# Table of Contents

Welcome to MSUCOM

Student Handbook .................................................................................................................. 6
- Mission and Vision .................................................................................................................. 6
- College history ....................................................................................................................... 6
- Accreditation .......................................................................................................................... 7
- College Locations and Contact Information ........................................................................ 8
- College Leadership – Deans and Directors ........................................................................... 9
- Notice of Non-Discrimination .............................................................................................. 11

Admissions and Enrollment .................................................................................................. 12
- Office of Admissions ............................................................................................................ 12
- Office of the MSUCOM Registrar ....................................................................................... 12
- Enrollment and Billing ......................................................................................................... 13
- Fees and Refunds ................................................................................................................... 13
- Financial Aid ......................................................................................................................... 14
- Scholarships .......................................................................................................................... 14
- Technical Standards ............................................................................................................. 15
- Transfers ................................................................................................................................. 17

Academics and Assessment .................................................................................................. 18
- Program Overview ............................................................................................................... 18
- Curriculum Overview .......................................................................................................... 18
- Core Competencies .............................................................................................................. 18
- Program Level Educational Objectives ............................................................................... 19

Curriculum Overview .......................................................................................................... 21
- Preclerkship Curriculum ..................................................................................................... 21
- Clerkship Curriculum ......................................................................................................... 21
- Longitudinal domains ......................................................................................................... 22

Course Catalog .................................................................................................................... 23
- Electives ................................................................................................................................. 23
- Independent Study ............................................................................................................... 23
- Student Advising, Counseling, and Wellness ...................................................................... 24
Academic Success and Career Guidance............................................................................... 24
Mental Health and Wellness Services.............................................................................. 26
  MSUCOM CARE Team ................................................................................................. 26
  Mental Health Policy ..................................................................................................... 26
Access to Physical Health Services.................................................................................. 27
Health Insurance ............................................................................................................. 29
Fatigue Mitigation ........................................................................................................... 30
Student Life and Organizations....................................................................................... 30
Research and Scholarly Activity ...................................................................................... 31
  Research at Michigan State University ........................................................................ 31
Policy on Student Research and Scholarly Activity ......................................................... 31
DO-PhD program............................................................................................................. 32
Research electives .......................................................................................................... 32
Scholarly activity options ................................................................................................. 32
Information Technology Resources.................................................................................. 33
  Web Accessibility ......................................................................................................... 33
Desire 2 Learn (D2L)........................................................................................................ 33
Mediasite ......................................................................................................................... 33
Google Calendar ............................................................................................................ 33
Reef Polling ..................................................................................................................... 33
Policies, Procedures and Expectations............................................................................. 35
Academic Policies ............................................................................................................ 35
  Medical Students Rights and Responsibilities............................................................... 35
Retention, Promotion, and Graduation ............................................................................ 35
Maximum Duration of Program ....................................................................................... 35
Recommendation of Candidates for Graduation ............................................................. 35
Grading Policy .................................................................................................................. 36
Remediation ....................................................................................................................... 37
Committee on Student Evaluation (COSE) .................................................................... 37
Computer-Based Testing Policy ....................................................................................... 37
Attendance and Absence Policy ....................................................................................... 40
Leave of Absence ............................................................................................................. 42
Supervision Policy ........................................................................................................... 42
COMLEX Policy .................................................................................................................. 43
COMSAE Policy .................................................................................................................. 44
Duty Hours and Fatigue Mitigation .................................................................................. 45
Supervision ....................................................................................................................... 45
Professional Liability Coverage ..................................................................................... 46
Student Records .............................................................................................................. 46
Academic and Career Guidance Records .................................................................. 47
Confidentiality of Health Records .................................................................................. 47
Diversity and Inclusion .................................................................................................... 49
Non-Discrimination Policy ............................................................................................ 49
Disability and Reasonable Accommodation .................................................................. 49
Digital Content and Web Accessibility Policy .............................................................. 49
University Resources and Links .................................................................................... 50
Office for Inclusion and Intercultural Initiatives .............................................................. 50
Office of Institutional Equity ............................................................................................ 50
Relationship Violence and Sexual Misconduct Policy Training ..................................... 50
Professionalism ............................................................................................................... 51
Academic Code of Professional Ethics ........................................................................... 51
Statement of Professionalism ........................................................................................ 53
Professional Responsibilities ........................................................................................... 54
Online Social Networking Guidelines ............................................................................ 54
Administration and Governance .................................................................................... 57
MSUCOM Bylaws ............................................................................................................ 57
Conflict of Interest .......................................................................................................... 57
Ombudsperson .................................................................................................................. 57
Facilities, Safety and Security ....................................................................................... 59
Facilities ............................................................................................................................ 59
Preclerkship Site Selection ............................................................................................. 59
Clerkship Base Hospitals ................................................................................................. 59
Building Safety and Security ........................................................................................... 59
Clinical Safety .................................................................................................................. 60
Bloodborne Pathogen Education .................................................................................... 60
Exposure Prevention and Management .......................................................................... 60
Appendices .................................................................................................................................................. 62

1. Policy for Retention, Promotion, and Graduation .................................................................................. 62
2. Remediation of “N” Grade Algorithm ..................................................................................................... 62
3. College Hearing Procedures .................................................................................................................. 62
4. Preclerkship Curriculum Grid for Academic Year 2018-19 ................................................................. 62
5. Safety and security information – MSU East Lansing Campus ............................................................. 62
6. Safety and security information – Detroit Medical Center ................................................................. 62
7. Safety and security information – Macomb University Center ............................................................ 62
Welcome to MSUCOM

Student Handbook
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 guidebook contains information in effect at the date of publication; 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 2010, 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 institutions have led the nation in the transition of residency program accreditation from AOA to ACGME.
Accreditation

College 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. The degree is conferred by the Board of Trustees of MSU on those candidates recommended by the faculty of MSUCOM.

MSUCOM seeks to comply with all COCA standards for continuing accreditation. The process for submitting complaints relative to accreditation complaints 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:


More information on COCA accreditation of colleges of osteopathic medicine can be found online at www.aoacoca.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

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.

