



# WEST VIRGINIA SCHOOL OF OSTEOPATHIC MEDICINE

## Student Handbook *2014 – 2015*

*Effective July 1, 2014*

## Table of Contents

INTRODUCTION .....	8
HANDBOOK POLICY STATEMENT .....	8
MISSION STATEMENT .....	8
ACCREDITATION .....	8
Candidate with the Higher Learning Commission (HLC) .....	9
THE OSTEOPATHIC OATH .....	9
LEGAL LIMITATIONS ON THE PRACTICE OF MEDICINE .....	9
NON-DISCRIMINATION .....	10
COMPLIANCE WITH MILITARY SELECTIVE SERVICE ACT .....	10
AMERICANS WITH DISABILITIES ACT OF 1990 .....	10
SCHOOL COLORS .....	10
USE OF SCHOOL NAME AND STATIONERY .....	10
EDUCATIONAL COSTS.....	11
ASSESSMENTS AND PAYMENTS .....	11
General.....	11
Payment of Fees.....	11
FINANCIAL AID .....	11
TUITION, FEES & EXPENSES.....	11
Application and Acceptance Fees .....	11
Tuition and Fees.....	11
Other Expenses .....	12
Special Fees .....	12
REFUND OF TUITION AND FEES .....	12
DETERMINATION OF RESIDENCY AND APPEALS .....	12
STUDENT RIGHT-TO-KNOW .....	13
GRADUATION/COMPLETION RATES .....	13
POLICY STATEMENT ON EDUCATION RECORDS .....	14
Privacy Rights of Parents and Students .....	14
CAMPUS FACILITIES AND SERVICES .....	18
CAMPUS SAFETY .....	18
CAMPUS SECURITY ACT.....	18
EMERGENCY GUIDELINES.....	18
WEAPONS.....	19
TOBACCO.....	19
STUDENT IDENTIFICATION / PROXIMITY (PROX) CARD .....	19
ID Card Usage.....	19

Proximity (Prox) Card Usage .....	19
PETS.....	19
CAMPUS PARKING.....	20
CAMPUS STORE.....	20
Return Policy .....	20
Textbooks.....	20
Merchandise .....	20
Medical Equipment.....	20
Book Buyback Program .....	20
LIBRARY .....	21
Academic School Year Hours of Operation.....	21
Summer Hours .....	21
Borrowers.....	21
Loan Period .....	21
Overdue Notices .....	21
Procedure for Lost Books.....	21
Renewals .....	21
Internet Services .....	21
Printing/Copying Stations .....	22
Fines .....	22
Reserve Books .....	22
Security .....	22
Reference Services.....	22
INFORMATION TECHNOLOGY .....	22
ACADEMICS.....	23
CANCELED CLASS POLICY .....	23
OBSERVATION OF RELIGIOUS HOLY DAYS .....	23
ATTENDANCE .....	23
Guidelines for Excused Absences.....	23
Unexcused Absence .....	24
Chronic Lateness .....	24
PROCEDURE FOR OFF-CAMPUS STUDENT MEETING ATTENDANCE.....	24
Preamble.....	24
Definitions.....	24
Criteria for Meeting Leave Approval.....	25
Process for Applying for Meeting Leave .....	25
Class Eligibility Requirements .....	26

Exceptions for Student Officers .....	27
Other Exceptions.....	27
THE HONOR SYSTEM .....	27
HONOR CODE PROCEDURES .....	27
STUDENT ACADEMIC ACTION .....	28
ACADEMIC RIGHTS AND RESPONSIBILITIES .....	29
STUDENT COMPLAINTS REGARDING NON-COMPLIANCE WITH AOA ACCREDITATION STANDARDS .....	29
STUDENT COMPLAINTS NOT COVERED BY A SPECIFIC POLICY .....	30
GENERAL DEFINITIONS.....	31
FULL TIME STUDENT STATUS .....	31
AUDIT OF CLASSES .....	31
CURRICULUM .....	31
Year 1 Patient Presentation Curriculum (PPC).....	32
Year 2 PPC Curriculum .....	32
HANDOUT POLICY .....	32
EXAMINATION POLICY .....	32
STUDENT FEEDBACK POLICY .....	33
Collection of Student Feedback .....	33
Procedures for the Collection of Student Feedback .....	33
WVSOM’S RURAL HEALTH INITIATIVE PROGRAM* .....	36
YEARS III AND IV CLINICAL ROTATIONS.....	36
PROCEDURES FOR PROMOTION OR FAILURE – YEARS 1 AND 2 .....	37
CLINICAL ROTATIONS PROGRAM AND CURRICULUM .....	37
Student Involvement on Clinical Rotations.....	37
Rotation Site Selections .....	37
Health and Hospitalization Insurance .....	38
Contagious Diseases.....	38
Student Liability .....	38
Student Evaluation by Rotation Site Physician .....	38
Requirements for Completion of the Clinical Years at WVSOM.....	38
CLINICAL ROTATIONS INJURY PROCEDURE.....	38
Needlestick, Blood and Body Fluid Exposure.....	39
GRADING POLICIES AND PROCEDURES – CLINICAL ROTATIONS.....	39
Attendance on Rotations .....	39
Performance on Rotations .....	39
Longitudinal Review of Clinical Performance Categories .....	39
REMOVAL OF INCOMPLETE (I) GRADES .....	39

GRADING SCALE .....	39
APPEAL OF GRADES, ACADEMIC DISMISSAL AND ACADEMIC SANCTIONS, COMPOSITION OF APPEALS COMMITTEE ...	40
REGISTRAR'S PROCEDURE ON GRADE REPORTING .....	41
FIRST YEAR SCHEDULE.....	41
SECOND YEAR SCHEDULE.....	41
THIRD & FOURTH YEAR SCHEDULE .....	41
REPORTING POLICY FOR FINAL GRADES .....	41
REGISTRAR'S POLICY ON STUDENT CLASS STANDING .....	41
TRANSCRIPTS/DIPLOMA/NATIONAL BOARD RESULTS (COMLEX-USA LEVEL 1 & COMLEX-USA LEVEL 2) .....	42
ADDITIONAL ACADEMIC AND STUDENT POLICIES .....	43
ACADEMICALLY AT RISK .....	43
REMEDICATION .....	43
DISMISSAL .....	43
LEAVE OF ABSENCE .....	43
WITHDRAWAL .....	43
PROMOTION REQUIREMENT NATIONAL BOARD EXAMINATION – PASSAGE OF COMLEX .....	43
GRADUATION REQUIREMENTS .....	43
GRADUATION INFORMATION .....	44
APPLYING THROUGH ERAS.....	44
MEDICAL STUDENT PERFORMANCE EVALUATION (MSPE).....	44
OSTEOPATHIC GRADUATE MEDICAL EDUCATION .....	46
OGME-1 TRAINING.....	46
RESIDENCY PROGRAMS.....	46
STUDENT LIFE.....	47
STUDENT DRESS CODE .....	47
Years One and Two .....	47
Years Three and Four .....	47
STANDARDIZATION OF STUDENT CLINICAL LAB COAT AND IDENTIFICATION BADGE .....	48
HOUSING - Years 1 and 2 .....	48
ROTATION HOUSING.....	48
STUDENT MAIL.....	49
STUDENT HEALTH AND SAFETY.....	50
PROOF OF INOCULATIONS/HEALTH FORM.....	50
STUDENT HEALTH INSURANCE.....	50
STUDENT HEALTH SERVICES .....	50
STUDENT MENTAL HEALTH.....	50
STUDENT SUPPORT SERVICES .....	50

PEER MENTOR PROGRAM.....	50
ALCOHOL AND DRUGS .....	50
ANTIHAZING .....	51
SEXUAL HARASSMENT .....	51
STUDENT PROFESSIONALISM.....	51
JUDICIAL HEARING BOARD.....	51
INSTITUTIONAL POLICIES NOT DISCUSSED ABOVE .....	51
STUDENT FACILITIES.....	52
LOUNGE.....	52
QUIET STUDY AREAS .....	52
AVAILABLE RECREATIONAL FACILITIES.....	53
Founders' Activity Center Guidelines.....	53
NON-RESERVED AREAS .....	54
STUDENT ORGANIZATIONS .....	55
AMERICAN COLLEGE OF OSTEOPATHIC FAMILY PHYSICIANS (ACOFF).....	55
AMERICAN GERIATRICS SOCIETY – WVSOM CHAPTER .....	55
AMERICAN COLLEGE of OSTEOPATHIC OBSTETRICIANS & GYNECOLOGISTS (ACOOG).....	55
AMERICAN OSTEOPATHIC COLLEGE OF PHYSICAL MEDICINE AND REHABILITATION (AOCPMR) .....	55
ASSOCIATION OF MILITARY OSTEOPATHIC PHYSICIANS AND SURGEONS (AMOPS).....	55
ATLAS CLUB - ETHMOID CHAPTER .....	56
CHRISTIAN MEDICAL AND DENTAL ASSOCIATION (CMDA) .....	56
DELTA OMEGA .....	56
MEDICAL STUDENTS FOR CHOICE (MSFC) .....	56
MORGANI SOCIETY – PATHOLOGY CLUB .....	57
PAX.....	57
SIGMA SIGMA PHI – NU CHAPTER (SSP) .....	57
STUDENT AMERICAN ACADEMY OF OSTEOPATHY (SAAO).....	57
STUDENT OSTOEPATHIC INTERNAL MEDICINE ASSOCIATION (SOIMA) .....	57
STUDENT OSTEOPATHIC MEDICAL ASSOCIATION (SOMA) .....	57
STUDENT CHAPTER of the AMERICAN OSTEOPATHIC ACADEMY of SPORTS MEDICINE (SC-AOASM).....	58
STUDENT ASSOCIATION OF THE AMERICAN COLLEGE OF OSTEOPATHIC PEDIATRICIANS (SAACOP).....	58
STUDENT ADVOCATE ASSOCIATION (SAA) .....	58
STUDENT AMERICAN OSTEOPATHIC ACADEMY OF ORTHOPEDICS (SAOAO).....	58
STUDENT CHAPTER OF THE AMERICAN COLLEGE OF OSTEOPATHIC EMERGENCY PHYSICIANS (SCACOEP) .....	58
STUDENT OSTEOPATHIC SURGERY ASSOCIATION (SOSA) .....	58
UNDERGRADUATE AMERICAN OSTEOPATHIC ACADEMY OF ADDICTION MEDICINE (UAOAAM).....	59
WILDERNESS MEDICINE .....	59

ADDITIONAL LEADERSHIP OPPORTUNITIES ..... 60

    COUNCIL OF CLUB PRESIDENTS ..... 60

    THE STUDENT GOVERNMENT ASSOCIATION ..... 60

    HONOR SOCIETIES - PSI SIGMA ALPHA ..... 60

    STUDENT REPRESENTATION - AOA RELATED COMMITTEES..... 60

    STUDENT REPRESENTATION ON WVSOM COMMITTEES ..... 60

POST-GRADUATION SERVICES ..... 61

    CONTINUING MEDICAL EDUCATION..... 61

    ALUMNI ..... 61

# INTRODUCTION

## HANDBOOK POLICY STATEMENT

The provisions of the 2014-2015 WVSOM 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.

