greater than or equal to 450 on the proctored COMSAE examination administered by the College and is in good academic standing with no more than one “N” grade during semesters one through six will be eligible to take COMLEX-USA Level 1. Students will be provided with two opportunities to attain the score of  $\geq 450$ . Any student who does not earn a score of  $\geq 450$  on one of the two proctored COMSAE examinations, and/or has accumulated two or more “N” grades during semesters one through six, will be required to meet with an advisor to review the student’s academic performance and readiness for COMLEX-USA Level 1. After this mandatory consultation, the student will determine whether to proceed to COMLEX-USA Level 1.

The COMSAE policy was implemented to maximize individual student performance on the COMLEX-USA Level 1 examination and to increase the likelihood of passing the examination on the first attempt. The threshold of 450 points on the proctored COMSAE was based on statistical analysis of MSUCOM student performance on COMSAE and COMLEX-USA Level 1 examinations. Statistical model predictions of our MSUCOM students’ results demonstrated that achieving a COMSAE score of  $\geq 450$  was highly correlated to a passing COMLEX-USA Level 1 score. This decision is validated by the NBOME. According to their website, historical data on COMSAE scores ranging from 451 to 550 are considered “acceptable performance”, while scores of 350 to 450 are considered “borderline performance”. MSUCOM will continue to monitor student performance and correlative data on COMLEX-USA and COMSAE examinations and may adjust these thresholds accordingly.

### Duty Hours and Fatigue Mitigation

MSUCOM established this policy to address the impact of academic or clinical workload on medical student well-being and to prepare students for the clinical schedules of clerkship and residency. The accreditation standards for graduate medical education programs include restrictions on the duty hours of residents. Additionally, institutions are expected to promote a clinical learning environment in which duty hours are monitored and strategies exist to mitigate the effects of fatigue.

The goals of this policy are to:

- Promote medical student understanding of duty hour restrictions, the rationale behind them, and the importance of adherence.
- Ensure that students receive education on fatigue, sleep deprivation, burnout, and other issues related to physical and psychological well-being.
- Ensure that students receive education on fatigue management and mitigation strategies, as well as other ways to promote well-being.
- Provide guidance as to duty hours on clerkship rotations

Information on duty hours during clerkship rotations will be provided to students in the clerkship orientation materials.

Students will receive instruction in sleep and fatigue mitigation.

### Supervision

#### Supervisors of the Medical Students in the Clinical Setting

The MSUCOM curriculum includes required clinical experiences in a variety of clinical learning environments. The role of the student is to participate in patient care in ways that are appropriate for the student's level of training and experience and to the clinical situation. The student's clinical activities will be under the supervision of licensed physicians. This supervising physician may delegate the supervision of the medical student to a resident, fellow, or other qualified healthcare provider, however, the supervising physician retains full responsibility for the supervision of the medical students assigned to the clinical rotation and must ensure his/her designee(s) are prepared for their roles for supervision of medical students.

The physician supervisor and his/her designee(s) must be members in good standing in their facilities and must have a license appropriate to his/her specialty of practice and be supervising the medical student within that scope of practice as delineated by the credentialing body of the facility.

#### Level of Supervision/Responsibilities

Clinical supervision is designed to foster progressive responsibility as a student progresses through the curriculum, with the supervising physicians providing the medical student the opportunity to demonstrate progressive involvement in patient care. MSUCOM students will be expected to follow clinical policies of the facility regarding medical records and clinical care. Medical student participation in patient history/physical exam, critical data analysis, management, and procedures will include factors, but not limited to:

1. The students demonstrated ability
2. The students level of education and experience
3. The learning objectives of the clinical experience

First and second year medical students will be directly supervised at all times (supervising physician or designee present or immediately available. Third- and fourth-year medical students will be supervised at a level appropriate to the clinical situation and student's level of experience. For some tasks, indirect supervision may be appropriate for some students. Direct supervision would be appropriate for advanced procedures.

Supervising physicians will provide medical students with timely and specific feedback on performance. The supervising physician will complete a mid-rotation evaluative discussion with the medical student. Supervising physicians will complete a summative evaluation and are encouraged to contact the course/clerkship director with any gaps in student performance.

Medical students with any concern regarding clinical, administrative, educational, or safety issues during a rotation will be encouraged to contact the supervising physician or clerkship/course director.

#### Professional Liability Coverage

MSUCOM provides professional liability coverage to students for participation in courses (rotations) in which they are formally enrolled, or for other activities that are preapproved by the MSUCOM Registrar Office. Students must contact MSUCOM Registrar staff for to obtain proof of coverage, if needed, and for any questions related to coverage.

#### Student Records

In accordance with and under the jurisdiction of Michigan State University, the College of Osteopathic Medicine maintains student education records and is responsible for their access to and release as governed by the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g ("FERPA"). "Education records" are those records, files, documents, and other materials which contain information directly related to a student and are maintained by the University or by a party acting on behalf of the University. (<https://reg.msu.edu/ROInfo/Notices/PrivacyGuidelines.aspx>)

The student education record consists of both paper and electronic files. MSUCOM has a permanent and safe system for keeping student records. Electronic records are kept in secured computerized student information systems administered by the Office of the College Registrar in East Lansing. These records are electronically backed-up for security. Access to these systems is limited to authorized staff only.

The following items are not included within the MSUCOM student record:

1. health and immunization records
2. law enforcement or campus security records
3. employment records
4. physician, psychiatrist, psychologist or other recognized professional or paraprofessional

All student records are confidential and strict adherence to the Federal Family Education Rights and Privacy Act (FERPA) and University Guidelines for Access to Student Information is followed. Students

have access to their files, within established procedures along with authorized staff. All “need to know” requests for student information by those who have a “legitimate educational interest” are screened by the College Registrar, and a determination made according to established guidelines. Legitimate Educational Interest is defined as an individual has a legitimate educational interest in education records if the information or record is relevant and necessary to the accomplishment of some employment or other institutional task, service, or function.

Any release of student records requires written authorization from the student. This documentation is kept in the student’s individual academic file. In all cases, student information is considered strictly confidential and kept in a secured filing system that is only accessible to authorized personnel.

Secure online access to electronic systems is granted by College Security Administrator and all users are required to follow the Family Educational Rights and Privacy Act (FERPA). All MSU-affiliated individuals with access to student data are required to pass university based FERPA training. Information released to a third party requires completion of the release of information authorization form. All data requests are subject to approval and compliance with FERPA (Family Educational Rights and Privacy Act) and University Policy. Michigan State University College of Osteopathic Medicine does not release student names and addresses for commercial purposes. For the full MSU policy, see the Michigan State University Access to Student Information in the General Information, Policies, Procedures and Regulations section of Academic Programs. Requests for student information should be submitted to the MSUCOM Office of the Registrar using the Data Request Form available at:

[http://www.com.msu.edu/Students/Registrar/Request\\_Student\\_Information\\_Student.pdf](http://www.com.msu.edu/Students/Registrar/Request_Student_Information_Student.pdf)

Students are responsible for ensuring that their contact information is up to date throughout their enrollment.

#### Academic and Career Guidance Records

Written documentation of all official encounters between students and Academic Success and Career Planning personnel are placed in the notes section of the Electronic Student Academic Folder (ESAF). Records are maintained electronically under the purview of the MSU Office of the Registrar utilizing a password-protected system. Records are not strictly confidential as they can be viewed by MSU personnel who are authorized to use the system. In MSUCOM this includes the Associate Dean/Student Services, College Registrar, and Director of Personal Counseling/Health Promotion. Under FERPA, students maintain the right to review all notes stored in ESAF.

#### Confidentiality of Health Records

MSU requires certain health records of all enrolled students. These records are maintained in accordance with the Health Insurance and Portability and Accountability Act (HIPAA) and MSU policies. These policies may be found online at: <https://www.healthteam.msu.edu/patients/patient-rights.aspx>

Because osteopathic medical education includes education in clinical settings, MSUCOM students must comply with measures to promote their personal health and safety, as well as the health and safety of patients and others. Documentation of compliance will be maintained in each student’s record. This documentation may include results of tests for tuberculosis and evidence of immunizations or similar information. This information will be maintained securely. Personnel in the Office of the COM Registrar, as well as Student Services personnel at the Macomb and Detroit sites, may have access to this information to assure compliance. This information may be required at clinical rotation sites.

The medical records of students who seek medical care with MSU affiliated healthcare providers and/or Olin Health Services on the MSU East Lansing campus will be maintained confidentially by those providers and will not be part of a student's academic record, unless the documentation is provided to meet compliance requirements.

Students may be required to submit a physician's note or other documentation in association with an Excused Absence Request. Such documentation will be viewable only by those individuals responsible for the Excused Absence Request review process. Medical documentation submitted by or on the behalf regarding special circumstances, such as a leave of absence or review of performance issues, will be maintained in a confidential, secured file by the Associate Dean of Medical Education.

## Diversity and Inclusion

### Non-Discrimination Policy

It is the policy of MSUCOM to abide by the MSU Notice of Non-Discrimination and any related policies of the university, which may be found on the MSU website at: [https://www.hr.msu.edu/policies-procedures/university-wide/ADP\\_policy.html](https://www.hr.msu.edu/policies-procedures/university-wide/ADP_policy.html). These policies prohibit unlawful discrimination and harassment based on race, color, national origin, ethnicity, sex, gender, disability, age, religion, marital status, height, weight, political persuasion, veteran status, sexual orientation, and gender identity.

