



College of Osteopathic Medicine
MICHIGAN STATE UNIVERSITY

D.O. STUDENT HANDBOOK

2021-2022

Effective Summer Semester, 2021

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

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Welcome to MSUCOM

The MSUCOM Student Handbook is published electronically by Michigan State University College of Osteopathic Medicine (MSUCOM) for students in the Doctor of Osteopathic Medicine program. This handbook does not supersede other Michigan State University (MSU) or MSUCOM policies, regulations, agreements or guidelines. This handbook contains information in effect Summer Semester, 2021; any subsequent changes are effective as of the date of issuance.

Students shall adhere to all MSU and MSUCOM policies, rules, regulations, and guidelines. Violations of any such policies, rules, regulations, and guidelines are subject to disciplinary action, up to and including dismissal.

Mission and Vision

The mission of MSUCOM is “Providing world-class, osteopathic, student-centered graduate and medical education and research in order to foster community access to patient-centered medical care.”

The vision 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.”

Common Ground Framework for Professional Conduct

The Common Ground Framework provides the MSUCOM community with a reminder of the unity of mind, body and spirit that underlines the field of osteopathic medicine. The framework is a set of guiding, foundational principles that underpin professional conduct and integrity and applies to all professionals, including students, at work within the shared college community, independent of their specific roles or responsibilities. As we adopt a model for professional conduct that is consistent and transparent throughout all levels of MSUCOM, we can foster a flourishing community where we can grow and learn together. Additional details may be found on page 51.

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.

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

MSUCOM has a long-established network of community teaching hospitals throughout Michigan. Currently known as the MSUCOM Statewide Campus System (SCS), this network was the original model for the osteopathic postdoctoral training institution, or OPTI. SCS has been accredited as an OPTI by the American

Osteopathic Association (AOA) and currently holds institutional accreditation by the Accreditation Council for Graduate Medical Education (ACGME). In partnership with MSUCOM, SCS residency programs lead the nation in achieving accreditation under ACGME.

Degree Program

The College of Osteopathic Medicine is approved by MSU to offer a graduate professional degree program in Osteopathic Medicine. Students who complete the curriculum and requirements are recommended by the faculty of MSUCOM for conferral of the Doctor of Osteopathic Medicine (DO) degree by the MSU Board of Trustees. Following graduation, DOs will typically enter a graduate medical education program (residency) and pursue a career path in clinical medicine.

Accreditation

Michigan State University College of Osteopathic Medicine (MSUCOM) is accredited by the Commission on Osteopathic College Accreditation (COCA) to offer an academic program leading to the Doctor of Osteopathic Medicine (DO) degree. MSUCOM seeks to comply with all COCA standards for continuing accreditation. The process for submitting complaints relative to accreditation is outlined in the Policy on Submission and Review of Accreditation Complaints, which is described herein and may be found on the MSUCOM website at link below: <https://com.msu.edu/about-us/accreditation>.

More information on COCA accreditation of colleges of osteopathic medicine can be found online at <https://osteopathic.org/accreditation/> 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, MSU 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.

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

College Locations and Contact Information

Website: www.com.msu.edu

Campuses

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

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

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

Graduate Medical Education

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

College Leadership

OFFICE OF THE DEAN

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Dean

Kimberly LaMacchia
Administrative Director and Executive Assistant

ADMISSIONS AND STUDENT LIFE

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Debalina Bandyopadhyay, PhD
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MACOMB UNIVERSITY CENTER SITE

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Assistant Dean of Clerkship Education

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Director of Preclerkship Clinical Education

Kim Pfotenhauer, DO
Director of Clerkship Education

Kim Peck, MBA
Director of Academic and Career Advising

Jessica Wicks, PhD
Director of Instructional Design and Assessment

Meghan Tappy
Director of Continuing Medical Education

RESEARCH

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Associate Dean and Co-Director, DO-PhD Program

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

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

STATEWIDE CAMPUS SYSTEM

Jonathan Rohrer, PhD, D. Min
Associate Dean

Julianne Purcell, EdD, MTD
Director of Statewide Campus System

Deborah Virant-Young, PharmD, BCPS
Director of Faculty Development

Diversity and Inclusion

Office for Inclusion and Intercultural Initiatives

The Office for Inclusion and Intercultural Initiatives serves as an institutional focal point for promoting inclusion and diversity at MSU, 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. <https://inclusion.msu.edu/>

Anti-Discrimination Policy

MSU 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.

The Anti-Discrimination Policy (ADP) outlines the types of prohibited discrimination and harassment at MSU. Under the ADP, University community members are prohibited from engaging in acts which discriminate against or harass any University community member on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.

- [Anti-Discrimination Policy \(ADP\)](#)
- [ADP User's Manual](#)

Policy on Relationship Violence and Sexual Misconduct

The Policy on Relationship Violence and Sexual Misconduct (RVSM Policy) is a subset of the ADP, which prohibits University community members from engaging in relationship violence, stalking, and sexual misconduct. The RVSM Policy also describes the process for reporting violations, outlines the process used to investigate and adjudicate alleged violations, and identifies resources available to members of the University community who experience relationship violence, stalking, or sexual misconduct.

- [Policy on Relationship Violence and Sexual Misconduct \(RVSM\)](#), including appendices on the investigation process, resources, sanction and appeal procedures, and other important information
- [MSU's Office for Civil Rights and Title IX website](#), including information on local and national resources available to reporters, claimants, and respondents; reference guides; news; campus initiatives, and the University's Title IX program mid-year and annual reports.

MSUCOM students will be required to complete online training modules covering the RVSM Policy. Access to the training will be provided to students via email from the university. Training is facilitated by the Prevention, Outreach and Education department (poe.msu.edu). The Prevention, Outreach and Education department (POE) promotes safety and improves quality of life by educating members of the MSU campus community on sexual assault and relationship violence, eliminating violence on campus empowering staff, faculty and students to become advocates for a non-violent community and positively affecting social change.

The Office for Civil Rights and Title IX Education and Compliance is responsible for leadership of MSU's civil rights compliance and efforts to cultivate a campus community that is free of discrimination and harassment. This includes oversight for the Office of Institutional Equity, and the Prevention, Outreach and Education Department <https://poe.msu.edu>. The Office for Civil Rights also coordinates with MSU entities that provide crisis and advocacy services to survivors of sexual assault and relationship violence. The office is also home to the Americans with Disabilities Act (ADA) Coordinator. <https://civilrights.msu.edu/>

Office of Institutional Equity

The Office of Institutional Equity (OIE) handles complaints 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 Anti-Discrimination Policy and the Policy on Relationship Violence and Sexual Misconduct. Reports to OIE can be made via the online form, over the phone, or in-person: <https://oie.msu.edu>

Disability and Reasonable Accommodation Policy

The Disability and Reasonable Accommodation Policy prohibits discrimination and harassment against a qualified individual with a disability. The Policy describes the process for seeking reasonable accommodations to ensure equal employment opportunities and equal access to University programs, services, and facilities.

- [Disability and Reasonable Accommodation Policy](#)
- [Accommodation Appeal Form](#)

Pursuant to Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, 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, MSU prohibits discrimination and harassment against a qualified individual with a disability. MSU 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 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.

Admissions and Enrollment Services

Office of Admissions

The Office of Admissions facilitates a holistic admission process that ensures development of a diverse and dynamic cadre of osteopathic physicians to provide exceptional health care globally in the twenty-first century. 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.

Dual Degree Programs

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

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

Technical Standards

Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. The MSUCOM 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 all 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 their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibility's 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 age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight culture are different from their 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.

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 PA, MD, DDS, DO, DVM, PT, or PhD degrees.

Office of Enrollment Services and Student Records

The Office of Enrollment Services and Student Records (ESSR), in collaboration with the Offices of Admissions, Financial Aid, and Academic Programs, provides seamless transition from matriculation through the alumni years. The Office of Enrollment Services and Student Records provides enrollment 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
- verifications and certifications
- academic retention, promotion, and graduation policy interpretation and implementation
- student compliance

Enrollment Services and Student Records will assist students with questions, including logistics, immunizations, compliances, forms, enrollment, grades, program and graduation requirements. In addition, representatives at the Detroit Medical Center (DMC) and Macomb University Center (MUC) sites can assist students with documentation and compliance. Please note, students are expected to maintain a **current mailing address** and communicate any **name changes** to the Office of Enrollment Services and Student Records.

Background Checks, Fingerprinting, and Drug Screening

Students will undergo formal background checks and drug screening prior to matriculation, before beginning clerkship, and periodically during medical training. Students will also undergo formal fingerprinting prior to matriculation. It is the responsibility of students to alert MSUCOM to any charges related to alcohol, drugs or related substances, as well as any felonies that may appear on their background check. It is also the responsibility of students to alert MSUCOM in advance to any prescription medication use or medical therapy that may impact the results of a drug screen.

Positive drug screening results not related to a currently prescribed medication or medical therapy will be reported to an Associate Dean. Any student with a positive drug screen not related to a currently prescribed medication or medical therapy may be asked to obtain a substance abuse assessment from an agency external to the college. Information related to any charge or suspicion of illegal activity or misuse of alcohol or drugs is confidential and will only be shared with administrators on a need-to-know basis.

Enrollment and Billing

The Office of Enrollment Services and Student Records enrolls students each semester. All billing statements will be created and available electronically. Communication will be sent via e-mail to the student's MSU e-mail address whenever a new billing statement has been generated.

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

Office of Financial Aid

The MSU Office of Financial Aid has dedicated staff to assist medical students in the colleges of Human Medicine (CHM), Osteopathic Medicine (COM), and Veterinary Medicine (CVM) by distributing financial aid information, coordinating financial aid workshops, and by providing individualized financial aid counseling. Each MSUCOM student will receive two mandatory financial aid sessions during the four- year program. One-on-one advising is also available to current, prospective and newly admitted students.

General resources on student finances and financial aid, as well as information on costs, budgets, tuition and fees are available online at the MSU Medical Student Financial Aid website at <https://finaid.msu.edu/med/default.asp>. AACOM has also produced Financial Aid Debt Management Modules which may be found here <https://www.aacom.org/become-a-doctor/financial-aid-and-scholarships/aacom-financial-aid-debt-management-modules>.

Fees and Refunds

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

Enrolled students are assessed charges for tuition and fees on a semester basis. Refund of tuition and fees is determined as followed:

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

Scholarships

Through the generous support of many individuals and organizations, MSUCOM offers an array of scholarships and loans to incoming and enrolled students. These scholarships and loans vary in the amount of funding, criteria, timing, and purpose, 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.
- 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 from mid-Fall to mid-Spring 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 and spring semesters.

Academics and Assessment

Curriculum Overview

The curriculum leading to the Doctor of Osteopathic Medicine (DO) degree is a four-year program divided into two components: the preclerkship curriculum, presented in the first two years; and the clinical clerkship curriculum, scheduled in the third and fourth years. The curriculum is designed to foster development in the core competencies of the osteopathic professional along with additional competency domains that align with our mission at MSUCOM.

Core Competencies

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

Program Level Educational Objectives

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

Osteopathic Principles, Practice, and Manipulative Medicine: MSUCOM graduates will be able to:

1. Demonstrate and apply knowledge and skills related to osteopathic principles and practice such that care of patients is approached from the distinct behavioral, philosophical, and procedural aspects of osteopathic medical practice (K, S, A).
2. Recognize, diagnose, and treat patients with somatic dysfunction using hands-on osteopathic manipulative treatment (OMT) in the clinical setting (K, S, A).