The official policies governing higher education in West Virginia promulgated by the West Virginia Higher Education Policy Commission and the West Virginia School of Osteopathic Medicine's Institutional Policies can be found at the following locations:

Office of the President  
Office of the Vice President for Academic Affairs and Dean  
Office of the Director of Student Affairs  
WVSOM Library  
[www.wvsom.edu](http://www.wvsom.edu)  
<http://wvhepcnew.wvnet.edu/>

**Michael D. Adelman, D.O, J.D.**  
**President**  
**2014**

## MISSION STATEMENT

The mission of the West Virginia School of Osteopathic Medicine (WVSOM) is to educate students from diverse backgrounds as lifelong learners in osteopathic medicine and other complementary health related programs; to advance scientific knowledge through academic, clinical and basic science research; and to promote patient-centered, evidence based medicine. WVSOM is dedicated to serve, first and foremost, the state of West Virginia and the special health care needs of its residents, emphasizing primary care in rural areas.

The WVSOM Mission Statement is Institutional Policy GA-2 which can be found on the website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>.

## ACCREDITATION

The West Virginia School of Osteopathic Medicine is fully accredited by the Commission on Osteopathic College Accreditation (COCA) of the American Osteopathic Association (AOA). COCA is the only accrediting agency which is recognized by the United States Department of Education (USDE) for accrediting institutions regarding predoctoral education of osteopathic physicians in the United States. The address and phone number of the accrediting agency are:

Secretary, Commission on Osteopathic College Accreditation  
American Osteopathic Association  
142 East Ontario Street  
Chicago, IL 60611  
Phone 312-202-8097  
Fax 312-202-8397

**The COCA Accreditation Standards are available on line at: <http://www.osteopathic.org/inside-aoa/accreditation/predoxal%20accreditation/Pages/standards-and-procedures-disclaimer.aspx>.**



## Candidate with the Higher Learning Commission (HLC)

The West Virginia School of Osteopathic Medicine (WVSOM) is a Candidate with the Higher Learning Commission and an affiliate of the North Central Association. WVSOM is voluntarily pursuing regional accreditation with HLC as part of its institutional strategic plan. 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 312-263-0456  
Fax 312-263-7462

WVSOM's website with the HLC mark of affiliation (with a link to our information at the HLC) is available at <http://www.wvsom.edu/AboutWVSOM/wvsom-accreditation>.

The HLC Criteria for Accreditation and Core Components are available online at <http://www.ncahlc.org/Information-for-Institutions/criteria-and-core-components.html>.

## THE OSTEOPATHIC OATH

I do hereby affirm my loyalty to the profession I am about to enter. I will be mindful always of my great responsibility to preserve the health and the life of my patients, to retain their confidence and respect both as a physician and a friend who will guard their secrets with scrupulous honor and fidelity, to perform faithfully my professional duties, to employ only those recognized methods of treatment consistent with good judgment and with my skill and ability, keeping in mind always nature's laws and the body's inherent capacity for recovery.

I will be ever vigilant in aiding in the general welfare of the community, sustaining its laws and institutions, not engaging in those practices which will in any way bring shame or discredit upon myself or my profession. I will give no drugs for deadly purposes to any person, though it be asked of me.

I will endeavor to work in accord with my colleagues in a spirit of progressive cooperation and never by word or by act cast imputations upon them or their rightful practices.

I will look with respect and esteem upon all those who have taught me my art. To my college I will be loyal and strive always for its best interests and for the interests of the students who will come after me. I will be ever alert to further the application of basic biologic truths to the healing arts and to develop the principles of osteopathy which were first enunciated by Andrew Taylor Still.

## LEGAL LIMITATIONS ON THE PRACTICE OF MEDICINE

It is contrary to state law and the policy of the West Virginia School of Osteopathic Medicine for any unlicensed person to attempt to engage in professional practice in health care. Professional practice in health care includes such acts as diagnosis, the rendering of medical treatment or advice, the prescription of drugs, and all other activities normally performed by physicians or other licensed health care professionals. Persons enrolled in state approved health care programs may perform certain professional health care functions in the course of training while under the supervision of a licensed physician. Students, therefore, are cautioned to confine such acts to those that are supervised by a licensed physician as part of a WVSOM approved curriculum. **NO STUDENT IS AUTHORIZED TO CHARGE, RECEIVE, OR TO COLLECT FOR HIMSELF/HERSELF OR ANY OTHER PERSON ANY FEE OR GRATUITY FOR PROFESSIONAL SERVICE.**

It is illegal in the State of West Virginia for a student to use the prefix "Doctor" or "Dr." on the student ID name tag or to otherwise identify him or herself as a doctor or physician.

## **NON-DISCRIMINATION**

The West Virginia School of Osteopathic Medicine operates under a positive program of non-discrimination to ensure equal opportunity to all students and applicants regardless of sex, age, race, religion, creed, color, national origin or sexual orientation.

## **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. 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**

WVSOM is operating in compliance with the timeline established by the Americans with Disabilities Act of 1990 (ADA) to assure that its facilities, programs and student policies are accessible to individuals with disabilities. Students with need for educational accommodation should contact the Associate Dean for Preclinical Education.

## **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.

## **USE OF SCHOOL NAME AND STATIONERY**

WVSOM's policy on the Use of College Name and Stationery, Institutional Policy GA-21, is located on the WVSOM website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>.

# 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.

### Payment of Fees

WVSOM's policy on payment of fees, Institutional Policy F-05, is located on the WVSOM website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>.

## FINANCIAL AID

The West Virginia School of Osteopathic Medicine participates in all federal programs for which the school qualifies. The primary federal assistance programs include William D. Ford Federal Direct Unsubsidized Stafford Loans, as well as the William D. Ford Direct Graduate Plus Loan. Campus-based federal aid includes Federal Work Study, Federal Perkins Loans, and Primary Care Loans, all of which are awarded based on financial need.

There are also loan programs available which are specific to state residency. Such programs are West Virginia, Mississippi, North Carolina, and Georgia loan programs.

Student employment during the summer months may be available. However, limited work study during the academic year is encouraged because of the heavy scholastic load. For detailed information, please see the Financial Aid Handbook or contact the Financial Aid Office.

## TUITION, FEES & EXPENSES

### Application and Acceptance Fees

Supplemental Application Fee Resident (non-refundable)	\$	40.00
Supplemental Application Fee Non-Resident (non-refundable)	\$	80.00

### Acceptance Fee (nonrefundable) (applied to first year's tuition)

Resident	First deposit	\$ 500.00	Second deposit	\$ 500.00
Non-Resident	First deposit	\$2,000.00	Second deposit	\$ 1,000.00

### Tuition and Fees

*West Virginia Residents (\$10,225.00 per semester)	\$20,450.00 per year
*Non-West Virginia Residents (\$25,100.00 per semester)	\$50,200.00 per year

\*Technology Fee (1<sup>st</sup> year students \$600.00 per semester) \$ 1,200.00

\*Technology Fee (2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> year students \$500.00 per semester) \$ 1,000.00

NOTE: Tuition and Fees are subject to change by the WVSOM Board of Governors.

## Other Expenses

### \*Books and Supplies

First Year	\$5,270.00
Second Year	\$3,293.00
Third Year	\$4,627.00
Fourth Year	\$2,492.00

## Special Fees

**National Board Fee (COMLEX Level 1 - Second Year)	\$ 570.00
**National Board Fee (COMLEX Level 2 - Fourth Year)	\$ 570.00
**National Board Fee (COMLEX Level 2 PE – Fourth Year)	\$1,245.00
*Late Registration Fee	\$ 30.00
*Returned Check Charge	\$ 40.00
*Diploma Replacement	\$ 30.00
*Drug Screen and Background Check (Third Year)	\$ 80.00
*Graduation Fee (Fourth Year)	\$ 50.00
*Transcript/Diploma/National Board Results (COMLEX Level 1 & COMLEX Level 2) Processing Fee (One Free)	\$ 6.00/\$10.00
*Dean's Letters of Evaluation - Processing Fee (First Five are Free)	\$ 3.00
*Remediation Fee (per course, system or clinical rotation)	\$ 500.00
* Immunization Badge Years 3 and 4	\$ 50.00
*Replacement Fee for ID/Prox Card	\$ 25.00

\*Fees are subject to change by West Virginia School of Osteopathic Medicine.

\*\*National Board (COMLEX) fees are set by the National Board of Osteopathic Medical Examiners, Inc. and are subject to change.