More information on Michigan State University’s accreditation may be found online at: https://www.hlcommission.org.
College Locations and Contact Information

Website: www.com.msu.edu

East Lansing
Michigan State University College of Osteopathic Medicine
East Fee Hall
965 Fee Road
East Lansing, Michigan 48824
Office of the Dean
A-308 East Fee Hall
(517) 355-9616

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

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

SCS
MSUCOM Statewide Campus System
A-336 East Fee Hall
965 Fee Road
East Lansing, Michigan 48824
(517) 432-2853
www.scs.msu.edu
College Leadership – Deans and Directors

OFFICE OF THE DEAN

Andrea Amalfitano, DO, PhD, DABMGG
Interim Dean

Kari Hortos, DO
Interim Senior Associate Dean

Kimberly LaMacchia
Administrative Director and Executive Assistant

DETOUR MEDICAL CENTER SITE

Gary Willyerd, DO
Associate Dean

Debalina Bandyopadhyay, PhD
Administrative Director

MACOMB UNIVERSITY CENTER SITE

Kirsten Waarala, DO
Assistant Dean

Suzanne Wilson, RN, MSN
Administrative Director

ACADEMIC PROGRAMS

Gail Riegle, PhD
Associate Dean

Elizabeth Petsche, JD
Director of Preclerkship

Susan Enright, DO
Director of Clerkship

ADMISSIONS

Katherine Ruger, PhD
Assistant Dean
RESEARCH

J. Justin McCormick, PhD
Associate Dean

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

STUDENT SERVICES

Kari Hortos, DO
Acting Associate Dean, Student Services

William Falls, PhD
Associate Dean, Retired (consultation year)

Robin Hastings
MSUCOM Registrar

Kim Peck, MBA
Director, Academic Success and Career Guidance

John Taylor, PsyD
Director, Personal Counseling and Health Promotion

M. Beth Courey
Director, Office of Scheduling and Student Activities

INSTITUTE FOR GLOBAL HEALTH

William Cunningham, DO
Associate Dean and Director

EXTERNAL PROGRAMS

Sandy Kilbourn
Executive Director

Chris Surian
Director of Development

Sara Carson
Director, Continuing Medical Education
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.

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 seeks to facilitate 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. Services include programming and counseling to support candidate success and the admissions process from application to matriculation. 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.

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

Office of the MSUCOM Registrar
The Office of the MSUCOM Registrar is an academic service unit, reporting to the Associate Dean for Student Services. 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 student has a Student Support Advocate (SSA), dedicated to guide them throughout their career at MSUCOM. To assist in 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, Student Services 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 the Registrar enrolls students each semester during the 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 students’ 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.

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

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 (see below).
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.

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.

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.
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).

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.
Academics and Assessment

Program Overview
The College of Osteopathic Medicine at Michigan State University (MSUCOM) offers a four-year curriculum leading to the degree of Doctor of Osteopathic Medicine (D.O.). Since its inception in 1970, MSUCOM’s mission has been to prepare physicians in the science of medicine, the art of caring and the power of touch with a world-view open to all people. This emphasis is reflected in a strong foundation in the basic and clinical sciences that is complemented by supervised patient contact within MSUCOM’s Statewide Campus System, a network of hospitals, clinics, and providers throughout Michigan.

Throughout the curriculum, students develop clinical skills within a framework of osteopathic principles. These principles are manifested in helping students to:

- Understand how physical, psychosocial, and lifestyle factors influence health and disease
- Recognize the interrelationship of body systems in holistic ways
- Apply biomechanical concepts and treatments to improve function and quality of life
- Develop strategies to promote their own personal well-being as future physicians.

Curriculum Overview
The curriculum leading to the Doctor of Osteopathic Medicine (D.O.) degree includes six semesters of classroom and laboratory courses, one semester of classroom to clinic transitional course, and five semesters of community-based clinical courses. It 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.

The curriculum 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.

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 (KSA’s) that osteopathic medical students are expected to attain prior to graduation. MSUCOM faculty have identified and endorsed the following 34 KSA’s:

**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.
K5. The manifestations and consequences of illness at various stages of life.
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.
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 sources 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, gender, culture, 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.
Curriculum Overview
MSUCOM offers a four-year curriculum leading to the degree of Doctor of Osteopathic Medicine (D.O.). Since its inception in 1970, MSUCOM’s mission has been to prepare physicians in the science of medicine, the art of caring and the power of touch with a world-view open to all people. This emphasis is reflected in a strong foundation in the basic and clinical sciences that is complemented by supervised patient contact within MSUCOM’s Statewide Campus System, a network of hospitals, clinics, and providers throughout Michigan.

Throughout the curriculum, students develop clinical skills within a framework of osteopathic principles. These are manifested in helping students to: (1) understand how physical, psychosocial, and lifestyle factors influence health and disease; (2) recognize the interrelationship of body systems in holistic ways; (3) apply biomechanical concepts and treatments to improve function and quality of life; and (4) develop strategies to promote their own personal well-being as future physicians.

Preclerkship Curriculum
Course focus in the first two semesters is on introductory basic sciences: anatomy, biochemistry, 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 and 5. 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 leading to the DO degree 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.

In the Clinical Clerkship program, there is a planned emphasis on preparing students for practice in ambulatory settings. MSUCOM’s curricular emphasis reflects the college’s responsiveness to the shifts in practice environment from hospital to outpatient care, by providing increased continuity in training and offering students experience working with allied health professionals in a team approach.

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 with final scores in early to mid-fall to make the student
competitive for graduate medical education interviews. 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 innovative 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 domains

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 incorporate 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. 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 will 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.

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

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

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.
Student Advising, Counseling, and Wellness

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. 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, 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 graduate.

As a service to its students, MSUCOM provides access to the Kaplan Medical COMLEX board preparation online review and question bank. Access and instructions are provided to students during semester 3.

Detailed information and strategies for preparing for licensure board examinations (“board prep”) are provided by the Office of Academic Success and Career Planning during just-in-time orientation programs, newsletters, online video modules, and on its webpage.