Patient Care and Procedural Skills: MSUCOM graduates will be able to:

3. Provide osteopathic medical care that is patient-centered, compassionate, evidence-based, timely, and equitable in order to promote health and the body's self-regulatory and self-healing nature. (K, S)
4. Determine and monitor the nature of the patient's concern or complaint; implementing mutually agreed upon diagnostic and patient care plans that include appropriate patient education and follow-up. (K, S, A)
5. Perform all diagnostic and therapeutic clinical procedures essential for generalist practice in the delivery of high-quality patient care, promotion of wellness, and prevention of disease. (K, S)

Medical Knowledge: MSUCOM graduates will be able to:

6. Interpret and apply established and evolving principles of foundational biomedical and clinical sciences to explain principles of health, disease, and diagnostic and treatment options. (K)

Practice-Based Learning and Improvement: MSUCOM graduates will be able to:

7. Assimilate and apply evidence-based medicine principles and practices, fundamental biostatistical and epidemiologic concepts, and clinical decision-making skills to evaluate the validity and clinical significance of established and evolving scientific evidence. (K, S, A)
8. Demonstrate practical strategies for integrating best medical evidence and evidence-based principles and practices into patient care. (K, A)

9. Leverage systematic methods to ensure continuous self-evaluation of clinical practice patterns and practice-based improvements, including those that reduce medical errors and promote optimal, equitable health outcomes. (K, S, A)

Interpersonal and Communication Skills: MSUCOM graduates will be able to:

10. Exhibit skills and behaviors that facilitate effective information gathering and giving, empathic rapport building, and shared- decision-making in interactions with the patient, the patient's family and caregivers, and other members of the interprofessional collaborative team. (S)

11. Effectively document and synthesize clinical findings, diagnostic impressions, and diagnostic and treatment instructions in verbal, written, and electronic formats. (S)

Professionalism: MSUCOM graduates will be able to:

12. Adhere to the ethical, behavioral, and social science principles that underpin medical professionalism, demonstrating accountability to patients, society, and the profession in medical education, training, research, and practice. (K, A)

13. Establish, maintain, and conclude the physician-patient relationship in a manner that is responsive to the needs of patients, appropriate to one's scope of practice, and supersedes self-interest. (K, A)

Systems-Based Practice: MSUCOM graduates will be able to:

14. Describe the larger context and systems of health care, including one's role and responsibilities in this system, and potential impacts on practice and patient care. (K)

15. Identify areas for improvement to promote quality and patient safety while reducing medical errors, inequities, needless pain and suffering, waste, and other inefficiencies. (K, A)

Scientific Method: MSUCOM graduates will be able to:

16. Apply knowledge of the scientific method, research methods, and basic scientific and ethical principles of clinical and translational research to collect data, test and verify hypotheses, and conduct and evaluate research, applying findings into patient care as appropriate. (K)

Self-Directed and Lifelong Learning: MSUCOM graduates will be able to:

17. Seek and apply continuing knowledge for lifelong learning and practice improvement, formulating appropriate clinical questions and receiving related evidence as appropriate to inform patient care. (S, A)

Interprofessional Education for Collaborative Practice: MSUCOM graduates will be able to:

18. Foster a climate of shared values, mutual respect, and effective team communication with other health professionals, patients and their families, and broader communities in health promotion and disease treatment. (S, A)

19. Practice collaboratively and appropriately as a member or a leader of an interprofessional health care team in accordance with IPEC core competencies. (K, S, A)

20. Use one's role and those of other professions to promote effective, efficient, equitable care while learning in academic and clinical environments that promote interactions with other health professions and professionals. (K, A)

Societal and Cultural Awareness and Advocacy: MSUCOM graduates will be able to:

21. Provide sensitive, responsive patient care to a culturally and socially diverse patient population in varied clinical settings and across the lifecycle. (K, A)

22. Leverage system resources to advocate for and maximize the health of the individual and communities or populations at large. (K, A)

Preclerkship Curriculum

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

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

Instruction is provided by foundational biomedical science, behavioral science, and clinical faculty in classroom, online, laboratory, and small group learning activities. Assessment by written and/or practical examinations are incorporated in each course. The National Board of Osteopathic Medical Examiners COMAT examinations provide additional formative assessment of knowledge during years one and two.

Course packs

Most courses in the preclerkship curriculum offer a course pack, containing materials on which lectures are based. The course pack is always available as an electronic version through D2L, including color images if utilized. Students may also choose to receive a paper course pack; images will appear in black and white. Materials in the course pack may sometimes have minor variations from material presented by faculty in class.

Clerkship Curriculum

The Clerkship Curriculum includes required and elective rotations in primary care, medical, and surgical disciplines, as well as longitudinal courses in the third and fourth year. The roster of required rotations and other clerkship elements are reviewed and periodically updated by the College Curriculum Committee. The clerkship curriculum begins with a Transitions to Clerkship course. Students complete clinical rotation assignments in the core disciplines of family medicine, pediatrics, internal medicine, emergency medicine, obstetrics/gynecology, surgery, psychiatry, and neurology, and additional weeks of elective rotations. Following the core rotations, it is the expectation that the student will take COMLEX-USA Level 2-CE written examination. Students will participate in the MSUCOM Clinical Performance Competency Assessment as well as other simulated events throughout the clerkship.

Two courses run concurrently with rotations during the clerkship curriculum. In the third year, students participate in the Core Clinical Concepts (C3) longitudinal course to develop the clinical skills needed for healthcare in the 21st century. The C3 curriculum includes clinical education encompassing self-directed online learning and classroom instruction at the student's base hospital. This didactic curriculum includes symptom-based topics that can relate to multiple specialties. During the fourth year, students participate in a longitudinal course addressing clinical skills for the senior osteopathic medical student.

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.

Osteopathic principles and practice

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

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

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

The use of OPP and OMM are included in the clerkship curriculum through the C3 didactics program, OMM 602 (Osteopathic Principles and Practice), and OST 604 (Essential Clinical Skills Year 4) and objectives in required and elective rotations in the third and fourth years. Application of OMM is also reviewed in preparation for the Clinical Performance Competency Assessment.

Interprofessional education and team-based collaborative care

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

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 critical review of medical literature are introduced in the Evidence-Based Health Science Course and are reinforced in the OPC course series and in clerkship rotations. Academic advisors and self-directed guides are available to help students develop useful learning strategies. The format of the curriculum includes flipped classroom and other techniques that encourage self-directed learning and helps students learn to manage their time effectively. In clerkship, students are expected to identify and utilize resources to enhance learning in the clinical setting.

Educational Sites

Preclerkship Site Selection

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

MSUCOM Preclerkship Site Transfer Consideration Policy

Students will be considered for a pre-clerkship site transfer, semesters 2 through 6, based on demonstrated need, as outlined below. Site transfer is contingent upon site availability. In the event there are more qualified applicants than there are seats available, the committee will facilitate a lottery system.

In order to be considered for site transfer, all students must be current with all immunization, including but not limited to Measles, Mumps, Rubella, Varicella, Influenza, Hepatitis B, Tuberculosis, T-Dap (tetanus, diphtheria, and pertussis) and additional compliances, including but not limited to Bloodborne Pathogen, HIPAA, Criminal Background Check and Fingerprinting. Verification of completion must be on record with the University Physician's Office and the MSUCOM Office of Enrollment Services & Student Records.

MSUCOM students may prefer an alternate site for various reasons. In order to evaluate requests for transfer, the committee has established the criteria below for demonstration of need. Submitted applications and documentation will be reviewed for completeness by Enrollment Services and Student Records and will be de-identified for assessment. Availability at the requested site is necessary but not sufficient for approval of a transfer request.

Students seeking a site transfer will be required to complete the [Pre-Clerkship Site Transfer Request Form](#) and include supporting documentation as requested under the criteria they are applying.

A site transfer, if granted, will commence at the beginning of a semester.

**Only under very rare circumstances will approval be given for a transfer to commence during a semester.*

Standards for transfer consideration (must meet at least one of the following criteria to be eligible for the lottery):

- Student, spouse or children with physical and/or mental illness/disability in need of health facilities or specialty services unique to a specific community and which cannot be duplicated effectively elsewhere.
- Student or spouse is the principal caregiver/support person for a family member with a physical and/or mental illness/disability.
- Students with rare and unusual circumstances not outlined above.

Documentation: Students who request consideration must provide a written statement explaining in detail, why the requested site transfer meets this criterion, including the nature of the circumstances and the impact these circumstances would have if approval would not be granted. Additional documentation to support student's request for consideration must include:

- Letter from patient's physician, social worker, psychologist and/or psychiatrist verifying illness, treatment plan, and impact of relocation

- Copy of marriage license (spouse) or birth certificate(s) of child/children
- Copy of power of attorney (caregiver validation)

Committee Reviews: The Pre-Clerkship Site Transfer Consideration Committee will convene once each semester (mid- July for a fall semester transfer; mid-November for a spring semester transfer; and mid-April for a summer semester transfer) to facilitate a lottery process for students who meet the qualifications necessary to be considered for a site transfer.

Committee Decisions: Students will be notified in writing of the outcome of the site transfer lottery. If selected, the effective date of the site transfer and further detailed instructions and expectations will be included with the written notification. If a transfer request is denied, students will be notified of their option to re-apply for site transfer the following semester: denied site transfer requests are not held beyond the current semester.

Clerkship Base Hospitals

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

Course Catalog

The MSUCOM Course Catalog provides additional detail regarding the curriculum, including descriptions of required and elective rotations. It may be found online at https://com.msu.edu/download_file/view/69/350.

Electives

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

- Meet eligibility requirements and prerequisites
- Complete the necessary steps for application, approval and enrollment
- Meet all college and university requirements relating to immunizations 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.

Independent Study

To participate in an independent study course, a student must identify a faculty member to serve as a mentor and provide oversight for the course. The faculty mentor will be responsible for submitting the independent study course content for approval.

Academic Support Services

Academic and Career Advising

The Office of Academic and Career Advising 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 “best fit” medical specialty; and obtain a sought-after residency position.

Advisors are available at each of the three sites to meet with students. The Office of Academic and Career Advising 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 and Career Advising website at <https://com.msu.edu/current-students/academic-and-career-guidance>. 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 and Career Advising via email at COM.ACAdvising@msu.edu, in person, or by telephone. To schedule an appointment with an academic advisor please [click here](#). Appointments are available at each site or via Zoom 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 and Career Advising 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 their 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.

SCILS Workshops

The college offers resources to enhance skills in self-directed learning. These include a series of SCILS (Supporting Competency in Integrative Learning Skills) workshops, organized and presented by Dr. Jane Gudakunst. The objectives of the SCILS Workshops are to help students think about what they are learning in a way that allows them to process and connect the information, through pattern recognition and application of knowledge.

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 is also 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, Zoom 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 take and pass the Comprehensive Osteopathic Medical Licensure Examination of the United States (COMLEX-USA) Level 1 and Level 2 Cognitive Evaluation (CE) as a requirement for conferral of the DO degree.

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

PEAK Program

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

Wellness and Counseling Services

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

During medical school, students may meet with personal counselors at each of the three sites, as well as attend presentations on topics such as mindfulness, meditation, stress reduction, burnout, and resilience. Various wellness and counseling groups also foster community and belonging through student-to-student mentoring, group meditation and mindfulness 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 the Michigan State University College of Osteopathic Medicine by proactively and collaboratively identifying and assisting students in distress. The team coordinates with students, faculty, and staff using thoughtful approaches to identify, assess and intervene with individuals of concern.

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

Mental Health Policy

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

For staff contact information, college and university resources, and self-help information, visit the Office of Wellness and Counseling webpage at: <https://com.msu.edu/current-students/student-life/wellness-and-counseling>. NOTE: Go directly to this link for emergency crisis contact numbers and information

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: <https://olin.msu.edu/services/index.html>

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

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>

McLaren Greater Lansing
401 West Greenlawn
Lansing, MI 48910
517-975-6000
<http://www.mclaren.org/lansing/emergency-services.aspx>

Macomb:	Henry Ford Macomb Emergency Department 15855 19 Mile Road, Clinton Township, MI 48038 586-263-2300 https://www.henryford.com/locations/macomb
Detroit:	DMC Harper University Hospital Emergency Department 3990 John R Street, Detroit, MI 48201 313-745-8040 https://www.dmc.org/our-locations/our-locations-detail/dmc-harper-university-hospital-emergency

Additional Resources in Southeast Michigan

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

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

Medical Care at Clerkship Affiliates

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

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

Insurance

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

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 atsolutionscenter@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, Ins Med 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.

Student Leadership and Engagement

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

The office provides support to 30 student organizations across all sites including guidance and advice to students and student leadership with executive board elections, constitutions, finances, social events, class clothing, COM fundraisers, day-to-day operations, and faculty advisors. Please review the SGA Policies and Procedures Guide: <https://com.msu.edu/current-students/student-life/student-organizations> for additional information.

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

Research and Scholarly Activity

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

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

Policy on Student Research and Scholarly Activity

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

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

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

Required education in research principles

Students are introduced to principles of research methodology and biostatistics during the first semester in the Evidence-Based Health Science course.

All MSUCOM students are required to complete a four-year program in the "Responsible Conduct of Research" (RCR). This training is provided through a combination of live presentation and online modules. For details, consult the "[Responsible Conduct of Research Checklist](#)." 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 conferral of the DO degree as noted in the Policy for Retention, Promotion, and Graduation. Compliance is audited by the MSUCOM Office of Enrollment Services and Student Records.

Application of medical research, evidence-based medicine, and the scientific method are incorporated in other coursework in the preclerkship and clerkship curricula.

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 principal 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 Base Hospital System and/or the Statewide Campus System network. Students who wish to earn credit for research and scholarly activity projects may do so by enrolling in a research elective. Details for electives during the preclerkship and clerkship programs are available on the MSUCOM website under "Electives".

Research and scholarly activity 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 seeking an introduction to scholarly activity as utilized in most residency programs may enroll in the Scholarly Activity Seminar elective (OST 593). Alternatively, students may enroll in an independent study elective (OST 590), in which students may engage with a faculty mentor for other scholarly activity projects.

Other opportunities for Outside these elective courses, students may submit manuscripts, including case reports, for publication in the online Spartan Medical Research Journal. Students are invited to participate in the annual Statewide Campus System Research Poster Day, which is an adjudicated competition open to students, residents, and faculty.

Information Technology Resources

MSU Email and NetID

To facilitate communication from faculty and staff to students, students are required to have a functioning MSU email address. Students are responsible for checking daily and maintaining their MSU email accounts so that messages can be received.

Forwarding MSU email to another email account or failure to check email are not valid excuses for missing a deadline or other requirements of the clinical education program.

Further, students must use secure email when working in a hospital, clinic, or other health care setting if discussion of patient information is involved. MSUNet (msu.edu) email is secure; many web-based email systems including Hotmail, Gmail and Yahoo are not.

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, and all digital documents be properly formatted for screen reader use. While not all lectures or other academic events are intended to be broadcast or recorded, those sessions that are may be viewable as a livestream as they occur. Lectures will be posted after they are captioned; students should anticipate a necessary delay for this process.