## REFUND OF TUITION AND FEES

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

## DETERMINATION OF RESIDENCY AND APPEALS

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

# STUDENT RIGHT-TO-KNOW

## GRADUATION/COMPLETION RATES

The West Virginia School of Osteopathic Medicine is pleased to provide the following information regarding our institution's graduation/completion rates. The information is provided in compliance with the Higher Education Act of 1965, as amended.

### **Class of 2000 -**

Entering Class Size: 65  
Number of Graduates: 61  
Percentage Graduation Rate: 94%

### **Class of 2006 –**

Entering Class Size: 79  
Number of Graduates: 77  
Percentage Graduation Rate: 97%

### **Class of 2001 -**

Entering Class Size: 69  
Number of Graduates: 66  
Percentage Graduation Rate: 96%

### **Class of 2007 –**

Entering Class Size: 102  
Number of Graduates: 97  
Percentage Graduation Rate: 95%

### **Class of 2002 -**

Entering Class Size: 62  
Number of Graduates: 57  
Percentage Graduation Rate: 92%

### **Class of 2008 –**

Entering Class Size: 105  
Number of Graduates: 101  
Percentage Graduation Rate: 96%

### **Class of 2003 -**

Entering Class Size: 77  
Number of Graduates: 73  
Percentage Graduation Rate: 95%

### **Class of 2009 –**

Entering Class Size: 104  
Number of Graduates: 92  
Percentage Graduation Rate: 88%

### **Class of 2004 -**

Entering Class Size: 77  
Number of Graduates: 76  
Percentage Graduation Rate: 99%

### **Class of 2010 –**

Entering Class Size: 194  
Number of Graduates: 180  
Percentage Graduation Rate: 93%

### **Class of 2005 -**

Entering Class Size: 78  
Number of Graduates: 74  
Percentage Graduation Rate: 95%

### **Class of 2011 -**

Entering Class Size: 196  
Number of Graduates: 184  
Percentage Graduation Rate: 94%

Questions related to this report should be directed to: Office of the Registrar, 304-647-6383

# POLICY STATEMENT ON EDUCATION RECORDS

## Privacy Rights of Parents and Students

The Family Educational Rights and Privacy Act (FERPA) as amended authorizes the granting to parents and students the right to access, review, challenge and exception to education records of students enrolled in an educational agency or institution. Understanding key terms are essential to the interpretation of the Act and the final regulations for its implementation.

Education Records: (1) Those records directly related to a student; and (2) maintained by the institution or by a party acting for the institution. The term "education records" does not include:

1. Records of instructional, supervisory, administrative and certain educational personnel which are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except, a substitute, who performs on a temporary basis, (as defined in the institutional personnel policy) the duties of the individual who made the record.
2. Records maintained by a law enforcement unit of the institution that were created by that law enforcement unit for the purpose of law enforcement and are not shared with others.
3. Records relating to individuals, who are employed by the institution, which are made and maintained in the normal course of business, relate exclusively to individuals in their capacity as employees, and are not available for use for any other purpose. (Records of individuals in attendance at an institution who are employed as a result of their status as students are education records, e.g. work-study, graduate teaching assistants).
4. Records relating to a student which are: created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her capacity or assisting in a paraprofessional capacity and used solely in connection with the provision of treatment to the student; and not disclosed to anyone other than individuals providing such treatment, so long as the records can be personally reviewed by a physician or other appropriate professional of the student's choice. (Appropriateness may be determined by the institution). "Treatment" in this context does not include remedial educational activities or activities which are part of the program of instruction at the institution.
5. Records of an institution which contain only information relating to a person after that person is no longer a student at the institution (e.g., information gathered on the accomplishment of alumni).

Student: any individual for whom an educational institution maintains education records. The term does not include an individual who has not been in attendance at the institution. An individual who is or has been enrolled in one component unit of an institution and applies for admission to a second unit, has no right to inspect the records accumulated by the second until enrolled therein.

School Officials: those members of an institution who act in the student's educational interest within the limitations of their "need to know". These may include faculty, administration, clerical and professional employees and other persons who manage student records information, including employees and agents.

Legitimate Educational Interest: the demonstrated "need to know" by those officials of an institution who act in the student's educational interest, including faculty, administration, clerical and professional employees, and other persons who manage student record information, including employees and agents.

The Family Educational Rights and Privacy Act is a Federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

The West Virginia School of Osteopathic Medicine accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to nor will the institution disclose any information from students' education records without the written consent of students except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, to persons in an emergency in order to protect the health and safety of students or other persons, and to a person designated by this institution as an agent of the institution to perform special administrative and/or management functions. All these expectations are permitted under the Act.

Within the West Virginia School of Osteopathic Medicine community, only those members, individually or collectively, who demonstrate a legitimate educational interest are allowed access to student education records. These members include the following personnel: faculty; counselors; advisors; President; Vice President for Academic Affairs and Dean; Director of Student Affairs; Associate Deans; Assistant Deans; Registrar; Director of Admissions; Director of Financial Aid; support personnel responsible to those administrative positions listed and who are charged with maintenance of records, such as secretaries, clerks, and other office employees; academic personnel; and any person designated by the institution to perform an administrative or management task in furtherance of the institution's function, within their limitations of their need to know.

At its discretion, the institution may provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, e-mail address, cell phone number, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and participation in officially recognized activities. Students may withhold Directory Information by notifying the Registrar in writing within two (2) weeks after the first day of class for the fall term. Request for non-disclosure will be honored by the institution for only one academic year; therefore, authorization to withhold Directory Information must be filed upon annual matriculation in the Office of Registrar.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing, if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files, if they feel the decision of the hearing panels to be unacceptable. The Registrar at the West Virginia School of Osteopathic Medicine has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, and financial files and placement records. Students wishing to review their education records must make written request to the office charged with the maintenance of such records listing the item or items of interest. Only records covered by the Act will be made available within forty-five (45) days of the request. Students may have copies made of their records with certain exceptions, (e.g., a copy of the academic record for which a financial "hold" exists, or a transcript of an original source document which exists elsewhere). These copies would be made at the student's expense at prevailing rates. Education records do not include records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, employment records or alumni records. Health records, however, may be reviewed by physicians of the student's choosing.

Students may not inspect and review the following, as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purpose for which they were collected.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights may discuss their problems informally with the Registrar. If the decisions are in agreement with the students' requests, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended; and they will be informed by the Registrar of their right to a formal hearing. Student requests for a formal hearing must be made in writing to the Vice President for Academic Affairs and Dean, who, within a reasonable period of time, after receiving such requests, will inform students of the date, place and the time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys at the students' expense. The hearing panels which will adjudicate such challenges will be the individuals designated, e.g., Director of Student Affairs, Chairperson of the Student Promotions Committee and the Associate Deans for Preclinical and Postdoctoral Clinical Education.

Decisions of the hearing panels will be final, will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. If the decisions are in favor of the students, the education records will be corrected or amended in accordance with the decisions of the hearing panels. If the decisions are unsatisfactory to the students, the students may place with the education records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panels. The statements will be placed in the education records, maintained as part of the students' records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair or not in keeping with the provisions of the Family Educational Rights and Privacy Act (FERPA) may request, in writing, assistance from the President of the institution. Further, students who believe that their rights have been abridged may file complaints with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202- 5920 concerning the alleged failures of the West Virginia School of Osteopathic Medicine to comply with FERPA.

Revisions and clarifications will be published as experience with the law and institution's policy warrants.

#### Types and Locations of Student Records:

1. Office of the Vice President for Academic Affairs and Dean - maintains records of recommendation which are submitted to the Vice President for Academic Affairs and Dean in accordance with advisory committees concerning students' education. The Vice President for Academic Affairs and Dean also maintains decisions made on recommendations as forwarded to the student regarding their academic progress.
2. Office of the Director of Admissions - Admissions files are compiled and maintained by the Admissions Office and become part of the student permanent record file once the student has matriculated.
3. Office of the Registrar - Records on student academic progress which may include, but not limited to, grade reports, student progress, transcripts and student sanctions are maintained in this office.
4. Office of the Associate Dean for System Based Learning Preclinical Education - progress of students as related to the basic science phase of the curriculum and other files, related policies and procedures managed by the Associate Dean for Preclinical Education are maintained in this office.
5. Office of the Associate Dean for Predoctoral Clinical Education - Academic progress on students as related to the clinical rotations phase of the curriculum and other files, related policies and procedures managed by the Associate Dean for Predoctoral Clinical Education are maintained in this office.



6. Chairperson of the Student Promotions Committee - The Chairperson of the Student Promotions Committee maintains the records on the academic progress of students.
7. Office of Financial Aid - Financial Aid files are maintained in this office which may include necessary financial statements, scholarship recommendations, and academic progress.
8. Office of Alumni Affairs - Files are maintained in this office for the Director of Alumni Affairs.
9. Office of the Vice-President for Finance and Administration- Files on student payment of tuition and fees are maintained in this office.
10. Office of the Director of Student Affairs - Files on student participation in school affiliated organizations and student offices are maintained in this office. Also files on student disciplinary actions and conduct in accordance with local, state and federal regulations are maintained in this office.
11. Office of Communications and Marketing - Files may be maintained on students for public information release.
12. Library - Files and charges relating to the use of those facilities located in the library are maintained here.
13. Robert C. Byrd Clinic - Health records are not available to the student or parent(s) under the provisions of the Act except to a physician of the student's choice. This includes, but not limited to, personal social counseling services.

# CAMPUS FACILITIES AND SERVICES

## 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 fire-fighting 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 Lewisburg Police Department.

## 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 for 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 not be available each year until 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 Emergency Procedures

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.

## WEAPONS

Firearms are prohibited on the campus or in any building owned and operated except those carried by on-duty law enforcement personnel. Knives, bows and other weapons are also prohibited. WVSOM's policy on dangerous weapons, Institutional Policy PP-05, is located on the WVSOM website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>.

## TOBACCO

The entire WVSOM campus, including the grounds and parking areas, is tobacco free. WVSOM's policy on tobacco, Institutional Policy GA-19, is located on the WVSOM website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>.