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. More information can be obtained from the Office of Academic Success and Career Planning or by contacting Dr. Sadasivan.
Mental Health and Wellness Services

The Office of Personal Counseling and Health Promotion is committed to helping students develop into well-rounded, compassionate, and mindful osteopathic practitioners. Directed by Dr. John Taylor, clinical psychologist and adjunct faculty, this office uses a team-oriented, interdisciplinary approach made up of qualified clinical health professionals. Dr. Taylor and his team 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 Dr. Taylor and his team, 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 identifying, 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 Personal Counseling and Health Promotion and other resources available through Michigan State University. The Office of Personal Counseling and Health Promotion 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 Personal Counseling and Health Promotion webpage at:
http://com.msu.edu/Students/PC_HP_New/Personal_Counseling_Home_Page.htm
Access to 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

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/ 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](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](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](https://www.henryford.com/locations/macomb)

**Detroit:**
DMC Harper University Hospital Emergency Department  
3990 John R Street, Detroit, MI 48201  
313-745-8040  

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](https://www.dmc.org/our-services/find-a-physician)

**Macomb:**
Henry Ford Macomb Hospital  
15855 19 Mile Road, Clinton, MI 48038  
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).

Health 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).

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).

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.

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 or online at: 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.

Fatigue Mitigation
MSUCOM’s policy on Student Duty Hours and Fatigue Mitigation seeks to address the impact of academic or clinical workload on medical student well-being, including sleep and fatigue, as well as strategies to mitigate the effects of fatigue. This information is intended to prepare MSUCOM students for the clinical schedules of clerkship and for the transition to residency. The accreditation standards for graduate medical education programs include restrictions on the duty hours of residents and requirements for monitoring and scheduling.

MSUCOM students are expected to complete the online SAFER (Sleep, Alertness and Fatigue Education in Residency) module, produced by the American Academy of Sleep Medicine. The module may be accessed using the student’s MSU NetID at https://scs.msu.edu/mm/safer/.

Student Life and Organizations
The Office of Scheduling and Student Activities serves the student body through collaborative experiences and activities which enhance relationships with the college, university, communities and families of our medical students. The office operates the COM Merchandise Store and manages student orders from each site.

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 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.
Research and Scholarly Activity

Research at Michigan State University
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.

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”.

DO-PhD program:
MSUCOM students who wish to pursue more extensive research studies may apply for a dual degree through the MSUCOM 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 Masters degree are available. MSUCOM offers a dual degree program with the MSU College of Business leading to a Masters in Business Administration. Other masters degree programs are also available to MSUCOM students. More information may be found in the University Registrar page or on the MSUCOM website.

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

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.

Mediasite
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 Mediasite 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 Mediasite 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 Mediasite 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, also known as iClicker Cloud. 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 in order 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

Academic Policies

Medical Students 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 Students Rights and Responsibilities”. 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. Dual-degree candidates may exceed this time frame as noted in the policy.

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 take action on the recommendation via voice vote.
Grading Policy

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 Preference Evaluation) for each student as part of the ERAS (Electronic Residency Application Service) process.

The outcomes and process for students who do not receive a "P" is defined in the MSUCOM Policy for Retention, Promotion, and Graduation. An algorithm for remediation of “N” grades is provided as an appendix to this Handbook.

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 and in the Policy for Retention, Promotion, and Graduation and the algorithm for remediation of “N” grades, which are included in the appendices. The original “N” grade will remain on the student’s transcript even upon successful remediation of the course.

Committee on Student Evaluation (COSE)
The Committee on Student Evaluation (COSE) is responsible for administering the MSUCOM Policy for Retention, Promotion and Graduation and functions in accordance with that document. The COSE also endorses students for graduation and submits its endorsement to the Faculty Assembly for approval.

MSUCOM students receiving the academic standing of “dismissal” will have the opportunity to appear before the COSE to seek reinstatement.

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.

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 he/she will be directed to the excused absence policy in the course syllabus.

Personal belongings:
   a. Examinees are only allowed to possess his or her 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 includes the confiscation of cell phones, which can then be searched by administration 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, he/she 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), a face-to-face meeting with a College administrator will be required, and a letter of unprofessional conduct will be placed in the student’s academic file.

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 green “congratulations” 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 an individual experiences a technology failure with their personal device or the Examplify 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 Examplify 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:

a. 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 Students Rights and Responsibilities” document, including dismissal from the College.

Attendance and Absence Policy

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.

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.

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. Examination dates and mandatory class sessions will not routinely be changed for these activities.

4. In order to make up a missed mandatory class session or missed examination, a student must have obtained an excused absence. 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. The period of the leave of absence does not count toward the maximum time allowed for completion of requirements of the DO degree program.

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 mailbox. The request form is available online at 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/) and the Student Insurance Office (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, he/she does not qualify 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 he/she is 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.

Supervision Policy

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.

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: the student’s demonstrated ability; the student’s level of education and experience; and 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 concerns regarding clinical, administrative, educational, or safety issues during a clinical experience are encouraged to contact the supervising physician or clerkship/course director.

**COMLEX Policy**

As described in the MSUCOM Policy for Retention, Promotion, and Graduation, each student is required to achieve a passing score on the COMLEX-USA Level 1, COMLEX-USA Level 2 Cognitive Evaluation (CE), and COMLEX Level 2 Performance Evaluation (PE) examinations as one of the requirements for conferral of the DO degree. The National Board of Osteopathic Medical Examiners (NBOME) administers the COMLEX-USA series as the nationally recognized examinations for licensure of osteopathic physicians.

Students must take the COMLEX-USA Level 1 examination prior to entering the clerkship portion of the curriculum, and must pass the examination by semester nine. Students must take and pass COMLEX-USA Level 2 CE and PE prior to graduation. COMLEX-USA Level 3 is typically taken during the first postdoctoral year.

**Prerequisites to COMLEX Examinations**

- **COMLEX-USA Level 1**: Students must achieve a score of $\geq 450$ on a MSUCOM proctored NBOME COMSAE examination
- **COMLEX-USA Level 2 CE**: Students must pass COMLEX-USA Level 1
- COMLEX-USA Level 2 PE: Students must pass COMLEX-USA Level 1 and complete an MSUCOM sponsored COMLEX-PE preparation workshop.

