WEST VIRGINIA SCHOOL OF OSTEOPATHIC MEDICINE

Graduate Program Student Handbook and Course Catalog

2026-2027

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INTRODUCTION

HANDBOOK POLICY STATEMENT

The provisions of the 2026-2027 WVSOM Graduate Student Handbook do not constitute a contract between the West Virginia School of Osteopathic Medicine (WVSOM) and its students. The handbook is distributed to students to inform them of current policies, procedures, activities, and requirements. WVSOM reserves the right to change any provision or requirement at any time.

WVSOM is governed by the WVSOM Board of Governors and has limited oversight by the West Virginia Higher Education Policy Commission. The official policies governing WVSOM can be found at the following locations:
Office of the President
Office of Student Affairs
Office of the Assistant Dean of Student Affairs
WVSOM Library
https://www.wvsom.edu/policies
http://www.wvhepc.edu/resources/rules-and-policies/

MISSION STATEMENT

The West Virginia School of Osteopathic Medicine (WVSOM) empowers students to find health within themselves and the people and the communities they serve. We advance health and well-being in West Virginia and beyond through cutting-edge training, pioneering research, and immersive clinical experience. By blending innovation, compassion, and a deep-rooted dedication to osteopathic principles, we are shaping the future of health. The WVSOM Mission Statement is Institutional Policy GA-02, which can be found on the WVSOM website at https://www.wvsom.edu/policies.

CORE VALUES

General Core Values to WVSOM Community

At the West Virginia School of Osteopathic Medicine, our values shape who we are, guide our mission, and define our commitment to education, healthcare, and community. We are committed to the follow core values:

Osteopathic Principles: We advance the principles of osteopathic medicine by emphasizing holistic care, prevention, and the body's natural capacity to heal.
Compassion and Care: We lead with compassion, placing empathy, respect, and kindness at the forefront of all we do.
Integrity and Professionalism: Integrity and professionalism guide our actions, ensuring accountability, transparency, and ethical decision-making.
Excellence and Lifelong Learning: Excellence and lifelong learning drive our pursuit of academic and clinical rigor through continuous education, research, and innovation.
Community and Service: We are dedicated to strengthening our community by fostering engagement, service, and support, particularly in rural and underserved areas.
Respect and Opportunity: We respect the unique worth of every individual and are committed to creating an inclusive environment that promotes access, equity, and opportunity.
Empowerment and Growth: Through empowerment and growth, we encourage self-discovery, confidence, and leadership, helping students and communities reach their fullest potential.

GRADUATE PROGRAMS ADMINISTRATION

Graduate education and its governance are shared responsibilities among academic leaders across departments, programs, and among those in central leadership positions who are committed to share the responsibility for ensuring quality of the graduate programs at WVSOM.

Graduate Programs Leadership

The Vice President of Academic Affairs and Dean/Chief Academic officer has responsibility for oversight and leadership in the activities of the Graduate Programs at WVSOM. The administration of the Graduate Programs also includes the Associate Dean of Graduate Programs and other administrative staff members who carry out the various programs and services of the Graduate Programs. A copy of the WVSOM Administrative Organizational Chart can be found on the WVSOM website at https://www.wvsom.edu/about/administrative-org-chart.

Graduate Programs Committees

Graduate Program Curriculum Committee: The Graduate Program Curriculum Committee is advisory to the Associate Dean of Graduate Programs. The function of the committee is to assist with the development and maintenance of the curricula of graduate programs appropriate to the mission and goals of the institution. Responsibility to assist with the development of the graduate program curricula necessitates that proposed curricular changes including but not limited to contact time, schedule time, and course objectives be presented to the committee for review and approval before implementation.

Fact-Finding Committee: Investigates alleged violations of policy or any other matter as directed by the Associate Dean of Graduate Programs or the Dean where disputes of material facts exists that require independent findings of fact. The jurisdiction and authority of the Fact-Finding Committee shall be to (1) hear evidence and (2) make findings of fact from the evidence presented. The Committee issues a written report on its conclusions to the Associate Dean of Graduate Programs or Dean that referred the matter. The Fact-Finding Committee neither recommends nor imposes sanctions and cannot overturn any prior decisions on a matter. The Committee may reconsider a matter under certain circumstances (e.g., new evidence) if so directed by an administrative authority. The Fact-Finding Committee is a faculty committee. The procedure for and composition of the committee are specified in a separate document, Fact Finding Committee Procedures.

Graduate Academic Performance Committee: The function of the Graduate Academic Performance Committee is to review student academic and professional performance and recommend graduation, remediation, or dismissal. The Graduate Academic Performance Committee considers cases referred by the Associate Dean of Graduate Programs or Vice President of Academic Affairs and Dean for recommendation of penalties/sanctions for violations of policy including but not limited to standards of conduct, academic integrity, professional conduct and failure to meet academic/professional standards. If there is a conclusion that a violation has occurred, the Associate Dean of Graduate Programs may forward the case to the Graduate Academic Performance Committee for recommendations of penalties/sanctions. When available, the written report of the Fact-Finding Committee on the matter will be provided to the Graduate Academic Performance Committee. Consideration of a matter by the Graduate Academic Performance Committee does not preclude the review and imposition of penalties for other failures to adhere to policies, rules, or procedure while a case is pending. The Graduate Academic Performance Committee is a faculty committee. The procedure for and composition of the committee are specified in a separate document, Graduate Academic Performance Committee Procedures.

Graduate Programs Admissions Committee: The Graduate Program Admissions Committee's purpose is recommend candidates to the Associate Dean of Graduate Programs for admission to a WVSOM graduate program. In addition, it proposes admissions standards and policy to the Associate Dean of Graduate Programs. The Graduate Program Admissions Committee is advisory to the Associate Dean of Graduate Programs.

WVSOM Faculty

WVSOM Institutional Policy PE-02 also located on the WVSOM website at https://www.wvsom.edu/policies sets forth the rules of WVSOM concerning faculty matters. WVSOM has outstanding academic personnel to design, administer and teach all phases of our curriculum. The faculty roster and overview of faculty positions at WVSOM can be found at https://www.wvsom.edu/academics/faculty.

Graduate Programs Course Directors

WVSOM course directors are faculty who lead the design, implementation, management, student assessment, and course evaluation in alignment with the curriculum learning objectives and under the direction of the Graduate Program Curriculum Committee. Course directors are a crucial connection between students and faculty though providing leadership in educational endeavors. Course directors continue to be knowledgeable of current trends and practices in biomedical sciences education, pedagogy, technology, and collegial administration.

Course directors are responsible for maintaining the vision for the short-term and long-term development of the course and all course activities. This entails repetitive and ongoing planning, monitoring, evaluating, and reporting to regularize the course-specific activities with the interdisciplinary and overall curricular interests of the program. Planning involves discussion with faculty, staff, instructors, and administration. Course directors report to and work closely with the Graduate Program Curriculum Committee and other course directors to optimize integration of the course into the overall curriculum.

ACCREDITATION

Higher Learning Commission (HLC)

The West Virginia School of Osteopathic Medicine is accredited by the Higher Learning Commission (hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education. The address and phone number of the Higher Learning Commission are:

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500,
Chicago, Illinois 60604-1411
Phone 800-621-7440
Fax 312-263-7462
info@hlcommission.org

More information and WVSOM's website with the HLC mark of accreditation is available at https://www.wvsom.edu/about/accreditation.

NON-DISCRIMINATION

The West Virginia School of Osteopathic Medicine (WVSOM) is committed to the full and equal protection of rights for all current and prospective students, faculty, and staff. WVSOM is committed to eliminating possible discrimination on its campuses and makes decisions based on individual qualifications and merit without regard to any category that is protected under federal, state, or local anti-discrimination laws. WVSOM provides a collegial and respectful environment that values the contributions of all students, faculty, and staff.

Students and applicants for admission and/or employment with WVSOM are encouraged to immediately report suspected discrimination or harassment of any kind by submitting a complaint to:

Office of Human Resources
hr@osteo.wvsom.edu
(304) 647-6279
OR
By submitting a WVSOM discrimination or harassment complaint for located at www.my.wvsom.edu which is automatically submitted to Human Resources.
Policies on anti-discrimination can be found at:
GA-14: Title IX, Sexual Harassment, and Discrimination
GA-28: Discrimination in the Workplace and Educational Environment Prohibited

COMPLIANCE WITH MILITARY SELECTIVE SERVICE ACT

State law provides that a male person who has attained the age of eighteen (18) years may not enroll in a state-supported institution of postsecondary education unless he is in compliance with the Military Selective Service Act (50 U.S. Code, Appendix 451, et seq. and the amendments thereto). Also, a male person may not receive a loan, grant, scholarship or other financial assistance for postsecondary higher education funded by state revenue, including federal funds or gifts and grants accepted by this State, or receive a student loan guaranteed by the State unless he is in compliance with the Military Selective Service Act. Military Selective Service Act registration information should be available online, at all U.S. Postal Service facilities, and at some high schools.

AMERICANS WITH DISABILITIES ACT OF 1990/ACADEMIC ACCOMMODATIONS

WVSOM complies with the Americans with Disabilities Act (ADA) of 1990 (as amended) and Section 504 of the Rehabilitation Act of 1973 in providing services to students with disabilities. WVSOM is dedicated to providing students with appropriate support and services to ensure that they have an accessible and welcoming learning environment. However, with respect to disability, the disability must not be such as would, even with reasonable accommodation, in and of itself preclude the student's effective participation in the WVSOM educational program. Reasonable accommodations are determined on an individual, case-by-case basis, as described in Institutional Policy ST-06: Academic Accommodations. Students may refer to ST-06 procedure for instructions on how to request accommodations or contact accommodations@osteo.wvsom.edu.

ETHICS

WVSOM has collated all ethics standards required by WV state laws, and WVSOM policies here: https://www.wvsom.edu/about/statement-on-academic-professional-ethics.

SCHOOL COLORS

Gold and Green are WVSOM's official colors. For most printing purposes, use Pantone Matching System (PMS) 125 gold and PMS 350 green.

EDUCATIONAL COSTS

ASSESSMENTS AND PAYMENTS

General

The West Virginia School of Osteopathic Medicine, like all state supported colleges and universities, must operate strictly on a cash basis with all payments and obligations being collected in advance. No financial credit of any type can be extended to any individual. Therefore, an individual is not officially a student until the registration process has been completed by full payment of tuition and fees.

Assessments and Registration

WVSOM's policy on assessment of tuition and fees, Institutional Policy F-05, is also located on the WVSOM website at https://www.wvsom.edu/policies.

Payment of Fees

WVSOM's policy on payment of fees, Institutional Policy F-05, is also located on the WVSOM website at https://www.wvsom.edu/policies.

FINANCIAL AID

The West Virginia School of Osteopathic Medicine participates in all federally funded financial aid programs including the Federal Unsubsidized Stafford Loan, Private loans and Federal Work-Study. For detailed information, please see contact the Financial Aid Office email at financialaid@osteo.wvsom.edu or phone 304-647-6231.

TUITION, FEES & EXPENSES

Special Fees Policy

WVSOM's policy on payment of fees, Institutional Policy F-05, is also located on the WVSOM website at https://www.wvsom.edu/policies. The School shall be permitted to establish and collect certain special fees for designated purposes separate from and above those identified in the regular fee schedule. All regular and special fees charged by the School shall be identified separately and published so as to be readily available to all students. All fee charges to students must have approval by the WVSOM Board of Governors prior to assessment and collection.

Application and Enrollment Fees

Details on applying to WVSOM, including application fees, are available on the Graduate Programs website at https://www.wvsom.edu/msbs. Details on the nonrefundable Enrollment Fee that is applied to matriculated graduate student's tuition are also available on the Graduate Programs website.

Tuition, Fees and Other Expenses

Details on tuition, fees and other expenses can be found on the WVSOM Graduate Programs website at https://www.wvsom.edu/msbs/tuition-fees. Additional information concerning expense breakdowns can be found in the Financial Aid Handbook, located under the "Financial Aid Toolkit" header on the WVSOM website at https://www.wvsom.edu/financial-aid.

REFUND OF TUITION AND FEES

WVSOM's policy on the refund of tuition and fees, Institutional Policy F-06, is also located on the WVSOM website at https://www.wvsom.edu/policies.

DETERMINATION OF RESIDENCY AND APPEALS

WVSOM's policy on the determination of residency and appeals, Institutional Policy ST-10, is also located on the WVSOM website at https://www.wvsom.edu/policies.

CONSUMER INFORMATION

The Higher Education Opportunity Act of 2008 (HEOA) requires that postsecondary educational institutions disclose certain information pertinent to interested parties such as applicants, students and employees.

The link to https://www.wvsom.edu/about/heoa-disclosures provides quick access to the sections of the WVSOM website, or other documents, that contain the necessary disclosures.

GRADUATION/COMPLETION RATES

The graduation/completion rate for the M.S. in Biomedical Sciences Class of 2026 was 93.6%..

POLICY STATEMENT ON EDUCATION RECORDS

Privacy Rights of Parents and Students - FERPA and Student Directory Information

The Family Educational Rights and Privacy Act and its implementing regulations (collectively, "FERPA") is a federal law which states that institutions must establish and make available a written institutional policy and a statement of adopted procedures covering the privacy rights of students. FERPA requires institutions to maintain the confidentiality of student education records and sets forth the rights of students and parents concerning student education records, including access, review, disclosure, and challenge of education record content.