## STUDENT IDENTIFICATION / PROXIMITY (PROX) CARD

Each student will be issued a Student Identification/Proximity ("Prox") Card at the time of matriculation.

### ID Card Usage

Pictures for the Card will be taken as part of the admission interview and campus visit process. The Card must be worn at all times in the plastic case provided. It is especially important that the card be 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.

### Proximity (Prox) Card Usage

The card also gives you access to the following buildings on campus:

- Library main entry door after "normal" Library work hours.
- Library twenty-four (24) hour study door.
- Interior door between the Library and Quad between 6:00pm and 7:30am.
- Science Building doors, both of the "main" entry doors and the west end door (Prox Card access always required).
- Gross Laboratory door in the Science Building (Prox Card access always required).
- Tiered classroom door between 6:00pm and 7:30am.
- Main Building twenty-four (24) hour study door.
- Founders' Activity Center door (Prox Card access always required).
- Outside entrance to the 2nd floor of the Quad between 6:00pm and 7:30am.
- Main entrance facing Lee Street between 6:00pm and 7:30am.
- Reserved parking entrance facing Lee Street between 6:00pm and 7:30am.
- East entrance to the Main Building from the Circle between 6:00pm and 7:30am.
- South entrance to the Main Building leading to the Student Clinic between 6:00pm and 7:30am.

There will be a \$25.00 replacement fee for ID/Prox card. Please contact the Facilities Department 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 your facilities.

## PETS

No pets (mammals, birds, fish or others), except seeing-eye and hearing dogs, as required by the Americans with Disabilities Act, shall be permitted in WVSOM buildings.

Individuals may bring dogs on to the campus on occasion. The dogs must be well trained and with their owner at all times. Dog owners are required to clean up after their pets out of consideration of others.

Pets may not be left unattended in personal vehicles for extended periods of time for any reason. In the event that a pet 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.

## CAMPUS PARKING

Each student is issued a WVSOM parking permit during as part of their Orientation packet. The parking permit is to be displayed any time the vehicle is on campus. The decal will be displayed from the rear view mirror post. The cost of a replacement parking permit is \$5.00 and may be obtained from the Office for Student Affairs.

There are no restricted parking lots on the WVSOM campus. Please observe designated slots such as handicapped, visitors, and those designated for specific individuals. Please do not park on the grass. Violators shall be subject to possible fines, vehicular tow-away, and/or prohibited from using a vehicle on campus.

## CAMPUS STORE

Location:	Main Building
Hours:	8:00am – 4:30pm Monday through Friday
Telephone:	(304) 647-6299 or (304) 647-6354 1-800-356-7836 Ext. 6299

### Return Policy

Textbook returns are accepted within two (2) business days 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

The WVSOM Campus Store has required and recommended textbooks available in new or used condition. 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.

### Medical Equipment

Diagnostic equipment (stethoscopes, blood pressure cuffs, otoscope/ophthalmoscope) may be purchased in the Campus Store at a competitive student rate. (Please note that diagnostic equipment purchased elsewhere, will not be covered under the Welch-Allyn or Littmann student repair policy in conjunction with the WVSOM Campus Store.)

### Book Buyback Program

The WVSOM Campus Store participates in a yearly buyback from October through May. Textbooks will be purchased for half of new price, on the condition there is little or no highlighting AND the text is going to be used the following year. Only current editions will be purchased. The campus store reserves the right to buyback review texts.

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

## LIBRARY

### Academic School Year Hours of Operation

Monday – Wednesday	7:30am – 10:00pm
Thursday	7:30am – 12:00am
Friday	7:30am – 10:00pm
Saturday	12:00pm – 10:00pm
Sunday	12:00pm – 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.

### Borrowers

WVSOM students, faculty and staff members, MSOPTI residents and preceptors, area physicians, and allied health professionals. The textbooks may be checked out by students only. The general public may use the two public computers in the main library for internet or database access, but may not check out items.

### Loan Period

The library loans books and audio-visual materials to WVSOM students, area physicians and staff for a period of one month, except for the following: OMT tables for two weeks only, with a \$1.00 per day fine; one week checkout only textbook section with a \$1.00 per day fine; and the reference, journal, and history section are not allowed to circulate.

### Overdue Notices

Overdue notices are generated monthly and emailed to the borrower through their WVSOM email account. 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 the Circulation Clerk or Library Director 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.

### Procedure for Lost Books

1. Overdue Notices will be emailed to the student.
2. After three overdue notices, the library will send the student a bill for the cost of the book. After three months of bills, the library will turn the information over to the Office of Business Affairs for collection.
3. If there continues to be a problem, discuss the conflict with the Library Director.

### 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 or by email. Please be prepared to stay on the phone so we can verify what materials need to be renewed.

### Internet Services

Two public computers with internet access are located near the entrance of the library. Eleven networked computers are available in the 24/7 study area, which are reserved for the exclusive use of students.

## Printing/Copying Stations

Five (5) printing/copying stations are located throughout the campus to address student needs. Currently, locations include: two in the Library 24 hour study area; one by the student mailboxes adjacent to the Campus store; and two in the Technology Building.

## Fines

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

## Reserve Books

Reserve books are placed on reserve by the faculty and can be used in the library for a two hour period. Students must sign 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 signed out under.

## 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 to 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. Students who remove materials from the library without proper authority will be reported to the appropriate associate dean.

## 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 or by phone.

## INFORMATION TECHNOLOGY

WVSOM's policy on information technology, Institutional Policy GA-31, is located on the WVSOM website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>.

# ACADEMICS

## CANCELED CLASS POLICY

WVSOM's policy on canceling classes, Institutional Policy E-07, is located on the WVSOM website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>.

## OBSERVATION OF RELIGIOUS HOLY DAYS

Students who are of faiths for which the academic calendar has not made accommodation through cancellation of classes may be excused from a required activity up to a maximum of five (5) excused absences each year. It is the student's responsibility to inform in advance the appropriate Associate Dean of their observance of that particular holy day and to make arrangements for the make-up of course work missed. Second year students should inform their Assistant Regional Dean and Director of their plan on their preference form prior to the third year schedule being planned.

## ATTENDANCE

WVSOM's policy on attendance, Institutional Policy E-09, is located on the WVSOM website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>.

### Guidelines for Excused Absences

#### *Procedure:*

Students are to provide a written request via e-mail to their appropriate Associate Dean or, in the case of third and fourth year students, their Regional Assistant Dean, to be excused from mandatory activities. The Associate Dean, or in the case of third and fourth year students, their Regional Assistant Dean will determine if the student may be excused and will provide a written excused absence to the faculty member, preceptor or instructor overseeing the mandatory activity, copied to the student. The student is to follow up with the faculty member, preceptor or instructor to make up the required activity. In the event that the mandatory activity is an exam, the Associate Dean, or in the case of third and fourth year students, their Regional Assistant Dean, in conjunction with the Office of National Boards and Exam Center, will determine the make-up date for the exam. The student is to provide documentation, when possible, to the Associate Dean for the purpose of verifying the excuse. Third and Fourth year students should submit an exception request form to their Regional Assistant Dean.

#### *Excused absences may be granted for the following:*

*Illness:* Student illness and illness in the immediate family that prevent the student from attending the mandatory activity. Third and 4<sup>th</sup> year students must inform their preceptor and Statewide Campus office if they are unable to attend a day of rotation due to illness to avoid rotation failure.

*Transportation Problems:* Student may be excused if they physically cannot be present due to a documented transportation problem; ex. car broke down, interstate closed down, flight delayed.

*Weather Problems:* Student who is unable to make it to campus because of a documented weather condition, ex. ice or snow storm, may be excused.

*Weddings:* Student who has an immediate family member being married or who is in the wedding.

*Funerals:* Student may be excused for funerals of a family member or close friend.

*Religious Observance:* Students may be excused for up to five (5) days for observance of religious holy days.

*Off Campus Professional Meetings:* Student may be excused for attending an off campus professional meeting if they meet academic criteria or are a club officer. Student must submit the “Off campus meeting form” to their appropriate Associate Dean or, in the 3<sup>rd</sup> and 4<sup>th</sup> year, to their Statewide Campus Regional Assistant Dean.

*DO Day on the Hill:* All 1<sup>st</sup> and 2<sup>nd</sup> students are eligible to be excused for DO Day on the Hill. Third and 4<sup>th</sup> year students may be excused from rotations, providing that participation does not detract from the cumulative number of days on rotation. Third and 4<sup>th</sup> year students will need to submit an exception request form to their Regional Assistant Dean for approval.

## Unexcused Absence

Students with an unexcused absence for a mandatory activity will have points or a percentage of their grade deducted.

Students who miss a mandatory activity will be required to make up the activity whether the absence is excused or unexcused. The course coordinator/system chair or their designee will determine the makeup activity. All courses are required to develop a mechanism for documenting attendance at mandatory activities. An absence from any rotation without approval will be regarded as an unexcused absence. In the event of an unexcused absence, a written explanation from the student must be sent to the WVSOM Statewide Campus Regional Assistant Dean, who will handle the problem. A student who leaves a rotation site without authorization of WVSOM’s Statewide Campus office will automatically receive a failing grade. The student will not be permitted to participate in any future rotations until the WVSOM Statewide Campus Regional Assistant Dean has authorized the return to clinical rotations.

## Chronic Lateness

Documented chronic lateness is considered unprofessional behavior. Progressive discipline will be used to address students who are late to mandatory activities. Verbal feedback will initially occur followed by a written warning; chronic lateness will be reported to the Director of Student Affairs as unprofessional behavior and may result in further action in accordance with the policies and procedures of Institutional Policy St -1 Student Judicial Board and St-13 Student Professionalism.

Students who do not complete all course assignments, including makeup activities, prior to the end of the course will receive a failing grade unless there are extenuating circumstances in the judgment of the course coordinator/system chair that prevented the student from completing all course work. Students with documented extenuating circumstances will receive either an Incomplete (I) or Progress (PR) until the course assignment(s) has been completed within the time frame determined by the course coordinator/system chair.