### Disability and Reasonable Accommodation

Pursuant to Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, the Michigan Persons with Disabilities Civil Rights Act (MPDCRA), and other applicable federal, state and local laws and regulations, Michigan State University prohibits discrimination and harassment against a qualified individual with a disability. Michigan State University is committed to providing reasonable accommodations to ensure equal employment opportunities and access to University programs, services, and facilities.

The MSU Resource Center for Persons with Disabilities (RCPD) assists faculty members, staff, employees, job applicants, students, and others by maximizing ability and opportunity for full participation at MSU.

RCPD defines “disability” as a physical or mental impairment that substantially limits one or more major life activities, a record of such impairment or being regarded as having such an impairment. RCPD defines a “qualified individual with a disability” as an individual who, with or without reasonable accommodations, can perform the essential functions of the academic program or job.

Students may contact RCPD to identify and register a disability and to request accommodation. Following a needs assessment, RCPD may issue a “Verified Individualized Services and Accommodations: or VISA, which is an individualized document that enables students to validate and communicate their accommodation needs to faculty. A variation is the Verified Individualized Services and Temporary Adjustments (VISTA) document, which performs the same functions as a VISA for students with conditions of a temporary nature.

RCPD also assists employees with accommodations. More details are available on the RCPD website at [www.rcpd.msu.edu](http://www.rcpd.msu.edu).

### Digital Content and Web Accessibility Policy

MSU is committed to facilitating access to University instruction, communication, research, and business processes, while enhancing community building for the broadest possible audience. The University strives to employ principles of Universal Design and uses the Web Accessibility Technical Guidelines (WA Technical Guidelines) and standards in the design, implementation, enhancement, and replacement of Web content and services. In doing so, MSU aims to improve access to both current and emerging technologies. The Digital Content and Accessibility team leads web accessibility initiatives and implementation at MSU. The MSU IT Digital Content & Accessibility team provides resources and tutorials for accessible web development, course and content development, and reviews and evaluations of technology products and software for the MSU community. More information regarding MSU’s Web Accessibility Policy and training programs can be found at [http://webaccess.msu.edu/Policy\\_and\\_Guidelines/index.html](http://webaccess.msu.edu/Policy_and_Guidelines/index.html).

## University Resources and Links

Office for Inclusion and Intercultural Initiatives [www.inclusion.msu.edu](http://www.inclusion.msu.edu)

The office serves as an institutional focal point for promoting inclusion and diversity at Michigan State University, providing leadership and support for university-wide initiatives. A staff of experts work diligently to facilitate and support a campus environment that provides students, faculty, and staff with opportunities for excellence.

Office of Institutional Equity [www.oie.msu.edu](http://www.oie.msu.edu)

The Office of Institutional Equity (OIE) reviews concerns related to discrimination and harassment based on age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, and weight under the University's Anti-Discrimination Policy (ADP) and Policy on Relationship Violence and Sexual Misconduct (RVSM).

OIE also houses the University's Title IX Office, which seeks to create a campus free of gender discriminations, sexual harassment and violence, and disability discrimination. Under the leadership of the Title IX director, the Title IX Office works directly with students, faculty, staff and governance groups every day to cultivate a safe, respectful and inclusive campus climate at MSU. Additionally, OIE partners with campus units, the MSU Sexual Violence Advisory Committee, and the MSU Violence-Free Communities Committee to support the University's prevention, awareness, and outreach efforts.

To access policies, procedures, resources, and contact information, students may visit the OIE Resources webpage at <https://oie.msu.edu/resources/index.html>.

## Relationship Violence and Sexual Misconduct Policy Training

MSUCOM students will be expected to complete online training modules covering the MSU policies on Relationship Violence and Sexual Misconduct (RVSM). Access to the training will be provided to students via email from the university.

## Professionalism

### Academic Code of Professional Ethics

MSUCOM is committed to excellence in osteopathic education, research, and service. This Code of Professional Ethics is to be adhered to by faculty, staff, and administration as they strive to excel in each of these areas while focusing on the fundamental principles of equity, accountability, and professional responsibility. This Code does not address every possible situation. Instead, it establishes a set of general principles and guidelines to which all MSUCOM faculty, staff and administration shall adhere while employed by Michigan State University.

This Code does not supersede other Michigan State University or MSUCOM policies, regulations, agreements or guidelines. All faculty, staff, administrators and students shall adhere to MSU and MSUCOM policies, procedures, agreements and guidelines while conducting the duties and responsibilities of an employee. Violations of any of the aforementioned regulations, or this Code, are subject to disciplinary action, up to and including termination.

### **Section 1: Professional Interaction**

1. The relationship between students and MSUCOM faculty, staff, and administrators shall be carried out in an environment that focuses on education, professionalism, and ethical conduct.
2. Students will receive guidance, leadership, and instruction from faculty, staff, and administration. Behavior that interferes with professional development, including harassment, discrimination and violence, will never be tolerated. MSUCOM faculty, staff and administrators can expect students to be accountable for their learning experience and to make an appropriate effort to acquire the skills and knowledge necessary to become effective physicians.
3. Likewise, interactions between faculty, staff and administrators shall model professional behavior.
4. Additional rights and responsibilities of faculty, staff, administrators and students can be found at: faculty handbook, statement of professionalism, medical student rights and responsibilities, and MSU policies, regulations and ordinances regarding academic honesty and integrity.

### **Section 2: Harassment and Discrimination**

1. MSUCOM is committed to maintaining an environment of respect and inclusivity.
2. Harassment and discrimination, in any form, whether based upon an individual's religion, race, color, national origin, sex, sexual orientation, gender identity, age, height, weight, familial status, marital status, political persuasion, or veteran status will not be tolerated.
3. University policies may be found at sexual harassment and equal employment & non-discrimination.

### **Section 3: Legal Obedience**

1. All MSUCOM faculty, staff, administrators and students shall act lawfully, and in compliance with all applicable state and federal laws and with all MSU and MSUCOM policies, agreements, and guidelines.
2. This includes interaction with third parties and commercial entities.

### **Section 4: Confidentiality**

1. MSUCOM faculty, staff, and administrators with access to confidential information shall maintain the confidentiality and privacy of that information in order to protect all involved parties.

2. Also, faculty, staff and administrators shall maintain the confidentiality of oral communications and shall respect the privacy and rights of students and disclose protected information only when authorized (student rights under the family educational rights and privacy act), for a legitimate business purpose, or as required by law.

### **Section 5: Workplace Conduct**

1. It is the responsibility of all MSUCOM faculty, staff, administrators and students to create and maintain a workplace that is built upon honesty, professionalism, and ethical standards.
2. If a suspicion arises regarding a violation of any of these areas, or any other misconduct, a report should be made through the appropriate university or college channels, as outlined in applicable university policies or specific department guidelines.

### **Section 6: Research and Scholarly Activity**

1. While conducting research, within the United States or abroad, MSUCOM faculty, staff, administrators and students shall adhere to all relevant laws, regulations, and standards, including those adopted by MSU (research integrity mission statement and guidelines for integrity in research and creative activities), and shall do so while maintaining high ethical standards and intellectual honesty.

### **Section 7: Use of Facilities and Equipment**

1. MSUCOM faculty, staff, administrators and students shall use all university equipment and facilities efficiently, economically, and for authorized university purposes only, unless expressed permission has been granted for personal use in accordance with university policy.

### **Section 8: Conflict of Interest**

1. A conflict of interest includes any situation, whether actual or perceived, where there is a reasonable expectation of direct or indirect benefit or loss (either financial or non-financial) for an individual with a personal interest that could be influenced in favor of that interest, in the performance of their duties.
2. MSUCOM faculty, staff, and administrators shall take appropriate steps to avoid or resolve any situation or relationship which may compromise the performance of their responsibilities.
3. Examples of potential conflicts of interest include but are not limited to: professional and personal relationships, gifts or benefits, and research conduct.
4. University and health team conflict of interest policies may be found at conflict of interest.

### **Section 9: Professional Development**

1. MSUCOM seeks to enhance the students' academic experience and to promote innovation in medical education.
2. All MSUCOM faculty, staff, and administrators shall continually maintain and develop knowledge and understanding of their field or area of expertise.
3. Active efforts should be made to seek out ways to improve individual and student performance.
4. Also, MSUCOM faculty, staff and administrators should continually maintain and develop and understanding of overall College organization and processes.

### **Section 10: AOA Code of Ethics**

1. MSUCOM has adopted the AOA Code of ethics, and all physicians employed by MSUCOM shall adhere to the guidelines outlined therein.

## MSU's Drug and Alcohol Policy

Michigan State University's compliance with provisions of the Drug-Free Schools and Communities Act Amendments of 1989 applying to students is achieved through a comprehensive alcohol and other drug prevention program which includes policy enforcement, education programs and treatment services.

General Student Regulations 2.11 to 2.14 prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on Michigan State University property or as part of any of its activities. These regulations are as follows:

2.11 No student shall possess or use any drug prohibited by federal or state laws.

2.12 No student shall manufacture, produce, sell, exchange, or otherwise distribute any drug prohibited by federal or state laws.

2.13 No student shall possess or use any alcoholic beverages, except as permitted by state law, University policy, and University ordinance.

2.14 No student shall manufacture, produce, sell, furnish, exchange or otherwise distribute any alcoholic beverages except as permitted by state law, University policy, and University ordinance.