A copy of WVSOM's FERPA statement can be found on the website at http://www.wvsom.edu/students/ferpa.

CAMPUS FACILITIES & SERVICES

CAMPUS FACILITIES

WVSOM's campus encompasses 67-acres, blending past and present, as historic building combine with 21st century classrooms, laboratories, and clinical facilities. The academic and administrative Main Building houses classrooms, teaching laboratories, James R. Stookey Library, Osteopathic Clinical Skills Lab, as well as, faculty and administrative offices.

Interactive Campus Map at https://my.wvsom.edu/wvsomcommunity/googlemaps/index.html
Virtual Campus Tour at https://www.youtube.com/embed/gPYZQ-WZcCE
WVSOM Maps & Directions at https://www.wvsom.edu/about/directions

CAMPUS SAFETY

Campus buildings are equipped with automatic fire detection and alarm systems. When first starting classes, students should familiarize themselves with the layout of the lecture rooms and labs; familiarize themselves with the different exit routes; know the location of fire suppression blankets, gas cut-off valves, fire extinguishers and alarm pull stations.

In the event of a fire or an alarm, exit the building in an orderly manner. Help others evacuate the building. Sound the alarm if not already activated. Try to extinguish the fire ONLY as an immediate life-saving measure. Leave firefighting to the fire department.

All student personal injury or vehicle accidents should be reported to the Office of Student Affairs during normal working hours. After hours and weekends, incidents should be reported to the WVSOM Security Department Office (304-647-8911).

CAMPUS SECURITY ACT

Information concerning the West Virginia School of Osteopathic Medicine's (WVSOM) campus crime report is available in the following offices: Office of the Vice President of Finance and Facilities, Office of Student Affairs, and the Office of the Registrar. This information is available for student review during the institutions normal operating hours. This information will be available each year after December 1st. The campus crime report is also available online at http://ope.ed.gov/security.

EMERGENCY GUIDELINES

The Greenbrier County Emergency Dispatch Center should be notified of any emergency situation on the WVSOM campus. The Emergency Dispatch Center's number is 9-911 from an inside phone.

Campus-Wide Emergency Blue Light Phones

The emergency blue light phones automatically dial 911 when the button is pressed. When you call, give your name, telephone number and location, and the nature and location of the emergency. Don't hang up until the dispatcher ends the conversation. A map showing the location of these phones is available on page 9 of the WVSOM Response Manual found on the WVSOM website at: https://www.wvsom.edu/safety/emergency-response-manual

Campus Safety Escorts

The State Police are providing WVSOM physical security during campus hours of operation, seven days a week and can be reached at (304) 647-8911 or 8911 during this time. For security concerns after campus hours or in the case of an emergency at any time, please dial 911. [Note: Campus hours of operation are subject to change and notice will be given by email.]

Automated External Defibrillators on Campus

AEDs are located in buildings throughout campus. In case of an event, instructions located within the case of the device should be followed carefully, and 911 contacted immediately. Following any event when the defibrillator-AED is used, it will be taken out of service and secured until it is turned in to the Safety Compliance Officer along with information for the completion of an incident report.

A map showing the location of these boxes is available on page 8 of the WVSOM Emergency Response Manual found on the WVSOM website at: https://www.wvsom.edu/sites/default/files/policies/erm.pdf.

Naloxone One Boxes on Campus

Naloxone One boxes are available in the following locations throughout campus:

1. WVSOM Health
2. Clingman Center
3. Student Center
4. Library
5. Tech Building
6. CEC
7. Main Building 3rd Floor (outside MDL room)
8. Alumni Building
9. Main Building 1st floor (outside Secret Garden)

Campus Emergency Procedures

The WVSOM Emergency Response Manual is designed to offer guidelines in the management of campus emergencies and can be accessed at https://www.wvsom.edu/sites/default/files/policies/erm.pdf.

Types of Emergencies:

- Natural Disasters – Fire, severe windstorms/tornadoes/earthquakes
- Medical Causes – Medical emergencies, first aid
- Industrial Causes – Gas leaks, biological/chemical spills
- Human Causes – Automobile accidents, bomb threats, suspicious packages and mail, robbery/assault, disruptive individuals, armed subjects

In Case of an Emergency

- Remain calm, use common sense and provide aid. Take time to think before acting
- Always evacuate the building immediately when you hear an audible alarm or see a visible alarm, when directed by authorities or when the building becomes life threatening, e.g., smelling natural gas

If you are in an emergency situation (one that causes you fear, concern or uncertainty for yourself, students, faculty or staff), do not hesitate to dial the emergency number and explain all pertinent information. Each call received at the 911 center will be dispatched.

CAMPUS USE & RESTRICTIONS

Institutional Policy PP-03: Campus Use and Restrictions, Including Deadly Weapons, is also found on the WVSOM website at www.wvsom.edu/policies.

Weapons

WVSOM is committed to providing a safe and secure environment for students, faculty, staff and visitors, while also following state code and respecting the rights of individuals who are licensed to carry a handgun in accordance with West Virginia law.

Addressing those priorities, the WVSOM Board of Governors approved revisions to WVSOM Institutional Policy PP-03: Campus Use and Restrictions, Including Deadly Weapons, for the implementation of the West Virginia Campus Self-Defense Act on the WVSOM Lewisburg campus, effective July 1, 2024. The Campus Self-Defense Act allows a person to carry a concealed pistol or revolver on the campus and in the buildings of a state institution of higher education, with some exceptions, if that person has a current and valid license to carry a concealed deadly weapon.

On the WVSOM campus, areas exempt under the Campus Self-Defense Act will be posted with "No Deadly Weapons Permitted – Regardless of Concealed Carry Permit" signage, include:

- ASPIRE
- WVSOM Animal Lab, second floor of the Fredric W. Smith Science Building
- WVSOM Campus Security offices
- West Virginia State Police Detachment Building
- Rooms designated for student/employee disciplinary proceedings, while the disciplinary proceedings are being held.

To report a security concern, including if you observe an individual with a handgun that is not properly concealed, please contact WVSOM Security at (304) 647-8911. In the case of an emergency, please dial 911.

For additional information on the Campus Self-Defense Act, including a listing of exempt areas and FAQs, WVSOM has created a Safety and Security webpage: https://www.wvsom.edu/safety, which will be updated as needed.

Tobacco and Electronic/Vapor Cigarettes

The use of tobacco in any form or any electronic/vapor cigarettes on the WVSOM campus and on any other property owned or controlled by WVSOM is prohibited.

Pets, Service Animals, and Miniature Horses

No pets of any kind are permitted in WVSOM campus buildings, any other buildings owned or controlled by WVSOM. For Service Animals and Miniature Horses policy information, see Institutional Policy PP-03 at https://www.wvsom.edu/policies.

Individuals may bring personal animals onto the campus on occasion. Those having personal animals on the WVSOM grounds are responsible for keeping the animal contained at all times and are responsible for appropriately cleaning up any stools left by the animal.

Animals may not be left unattended in personal vehicles for extended periods of time for any reason. In the event that an animal is left unattended in a vehicle, the Lewisburg City Police Department and/or the Humane Society will be called to intervene to insure the safety and welfare of the animal.

STUDENT IDENTIFICATION / PROXIMITY (PROX) CARD

Each student will be issued a Student Identification/Proximity ("Prox") Card after matriculation.

Proximity (Prox) ID Card Requirements

Pictures for the Card will be taken during orientation. The Card must be worn at all times in the plastic case provided. It is especially important that the card visible after hours and on weekends as this will readily identify you as a student of WVSOM for security purposes.

Any administrator, faculty or staff member may require an individual to show their WVSOM ID/Prox Card. In addition, WVSOM Security Officers (WV State Police) have the authority to ask for the Card (if it is not visible) while you are on campus and in any campus facilities.

You may not loan your Prox card to other people, including other students.

Proximity (Prox) ID Card Usage

The Prox card also gives you access to the following buildings on campus during campus hours of operation [Note: campus hours are subject to change and all employees and students will be informed of changes via email.]:

- Library main entry door after "normal" Library work hours.
- Library after hours study door.
- Center for Technology and Rural Medicine (Tech Building)
- Clinical Evaluation Center 8:30 am-4:30 pm (use only for scheduled events)
- Testing Center
- Interior door between the Library and Quad
- Science Building doors, both of the "main" entry doors and the west end door (Prox Card access always required).
- Gross Anatomy Laboratory door in the Science Building (Prox Card access always required).
- Student Center
- Alumni Building
- Main Building Founders' Activity Center door (Prox Card access always required).

There will be a $25.00 replacement fee for ID/Prox card per occurrence. Please contact the Facilities Department (304-793-6812) immediately if you need a replacement. Cards that are reported lost or stolen will be deactivated in

order to render them useless and lessen the possibility of unnecessary egress to facilities.

CAMPUS PARKING & TRANSPORTATION

Each student needs to apply for a WVSOM parking permit to park a vehicle on campus. The WVSOM policy on campus parking can be found in Institutional Policy PP-02 at https://www.wvsom.edu/policies/pp-02. The parking permit is to be displayed any time the vehicle is on campus. The hang-tag will be displayed by hanging on the rear-view mirror. Please contact the Physical Plant for a replacement.

Designated parking lots and maps (PDF or using the interactive Google map) can be found at https://www.wvsom.edu/about/directions. For students, the parking lots P7, P12, P4 and the back half of P8 only have been designated for students to park on campus. Please observe designated slots such as handicapped, visitors, and those designated for specific individuals. Do not park on the grass. Violators shall be subject to a $25.00 fine, vehicular tow-away, and/or prohibited from using a vehicle on campus. Students may also be subject to action under Institutional Policy ST-01.

Designated bicycle parking areas are located on the WVSOM campus behind the Main Building facing the parade ground between the B and C buildings, behind the Frederic W. Smith Science Building facing the parade ground, in front of the Founders' Activity Center, as well as, in other locations in the surrounding Lewisburg community. The Mountain Transit Authority (MTA) provides regularly scheduled bus transportation for the Greenbrier County. The Purple Line serves the cities of Alderson, Caldwell, Fairlea, Lewisburg, and Ronceverte. The Green Line serves downtown Lewisburg and White Sulphur Springs. Visit the MTA website for more information.

CAMPUS STORE

The WVSOM Campus Store is owned and operated by the WVSOM.

Location:	Student Center
Hours:	8:00am – 4:30pm Monday through Friday
Telephone:	(304) 647-6299 or (304) 647-6354 1-800-356-7836 Ext. 6299
Online Store:	https://epay.wvsto.com/Shopping%20Carts/Osteopathic/Default.aspx

Return Policy

Textbook returns are accepted within one (1) business day from date of purchase; original receipt required. Returns will be for Campus Store credit only (no cash or return credit on credit card.) Textbooks must be in the same condition as purchased and must remain in shrink wrap; no returns on software or textbooks with included software, if package has been opened. There are no returns on medical equipment.

Textbooks

Each year, the WVSOM Campus Store will post the booklist for the next school term beginning July 1, which is the date set by West Virginia Code. The booklist will list the required and recommended titles set forth by the faculty for students on campus and those on rotations. The booklist contains all pertinent information (title, edition, author, ISBN and WVSOM Campus Store pricing). Please wait until you can visit the store or talk with your faculty before purchasing textbooks. The WVSOM Campus Store has required and recommended textbooks available in new, electronic book, or used condition when possible. Students may special order a text at no extra cost. Turnaround time on special orders is estimated to be two to seven business days, depending on the publisher.

Merchandise

The Campus Store carries traditional university merchandise such as logo apparel, glassware, frames and various other sundries.

The WVSOM Campus Store accepts cash, personal checks (valid address and phone number), MasterCard, Visa**,** American Express and Discover Card, along with Apple Pay.

LIBRARY

James R. Stookey Library supports the curricular and life-long learning resources of WVSOM students, faculty, alumni, and staff. To this end, our collections include print and electronic resources, course reserves and CME materials. The online library web page can be found at https://www.wvsom.edu/library.

Location:	James R. Stookey Library
Telephone:	(304) 647-6261
Online:	https://www.wvsom.edu/library

Academic School Year Hours of Operation

Monday – Friday	8:00am – 10:00pm
Saturday	11:30am – 10:00pm
Sunday	11:30am – 10:00pm

Summer Hours

June and July vary from the above schedule and are determined and distributed via email and posted in the library May of each year.

24/7 Study Area

A section of the library is available for 24-hour study and can be accessed from the rear door off library parking lot or through the OCS lab after library hours.

Borrowers

Borrowers are WVSOM students, faculty and staff and MSOPTI residents. The textbooks may be checked out by students only. The general public may use the public computer in the main library for internet or database access, but may not check out items.