Desire 2 Learn (D2L)

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

MediaSpace

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

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

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

Academic calendar

Each Class has access to an Academic Calendar, located on the MSUCOM website. The calendar is created on the Google calendar platform, and represents a composition of course schedules and learning events. The calendar does not denote when events are mandatory, but this information is readily available in course syllabi.

iClicker Reef

Each student is required to purchase a subscription to iClicker Reef, aka Reef Polling. The subscription allows students to associate an electronic device (e.g. smartphone, laptop or tablet) with their account. This replaces the need to purchase or rent an iClicker device. A two-year subscription is recommended as a best value. 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 for an on-campus event, students will be expected to arrive to the physical location on time and to stay for the duration of the assigned activity. If Reef Polling is used to take attendance for an online event, students will be expected to start the session at the scheduled time and participate for the duration of the assigned activity.

As a matter of professionalism, please note that under no circumstances should a student provide access to their iClicker Reef account to another student by sharing their device and/or account login, nor should a student accept another student's device or login credentials to access Reef Polling on their behalf. Answering questions or checking in for attendance on behalf of another student by using their device or account is considered to be academic dishonesty and may result in disciplinary action up to and including dismissal from the college.

Policies, Procedures and Expectations

Medical Student Rights and Responsibilities

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

Retention, Promotion, and Graduation

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

Maximum Duration of Program

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

Recommendation of Candidates for Graduation

Conferral of the DO 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 procedures for recommendation of candidates for graduation are as follows: The Director of Enrollment Services and Student Records will present a list of candidates who have met the requirements for the conferral of a Doctor of Osteopathic Medicine (DO) to the Committee on Student Evaluation (COSE) for review and approval. The COSE presents the candidate roster to the College Advisory Council (CAC). The CAC will include the “presentation of the qualified candidates” as an action item on the agenda of the spring meeting of the faculty assembly, where the faculty will act on the recommendation via voice vote.

Committee on Student Evaluation (COSE)

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

The COSE meets following each semester to review student performance and assign an academic standing to each student. Students with academic or conduct issues may be invited to meet with the COSE or with one of its subcommittees as part of a holistic review.

The subcommittees of the COSE act to review student performance throughout the four-year curriculum and to address issues with the intention of improving student performance.

Grading Policies

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

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

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

Each course provides a syllabus, which specifies the grading methods and options for remediation, if applicable, as determined by the course faculty. During the preclerkship curriculum, percentage grades are calculated based on the number of points earned out of the available points. Cumulative percentage grades are calculated through semester six and are used to determine class ranking and quintiles.

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, which will soon be called Campus Solutions. 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 then it is not included in the quintile calculation. This information is included in the MSPE (Medical Student Performance Evaluation) for each student as part of the ERAS (Electronic Residency Application Service) process.

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.

Remediation

Students who receive an “N” grade in a required course may be eligible to remediate that course under terms defined in the course syllabus. The original “N” grade will remain on the student’s transcript even upon successful remediation of the course. Students who receive an “N” grade in a required course who are not eligible for remediation or who fail the remediation requirements must repeat the course.

During the preclerkship curriculum, a student who must repeat a course and is eligible to remain in the program will be placed on an academic extension until the next semester in which that course is offered. The student will also be invited to participate in a discussion with a team of student support professionals in order to determine the student’s options for how to spend their time during the academic extension.

Computer-Based Testing Policy

MSUCOM utilizes a “bring your own device” computer-based testing model for most examinations during the preclerkship curriculum. The platform used by the college is ExamSoft; the student application for downloading and taking examinations through Examsoft is called Examplify. Students will be provided with instructions and access to download the software to their device.

All MSUCOM students are expected to demonstrate academic integrity in completing examinations and other assessments and adhere to classroom and testing policies.

Proctoring of examinations: Written examinations and other assessments may be administered as:

- a. Proctored examinations in a classroom or testing center
- b. Virtual-proctored examinations using monitoring software or a second device
- c. Self-proctored examinations in which the student is on their honor

Electronic devices and examination software:

- a. It is the responsibility of the individual student to ensure that the correct examination has been downloaded to their personal electronic device no later than 1:00 pm 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:

- a. For proctored examinations, a valid photo identification card is required for admission to the exam room. An MSU issued student ID, government issued driver’s license, passport or military ID are acceptable. A student who fails to provide a photo ID will not be admitted to the examination room and will be directed to the excused absence policy in the course syllabus.
- b. For virtual proctored examinations, students will be expected to follow instructions provided in advance of the exam. This may include registering for virtual proctoring through their device or connecting a second device to a monitoring system (including Zoom or other applications).
- c. For all examinations, including self-proctored: Students are expected to be prepared to begin the exam on the scheduled date and time. For proctored examinations, students are expected to be in their seats five (5) minutes prior to the start time.

Personal belongings:

- a. Students are permitted to use the following items during a proctored, virtual proctored, or self-proctored examination: testing device, computer mouse and mouse pad, keys, writing utensils, power cord, battery power pack, device charger and soft earplugs.
- b. Students are not permitted to bring the following items into a proctored examination: cell phones, earphones, wallets, watches, fitness bands, books, notes, hats, food, drinks, purses and backpacks. Headwear for religious purposes is permitted. Food or drinks are only permitted if deemed medically necessary. This determination will be made by the Resource Center for Persons with Disabilities (RCPD) and documented on a Verified Individualized Services and Accommodations (VISA) document that is provided to MSUCOM academic programs staff.

- c. Students may not use cellphones or other devices to consult references or access information. Devices including cellphones may be utilized as a means for virtual proctoring as directed.

Absences:

- a. If a student is not able to take an examination at the scheduled time due to a reason defined in the Excused Absence policy, such illness or emergency, they may request an excused absence through the Student Portal. Students should consult the course syllabus to determine whether a make-up examination will be offered in the event of absence. Some courses allow for an examination score to be dropped and therefore do not offer a make-up opportunity.
- b. If an excused absence is granted and a make-up examination is offered, the student will be permitted to take the make-up examination at a date, time, and location and in a format determined by the course coordinator.
- c. If an excused absence is *not* granted and a make-up examination is offered, the student will be permitted to take the make-up examination but with a penalty as defined below. If more than one course has items on the examination, the penalty will be applied to the score for each course.
 - i. On the first unexcused absence, there will be a 10% deduction in the score(s).
 - ii. On the second unexcused absence, there will be a 20% deduction in the score(s), and a face-to-face meeting with a College administrator will be required.
 - iii. On the third unexcused absence, there will be a 20% deduction in the score(s), and the student will meet with a COM administrator for review of conduct.
 - iv. Any further unexcused absences from an examination will be addressed as in item 6.d.iii; additional actions may be taken on a case-by-case basis.
- d. These unexcused absences are cumulative and will be tracked longitudinally across the curriculum, beginning with a student's first day of matriculation. For 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 their second unexcused absence.

Breaks:

- a. During a proctored examination lasting at least one (1) hour, students may take a break. No breaks are permitted for examination less than one (1) hour in duration, unless documentation of need is provided. The proctor will determine the number of examinees allowed on break at one time.
- b. During a proctored, virtual proctored, or self-proctored examination, no additional time will be added to the examination period to compensate for breaks taken.

Exam completion:

- a. Upon completion of a proctored examination, the student must show the final confirmation screen in Exemplify to a proctor to verify that the student's examination file was successfully uploaded.
- b. For virtual and self-proctored examinations, the student will verify that their file was successfully uploaded prior to exiting from Exemplify.
- c. If scratch paper for notetaking during the examination is permitted, the following steps will apply:
 - i. For proctored examinations, the student must return all materials including scratch paper to the proctor.
 - ii. For virtual proctored examinations, the student will show the scratch paper to the monitoring camera.
 - iii. For self-proctored examinations, the student is on their honor to discard any notes.

Unexpected technology issues:

- a. If a student experiences a technology failure with their personal device or the Exemplify software during a proctored exam, they will raise their hand immediately to inform a proctor. If the failure occurs before the examination begins, the proctor may provide a substitute device, if available, for

the totality of the examination. If no substitute device is available, the student may complete the examination on paper. Upon completion of the examination, the substitute device or filled-in scantron and paper examination must be returned to the proctor.

- b. If a student experiences a technology failure during a virtual proctored or self-proctored examination, they should contact MSUCOM staff as directed.

Communication:

- a. All communication between student during an examination is strictly prohibited. For virtual proctored or self-proctored examinations, the student is expected to complete the examination in private and without interacting with fellow students or other individuals.
- b. Exam administration staff and proctors will not answer questions regarding examination content. If the student has questions about an examination item, they should make a note in Exemplify.

Academic Integrity:

- a. All students are expected to adhere to the policy listed above and any additional instructions provided by the MSUCOM staff and proctors. A student who violates the computer-based testing policy will be held accountable in a manner consistent with the nature of the offense.
- b. Cheating on an examination is considered academic misconduct and may result in sanctions as outlined in the "Medical Student Rights and Responsibilities" document. Disciplinary actions may include receiving no credit for the examination, being required to end the examination immediately, and/or disciplinary action up to and including dismissal from the College.

Preclerkship Attendance and Absence Policy

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

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

For required courses in the MSUCOM curriculum, MSUCOM students must follow the requirements outlined in the course syllabus. Receiving an excused absence from a course activity does not affect the expectation that the student will meet the course requirements as outlined in the course syllabus. MSU acknowledges religious holidays and observances. Students may request absences with the college and hospital/clinic and the request will be reviewed on a case-by-case basis.

Mandatory class sessions and examinations

- a. 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.
- b. 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.
- c. 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).
- d. An excused absence does not relieve the student from responsibilities for missed mandatory class sessions and examinations.

- e. 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.
- f. It is the student's responsibility to refer to course syllabus to understand daily requirements, responsibilities and the consequences of not completing these requirements.
- g. 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.
- h. Materials documenting the reason for the absence should also be attached to the Excused Absence Request Form.

Emergencies

- a. Acute illness, hospitalization, automobile accident, or death of an immediate family member will be acceptable reasons for a retroactive excused absence.
- b. 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

- a. A student must submit their excused absence request at least one week in advance of the scheduled mandatory class session(s) or examination(s).
- b. 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, and college sponsored activities

- a. 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.
- b. 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)], they 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.
- c. Students may request travel sponsorships through both SOMA and SGA by completed a travel expenditure request form.
- d. Examination dates and mandatory class sessions will not routinely be changed for these activities.
- e. In order to make up a missed mandatory class session or missed examination, a student must have obtained an excused absence.
- f. 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

- a. MSUCOM will not excuse students for extended absences involving elective travel and medical mission work in another country.
- b. 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. Effective Summer Semester 2019, the period of the leave of absence will count toward the maximum time allowed for completion of requirements of the DO degree program or dual degree program.

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 office of Enrollment Services and Student Records: com.osteomedreg@msu.edu. The request form is available on the MSUCOM website under Current Students / Enrollment Services and Student Records or through this link: <https://com.msu.edu/current-students/enrollment-services-student-records/registration-and-enrollment/leave-absence>
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, they may not be eligible for malpractice/liability insurance coverage; therefore, on-leave students may not be eligible to participate in any course activity, including but not limited to lectures, labs, electives, extra-curricular activities, clinical enrichment experiences, and course materials.
 - c. A student on a leave of absence is still required to maintain their compliance requirements.
3. Requesting an extension to a leave of absence
 - a. If a student wishes to request an extension to a leave of absence, a 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 their 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 their return.
 - b. The MSUCOM Office of Enrollment and Records will contact the student one semesters before they are scheduled to return. This initial email will simply inquire about the student's intent to return at the scheduled time.
 - c. The MSUCOM Office of Enrollment Services and Student Records 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.
 - e. A student returning from a leave of absence of two semesters or less will be expected to complete the curriculum as defined prior to the leave. If the leave of absence is three semesters or longer, the curriculum and other policies in place on the student's return will apply.

Policies related to absences and attendance during the clerkship program will be provided to students during mandatory clerkship orientation.

COMLEX Policy

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

Whereas COMLEX-USA is designed to assess osteopathic medical knowledge and clinical skills to demonstrate competence and readiness for entry into graduate medical education training, it is the academic policy of the College that each student may have no more than three (3) attempts on any one (1) of the two (2) required COMLEX-USA examinations. Failure to attain a passing score or grade on any of these examinations after three (3) attempts will result in recommendation for “dismissal” by the Committee on Student Evaluation (COSE).

To be eligible to take the COMLEX-USA Level 1 examination without additional review, a student must:

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

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

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

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

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

MSUCOM provides guidance and resources to assist students in preparing for the COMLEX -USA examinations.

COMSAE Policy

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

Scoring is also similar to that of COMLEX-USA. COMSAE examinations are available to students for purchase through an NBOME account.

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

To help identify a student's readiness for successful completion of COMLEX-USA Level 1, MSUCOM students are required to take a timed, proctored COMSAE examination during year two of the curriculum. This requirement is outlined in the Policy for Retention, Promotion, and Graduation, which may be found in the appendices to this Handbook.

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

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

COMAT Policy

NBOME offers COMAT achievement examinations in the following categories:

- a. Clinical subject examinations: these are required assessments in core clerkship rotations as noted in the corresponding syllabi
- b. Targeted foundational biomedical sciences examinations: these are offered as formative examinations in the preclerkship curriculum in selected disciplines
- c. Comprehensive foundation biomedical science examination: this formative examination is offered in year two of the curriculum; students are strongly encouraged to complete this examination and utilize feedback as part of their self-assessment and study plan for COMLEX- USA Level 1.

Duty Hours and Fatigue Mitigation

MSUCOM recognizes 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 College will provide information and resources 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.

Supervision

Supervisors of the Medical Students in the Clinical Setting

The MSUCOM curriculum includes required clinical experiences in various 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 their designee(s) are prepared for their roles for supervision of medical students.