Students, employees and visitors may not use or possess marijuana on any MSU-governed property or during off-campus MSU business or events.

Marijuana use remains illegal and fully criminalized according to federal law, and MSU is subject to the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989.

Additionally, the MSU Drug and Alcohol Policy prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illicit drugs or alcohol on property governed by the Board of Trustees and at any site where university work is performed.

Those found in violation of university policies or federal laws prohibiting the use or possession of illegal drugs on campus are subject to legal and disciplinary action.

Alleged violations of MSU regulations are adjudicated through the MSU student judicial process. Consequences for violations may include, but are not limited to, some form of disciplinary probation, required attendance at educational programs, referral for assessment and treatment, relocation to a new living environment, and suspension from Michigan State University for sale of illegal drugs or repeated violations of the regulations. In addition, students can expect to be arrested and fined for violations of State Law on campus.

Michigan State University supports and sponsors programs aimed at the prevention of substance abuse by students. Information about education and treatment services may be obtained from the Olin Health Education Office, Olin Health Center.

## Social Networking Guidelines

MSUCOM recognizes that online social networking has become an increasingly important means of facilitating communication. While social networking has provided unique opportunities to interact, it has also created a forum for potential issues for future osteopathic physicians. As professionals bound by social contracts and professional obligations, medical students must be cognizant of the public nature of social networking forums and the permanent nature of postings therein. Even though these sites offer terrific potential to bolster communication with friends and colleagues, they are also a forum for lapses of professionalism and professional behavior that may be freely visible by many people, despite the impression of privacy these sites portray. As a result, MSUCOM has drafted the following guidelines to aid students in the safe and responsible navigation of these sites.

### **Scope**

The following information outlines “best practice guidelines” for medical professionals-in-training at MSUCOM during their medical school training. They apply to all students who participate in social networking sites and online weblogs. Students should follow these guidelines whether participating in social networks personally or professionally, or whether they are using personal technology or technological resources owned or operated by Michigan State University or MSUCOM.

### **Definition**

A social networking site is a space on the internet where users can create a profile and connect that profile to others (whether it be individuals or entities) to establish a personal or professional network. Examples include, but are not limited to, Facebook, LinkedIn, and Twitter.

A weblog is a website, usually in the form of an online journal, maintained by an individual or group, with regular commentary on any number of subjects which may incorporate text, audio, video clips, and any other types of media.

### **Potential Consequences of Online Unprofessional Behavior**

The permanence and written nature of online postings cause them to be subject to higher levels of scrutiny than many other forms of communication. Therefore, the postings within social networking sites are subject to the same standards of professionalism as any other personal or professional interaction and will be treated as if made in a public forum.

The use of social networking sites or weblogs can also have legal ramifications. Comments made regarding the care of patients, or that portray you or a colleague in an unprofessional manner, may be used in court as evidence of a variety of claims (including libel, slander, defamation of character, negligence, and others) or in other disciplinary proceedings (e.g. State Medical Licensing Boards). Libel, slander, and other forms of defamation refer, generally, to the communication (written, oral, tangible, etc.) of a false statement about a person that injures his/her reputation. Other potential consequences include the revocation of a residency selection, or sanctions by a professional licensing board.

Also, the statements and photos posted within these sites are potentially viewable by program directors or future employers. It is not uncommon for program directors to search for the social networking profiles of potential residents and to use the discovered information in making selection decisions.

Individuals have been denied residencies and other employment opportunities as a result of what is found on social networking sites.

With respect to confidentiality, the Health Insurance Portability and Accountability Act (HIPAA) applies to social networking sites, and violators may be subject to the same prosecution as with other HIPAA violations.

In addition, cyber stalking and other inappropriate postings can be considered forms of sexual harassment. Relationships online with other medical students are governed by MSU sexual harassment policies. Please refer to the professionalism guidelines adhered to by MSUCOM which can be found on the MSUCOM website and the Medical Student Rights and Responsibilities document for more information regarding these issues.

### **Best Practice Guidelines for Online Social Networking**

1. The lines between public and private as well as personal and professional are often blurred in online social networks. By identifying yourself as an MSUCOM student, you may influence perceptions about MSUCOM by those who have access to your social network profile or weblog. All content associated with you should be consistent with your position at the school and with MSUCOM's values and professional standards.
2. Unprofessional postings by others on your page may reflect very poorly on you. Please monitor others' postings on your profile and strive to ensure that the content would not be viewed as unprofessional. It may be useful to block postings from individuals who post unprofessional content.
3. Help monitor your peers by alerting colleagues to unprofessional or potentially offensive comments made online to avoid future indiscretions and refer them to this document.
4. Always avoid giving medical advice as this could result in a violation of HIPAA and may cause danger to others. Make sure that you differentiate medical opinions from medical facts and articulate what statements reflect your personal beliefs.
5. Due to continuous changes in these sites you should closely monitor the privacy settings of your social network accounts to optimize their privacy and security. Restrict your settings so that only individuals you have authorized to access your profile can see your information. Also, you should not share or post any identification numbers or demographic information online.
6. Others may post photos of you and may "tag" you in each of the photos. It is your responsibility to make sure that these photos are appropriate and are not professionally compromising. As a general rule it is wise to "un-tag" yourself from any photos, and to refrain from tagging others unless you have explicit permission from them to do so. Privacy or account settings may allow you to prevent photos from being "tagged" with your information, or may prevent others from seeing your tags.
7. Online discussions of specific patients should be strictly avoided, even if all identifying information is excluded. It is possible that someone could recognize the patient to which you are referring based upon the context.
8. Under no circumstances should photos of patients/cadavers or photos depicting the body parts of patients/cadavers be displayed online. Remember, even if you have permission, such photos may be downloadable and forwarded by others. Once you post, the actions of others could lead to legal or professional consequences for you personally.
9. Do not have interactions with patients on social networking sites. This provides an opportunity for a dual relationship, which may damage the doctor-patient relationship and may have legal consequences.

10. Do not infringe upon another's copyrighted or trademarked materials. If you post content, photos, or other media, you are acknowledging that you own or have the right to use these items.
11. Refrain from accessing social networking sites while in class, at work, or in clinical-work areas.

## Administration and Governance

### MSUCOM Bylaws

The bylaws of MSUCOM serve as a foundation for the governance of the College and define the roles of administration, faculty and students in policy formulation within the College and university community. The College Bylaws are published online at:

[http://com.msu.edu/About/Accreditation/accred\\_policies/MSUCOM-Bylaws.pdf](http://com.msu.edu/About/Accreditation/accred_policies/MSUCOM-Bylaws.pdf)

### Conflict of Interest

In addition to the Code of Professional Conduct above, MSUCOM affirms and adheres to all Michigan State University Conflict of Interest policies. Specifically, those policies pertaining to board members, employees and institutionally employed faculty. Relevant policies include:

1. Conflict of Interest Policy for Faculty and Academic Staff
2. Conflict of Interest Policy in Employment
3. Conflict of Interest Policy for Board of Trustees
4. Conflict of Interest Policy for the Health Team

### Ombudsperson

The Office of the University Ombudsperson was established in 1967 by the Student Rights and Responsibilities document to assist students in resolving conflicts or disputes within the University. The Office also help staff members, instructors, and administrators sort through university rules and regulations that might apply to specific student issues and concerns. In addition to helping members of the MSU community resolve disputes, it also identifies MSU policies that might need revision, and refer them to the appropriate academic governance committee.

These duties are carried out in a neutral, confidential, informal, and independent manner. The University Ombudspersons are not advocates for any individual or group on campus; instead, they are advocates for fairness and equity. Talking to an Ombudsperson does not constitute filing a formal complaint or notice to the University, since the purpose of the University Ombudsperson's Office is to provide a confidential forum where different options may be considered. Further details on their relationship to the university can be found in the office's charter found on their website.

Following a request for assistance, an Ombudsperson will take one or more of the following actions:

- Listen carefully to the concern;
- Explain relevant student rights and responsibilities;
- Review relevant university policies or regulations;
- Suggest fair and equitable options;
- Refer the individual to an appropriate university resource; or
- Investigate, when necessary.

An Ombudsperson will also assist students who want to file formal complaints and grievances, which is often the final step in a student's effort to resolve a dispute. There are systems in place at MSU to receive and hear a student's formal grievance. Which system is used depends on the nature and location

of the grievance. Although it is not required, a consultation with a University Ombudsperson is strongly recommended before entering a formal complaint or grievance in the appropriate system.

The Office of the University Ombudsperson also regularly presents and consults with faculty, staff and students on conflict resolution, rights and responsibilities, as well as other topics. For more information on the office, please contact (517) 353-8830 | [ombud@msu.edu](mailto:ombud@msu.edu) | [ombud.msu.edu](http://ombud.msu.edu) | The Office of the University Ombudsperson is located in room 129 of N. Kedzie Hall.

## Facilities, Safety and Security

### Building Safety and Security

Students are encouraged to familiarize themselves with safety and security information at their preclerkship site and base hospital for clerkship. Site-specific information for the East Lansing, Detroit Medical Center, and Macomb University Center sites may be found in the appendices of this Handbook.