Loan Period

The library loans books and materials to WVSOM students, faculty and staff for a period of one month, except for the following: OMT tables for two weeks, with a $1.00 per day fine; one-week checkout for the textbooks and ultrasound devices with a $1 per day fine

Overdue Notices and Lost Materials

Overdue notices are emailed to the borrower through their WVSOM email account. If the materials are not returned by the 5th overdue notice, or they are lost, the library will send a bill for the cost of the materials. The library has an automated circulation system which maintains accurate records of the fines and overdue materials. If there is a conflict, the student must contact library staff to resolve the matter. All lost books and fines must be taken care of before graduation in order to receive a diploma. All circulating material must be returned to the library before graduation.

Renewals

Any book may be renewed twice, as long as there is no request for it. This is also a suggested method of avoiding fines. Renewals may be requested over the phone, by email or by the student after creating an account on encore, the library's public access catalog.

Library Fines
A charge of 10 cents per day will be assessed on overdue books; the one-week checkout textbooks, OMT tables and ultrasound devices accrue a one dollar per day fine when overdue.

Reserve Books and materials
Reserve books are placed on reserve by the faculty and library staff and can be used in the library for a three-hour period. Students must check out reserve items at the circulation desk. Students are reminded they must return the item back to the circulation desk; any item that is passed on to another student is the responsibility of the student whose name the item is checked out under. The library also has laptop and phone chargers and laptop stands for use in the library

Library Security
A book detection system is located at the entrance to the library which must be passed through upon leaving the library. No library items may be taken into the 24/7 study area unless they are checked out at the library circulation desk. Backpacks and briefcases may be checked as an added security measure.

Reference Services
Reference services offered include answering factual questions, securing interlibrary loans, resource and database instruction**,** and performing searches**.** Reference questions may be submitted in person, by email library@osteo.wvsom.edu or by phone at 304-647-6261.

INFORMATION TECHNOLOGY
Institutional Policy GA-31
WVSOM's policy on information technology, Institutional Policy GA-31, which is also located on the WVSOM website at https://www.wvsom.edu/policies .The policy is to provide, promote, and establish the secure, ethical, and legal use of information technology resources, including data, devices, software, and electronic communications for all constituents of the WVSOM.

Websites
WVSOM maintains a public web site http://www.wvsom.edu and an intranet site reserved for authorized users https://my.wvsom.edu. Students are able to locate their most frequently used applications from the intranet site including access to Banner Self-Service for financial aid, grade and account information. The IT Department maintains a web page for a variety of technology subjects at https://www.wvsom.edu/it.

IT Help Desk
The WVSOM IT Department Help Desk assists students with technology issues including laptop hardware, software, email, mobile devices and network account problems. The IT Help Desk can be contacted by email at helpdesk@osteo.wvsom.edu or by phone at (304) 647-6246. Help Desk on campus hours are from 8:00am to 4:30 pm in the Technology Building. The IT Department has contracted services for afterhours support Monday to Friday beginning at 4:15 pm to 8:15 am the following day. Weekend support becomes available Friday at 4:15 pm to 8:15 am Monday. The contracted technical support service is available by calling the IT Help Desk phone which will forward to the contracted service during these timeframes.

Student Laptops
WVSOM's policy on acceptable use of information technology resources, which includes student laptops, is included in Institutional Policy GA-31, and is located on the WVSOM website at https://www.wvsom.edu/policies. Each entering student shall be issued a WVSOM system-compatible laptop computer upon matriculation. Students are responsible for the maintenance and upgrading of their WVSOM-issued laptop computer in compliance with WVSOM specifications for their class. WVSOM will retain ownership of graduate students' WVSOM-issued laptop computers indefinitely. Laptops must be returned to WVSOM at the end of each academic year.

Export Control Compliance

The Export Control Compliance Program at WVSOM is designed to support WVSOM faculty, staff, students and other affiliates with ensuring compliance with Federal export control laws and regulations. The WVSOM website contains the WVSOM Export Control Policy and Procedure at https://www.wvsom.edu/research/export-control. It is important to understand that export control laws may apply to any transmission, shipment, or transfer of physical items, information, or technology (e.g. software) outside of the United States.

Do not take WVSOM assigned devices when traveling internationally. You must request a loaner laptop from the Information Technology Department AFTER the approval of your TMP exception form from the ECM. This loaner device has been prepared for international travel, including the removal of local applications and encryption technology. The WVSOM website contains detailed guidance and regulations for export control and traveling with WVSOM-issued electronic devices and for accessing WVSOM accounts internationally. Contact export@osteo.wvsom.edu for questions.

Student Printing & Copying

The IT Department provisions specific network printers across campus for students to print academically-related material. Printing/copying stations are located throughout the campus to address student needs. Currently, locations include: Library 24-hour study area, Student Center, and at the Technology Building. The student printing policy details and printer names and locations are found on the WVSOM website at https://www.wvsom.edu/it/student-resources/printing.

Network Access

WVSOM's guidance on network access is located on the WVSOM website at https://www.wvsom.edu/it/get-connected. WVSOM maintains Wide Area Network connections on two diverse paths that provide 1 Gb each of bandwidth to the Internet. The WVSOM network is registered with ARIN and uses Border Gateway Protocol (BGP) to fully utilize both Internet Service Providers (ISP) concurrently.

The wireless infrastructure broadcasts the following connections:

- WVSOM_Guest is used by guests and for all non-WVSOM owned devices. Guests will be prompted to self-register, employees and students will use their WVSOM Active Directory login.
- WVSOM_Student for students on their WVSOM-owned devices uses their WVSOM Active Directory login.
- WVSOM_Faculty for faculty on their WVSOM-owned devices uses their WVSOM Active Directory login.

Additional assistance in configuring your device can be found in contacting the Information Technology help desk at helpdesk@osteo.wvsom.edu or (304) 647-6246.

Accounts, Calendar & Email Information

WVSOM's email services are handled in the cloud by the Microsoft Office 365 platform. The email services require logging on via an Internet browser or a local setup to the Outlook application to download messages to the PC. To log in select Campus Email from the main web site, use your WVSOM user name. Enter your normal WVSOM password within the password field. WVSOM's policy and instructions on accounts, calendar and email is located on the WVSOM website at https://www.wvsom.edu/it/email-calendar.

IT Security

WVSOM's IT information on the Acceptable Use Policy, Local Administrative Authority, Information Security Plan, how to Report an Incident, and IT Accounts & Passwords guidance are located on the WVSOM website at https://www.wvsom.edu/it/security. The Acceptable Use Policy governs the conduct of faculty, staff, and students

in the use of information technology resources. All end users of WVSOM Information Technology Resources are required to review the policy, watch the video, sign an acknowledgment form and take the exam.

ACADEMIC RIGHTS & STUDENT POLICIES

GENERAL DEFINITIONS

- Student - For the purposes of WVSOM, the definition is further defined as "A person who has met all requirements for admission to WVSOM and has matriculated." Each student accepted to WVSOM agrees to abide by the regulations of this Institution and the State of West Virginia.

- Faculty - Those people so designated by the President of WVSOM. Such professional personnel as librarians and teachers involved in off-campus training may be designated as faculty members.

- Graduate Students- Those people enrolled in a WVSOM Graduate Program

- Discipline - A discrete body of scientific or medical knowledge.

- Courses - A course is a series of lectures and/or laboratories, a clinical rotation, or a prep track.

- Course Director - The Course Director is the faculty member responsible for planning and management of a course.

- Dean - the Vice President of Academic Affairs and Dean of the West Virginia School of Osteopathic Medicine.

MS BIOMEDICAL SCIENCES PROGRAM ADMISSION

The Master of Science in Biomedical Sciences Program admission policies and procedures can be found on the WVSOM website at https://www.wvsom.edu/msbs/apply. The summarized requirements needed for admission and enrollment are:

- Bachelor's degree prior to matriculation
- A minimum of 2.8 GPA in all coursework
- Official transcripts from all attempted credits submitted
- One letter of recommendation from a science faculty member or pre-med committee
- Submission of a complete PostbacCAS application
- Successful graduate program admission interview
- Completion of all WVSOM's student enrollment requirements prior to matriculation

FULL TIME STUDENT STATUS

WVSOM's policy on full time student status, Institutional Policy E-04, which is also located on the WVSOM website at https://www.wvsom.edu/policies. Students who are registered for nine (9) or more credit hours in any given semester will be considered as full time students for tuition, fee and financial aid purposes.

MS BIOMEDICAL SCIENCES PROGRAM REQUIREMENTS

The MS degree in Biomedical Sciences (MSBS) consists of 13-14 courses totaling 30-32 credits over two semesters in 9-months of one academic year. Successful completion of the MS degree in Biomedical Sciences program requires obtaining a passing grade for every course.

MS BIOMEDICAL SCIENCES LEARNING OUTCOMES

Students who complete this MSBS graduate program will be able to:

1. Use knowledge of the biomedical sciences, including cell biology, genetics, microbiology, immunology, biochemistry, anatomy, and organ system physiology, to describe and explain the basic

biological/biochemical functions of the whole human organism.
2. Explain the roles of the health sciences, including community and public health, food science, nutrition science, the physiology of exercise, and diet and medical nutrition therapy, in the maintenance of health and the prevention, management, and treatment of disease.
3. Describe the experimental methods employed in contemporary biomedical and health science, and community and public health research.
4. Locate and examine biomedical and health science literature and critique the findings of peer-reviewed research.
5. Demonstrate effective communication through written abstracts, oral presentations, and discussion.
6. Articulate the breadth of career opportunities in healthcare in addition to medicine.
7. Model the professional and ethical responsibilities of working as a member of a healthcare team.

GRADUATE PROGRAM CURRICULUM & COURSES

The curriculum emphasizes the basic biomedical sciences and the applied health sciences. For a full description of courses and the number of credit hours for each, please see the graduate course catalog on the WVSOM website at https://www.wvsom.edu/msbs/curriculum. Curriculum content is provided to students through a variety of means, including the Learning Management System (LMS) and WVSOM intranet, which are considered extensions of the graduate student handbook and provide additional information about curriculum, its delivery, and student assessment.

Course Catalog

A credit hour is defined by the Code of Federal Regulations in 34 CFR 600.2, except as provided in 34 CFR 668.8(k) and (l), as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately 15 weeks for one semester or trimester hour of credit, or 10 to 12 weeks for one quarter hour of credit, or the equivalent amount of work during a different amount of time; or
2. At least an equivalent amount of work as required in paragraph 1 of this definition for other academic activities as established by the institution including laboratory work, internships, practice, studio work and other academic work leading to the award of credit hours.

For graduate courses, one credit hour is equal to 15 hours of lecture or a minimum of 30 hours of laboratory (rounded down to the nearest 0.50 credit hour). When calculating lecture contact hours, a 50-minute lecture is considered one hour. Courses have a prefix abbreviation of BMS for Biomedical Sciences for the discipline and a three-digit numeric designation.

BMS 500 – Cell Biology and Genetics (credit hours 3.0)
This course will survey three areas; cell biology, genetics, and molecular biology. The cell biology block will focus on basic eukaryotic cell structures and functions. The first half of the genetics block will present the basic concepts required to perform pedigree analyses, while the second half will focus on clinical applications of genetics. Then, the molecular biology block will provide an understanding of how genes mediate these phenomena. The course also will familiarize students with common cellular and molecular techniques.

BMS 501 – Microbiology and Immunology (credit hours 3.0)
This course is an introduction to the study of immunology and medical microbiology in the context of rural health. Beginning with how the immune system functions in a healthy human, students will then be led into scenarios of immune dysfunction such as allergies and immunodeficiencies. The course then transitions to a review of infectious diseases, microbial genetics, and their impact on host immunity. Students will be encouraged to take a deep dive into a few of the most medically relevant pathogens including COVID, malaria, and C. diff, among others. The last section of the course will be student-led conversations on the impact of nutrition, socioeconomic status, and vaccination on infectious disease incidence in rural communities. Students will be invited to brainstorm solutions

to reducing health disparities in underserved populations, both locally and globally. The course will end with a near-future look at what is ahead in infectious disease research.

BMS 502 – Medical Biochemistry and Nutrition Science I (credit hours 3.0)
This course focuses on the metabolism of carbohydrates and lipids with an emphasis on the integration and regulation of their digestion, absorption, transport, oxidation, and storage. How meal timing and macronutrient content of the diet influence key hormonal regulators of energy metabolism in different tissues and organs will be covered, and how energy metabolism changes from rest to varying degrees of physical activity will be introduced. Whole body nutritional energetics and energy balance, including direct and indirect calorimetry, will be presented in the context of the Laws of Thermodynamics. The biochemical mechanisms of the coenzymes derived from the B-vitamins will be reviewed, and the consequences of defective glucose and lipid metabolism, and obesity and metabolic syndrome are clinical correlations interwoven into the course.

BMS 503 – Medical Biochemistry and Nutrition Science II (credit hours 3.0)
This course focuses on nitrogen metabolism and the biochemical, molecular, cellular, and physiological roles the essential micronutrients have in human biology. Dietary protein quality, protein turnover, amino acid and nucleic acid metabolism, interorgan nitrogen transport, and the regulation of urea and ammonium ion synthesis and excretion are covered. How meal timing and amino acid content of the diet influence whole body nitrogen balance, and common disorders of the amino acids and nucleic acids will be presented.