# PROCEDURE FOR OFF-CAMPUS STUDENT MEETING ATTENDANCE

## Preamble

The following procedure pertains to student leave from classes/rotations to attend off-campus meetings. The policy recognizes that the medical student’s major responsibility should be to attend class, labs, and other designated activities in order to gain the mastery of skills and knowledge that is necessary to practice medicine. 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 medical 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.

## Definitions



1. Instructor of Record: For the purposes of this procedure, the Instructor of Record is defined as that course director, or system chair, who is responsible for a particular course/system; (for instance, the course director for the musculoskeletal course, the system chair for the cardiovascular system, or the course director for physical diagnosis; for third and fourth year students this would be you preceptor(s)) Students may have to get approval of more than one Instructor of Record if they will be missing several courses (see below).
2. Appropriate Associate Dean: For the purposes of this policy, the appropriate Associate Dean would be based on what year you are in. First and second year students would seek approval from the Associate Dean for Preclinical Education. Third and fourth year students would seek approval from their Regional Assistant Dean and final approval from the Associate Dean for Predoctoral Clinical Education.

### Criteria for Meeting Leave Approval

1. Student must meet the appropriate Class Eligibility Requirements noted in Section V 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 appropriate Associate Dean for 1<sup>st</sup> and 2<sup>nd</sup> year students or, in the case of 3<sup>rd</sup> or 4<sup>th</sup> year students, by the appropriate Regional Assistant Dean.
6. The meeting leave must also be approved by the Instructor of Record where appropriate. (See Section IV, # 3 below.)
7. In the case of 3<sup>rd</sup> and 4<sup>th</sup> year students, the Associate Dean for Predoctoral Clinical Education must then approve the meeting leave.
8. 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 Leave Form, which is available on line, at the State wide Campus offices or at the appropriate Associate Dean's office, 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, including the mention of this unprofessional behavior in the Dean's Letter.
2. Students must next seek approval for the trip from the appropriate Regional Assistant and Associate Dean by obtaining his or her signature on the form.
3. Once the trip has been approved by the appropriate Associate Dean, if the student is going to miss any required classes, exams, quizzes, labs, 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 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 off 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, (for example, Cardiovascular and OP&P), students must have each instructor of record involved approve and sign off on the leave.
5. After receiving the appropriate signatures, first and second year students must return the form to the Associate Dean for Pre-Clinical Education's office. 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. In the case of 3<sup>rd</sup> and 4<sup>th</sup> year students, the form must be returned to their Statewide Campus office at least three weeks prior to the commencement of the trip. The Associate Dean for Predoctoral Education will then determine if the student may take leave.

## Class Eligibility Requirements

### *First Year Students:*

No First Year student will be permitted to attend state and/or national meetings from August through December of the first year. First year students will be allowed to attend one national meeting from January through May, provided they meet the criteria set forth in section III 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. If more than one course will be missed, (for example, musculoskeletal and OPP courses), students must have each Instructor of Record involved approve and sign off on the leave. Instructors of Record have the right to specifically identify a non-negotiable time and date for all make-up work due. A first year student will not be allowed to miss exams to attend a meeting, unless their attendance is required by a national organization.

### *Second Year Students:*

Second year students will be allowed to attend one meeting per year providing they meet the criteria set forth in section III above. All required 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. If more than one course will be missed, (for example, Cardiovascular and OP&P), students must have each Instructor of Record involved approve and sign off on the leave. 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

### *Third and Fourth Year Students:*

Third year students may be allowed to attend one meeting during their 3<sup>rd</sup> year. However, students will not be able to attend meetings during core required rotations unless the attending preceptor is also attending the meeting. Students may not attend meetings during any two-week rotation.

Fourth year students may attend one meeting during their fourth year as long as it is not during a required rotation (unless the preceptor is also attending the meeting) or during a two week rotation. Fourth year students may attend a second meeting, if there is a valid reason, with permission of the Associate Dean and the preceptor.

All Year 3 and 4 required activities must be made up. Arrangements for make-up must be made and approved by the Director of Medical Education and the appropriate Regional Assistant Dean at least THREE WEEKS prior to attending the meeting. Students must still meet the criteria listed in section III above. No student should buy a nonrefundable ticket or

pay a nonrefundable conference fee before receiving final approval from the Associate Dean for Predoctoral Clinical Education.

### Exceptions for Student Officers

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 under section III. 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 Director for Student Affairs. The proxy must also meet all of the criteria listed under section III above.

### Other Exceptions

1. Certain designated meetings, (such as White Coat Day in Charleston and D.O. Day on the Hill in Washington), are exempt from the above policy. Students are encouraged to attend these events and class schedules will be adjusted accordingly. (For 3<sup>rd</sup> and 4<sup>th</sup> year students, this is subject to approval by the Regional Assistant Dean.)
2. 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.
3. The Vice President for Academic Affairs and Dean reserves the right to deny any student request for meeting leave, or grant other exceptions when appropriate.

## THE HONOR SYSTEM

WVSOM's policy describing the honor system, Institutional Policy ST-11, is located on the WVSOM website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>.

## HONOR CODE PROCEDURES

1. The Honor Code Committee shall handle the Honor Advisor applications and interview the candidates. The Committee may decide to extend applications to the upcoming MS II class. After the committee has discussed who shall make reliable Honor Advisors, the Chair shall present these names to the SGA Senate for final approval.
2. The Honor Code Chair shall be talked about among the advisors as the Chair shall be a rising MS II. The present Chair shall then bring this appointment to the SGA Senate for final approval. The current Chair shall then become an Honor Advisor until graduation.
3. At the last SGA meeting, the current Honor Advisors shall be reappointed for the following years, if the Honor Advisors consent to serving for another year. The current MS II Honor Advisors shall be re-appointed for the next 2 years. This process allows an Honor Advisor to step down and SGA Senate a method of dismissing an Honor Advisor the Senate does not deem "fit" to serve.
4. Each year, the Honor Code shall be reviewed with the students at the opening session of school and the Honor pledges signed and returned to the Chair.

5. The Honor Code Chair shall not be a voting member of the SGA Senate. The Chair shall attend these meetings, however, when Honor Code business must be discussed. This non-voting status shall allow the Honor Code separation from SGA. The SGA President should alert the Honor Code Chair of SGA meetings, and the Chair shall alert the SGA President as to when Honor Code business needs to be discussed.

## STUDENT ACADEMIC ACTION

The preservation of academic integrity on a campus shall be the concern of all those who function within its community. Admission to the West Virginia School of Osteopathic Medicine (WVSOM) implies an agreement between student and institution. The institution provides the opportunity to partake of its programs and privileges. The student agrees to comply with the policies and rules of WVSOM to protect those programs and privileges.

Institutional Policy ST-09 Student Academic Action discusses the Academic Hearing Board, including outlining the offenses that are considered to constitute student academic misconduct as well as the sanctions that may be leveled against a student who is found to be in violation. WVSOM's policy on academic action, Institutional Policy ST-09, is located on the WVSOM website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>.

# ACADEMIC RIGHTS AND RESPONSIBILITIES

## STUDENT COMPLAINTS REGARDING NON-COMPLIANCE WITH AOA ACCREDITATION STANDARDS

WVSOM's policy on student complaints regarding non-compliance with AOA accreditation standards, Institutional Policy E-39, is located on the WVSOM website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>.

Students who believe that the School may not be in compliance with a standard of accreditation have the right to file a complaint through the following procedure:

1. A written, dated and signed complaint must be filed with the Student Affairs Office.
2. The Director of Student Affairs will consult with the Vice President for Academic Affairs and Dean regarding the complaint.
3. The Director of Student Affairs will contact the appropriate Associate Deans associated in order to investigate the complaint.
4. The results of the investigation shall include findings of fact, a determination of standard compliance or non-compliance, and recommended corrective actions. The results will be communicated in writing to the Vice President for Academic Affairs and Dean and the Associate Dean associated with the complaint.
5. The Vice President for Academic Affairs and Dean will consider the report and will seek further clarification, if necessary. The Vice President and Dean will make the final decision about standard compliance and consult with the appropriate Associate Dean regarding any additional action.
6. The Vice President and Dean will meet with the student who filed the complaint and provide written follow-up concerning the decision and any corrective action within 30 days of receiving the report on the initial complaint.
7. Records of all complaints and all procedures regarding complaints are considered confidential and will be maintained by the Director of Student Affairs.
8. As part of the commitment of WVSOM to continued improvement, the initial complaint (which will not include information about the complainant), resulting report and dean's action will be forwarded to the appropriate internal committee charged with addressing this standard.
9. In the event that the student complainant is not satisfied with the determination and/or corrective action, the student may communicate his/her complaint to:

Secretary, Commission on Osteopathic College Accreditation  
Division of Predoctoral Education  
142 East Ontario Street  
Chicago, Illinois 60611-2864  
1-800-621-1773  
[predoc@osteopathic.org](mailto:predoc@osteopathic.org)

## STUDENT COMPLAINTS NOT COVERED BY A SPECIFIC POLICY

As stated in Institutional Policy ST-16:

“Most potential student concerns are addressed by specific institutional policies (such as, sexual harassment policy, grade appeal policy, etc.) along with corresponding procedures set out in the *Student Handbook*. Any student complaint not covered by a specific policy will be reviewed by the Office for Student Affairs.

The procedure to be followed for addressing complaints not covered by a specific policy is set out in the *Student Handbook*.

A copy of the original complaint and resulting action concerning any student complaint other than Student Academic Action (ST-09) will be kept on file in the Office for Student Affairs.

Complaints involving student academic action will be kept in the Office of the Vice President for Academic Affairs and Dean.”