Additional links:

- MSU Emergency Management and Firearms:  
[http://com.msu.edu/Business\\_Office/homelinks/eminfo.pdf](http://com.msu.edu/Business_Office/homelinks/eminfo.pdf)
- MSU Alert – sign up for notifications:  
<https://alert.msu.edu/>
- Macomb Community College Emergency Message Alerts – sign up for notifications:  
<https://www.macomb.edu/about-macomb/college-police/emergency-message-alerts.html>

### Clinical Safety

#### Bloodborne Pathogen Education

Students are required to complete training on Bloodborne pathogens. The module may be found on the MSU Saba Online training system at <http://hrpp.msu.edu>.

Instructions:

- Click “Saba Log-In” on the left side of the page under the Training and Education heading
- Sign in with MSU NetID and password
- Click the “My Training” tab at the top of the page
- Complete the training titled Bloodborne Pathogen Awareness (COM, v.2)

If the BBP course is not listed in “My Training”, self-register for the course by the following steps:

- Click the “Find Training” tab
- In the search box, enter “COM Bloodborne”
- The first training that comes up in the search results titled “Bloodborne Pathogens Awareness (COM, v.2)” is the required training
- Click Launch, and complete the training

## Exposure Prevention and Management

MSUCOM students who are on clinical experiences as part of the preclerkship or clerkship requirements will be expected to utilize appropriate clinical precautions and abide by applicable policies and procedures of the College and the clinical training site.

### **Training and prevention**

1. Students will complete blood-borne pathogen (BBP) training. This will be tracked as a compliancy through the Office of the Registrar.
2. Students will participate in respirator mask fit testing prior to entering clerkship.
3. Students will participate in orientation programs offered by their clerkship site and will complete any required training and/or employee health and/or infection prevention protocols required by the site.
4. Students will utilize universal precautions in all clinical settings. Students will use appropriate personal protective equipment and will abide by specific isolation or other precautions in place for specific patients and/or units in clinical settings.

### **Exposures: Needlestick or sharps injury**

1. Immediately wash the area with soap and water.
2. If a sharps injury/needlestick occurs in a clinical teaching site, follow the local protocol for immediate evaluation and notify the student coordinator at the site.
3. If a sharps injury/needlestick occurs in an ambulatory or other setting in which a protocol is not available, the student should go the nearest emergency room without delay.

### **Exposures: Splashes**

1. If a splash or fluid exposure occurs to the mouth, nose, mucous membranes, and/or non-intact skin, immediately rinse the area with water.
2. If a splash or fluid exposure occurs to the eyes, immediately irrigate the eyes with clean water, saline, or sterile irrigates.
3. Follow the local protocol for immediate evaluation and notify the student coordinator at the site.

### **Exposures: Respiratory pathogens, including tuberculosis**

1. If a student is exposed to a patient who is known to have or is subsequently diagnosed with a respiratory pathogen, including tuberculosis, they should contact the site coordinator for information and instructions for evaluation.
2. Students are expected to use appropriate procedures for respiratory isolation or precautions as posted. Students may need to have updated mask fit testing if the clinical site protocols so require.

Students working in research laboratories on campus with potentially hazardous agents or materials should consult and abide by laboratory policies and procedures.

For further information about occupational exposures, treatment guidelines, and university reporting requirements, visit the MSU website at: <http://uphys.msu.edu/resources/healthcare-professional-student-information-f>.

## Appendices

### APPENDIX 1

#### MICHIGAN STATE UNIVERSITY COLLEGE OF OSTEOPATHIC MEDICINE POLICY FOR RETENTION, PROMOTION, AND GRADUATION FOR THE DOCTOR OF OSTEOPATHIC MEDICINE DEGREE

#### 1. Overview

- a. The Policy for Retention, Promotion, and Graduation for the Doctor of Osteopathic Medicine Degree is established by the Committee on Student Evaluation (“COSE”) of the Michigan State University College of Osteopathic Medicine (“College”) and applies to students enrolled in the College program leading to the Doctor of Osteopathic Medicine (“D.O.”) degree.
- b. This document was revised and approved by the Faculty of the College and becomes effective with the Summer Semester of the 2019-20 academic year.

#### 2. Requirements for the D.O. Degree

- a. **Degree Conferral:** The D.O. degree is conferred by the Michigan State University (“MSU”) Board of Trustees upon the recommendation of the COSE and the affirmative vote of the faculty of the College.
- b. **Degree Requirements:** To be considered for recommendation by the COSE, the candidate for the D.O. degree must:
  - i. Earn a passing grade in (or successfully remediate) each required course (or approved equivalent) in the D.O. program, and
  - ii. Achieve a passing score on the following National Board of Osteopathic Medical Examiners (NBOME) licensing examinations, within the allowable number of attempts: COMLEX-USA Level 1, COMLEX-USA Level 2 Cognitive Evaluation (CE), and COMLEX-USA Level 2 Performance Evaluation (PE) examinations; and
  - iii. Complete the required training in each year of the four-year curriculum for the Responsible Conduct of Research (RCR), as outlined by the “America Creating Opportunities to Meaningfully Promote Excellence in Technology, Education, and Science (COMPETES) Act”, approved by Congress, and required by the University; and

- iv. Meet the academic requirements and professional conduct expectations of the D.O. program as outlined in this Policy, the College Student Handbook and the policies and procedures of Michigan State University.

### 3. Additional Program Requirements

- a. Each student, prior to matriculation, must meet the following College and University requirements:
  - i. Immunizations as required by the Office of the University Physician at [www.uphys.msu.edu](http://www.uphys.msu.edu).
  - ii. Fingerprint and criminal background check.
  - iii. Official transcripts from previously attended colleges/universities.
- b. Each student, on an annual basis must maintain the following College and University requirements:
  - i. Immunizations as required by the Office of the University Physician at [www.uphys.msu.edu](http://www.uphys.msu.edu). Centers for Disease Control and Prevention recommendations for immunization of healthcare workers, Bloodborne Pathogens (BBP) and Universal Precautions initial and refresher training.
  - ii. Health Insurance Portability and Accountability Act (HIPAA) initial and refresher training.
- c. Each student, prior to entry to the Clerkship phase must meet and maintain the following College requirements:
  - i. Negative drug screen for controlled and illicit substances.
    - 1. A student may be subject to random drug screening at any time during their tenure in the College.
  - ii. Certification in Basic Life Support (BLS) and Advanced Cardiac Life Support (ACLS).

### 4. Duration of the D.O. Program

- a. The standard time to achieve the D.O. degree is four (4) calendar years.
- b. The maximum time for completion of requirements for the D.O. degree is six (6) calendar years from the date of matriculation.

- i. For students matriculating in or after summer semester 2019, the maximum program duration of six (6) years will be inclusive of any program extensions for academic or personal leaves of absence.
  - ii. For students matriculating prior to summer semester 2019, any leaves of absence for academic or personal reasons that were initiated prior to summer semester 2019 will not be included in the maximum duration of six (6) years; however, any additional academic extensions and/or personal leaves of absence will be included in the maximum duration of six (6) years.
- c. The standard time for completion of requirements for a dual D.O./Ph.D. degree is nine (9) calendar years from the date of matriculation.
- d. The standard time for dual degree programs may vary, but the D.O. program requirements must be met within a maximum total of six (6) years which may be non-consecutive.

## 5. Grades

- a. In accordance with University definitions and policy, as approved by the University Committee on Curriculum, the College employs the Pass-No Grade System. The criteria for the grade is defined in the syllabus for each course. The following symbols will be used:
  - i. P-pass – means that a student has met the course requirements for a passing grade and will have a “P” recorded on their official University transcript.
  - ii. N-no grade – means that a student has failed to meet the course requirements for a passing grade and will have an “N” recorded on their official University transcript. An “N” grade is equivalent to failing the course and will remain on their official University transcript.
    - 1. The terms and eligibility for remediation of an “N” grade is set by the course instructor and published in the course syllabus.
      - a. If a student is eligible to seek remediation and wishes to attempt remediation, they will be enrolled in a remediation course in the same semester.
        - i. If the student successfully completes the terms of the remediation course, they will receive a “P” grade for the remediation course. The “N” grade in the original course will remain on their official University transcript.



## 7. Academic Standing

- a. A student who earns a passing grade in each course and meets expectations for professional conduct will be deemed by the COSE to be in “**good academic standing**” and will be permitted to progress to the next semester or phase of the curriculum.
  - i. During the Preclerkship phase, a student with marginal academic performance will be referred for mandatory consultation (“Academic Success Checkup”) with a College academic advisor. Failure of the student to report for consultation will be referred to the designated College Administrator.
- b. A student who earns a failing grade in any course, but who is eligible for and successfully meets the terms of remediation for the course, will be deemed by the COSE to be in “**good academic standing with monitoring**”. The student is permitted to progress to the next semester or phase of the curriculum. The COSE may refer the student for review by the Preclerkship or Clerkship Subcommittee of the COSE, or may stipulate additional actions.
- c. A student who demonstrates a lapse in academic or professional conduct will be reviewed by the Preclerkship or Clerkship Subcommittee of the COSE.
  - i. The subcommittee may recommend to the COSE a status of “**good academic standing with monitoring**” or refer the student to the COSE for further review or action.
- d. A student who receives a subsequent failing grade in any course (e.g. second accumulated “N” grade); or who receives an “N” grade but is not eligible for remediation or does not successfully complete remediation; and/or who demonstrates egregious and/or recurrent episodes of academic or professional misconduct, will be required to appear before the COSE. The COSE will review the student’s performance, determine academic standing (from the following) and submit their decision to the student in writing. The student’s eligibility to progress in the curriculum will be determined separately in each case.
  - i. **Academic warning:** Applies to a student who meets criteria to advance in the program but has significant academic (e.g. multiple remediated courses) and/or professional conduct issues requiring further intervention.
    1. An “academic warning” is an official written statement advising the student that additional violations or deficiencies will result in more severe sanctions.