BMS 504 – Cancer Biology Elective (credit hours 2.0)
This elective course provides a comprehensive introduction to the genetics, molecular, and cellular basis of cancer, as well as pharmacological and clinical aspects. The course will cover various detailed topics of cancer biology, including mechanisms that drive tumorigenesis, hallmarks of cancer, genetic mutations, signal transduction, tumor microenvironment, and therapeutic strategies. The lab technology presentations will discuss the common research techniques used in cancer research.

BMS 510 – Human Anatomy and Physiology I (credit hours 5.0)
This is the first of two courses that survey the human form through histological and gross anatomical structures, along with physiological functions vital to the human body. This course examines the primary metabolic organ systems and their functions within the human body. Topics covered includes digestive functions with head, neck, abdominal, and pelvic structures; renal/urinary functions with abdominal and pelvic structures; circulation functions with thoracic structures; and respiratory functions with head, neck, and thoracic structures. Laboratory and small group work include microscopy, human prosection, medical imaging, and clinical case presentations.

BMS 511 – Human Anatomy and Physiology II (credit hours 5.0)
This is the second of two courses surveying the human form through histological and gross anatomical structures, and the physiological functions vital to the human body. This course examines neuromuscular control and body movements, along with physiologic functions and anatomical structures contributing to homeostasis. Topics covered includes neuromuscular physiology with musculoskeletal and peripheral nervous system structures; integument and lymphatics in connection to immunology; reproductive functions with pelvic structures; sensation and perception with central nervous system and special senses structures; and hormone production and communication among the endocrine and systemic structures. Laboratory and small group work include microscopy, human prosection, medical imaging, and clinical case presentations.

BMS 512 – Physiological Adaptations to Exercise Elective (credit hours 2.0)
This course integrates the disciplines of bioenergetics and physiological adjustments that occur in the body with acute and chronic exercise. Emphasis will be placed on metabolic biochemistry, cardiopulmonary, skeletal muscle physiology and hormonal responses to acute and chronic exercise, as well as exercise during varied environmental conditions.

520/BMS – Biomedical Sciences Research Seminar I (credit hours 0.5)
The Seminar in Biomedical Sciences course is designed to train students in developing effective communication skills and disseminate research findings through presentations and journal club activities. These skills are essential in academia, industry and patient care where scientists are expected to interact with different stakeholders. The ability to communicate effectively and professionally requires careful preparation and practice. Students will participate in interactive sessions where they will practice presenting in front of an audience of their peers and educators and learn how to evaluate/critique scientific literature. The course will be span two semesters. In the first semester, each student will be required to do a seminar presentation related to an appropriate biomedical science topic corresponding to coursework. The student will be assigned a general category by the Instructor and will have to pick a specific topic within that category for approval by the Instructor. In the second semester, students will build on the knowledge gained through the previous semester to evaluate and present a research article as a journal club activity. Seminars will be evaluated by the Instructor as well as students enrolled in the course by the use of rubrics. Each student will be expected to present the seminar using PowerPoint.

BMS 521 – Biomedical Sciences Research Seminar II (credit hours 0.5)
The Seminar in Biomedical Sciences course is designed to train students in developing effective communication skills and disseminate research findings through presentations and journal club activities. These skills are essential in academia, industry and patient care where scientists are expected to interact with different stakeholders. The ability to communicate effectively and professionally requires careful preparation and practice. Students will participate in interactive sessions where they will practice presenting in front of an audience of their peers and educators and learn how to evaluate/critique scientific literature. The course will be span two semesters. In the first semester, each student will be required to do a seminar presentation related to an appropriate biomedical science topic corresponding to coursework. The student will be assigned a general category by the Instructor and will have to pick a specific topic within that category for approval by the Instructor. In the second semester, students will build on the knowledge gained through the previous semester to evaluate and present a research article as a journal club activity. Seminars will be evaluated by the instructor as well as students enrolled in the course by the use of rubrics. Each student will be expected to present the seminar using PowerPoint.

BMS 530 – Healthcare Careers and Professionalism Seminar I (credit hours 0.5)
In coordination with offices across the medical school, this course will enhance graduate student success by providing academic and career support, mentoring, and co-curricular experiences. Graduate students will develop skills they need to succeed in both academic and non-academic settings.

BMS 531 – Healthcare Careers and Professionalism Seminar II (credit hours 0.5)
In coordination with offices across the medical school, this course will enhance graduate student success by providing academic and career support, mentoring, and co-curricular experiences. Graduate students will develop skills they need to succeed in both academic and non-academic settings.

BMS 540 – Rural Community and Public Health Elective (credit hours 2.0)
The course will provide students with an understanding of and appreciation for community-based approaches to improving the health of our nation and the world, as well as knowledge of various career paths in public health. Course content includes: public health perspectives on health, wellness, illness, and population well-being; key influences on the health and well-being of individuals and populations; assessing community and public health problems from a population health perspective; using the five core components of public health to address health problems; effectively utilizing health information to address public health issues; and career paths in public health and the training/expertise required to pursue them. Students will engage in critical assessment of historical and current public health events, and creative application of their foundational knowledge to new public health problems.

BMS 542 – Food Science Elective (credit hours 2.0)
This course is a comprehensive, yet practical introduction to food science. It will begin with a review of food selection and evaluation, and the principal nutritive and nonnutritive components of foods. Food safety topics, including bacterial and bacterial toxin-mediated food infections and the prevention of foodborne illnesses; harmful chemicals found in some food products; and food allergies, intolerances, and sensitivities will be reviewed. The basics principles of food preparation, including knife skills, measuring ingredients, mixing techniques, moist- and dry-heating methods, seasonings and flavorings, and basic principles of meal management will be discussed. Preparation and proper storage of specific foods, and ingredients derived from their processing will be covered. The study of carbohydrates will include starches, soluble and insoluble fibers, and carbohydrate-rich foods such as bread, cereal, rice, pastas, as well as fruits and vegetables. The study of proteins will include meat, poultry, fish, shellfish, legumes, eggs, and milk. Food emulsions and foams, and fats and oils will be reviewed, as well as natural and artificial sweeteners. Building upon the knowledge gained discussing various food ingredients, the role of various flour mixtures (batters and doughs) in the preparation of baked products will be covered.

BMS 544 – Medical Nutrition Therapy Elective (credit hours 2.0)
This course highlights the role of diet in the cause, prevention, treatment, and management of disease. Medical nutrition therapy uses diet and nutrition for the treatment and management of diseases and falls within the scope of practice of clinical nutritionists and physicians. The practice of medical nutrition therapy includes nutrition assessment, diagnosis, intervention, and monitoring and evaluation of patients. Students will learn to discern fad diets purported to be health-promoting versus evidence-based diets that can be used to prevent, treat, or manage a chronic disease(s), including the DASH, Mediterranean, plant-based, and low FODMAP diets. Evidence-based applications for ketogenic diets, and the health implications of intermittent fasting will be described. The use of elimination diets to discover food allergies and intolerances, or triggers for irritable and inflammatory bowel diseases will be reviewed. Principles of preparing diets for treating genetic disorders affecting metabolism, or patients requiring enteral or parenteral nutritional support will be discussed. The use of culinary principles to produce flavorful meals designed to treat chronic medical conditions, including obesity, diseases affecting the cardiovascular and renal systems, diabetes, inflammatory bowel diseases, and other medical conditions will be prepared.

BMS 546 – Medical Ethics Elective (credit hours 2.0)
Medical ethics is the study of ethical issues that arise in the context of healthcare and includes professionalism in the practice of medicine. It involves understanding the history of ethics in medicine, an understanding of the current laws that provide the legal framework of healthcare, a knowledge of the contemporary consensus of ethical principles and guidelines, and a familiarity with the current social context. This course is designed to give students an exposure to all of the above through the Guided Learning Activities (GLAs), lectures, small group discussions, and a simulated encounter. The course is organized roughly on a chronological basis, with issues related to pregnancy and human development, then pediatric issues, the common issues with adult patients, and finally with ethical problems that arise with the elderly or at the end of life. We will also move beyond topics involving individual patients to investigate ethical issues related to public health, such as rationing healthcare, mandating vaccinations and social determinants of health.

STUDENT ASSESSMENTS

Assessment is an interactive process between students and faculty that informs faculty how well their students are learning what they are teaching. Each course may have both formative assessments and summative assessments. Some of the summative assessments are also expected to be used formatively by students.

Formative assessments are learning tools that are learner-centered and course-based that are given during the learning process and do not contribute to the final course grade, other than for completion when designated in a course syllabus. Results of formative assessments may be used by the learner, instructor, or both. Formative-only assessments may be included in courses and include weekly formative assessments, practice quizzes, online modules, and in-class quizzes using the audience response system. Summative assessments are assessments of

learning, and not primarily a learning tool, and are given at the end of the course, as well as mid-course summative assessments that may be given in some courses, and always contribute to the final course grade (ex: mid-term examination, final examination, and graded quizzes).

Students are monitored in each course for academic achievement. Course grades may reflect components other than course content and mastery level, including discussions, cooperation, interpersonal skills, attendance, engagement, and professionalism. WVSOM may monitor student activity logs including computer addresses (e.g., MAC address, IP address) and time spent in content areas, and formative quiz attempts and scores, to monitor student engagement and to facilitate continuous quality improvement of the curriculum.

GRADUATE PROGRAMS GRADING AUTHORITY

WVSOM's policy on grading authority for graduate programs, Institutional Policy E-11, which is also located on the WVSOM website at https://www.wvsom.edu/policies. The authority to assign a grade to a student at the end of a course or system is vested in the course directors.

GRADUATE PROGRAMS GRADING

WVSOM's policy on the graduate programs grading scale, Institutional Policy GP-04, which is also located on the WVSOM website at https://www.wvsom.edu/policies. A course grade is the grade awarded for material taught and examined in a single course. All must be 70% or higher for the student to be considered in good standing.

Graduate Programs Grading Scale

The following grading scale shall be employed at the West Virginia School of Osteopathic Medicine for graduate programs:

A (93-100%).....Excellent Performance
A- (90-92%).....Excellent Performance
B+ (87-89%).....Good Performance
B (83-86%).....Good Performance
B- (80-82%).....Good Performance
C+ (77-79%).....Adequate Performance
C (73-76%).....Adequate Performance
C- (70-72%).....Adequate Performance
Below 70% (F).....Failure
P.....Pass
I.....Incomplete
W.....Withdrawal
C-.....Successful Course Remediation
R.....Reassessment Eligible

All grades will be recorded as letter grades. Pass (P) indicates competency in a course not requiring a numerical grade. P is not averaged with the grades to determine a grade point average.

Course Incomplete (I)

Incomplete (I) indicates that a student has not completed all of the required work by the end of the course. Normally, this lack of completed work entails only a small portion of the work and falls at the end of the grading period. Incompletes should be granted only when, in the judgment of the course director, a student cannot complete all required work due to circumstances beyond the student's control.

A grade of I must be removed no later than the end of the second Friday in June of the same academic year. In cases of circumstances beyond their control and at the discretion of the Course Director with permission from the Associate Dean of Graduate Programs, a student may be given permission to extend the completion date of a

course. The requirements for the removal of an I should be obtained from the Course Director who assigned the course grade. When the student receives an I due to an excused absence from the final exam, the I will be removed upon completion of the make-up exam. If the grade of I is not removed by the end of the second Friday in June of the same academic year, or in the time approved for any extension, the Associate Dean of Graduate Programs will be notified by the Registrar and the Associate Dean of Graduate Programs will order a permanent grade of 65 and Failure F be recorded for the course.

Course Withdrawal (W)

Withdrawal (W) indicates withdrawal from the institution. Students may not withdraw from an individual course.

Successful Course Remediation (C-)

A letter grade of C- will be recorded by the Registrar after successful remediation.

Reassessment Eligible (R)

Reassessment Eligible (R) indicates that a student has a grade at the end of the semester in a course that is less than a C- and is eligible to take a reassessment exam. Students may only have one R grade in any semester.

STUDENT EXAMINATIONS POLICY

WVSOM's policy on graduate programs examinations, Institutional Policy GP-05, which is also located on the WVSOM website at https://www.wvsom.edu/policies. The policy outlines requirements for examinations on campus, examinations off campus, post examination reviews, and make-up for a missed examination.

Specific questions and answers of summative assessments are not shared with students in order to maintain confidentiality of assessments for future use. This practice mirrors other summative licensing assessments that students will take during their entire career where they will not receive specific feedback nor have an opportunity to review the questions and answers. Students need to learn the skill to assess and reflect on their assessment performance knowing only their total score, and sometimes scores on subsets of the assessment, and without being able to review the actual questions and answers.

Accommodations for Examinations

The WVSOM's policy on graduate programs academic accommodations, Institutional Policy ST-06, which is located on the WVSOM website at https://www.wvsom.edu/policies. The WVSOM provides reasonable and appropriate testing accommodations to students with qualifying disabilities and seeking examination accommodations based on that disability. Requests should be submitted to the Assistant Dean of Student Affairs.