The physician supervisor and their designee(s) must be members in good standing in their facilities and must have a license appropriate to their specialty of practice and provide supervision that is within their 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 continues through the curriculum, with the supervising physicians providing the medical student the opportunity to take a greater role in patient care as the student demonstrates ability. 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 student's demonstrated ability
2. The student's 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.

Clinical Chaperone Policy

In all clinical settings, an MSUCOM student may only perform a sensitive examination, treatment, or procedure if a chaperone is present.

Definitions

- a. Sensitive examinations of patients age 3 and below: the patient's parent or caregiver may serve as chaperone for a sensitive examination performed by the student, such as examination of the perineum of an infant, as part of the physical examination. The student is expected to explain the reason for and steps of the examination to the parent or caregiver. Alternatively, a clinical staff member or supervising physician or their designee (e.g. nurse practitioner, physician assistant, resident physician) will be present.
- b. Sensitive examinations of patients age 4 and above: a clinical staff member or supervising physician or their designee (e.g. nurse practitioner, physician assistant, resident physician) will be present for a sensitive examination performed by the student.
- c. Treatments or procedures involving sensitive areas: the supervising physician or their designee (e.g. nurse practitioner, physician assistant, resident physician) will be present for any treatment or procedure performed by the student per the MSUCOM Medical Student Supervision Policy, regardless of the age of the patient.
- d. Sensitive Examination, treatment, procedure – those that occur with the patient, whether disrobed, partially disrobed or in street clothing, involving the breasts, genitalia, or rectum. Examples include breast exams, procedures of the pelvic floor or urogenital diaphragm, vaginal or rectal exams.

Process

- a. Prior to performing any sensitive examination, treatment or procedure, the MSUCOM student must discuss the case with the attending physician or their designee (resident, physician assistant, nurse practitioner, etc.) and obtain appropriate consent.
- b. Discussions must include clinic/hospital policies governing chaperones and the MSUCOM Medical Student Clinical Chaperone Policy. The student must comply with both the MSUCOM Chaperone Policy and the clinic/hospital policy where the rotation occurs. A student working in an MSU HealthTeam clinic will follow applicable Health Team policies and electronic medical record training or documentation requirements.
- c. In the event the chaperone, for any reason, is not present for a student sensitive examination, treatment or procedure, the student will not be permitted to perform the exam, treatment or procedure.

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 preapproved. A preclerkship student needing proof of coverage must contact the MSUCOM Office of Enrollment Services and Student Records. A clerkship student needing proof of coverage must contact the MSUCOM Academic Programs Clerkship Team.

Student Records

MSU 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 Enrollment Services and Student Records 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 FERPA and the MSU Access to Student Information Guidelines 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 Office of Enrollment Services and Student Records, and a determination made according to established guidelines. 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 unless an exception under FERPA permits disclosure. 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 a College Security Administrator and all users are required to follow FERPA. 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 and University policy. MSU 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 guidelines in the General Information, Policies, Procedures and Regulations section of Academic Programs. Requests for student information should be submitted to the MSUCOM Office of Enrollment Services and Student Records using the Data Request Form available at: <https://com.msu.edu/current-students/enrollment-services-student-records/records>

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

Academic and Career Guidance Records

Written documentation of all official encounters between students and Academic Success and Career Planning personnel are placed in the notes section of the Electronic Student Academic Folder (ESAF). Records are maintained electronically under the purview of the MSU Office of the Registrar utilizing a password-protected system. Records are not strictly confidential as they can be viewed by MSU personnel who are authorized to use the system. In MSUCOM this includes the Associate Dean of Medical Education, Associate Dean of Admissions and Student Life, Director of Enrollment Services and Student Records, and Director of Academic and Career Guidance. 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 Enrollment Services and Student Records, as well as Student Life 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 Office of Enrollment Services and Student Records.

Professional Conduct

Statement of Professionalism

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 is 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.

Common Ground Framework for Professional Conduct

The Common Ground Framework provides the MSUCOM community with a reminder of the unity of mind, body and spirit that underlines the field of osteopathic medicine. The framework is a set of guiding, foundational principles that underpin professional conduct and integrity and applies to all professionals at work within the shared college community, independent of their specific roles or responsibilities.

This framework is built around the acronym **CORE**, representing Collaboration, Opportunity, Responsibility, and Expertise. Each domain encompasses values and examples of how they are demonstrated.

Collaboration: Working together with others

- **Interactive:** Interact effectively and respectfully with people you encounter; demonstrate honesty, genuineness, humility, and compassion
- **Dynamics and communication:** Demonstrate respect, civility, and courtesy in communication; communicate effectively with diverse individuals and groups for a variety of purposes using available technologies; employ active listening
- **Use of feedback:** Identify sources of feedback; deliver and receive effective feedback for initiatives, evaluations and assessments, quality improvements, conflict resolution, and peer review

Opportunity: Encouraging an environment of mutual support

- **Shared leadership:** Exhibit advocacy for self and others; accept situational leadership as needed; establish mutual support and respect: participate as a support for others regardless of title or position
- **Problem solving:** Recognize and define problems; analyze data; implement solutions; evaluate outcomes; include the perspectives of others
- **Decision making:** Fulfill commitments; be accountable for actions and outcomes; discuss and contribute your perspective in group settings; listen to multiple viewpoints prior to making a decision

Responsibility: Supporting a shared culture of accountability

- **Effective Use of Time and Resources:** Invest time, energy, and material resources efficiently in order to provide effective services; demonstrate integrity and stewardship of resources
- **Critical Thinking Skills:** Recognize and differentiate facts, illusions, and assumptions; Question logically; identify gaps in information and knowledge
- **Mindfulness and Self- Care:** Actively engage in surrounding circumstances and activities; self-assess, self-correct, and self-direct; identify sources of stress and develop effective coping behaviors

Expertise: Having relevant skills or knowledge

- **Core of knowledge:** Develop core professional knowledge; apply the knowledge in clinical, academic, and administrative settings
- **Technical Skills:** Show competency and proficiency in performing tasks that are integral to the scope and practice of your profession. Identify needs and resources for learning; continually seek new knowledge and understanding in your profession

Spartan Code of Honor Academic Pledge

Michigan State University affirms the principle that all individuals associated with the academic community have a responsibility for establishing, maintaining, and fostering an understanding and appreciation for academic integrity. Academic integrity is the foundation for university success. Learning how to express original ideas, cite works, work independently, and report results accurately and honestly are skills that carry students beyond their academic career.

Students are encouraged to review the following websites to learn more about academic integrity, student rights and responsibilities, and the Spartan Code of Honor:

Spartan Life Handbook (Student Affairs)

- [University Ombudsperson](#)
- [Medical Students Rights and Responsibilities](#)

The Spartan Code of Honor was adopted by ASMSU on March 3, 2016, endorsed by Academic Governance on March 22, 2016, and recognized by the Provost, President, and Board of Trustees on April 15, 2016.

The Spartan Code of Honor Academic Pledge:

“As a Spartan, I will strive to uphold values of the highest ethical standard. I will practice honesty in my work, foster honesty in my peers, and take pride in knowing that honor in ownership is worth more than grades. I will carry these values beyond my time as a student at Michigan State University, continuing the endeavor to build personal integrity in all that I do.”

MSU’s Drug and Alcohol Policy

Substance use/abuse is a major issue that can result in legal and health problems. At MSU, we offer support services to students who are affected by substance abuse. In order to keep our campus safe and healthy, MSU also enforces laws and policies to prevent the illegal use of alcohol and drugs. The information contained in the “Drugs and Alcohol” section on pages 27-33, found here: <https://police.msu.edu/wp-content/uploads/2018/10/asfsreport2018.pdf>, reviews the policies, the legal and student conduct-related consequences of illegal substance use, the health effects of such use, and the support services available to students. Further information on student harm prevention programming, including information regarding our collegiate recovery community, is available at <http://olin.msu.edu/healthpromo/atod/default.htm>.

Social Media Guidelines

MSUCOM recognizes that social media has become an increasingly important means of facilitating communication. While social media 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 established a helpful [guide](#) to aid students in the safe and responsible use of these platforms.

Media Policy

The news media provides an important communication channel to the community, region, state and nation. Public awareness and support of the College of Osteopathic Medicine and its programs is enhanced through the maintenance of good working relationships with the media and the public.

There may be times when media reaches out to the college and its students or student group leaders to cover a certain initiative or event. MSUCOM also has established [a guide](#) to help students work with the media in a positive and proactive manner.

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 on the MSUCOM website under the About Us tab at:

https://com.msu.edu/download_file/view/1469/350

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

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

Ombudsperson

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

These duties are carried out in a neutral, confidential, informal, and independent manner. The University Ombudspersons are not advocating for any individual or group on campus; instead, they are advocates for fairness and equity. Talking to an Ombudsperson does not constitute filing a formal complaint or notice to the University, since the purpose of the University Ombudsperson's Office is to provide a confidential forum where

different options may be considered. Further details on their relationship to the university can be found in the office's charter found on their website.

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

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

An Ombudsperson will also assist students who want to file formal complaints and grievances, which is often the final step in a student's effort to resolve a dispute. There are systems in place at MSU to receive and hear a student's formal grievance. Which system is used depends on the nature and location of the grievance. Although it is not required, a consultation with a University Ombudsperson is strongly recommended before entering a formal complaint or grievance in the appropriate system.

The Office of the University Ombudsperson also regularly presents and consults with faculty, staff and students on conflict resolution, rights and responsibilities, as well as other topics. For more information on the office, visit their website at ombud.msu.edu, call (517) 353-8830 or email ombud@msu.edu. The Office of the University Ombudsperson is located in room 129 of N. Kedzie Hall.

Facilities, Safety and Security

Building Safety and Security

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

Additional links:

- MSU Emergency Management and Firearms: <http://police.msu.edu/police-services/emergency-management/>
- MSU Alert – sign up for notifications: <https://alert.msu.edu/>
- Macomb Community College Emergency Message Alerts – sign up for notifications: <https://www.macomb.edu/about-macomb/college-police/emergency-message-alerts.html>

Clinical Safety

Bloodborne Pathogen Education

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

Instructions:

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

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

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

Exposure Prevention and Management

MSUCOM students who are on clinical experiences as part of the preclerkship or clerkship requirements will be expected to utilize appropriate clinical precautions and abide by applicable policies and procedures of the College and the clinical training site. More information is also available on the University Physician website at <https://uphys.msu.edu/resources/healthcare-professional-student-information-f>. In the event of an exposure, students are to complete a “Health Professions Students Exposure Report for Tuberculosis, Blood Borne Pathogens and Zoonotic Disease”, which is available at https://uphys.msu.edu/files/attachment/12/original/report_z.pdf. Exposures during clerkship must be additionally reported to the Assistant Dean for Clerkship Education.

Training and prevention

1. Students will complete blood-borne pathogen (BBP) training. This will be tracked as a compliance through the Office of Enrollment and Records.
2. 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.

3. 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, the clinical teaching site employee health, a nursing manager, or the emergency department 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 to the nearest emergency room without delay.

Exposures: Splashes

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

Exposures: Respiratory pathogens, including COVID and tuberculosis

1. Students are expected to follow all appropriate procedures and precautions directed by the clinical site and/or MSUCOM. If a student is exposed to a patient who is known to have or is subsequently diagnosed with a respiratory pathogen, including tuberculosis, they should contact the site coordinator and Assistant Dean for Clerkship Education for information, instructions for evaluation, and quarantine/isolation requirements.
2. Students may need to have updated mask fit testing if the clinical site protocols so require.

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

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

Appendices

1. Policy on Osteopathic Clinical Training and Student Safety
2. Policy for Retention, Promotion, and Graduation
3. College Hearing Procedures
4. Safety and security information – MSU East Lansing Campus
Safety and security information – Macomb University Center
Safety and security information – Detroit Medical Center

APPENDIX 1

POLICY ON OSTEOPATHIC CLINICAL TRAINING AND STUDENT SAFETY

I. Overview

This policy addresses the roles of osteopathic medical students in clinical and learning environments and measures to promote student and patient safety at Michigan State University College of Osteopathic Medicine (MSUCOM; the College).

II. Background and References

This policy is informed by the work of the American Association of Colleges of Osteopathic Medicine (AACOM) Task Force on Ethics and Professionalism.^[1] MSUCOM affirms the importance of having curriculum and policies that:

- a. uphold the values of the osteopathic profession
- b. promote a safe and professional learning environment for students
- c. develop knowledge, skills, and attitudes for safe and professional patient care

To meet these objectives, the College has developed this Policy in alignment with the model policy^[2] presented by the AACOM Task Force, as well as MSU Health Team policies on sensitive examinations and chaperones.^[3]

III. Information for Prospective Students

- a. It is the policy of MSUCOM that applicants and interviewees for the Doctor of Osteopathic Medicine (D.O.) program be informed regarding the curriculum, including how osteopathic medicine and hands-on osteopathic manipulative medicine (OMM) or osteopathic manipulative treatment (OMT) are incorporated. Through these resources, MSUCOM seeks to ensure that prospective students:
 1. Appreciate the basic tenets of osteopathic medicine, including the benefits of OMM for patients and the benefits of OMM instruction for students
 2. Know the expectations for student participation in OMM and clinical skills education, including attire in the lab; peer-to-peer learning of data gathering and physical examination, including osteopathic structural examination and OMM; and professional conduct and communication, including consent.
- b. To this end, the College provides the following descriptions, resources, and links for applicants on its website (www.com.msu.edu):
 1. AACOM online resources which provide a general overview of the osteopathic profession and of osteopathic medical education
 2. Description of the MSUCOM curriculum, including clinical skills training and OMM
 3. MSUCOM student-produced video highlighting OMM and clinical skills training and safe learning environment (to be added to website in 2020)
- c. Interview Day: Each applicant will interact with MSUCOM students on a tour that includes the OMM lab. Applicants may be able to observe an OMM lab in progress or will be provided with a description of the OMM lab experience from the student tour guides. In addition, the student-produced video will be shown.