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 must attain a score of greater than or equal to 450 on the proctored COMSAE examination administered by the College before taking COMLEX-USA Level 1. Students will be provided with two (2) opportunities to attain the score of ≥ 450. Any student who does not earn a score of ≥ 450 on one of the two proctored COMSAE examinations will be dis-enrolled from MSUCOM and placed on a College Academic Leave. During that leave, the student will have two (2) additional opportunities to take an proctored COMSAE examination, administered by the College. If the COMSAE score of ≥ 450 is not met after the fourth attempt, the student will be dismissed from the College.

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. As competition for residency positions has increase, performance on licensure examinations has become a more important factor used by residency programs in selecting candidates to interview or match. Failure of a licensure exam can negatively impact a student’s ability to secure a desired residency position.

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 ≥ 450 was highly correlated to a passing COMLEX-USA Level 1 score. This decision is validated by the NBOME. According to their website, COMSAE scores ranging from 451 to 550 are considered “acceptable performance”, while scores of 350 to 450 are considered “borderline performance”.
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 are expected to complete the online “SAFER” (Sleep and Fatigue Education in Residency) module, which was developed by the American Academy of Sleep Medicine. The program may be accessed at https://scs.msu.edu/mm/safer/ using the student’s MSU NetID.

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 be in compliance with 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

### 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 Student Services.
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. 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.

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.

University Resources and Links

Office for Inclusion and Intercultural Initiatives  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

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. 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. 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.
Statement of Professionalism

Preamble
The goal of the College of Osteopathic Medicine (COM) should be to create individual professionals; physicians who can access and examine critically, a reliable and extensive fund of knowledge and apply it consistently to maximize the clinical benefit of patients. COM students are expected to demonstrate academic professionalism and honesty, and to maintain the highest standards of integrity according to a code of honor that embodies a spirit of mutual trust and intellectual honesty. Michigan State University's Medical Student Rights and Responsibilities (MSRR) document has established that medical students have certain rights and responsibilities, and affirmed that students are a party to the social trust shared by all in the university community. COM supports the policies and procedures described in this MSRR document.

COM recognizes that a code of professional behavior cannot encompass all potential issues of conduct that may arise, and that judgments regarding professional behavior are subjective thereby making it impossible to specify all behaviors deemed to be unprofessional. Students are expected to hold themselves and their peers to professional standards of behavior throughout their course of study. Included among these standards are five fundamental values of academic integrity including honesty, trust, fairness, respect and personal accountability. Codes of professional conduct as outlined in the MSRR document should be provided to COM students at the time of their enrollment in medical school and these principles should be reinforced throughout the curriculum. Students shall also be bound by the precepts of professional behavior contained within the AOA Code of Ethics and the institutions where they complete medical rotations.

Professionalism
Principles of professionalism are not rules that specify behaviors, but guidelines that provide direction in identifying appropriate conduct. These principles include the safety and welfare of patients, competence in knowledge and skills, responsibility for consequences of actions, professional communication, confidentiality, and lifelong learning for maintenance of professional skills and judgments. Professionalism and professional ethics are terms that signify certain scholastic, interpersonal and behavioral expectations. Among the characteristics included in this context are the knowledge, competence, demeanor, attitude, appearance, mannerisms, integrity and morals displayed by the student to faculty, peers, patients and colleagues in other health care professions. Students are expected to conduct themselves at all times in a professional manner and to exhibit characteristics of a professional student.

Students Rights and Responsibilities
Each individual student is responsible for their behavior and is expected to maintain standards of academic honesty. Students share the responsibility with faculty for creating an environment that supports academic honesty and principles of professionalism. Proper relationship between faculty and student are fundamental to the college's function and this should be built on mutual respect and understanding together with shared dedication to the education process. It is a fundamental belief that each student is worthy of trust and that each student has the right to live in an academic environment that is free of injustice caused by dishonesty. While students have an obligation to assist their fellow students in meeting the common goals of their education, students have an equal obligation to maintain the highest standards of personal integrity.
Faculty Responsibilities
It is the responsibility of the faculty to specify the limits of authorized aid (including but not limited to exams, study aids, internet resources and materials from senior students) in their syllabi, and it is the responsibility of students to honor and adhere to those limits. The faculty should establish with the students when unauthorized or inappropriate use of computers, calculators and other forms of technology in course work, assignments or examinations is considered to be academic dishonesty. Course instructors shall inform students at the beginning of the semester of any special criteria of academic honesty pertinent to the class or course. Encouragement of group work varies greatly between disciplines, and instructors shall convey to their students the acceptable level of group work. Faculty and college/university administrators share the responsibility for developing a classroom and testing environment that discourages academic dishonesty.

Professional Responsibilities
MSUCOM students are expected to meet certain professional standards and take on professional responsibilities such as those described below:

1. Behave in a responsible/professional manner – each student must demonstrate respect for others (peers, faculty, staff, patients, etc.), competence, compassion, personal/professional honesty, social responsibility, confidentiality, teamwork, being on time, meeting deadlines and communicating in a professional manner. How a student behaves inside and outside the classroom reflects not only on the student but also on the College and the profession. These behaviors follow students their entire professional lives.
2. Immunizations – as a student in the College, immunizations must be up-to-date at all times. A student will be withheld from patient contact, including entry into clerkship training, if he/she is not compliant in his/her immunizations.
3. Fingerprinting – each student in the College must be fingerprinted to verify identity.
4. Universal Precautions – each student must attend annual training sessions in Universal Precautions (learning how to prevent exposure to blood and airborne pathogens as well as other infectious agents as well as learning what to do if exposed to these agents).
5. HIPAA – each student must attend annual HIPAA (confidentiality) training.
6. Urine Drug Screens and Criminal Background Checks – before entry into clerkship training, each student must undergo a urine drug screen and a criminal background check.

Online Social Networking Guidelines

Introduction
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 “untag” 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

Conflict of Interest
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 employee with a personal interest that could be influenced in favor of that interest, in the performance of their duties. Employees shall take appropriate steps to avoid or resolve any situation or relationship which may compromise the performance of their responsibilities. Examples of potential conflicts of interest include, but are not limited to: professional and personal relationships, gifts or benefits, and research conduct.