All institutional policies are posted on the WVSOM web page for easy access:

[http://www.wvsom.edu/facstaff/policies\\_handbooks/PolicyList.cfm](http://www.wvsom.edu/facstaff/policies_handbooks/PolicyList.cfm)

Any student complaint regarding the institution will be reviewed, even if it is not covered by a specific policy. Students have the right to file a complaint through the following procedure:

1. A written, dated and signed complaint must be filed with Office for Student Affairs.
2. The Director of Student Affairs will contact the appropriate Associate Dean(s), or administrator who oversees that area in order to investigate the complaint.
3. The appropriate Associate Dean or administrator will review the written complaint and meet with the student within a reasonable amount of time (usually five (5) working days).
4. The results of the investigation into the complaint shall include findings of fact, steps taken to rectify the situation and/or recommendations for action. The results and recommendations will be submitted to the Director of Student Affairs in writing normally within ten (10) working days of the meeting with the student.
5. The Director of Student Affairs will consider the report and will seek further clarification if necessary. The Director of Student Affairs will submit the final report and recommendations to the appropriate Vice President, Administrator or Committee regarding any additional action or follow-up that may be needed.
6. The Director of Student Affairs will meet with the student who filed the complaint and provide written follow-up concerning the decision and any corrective action normally within 30 days of receiving the report on the initial complaint.
7. Records of all complaints and all procedures regarding complaints will be maintained by the Office for Student Affairs.
8. In the event that the student complainant is not satisfied with the determination and/or corrective action, the student may communicate his/her complaint to the President.

## 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 been accepted into the Osteopathic Medical Education/Training Program." 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 librarian and teachers involved in off-campus training may be designated as faculty members.

Year 1 – First year of the Patient Presentation Curriculum, plus CS I and Osteopathic Principles and Practices I.

Year 2 – Year two of the PPC plus CS II, OPP II and ACLS.

Clinical Rotations - Years 3 and 4 clinical training.

Discipline - A discrete body of scientific or medical knowledge.

Courses - A course is a series of lectures, laboratories, and/or conferences taught by faculty.

Course Director - The course director organizes the course and is the faculty member to whom inquiries regarding a course should be directed.

Course Grade - A course grade is the grade awarded for material taught and examined upon in a single course. All must be 70% or higher for the student to be in good standing.

Promotion - Promotion from one year to the next is not automatic but comes on the recommendation of the Student Promotions Committee, which reviews all student records at the end of each Year, or as necessary within a Year.

Repeat - Repeating all of an academic year is one of a number of official sanctions which can be imposed by the Vice President for Academic Affairs and Dean on a student whose failures in a year are considered severe enough to exceed the possibility of remediation.

Withdrawal - Withdrawal is leaving school before completion of the medical education/training program. This action may be initiated by either the student or the Vice President for Academic Affairs and Dean.

## FULL TIME STUDENT STATUS

WVSOM's policy on full time student status, Institutional Policy E-04, is located on the WVSOM website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>.

## AUDIT OF CLASSES

WVSOM's policy on auditing classes, Institutional Policy E-06, is located on the WVSOM website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>.

## CURRICULUM

The WVSOM curriculum is carefully constructed to thoroughly prepare its graduates for practice in any setting. However, the WVSOM educational program is tailored to train physicians for practicing primary care medicine in rural settings.

The four-year program at WVSOM emphasizes basic and clinical sciences, training in hospital and primary care clinical settings and extensive training in diagnostic skills including early clinical experiences. Students are prepared for the

challenges of rural practice through family medicine clerkships. The common thread of osteopathic medical principles and practices ties together all elements of WVSOM's curriculum.

### Year 1 Patient Presentation Curriculum (PPC)

The PPC curriculum is based on the most common ways that patients present to a physician. These presentations provide the framework for the curricular structure. The year 1 curriculum will begin with a foundation course to provide basic mechanisms needed to understand the subsequent patient presentations and treatments. Year 1 continues with relatively uncomplicated presentations organized by organ systems. Early clinical experiences are emphasized from the first week of instruction through the Clinical Skills, Osteopathic Principles and Practice and Early Clinical Exposure courses. Also, in the first year all students receive instruction important to WVSOM's mission of training primary care physicians for rural medical practice, including a focus on the special health care needs in West Virginia.

### Year 2 PPC Curriculum

Year 2 of the PPC continues the presentation of basic clinical science and biomedical science foundations needed for the diagnosis and treatment of disease. Second year presentations will become progressively more complex and incorporate previous presentations to form a spiral curriculum that reinforces and builds on previous learning. Students will continue to develop their clinical and osteopathic skills in lab courses.

For a description of courses and the number of credit hours for each, please see the course catalog.

## HANDOUT POLICY

If a WVSOM faculty member has a handout, one (1) paper copy will be provided to those students enrolled in their course who request a paper copy. These handouts will be distributed via the student's mailbox, or in the classroom. A copy of all course materials is available on the course SOLE site.

## EXAMINATION POLICY

WVSOM's policy on examinations, Institutional Policy E-18, is located on the WVSOM website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>.

The procedures for administration of examinations at the West Virginia School of Osteopathic Medicine will include the following:

- At least one faculty or other staff member will be present during the administration of every examination.
- For computer exams, computers may be opened only to the test screens unless otherwise directed by the instructors. All other computer applications must be closed and copying, printing or saving test screens is a violation of WVSOM's Honor Code. All notes, text books, book bags, brief cases, PDA's, cell phones, MP3 players or any other electronic devices, as well as coats and hats will be placed at the front of the testing site.
- Examinees will sit in assigned seats.
- Examinees will be permitted to go to the restroom at designated times. The restroom closest to the test area must be used. Examinees may be requested to sign in and out for each break.
- Examinees that have completed the exam must leave the area adjacent to the examination room; they may not loiter in the hall outside the test area.



# STUDENT FEEDBACK POLICY

## Collection of Student Feedback

WVSOM's policy on the collection of student feedback, Institutional Policy E-30, is located on the WVSOM website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>.

## Procedures for the Collection of Student Feedback

West Virginia School of Osteopathic Medicine Procedure Regarding Collection of Student Feedback on Courses, Clinical Rotations, and Teaching (Procedures for Institutional Policy E-30).

1. The faculty of 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.
2. The Associate Dean for Assessment and Educational Development is responsible for providing leadership for the student feedback process. Student feedback is collected throughout the WVSOM curriculum. Procedures for collecting and reporting student feedback are listed below. Any changes in procedures for collecting and/or distributing student feedback in years 1 and 2 will be initiated by the Associate Dean for Assessment and Educational Development. Any changes in procedures for collecting and/or distributing student feedback in years 3 and 4 will be initiated by the Associate Dean for Predoctoral Clinical Education. All changes will be reviewed by the Curriculum Committee and approved by the Faculty Assembly and by the Vice President for Academic Affairs and Dean. Updates will be placed in the Faculty and Student Handbooks.
3. The procedures for collecting and reporting student feedback are divided into two sections:
  - 3.1. Preclinical Education Procedures
  - 3.2. Predoctoral Clinical Education Procedures
4. Preclinical Education Procedures
  - 4.1. Scheduling and Distribution of Student Feedback Forms for Systems Based Learning
    - 4.1.1. Student feedback is collected by the Office of Assessment and Educational Development (OAED) on each preclinical course each year, at the end of each course/module. Feedback may also be collected during the course, either by the course faculty or by OAED.
    - 4.1.2. Student feedback will be collected for all on-campus, preclinical faculty members who teach in each course.
    - 4.1.3. Additional feedback may be collected electronically or on paper at the end of any lecture or course component by the faculty member, course director, or module coordinator. Assistance may be requested from the OAED.
  - 4.2. Number of Students Surveyed
    - 4.2.1. To reduce the number of feedback forms each student must return, each class will be systematically divided into sections of approximately 70 students. Each section is required to return feedback for an appropriate number of the course modules and faculty.
    - 4.2.2. To assure each section is comparable:
      - 4.2.2.1. The first year class will be systematically divided based on gender and within each gender, on Biological Sciences MCAT.

4.2.2.2. The second year class will be systematically divided based on gender and within each gender, on their first year GPA.

#### 4.2.3. Special circumstances:

4.2.3.1. For new curriculum components, the Vice President for Academic Affairs and Dean, Associate Dean, or Course Director may request that student feedback be collected from all students, until the course is well established.

4.2.3.2. For faculty members participating in a teaching improvement plan or in other special circumstances where additional information may be needed, the Vice President for Academic Affairs and Dean, appropriate Associate Dean, Department Chair, or the faculty member may request that information be collected from more than one section of the class.

4.2.3.3 If a student wishes to provide feedback on a course, module, or faculty member which he/she otherwise would not be required to evaluate, the student may do so using the "Optional Feedback Form." This "extra" feedback will be reported separately from the required feedback.

#### 4.3. Courses and Modules Forms

4.3.1. The content on the standard forms will be used for all first year and second year course modules, unless exception is granted by the Vice President for Academic Affairs and Dean or the Curriculum Committee, or if in the judgment of both the Course Director and the Associate Dean for Assessment and Educational Development, some items are clearly not appropriate (as, for any course which has no exams, feedback on exams need not be collected). The specific lay-out of the forms may be altered by OAED. Questions may be added to these forms by agreement of the Course Director and OAED, without Curriculum Committee approval. The Course Director may also collect and compile other information, at his or her discretion, without any further Curriculum Committee approval.

4.3.2. The Associate Dean of Assessment and Educational Development will meet with Students periodically to identify other areas of the curriculum they would like to evaluate. This will be a separate student feedback survey, open to all students.

4.3.3. Laboratories or Special Topics Form. The Course Director may use the standard laboratory or special topics form, or substitute another form if the alternate form is provided to OAED in time for administration. If, and only if, the Director wishes OAED to collect and collate results on an alternate form, the alternate form must be provided to, and approved by, the OAED in time for administration. Generally, laboratory or "special topic" feedback should be collected only on laboratories or topics regarding changes that have been made or are anticipated. Components which are essentially unchanged from the previous year should not be included. The OAED will negotiate these listings with Course Directors. If agreement regarding the forms to administer cannot be reached between the OAED and the Course Director, the matter will be taken for resolution by the Vice President for Academic Affairs and Dean.