REMEDIATION

If a student fails a reassessment exam they are remanded to the GAP Committee and may be permitted one more chance to pass the course by taking another comprehensive summative exam, called a "remediation" exam. A student may remediate no more than one (1) course per academic year. The remediation must take place by the end of the second week of June of the same academic year. A student is not eligible for remediation if the reassessment exam was failed due to an unexcused absence. If a student completes a remediated course with a passing grade of 70% or better, the student's transcript will report a grade of **C-**. The grade of **C-** and numerical grade of 70% will be used to calculate the student's grade point average and class standing. The failure of two (2) or more courses in one semester or failure of a remediated course will result in the student being remanded to the Graduate Academic Performance Committee for review and recommendation to the Associate Dean of Graduate Medical Programs pursuant to Institutional Policy GP-01: Academic and Professional Standards.

WVSOM's policy on remediation, Institutional Policy GP-09, which is also located on the WVSOM website at https://www.wvsom.edu/policies. Remediation is the process that occurs following the failure of a reassessment exam in a given course and is designed to assure that the core competencies in the respective courses have been

met.

The program for remediation is recommended and/or supervised by the faculty responsible for the course that was failed. The remediation plan, approved by the Curriculum Committee and/or the Associate Dean of Graduate Programs, will be included in detail within each course syllabus. The authority to assign a remediation course grade and final course grade lies with the course directors pursuant to Institutional Policy E-11: Grading Authority, which is also located on the WVSOM website at https://www.wvsom.edu/policies.

No student may begin remediation until (a) the Associate Dean of Graduate Programs approves the remediation and grants the student written permission to begin and (b) the student pays the appropriate remediation fees.

Course failures are also governed by WVSOM's policies on promotion/failure, academically-at-risk status, and dismissal.

STUDENT FEEDBACK POLICY

Collection of Graduate Student Feedback

WVSOM's policy on the collection of graduate student feedback, Institutional Policy GP-07, and its associated procedure, are located on the WVSOM website at https://www.wvsom.edu/policies.

The West Virginia School of Osteopathic Medicine believes that student feedback is one of several important sources of information about courses and teaching. Student feedback must be combined with faculty peer review, administrative review, and other interpretive information for effective evaluation of the educational program.

Student feedback shall be collected throughout the WVSOM curriculum. Students will be required to complete their assigned feedback evaluations.

Student Responsibilities and Procedures for Course and Instructor Evaluations:

All students are required to complete a brief, anonymous survey evaluation of each course and course instructors for Fall and Spring semesters.

STUDENT COMPLAINTS

WVSOM's Institutional Policy ST-16: Student Complaints provides a process for the receipt, adjudication, and resolution of student complaints related to process for the receipt, adjudication, and resolution of student complaints related to matters not covered by a specific WVSOM policy. This policy and its accompanying procedure for Institutional Policy ST-16: Student Complaints are located on the WVSOM website at https://www.wvsom.edu/policies.

ACADEMICALLY AT RISK

Early identification of and appropriate intervention for students with potential academic problems is an important part of WVSOM's program. Such students will be classified as Academically-at-Risk Category 1 or Category 2. WVSOM's policy on academically at risk status, Institutional Policy GP-08, which is also located on the WVSOM website at https://www.wvsom.edu/policies. All notifications required by this policy shall be communicated to the student by e-mail to the student's WVSOM e-mail address. It is the responsibility of the student to check his or her WVSOM e-mail account in a timely manner (at least every 2 business days). Failure to receive correspondence due to noncompliance with the above is the responsibility of the student.

Academically-at-Risk Category 1

Students who fail two (2) course exams during a semester will be classified as Academically-at-Risk Category 1 and notified by the Associate Dean of Graduate Programs. This status is official notice that the student's performance requires attention and effort to avoid future academic difficulty. In an effort to strengthen the performance of an

Academically-at-Risk Category 1 student, that student may be required to meet with the Associate Dean of Graduate Programs, their academic advisor, and/or course director(s) to discuss the potential for and consequences of course failure. In addition, the student may be required to meet with a WVSOM academic learning specialist for assessment and counseling. When a student classified as Academically-at-Risk Category 1 successfully passes the course(s) in which the two (2) exams were failed, the student will no longer be designated as at risk. The student's at-risk classification will not become part of the student's permanent record.

Academically-at-Risk Category 2

Students who fail three (3) or more course exams during a semester, fail a course, receive more than one (1) Reassessment (R) grade in an academic year, or are classified as Academically-at-Risk Category 1 more than twice in an academic year will require additional attention and will be classified as Academically-at-Risk Category 2. Following notification by the Registrar or appropriate associate dean that a student has met this criteria, the Vice President of Academic Affairs and Dean will classify a student as Academically-at-Risk Category 2 and notify the student citing the reason(s) for the classification.

Once classified as Academically-at-Risk Category 2, a student:

1. Must comply with a written learning plan designed by the Associate Dean of Graduate Programs in consultation with course directors or ASPIRE.
2. Cannot hold elected or appointed student office at any level and must resign such office upon being notified of being classified Academically-at-Risk Category 2.
3. Will not receive funds or approval for participation in activities outside of the school until Academically-at-Risk Category 2 status has been removed.

A student shall remain classified as Academically-at-Risk Category 2 until such time as the Registrar notifies the Associate Dean of Graduate Programs that the student has successfully remediated the course. At that time, the student's classification as Academically-at-Risk Category 2 shall be removed by the Associate Dean of Graduate Programs and the student will be notified. The student's At-Risk classification will not become part of the student's permanent record.

DISMISSAL

WVSOM's policy on dismissal, Institutional Policy GP-11, which is also located on the WVSOM website at https://www.wvsom.edu/policies. A student who has been dismissed is one with whom the West Virginia School of Osteopathic Medicine ("WVSOM") has permanently terminated its association. WVSOM may dismiss a student who fails to show satisfactory academic performance and/or conduct at any time throughout the entire academic program.

A student may be considered for dismissal from WVSOM if any of the following situations occur:

1. A student's cumulative grade point average is less than 70% at the end of any year.
2. A student fails one or more courses in one academic year.
3. A student earns failing grades in a course that was repeated at WVSOM or at an approved outside institution or fails a remedial program.
4. Failure to maintain conduct appropriate to graduate education (refer to Institutional Policy GP-01). Examples of inappropriate conduct include, but are not limited to:
    - Cheating, failure to support the Student Honor Code
    - Breaching confidentiality
    - Public intoxication (drugs or alcohol)
    - Disruptive behavior in classrooms, laboratories, clinics or hospitals
    - Assaulting or threatening administrators, faculty, staff, or fellow students
    - Harassment of administrators, faculty, staff or fellow students
    - Discrimination, contrary to law or policy, or sexual harassment

- Stealing (e.g., books or test files, drugs, etc.)
- Failure to resolve debts at WVSOM
- Failure to follow a directive(s) of administration and/or faculty

5. A student fails to cope with the physically taxing work load and/or fails to cope with stresses associated with graduate school.
6. Failure to fulfill the requirements for graduation within a two-year period, inclusive of all time spent on any leave(s) of absence.

LEAVE OF ABSENCE

WVSOM's policy on graduate programs leaves of absence, Institutional Policy GP-10, which is also located on the WVSOM website at https://www.wvsom.edu/policies. The policy webpage contains descriptions of the purpose, definitions, general provisions, voluntary leave requests, administrative medical leave, return from leave of absence, requests for additional leave, failure to contact the office of the dean, and implementation of the policy. The purpose of a leave of absence from the West Virginia School of Osteopathic Medicine ("WVSOM") is to allow for a temporary interruption of a student's academic progress due to significant reasons that are out of the student's control. A leave of absence may only be granted for significant reasons, including but not limited to medical problems and/or family crisis. The stress involved in the pursuit of a graduate degree is not an adequate reason for being granted a leave of absence.

A student who applies for a voluntary leave of absence from WVSOM is responsible for all academic work scheduled up to the official date of the voluntary leave of absence determined by the Dean. In extraordinary circumstances, the Dean, may, in his or her discretion, excuse the student from academic responsibilities prior to the official date of the voluntary leave of absence.

A student who is granted a voluntary leave of absence or is placed on administrative medical leave will be withdrawn from all courses.

A student who requests a voluntary leave of absence or is placed on administrative medical leave must meet with the Director of Financial Aid to ascertain the effects of the leave or failure to return from the leave on the student's financial aid. For financial aid purposes only, any leave of absence in excess of 180 days in any 12-month period will be considered as a withdrawal beginning with the official date of the leave of absence in accordance with Higher Education Amendments enacted in October 1998. The use of the term "withdrawal" in this Section 4.4 does not constitute a withdrawal from WVSOM under WVSOM's policy on withdrawal unless the leave of absence falls under Section 4.7.

For leaves of absence involving student mental health, WVSOM's policy on student mental health must also be followed. Any disciplinary proceeding(s) pending against a student at the time the student's leave of absence is approved will continue as soon as the approved leave of absence ends.

Any student whose leave(s) of absence, for any reason, cumulatively exceeds 12 months shall be administratively withdrawn from WVSOM and must apply for readmission through the normal admission process pursuant to WVSOM's policy on withdrawal. In extraordinary circumstances, and at the sole discretion of the Dean, this limit may be extended beyond 12 months.

INSTITUTIONAL WITHDRAWAL

WVSOM's policy on withdrawals, Institutional Policy E-38, which is also located on the WVSOM website at https://www.wvsom.edu/policies. Withdrawal is leaving school before completion of the graduate program. "Withdrawal" or "withdraw" means a permanent separation of a student, including the termination of the individual's status as a student, from WVSOM.

Voluntary Withdrawal

Any student may apply for a voluntary withdrawal from WVSOM at any time. In order for the voluntary withdrawal to be official, requirements must be met as per Institutional Policy E-38.

Administrative Withdrawal

The official date of a student's administrative withdrawal shall be determined by the Dean. Administrative withdraw goes into effect due to:

- Failure to complete voluntary withdrawal requirements within the deadline set forth in Section 3.5 shall be administratively withdrawn from WVSOM.
- Failure to communicate or provide required documentation to the Office of the Dean as requested by the Office of the Dean within 60 days of the initial request shall be administratively withdrawn from WVSOM.
- Any student whose leave(s) of absence, for any reason, cumulatively exceeds 12 months, unless previously approved by the Dean due to extraordinary circumstances, shall be administratively withdrawn from WVSOM.

WVSOM's policy and procedure on withdrawals, Institutional Policy E-38, is located on the WVSOM website at https://www.wvsom.edu/policies.

GUARANTEED ACCEPTANCE TO WVSOM DO PROGRAM

Students who successfully complete the MS degree in Biomedical Sciences program are guaranteed admittance to the next entering class for the WVSOM DO degree program (https://www.wvsom.edu/msbs/to-do-pathway), or a later entering class only by mutual agreement, if they meet all of the following requirements (MSBS-to-DO Pathway):

1. Meet the WVSOM DO program's prerequisite course requirements
2. Complete application submitted and verified through AACOMAS, including required recommendation letters by the DO application submission deadline for the upcoming class
3. Have an acceptable interview with the DO Admissions Office prior to matriculation to WVSOM's DO program
4. Must graduate from WVSOM's MSBS program with an overall grade point average of 85% or higher within the one year from date of matriculation into the MSBS program
5. Must have no professionalism issues while in the MSBS program
6. Must provide a letter of recommendation from faculty of the MSBS program

To contact or request more information of the WVSOM DO program's admissions office go to https://www.wvsom.edu/admissions. Undergraduate course requirements for the DO program can be found on the WVSOM website at https://www.wvsom.edu/admissions/application-requirements.

ACADEMIC & PROFESSIONAL STANDARDS

STUDENT ACADEMIC RESPONSIBILITIES

The student, by voluntarily accepting admission to the institution, accepts the academic requirements and criteria of the institution. It is the student's responsibility to fulfill course work and degree requirements and to know and meet criteria for satisfactory progress and completion of the program. The WVSOM's policy on student's academic responsibilities can be found on the WVSOM website at https://www.wvsom.edu/policies.

Self-Directed Learning

Self-directed learning requires learners to use higher-order thinking skills to evaluate what they know, what they need to know, and where to independently obtain, analyze, synthesize, and validate needed information. Self-directed learning promotes the development of lifelong learning skills, and requires assessment and feedback on applications using these skills. To accomplish this, students will engage in structured learning experiences that promote learner development to adequately perform the following tasks:

- Identify their individual learning needs.
- Reflect critically on what they need to learn.
- Design and implement a strategy that obtains the needed information.
- Validate, sort, and analyze information.
- Disseminate medically relevant information using various presentation formats.
- Respond to critical feedback in a professional manner.

Academic Assistance

To assist the student in meeting these requirements and criteria, the institution has available upon student request the following types of assistance:

- Scheduled meetings with faculty
- Counseling for student skills and test taking
- Personal counseling

To obtain assistance, the student may speak with course faculty, meet with faculty advisors, see the clinical psychologist/learning specialist at WVSOM, or meet with the appropriate associate dean.

STUDENT CONDUCT & PROFESSIONALISM

The West Virginia School of Osteopathic Medicine ("WVSOM") evaluates students pursuing graduate degrees as thoroughly as possible for their cognitive and non-cognitive abilities, their academic and professional knowledge and skills, their integrity, and their suitability for practice in allied health sciences. The preservation of order and discipline on a campus shall be the concern of all those who function within the campus community. Admission to WVSOM implies an agreement between the student and institution. The institution provides the opportunity to partake of its programs and privileges. The student agrees to comply with the policies, rules, and regulations of WVSOM to protect those programs and privileges, and to consistently demonstrate the integrity and professional qualities deemed necessary for the continued study and practice in allied health sciences. Students are expected to exhibit responsible behavior regardless of time or place. Failure to do so may result in disciplinary action by WVSOM.