In addition to the policy 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 is comprised of a full-time University Ombudsperson, a part-time Associate University Ombudsperson, as well as an Office Manager. The Office was established to assist students in resolving conflicts or disputes within the University. We 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, we also identify 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. 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.

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. Here is information about the various MSU systems used to receive formal complaints.

The University Ombudsperson does not provide legal service, represent students or instructors at academic grievance or disciplinary hearings, or mediate disputes between or among faculty or between faculty and administrators.

Members of the MSU community may contact the University Ombudsperson in person (Room 129 of North Kedzie Hall), by e-mail (ombud@msu.edu), by phone (517-353-8830), or through the online “problem report form.”
Facilities, Safety and Security

Facilities
The College of Osteopathic Medicine operates at three sites in Michigan.

- **East Lansing**: East Fee Hall, 965 Fee Road, East Lansing, Michigan 48824
- **DMC**: MSUCOM-Detroit Medical Center, 4707 Saint Antoine Street, Detroit, MI 48201
- **MUC**: MSUCOM-Macomb University Center, 44575 Garfield Road, Clinton Township, MI 48038

Preclerkship Site Selection
Applicants to MSUCOM apply for admission to the college as a whole. Upon offer of admission, the applicant will complete a site designation form to indicate their 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. Through a selection process in year two, base hospital assignments are determined. More information on this process is available online and will be shared with students during year two.

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 is located in the appendices of this Handbook.

Additional links:

- MSU Alert – sign up for notifications: [https://alert.msu.edu/](https://alert.msu.edu/)
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 irrigants.

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, he/she 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](http://uphys.msu.edu/resources/healthcare-professional-student-information-f).
Appendices

1. Policy for Retention, Promotion, and Graduation
2. Remediation of “N” Grade Algorithm
3. College Hearing Procedures
4. Preclerkship Curriculum Grid for Academic Year 2018-19
5. Safety and security information – MSU East Lansing Campus
6. Safety and security information – Detroit Medical Center
7. Safety and security information – Macomb University Center
An electronic copy of the Policy for Retention, Promotion and Graduation is available to each student in the College on the MSUCOM Office of the Registrar policies webpage.

GRADUATION:

Section 1: Requirements

RETENTION:

Section 2: Grades

Section 3: Academic Standing

Section 4: Remediation

PROMOTION:

Section 5: Unsatisfactory Clinical Performance

Section 6: Leave from College

Section 7: Withdrawal

Section 8: Reinstatement
1. **Requirements**

   a. **Degree Conferral**
      
      i. Pass all required courses (or approved equivalent) in the DO program. *(See Section 2f)*
      
      ii. Pass the National Board of Osteopathic Medical Examiners (NBOME), COMLEX Level 1, COMLEX Level 2CE and COMLEX Level 2PE examinations.
      
      iii. Complete four (4) years of Responsible Conduct of Research (RCR) training 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.
      
      iv. Receive endorsement from the Committee on Student Evaluation (COSE) and affirmative vote from the faculty of the College.

   b. **Curricular**
      
      i. The standard time to achieve the DO degree is four (4) calendar years.
      
      ii. Each DO student will have up to **six (6) calendar years** from the student’s date of matriculation to complete all program graduation requirements.
      
      iii. Each DO/PhD student will have up to **nine (9) calendar years** from the student’s date of matriculation to complete all DO program graduation requirements.
         
         1. A DO/PhD student may petition COSE for one (1) additional year in order to complete all DO program graduation requirements.
      
      iv. A student displaying indicators of marginal academic performance during the Preclerkship Program will be required to appear for a mandatory Academic/Career Checkup.
      
      v. A student reinstated following suspension, dismissal, withdrawal, or returning from a personal or academic leave of absence must adhere to the College curriculum requirements and retention policies in place at the time of re-entry or returning to the College.
      
      vi. A student reinstated following suspension, dismissal, withdrawal, or returning from a personal or academic leave of absence after a period of two or more consecutive semesters, and who has completed the preclerkship program must successfully pass a College directed OSCE for entry or re-entry to the clerkship program.
         
         1. Students not passing and/or not participating in this College directed OSCE will be dismissed.
c. **Prerequisite**

i. Each student must pass (or successfully remediate) all required Semester 1 and 2 courses for entry into Semester 3. (See Section 2d)

ii. Each student must pass (or successfully remediate) all required Preclerkship Program courses for entry into the Clerkship Program. (See Section 2e)

iii. Each student must receive a score of \( \geq 450 \) (score subject to change) on an NBOME embargoed COMSAE examination, administered by the College, before eligible to take the COMLEX Level 1 examination.

   1. A student will be provided two (2) opportunities to reach the College designated score of \( \geq 450 \).
      
      a. A student not meeting this requirement will be immediately dis-enrolled and placed on a College Academic Leave. (See Section 5b)

      b. During the College Academic Leave, a student will be provided with two (2) additional opportunities to take an NBOME embargoed COMSAE examination, administered by the College in order to reach the College required score of \( \geq 450 \).

      i. A student not meeting this requirement will be dismissed from the College. (See Section 3d)

      c. A student who does not meet this requirement within one (1) calendar year will be required to appear before COSE or be withdrawn from the College.

iv. Each DO student must take the COMLEX Level 1 examination prior to entry to the Clerkship Program.

   1. A student who does not meet this requirement will be immediately dis-enrolled and placed on a College Academic Leave for no more than one (1) calendar year. (See Section 5b)

   a. A student who does not meet this requirement within one (1) calendar year will be required to appear before COSE or be withdrawn from the College.

v. Each DO student must pass COMLEX Level 1 prior to the beginning of semester 9 of the Clerkship Program.

   1. A student who does not meet this requirement will be immediately dis-enrolled and placed on a College Academic Leave for no more than one (1) calendar year. (See Section 5b)
a. A student who does not meet this requirement within one (1) calendar year will be required to appear before COSE or be withdrawn from the College.

vi. Each DO/PhD student must pass COMLEX Level 1 examination prior to entry to the Clerkship Program.