IV. MSUCOM Osteopathic Manipulative Medicine (OMM) Curriculum

- a. Instruction and assessment of the hands-on application of OMM (or OMT) is incorporated throughout the curriculum. Content has been developed based on guidance provided by the Educational Council on Osteopathic Principles (ECOP)^[4] of the American Association of Colleges of Osteopathic Medicine (AACOM).

- b. During years one and two, students are enrolled in five consecutive semesters of OMM instruction, which includes OMM lab. The courses include orientation to the OMM lab and peer-to-peer learning, and provide instruction and/or assessment of:
 - 1. foundational aspects of the osteopathic structural examination, palpatory diagnosis, and osteopathic treatment modalities
 - 2. communication to patients about the purpose and conduct of the examination and treatment, including consent and informed consent
 - 3. professional conduct that maintains attention to and respect for patient modesty, dignity, safety, and comfort, while utilizing OMM within the patient encounter and instructional settings
 - 4. consent, informed consent, and use of chaperones
- c. Expectations for students in the OMM lab are defined in the course syllabi, and include the components listed below.
 - 1. Expectations for professional conduct
 - 2. Peer Physical Examination (PPE) policy (see section VIII below)
 - 3. Acceptable attire for lab
- d. MSUCOM limits the procedures taught to osteopathic medical students to those endorsed by ECOP. Osteopathic palpatory examination and treatment may involve structures that are near sensitive areas, such as breast tissue, the coccyx, the ischial tuberosities or the pubic bone. Instruction in OMM will account for different sensitive areas for due to culture, gender, values, modesty, history of trauma or disease, and discuss ways to effectively communicate with patients and perform examinations and assessments in ways that promote patient dignity and comfort.
- e. MSUCOM students will not be instructed in any osteopathic examination or treatment that involves palpation of intimate areas, including the genitals, anus, and breasts. Students will be advised that there are techniques that address various patient complaints/diagnoses that employ manipulation of these anatomic regions, however these techniques are beyond the scope of an osteopathic medical school curriculum and may be learned under appropriate supervision in advanced training courses. Students will be advised that such techniques necessitate the need for informed consent, recommended written consent, personal protective equipment (such as gloves) and chaperones.

V. MSUCOM Osteopathic Patient Care (OPC) Curriculum

- a. Instruction and assessment of skills in data gathering, physical examination, and basic procedural skills are incorporated throughout the curriculum.
- b. During years one and two, students are enrolled in five consecutive semesters of osteopathic patient care (OPC) instruction, which includes OPC small groups and use of standardized patients. The courses include orientation to the instructional methods, including peer-to-peer learning, and provide instruction and/or assessment of:
 - 1. foundational aspects of the data gathering and physical examination, including observation, palpation, auscultation, and other techniques
 - 2. communication to patients about the purpose and conduct of the examination and treatment, including consent and informed consent
 - 3. professional conduct that maintains attention to and respect for patient modesty, dignity, safety, and comfort, during encounters with simulated or actual patients, and in instructional settings
 - 4. consent, informed consent, and use of chaperones
- c. Expectations for students in the OPC course series are defined in the course syllabi, and include the following:
 - 1. Expectations for professional conduct
 - 2. Peer Physical Examination (PPE) policy (see section VIII below)
 - 3. Acceptable attire for lab
- d. Sensitive examination training is incorporated into the OPC course series. Protocols for sensitive examination training are published in the MSU Health Simulation Policy on Sensitive Examinations.^[5] This protocol includes but is not limited to the following:

1. Sensitive examinations are defined as involving the breast, genitalia, perineum, and rectum.
2. Sensitive examination training is provided in the MSU Learning and Assessment (LAC) facilities at the East Lansing, Detroit, and Macomb sites. Instructional modalities include use of anatomic models/partial task trainers and human anatomic specimens.
3. Gynecological Teaching Assistants (GTAs) and Male Urological Teaching Assistants (MUTAs) serve as standardized patients for sensitive examination practical training. Students performing sensitive examinations on a GTA or MUTA are directly supervised by a clinical instructor. Students will be expected to use appropriate universal precautions, including the use of gloves and handwashing and/or hand sanitizer.
4. Clinical instructors for sensitive examination training receive orientation through the LAC prior to the event. GTA and MUTA standardized patients receive orientation and training through the LAC prior to the educational event, and may request that a chaperone who is not a learner or instructor be present.

VI. Other training experiences

- a. In addition to the OMM and OPC courses described above, the preclerkship curriculum may include opportunities to learn and practice procedural skills, such as diagnostic ultrasound, electrocardiograms, etc. These sessions may utilize peer-to-peer learning.
- b. Appropriate use of consent and professional conduct are expected at all times. Students may opt out of serving as the examinee for these procedures.

VII. Clinical Experiences

- a. Clinical experiences include preceptorship rotations in the preclerkship phase; core and elective clerkship rotations in years three and four; and extracurricular clinical experiences throughout the four-year program.
- b. Students are expected to be under the direct or indirect supervision of the assigned physician or other clinical supervisor, as defined by the MSUCOM Policy for Medical Student Supervision.^[6]
- c. As defined in the MSUCOM Medical Student Clinical Chaperone Policy, students are permitted to perform sensitive examinations on patients when appropriately supervised and in the presence of a chaperone.
- d. Students are expected to follow the policies and procedures for their assigned training site. For rotations in MSU HealthTeam clinics, this includes the MSU HealthTeam Policy: Patient Privacy, Chaperones, and Informed Consent for Examinations, Treatments, or Procedures.³
- e. Extracurricular clinical activities will be permitted with appropriate prior approval and documentation, and under the supervision of a clinical faculty member. Students are expected to follow all policies and procedures related to clinical encounters, including supervision and chaperone policies.

VII. Peer Physical Examination

- a. For the purpose of this policy, peer physical examination is defined as a learning activity in which students act as models for each other in learning skills in physical examination, osteopathic structural examination, and simple non-invasive procedures including OMM.
- b. Peer physical examination is an established educational method that allows medical students to practice important clinical skills and develop competence and confidence before applying the skills in a clinical setting.
 1. Peer physical examination will not be used at MSUCOM for sensitive examinations. The methods for instruction in sensitive examinations is described in section V.C above.
 2. Peer physical examination will not be used at MSUCOM for invasive procedures. MSUCOM will use simulation equipment such as partial task trainers for procedures such as intubation, phlebotomy, intravenous line insertion, etc.

- c. Peer physical examination also presents the opportunity to practice appropriate communication and professional conduct, such as explaining the physical examination, procedure, or treatment and seeking the permission of the patient.
- d. In learning activities within the classroom and during independent practice of clinical skills, including OMM, students are expected to seek permission from their fellow student-learning prior to making contact for a physical examination, procedure, or treatment.
- e. Since students must be able to examine and treat patients regardless of gender, gender identity, race, ethnicity, religion, and other factors, it is expected that students will participate in classes that include students of different backgrounds. During OMM lab and OPC small group instruction, it is possible for the student acting as the “patient” to request the student serving as the “physician” be a specific gender. If that request cannot be honored at the time of the event, the event will be rescheduled or otherwise amended at no penalty to either student.
- f. To promote an environment of safety and respect, a student may decline permission for a fellow student to perform a physical examination, procedure, or treatment. Students are encouraged to provide feedback to support peer learning and to share if the examination, procedure, or treatment caused them to feel uncomfortable. Students may also request a fellow student to stop an examination, procedure, or treatment without penalty or reprisal.
- g. In order to teach a physical examination, procedure, or treatment, a clinical instructor may request a student volunteer to assist in a demonstration of the technique. Students have the right to decline without penalty or reprisal.

VIII. Title IX Considerations

- a. The Office for Civil Rights and Title IX Education and Compliance at Michigan State University is responsible for leadership of MSU’s civil rights compliance and efforts to cultivate a campus community that is free of discrimination and harassment.^[7]
- b. The MSU Relationship Violence and Sexual Misconduct (RVSM) Policy prohibits discrimination on the basis of sex and sexual harassment, including gender-based harassment, sexual assault/misconduct, relationship violence and stalking.^[8]
- c. The MSU Anti-Discrimination Policy (ADP) prohibits members of the university community from engaging in acts which discriminate against or harass any university community member on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status or weight.^[9]
- d. The Office of Institutional Equity (OIE)^[10] reviews all concerns at the university related to two MSU policies: the Anti-Discrimination Policy and the Policy on Relationship Violence and Sexual Misconduct. Instructions on filing a report to OIE are included in each course syllabus and the MSUCOM Student Handbook.
- e. Students may report concerns directly to MSUCOM faculty, staff, and administrators. Most faculty and staff are considered mandatory reporters, and must submit a report to OIE of any incidents that they observe or that are reported to them that may represent a violation of the RVSM policy or ADP.

References

^[1] AACOM Task Force on Ethics and Professionalism. <https://www.aacom.org/reports-programs-initiatives/aacom-initiatives/task-force-on-ethics-and-professionalism>

^[2] AACOM Recommendations on Safe Osteopathic Clinical Training for Students. https://www.aacom.org/docs/default-source/ethics-task-force/safe-osteopathic-clinical-training--aacom---final.docx?sfvrsn=bc3a3a97_2

^[3] MSU HealthTeam Policy: Patient Privacy, Chaperones, and Informed Consent for Examinations, Treatments, or Procedures. <https://msu.edu/ourcommitment/patient-safety/Patient-Privacy-During-Procedures.pdf>

^[4] Educational Council on Osteopathic Principles (ECOP). ECOP is a council of the American Association of Colleges of Osteopathic Medicine (AACOM). <https://www.aacom.org/ome/aacom-councils-and-groups/aacom-councils/educational-council-on-osteopathic-principles>

^[5] Michigan State University Healthcare Simulation POLICY/PROCEDURE: Sensitive Examinations. 2018.

^[6] MSUCOM Policy for Medical Student Supervision. http://com.msu.edu/About/Accreditation/accred_policies/Medical-Student-Supervision-Policy.pdf

^[7] MSU Office for Civil Right and Title IX Education and Compliance. <https://civilrights.msu.edu/>

^[8] MSU RVSM Policy. https://www.hr.msu.edu/policies-procedures/university-wide/RVSM_policy.html

^[9] MSU Anti-Discrimination Policy (ADP). https://www.hr.msu.edu/policies-procedures/university-wide/ADP_policy.html

^[10] MSU Office of Institutional Equity. <https://oie.msu.edu/>

APPENDIX 2

POLICY FOR RETENTION, PROMOTION, AND GRADUATION FOR THE DOCTOR OF OSTEOPATHIC MEDICINE DEGREE

1. Overview

- a. The Policy for Retention, Promotion, and Graduation for the Doctor of Osteopathic Medicine Degree is established by the Committee on Student Evaluation (“COSE”) of the Michigan State University College of Osteopathic Medicine (“College”) and applies to students enrolled in the College program leading to the Doctor of Osteopathic Medicine (“D.O.”) degree.
- b. This document was revised and approved by the Faculty of the College and becomes effective with the Summer Semester of the 2021-22 academic year.

2. Requirements for the D.O. Degree

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

3. Additional Program Requirements

- a. Each student, prior to matriculation, must meet the following College and University requirements:
 - i. Immunizations as required by the Office of the University Physician at www.uphys.msu.edu.
 - ii. Completion of fingerprint and criminal background check.
 - iii. Submission of official transcripts from previously attended colleges/universities.
- b. Each student, while enrolled or while on academic extension or leave of absence, must maintain the following College and University requirements:
 - i. Immunizations as required by the Office of the University Physician at www.uphys.msu.edu, based on Centers for Disease Control and Prevention recommendations for immunization of healthcare workers.
 - ii. Initial and annual refresher training provided by MSU in
 - a) Bloodborne Pathogens (BBP)
 - b) Universal Precautions
 - c) The Health Insurance Portability and Accountability Act (HIPAA)
 - d) MSU Relationship Violence and Sexual Misconduct (RVSM) policy
 - iii. Completion of random urine drug screen(s) at any time during the program for cause, in keeping with University Physician guidelines

- c. Each student, prior to entry to the Clerkship phase must meet the following College requirements:
 - i. Completion of a criminal background check
 - ii. Completion of a urine drug screen that is negative for controlled and illicit substances or reviewed by the University Physician
 - iii. Certification in Basic Life Support (BLS) and Advanced Cardiac Life Support (ACLS).
- d. Each student must take and pass the MSUCOM Clinical Performance Competency Assessment prior to graduation.

4. Duration of the D.O. Program

- a. The standard time to achieve the D.O. degree is four (4) calendar years.
- b. The maximum time for completion of requirements for the D.O. degree is six (6) calendar years from the date of matriculation.
 - I. For students matriculating in or after summer semester 2019, the maximum program duration of six (6) years will be inclusive of any program extensions for academic extensions or personal leaves of absence.
 - II. For students matriculating prior to summer semester 2019, any leaves of absence for academic or personal reasons that were initiated prior to summer semester 2019 will not be included in the maximum duration of six (6) years; however, any additional academic extensions and/or personal leaves of absence will be included in the maximum duration of six (6) years.
- c. The standard time for completion of requirements for a dual D.O./Ph.D. degree is nine (9) calendar years from the date of matriculation.
- d. The standard time for dual degree programs may vary, but the D.O. program requirements must be met within a maximum total of six (6) years which may be non-consecutive.