WVSOM's graduate programs policy on the Academic and Professional Standards, Institutional Policy GP-01, which is also located on the WVSOM website at https://www.wvsom.edu/policies. This policy contains an introduction to the policy, standards of student conduct, standards of professional conduct, standards of academic integrity, penalties and sanctions, authority to impose penalties and sanctions, fact finding committee, fact finding committee – hearings, fact finding committee – hearings on appeal of final course grades, graduate academic performance committee, graduate academic performance committee – conduct and integrity hearings, graduate academic performance committee – failure to meet academic standards, appeals, and appeals of final grades.

CANCELED CLASS POLICY

WVSOM's policy on canceling classes, Institutional Policy E-07, which is also located on the WVSOM website at https://www.wvsom.edu/policies. In the event that classes have to be canceled for any reason, the material scheduled for those times will be dealt with in the following manners:

- Generally, lectures will not be rescheduled. Faculty responsible for those hours will determine whether the material is to be dealt with by watching a recorded lecture , assigned reading of handout/text sections or voluntary question and answer session. For this provision to be viable, faculty will have to distribute handout materials sufficiently in advance so that the student will be able to use the canceled time to read/review the material that was scheduled for presentation during the canceled time. Under special circumstances, a lecture may be rescheduled with the approval of the Vice President of Academic Affairs and Dean.
- Laboratories will be rescheduled if possible. Technique material that can only be learned in the hands-on-lab will be rescheduled. Students should use any canceled lab time to get ahead on other material so that they can compensate for rescheduled laboratory time.
- Any change in the testing or grading of the material is at the discretion of the instructor and course director.

ATTENDANCE

WVSOM's policy on attendance, Institutional Policy E-09, and its associated procedure, are also located on the WVSOM website at https://www.wvsom.edu/policies.

Students are expected to attend all lectures and are responsible for all material presented in lectures, handouts, and assigned readings. Attendance and participation at any required activities (i.e. demonstrations, laboratories, small group sessions, lectures, or exams) is mandatory. If a student anticipates an absence from a required activity, or if an emergency arises, the student shall contact the instructor involved, when possible, in advance of the scheduled activity. The student must also contact the Associate Dean of Graduate Programs who will, with the input from the instructor and with the appropriate documentation from the student, determine if the absence is to be excused. Whether the student is excused or unexcused from the required activity, the activity must be made up in a manner determined by the instructor. Documentation of any absence is expected and is to be submitted to the Associate Dean of Graduate Programs.

For chronic health related absences, the appropriate associate dean may request the student to be evaluated by an appropriate health care professional. Penalties for unexcused absences are defined in the course syllabi.

Exceptions to this general policy for a specific course or activity may occur. Students will be notified of those modifications in the course syllabus. The course coordinator retains the right to modify the syllabus. All such modifications to the syllabus must be approved by the appropriate associate dean with reasonable written notice to students.

Student Off-campus Meeting Attendance Procedure

The following procedure pertains to all student leave from classes/rotations to attend off-campus meetings. It recognizes that the student's major responsibility should be to attend class, labs, and other designated activities in order to gain the mastery of subject matter. While attending national meetings can be instructive and add to a student's overall knowledge base, students must first gain basic skills and information from the classroom. Thus, while it is recognized that students have discretion to attend certain classes, it is also recognized that it is a privilege, not a right, for a student to be allowed to attend national meetings. Therefore, students will be required to adhere to the following procedure whether or not they would be missing a required class or exam.

Criteria for Meeting Leave Approval:

1. Student must meet the appropriate Class Eligibility Requirements noted below.

2. Student must be in good academic standing.
3. Students must have a cumulative overall grade point average of 80 or greater.
4. The meeting must have a student educational component. (e.g., there must be an educational program at the meeting specifically for students, such as the student programs at the AOA, AAO, ACOFP, or SOMA.) OR, the student must hold an office which must be represented at a board meeting, (e.g., representative to the SGA meeting.)
5. The meeting leave must first be approved by the Associate Dean of Graduate Programs.
6. The meeting leave must also be approved by the Instructor of Record where appropriate (see below).
7. Depending on the nature of the meeting attended, the student may be required to provide an oral report on the meeting to an appropriate constituent group.

Process for Applying for Meeting Leave:

1. Students should initiate the process by filling out the Off-Campus Meeting Attendance Request Form, which is available at the appropriate Associate Dean's office. Approval must be obtained at least THREE WEEKS prior to the commencement of the trip. Forms must be filled out by each individual student. This form will only be given to students who are eligible to ask for meeting leave. Students MUST fill out this form whether they are missing any required course work or not. Failure to fill out this form will result in revoking permission to go to other meetings during student years and may result in other academic sanctions. Students must also verify that their health insurance provides coverage in the State they wish to travel.
2. Students must next seek approval for the trip from the appropriate Associate Dean of Graduate Programs by obtaining his or her signature on the form.
3. Once the trip has been pre-approved by the appropriate Associate Dean, if the student is going to miss any mandatory activities (e.g., classes, exams, quizzes, labs, TBLs, presentation wrap-ups or other activities), he or she must also receive written approval from the involved Instructor(s) of Record. The Instructor(s) of Record will NOT sign off on any trip until the appropriate Associate Dean has already signed the form. NOTE: Although the Associate Dean may approve student meeting leave, the Instructor(s) of Record may be aware of specific performance issues, or have other concerns which would preclude them from approving a student's trip. That is why, under the circumstances above, both must sign of in order for the trip to be approved.
4. Written approval by the Instructor(s) of Record (per #3 above) must state how and when the required activities are going to be made up. (Instructors of Record have the right to specifically identify a non-negotiable time and date for all make-up exams as well as other work due). If more than one required class will be missed, students must have each Instructor of Record involved approve and sign off on the leave.
5. After receiving the appropriate signatures, students must return the form to the Associate Dean of Graduate Programs for final approval. If the form is not returned at least TWO WEEKS prior to the commencement of the trip, permission to attend the meeting will be revoked. The Associate Dean of Graduate Programs will then determine if the student may take leave.

Eligibility Requirements:

No graduate student may be permitted to attend state and/or national meetings from August through December of the academic year. Graduate students will be allowed to attend one national meeting from January through May, provided they meet the criteria set forth above. All required academic activities missed must be made up. Arrangements for make-up must be made and approved in writing by the Instructor of Record a minimum of THREE WEEKS prior to attending the meeting. Instructors of Record have the right to specifically identify a non-negotiable time and date for all make-up work due. A graduate student will not be allowed to miss exams to attend a meeting, unless their attendance is required by a national organization.

Exceptions:

- Students, who hold an office in a school-supported club or organization and are required to attend national meetings because of this office, may be allowed to attend more than one meeting per year in order to fulfill

this obligation. (e.g., students may still attend one meeting of their choice as well as the meetings they are required to attend by virtue of their office.) Student officers must still meet all of the criteria listed above. In addition, officers must document the necessity for their attendance. Proxies attending required organization meetings will be allowed under unusual circumstances if permission is sought and obtained from the Assistant Dean of Student Affairs. The proxy must also meet all of the criteria listed above.

- On occasion, meetings will be held back-to-back in the same place (e.g., SOMA and AOA). When this occurs, students may petition to attend both or parts of both meetings where appropriate, but must show a valid purpose for their attendance
- The Vice President of Academic Affairs and Dean reserves the right to deny any student request for meeting leave, or grant other exceptions when appropriate.

STUDENT ACADEMIC INTEGRITY

The most fundamental value of any academic community is intellectual honesty: all academic communities rely upon the integrity of each and every member. Students are responsible not only for adhering to the highest standards of truth and honesty, but also for upholding the principles and spirit of the following standards of conduct described in this policy.

Institutional Policy GP-01: Academic and Professional Standards discusses standards of academic integrity and offenses that constitute student academic misconduct, as well as, the penalties and sanctions that may be leveled against a student who is found to be in violation. Institutional Policy GP-01, which is also located on the WVSOM website at https://www.wvsom.edu/policies.

COPYRIGHT RESOURCES

Every student, faculty member, and employee of WVSOM is expected to comply with U.S. Copyright Law and the WVSOM Copyright Guidelines established under the authority of WVSOM Institutional Policy E-40, which is also located on the WVSOM website at https://www.wvsom.edu/policies. The WVSOM Copyright Guidelines are a living document and will be added to on and/or revised on an as-needed basis located at https://www.wvsom.edu/library/copyright-resources.

STUDENT DRESS CODE

All students are expected to dress in a manner that demonstrates respect to other students, faculty, administration, patients, standardized patients, and guests to the school. These guidelines are designed to communicate cultural sensitivity, address concerns of infection control, and to demonstrate professionalism.

Professional attire and appearance are important components for developing trust and confidence with colleagues.

Graduate Student Dress Code

Students are permitted to dress comfortably while also adhering to the following general standards:

1. Students are expected to observe proper hygiene.
2. Should not wear clothing that is provocative or distracting in a learning environment.
3. Students should not wear clothing that is insensitive or offensive to members of a diverse institutional community.
4. Students should avoid wearing perfumes or colognes (may precipitate allergies or sensitivities).
5. Hats are not to be worn inside a building or classroom (with the exception of head coverings worn for religious purposes).
6. Students shall wear the type of clothing requested by instructors as appropriate for labs or clinical environments.

Required dress for anatomy labs starting on the first week of classes:

1. Scrub top and pants to be worn on the outside of all garments (permitted to wear scrub jackets if you are cold, or long sleeves under their scrub top).
2. Closed-toed shoes without large holes.

ACADEMIC SUPPORT & INTERVENTION RESOURCES

Success requires hard work and dedication. The Academic Support and Intervention Resources (ASPIRE) office offers academic support and intervention as well as private counseling services. It's free, confidential and open to all students. Adopting effective learning techniques and study habits are essential to success, and ASPIRE learning experts specialize in these techniques and skills. Some featured academic support topics and interventions include: identify learning styles, improve study skills, increase reading speed and comprehension, learn time management, develop memory, understand test-taking strategies, test analysis, boar preparation, and learning with ADHD.

Location:	Main Building, A419
Hours:	8:00am – 4:30pm Monday through Friday
Telephone:	(304) 647-6324 1-800-356-7836 – ask for ASPIRE
Email:	aspire@osteo.wvsom.edu
Online:	https://www.wvsom.edu/students/aspire

REGISTRAR'S PROCEDURES

The Registrar's Office is open Monday through Friday from 8:00 a.m. - 4:30 p.m. except for recognized school holidays. The office operates on an open-door policy and will see students on an appointment or walk-in basis.

Address:	Office of the Registrar 400 Lee Street North Lewisburg, WV 24901
Location:	Main Building, E126B
Hours:	8:00am – 4:30pm Monday through Friday
Telephone:	(304) 647-6433 1-800-356-7836
Email:	registrar@osteo.wvsom.edu
Fax:	(304) 647-6350
Online:	https://www.wvsom.edu/registrar

LOAN DEFERMENT

As a full-time graduate student, many undergraduate student loans are eligible for payment/interest deferment. Check with your lender to see what they require for deferment. They may require a letter confirming your enrollment, or they may have a form that they use for this purpose. Requests for enrollment confirmation or completion of deferment forms may be submitted to the Registrar's office by email, fax, or mail.

REGISTRAR GRADE REPORTING SCHEDULE

The WVSOM Registrar's Office will report all course grades to graduate students usually within five (5) working days after being received from the Graduate Programs Office. A grade point average (GPA) calculation will be done quarterly and will be available electronically through BANNER Self Service.

Class rank for graduate students will be calculated twice during the academic year, with the first determination being made at the conclusion of the first semester and the second determination at the end of the second semester. Reporting of class rank information to graduate students may take longer than 10 working days if grades have not been submitted to the Registrar's Office in a timely manner. This information will be available on BANNER Self Service.

REPORTING PROCEDURE FOR FINAL GRADES

The Registrar will report grades to the students within a reasonable time, usually 20 working days after the end of the course, after receipt from the Graduate Programs Office. No permanent grade will be changed after it has been recorded by the Registrar, except to correct clerical errors or as the direct result of a grade appeal. Requests for correction of clerical errors must be initiated within 30 calendar days after the student receives the grade. The request should be submitted in writing to the Registrar's Office.

REGISTRAR'S PROCEDURE ON STUDENT CLASS STANDING

Class standing will be designated in regard to position in the class related to numerical standing (i.e., first, seventh, tenth) and will be recorded on the student's transcript, and/or in official correspondence.

TRANSCRIPTS/DIPLOMA

A student/graduate may request academic transcripts or copy of diploma by utilizing a request form issued by the Registrar's Office and available on the WVSOM website. The WVSOM Registrar's Office webpage is available at https://www.wvsom.edu/registrar. Request forms will not be accepted by telephone or email. The first copy of a transcript/diploma is free. Thereafter a charge of $6.00 will be assessed for each transcript/diploma copy, and payment must accompany the request. An official transcript or diploma copy will be mailed directly to the persons/agencies requiring these documents.