   1. A student who does not meet this requirement will be immediately dis-enrolled and placed on a College Academic Leave for no more than one (1) calendar year. (See Section 5b)

   a. A student who does not meet this requirement within one (1) calendar year will be required to appear before COSE or be withdrawn from the College.

vii. Each student must pass a COMLEX PE Simulation, administered by the College, before authorization will be given, by the College to take the COMLEX Level 2PE examination.

d. Compliancy

   i. Each student, prior to matriculation, must meet the following University and College compliancy requirements:

      1. Immunizations as required by the Office of the University Physician.
      2. Fingerprinting and criminal background check.
      3. Official transcripts from previously attended colleges/universities.

   ii. Each student, on an annual basis must maintain the following University and College compliancy requirements:

      1. Immunizations as required by the Office of the University Physician.
      2. Centers for Disease Control and Prevention recommendations for immunization of healthcare workers, Bloodborne Pathogens (BBP) and Universal Precautions initial and refresher training.
      3. Health Insurance Portability and Accountability Act (HIPAA) initial and refresher training.

   iii. Each student, prior to entry to the Clerkship Program must meet and maintain the following College compliancy requirements:

      1. Negative drug screen.
      2. Certifications:

         a. Basic Life Support (BLS)
         b. Advanced Cardiac Life Support (ACLS).
iv. A student may be subject to random drug screening at any time during their tenure in the College.

2. **Grades** – in accordance with University definition and policy, and approved by the University Committee on Curriculum, the College employs the Pass-No Grade (P-N) and conditional grade Incomplete or Extension (I-ET) grading system.

   a. Permanent recording from any course on Official transcript:
      i. P grade.
      ii. N grade.
         1. This grade will not be removed even if the course is subsequently successfully remediated or repeated.
      iii. I grade.
         1. When a student completes all requirements of the course the grade will change, as appropriate, to an I/P or I/N.

   b. A student who is assigned an ET grade in any course will have this grade replaced with a P or N, as determined by the Instructor of Record.

   c. A student that is suspended, dismissed or withdrawn cannot complete requirements for courses in which a conditional grade was assigned until they have been reinstated to the College.

   d. A student will not be permitted advancement to semester 3 with any non-completed, non-remediated N and/or conditional grades in required courses from semesters 1 and 2.

   e. A student will not be permitted to advance to the Clerkship Program with any non-completed, non-remediated N and/or conditional grades from any required Preclerkship courses.

   f. A student will not be recommended for conferral of the DO degree with any non-completed, non-remediated N and/or conditional grades from any required courses.

3. **Academic Standing** – based on performance in course(s), remediated and non-remediated, required for the DO degree and determined at the end of every semester.

   a. **Good Standing:**
      i. A status given to any student who:
         1. Has passed all required Preclerkship courses, including remediations and/or;
         2. Has passed all required Clerkship courses; and
         3. Is compliant with all University immunizations and College compliances and;
4. Has maintained an acceptable level of professional behavior.

b. **Warning:**
   i. An in house status given to any student who:
      1. Has accumulated N grades, remediated and non-remediated, in excess of 15% of the accumulated total required credits attempted in the Preclerkship program to date.
         a. The student will be required to appear before the COSE Preclerkship Performance Subcommittee.
         i. Any student failing to appear, when directed, without due cause, or fails to meet any Subcommittee requirement, will be suspended from the College.

c. **Dismissal:**
   i. A status given to any student who:
      **Semesters 1 and 2**
      1. Has accumulated N grades, remediated and non-remediated, in excess of 40% of the combined accumulated total credits attempted in required course(s) from semester 1 and 2 of the Preclerkship Program; or
      **Semester 2**
      2. Has accumulated N grades, remediated and non-remediated, in excess of 30% of the accumulated total credits attempted in required courses from semester 2 only of the Preclerkship Program; or
      **Semesters 3 through 6**
      3. Has accumulated N grades, remediated and non-remediated, in excess of 40% of the accumulated total credits attempted in required courses of the Preclerkship Program during a single semester; or
      4. Has accumulated N grades, remediated and non-remediated, in excess of 20% of the accumulated total credits attempted in required courses starting from semester 1 of the Preclerkship Program; or
      **Semester 7 through 12**
      5. Has not passed or participated in a College directed OSCE for entry or reentry to the clerkship program; or
      6. Has not passed an NBOME embargoed COMSAE examination, administered by the College, after four (4) attempts; or
7. Has not passed any single level exam after three (3) attempts of the COMLEX Level 1 examination, COMLEX Level 2CE examination or COMLEX Level 2PE examination; or
8. Has received three (3) or more N grades in any combination of Clerkship courses.

ii. A student seeking immediate reinstatement after his or her first (1st) or second (2) dismissal will be given an opportunity to petition COSE for reinstatement.

iii. A student dismissed for a third (3) time will be permanently dismissed with no opportunity for reinstatement.

4. Remediation Eligibility - The Instructor of Record will determine if a course remediation will be offered, if offered, a student’s academic standing will determine eligibility.
   i. Students suspended, dismissed or withdrawn from the College will not be eligible for remediation.
   ii. A student that successfully remediates will receive a P grade for the remediated course enrollment. This indicates that the student has remediated the original course.
   iii. If the student is not successful in passing the remediation, he/she will receive an N grade for the remediated course enrollment.

5. Unsatisfactory Clinical Performance
   a. A designation given to any student who:
      i. Receives one (1) and/or two (2) N grades in any Clerkship course; and/or
      ii. Receives two (2) or more overall “Below Expectations” ratings on any Clerkship rotation evaluation; and/or
      iii. Displays indicators of marginal performance on any clerkship rotation.
      iv. The student will be required to appear before the COSE Clerkship Performance Subcommittee.
      v. Any student failing to appear, when directed, without due cause, or fails to meet any Subcommittee requirement, will be suspended from the College.