5. Grades

- a. In accordance with University definitions and policy, as approved by the University Committee on Curriculum, the College employs the Pass-No Grade System. The criteria for the course grade are defined in the syllabus for each course. The following symbols will be used:
 - i. P-pass - indicates the student has met the course requirements for a passing grade and will have a "P" recorded on their official University transcript.
 - ii. N-no grade - indicates the student has failed to meet the course requirements for a passing grade and will have an "N" recorded on their official University transcript. An "N" grade is equivalent to failing the course and will remain on their official University transcript.
 - a) The terms and eligibility for remediation of an "N" grade are set by the course instructor and published in the course syllabus.
 - b) If a student is eligible to seek remediation and wishes to attempt remediation, they will be enrolled in a remediation course in the same semester. If the student successfully completes the terms of the remediation course, they will receive a "P" grade for the remediation course. The "N" grade in the original course will remain on the official University transcript.
 - c) ET-extension – updated to a "P", indicating the student passed the course, or an "N", indicating the student failed the course.
 - d) A student who is on a "leave of absence", "withdraws" or is "dismissed" from the College, will be unable to remediate or complete requirements for courses in which an "I" or "ET" was assigned.
- ii. If the student fails to successfully complete the terms of the remediation course, they will receive an "N" grade for the remediation course. The "N" grade from the remediation course will remain on their official University transcript.

- iii. A student who has incomplete or outstanding requirements of a course, will have either an I-incomplete or ET-extension grade recorded on their official University transcript. Upon completion of all requirements, the original grade recorded on the official University transcript will be updated as follows:
 - a) I-incomplete – updated to an “I/P”, indicating the student passed the course, or an “I/N”, indicating the student failed the course.
 - b) ET-extension – updated to a “P”, indicating the student passed the course, or an “N”, indicating the student failed the course.
 - c) A student who is on a “leave of absence”, “withdraws” or is “dismissed” from the College, will be unable to remediate or complete requirements for courses in which an “I” or “ET” was assigned.

6. Evaluation of Student Performance in the D.O. Program

- a. The College provides instruction and assessment aligned with the seven (7) osteopathic core competencies of medical knowledge, patient care, communication, professionalism, practice-based learning, systems-based practice, and osteopathic principles and practice/osteopathic manipulative treatment.
- b. The performance of each student enrolled in the D.O. program will be reviewed on a regular basis by the COSE. Whereas professionalism is one of the osteopathic core competencies, the COSE will review academic performance and professional conduct. In each review period, the COSE will determine the academic standing of the student as noted in Section 7 of this policy.

7. Academic Standing

- a. A student who earns a passing grade in each course and meets expectations for professional conduct will be deemed by the COSE to be in “good academic standing” and will be permitted to progress to the next semester or phase of the curriculum.
 - i. During the Preclerkship phase, a student with marginal academic performance will be referred for a mandatory consultation (“Academic Success Checkup”) with a College academic advisor. Failure of the student to report for consultation will be referred to the designated College Administrator.
- b. A student who earns an initial failing grade, in any course, but who is eligible for and successfully meets the terms of remediation for the course, will be deemed by the COSE to be in “good academic standing with monitoring”. The student is permitted to progress to the next semester or phase of the curriculum. The status of “monitoring” indicates the student will be referred to resources of the college with the goal of improving academic performance, and/or will be counseled regarding professionalism issues. The COSE may refer the student for review by the Preclerkship or Clerkship Subcommittee of the COSE, or may stipulate additional actions.
- c. A student who demonstrates a lapse in academic or professional conduct may be reviewed by the Preclerkship or Clerkship Subcommittee of the COSE.
 - i. The subcommittee may recommend to the COSE a status of “good academic standing with monitoring” or refer the student to the COSE for further review or action.
- d. A student who receives one or more subsequent failing grades in any course(s); or who receives an “N” grade but is not eligible for remediation or does not successfully complete remediation; and/or who demonstrates egregious and/or recurrent episodes of academic or professional misconduct, will be reviewed by the COSE. The Chairman of the COSE, in consultation with the Associate Dean for Student Life and/or the Associate Dean for Medical Education, will determine whether the student will be required to appear at the COSE meeting.
 - i. The COSE will review the student’s performance, determine academic standing (from the following) and submit their decision to the student in writing. The student’s eligibility to progress in the curriculum will be determined separately in each case, based upon completion of curricular requirements.
 - ii. Academic warning: Applies to a student who meets criteria to advance in the program but has significant academic (e.g. multiple failed courses) and/or professional conduct issues requiring further intervention.

- a) An “academic warning” is an official written statement advising the student that additional violations or deficiencies will result in more severe sanctions.
 - ii. Academic probation: Applies to a student who has more serious or recurrent academic or professional conduct issues for whom the COSE deems that prescribed interventions are indicated. The student’s eligibility to progress in the curriculum will be determined separately in each case, based upon completion of curricular requirements.
 - a) The duration and terms of the probation will be set by the COSE and documented in writing.
 - b) A meeting will be scheduled within five (5) business days with the student and the Associate Dean for Student Life and/or the Associate Dean for Medical Education, at which time the terms of the academic probation will be discussed
 - c) The student will be required to meet with a designated administrator or advisor of the College to determine if the terms of the probation have been met. A report will be submitted to the Office of Enrollment Services and Student Records. Based on this report or other data, the Chairman of the COSE, in consultation with the Associate Dean for Student Life and/or the Associate Dean for Medical Education, will determine whether the student will be required to appear at the COSE meeting.
 - iii. Suspension: Applies to a student who is alleged to have engaged in behavior that creates an urgent concern for the safety of patients or others in the learning environment. The purpose of a suspension will be to permit a timely investigation of the reported conduct. A recommendation for suspension may follow review of academic and professional conduct by the COSE or one of its subcommittees, or upon report to a College administrator. A fact-finding hearing will be convened within three (3) class days, as outlined in the Medical Student Rights and Responsibilities. Upon a recommendation of suspension, the student will be notified. Suspensions must be approved by the College Dean; if the suspension is not approved, the College Dean may direct that another sanction be imposed. The student will be entitled to due process as defined by the Medical Student Rights and Responsibilities.
 - iv. Dismissal: Applies to a student who has severe deficits in academic performance, or for egregious or recurrent incidents of academic or professional misconduct, or who otherwise fails to meet the requirements for progression to the D.O. degree.
 - a) The COSE will submit a recommendation for “dismissal” and supporting documentation to the College Dean.
 - b) A “dismissal” from the College will require the endorsement of the Dean and the MSU Provost for Academic Affairs.
- e. Review and Resolution of Academic Standing
 - i. The performance of students who were designated as other than “good academic standing” will be reviewed at the next meeting of the COSE.
 - ii. A student may be returned to “good academic standing” or “good academic standing with monitoring” upon demonstrating improved academic performance and professional conduct
 - iii. A student with ongoing or progressive academic or professional conduct issues may be maintained on the previously assigned academic standing, or assigned to a new academic standing in a progressive fashion.
- f. Due Process and Appeals
 - i. The right of the student to due process is defined in the MSU Medical Student Rights and Responsibilities policy.
 - ii. When a student is placed on “academic warning”, “academic probation”, or when “dismissal” is recommended, the student shall have the right to appeal by filing a grievance with the COM College Hearing Committee as defined within the MSU Medical Student Rights and Responsibilities policy.
 - iii. The enrollment status of “academic extension” may not be appealed, as it represents inability of the student to progress in the curriculum due to failure to meet a degree requirement.

- iv. The status of “good academic standing with monitoring” is an internal designation to promote the student’s academic and professional development, and therefore may not be appealed.
- g. Reporting of Academic Standing to Third Parties
 - v. The status of “good academic standing with monitoring” is an internal designation to promote the student’s academic and professional development, and therefore will be reported only as “good academic standing”.
 - vi. The enrollment status of “academic extension” will be reported as an extension or gap in training, but not as a disciplinary action.
 - vii. In the event a student is placed on “academic warning” or “academic probation”, the student will receive written notification of their standing.
 - viii. Whereas the National Board of Osteopathic Medical Examiners requires the College to attest to each candidate’s academic and professional standing to determine eligibility for the COMLEX-USA examination series, a standing of “academic warning” or “academic probation” will be reported to NBOME and the student may be deemed ineligible to sit for examination. If the academic warning or probation is, in whole or in part, the result of failure of a COMLEX-USA examination, the academic standing will not preclude the student from registering for that examination.

8. COMLEX-USA Examination Requirements

- a. The Comprehensive Osteopathic Medical Licensing Examination of the United States (COMLEX-USA) examination series is administered by the National Board of Osteopathic Medical Examiners (NBOME). It is the nationally recognized licensure examination for osteopathic physicians and an accreditation requirement of the College.
- b. Whereas COMLEX-USA is designed to assess osteopathic medical knowledge and clinical skills to demonstrate competence and readiness for entry into graduate medical education training, the College deems that each student may have no more than three (3) attempts on any one (1) of the three (3) required COMLEX-USA examinations. Failure to attain a passing score or grade on any of these examinations after three (3) attempts will result in recommendation for “dismissal”.
- c. COMLEX-USA Level 1
 - i. To be eligible to sit the COMLEX-USA Level 1 examination, a student must:
 - a) Pass all preclerkship courses, with a maximum of one (1) remediated “N” grade, and
 - b) Be in “good academic standing”, and
 - c) Receive a score of greater than or equal to 450 points on one (1) of two (2) attempts on a College-proctored COMSAE Phase 1 examination.
 - ii. A student who does not meet all three (3) of these criteria will be required to undergo an academic performance review with an academic advisor. The review will assess the student’s overall academic performance during the preclerkship curriculum and provide the student with an informed assessment of their readiness for the COMLEX-USA Level 1 examination, as well as any recommendations for additional measures to promote successful completion of the COMLEX-USA Level 1 examination.
 - iii. Each D.O. student must attain a passing score on COMLEX-USA Level 1.
 - a) A student whose first attempt at COMLEX-USA Level 1 took place in the calendar year 2020, or earlier, will be required to have a passing score by the beginning of semester 9.
 - I. A student who does not attain the required pass score will be placed on an “academic extension”. The student will be required to undergo an academic performance review as described in section C.i.4 above.
 - II. The student must attain a passing score within twelve months from the date of the initial attempt and within the maximum number of allowable attempts in order to reenter the program. The student may be required to complete a College-directed clinical skills evaluation prior to reentry in the program
 - III. Failure of the student to attain a passing score within twelve months will be

evaluated by the COSE, and may be cause for additional action, up to and including a recommendation for dismissal.

- b) A student whose first attempt at COMLEX-USA Level 1 takes place in the calendar year 2021, or later, will be required to have a passing score prior to entering clerkship rotations.
 - I. A student who does not attain the required pass score will be placed on academic extension and must attain a passing score within twelve months from the date of the initial attempt and within the maximum number of allowable attempts.
 - II. A student that takes and passes COMLEX-USA Level 1 by February 1 during this academic extension may enter clerkship at their originally assigned base hospital.
 - III. A student that does not obtain a passing score by February 1 will forfeit their assigned base hospital assignment, and will not be permitted to enter clerkship rotations until the start of the next clerkship cycle. The student will remain on academic extension and will be able to select any remaining base hospital positions from any subsequent class year selection if they pass COMLEX-USA Level 1 prior to the one-year deadline. A personal leave of absence during this time will not supersede these requirements.
 - IV. The student will be required to complete or repeat OST 601, and at the discretion of the Assistant Dean for Clerkship, may also be required to complete a college-directed clinical skills evaluation prior to entering clerkship rotations.
- c) Failure of the student to attain a passing score within twelve months of initial attempt will be evaluated by the COSE, and may be cause for additional action, up to and including a recommendation for dismissal.
- iv. Each D.O./Ph.D. student must attain a passing score on COMLEX-USA Level 1 to progress to the clerkship.
 - a) A student who does not attain the required pass score will be placed on academic extension.
 - b) The student must attain a passing score within twelve months from the date of the initial attempt.
 - c) Failure of the student to attain a passing score within twelve months will be evaluated by the COSE, and may be cause for additional action, up to and including a recommendation for dismissal.
 - d) COMLEX-USA Level 2 CE (Clinical Evaluation)
- i. To be eligible to sit the COMLEX-USA Level 2 CE, a student must:
 1. Have attained a passing score on the COMLEX-USA Level 1 examination, and
 2. Be in "good academic standing".
 - i. The student must attain a passing score within twelve months from the date of the initial attempt.
 - ii. Failure of the student to attain a passing score within twelve months will be evaluated by the COSE, and may be cause for additional action, up to and including a recommendation for dismissal.

9. Progression in the D.O. Program

- a. During the preclerkship, which is defined as semesters one (1) through six (6), the student must pass (or successfully remediate) the required courses of each semester to advance to the subsequent semester.
- b. A student who fails to meet this requirement will be eligible to reenter the curriculum to repeat failed coursework in the semester during which the course is next offered, unless a recommendation for dismissal is made by the COSE and endorsed by the Dean and the Associate Provost for Academic Affairs.