GRADUATION INFORMATION

GRADUATION REQUIREMENTS

WVSOM's policy on graduate programs graduation requirements, Institutional Policy GP-12, which is also located on the WVSOM website at https://www.wvsom.edu/policies.

Graduate degrees at the West Virginia School of Osteopathic Medicine ("WVSOM") may be conferred on a candidate who has:

1. been in residence for the duration of the program
2. successfully completed all academic requirements as described in the handbook
3. demonstrated ethical, personal, and professional qualities deemed necessary for the continued successful study in health-related fields
4. satisfactorily discharged all financial obligations to the school
5. satisfactorily completed all requirements for graduation as attested to by the Graduate Academic Performance Committee, has been recommended by vote of the faculty on the graduate program committee, and approved by the WVSOM Board of Governors
6. participated in all required exit interviews and completed all required surveys
7. completed all of the requirements set forth in this policy within two years of matriculation, inclusive of all time spent on any leave(s) of absence.

GRADUATION DATES

The WVSOM graduate programs commencement is to be scheduled one year in advance. For more information please reference WVSOM's policy on graduation dates, Institutional Policy GA-20, which also located on the WVSOM website at https://www.wvsom.edu/policies.

ACADEMIC REGALIA

Each graduating class wears the academic regalia approved by the institution. This attire and graduation announcements shall be purchased through the campus store. Requests for modification of academic regalia must be in writing and directed to the Vice President of Academic Affairs and Dean of WVSOM stating the specific reasons for the request. Any modification in academic regalia must be approved by the Vice President of Academic Affairs and Dean or the President of WVSOM in writing with a copy to the Faculty Marshal. WVSOM's policy on academic regalia, Institutional Policy E-28, is located on the WVSOM website at https://www.wvsom.edu/policies.

RESEARCH & SCHOLARLY ACTIVITY

Students enrolled in the 1-year MSBS Program are not encouraged to pursue research or scholarly activity with on campus or off campus investigators due to the academic demands the program requires.

Students may participate in WVSOM-affiliated research and scholarly activity projects starting in the summer between their graduate program and their 1st year of medical school and throughout the rest of their medical school per approval from their appropriate Academic Associate Dean to participate in both extracurricular and for credit research and scholarly activity, and the Office of Research and Sponsored Programs (ORSP) must have documentation that all appropriate certifications and trainings have been completed by the student prior to the student's involvement. Information on available resources and the approval process for research is available on the WVSOM ORSP webpages https://www.wvsom.edu/research/students or by emailed orsp@osteo.wvsom.edu.

GRADUATE STUDENT LIFE

HOUSING

The West Virginia School of Osteopathic Medicine is situated in Lewisburg, WV. Unfortunately, there is no on-campus housing available for students. However, there are many homes in nearby neighborhoods and downtown Lewisburg that are available for rent, and are within walking distance of the campus. To find affordable apartments and homes for rent, students can utilize popular home search websites or visit the WVSOM class Facebook pages. In case of any difficulty, students can contact Student Affairs for assistance. It is advised that students use their own judgment when evaluating a prospective rental unit or landlord/owner. WVSOM Students are encouraged to familiarize themselves with the Fair Housing Act. More information regarding housing and the Fair Housing Act Current can be located at https://www.wvsom.edu/students/housing.

CHILD CARE RESOURCES

The Office of Student Affairs maintains a webpage listing child care resources to assist students the webpage is located at https://www.wvsom.edu/students/child-care-resources. This page is a compilation of resources that students may find helpful, including information on breastfeeding on campus and links to MountainHeart Community Services, the West Virginia Department of Health and Human Resources programs, and the Office of Nutrition Services at the West Virginia Bureau for Public Health. MountainHeart Community Services office maintains a list of child care facilities and providers for Greenbrier county and surrounding areas. These listings do not represent an endorsement of these offerings. The links are provided solely as a service to our students.

BREASTFEEDING ON CAMPUS

WVSOM strives to provide a family-friendly environment for its students. With this goal in mind and in accordance with state and federal laws, any student may breastfeed or express breastmilk on campus. Many factors contribute to the number of times a mother must lactate, including the number of feedings and the age of the child. Given that the needs of lactating mothers change with time, a flexible approach is encouraged.

The Associate Dean of Student Affairs will work with lactating mothers to provide reasonable measures to support lactating mothers as follows:

- A clean, private area (not a bathroom) with a locking door to breastfeed or express breastmilk.
- A comfortable chair.
- A table to support a breast pump and associated equipment.
- An electrical outlet.
- A sink in the vicinity for washing hands and equipment.

Lactating students may take breaks from non-mandatory class activities as needed to breastfeed or express milk. If

a lactation break is required during a mandatory event or scheduled examination period, accommodations may be possible. However, permission must be granted prior to the event. Students are encouraged to contact the Assistant Dean of Student Affairs to discuss their needs as it relates to breastfeeding.

There is currently one breastfeeding room on campus:

1. Testing Center #146 – a designated office within the Office of National Boards – open 8:30 am-4:30 pm

GRADUATE STUDENT MAIL

Students must have arrangements for all personal mail to be delivered to their local residence, as students shall not use the medical school or its address for purposes of receiving personal mail. The institution and its employees assume no responsibility for students' personal mail received by the medical school.

It is the student's responsibility to keep their local and permanent addresses current and to check their WVSOM email account in a timely manner (at least every 2 business days). Updates to local and permanent addresses should be made through the Registrar's Office. Failure to receive correspondence due to noncompliance is the responsibility of the student.

GRADUATE STUDENT HEALTH AND SAFETY

PROOF OF INOCULATIONS/HEALTH FORM

Graduate students are required to provide evidence of successful immunizations against certain diseases and other reports may be required. Students must complete this requirement before matriculation. The required documentation will be provided to students during enrollment. Institutional Policy GP-03: Proof of Inoculations/Health Forms is located at https://www.wvsom.edu/policies.

STUDENT CRIMINAL BACKGROUND CHECK

Incoming graduate students are required to complete a criminal background check. Students will be contacted when it is time for them to give permission to have their background check completed. Students must complete this requirement before matriculation. Institutional Policy GP-02: Background Check for Students, is located at https://www.wvsom.edu/policies.

STUDENT HEALTH INSURANCE

Personal health insurance is recommended for all graduate students at WVSOM. Information about obtaining optional coverage through the WVSOM Student Health Plan is available at https://www.wvsom.edu/students/student-health-insurance .

STUDENT HEALTH CARE SERVICES

Student health care services including diagnostic, preventative, and therapeutic health services, are available at WVSOM Health located at 1464 Jefferson St N, Lewisburg, WV 24901 and phone number (304) 645-3220. The clinic provides care in Family and Internal Medicine, Pediatrics, Behavioral Medicine, and Osteopathic Manipulative Therapy. It also has on-site radiology services including ultrasound.

STUDENT BEHAVIORAL HEALTH RESOURCES

During regular business hours (8:00am-4:30pm Monday through Friday), students can contact or visit the Academic Support and Intervention Resources (ASPIRE) office, which is staffed by a licensed psychologist and three learning specialists/licensed counselors (https://www.wvsom.edu/students/aspire) at:

Location:	Main Building, A419
Hours:	8:00am – 4:30pm Monday through Friday
Telephone:	(304) 647-6324 1-800-356-7836 – ask for ASPIRE
Email:	aspire@osteo.wvsom.edu
Online:	https://www.wvsom.edu/students/aspire

The ASPIRE office counseling services are provided free of charge to all students. Sessions are confidential. Topics that can be addressed include anxiety, depression, relationship problems, self-esteem, stress management, sleep difficulties, self-confidence, loss, illness, motivation, substance misuse, suicidality, and many others, as well as, a variety of psychological assessments. If you would like more information about whether or not counseling services might be appropriate for your situation, please ask.

After Hours Psychological Counseling

Students have 24-hours per day, 7 days a week, and 365 days a year access to mental health care providers and crisis services provided by WellConnect. Call 1-866-640-4777 or visit https://wellconnect.personaladvantage.com/ (School Code WVSOM). Students are entitled to up to 5-counseling sessions per incident, after which they are referred to a local healthcare provider if additional support is needed.

Featured WellConnect online content includes toolkits and resources, financial literacy 101, legal benefits, request contact, online counseling (message, chat, and talk), face-to-face counseling, myStrength Self-Management tools, Just Five Addiction Education.

Students may contact Seneca Health Services, Inc. (http://www.shsinc.org/), a professionally staffed behavioral health center, for available services, including crisis assistance services that are available 24 hours per day, 7 days a week, each day of the year. Seneca's crisis line telephone number is 304-497-0500.

Students also have access to a variety of campus, local and national behavioral health resources which are listed on the Student Behavioral Health page on the WVSOM website (https://www.wvsom.edu/students/health-resources). Students will need to log in to view the content.

Crisis Response Resources

WVSOM meets the needs of students for confidential resources for behavioral healthcare services on a 24 hours per day 7 days a week ("24/7") basis. The WVSOM web page lists a variety of additional Crisis Response Resources at https://www.wvsom.edu/students/aspire/crisis-response.

Student Mental Health

WVSOM's policy on student mental health, Institutional Policy ST-08, which is also located on the WVSOM website at https://www.wvsom.edu/policies. All students are held to the same ethical and professional standards as physicians. Inability to perform due to undiagnosed, untreated, or uncontrolled mental illness is unacceptable, and cause for administrative action up to and including dismissal from WVSOM. For the benefit of students and patients alike, this policy seeks to (1) promote the early detection of students at risk of harm to self or others due to mental illness, so that intervention, evaluation and/or treatment may take place; and (2) provide a uniform protocol should student mental illness be suspected. In recognition of the stresses inherent in medical education, this policy is designed to be supportive, not punitive.

HEALTH AND WELLNESS PROGRAM

WVSOM offers a wide range of health and wellness services to students to promote their well-being. The mental and physical health and well-being of students are vital to the success of WVSOM and are necessary to maintain safety and high standards of education and healthcare. WVSOM is committed to fostering health and wellness in the educational environment and ensuring accreditation standards and procedures related to health and wellness.

Student Recreational Facilities

The Student Center located in the center of campus, has a recreation room located on the ground floor. The recreation room includes a variety of indoor table game. Extra supplies for the game tables may be available from the Office of Student Life. Students are reminded that no one should be sitting/leaning on the game tables.

All current students are eligible to use the WVSOM Founders' Activities Center in accordance with policies and procedures specific to the Founders' Activities Center. The WVSOM Founders' Activities Center has a full-size gymnasium, indoor running track, free weights, and state-of-the-art aerobic and cardio machines. Locker rooms with showers are also available. The use of the gymnasium for intramural play must be scheduled through the Office of Student Life. No outside groups will be allowed to use these facilities and students are reminded that they may bring guests, but on a limited basis. Additionally, WVSOM has a parade ground for outdoor activities directly behind the main building for intramurals and informal activities, as well as, the Greenbrier Avenue Park located across from the main building that are all available at no charge. The park is open to the public.

All students and their permitted guests are expected to use common courtesy at all times when using WVSOM facilities. This includes proper disposal of all trash, proper attire, acceptable language, and conformity with WVSOM policies and practices. Use of the WVSOM recreational and fitness facilities are a privilege, not a right, and may be restricted or terminated for failure to abide by appropriate policies and procedures.

Founders' Activity Center Guidelines

- Persons who have been issued PROX cards for entry to the Activity Center shall be referred to as Members.
- No children of Members may be in the facility unless accompanied by the Member.
- No Member's children under the age of 18, even if accompanied by the Member, may be in the exercise room or weight room.
- Members may not lend pass cards to others. Failure to comply with this rule may terminate privilege of use and is viewed as unprofessional.
- Members may bring a guest to the center. Groups of guests are not permitted.
- Enter and leave only by the front doors - be sure they close and lock behind you.
- Never prop any outside doors open.
- No tobacco is to be used in the building.
- Profanity or vulgarity will not be tolerated.
- No street shoes are allowed beyond the lobby and locker rooms. Only non-marring shoe soles shall be used in the gym area. Shoes with mud, grass, etc., on them should be taken off before entering the building.
- Padlocks or combination locks are only to be used on lockers when you are in the facility working out. No one may claim a locker and keep articles there from one visit to another.
- Wipe down machines after use with the towels and disinfectant provided – do not spray disinfectant directly on electronic components.
- Weight plates and barbells must be put back on the racks after they are used. Do not leave plates on the machines.
- Do not leave clothes at the center. Articles left over 24 hours may be discarded.
- The last person leaving a room (including the gym) at the center should turn off lights, fans, radios, and TVs.
- Notify the Office of Student Affairs should you encounter unsafe or unsanitary conditions, or misuse of the facility.

Greenbrier Valley Community Activities

The Lewisburg and surrounding communities offer other wellness activities nearby including: spas, fitness centers, yoga, Pilates, martial arts, as well as, swimming at the Greenbrier Valley Aquatic Center at 896 Maplewood Ave, Lewisburg, WV 24901, and the Greenbrier River Trail which is a public 78-mile trail along the Greenbrier River. In addition, the Hollowell Park and Skate Park, Montwell Commons, Lewisburg Downtown Park, Andrew Lewis Park, and Jefferson Office Park are located within walking distance to WVSOM campus. Enjoy the beautiful city of Lewisburg where there are plenty of restaurants & cafes along with various other venues https://visitlewisburgwv.com/ and other attractions in Greenbrier county https://greenbrierwv.com/.