6. Leave from College
   a. Student Initiated Leave (Personal Leave)
i. A designation given to any student who:
   1. Received permission to be temporarily released from their responsibilities in the College.
      a. A student will be required to submit their request in writing and provide documentation supporting their request for review and leave approval.
      b. An approved leave will not supersede a student’s academic standing determination. (See Section 3)
      c. A student will be approved for no more than two (2) leave requests.

ii. During a leave of absence, a student is no longer enrolled in the College and the time away does not count against the six (6) or nine (9) calendar year requirement to graduate from the College. (See Sections 1bi & 1bi1)

iii. If a student does not return to the College at the end of one (1) calendar year, he or she must appear before COSE to request a leave extension or withdraw from the College.

b. **College Directed Leave (Academic Leave)**
   i. A designation given to any student:
      1. Prohibited from curricular advancement and/or degree conferral due to:
         a. Conditional grades (I or ET) and/or omitted required courses; and/or
         b. Non-remediated N grades; and/or
         c. Failure to meet the COMSAE requirement; and/or
         d. Failure to take COMLEX Level 1 prior to entry into the clerkship program; and/or
         e. DO/PhD student’s failure to pass COMLEX Level 1 prior to entry into the clerkship program; and/or
         f. Failure to meet the COMLEX Level 1 examination prerequisite for enrollment in semester 9; and/or
         g. Failure to pass the COMLEX Level 2CE and/or Level 2PE examination prerequisite for degree conferral.
   ii. During the academic leave, the student is no longer enrolled in the College and the time away does not count against the six (6) or nine (9) calendar years requirement to graduate from the College. (See Sections 1bi & 1bi1)
iii. If a student has not met curricular advancement and/or degree conferral requirements at the end of one (1) calendar year, he or she must appear before COSE or withdraw from the College.

7. **Withdrawal**
   a. A status given to any student:
      i. Who chooses to not continue; or
      ii. Whose intent is not to return to the College; or
      iii. Who has not communicated their intent to return from a leave at the end of one (1) calendar year; or
      iv. Who is not actively participating in curricular advancement and/or degree conferral; or
      v. Who chooses not to appear before COSE when directed.

8. **Reinstatement**
   a. A student will be given an opportunity to seek reinstatement by petitioning COSE:
      i. After a first (1st) or second (2\textsuperscript{nd}) dismissal and within two (2) years from the date of his or her last dismissal; or
      ii. Within two (2) years from the date of his or her withdrawal.
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

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**

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

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

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 (Date)

Approved by College of Osteopathic Medicine Faculty 10/26/2012
MSUCOM Remediation of “N” Grade Algorithm

Remediation is governed by the Course Syllabus (LEVEL 1) and MSUCOM Policy for Retention, Promotion and Graduation (LEVEL 2)

“N” (NO PASS)

LEVEL 1
COURSE ELIGIBILITY

ELIGIBLE
(refer to course syllabus)

Choose to withdraw

Schedule appointment with the COM Registrar’s Office (517-353-7741)

Pursue remediation

Schedule appointment with the COM Registrar’s Office (517-353-7741)

Choose to repeat course

Schedule appointment with the COM Registrar’s Office (517-353-7741)

INELIGIBLE
(refer to course syllabus)

Required to sit out until next offering of course

LEVEL 2
COLLEGE ELIGIBILITY

Determined at end of each semester (Refer to Retention Policy)

ELIGIBLE

Receive application for remediation from the COM Registrar’s Office

PASS

Continue curriculum

NO PASS

Schedule appointment with the COM Registrar’s Office (517-353-7741)

INELIGIBLE

Receive dismissal letter from the COM Registrar’s Office
Pre-clerkship Curriculum Grid for Academic Year 2018-19

Semester 1 – Summer 2018 Class of 2022
Semester Director – McCollum, 9 Total Credits

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Credits</th>
<th>Title</th>
<th>Coordinator/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTR510</td>
<td>8</td>
<td>Clinical Human Gross Anatomy and Palpatory Skills</td>
<td>Fitzsimmons</td>
</tr>
<tr>
<td>BMB 516</td>
<td>1</td>
<td>Metabolic Biochemistry: Nutrients and Products</td>
<td>Ritchie</td>
</tr>
</tbody>
</table>

Semester 2 – Falls 2018 – Class of 2022
Semester Director – Wilkins, 15 Total Credits

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Credits</th>
<th>Title</th>
<th>Coordinator/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>OMM 511</td>
<td>1</td>
<td>Osteopathic Manipulative Medicine 1</td>
<td>Francisco</td>
</tr>
<tr>
<td>OST 551</td>
<td>2</td>
<td>Osteopathic Patient Care 1</td>
<td>Scott</td>
</tr>
<tr>
<td>BMB 528</td>
<td>2</td>
<td>Molecular Biology and Medical Genetics</td>
<td>Faner</td>
</tr>
<tr>
<td>MMG 531</td>
<td>2</td>
<td>Medical Immunology</td>
<td>Nantais</td>
</tr>
<tr>
<td>MMG 532</td>
<td>2</td>
<td>Medical Microbiology</td>
<td>D Arvidson</td>
</tr>
<tr>
<td>PHM 564</td>
<td>2</td>
<td>Medical Pharmacology</td>
<td>Lookingland</td>
</tr>
<tr>
<td>PSL 539</td>
<td>4</td>
<td>Cell Biology &amp; Pathophysiology</td>
<td>Tai</td>
</tr>
</tbody>
</table>

Semester 3 – Spring 2019 – Class of 2022
Semester Director – 3a Ward/3b L. Kaufman, 20 Total Credits

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Credits</th>
<th>Title</th>
<th>Coordinator/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>OMM 512</td>
<td>1</td>
<td>Osteopathic Manipulative Medicine 2</td>
<td>Francisco</td>
</tr>
<tr>
<td>OST 552</td>
<td>2</td>
<td>Osteopathic Patient Care 2</td>
<td>Scott</td>
</tr>
<tr>
<td>OST 556</td>
<td>1</td>
<td>Pediatrics 1</td>
<td>Rosenberg</td>
</tr>
<tr>
<td>OST 571</td>
<td>10</td>
<td>Neuromusculoskeletal System</td>
<td>Ward</td>
</tr>
<tr>
<td>OST 572</td>
<td>3</td>
<td>Genitourinary System</td>
<td>L Kaufman</td>
</tr>
<tr>
<td>OST 573</td>
<td>3</td>
<td>Endocrine System</td>
<td>Lookingland</td>
</tr>
</tbody>
</table>