- c. To progress to the clerkship, each student in the D.O. program must:
 - i. Earn a passing grade in, or successfully remediate, each preclerkship course, and
 - ii. Complete a college-administered COMSAE Phase 1 examination, and
 - iii. Complete and pass the COMLEX-USA Level 1 examination as per section 8.c of this policy.
- d. To progress to the clerkship, each student in the D.O./Ph.D. program must:
 - i. Earn a passing grade (or successfully remediate) each preclerkship course, and
 - ii. Complete a proctored COMSAE Phase 1 examination, administered by the College, and
 - iii. Complete and receive a passing score on the COMLEX-USA Level 1 examination.

10. Academic extension

- a. Academic extension applies to a student who is unable to progress in the curriculum due to failure to meet a degree requirement of the present semester or phase of the curriculum.
- b. If the return from the academic extension occurs after semester six (6) and the duration is two (2) or more consecutive semesters, the student must successfully pass a College directed clinical skills assessment for reentry. Failure to participate in or successfully remediate the clinical skills assessment will result in evaluation by the COSE for determination of the students' academic standing.
- c. A student is required to declare their intent to return through the College Office of Enrollment Services and Student Records.
- d. A student must adhere to the College degree requirements and policies that are in effect at the time of reentry.
- e. During an academic extension, a student must continue to meet college requirements as specified by the Office of Enrollment Services and Student Records at the start of the leave.
- f. Elapsed time during an academic extension will count toward the maximum duration of the curriculum, as defined in section 4 of this policy.

11. Leave of Absence

- a. A student wishing to request a leave of absence will submit a request in writing through the College Office of Enrollment Services and Student Records.
- b. Approval of a leave of absence will not supersede a student's academic standing as determined by the COSE.
- c. The duration of the leave of absence will be counted toward the maximum time for completion of degree requirements as defined in section 4 of this policy.
 - i. During a leave of absence, a student must continue to meet college requirements as specified by the Office of Enrollment Services and Student Records at the start of the leave.
 - ii. Elapsed time during a leave of absence will count toward the maximum duration of the curriculum, as defined in section 4 of this policy.
- d. Returning from a leave of absence
 - i. Students are required to declare their intent to return through the College Office of Enrollment Services and Student Records.
 - ii. A student who returns to the D.O. program after a leave of absence must adhere to College degree requirements and policies that are in effect at the time of reentry.
 - iii. If the return from the leave of absence occurs after completion of semester six (6) and the duration is two (2) or more consecutive semesters, the student must successfully pass a College directed clinical skills assessment for reentry. Failure to participate in or successfully remediate the clinical skills assessment will result in evaluation by the COSE for determination of the student's academic standing.
- e. Extended leave of absence
 - i. In rare and unusual circumstances, a student may request an extended leave of absence from the D.O. program for at least one (1) but for no more than two (2) years.
 - ii. Examples of an extended leave of absence may include, but not limited to a major personal health issue; called for active military duty; seeking an unrelated degree or program, such as entering a religious order; pursuing a unique research fellowship opportunity.
 - iii. A request for an extended leave of absence must be submitted in writing with supporting

- documentation and must stipulate the duration of the leave. All request for an extended leave of absence requires the approval of the COSE and the College Dean. If approved, the period of the extended leave of absence will not count toward the maximum duration of the D.O. program.
- iv. All requirements for reentry to the D.O. program as defined elsewhere in this policy will apply on return from an extended leave of absence. When a student returns from an extended leave of absence, they may be required to participate in assessment of their knowledge and/or clinical skills, and may be required to complete remedial activities if indicated and as defined by the Division of Medical Education.

12. Withdrawal

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

13. Reinstatement

- a. Following withdrawal, a student will be given an opportunity to seek reinstatement by petitioning the COSE through the College Office of Enrollment Services and Student Records, within one (1) year of withdrawal from the College.
- b. Following dismissal from the College, a student may invoke their right to appeal as defined in the Medical Student Rights and Responsibilities policy.
 - i. If on appeal the dismissal is not upheld, the student will appear before the COSE to determine terms for reinstatement to the program, including whether any course work must be repeated or remediated, and whether any additional assessment of clinical skills are necessary.

14. Review and Revisions to the Policy

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

Approved by the Faculty of the College August 19, 1992

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Revised and Approved by the Faculty of the College March 22, 2019

for implementation starting May 13, 2019 the start of summer semester 2019

Revised and Approved by the Faculty of the College March 24, 2021

APPENDIX 3

MICHIGAN STATE UNIVERSITY COLLEGE OF OSTEOPATHIC MEDICINE (MSUCOM)

Academic Hearing Procedures

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

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

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

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

1. accept the request, in full or in part, and proceed with the hearing; or
2. reject the request and provide a written explanation; or
3. invite all parties to meet with the MSUCOM Hearing Committee in an informal discussion to try to resolve the matter. Such discussion does not preclude a later hearing.

IV. Hearing Procedures

- a. Hearing Procedures shall be conducted in accordance with MSRR 5.5.
- b. General Procedures
 1. The chairperson of the MSUCOM Hearing Committee shall convene the hearing at the designated time, date and place. The chairperson will ensure that a collegial atmosphere prevails. During the hearing, each party shall have an opportunity to make an opening statement, present evidence, question witnesses, ask questions of the opposing party, and present a closing statement.
 2. To protect the confidentiality of the hearing's information, attendance at the hearing shall be limited to the parties involved, witnesses for either party, if any, and the advisor for each party, if any. As described in Section 5.5.14 of the MSRR, advisors and witnesses shall be limited to members of the MSU community (faculty, staff or students). Permission may be granted to the respondent to be accompanied by an attorney if criminal charges are pending against the respondent regarding the subject matter of the complaint/grievance. If the respondent is charged with a sex offense, the complainant may also have an attorney present. The associate dean for student services may attend the hearing as a resource for the committee on matters of protocol.
 3. Witnesses called by either party may be excluded from the proceedings except when testifying. Witnesses must confine their testimony to their own independent recollection and may not speak for others.
 4. The advisor may be present throughout the hearing but has no voice in the hearing unless permission to participate is granted by the chairperson of MSUCOM Hearing Committee (see MSRR 5.5.14).
 5. To assure an orderly hearing and questioning, the chairperson of the MSUCOM Hearing Committee will recognize individuals before they speak. All parties have the right to speak without interruption. Each party has the right to question the other party and to rebut any oral or written statements submitted to the MSUCOM Hearing Committee. If necessary, the chairperson of the MSUCOM Hearing Committee reserves the right to enforce time limits on each party to present its cases and to extend equal time to each party.
- c. The hearing will proceed as follows:
 1. **Introductory remarks by the chairperson of the MSUCOM Hearing Committee:** The chairperson shall introduce members of the MSUCOM Hearing Committee, the complainant, the respondent and advisors and witnesses, if any. The chairperson will review the hearing procedures, including time restraints, if any, for presentations by each party and witnesses. The chairperson will explain that the burden of proof rests with the complainant, with the exception of hearings involving allegations of academic dishonesty, in which case the instructor bears the burden of proof, which must be met by a preponderance of the evidence.

2. **Presentation by the Complainant:** The chairperson recognizes the complainant to present without interruption any statements directly relevant to the complainant's case, including the redress sought. The chairperson then recognizes questions directed at the complainant by the MSUCOM Hearing Committee, the respondent and the respondent's advisor, if any.
3. **Presentation by the Complainant's Witnesses:** The chairperson recognizes the complainant's witnesses, if any, to present, without interruption, any statement directly relevant to the complainant's case. The chairperson then recognizes questions directed at the witnesses by the MSUCOM Hearing Committee, the respondent and the respondent's advisor, if any.
4. **Presentation by the Respondent:** The chairperson recognizes the respondent to present without interruption any statements relevant to the respondent's case. The chairperson then recognizes questions directed at the respondent by the MSUCOM Hearing Committee, the complainant and the complainant's advisor, if any.
5. **Presentation by the Respondent's Witnesses:** The chairperson recognizes the respondent's witnesses, if any, to present, without interruption, any statement relevant to the respondent's case. The chairperson then recognizes questions directed at the witnesses by the MSUCOM Hearing Committee, the complainant and the complainant's advisor, if any.
6. **Rebuttal and Closing Statement by Complainant:** The complainant refutes statements by the respondent, the respondent's witnesses and advisor, if any, and presents a final summary statement.
7. **Rebuttal and Closing Statement by Respondent:** The respondent refutes statements by the complainant, the complainant's witnesses and advisor, if any, and presents a final summary statement.
8. **Final Questions by the MSUCOM Hearing Committee:** The MSUCOM Hearing Committee asks questions of any of the participants in the hearing.

V. Post-Hearing Procedures

- a. Deliberation
 1. After all evidence has been presented, with full opportunity for clarification, questions, and rebuttal, the chairperson of the MSUCOM Hearing Committee shall excuse all parties to the hearing and convene the MSUCOM Hearing Committee to determine its findings in executive session. When possible, deliberations should take place directly following the hearing.
- b. Decision
 1. In academic grievance (non-disciplinary) hearings in which the MSUCOM Hearing Committee serves as either the initial hearing body or the appellate hearing body and, based on a preponderance of the evidence, a majority of the Committee finds that a violation of the student's academic rights has occurred and that redress is possible, it shall determine the appropriate redress and direct its decision to the dean for implementation. If the MSUCOM Hearing Committee finds that no violation of academic rights has occurred, it shall so inform the dean (see MSRR 5.5.16).
 2. In complaint (non-disciplinary) hearings in which the MSUCOM Hearing Committee serves as the initial hearing body to adjudicate an allegation of violation of the MSRR document, academic dishonesty, violation of professional standards or falsification of admission or academic records and, based on a preponderance of the evidence, the committee finds for the student, the committee shall determine what redress should

be implemented and direct its decision to the dean. Such redress may include removal of the penalty grade or sanction and removal of any written record of the allegation from the student's records as well as a good faith judgment of the student's standing or performance in the college or course. If the committee finds against the student, the penalty grade or sanction shall stand and the complaint regarding the allegation will remain in the student's file. (See MSRR 5.1.16)

3. In complaint (non-disciplinary) hearings in which the MSUCOM Hearing Committee serves as the appellate hearing body, the committee may affirm, reverse, or modify the decision of the department hearing body. It may also direct the department hearing body to rehear the original complaint.
4. In disciplinary hearings involving academic or professional misconduct in which the MSUCOM Hearing Committee serves as the initial hearing body and, based on a preponderance of the evidence, finds that disciplinary action in addition to, or other than, a penalty grade and/or sanction is warranted, it may impose one of the following sanctions (see MSRR 5.7).
 - a. Warning
 - b. Probation
 - c. Suspension. Suspensions must be approved by the dean. If the dean does not approve the suspension, he/she may direct another sanction, normally in consultation with the committee.
 - d. Dismissal. Dismissals must be approved by both the dean and the provost. If the dismissal is not approved, the dean and provost may direct another sanction, normally in consultation with the committee.
 - e. Other disciplinary action deemed appropriate to a specific case.

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

c. **Written Report**

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

VI. Appeal of Department Hearing Committee Decision

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

committee will normally restrict itself to considering whether there were sufficient grounds for the decision made by the lower hearing body and/or whether the sanction imposed was appropriate to the nature and seriousness of the violation see MSRR 5.8.1.3).

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

VII. Appeal of MSUCOM Hearing Committee Decision

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

VIII. Reconsideration

- a. If new evidence should arise, either party to a hearing may request the MSUCOM Hearing Committee to reconsider the case within 30 days upon receipt of the hearing outcome. The written request for reconsideration is to be sent to the chairperson of the MSUCOM Hearing Committee, who shall promptly convene the committee to review the new material and render a decision as to whether a new hearing is warranted (see MSRR 5.5.17).

IX. File Copy

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

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

APPENDIX 4
SAFETY AND SECURITY INFORMATION
East Lansing—Fee Hall

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

- **CAMPUS OVERVIEW:** For printable and interactive campus maps of Michigan State University, go to: <https://maps.msu.edu/>
- **BUILDING ACCESS TO FEE HALL:** MSUCOM-East Lansing students have badge access to Fee Hall after usual business hours. Student study areas are open and available to students at any time. Rooms for special events or student organization meetings can be reserved by contacting Ms. Beth Courey or Ms. Jennifer Miller in the Student Organization office.
- **EMERGENCY INFORMATION:** Color-coded Emergency Guideline charts are posted throughout the facility.
- **MSU POLICE:** Call 911 for emergencies on campus. To contact MSU Police for non-emergency situations, visit their website at www.police.msu.edu, 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/>.
- **GROSS ANATOMY LAB SAFETY:** The Gross Anatomy Lab (GAL) has eye-wash stations and a first aid kit. Contact an anatomy lab instructor or blue coat if injuries occur. Safety information is posted in the GAL. If there is damage to any anatomic specimens, notify laboratory staff.
- **EMERGENCY ALERTS:** Students, faculty, and staff are encouraged to sign up for text message alerts from MSU. Messages regarding inclement weather or security issues can be received via texts, emails, or both. To sign up, go to <http://alert.msu.edu/>

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

Revised 7/22/13

APPENDIX 4

SAFETY AND SECURITY INFORMATION

Macomb University Center Site

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

- **CAMPUS OVERVIEW:** The Macomb University Center (UC) consists of four connected buildings. The UC is shared by many college and university programs and community groups. MSUCOM utilizes all of UC-4 and specific classrooms in UC-3 on a regular basis. Some special events may be held in UC-1, which includes two auditoriums and a large meeting hall.
- **BUILDING ACCESS TO UC-4:** MSUCOM-Macomb students may use their activated MSU ID badge to access UC-4 24 hours a day, seven days a week at the west entrance. The badge will also permit access to the student lounge, locker room, anatomy hallway, and OMM/Histology/LRC hallway.
- **BUILDING ACCESS TO UC-1, UC-2, AND UC-3:** UC Buildings 1, 2, and 3 are open Monday through Thursday from 6:00 am to 10:00 pm, Friday from 6:00 am to 6:00 pm, and Saturday from 7:00 am to 4:30 pm. These buildings may be open later for evening classes and are closed on Sunday and holidays. MSUCOM students may utilize any open classrooms in UC-3 on the first or second floor, as well as the UC-3 Atrium, at any time. Students should leave classrooms as they found them (move furniture back, clean up trash, clean off whiteboards). In general, MSUCOM utilizes UC-1 only for scheduled events and does not utilize UC-2.
- **PREVENTING UNAUTHORIZED ACCESS:** To promote the security of the facilities, students may not prop open any doors.
- **EMERGENCY INFORMATION:** Color-coded Emergency Guideline charts are posted in all classrooms and throughout the facility.
- **MCC CAMPUS POLICE:** Campus police can be called from any campus wall phone. For emergencies, dialing 911 will put you directly through to MCC Police dispatch. For non-emergencies, dial 2123 from any wall phone (e.g. to request a campus police escort to your vehicle). From a cell phone, dial (586) 263-2123 to reach MCC Police. Blue emergency phones are located in the parking lots and near the west entrance to UC-4.