4.3.4. Faculty Feedback Form. The content on the standard forms will be used for all first and second year teaching faculty. The specific layout of the forms may be altered by OAED. Any faculty member may request additional information for the improvement of his or her teaching. If the faculty member wishes OAED to collect and collate results from these additional questions, these additions must be approved by OAED.

4.3.5. Optional Feedback Form. If a student wishes to provide feedback on a course or faculty member which he/she otherwise would not be required to evaluate, the student may do so using the "Optional Feedback Form" The content on this form will remain consistent for all feedback requests for both first year and second year students for all teaching faculty. This "extra" feedback will be reported separately from the required feedback.

#### 4.4. Administration of Forms

4.4.1. OAED will place all appropriate forms in Survey Monkey at the end of each course module after the final exam/module activity.

4.4.2. Students are required to complete their assigned forms within one week after the end of the course/system, or other date determined by OAED.

4.4.3. The OAED will send a reminder email to the student if s/he has not completed a student feedback form three days prior to the deadline.

4.4.4. If the student does not either complete a student feedback form or submit documentation of an approved excuse by the deadline, OAED will notify the Director of Student Affairs and the Vice President for Academic Affairs and Dean and a letter will be sent to their permanent record file.

4.4.5. Repeated violations of this requirement may be taken into consideration in writing letters of recommendation or may result in other disciplinary action.

4.4.6. When developing the summary reports, the Associate Dean for Assessment and Educational Development may speak confidentially with individual students regarding their student feedback in order to request clarification of unusual ratings, unclear comments, etc.

4.4.7. Professionalism: the Osteopathic Oath specifies in part, "I will look with respect and esteem upon all those who have taught me my art." Comments submitted as part of student feedback are expected to be of a tone and quality appropriate for communication among professionals and must indicate attitudes and values consistent with the Osteopathic Oath.

4.4.7.1. If the Associate Dean for Assessment and Educational Development has concern about whether a particular comment is appropriate, they may delete that student's feedback from the summary report.

4.4.7.2. Students making unprofessional comments will be referred to the Director of Student Affairs and/or the Vice President for Academic Affairs and Dean for appropriate follow-up action, including disciplinary action.

4.4.8. In addition, the OAED will have an orientation for first year students each year about the student feedback process, in which process and its importance are explained. Also, all faculty members and course directors are encouraged to inform students of how student feedback has been used in course revision and of its importance in faculty development and staffing decisions.

#### 4.5. Analysis of Data by OAED

4.5.1. Data will be summarized and tabulated for each student feedback form

4.5.2. Other statistical information will be provided as feasible

4.5.3. Confidentiality of student identity will be maintained

#### 4.6. Distribution of Summary Reports

4.6.1. Summary reports will be distributed as outlined below after OAED verifies that grades have been recorded. Results will generally be distributed within two weeks of grades being recorded and all forms returned.

4.6.2. Courses and Systems. Summary reports from the "Feedback on Courses," which include feedback on laboratories, special topics, etc., are not considered confidential, and will be made available to all faculty by posting to a WVSOM web page that is available to the faculty, Vice President for Academic Affairs and Dean, and associate deans.

4.6.3. Faculty Members. Summary reports collected about a faculty member's teaching are confidential and are routinely distributed by OAED only to the faculty member, his/her department chair, the appropriate associate dean, and the Vice President for Academic Affairs and Dean. Visiting professors will need to ask the system director for their feedback.

## 5. Predoctoral Clinical Education Procedures

5.1. The standard "Site Evaluation and Abbreviated Log" form is distributed by the Department of Predoctoral Clinical Education with the Clinical Education Training Manual.

5.2. Each student is required to submit a completed form to the Department of Predoctoral Clinical Education within two weeks of completion of the clinical rotation. Failure to complete and return the form will result in an incomplete grade for the rotation.

5.3. To preserve anonymity, the summary report will be developed for the rotation preceptor only when a sufficient number of students participate in a particular rotation. This is usually after at least four students have completed a feedback form for a given rotation. These reports will be confidential; distributed to the preceptor, Associate Dean of Predoctoral Clinical Education, Assistant Dean of Predoctoral Clinical Education, and Vice President for Academic Affairs and Dean. In addition, the OAED may request summative data on preceptors and rotations to integrate with other academic data for curriculum review.

5.4. Additional student feedback is collected electronically or on paper for other clinical activities. These are developed by the individual overseeing the clinical activity.

5.5. Assistance may be requested from the OAED. Again, the OAED may request summative data on preceptors and rotations to integrate with other academic data for curriculum review.

## WVSOM'S RURAL HEALTH INITIATIVE PROGRAM\*

The mission of the Rural Health Initiative Program is to enhance the rural primary care curriculum at the West Virginia School of Osteopathic Medicine in order to produce graduates uniquely qualified to practice medicine in underserved communities of West Virginia.

WVSOM students selected for the RHI program receive multiple benefits from participating in this unique program. Benefits include: participation in unique rural experiences during 3<sup>rd</sup> & 4<sup>th</sup> years, financial support during rural rotations, and connection with rural West Virginia physicians who serve as mentors.

While all medical students at WVSOM complete rural rotations in WV during their clinical years, participation in the RHI program takes clinical exposure to a whole new level of engagement.

To learn more about WVSOM's RHI (Rural Health Initiative) Program please email us at [ruralhealthinitiative@osteo.wvsom.edu](mailto:ruralhealthinitiative@osteo.wvsom.edu)

\*This program is being presented with financial assistance as a grant from the West Virginia Higher Education Policy Commission.

## YEARS III AND IV CLINICAL ROTATIONS

The essence of clinical education has been said to be "experience with graduated responsibility" and this precept is followed at the West Virginia School of Osteopathic Medicine. Introduction to the clinical aspects of preclinical sciences occurs early in the student's career.

Under the supervision of physicians at nearby hospitals, rural clinics, offices, nursing homes and public health sites, students learn practical clinical procedures, such as blood drawing, approach to patients, office laboratory procedures, observation of patient care, introduction to the hospital, domestic violence issues, geriatrics, institutional medicine, CPR and ACLS. Concentrated clinical education is initiated in the third year and continues until graduation.

The clinical education program is designed to accomplish three (3) basic objectives: to provide intensive hospital-based and ambulatory training in the basic clinical disciplines, to integrate clinical knowledge and skills and to learn to use them in a primary care setting, and to allow a student, through electives, to develop his/her expertise in areas of medicine that are of special interest.

All students generally begin clinical rotations in a primary care office to develop the skills necessary for the conduct of the practice of osteopathic medicine. This serves as the foundation for all future clinical rotations.

During the student's third year, he/she rotates through the core clinical disciplines, which serve as the foundation for the selectives (directed electives) and electives of the fourth year.

The current 3rd and 4th year rotations can be found in the clinical education manual on the website at <http://www.wvsom.edu/Academics/clinical-education-manual-pdf>.

## PROCEDURES FOR PROMOTION OR FAILURE – YEARS 1 AND 2

WVSOM's policy on promotion or failure for years 1 and 2, Institutional Policy E-14, is located on the WVSOM website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>.

## CLINICAL ROTATIONS PROGRAM AND CURRICULUM

### Student Involvement on Clinical Rotations

A student of the West Virginia School of Osteopathic Medicine is not a licensed physician and; therefore, is not legally and ethically permitted to practice medicine. A student may be involved in assisting in the care of a patient, but only at the direction and supervision of a licensed physician. The physician is responsible for the medical care of the patient and for countersigning all orders, progress notes, etc., written by the student.

A student may not administer therapy or medication until a licensed physician has seen the patient and has confirmed the diagnosis. Before treatment is administered, the student's orders on the chart must be countersigned. Because of legal ramifications, any violation of this policy should be reported immediately to the Associate Dean of Predoctoral Clinical Education of the West Virginia School of Osteopathic Medicine.

### Rotation Site Selections

Required rotations will be assigned to students in the Statewide Campus System following the hospital assignment process. Under no condition are students to contact prospective sites for the purpose of recruiting such sites to participate in the WVSOM Clinical Education Program. If students have a good suggestion regarding a potential site, they may contact their Statewide Campus office or the Clinical Education Office with this information for review and investigation. Students must not contact facilities for priority consideration. All selections will be made on the established basis by which all students are given equal opportunity. STATEWIDE CAMPUS PERSONNEL WILL DO ALL CONTACTING AND PAPERWORK REGARDING REQUIRED CLINICAL ROTATIONS.

Students are given more flexibility regarding selection of electives. However, all sites and trainers must be approved by their Statewide Campus Office. STUDENTS WILL DO ALL CONTACTING AND INITIAL PAPERWORK REGARDING ELECTIVES/SELECTIVES in consultation with their Statewide Campus Office.

## Health and Hospitalization Insurance

Students are required to have personal hospitalization/health insurance while on clinical rotations. Students must submit evidence to the Director of Medical Education/ Preceptor at each site that health insurance is in effect. Before beginning clinical rotations, students must provide verification of this health insurance to the Clinical Education Office.

## Contagious Diseases

Students will be required to provide evidence of successful immunizations against certain diseases, and other reports may be required. Students must complete this requirement before rotations start and receive their immunization/I.D. badge.

## Student Liability

Students are covered under the West Virginia Professional Liability insurance policy only if the student's participation in the rotation has been officially approved by the Clinical Education Office. This applies to required, selective and elective rotations in the continental USA, Hawaii, and Alaska. No insurance coverage is provided outside of these designated areas.

## Student Evaluation by Rotation Site Physician

The supervising physician is responsible for forwarding the evaluation of a student to the appropriate WVSOM Statewide Campus office. All preceptors may provide input to the supervising physician, who will submit a composite evaluation form to WVSOM. In a case of multiple preceptors (MDs and/or DOs), please list all preceptors on designated page of the grade form with their updated information. The student will be evaluated to determine if progress toward a satisfactory performance level is being achieved.