- ii. **Academic probation:** Applies to a student who has more serious or recurrent academic or professional conduct issues for whom the COSE deems that prescribed interventions are indicated. The student's eligibility to progress in the curriculum will be determined separately in each case.
  - 1. The duration and terms of the probation will be set by the COSE and provided to the student in writing.
  - 2. The student will be required to appear again before the COSE or a designated administrator of the College to determine if the terms of the probation have been met.
- iii. **Suspension:** Applies to a student who is alleged to have engaged in behavior that creates an urgent concern for the safety of patients or others in the learning environment. The purpose of a suspension will be to permit a timely investigation of the reported conduct. A recommendation for suspension may follow review of academic and professional conduct by the COSE or one of its subcommittees, or upon report to a College administrator. A fact-finding hearing will be convened within three (3) class days, as outlined in the Medical Student Rights and Responsibilities. Upon a recommendation of suspension, the student will be notified. Suspensions must be approved by the College Dean; if the suspension is not approved, the College Dean may direct that another sanction be imposed. The student will be entitled to due process as defined by the Medical Student Rights and Responsibilities.
- iv. **Dismissal:** Applies to a student who has severe deficits in academic performance, or for egregious or recurrent incidents of academic or professional misconduct, or who otherwise fails to meet the requirements for progression to the D.O. degree.
  - 1. The COSE will submit a recommendation for "dismissal" and supporting documentation to the College Dean.
  - 2. A "dismissal" from the College will require the endorsement of the Dean and the MSU Provost for Academic Affairs.
- e. **Review and Resolution of Academic Standing**
  - i. The status of students who are not in "good academic standing" will be reviewed for a potential status update at the next meeting of the COSE.

- ii. A student may be returned to “good academic standing” or “good academic standing with monitoring” upon demonstrating improved academic performance and professional conduct.

**f. Due Process and Appeals**

- i. The right of the student to due process is defined in the MSU Medical Student Rights and Responsibilities policy.
- ii. When a student is placed on “academic warning”, “academic probation”, or when “dismissal” is recommended, the student shall have the right to appeal by filing a grievance with the COM College Hearing Committee as defined within the MSU Medical Student Rights and Responsibilities policy.
- iii. The status of “academic extension” may not be appealed, as it represents inability of the student to progress in the curriculum due to failure to meet a degree requirement.
- iv. The status of “good academic standing with monitoring” is an internal designation to promote the student’s academic and professional development, and therefore may not be appealed.

**g. Reporting of Academic Standing to Third Parties**

- i. The status of “good academic standing with monitoring” is an internal designation to promote the student’s academic and professional development, and therefore will be reported only as “good academic standing”.
- ii. The status of “academic extension” will be reported as an extension or gap in training, but not as a disciplinary action.
- iii. In the event a student is placed on “academic warning” or “academic probation”, the student will receive written notification of their standing.
- iv. Whereas the National Board of Osteopathic Medical Examiners requires the College to attest to each candidate’s academic and professional standing to determine eligibility for the COMLEX-USA examination series, a standing of “academic warning” or “academic probation” will be reported to NBOME and the student may be deemed ineligible to sit for examination.

## 8. COMLEX-USA Examination Requirements

- a. The Comprehensive Osteopathic Medical Licensing Examination of the United States (COMLEX-USA) examination series is administered by the National Board of Osteopathic Medical Examiners (NBOME). It is the nationally recognized licensure examination for osteopathic physicians and an accreditation requirement of the College.
- b. Whereas COMLEX-USA is designed to assess osteopathic medical knowledge and clinical skills to demonstrate competence and readiness for entry into graduate medical education training, the College deems that each student may have no more than three (3) attempts on any one (1) of the three (3) required COMLEX-USA examinations. Failure to attain a passing score or grade on any of these examinations after three (3) attempts will result in recommendation for “dismissal”.
- c. **COMLEX-USA Level 1**
  - i. To be eligible to sit the COMLEX-USA Level 1 examination, a student must:
    1. Pass all preclerkship courses, with a maximum of one (1) remediated “N” grade, and
    2. Be in “good academic standing”, and
    3. Receive a score of greater than or equal to 450 points on one (1) of two (2) attempts on a College-proctored COMSAE Phase 1 examination.
    4. Any student who does not meet all three (3) of these criteria will be required to undergo an academic performance review, which will assess the student’s overall academic performance during the preclerkship curriculum and provide the student with an informed assessment of their readiness for the COMLEX-USA Level 1 examination, as well as any recommendations for additional measures to promote successful completion of the COMLEX-USA Level 1 examination. A student who elects to proceed to taking the COMLEX-USA Level 1 examination will sign an attestation indicating that they have been advised of their options.
  - ii. Each D.O. student must attain a passing score on COMLEX-USA Level 1.
    1. For students whose first attempt at COMLEX-USA Level 1 takes place in the calendar year 2020 or earlier will be required to have a passing score by the beginning of semester 9.

- a. A student who does not attain the required pass score will be placed on an “academic extension”. The student will be required to undergo an academic performance review as described in section C.i.4 above.
  - b. The student must attain a passing score within twelve months from the date of the initial attempt and within the maximum number of allowable attempts in order to reenter the program. The student may be required to complete a College-directed clinical skills evaluation prior to reentry in the program.
  - c. Failure of the student to attain a passing score within twelve months will be evaluated by the COSE, and may be cause for additional action, up to and including a recommendation for dismissal.
2. For students whose first attempt at COMLEX-USA Level 1 takes place in the calendar year 2021 or later will be required to have a passing score prior to entering clerkship rotations.
- a. A student who does not attain the required pass score will be placed on an “academic extension”.
  - b. The student must attain a passing score within twelve months from the date of the initial attempt and within the maximum number of allowable attempts.
  - c. Upon attaining a passing score, the student will be eligible to proceed to the clerkship program in the next cycle. The student will be required to complete a College-directed clinical skills evaluation prior to entering clerkship rotations.
  - d. Failure of the student to attain a passing score within twelve months will be evaluated by the COSE, and may be cause for additional action, up to and including a recommendation for dismissal.
- iii. Each D.O./Ph.D. student must attain a passing score on COMLEX-USA Level 1 to progress to the clerkship phase.

1. A student who does not attain the required pass score will be placed on an “academic extension”.
  - a. The student must attain a passing score within twelve months from the date of the initial attempt.
  - b. Failure of the student to attain a passing score within twelve months will be evaluated by the COSE, and may be cause for additional action, up to and including a recommendation for dismissal.
- d. **COMLEX-USA Level 2 CE (Clinical Evaluation)**
  - i. To be eligible to sit the COMLEX-USA Level 2 CE, a student must:
    1. Have attained a passing score on the COMLEX-USA Level 1 examination, and
    2. Be in “good academic standing”.
- e. **COMLEX-USA Level 2 PE (Performance Evaluation)**
  - i. To be eligible to sit the COMLEX-USA Level 2 PE, a student must:
    1. Have attained a passing score on the COMLEX-USA Level 1 examination, and
    2. Be in “good academic standing”, and
    3. Successfully complete a COMLEX PE Simulation, administered by the College.

## 9. Progression in the D.O. Program

- a. During the preclerkship phase, which is defined as semesters one (1) through six (6), the student must pass (or successfully remediate) the required courses of each semester to advance to the subsequent semester.
  - i. A student who fails to meet this requirement will be permitted to reenter the curriculum to repeat failed coursework in the semester during which the course is next offered.
- b. To progress to the clerkship phase, each student in the D.O. program must:
  - i. Earn a passing grade in (or successfully remediate) each preclerkship course, and
  - ii. Complete a proctored COMSAE Phase 1 examination, administered by the College, and
  - iii. Complete the COMLEX-USA Level 1 examination.

1. Applies to students whose first attempt takes place in the calendar year 2020 or earlier.
  2. During the clerkship phase, a student will be permitted to reenter the curriculum after earning a passing score on COMLEX-USA Level 1.
- iv. Pass the COMLEX-USA Level 1 examination.
1. Applies to students whose first attempt takes place in the calendar year 2021 or later.
- C. To progress to the clerkship phase, each student in the D.O./Ph.D. program must:
- i. Earn a passing grade (or successfully remediate) each preclerkship course, and
  - ii. Complete a proctored COMSAE Phase 1 examination, administered by the College, and
  - iii. Complete and receive a passing score on the COMLEX-USA Level 1 examination.

**10. Academic extension:** Applies to a student who is unable to progress in the curriculum due to failure to meet a degree requirement of the present semester or phase of the curriculum.

- a. If the return from the academic extension occurs after semester six (6) and the duration is two (2) or more consecutive semesters, the student must successfully pass a College directed clinical skills assessment for reentry. Failure to participate in or successfully remediate the clinical skills assessment will result in evaluation by the COSE for determination of the students' academic standing.
- b. A student is required to declare their intent to return through the College Office of Registrar Services.
- c. A student must adhere to the College degree requirements and policies at time of reentry.
- d. Elapsed time during an academic extension will count toward the maximum duration of the curriculum.