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

- **INJURIES ON CAMPUS:** For injuries that require medical attention, medical treatment can be sought at any local hospital emergency room via private car or, for ambulance transport, by dialing 911 or MCC campus police at extension 2123. The closest medical facility for MSUCOM-Macomb staff and students is the emergency room at Henry Ford Macomb Hospital. Please note, you may be responsible for medical expenses incurred.
- **GROSS ANATOMY LAB SAFETY:** The Gross Anatomy Lab (GAL) has two eye-wash stations and a first aid kit. Contact an anatomy lab instructor or blue coat if injuries occur. Safety information is posted in the GAL.

- **DAMAGE TO ANATOMY LAB SPECIMENS:** During normal business hours, please notify Lab or Administrative personnel. If an incident occurs after hours, please contact Lindsay Rhadigan @ 810-278-6766 and leave a note under the lab office door with the following information: your name, donor number, description of incident, damage to cadaver noted and date and time of incident.
- **WALL PHONE SYSTEM:** The wall phones located in every classroom and other rooms at MSUCOM-Macomb also serve to display emergency messages. Training will be provided to MSUCOM-Macomb students at orientation.
- **CAMPUS CLOSURES:** On occasion, such as during severe weather, Macomb Community College may cancel classes or close the campus. ***Please note that decisions about closing MSUCOM-Macomb will be made separately. MSUCOM classes and events may proceed as scheduled even if other facilities at MCC are closed. You will receive email messages to let you know if MSUCOM-Macomb classes or events are cancelled.***
- **EMERGENCY ALERTS:** Students, faculty, and staff are encouraged to sign up for text message alerts from MCC. Messages regarding inclement weather or security issues can be received via texts, emails, or both. To sign up, go to <https://asp.schoolmessenger.com/macomb/subscriber/>.
- **BUILDING SECURITY ALERTS:** In the event of an intruder or other security situation, MCC Police may issue a lock-down alert. Students, faculty, and staff should close and lock doors and shelter-in-place until an all-clear message is given.
 - **SEVERE WEATHER SHELTER AREAS:** Look for posted shelter areas on the first floor in UC-4 (GAL and hallway restrooms) and UC-3 (restrooms).
 - **FIRE:** Call 911 from any campus wall phone. Fire alarms are also located throughout the building. If an evacuation is ordered due to fire or other issues, the MSUCOM- Macomb gathering point is on the grass by the dumpster, beyond the circle drive. Please do not stand in roadways or parking areas and do not re-enter the building until an “all clear” is given.
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- **NON EMERGENCY ISSUES (i.e. THEFT, SUSPICIOUS PERSON, ETC):** Contact MCC Police at extension 2123.

APPENDIX 4
SAFETY AND SECURITY INFORMATION

Detroit Medical Center Site

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

- **INJURY/ACCIDENTS:** A First Aid Kit is located on the counter in Prosection. Please refer to the First Aid Measures document posted in the lab as well as in the folder in the lab monitor desk. For injuries that require medical attention, medical treatment can be sought at any local hospital emergency room via private car or, for ambulance transport, by dialing 911 or DMC security at 313- 745-7031. Preferred Medical facility for MSUCOM-DMC staff and students is the emergency room at Harper University Hospital/Detroit Receiving Hospital. Please note, you may be responsible for medical expenses incurred.
- **CADAVER DROPPED/DAMAGED:** During normal business hours, please notify Lab or Administrative personnel. If an incident occurs after hours, please contact Lindsay Rhadigan @ 810- 278-6766 and leave a note under the lab office door (G036) with the following information: your name, cadaver #, description of incident, damage to cadaver noted and date and time of incident.
- **MECHANICAL FAILURES/FLOODING, ETC:** If problems with the electrical, plumbing, air circulation or if any other building issues are noted in the gross anatomy lab area: o During normal business hours, notify Lab or Administrative personnel. o During off hours, please contact DMC Security @ 313-745-7031 or by using the directdial phone in the coat room.
- **FIRE:** Call 911 or DMC Security @ 313-745-7031, or by using the direct-dial phone in the coat room. A fire alarm is located in the lab at the North door. There are fire extinguishers located at both main doors of the lab.
- **NON EMERGENCY ISSUES (i.e. THEFT, SUSPICIOUS PERSON, ETC):** Individual(s) may contact DMC Security @ 313-745-7031, or by using the direct-dial phone in the coat room.
- **FOR ADVICE, INFORMATION AND EMERGENCIES:** Contact (in the following order) Ebony Howard @ 248-732-8470; Dr. Deb @ 909-226-0619; Lindsay Rhadigan @ 810-278-6766.

GLOSSARY

Academic extension: A period in which a student is not actively enrolled in required courses in the D.O. program due to needing to retake a course when it is next offered.

Academic standing: A status determined by the Committee on Student Evaluation (COSE) for each student and based on their academic performance and professional conduct. Academic standing categories are: “good academic standing”; “good academic standing with monitoring”; “academic warning”; and “academic probation”.

Anti-Discrimination Policy (ADP): MSU Policy that prohibits discrimination and harassment based on race, ethnicity, color, national origin, sex, disability, religion, age, gender, gender identity, sexual identity, height, marital status, political persuasion, sexual orientation, veteran status, or weight.

APID: Student ID number issued by MSU. The APID includes the letter A followed by 8 digits.

College Curriculum Committee (CCC): A committee of faculty members with student representatives that is responsible for overseeing the D.O. program curriculum.

College Hearing Committee (CHC): A committee of elected or appointed faculty and student members that is convened to hear grievances or complaints under the Medical Student Rights and Responsibilities.

COMLEX: The Comprehensive Osteopathic Medical Licensing Examination of the United States (COMLEX-USA) is a three-level, national standardized licensure examination designed for licensure for the practice of osteopathic medicine. The COMLEX Examination Series is designed to assess osteopathic medical knowledge, knowledge fluency, clinical skills, and other competencies essential for practice as an osteopathic generalist physician. It is also a graduation requirement for attaining a DO (Doctor of Osteopathic Medicine) degree from colleges of osteopathic medicine in the United States, and for entry into and promotion within graduate medical education (residency) training programs.

Commission on Osteopathic College Accreditation (COCA): The accrediting body for colleges of osteopathic medicine and programs leading to the D.O. degree under the authority of the U.S. Department of Education. COCA accreditation signifies that a college has met or exceeded the Commission's standards for educational quality.

Committee on Student Evaluation (COSE): A committee of faculty members within the college that is responsible for monitoring the academic performance and professional conduct of MSUCOM students and assigning an academic standing to each student following each semester. The COSE submits a roster of candidates for graduation to the faculty.

Common Ground Framework for Professional Conduct: A set of guiding, foundational principles that underpin professional conduct and integrity at MSUCOM.

Core competencies: The core competencies of the osteopathic profession are medical knowledge, patient care, communication, professionalism, practice-based learning, systems-based practice, and osteopathic principles and practice/osteopathic manipulative treatment.

D2L (Desire 2 Learn): Learning management system used by MSU faculty and students. Each course will have a D2L site accessible by students enrolled in the course.

Electives: Optional courses in which MSUCOM students may enroll to supplement or enhance the standard D.O. curriculum.

Electronic Resident Application Service (ERAS): Online system that medical students use to submit applications to residency programs.

Enrollment status: A description of whether a student is actively enrolled, on academic extension, or on a leave of absence.

Entrustable professional activities (EPAs): Clinical tasks and responsibilities that a first-year resident should be expected to perform independently.

FERPA: The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records.

Formative assessment: A type of assessment or evaluation designed to provide feedback and support learning.

Interprofessional collaborative care: When health workers from different professional backgrounds work together to deliver the highest quality of care.

Interprofessional education (IPE): occasions when students learn or work with students or healthcare professionals from another health profession with the object of cultivating collaborative practice for providing patient-centered collaborative care.

Leave of absence (LOA): Time away from the program initiated by the student for personal reasons.

Medical Student Performance Evaluation (MSPE): A document prepared by the college as a summary of the student's cumulative performance as part of the ERAS application for residency. Students can provide noteworthy characteristics for inclusion in the MSPE.

Medical Student Rights and Responsibilities (MSRR): A document developed by the graduate professional health programs at MSU on the rights and responsibilities of medical students in matters of conduct, academic pursuits, keeping of records, and employment. This document describes structures and procedures for adjudicating medical student disciplinary cases, and for channeling medical student complaints, grievances, or concerns to faculty, staff, and administrators for appropriate action.

MSU Net ID: Alphanumeric identification used in MSU email addresses and as a username to access MSU online applications.

National Board of Medical Examiners (NBME): An independent organization similar to the NBOME that provides nationally standardized licensure examinations for allopathic medical students and physicians (USMLE), as well as other products such as subject examinations.

National Board of Osteopathic Medical Examiners (NBOME): An independent, nongovernmental, not-for-profit organization whose mission is to protect the public by providing the means to assess competencies for osteopathic medicine and related health care professions. NBOME provides nationally standardized examinations for licensure of osteopathic medical students and physicians (COMLEX), as well as other examinations including COMSAE and COMAT.

National Resident Matching Program (NRMP): An online service in which applicants submit a rank-order list of residency programs, and in which programs submit a rank-order list of candidates. The NRMP is sometimes referred to as "The Match" as most residency programs select candidates through this system; there are other matches for ophthalmology, urology, and military programs. NRMP is separate from ERAS.

Objective Structured Clinical Examination (OSCE): An assessment method in which a student evaluates a standardized patient. OSCE's are utilized in the Osteopathic Patient Care (OPC) course series.

Office of Institutional Equity (OIE): Office within the MSU Office for Civil Rights and Title IX Education and Compliance (OCR). OIE is responsible for oversight and application of civil rights policies, including the Relationship Violence and Sexual Misconduct (RVSM) policy and the Anti-Discrimination Policy (ADP).

Osteopathic Manual Medicine/Osteopathic Manipulative Medicine (OMM): Hands-on osteopathic manipulative treatment. OMM also refers to the five-semester course series in which OMM is taught and assisted in the first two year.

Osteopathic Patient Care (OPC): A series of five courses in years one and two of the D.O. curriculum in which history, data gathering, physical examination, clinical reasoning, and communication are taught and assessed.

Peer physical examination: A learning activity in which students act as models for each other in learning skills in physical examination, osteopathic structural examination, and simple non-invasive procedures including OMM. This method is not used for instruction on sensitive examinations.

Relationship Violence and Sexual Misconduct (RVSM) Policy: MSU policy addressing violence and sexual misconduct, including dating violence, gender-based harassment, sexual assault, and stalking. Students are required to complete RVSM policy training.

Responsible Conduct of Research (RCR): A four-year series of modules and presentations to promote understanding of research ethics, human subject protection, and the roles of institutional review boards. Completion of the RCR program is a requirement for the D.O. degree.

Scholarly activity: Refers to the discovery, integration, application, and sharing of knowledge. Scholarly activity is inclusive of biomedical or clinical research, but also includes work in authoring manuscripts, developing curricula or protocols, conducting quality improvement projects, etc. Most residency programs require completion of one or more scholarly activity projects.

Scientific method: An approach using observation, hypotheses, and testing to answer questions and explain phenomena. Within the D.O. curriculum, this also addresses a scientific, evidence-based approach to patient care and understanding of research methodology.

Student Government Association (SGA): The objective of the MSU College of Osteopathic Medicine Student Government Association (SGA) is to unite the student body toward common educational, professional, and social goals.

Student Information System (SIS): Websites used to complete student activities will be shifting to the Student Information System (SIS) over the fall and spring semesters.

Student Osteopathic Medical Association (SOMA): SOMA is the student affiliate organization of the American Osteopathic Association. Our goal is to promote osteopathic ideals, unite osteopathic physicians, and educate the future of the profession.

Summative assessment: A type of assessment or evaluation designed to measure skills against an expected level of performance, particularly as a checkpoint for a level of education.

University Graduate-Professional Judiciary: A committee of faculty and student representatives convened to hear appeals from cases reviewed by the College Hearing Committee.