ALCOHOL & DRUGS POLICY

WVSOM's policy on drugs, alcohol, testing and treatment, Institutional Policy GA-08, is located on the WVSOM website at https://www.wvsom.edu/policies.

Additionally, the WVSOM Drug Awareness and Prevention Program is available on the WVSOM website at: https://www.wvsom.edu/students/drug-free-schools.

ANTIHAZING

Student Policy ST-07: Antihazing, is a direct result of the requirements of West Virginia Code §§ 18-16-1, et seq., known as the Anti-hazing Law. Section 4 of the Act requires institutions of higher education to adopt a policy and appropriate penalties for violations, in addition to the criminal penalties contained therein. No student shall individually, or by joining with one or more other persons, engage in any act of hazing involving another member of the institutional community. WVSOM's policy on antihazing, Institutional Policy ST-07, is located on the WVSOM website at https://www.wvsom.edu/policies.

SEXUAL HARASSMENT

The West Virginia School of Osteopathic Medicine does not discriminate on the basis of sex in the education program or activity that it operates. WVSOM, as a recipient of federal financial assistance, is required by Title IX of the Education Amendments of 1972 ("Title IX") and 34 C.F.R. § 106 ("Title IX regulations") not to discriminate in such a manner. The requirement not to discriminate in WVSOM's education programs or activities extends to admission and employment, and inquiries about the application of Title IX and the Title IX regulations to WVSOM may be referred to WVSOM's Title IX Coordinator or the Assistant Secretary, Office of Civil Rights, U.S. Department of Education, or both.

WVSOM's policy on Title IX, Sexual Harassment and Discrimination, Institutional Policy GA-14, is located on the WVSOM website at https://www.wvsom.edu/policies.

WVSOM has designated and authorized Dr. Aaron Phillips, Associate Dean of Student Affairs, as Title IX Coordinator to coordinate WVSOM's efforts to comply with its responsibilities under Title IX, 34 C.F.R. § 106, and other federal and state sex discrimination and sexual harassment laws. The Title IX Coordinator's contact information is as follows:

Campus office address: Room SC101E Student Center
E-mail address: aphillips2@osteo.wvsom.edu
Title IX report/complaint email address: TitleIX@osteo.wvsom.edu
Office telephone number: (304) 793-6836

Additional information on Title IX is available on the WVSOM website at https://www.wvsom.edu/title-ix.

INSTITUTIONAL POLICIES NOT DISCUSSED ABOVE

Students are responsible for adhering to all institutional policies. Those not outlined in this handbook can be accessed on the institutional policy page available on the website at https://www.wvsom.edu/policies.

GRADUATE STUDENT SOCIAL & STUDY SPACE

MAIN BUILDING

For convenience, a lounge has been established on the ground floor of the main building in room B101 next to the Vendateria in room B102. The kitchen area is located on the first floor of the main building in “C” Building. These spaces have been designated as social areas. In all cases, students are expected to be considerate of their fellow students.

STUDENT CENTER

Social areas in the student center include the Student Center Lobby and the Student Center Recreation Room. In all cases, students are expected to be considerate of their fellow students.

ALUMNI CENTER

When there are no events scheduled, a social area for graduate students is available in the Alumni Center Lobby. In all cases, students are expected to be considerate of their fellow students.

WVSOM O’Cafe

The WVSOM O'Cafe serves a variety of breakfast foods and lunch menu options, as well as, a lunch buffet and vegan lunch specials.

Location:	Student Center Lobby, Ground Floor
Hours:	7:30am – 10:30am for Breakfast 11:00am – 2:00pm for Lunch Monday through Friday
Online:	https://www.wvsom.edu/ocafe

STUDENT STUDY AREAS

Campus study areas are reviewed on a yearly basis. Determinations regarding usage for quiet or group study areas are made each year in conjunction with student leadership. In all cases, students are expected to be considerate of their fellow students. If a student is leaving the premises for an extended period of time (longer than 10-15 minutes), they may not "hold" a space by leaving their belongings unattended. In other words, claiming a space as your own and "camping out" is strictly prohibited. For further information, a current listing of available spaces and the regulations governing their use, visit the student section of the WVSOM website at: https://www.wvsom.edu/students/study-space.

Rules Governing the Use of On-Campus Study Areas

In order to provide an environment conducive to learning and studying, it is expected that all students will uphold the following community standards for shared study space:

- All students have equal access to study spaces with the expectation that room usage will be kept to four-hour blocks
- No table, desk or room may be claimed as one's own
- Personal belongings must be removed when one leaves the study area
- Tables, desks, whiteboards and chairs must all be left in the study area, clean and ready for the next user
- Personal items may be removed by WVSOM administration if left unattended for an extended period of time. WVSOM is not responsible for lost, stolen or misplaced items
- Food is permitted in study areas. Non-alcoholic beverages are permitted. Trash must be disposed of when you are finished and leave the area.
- Personal coffee pots, microwaves, hot plates or space heaters may not be used.
- Anything put on a white board may be erased by the next user. Keep copies of any diagrams or notes that you put on the board.

- Some spaces are designated as **quiet study areas** at all times. This means:
    - All cell phones are to be kept on vibrate
    - If you receive a phone call, please step outside the study area to talk
    - Earphones must be used to listen to MP3 recordings, music, videos with sound, etc. The volume should be kept low enough for only you to hear
    - Group discussions should take place in one of the spaces designated for group study

NON-RESERVED AREAS

Those areas which may be used by students individually or in "unofficial" small groups without filing an Institutional Facilities Reservation form or working through the Office of Student Life are:

Non-Reserved Quiet Study Areas

- Classrooms will be designated to students using them. The classrooms in the Main Building B205 and B207 - except when being used for classes or special meetings, are designated to graduate students
- The Library and the 24-hour Study Area located in the back section of the James R. Stookey Library
- The room SC101 on the first floor of the Student Center
- The lobby of the Center for Technology and Rural Medicine building allows some quiet conversation

Non-Reserved Group Study Areas

- First floor "C" Building in the Main Building, Room C106 (aka Secret Garden)
- Library 24-hour Study Area closed rooms
- The Alumni Center Hollowell Board Room, main meeting room, and wings - except when being used for special meetings or events
- The Student Center second floor Prefunction area next to Conference Center – except when reserved for events

Non-Reserved Social Areas

- The vending kitchen area on the first floor of the Main Building in "C" building and the lounge located beside the vending lunchroom (Lounge area break room) on the first floor of the Main Building.
- Student Lounge, Room B101 and Vendateria Room B102 on the ground floor of the Main Building "B" building.
- The gymnasium in the Founders' Activity Center, except when it has been reserved for special purposes (intramurals) is available to all WVSOM students.

Note: The OCS Laboratory, OCS Classroom, Center for Technology and Rural Medicine, and the First- and Second-Year classrooms, are designated for WVSOM Medical students studying only. Students are not to use any other conference rooms or office space without express permission of the person in charge of that designated area. Meetings of recognized/unrecognized school organizations must continue to schedule meetings by reserving rooms in advance through the normal process of filing an Institutional Facilities Reservation form or working through the Office of Student Life.

STUDENT ORGANIZATIONS

Campus student organizations can enhance the graduate school experience and better prepare the student for their future careers. All student organizations operate with the assistance of the Student Affairs Coordinator. Community service projects calling for student volunteers are often incorporated into the academic year schedule. In addition, organizations listed below offer students the opportunity to gear extracurricular activities to their special interests. Graduate student membership will be determined upon each organization or club's bylaws and membership requirements. A list of the clubs can be found here https://www.wvsom.edu/students/organizations

Institutional Recognition of New Organizations

Guidelines for establishing new, officially-recognized student organizations may be obtained in the Office of Student Life. The guidelines also explain how student organizations function within the institution.

Any student who wishes to start a new organization at WVSOM must follow this procedure:

1. Meet with the Student Affairs Program Manager to discuss the idea for the potential organization.
2. Apply to the Student Affairs Program Manager. The application packet must contain the following information and documents:
    - Letter of petition, addressed to the Dean, requesting approval as an officially sanctioned student organization of WVSOM.
    - Proposal which includes the following:
      a. Name of the organization
      b. Statement of purpose and objectives
      c. Statement of national affiliation
      d. Statement of need
      e. Proposed activities with learning outcomes
      f. Proposed service projects and name of local non-profit partner
      g. Proposed advisor
      h. Any additional information
    - List of names of students, (minimum of 25) with original signatures, who would be interested in joining the student organization if it were granted official sanction. All student organizations must have a membership sufficient to fill all offices, be in compliance with the National organization with which they are affiliated. The student organization must demonstrate a need for official status based on student interest, number of active members and the professional/social benefits to the campus.
3. The Student Affairs Program Manager will review the application packet. The completed packet will be forwarded to the Student Senate for comment.
4. Upon receipt and review of comments from the Student Senate, the Student Affairs Coordinator will forward the petition with a recommendation for approval or denial to the Vice President of Academic Affairs and Dean.
5. The Vice President of Academic Affairs and Dean has the final decision-making authority to approve or deny a petition for a new student organization.
6. The Student Affairs Program Manager will notify the petitioner of the decision.

If the proposed student organization is approved, the new organization must do the following within two weeks:

1. Write up by-laws which will include the following:
   a. Name of the organization
   b. Statement of purpose and objectives
   c. Statement of national affiliation
   d. Officers; each organization must have a president, vice president, secretary and treasurer
   e. Description of duties and responsibilities for each officer
   f. Required qualifications for officers. Students who wish to serve as officers for any student organization

must be in good academic and professional standing with WVSOM
g. Election process
h. Process for the removal and replacement of officers
i. Qualification for membership (including dues if applicable)
j. Classifications of membership
k. Privileges or benefits of membership
l. Order of business
m. Procedures for amending the constitution and by-laws
n. Description and responsibilities of standing committees
o. Elect officers

Once by-laws and officers are in place, the student organization is free to do the following, under the guidance of the Office of Student Affairs:

- Recruit members
- Hold meetings
- Plan events and service projects

LEADERSHIP OPPORTUNITIES

THE STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) maintains communications among all members of the student body and acts as the sole official representative for the entire student body to the faculty, administration, fellow professionals and the public at large. For information on the current SGA Officers as well as a link to the SGA Constitution and By-Laws, please visit: https://www.wvsom.edu/students/sga. The Director of Student Life serves as the Advisor to the Student Government Association.

STUDENT REPRESENTATION ON WVSOM COMMITTEES

Students are represented on committees which deal directly with the educational program and operation of the School. Examples of these are the Curriculum Committee and Financial Aid Committee. Additionally, two students are selected each year by the SGA senate to serve on the Residency Appeals Committee. A student member is elected by the student body to serve on the WVSOM Institutional Board of Governors. Students are also invited to serve on the Social Justice and Cultural Diversity Committee.

STUDENT TRAVEL

WVSOM students in leadership positions (i.e., SGA, class leadership, club leadership) and in good academic standing who are required to attend conferences required by national affiliations (i.e., COSGP, SOMA, SNMA, etc.) and depend on WVSOM funding for travel expenses shall adhere to the following guidelines:

1. Be a current elected member of the leadership team of SGA, class leadership, club leadership;
2. Hold an elected position that is required to travel, i.e., president, vice president, national liaison;
3. Be in good academic standing approved by the Associate Dean of Graduate Programs;
4. Student organization leadership may be required to complete fundraising requirements. See the Student Organization Handbook.

Once travel has been approved, the student will make travel arrangements through the Office of Student Affairs as travel expenses must be paid by WVSOM credit card/pcard. If the student is presenting research, they are responsible for contacting the Office of Student Research for potential travel coverage.

POST-GRADUATION SERVICES

ALUMNI

The Office of Alumni Relations maintains current information on all graduates and coordinates special events and meetings for alumni, such as the annual Alumni Weekend, Mid-Winter Osteopathic Update, and the Summer Seminar. The Office of Alumni Relations also serves as the administrative office for the WVSOM Alumni Association, Inc., a 501(c)(3) organization. The WVSOM Alumni Association, Inc. supports WVSOM faculty, staff, students and alumni in various ways. Student support includes purchasing students' first white coat, awarding student scholarships, the donation of the Alumni Tower for the Student Center, and many more projects.

Procedure Title: 2026-2027 WVSOM Graduate Student Handbook

Effective Date: July 10, 2026 Time: 5:00 p.m.

APPROVED BY:

Associate Dean of Graduate Programs:

Signed by: Marina Diioia F3F934B04E88456...

Date: 7/10/2026 | 2:19 PM EDT

Approving Administrator – Vice President of Academic Affairs and Dean:

Signed by: Gail Swarm, D.O. 2FBBBD365F6F459...

Date: 7/10/2026 | 10:32 AM EDT

Chief Legal Officer/General Counsel:

Signed by: Brian Lutz A130A2E71C7F45C...

Date: 7/17/2026 | 9:25 AM EDT