### **11. Leave of Absence**

- a. A leave of absence may be requested by a student who is enrolled in the D.O. program.
  - i. A student wishing to request a leave of absence will submit a request in writing through the College Office of Registrar Services.

- ii. Approval of a leave of absence will not supersede a student's academic standing determination.
- iii. The duration of the leave of absence will be counted toward the maximum time for completion of degree requirements as defined in section 3 of this policy.

**b. Returning from a leave of absence**

- i. Students are required to declare their intent to return through the College Office of Registrar Services.
- ii. A student who returns to the D.O. program after a leave of absence must adhere to College degree requirements and policies at time of reentry.
- iii. If the return from the leave of absence occurs after completion of semester six (6) and the duration is two (2) or more consecutive semesters, the student must successfully pass a College directed clinical skills assessment for reentry. Failure to participate in or successfully remediate the clinical skills assessment will result in evaluation by the COSE for determination of the students' academic standing.

**c. Extended leave of absence**

- i. In rare and unusual circumstances, a student may request an extended leave of absence from the D.O. program for at least one (1) but for no more than two (2) years.
- ii. Examples of an extended leave of absence may include, but not limited to: a major personal health issue; called for active military duty; seeking an unrelated degree or program, such as entering a religious order; pursuing a unique research fellowship opportunity.
- iii. A request for an extended leave of absence must be submitted in writing with supporting documentation and must stipulate the duration of the leave. All request for an extended leave of absence requires the approval of the COSE and the College Dean. If approved, the period of the extended leave of absence will not count toward the maximum duration of the D.O. program.
- iv. All requirements for reentry to the D.O. program as defined elsewhere in this policy will apply on return from an extended leave of absence.

**12. Withdrawal**

- a. A student will be designated as having withdrawn from the D.O. program if they:
  - i. Give notice that they will not continue in the program, or
  - ii. Decline the option to return to the program following a leave of absence, or
  - iii. Decline the option to return to the program following an “academic extension”, or
  - iv. Fail to communicate their intent to return to the program within one (1) semester prior to the anticipated return, or
  - v. Fail to appear before the COSE or subcommittee of the COSE when directed without due cause for their absence.

**13. Reinstatement**

- a. A student will be given an opportunity to seek reinstatement by petitioning the COSE through the College Office of Registrar Services, within one (1) year of withdrawal from the College.
- b. A student who is “dismissed” from the College may invoke their right to appeal as defined in the Medical Student Rights and Responsibilities policy.
  - i. If on appeal the “dismissal” is overturned, the student will appear before the COSE to determine terms for reinstatement to the program, including whether any course work must be repeated or remediated, and whether any additional assessment of clinical skills are necessary.

**14. Review and Revisions to the Policy**

- a. The COSE will be responsible for reviewing this policy on an annual basis.
- b. If any revisions to this policy are recommended, the revised policy will be presented to the Faculty Assembly of the College. The date of approval by the Faculty Assembly will be noted.

Approved by the Faculty of the College August 19, 1992

Revised and Approved by the Faculty of the College October 1, 1992

Revised and Approved by the Faculty of the College November 18, 1993

Revised and Approved by the Faculty of the College April 18, 1995

Revised and Approved by the Faculty of the College April 28, 2000

Revised and Approved by the Faculty of the College October 7, 2003

Revised and Approved by the Faculty of the College April 10, 2006

Revised and Approved by the Faculty of the College October 20, 2006

Revised and Approved by the Faculty of the College June 24, 2009

Revised and Approved by the Faculty of the College January 10, 2011

Revised and Approved by the Faculty of the College November 10, 2011

Revised and Approved by Committee on Student Evaluation August 29, 2013

Revised and Approved by the Faculty of the College April 29, 2014

Revised and Approved by the Faculty of the College June 09, 2015

Revised and Approved by the Faculty of the College June 09, 2016

Revised and Approved by the Faculty of the College March 22, 2017

Revised and Approved by the Faculty of the College March 14, 2018

Revised and Approved by the Faculty of the College March 22, 2019 for implementation starting May 13, 2019 the start of summer semester 2019

## APPENDIX 2

### MICHIGAN STATE UNIVERSITY COLLEGE OF OSTEOPATHIC MEDICINE (MSUCOM)

#### Academic Hearing Procedures

The *Academic Freedom for Students at Michigan State University (AFR)* and the *Medical Student Rights and Responsibilities (MSRR)* documents establish the rights and responsibilities of Michigan State University College of Osteopathic Medicine (MSUCOM) graduate-professional students and prescribe procedures for resolving allegations of violations of those rights through formal hearings. In accordance with the AFR and the MSRR, MSUCOM has established the following hearing procedures for adjudicating academic grievances and complaints (see AFR Article 6 and 7; MSRR Article 5).

#### **I. Jurisdiction of the MSUCOM Hearing Committee for Medical Student Rights and Responsibilities**

- A. The MSUCOM Hearing Committee for Medical Student Rights and Responsibilities, herein known as the MSUCOM Hearing Committee, serves as
  1. the initial hearing committee for grievances filed by an osteopathic medical student against a faculty, academic staff, or support staff member of the university community (see MSRR 5.1).
  2. the initial hearing committee for complaints filed by a member of the university community against an osteopathic medical student (see MSRR 5.2).
  3. the initial hearing committee for cases in which the MSUCOM dean concurs with a request by the chairperson of a department to waive jurisdiction for hearings involving osteopathic medical students.
  4. the appellate hearing committee for hearings initiated at a department level involving osteopathic medical students.

#### **II. Composition of the MSUCOM Hearing Committee**

- A. The MSUCOM Hearing Committee shall be composed of faculty members and students described in the Bylaws of the Michigan State University College of Osteopathic Medicine.

### **III. Referral to MSUCOM Hearing Committee**

- A. After receiving a signed written statement (see MSRR 5.3) for a hearing per Section I (I.A.1 to I.A.4) above and in situations where an administrative resolution is not possible (see MSRR 5.4), the associate dean/student services shall forward the written hearing request to the chairperson of the MSUCOM Hearing Committee within five class days (see MSRR 5.4.4).
- B. The chairperson of the MSUCOM Hearing Committee may elect to accept the request, in full or in part, and proceed to schedule a hearing or may invite the parties to meet with members of the committee to attempt to resolve the matter informally. Otherwise, the committee shall meet in a timely manner according to procedures specified in the following section of this document and in MSRR 5.5 and 5.6. The committee will review the hearing request in accordance with MSRR 5.5.3.1. After considering all submitted information, the MSUCOM Hearing Committee, acting as either the initial hearing committee or as the appellate committee, may
  - 1. accept the request, in full or in part, and proceed with the hearing; or
  - 2. reject the request and provide a written explanation; or
  - 3. invite all parties to meet with the MSUCOM Hearing Committee in an informal discussion to try to resolve the matter. Such discussion does not preclude a later hearing.

### **IV. Hearing Procedures**

- A. Hearing Procedures shall be conducted in accordance with MSRR 5.5.
- B. General Procedures
  - 1. The chairperson of the MSUCOM Hearing Committee shall convene the hearing at the designated time, date and place. The chairperson will ensure that a collegial atmosphere prevails. During the hearing, each party shall have an opportunity to make an opening statement, present evidence, question witnesses, ask questions of the opposing party, and present a closing statement.

2. To protect the confidentiality of the hearing's information, attendance at the hearing shall be limited to the parties involved, witnesses for either party, if any, and the advisor for each party, if any. As described in Section 5.5.14 of the MSRR, advisors and witnesses shall be limited to members of the MSU community (faculty, staff or students). Permission may be granted to the respondent to be accompanied by an attorney if criminal charges are pending against the respondent regarding the subject matter of the complaint/grievance. If the respondent is charged with a sex offense, the complainant may also have an attorney present. The associate dean for student services may attend the hearing as a resource for the committee on matters of protocol.
3. Witnesses called by either party may be excluded from the proceedings except when testifying. Witnesses must confine their testimony to their own independent recollection and may not speak for others.
4. The advisor may be present throughout the hearing but has no voice in the hearing unless permission to participate is granted by the chairperson of MSUCOM Hearing Committee (see MSRR 5.5.14).
5. To assure an orderly hearing and questioning, the chairperson of the MSUCOM Hearing Committee will recognize individuals before they speak. All parties have the right to speak without interruption. Each party has the right to question the other party and to rebut any oral or written statements submitted to the MSUCOM Hearing Committee. If necessary, the chairperson of the MSUCOM Hearing Committee reserves the right to enforce time limits on each party to present its cases and to extend equal time to each party.

C. The hearing will proceed as follows:

1. ***Introductory remarks by the chairperson of the MSUCOM Hearing Committee:*** The chairperson shall introduce members of the MSUCOM Hearing Committee, the complainant, the respondent and advisors and witnesses, if any. The chairperson will review the hearing procedures, including time restraints, if any, for presentations by each party and witnesses. The chairperson will explain that the burden of proof rests with the complainant, with the exception of hearings involving allegations of academic dishonesty, in which case the instructor bears the burden of proof, which must be met by a preponderance of the evidence.
2. ***Presentation by the Complainant:*** The chairperson recognizes the complainant to present without interruption any statements directly relevant to the complainant's case, including the

redress sought. The chairperson then recognizes questions directed at the complainant by the MSUCOM Hearing Committee, the respondent and the respondent's advisor, if any.