Semester 4 – Summer 2018 – Class of 2021
Semester Director – Nantais, up to 17 Total Credits

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Credits</th>
<th>Title</th>
<th>Coordinator/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>OMM 513</td>
<td>1</td>
<td>Osteopathic Manipulative Medicine 3</td>
<td>Gugel</td>
</tr>
<tr>
<td>OST 553</td>
<td>3</td>
<td>Osteopathic Patient Care 3</td>
<td>Scott</td>
</tr>
<tr>
<td>OST 557</td>
<td>1</td>
<td>Pediatrics II</td>
<td>Rosenberg</td>
</tr>
<tr>
<td>OST 574</td>
<td>3</td>
<td>Female Reproductive System</td>
<td>Boes</td>
</tr>
<tr>
<td>OST 575</td>
<td>6</td>
<td>Gastrointestinal System</td>
<td>Kerschen/Nantais</td>
</tr>
<tr>
<td>OST 576</td>
<td>2</td>
<td>Integumentary System</td>
<td>Gallagher</td>
</tr>
<tr>
<td>Course ID</td>
<td>Credits</td>
<td>Title</td>
<td>Coordinator/s</td>
</tr>
<tr>
<td>--------------</td>
<td>---------</td>
<td>--------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>FCM 640/650*</td>
<td>1</td>
<td>Principles of Family Medicine (Preceptor)*</td>
<td>Keenum</td>
</tr>
</tbody>
</table>

Semester 5 – Fall 2018 – Class of 2021  
Semester Director – Petsche & Strobl, up to 18 Total Credits

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Credits</th>
<th>Title</th>
<th>Coordinator/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>OMM 514</td>
<td>1</td>
<td>Osteopathic Manipulative Medicine 4</td>
<td>Gugel</td>
</tr>
<tr>
<td>OST 554</td>
<td>3</td>
<td>Osteopathic Patient Care 4</td>
<td>Scott</td>
</tr>
<tr>
<td>OST 558</td>
<td>--</td>
<td>Pediatrics III <em>(continues through Semester 6)</em></td>
<td>Rosenberg</td>
</tr>
<tr>
<td>OST 577</td>
<td>2</td>
<td>Psychopathology System</td>
<td>Smith/Ley</td>
</tr>
<tr>
<td>OST 578</td>
<td>2</td>
<td>Hematopoietic System</td>
<td>Gulick</td>
</tr>
<tr>
<td>OST 579</td>
<td>9</td>
<td>Cardiology System</td>
<td>Hughes/Strobl</td>
</tr>
<tr>
<td>FCM 640/650*</td>
<td>1</td>
<td>Principles of Family Medicine (Preceptor)*</td>
<td>Keenum</td>
</tr>
</tbody>
</table>

Semester 6 – Spring 2019 – Class of 2021  
Semester Director – Hughes, up to 15 Total Credits

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Credits</th>
<th>Title</th>
<th>Coordinator/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>OMM 515</td>
<td>1</td>
<td>Osteopathic Manipulative Medicine 5</td>
<td>Gugel</td>
</tr>
<tr>
<td>OST 555</td>
<td>3</td>
<td>Osteopathic Patient Care 5</td>
<td>Scott</td>
</tr>
<tr>
<td>OST 558</td>
<td>1</td>
<td>Pediatrics III <em>(continuation from Semester 5)</em></td>
<td>Rosenberg</td>
</tr>
<tr>
<td>OST 583</td>
<td>1</td>
<td>Geriatrics</td>
<td>Komara</td>
</tr>
<tr>
<td>OST 580</td>
<td>6</td>
<td>Respiratory System</td>
<td>Hughes</td>
</tr>
<tr>
<td>OST 581</td>
<td>2</td>
<td>Ethics, Professionalism &amp; Law</td>
<td>Petsche</td>
</tr>
<tr>
<td>FCM 640/650*</td>
<td>1</td>
<td>Principles of Family Medicine (Preceptor)*</td>
<td>Keenum</td>
</tr>
</tbody>
</table>

*A total of two preceptor experiences (FCM 640/650) are to be completed in either semester 4, 5 or 6 (or a combination thereof)*
Safety and Security Information
MSUCOM 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/](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.

• **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/](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/](http://alert.msu.edu/)

<table>
<thead>
<tr>
<th><strong>MICHIGAN STATE UNIVERSITY</strong></th>
<th><strong>EMERGENCY GUIDELINES</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fire Guidelines</strong></td>
<td><strong>Weather Warnings</strong></td>
</tr>
<tr>
<td>1. Pull the alarm and call 9-1-1.</td>
<td>If a weather warning is issued or severe or threatening weather approaches move to a safe shelter area.</td>
</tr>
<tr>
<td>2. Evacuate the building utilizing the nearest safe exit.</td>
<td>Notification is through: 1. Outdoor Warning Sirens or ConnectEd messaging.</td>
</tr>
<tr>
<td>4. Follow the instructions of Emergency Action Team Coordinators, Police, Fire/EMS personnel.</td>
<td>3. Inside buildings: a public address system, or the Emergency Action Teams.</td>
</tr>
<tr>
<td>Persons with Disabilities: Assist in relocating the person to the nearest safe fire rated stairwell and Inform the nearest emergency responder of their location.</td>
<td>WEATHER SHELTERS: Indicated on evacuation maps highlighted in yellow. Seek an area away from windows, in hallways, or the basement of the building.</td>
</tr>
</tbody>
</table>

Revised 7/25/13
Safety and Security Information
Macomb University Center Site

IN THE EVENT OF ANY EMERGENCY,
CALL MACOMB CAMPUS POLICE AT EXTENSION 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/](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.
EMERGENCY INFORMATION
Detroit Medical Center Site

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

- **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:
  
  - During normal business hours, notify Lab or Administrative personnel.
  - During off hours, please contact DMC Security @ 313-745-7031 or by using the direct-dial 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.