3. ***Presentation by the Complainant's Witnesses:***

The chairperson recognizes the complainant's witnesses, if any, to present, without interruption, any statement directly relevant to the complainant's case. The chairperson then recognizes questions directed at the witnesses by the MSUCOM Hearing Committee, the respondent and the respondent's advisor, if any.

4. ***Presentation by the Respondent:***

The chairperson recognizes the respondent to present without interruption any statements relevant to the respondent's case. The chairperson then recognizes questions directed at the respondent by the MSUCOM Hearing Committee, the complainant and the complainant's advisor, if any.

5. ***Presentation by the Respondent's Witnesses:***

The chairperson recognizes the respondent's witnesses, if any, to present, without interruption, any statement relevant to the respondent's case. The chairperson then recognizes questions directed at the witnesses by the MSUCOM Hearing Committee, the complainant and the complainant's advisor, if any.

6. ***Rebuttal and Closing Statement by Complainant:***

The complainant refutes statements by the respondent, the respondent's witnesses and advisor, if any, and presents a final summary statement.

7. ***Rebuttal and Closing Statement by Respondent:***

The respondent refutes statements by the complainant, the complainant's witnesses and advisor, if any, and presents a final summary statement.

8. ***Final Questions by the MSUCOM Hearing Committee:***

The MSUCOM Hearing Committee asks questions of any of the participants in the hearing.

## V. **Post-Hearing Procedures**

### A. **Deliberation**

1. After all evidence has been presented, with full opportunity for clarification, questions, and rebuttal, the chairperson of the MSUCOM Hearing Committee shall excuse all parties to the hearing and convene the MSUCOM Hearing Committee to determine its findings in executive session.

When possible, deliberations should take place directly following the hearing.

## B. Decision

1. In academic grievance (non-disciplinary) hearings in which the MSUCOM Hearing Committee serves as either the initial hearing body or the appellate hearing body and, based on a preponderance of the evidence, a majority of the Committee finds that a violation of the student's academic rights has occurred and that redress is possible, it shall determine the appropriate redress and direct its decision to the dean for implementation. If the MSUCOM Hearing Committee finds that no violation of academic rights has occurred, it shall so inform the dean (see MSRR 5.5.16).
2. In complaint (non-disciplinary) hearings in which the MSUCOM Hearing Committee serves as the initial hearing body to adjudicate an allegation of violation of the MSRR document, academic dishonesty, violation of professional standards or falsification of admission or academic records and, based on a preponderance of the evidence, the committee finds for the student, the committee shall determine what redress should be implemented and direct its decision to the dean. Such redress may include removal of the penalty grade or sanction and removal of any written record of the allegation from the student's records as well as a good faith judgment of the student's standing or performance in the college or course. If the committee finds against the student, the penalty grade or sanction shall stand and the complaint regarding the allegation will remain in the student's file. (See MSRR 5.1.16)
3. In complaint (non-disciplinary) hearings in which the MSUCOM Hearing Committee serves as the appellate hearing body, the committee may affirm, reverse, or modify the decision of the department hearing body. It may also direct the department hearing body to rehear the original complaint.
4. In disciplinary hearings involving academic or professional misconduct in which the MSUCOM Hearing Committee serves as the initial hearing body and, based on a preponderance of the evidence, finds that disciplinary action in addition to, or other than, a penalty grade and/or sanction is warranted, it may impose one of the following sanctions (see MSRR 5.7).
  - a. Warning
  - b. Probation
  - c. Suspension. Suspensions must be approved by the dean. If the dean does not approve the suspension, he/she may direct another sanction, normally in consultation with the committee.

- d. Dismissal. Dismissals must be approved by both the dean and the provost. If the dismissal is not approved, the dean and provost may direct another sanction, normally in consultation with the committee.
- e. Other disciplinary action deemed appropriate to a specific case

If the committee recommends that no sanctions in addition to, or other than  
 a penalty grade and/or sanction are warranted, the chairperson of the  
 committee shall  
 so inform the dean. (See MSRR 5.5.1.6)

### C. Written Report

1. The chairperson of the MSUCOM Hearing Committee shall prepare a written report of the committee's findings, including recommended redress or sanctions for the complainant, if applicable. The report must include the rationale for the decision and the major elements of evidence, or lack thereof, which support the decision of the committee (see MSRR 5.5.16 and MSRR 5.7).
2. The report should inform the parties of the right to appeal within 14 class days following notice of the decision (see MSRR 5.8.5).
3. The chairperson of the MSUCOM Hearing Committee shall forward copies of the committee's report to the parties involved, the dean of the college, the university ombudsman and the associate dean/student services (see MSRR 5.5.16).
4. All recipients must respect the confidentiality of the report and of the MSUCOM Hearing Committee's deliberations resulting in a decision.

## VI. Appeal of Department Hearing Committee Decision

- A. The decision of a department hearing body may be appealed by either party to the MSUCOM Hearing Committee (see MSRR 5.8).
  1. Appeals of grievances will be confined to allegations regarding procedural violations. Evidence presented to the committee or otherwise pertaining to the substance of the grievance will not be reheard.
  2. Medical students may appeal decisions arising from complaints on either substantive or procedural grounds. When reviewing substantive matters, the committee will normally restrict itself to considering whether there were sufficient grounds for the decision made by the lower hearing

body and/or whether the sanction imposed was appropriate to the nature and seriousness of the violation see MSRR 5.8.1.3).

- B. Upon receipt of a timely appeal, the chairperson of the MSUCOM Hearing Committee shall forward a copy of the appeal to the other party and invite a written response. After considering the appeal and response, the committee may
  - 1. Decide that the appeal is without merit, and the decision of the department hearing committee shall stand;
  - 2. Direct the department hearing committee to rehear the case or to reconsider or clarify its decision;
  - 3. Decide that sufficient reasons exist for an appeal and schedule an appeal hearing in a timely manner

#### **VII. Appeal of MSUCOM Hearing Committee Decision**

- A. Either party may appeal the decision of the MSUCOM Hearing Committee to the University Graduate-Professional Judiciary (UGPJ) in cases involving (1) Grievances or (2) Complaints. (See MSRR 5.8.1)
- B. All appeals must be in writing, signed and submitted to the Dean of the Graduate School within 14 class days following notification of the MSUCOM Hearing Committee's decision. While under appeal, the original decision of the committee will be held in abeyance. (See MSRR 5.8.5).
- C. A request for an appeal of a MSUCOM Hearing Committee decision to the UGPJ must cite the specific applicable procedure(s) the initial MSUCOM Hearing Committee allegedly failed to follow (grievances and complaints) or allege that findings of the MSUCOM Hearing Committee were not supported by the preponderance of the evidence (complaints). The request must state the alleged defects in sufficient detail to justify a hearing and also must include the redress sought. Presentation of new evidence normally will be inappropriate. (See MSRR 5.8.1.2 and 5.8.1.3)

#### **VIII. Reconsideration**

- A. If new evidence should arise, either party to a hearing may request the MSUCOM Hearing Committee to reconsider the case within 30 days upon receipt of the hearing outcome. The written request for reconsideration is to be sent to the chairperson of the MSUCOM Hearing Committee, who shall promptly convene the

committee to review the new material and render a decision as to whether a new hearing is warranted (see MSRR 5.5.17).

**IX. File Copy**

- A. The dean of the college shall file a copy of these procedures with the Office of the Ombudsperson and The Graduate School.

Approved by the MSU Ombudsperson  
Approved by College of Osteopathic Medicine Faculty 10/26/2012

**APPENDIX 3**  
**SAFETY AND SECURITY INFORMATION**  
East Lansing—Fee Hall

**IN THE EVENT OF ANY EMERGENCY, CALL MSU POLICE AT 911**

- **CAMPUS OVERVIEW:** For printable and interactive campus maps of Michigan State University, go to: <https://maps.msu.edu/>
  
- **BUILDING ACCESS TO FEE HALL:** MSUCOM-East Lansing students have badge access to Fee Hall after usual business hours. Student study areas are open and available to students at any time. Rooms for special events or student organization meetings can be reserved by contacting Ms. Beth Courey or Ms. Jennifer Miller in the Student Organization office.
  
- **EMERGENCY INFORMATION:** Color-coded Emergency Guideline charts are posted throughout the facility.
  
- **MSU POLICE:** Call 911 for emergencies on campus. To contact MSU Police for non-emergency situations, visit their website at [www.police.msu.edu](http://www.police.msu.edu), call 517-355-2221, or email [info@police.msu.edu](mailto:info@police.msu.edu).
  
- **EMERGENCIES** are defined as including:
  - a. Fires
  - b. Tornado Warnings
  - c. Explosions
  - d. Active Violence Incidents
  - e. Life safety issues
  - f. Serious injuries
  - g. Crime in progress
  - h. Bomb threats
  - i. Hazardous material release emergency.

For fires and most emergency that require the quick evacuation of the building use the fire evacuation pull-station alarms located throughout the building. Assist those who may need help

exiting the building or moving to safety.

- **INJURIES ON CAMPUS:** For injuries that require medical attention, medical treatment can be sought at any local hospital emergency room via private car or, for ambulance transport, by dialing 911. Students may visit Olin Health Center for routine medical issues. More information is available online at <http://olin.msu.edu/>.

- **GROSS ANATOMY LAB SAFETY:** The Gross Anatomy Lab (GAL) has eye-wash stations and a first aid kit. Contact an anatomy lab instructor or blue coat if injuries occur. Safety information is posted in the GAL. If there is damage to any anatomic specimens, notify laboratory staff.

- **EMERGENCY ALERTS:** Students, faculty, and staff are encouraged to sign up for text message alerts from MSU. Messages regarding inclement weather or security issues can be received via texts, emails, or both. To sign up, go to <http://alert.msu.edu/>

MICHIGAN STATE UNIVERSITY		EMERGENCY GUIDELINES		S
Fire Guidelines	Weather Warnings	Active Violence	Hazardous Materials	
1. Pull the alarm and call 9-1-1.	If a weather <b>warning</b> is issued or severe or threatening weather approaches move to a safe shelter area.	1. If the incident is occurring near you, <b>secure in place</b> in a safe space where you are.	Exit the building if advised by Emergency Personnel and seek a safe rally site upwind of the building.	
2. <b>Evacuate</b> the building utilizing the nearest safe exit.	Notification is through: 1. Outdoor Warning Sirens or ConnectEd messaging.	2. If you can leave, <b>evacuate</b> immediately, call 9-1-1 if you have information about the incident. Otherwise:	<b>SHELTERING IN PLACE:</b>	
3. Meet at the building's designated <b>rally site:</b> Law School Building (north) Entrance.	2. Local TV or Radio.	<b>RUN</b> – Plan an escape route, leave belongings behind, when safe call 911.	1. <b>Close</b> and seal all doors and windows.	
4. Follow the <b>instructions</b> of Emergency Action Team Coordinators, Police, Fire/EMS personnel.	3. Inside buildings: a public address system, or the Emergency Action Teams.	<b>HIDE</b> – Locate an interior room – lock door, block with furniture, turn off lights, silence devices, avoid windows and doors.	2. <b>Shut off</b> any room air sources (vents, air conditioners, etc.).	
<b>Persons with Disabilities:</b> <b>Assist</b> in relocating the person to the nearest safe fire rated stairwell and <b>Inform</b> the nearest emergency responder of their location.	<b>WEATHER SHELTERS:</b> Indicated on evacuation maps highlighted in yellow. Seek an area away from windows, in hallways, or the basement of the building.	<b>FIGHT</b> – If in imminent danger - act aggressively, yell loudly, throw/use objects as weapons to incapacitate attacker.	3. <b>Remain</b> sheltered in place until advised by emergency personnel it is safe to exit and be prepared to move to a different safe area or evacuate if advised.	

Revised 7/22/13

## APPENDIX 3 SAFETY AND SECURITY INFORMATION

### Macomb University Center Site

#### **IN THE EVENT OF ANY EMERGENCY, CALL MACOMB CAMPUS POLICE AT EXT. 2123 OR 911 FROM ANY CAMPUS WALL PHONE.**

- **CAMPUS OVERVIEW:** The Macomb University Center (UC) consists of four connected buildings. The UC is shared by many college and university programs and community groups. MSUCOM utilizes all of UC-4 and specific classrooms in UC-3 on a regular basis. Some special events may be held in UC-1, which includes two auditoriums and a large meeting hall.
- **BUILDING ACCESS TO UC-4:** MSUCOM-Macomb students may use their activated MSU ID badge to access UC-4 24 hours a day, seven days a week at the west entrance. The badge will also permit access to the student lounge, locker room, anatomy hallway, and OMM/Histology/LRC hallway.
- **BUILDING ACCESS TO UC-1, UC-2, AND UC-3:** UC Buildings 1, 2, and 3 are open Monday through Thursday from 6:00 am to 10:00 pm, Friday from 6:00 am to 6:00 pm, and Saturday from 7:00 am to 4:30 pm. These buildings may be open later for evening classes and are closed on Sunday and holidays. MSUCOM students may utilize any open classrooms in UC-3 on the first or second floor, as well as the UC-3 Atrium, at any time. Students should leave classrooms as they found them (move furniture back, clean up trash, clean off whiteboards). In general, MSUCOM utilizes UC-1 only for scheduled events and does not utilize UC-2.
- **PREVENTING UNAUTHORIZED ACCESS:** To promote the security of the facilities, students may not prop open any doors.
- **EMERGENCY INFORMATION:** Color-coded Emergency Guideline charts are posted in all classrooms and throughout the facility.
- **MCC CAMPUS POLICE:** Campus police can be called from any campus wall phone. For

emergencies, dialing 911 will put you directly through to MCC Police dispatch. For non-emergencies, dial 2123 from any wall phone (e.g. to request a campus police escort to your vehicle). From a cell phone, dial (586) 263-2123 to reach MCC Police. Blue emergency phones are located in the parking lots and near the west entrance to UC-4.

Dialing 911 from a cell phone will connect you to Clinton Township Police.

- **INJURIES ON CAMPUS:** For injuries that require medical attention, medical treatment can be sought at any local hospital emergency room via private car or, for ambulance transport, by dialing 911 or MCC campus police at extension 2123. The closest medical facility for MSUCOM-Macomb staff and students is the emergency room at Henry Ford Macomb Hospital. Please note, you may be responsible for medical expenses incurred.
- **GROSS ANATOMY LAB SAFETY:** The Gross Anatomy Lab (GAL) has two eye-wash stations and a first aid kit. Contact an anatomy lab instructor or blue coat if injuries occur. Safety information is posted in the GAL.
- **DAMAGE TO ANATOMY LAB SPECIMENS:** During normal business hours, please notify Lab or Administrative personnel. If an incident occurs after hours, please contact Lindsay Rhadigan @ 810-278-6766 and leave a note under the lab office door with the following information: your name, donor number, description of incident, damage to cadaver noted and date and time of incident.
- **WALL PHONE SYSTEM:** The wall phones located in every classroom and other rooms at MSUCOM-Macomb also serve to display emergency messages. Training will be provided to MSUCOM-Macomb students at orientation.
- **CAMPUS CLOSURES:** On occasion, such as during severe weather, Macomb Community College may cancel classes or close the campus. ***Please note that decisions about closing MSUCOM-Macomb will be made separately. MSUCOM classes and events may proceed as scheduled even if other facilities at MCC are closed. You will receive email messages to let you know if MSUCOM-Macomb classes or events are cancelled.***

- **EMERGENCY ALERTS:** Students, faculty, and staff are encouraged to sign up for text message alerts from MCC. Messages regarding inclement weather or security issues can be received via texts, emails, or both. To sign up, go to <https://asp.schoolmessenger.com/macomb/subscriber/>.
  
- **BUILDING SECURITY ALERTS:** In the event of an intruder or other security situation, MCC Police may issue a lock-down alert. Students, faculty, and staff should close and lock doors and shelter-in-place until an all-clear message is given.
  - **SEVERE WEATHER SHELTER AREAS:** Look for posted shelter areas on the first floor in UC-4 (GAL and hallway restrooms) and UC-3 (restrooms).
  - **FIRE:** Call 911 from any campus wall phone. Fire alarms are also located throughout the building. If an evacuation is ordered due to fire or other issues, the MSUCOM-Macomb gathering point is on the grass by the dumpster, beyond the circle drive. Please do not stand in roadways or parking areas and do not re-enter the building until an “all clear” is given.
  
- **NON EMERGENCY ISSUES (i.e. THEFT, SUSPICIOUS PERSON, ETC):** Contact MCC Police at extension 2123.

**APPENDIX 3**  
**SAFETY AND SECURITY INFORMATION**  
Detroit Medical Center Site

**IN THE EVENT OF ANY EMERGENCY, CALL DMC SECURITY AT 313-745-7031 or DIAL 911 (connects to Detroit Police Department)**

• **INJURY/ACCIDENTS:** A First Aid Kit is located on the counter in Prosection. Please refer to the First Aid Measures document posted in the lab as well as in the folder in the lab monitor desk. For injuries that require medical attention, medical treatment can be sought at any local hospital emergency room via private car or, for ambulance transport, by dialing 911 or DMC security at 313-745-7031. Preferred Medical facility for MSUCOM-DMC staff and students is the emergency room at Harper University Hospital/Detroit Receiving Hospital. Please note, you may be responsible for medical expenses incurred.

• **CADAVER DROPPED/DAMAGED:** During normal business hours, please notify Lab or Administrative personnel. If an incident occurs after hours, please contact Lindsay Rhadigan @ 810-278-6766 and leave a note under the lab office door (G036) with the following information: your name, cadaver #, description of incident, damage to cadaver noted and date and time of incident.

• **MECHANICAL FAILURES/FLOODING, ETC:** If problems with the electrical, plumbing, air circulation or if any other building issues are noted in the gross anatomy lab area: o During normal business hours, notify Lab or Administrative personnel. o During off hours, please contact DMC Security @ 313-745-7031 or by using the directdial phone in the coat room.

• **FIRE:** Call 911 or DMC Security @ 313-745-7031, or by using the direct-dial phone in the coat room. A fire alarm is located in the lab at the North door. There are fire extinguishers located at both main doors of the lab.

• **NON EMERGENCY ISSUES (i.e. THEFT, SUSPICIOUS PERSON, ETC):** Individual(s) may contact DMC Security @ 313-745-7031, or by using the direct-dial phone in the coat room.

• **FOR ADVICE, INFORMATION AND EMERGENCIES:** Contact (in the following order) Ebony Howard @ 248-732-8470; Dr. Deb @ 909-226-0619; Lindsay Rhadigan @ 810-278-6766.