Evaluations should consider the student with respect to other students at the same level of training. Specific documentation for recording failing performance must accompany the evaluation.

## Requirements for Completion of the Clinical Years at WVSOM

1. A passing grade for all required, elective and selective rotations must be received to fulfill the requirements for graduation.
2. In the event of illness or a grade of incomplete in any rotation, the available vacation time may be utilized to make up the missed time and to complete the required rotation as designated by the Clinical Education Office and/or Student Promotions Committee and the Dean.
3. In the event of a failure in any rotation, the Student Promotions Committee, after a review of the circumstances, may recommend to the Dean that the Clinical Education Office allow the student to use vacation weeks to repeat the failed rotation, perhaps allowing completion of the degree requirements prior to the May commencement ceremony.
4. All students must complete 12 weeks of clinical rotations at rural West Virginia sites. Students based at Berkeley Medical Center may meet requirements in a different approved configuration.
5. All students must serve two, 2 week or one, 4 week rotation in an OPTI affiliated hospital.
6. All students must complete a Stookey rotation requirement in both year three and year four.

## CLINICAL ROTATIONS INJURY PROCEDURE

A student who experiences an injury must immediately report the incident to the supervising physician and WVSOM's Statewide Campus office. The student must receive immediate care at the site. The facility where the incident took place is responsible for providing care. The student is responsible for all expenses related to the incident. The student does have health insurance. WVSOM does not accept any financial responsibility. An incident occurrence report must be filed with the rotation site and a copy sent to WVSOM's Statewide Campus Office and WVSOM Health Nurse.

A letter from the Statewide Campus Regional Assistant Dean will be mailed to the student acknowledging the incident and emphasizing that the student is responsible for follow up care.

Follow up will be monitored by the Health Nurse at WVSOM.

For injuries involving needle stick, blood and body fluid exposure see below.

### Needlestick, Blood and Body Fluid Exposure

All WVSOM students must complete yearly OSHA training and education regarding needlestick/sharps procedures and prevention of bloodborne pathogens.

Each rotation site for students should have a working needlestick/sharps policy in place.

If a student is stuck with a needle or has other percutaneous exposure to blood or body fluids, the student must first wash the injury site with soap and water. If there is contact with the ocular mucosa, the eye should be flushed.

The student must immediately notify the site/rotation physician supervisor and WVSOM's Statewide Campus Office of the exposure. The student should report to the Employee Health Office at the site where the exposure occurred. The facility where the incident occurred will be responsible for providing care. The student will be evaluated at the nearest emergency department if the facility where the incident occurred is unable to provide care. The student will be evaluated by a Health Care Provider for appropriate antiviral medication if indicated, reassess for risk factors, immunize if indicated, and treat any wounds. (See the Clinical Education Manual for full procedures.)

## GRADING POLICIES AND PROCEDURES – CLINICAL ROTATIONS

WVSOM's policy on grading for clinical rotations, Institutional Policy E-17, is located on the WVSOM website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>.

### Attendance on Rotations

WVSOM's policies on attendance on rotations, Institutional Policies E-09 and E-17, are located on the WVSOM website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>.

### Performance on Rotations

WVSOM's policy on performance on rotations, Institutional Policy E-17, is located on the WVSOM website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>.

### Longitudinal Review of Clinical Performance Categories

WVSOM's policy on the longitudinal review of clinical performance categories, Institutional Policy E-17, is located on the WVSOM website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>.

## REMOVAL OF INCOMPLETE (I) GRADES

WVSOM's policy on the removal of incomplete grades, Institutional Policy E-20, is located on the WVSOM website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>.

## GRADING SCALE

WVSOM's policy on the grading scale, Institutional Policy E-12, is located on the WVSOM website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>.

## **APPEAL OF GRADES, ACADEMIC DISMISSAL AND ACADEMIC SANCTIONS, COMPOSITION OF APPEALS COMMITTEE**

Students shall have the right to appeal such faculty and administrative actions as grades, dismissal, or other academic sanctions. WVSOM's policy on appeals, Institutional Policy E-25, is located on the WVSOM website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>.



# REGISTRAR'S PROCEDURE ON GRADE REPORTING

## FIRST YEAR SCHEDULE

The WVSOM Registrar's Office will report all Year 1 and Year 2 course/system grades to first year students usually within five (5) working days after being received from the Course Director or from the office of the appropriate associate dean.

A grade point average (GPA) calculation will be done quarterly and will be available electronically through BANNER Self Service.

Class rank for first year 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 first year 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.

## SECOND YEAR SCHEDULE

The WVSOM Registrar's Office will report all final Year 2 course/system grades to second year students usually within five (5) working days after being received from the office of the appropriate associate dean.

A grade point average (GPA) calculation, cumulative course/system grades, and class rank will be completed. Reporting of cumulative course/system grades, class rank and a GPA calculation to second year 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.

## THIRD & FOURTH YEAR SCHEDULE

The WVSOM Registrar's Office will report clinical rotation grades, a cumulative grade point average (GPA) calculation, and class rank to all third and fourth year students quarterly. This information will be available on BANNER Self Service.

## REPORTING POLICY 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 or system, or in the case of clinical rotations within a reasonable time after receipt from the Postdoctoral Clinical Education 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. WVSOM's policy on grade appeals, Institutional Policy E-25, is located on the WVSOM website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>.

## REGISTRAR'S POLICY 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/NATIONAL BOARD RESULTS (COMLEX-USA LEVEL 1 & COMLEX-USA LEVEL 2)**

A student/graduate may request academic transcripts, copy of diploma, or COMLEX-USA results by utilizing a request form issued by the Registrar's Office and available on the WVSOM website. Requests 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. The charge for only COMLEX-USA scores is \$5.00 apiece, and payment must also accompany each request. An official transcript, diploma copy, or COMLEX-USA results will be mailed directly to the persons/agencies requiring these documents.

# **ADDITIONAL ACADEMIC AND STUDENT POLICIES**

## **ACADEMICALLY AT RISK**

WVSOM's policy on academically at risk status, Institutional Policy E-19, is located on the WVSOM website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>.

## **REMEDATION**

WVSOM's policy on remediation, Institutional Policy E-21, is located on the WVSOM website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>.

## **DISMISSAL**

WVSOM's policy on dismissal, Institutional Policy E-24, is located on the WVSOM website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>.

## **LEAVE OF ABSENCE**

WVSOM's policy on leaves of absence, Institutional Policy E-26, is located on the WVSOM website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>.

## **WITHDRAWAL**

WVSOM's policy on withdrawals, Institutional Policy E-38, is located on the WVSOM website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>.

## **PROMOTION REQUIREMENT NATIONAL BOARD EXAMINATION – PASSAGE OF COMLEX**

WVSOM's policy on the Promotion Requirement, National Board Examination – Passage of COMLEX, Institutional Policy E-23, is located on the WVSOM website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>

## **GRADUATION REQUIREMENTS**

WVSOM's policy on graduation requirements, Institutional Policy E-27, is located on the WVSOM website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>.

## GRADUATION INFORMATION

The West Virginia School of Osteopathic Medicine commencement shall take place the last Saturday in May of each year. WVSOM's policy on graduation dates, Institutional Policy GA-20, is located on the WVSOM website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>.

Each graduating class wears the uniform academic attire approved by the institution. This attire and graduation announcements shall be purchased through the campus store. WVSOM's policy on academic regalia, Institutional Policy E-28, is located on the WVSOM website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>.

WVSOM also has a policy regarding hooding at the graduation ceremony. WVSOM's policy on hooding, Institutional Policy E-29, is located on the WVSOM website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>.

Those graduating with honors shall be limited to those graduates in the top ten (10) percent of the class.

## APPLYING THROUGH ERAS

The Electronic Residency Application Service (ERAS) is an independent, web-based service that transmits applications and supporting documents from students and medical schools to residency programs via the internet. The applicant completes an electronic residency application used to apply to multiple residency programs through a website called MyERAS. The applicant's osteopathic school of graduation scans and attaches supporting documents for the application through a program known as the Dean's Workstation (DWS). These materials are then transmitted via the internet to the sites the applicant has selected for application.

At WVSOM, the ERAS Dean's Workstation (DWS) is administered by the Office of Graduate Medical Education. This should not be confused with the Office of the Academic Dean. All questions pertaining to Osteopathic Graduate Medical Education (OGME)- 1 year and residency applications or the ERAS application process should be directed to the GME Office.

ERAS opens for use by osteopathic students in July. Applicants must have an electronic token in order to register for and use ERAS. Tokens are distributed by the GME Office in July. Additional information about applying to programs through ERAS can be found on their website: <http://www.aamc.org/eras>.

ERAS applications require the following supporting documents: personal statement, board scores, transcripts, MSPE (Dean's Letter), letters of recommendation (up to four are allowed per program), and a photograph. Specific requirements for preparing and submitting each of these supporting documents for ERAS are outlined below in bold.

## MEDICAL STUDENT PERFORMANCE EVALUATION (MSPE)

The Medical Student Performance Evaluation (MSPE), *formerly known as the Dean's Letter of Evaluation*, is a standardized component of the application process. It is one of the measures used by OGME- 1 year/residency program directors to evaluate a candidate's application for a position.

The main purpose of the MSPE is to document the student's progress in the medical school curriculum and to verify the information provided by the student on the Curriculum Vitae. It is important to remember that the MSPE is NOT a letter of recommendation. Rather, it is a letter of evaluation, objectively and honestly summarizing the student's progress and participation in their medical school education.

In a sense, you write your own MSPE through your academic record, your involvement in extracurricular activities, your participation in research projects, your awards and scholarships, and your performance during clinical rotations. The MSPE may also be used to provide comparative information regarding a student's performance in relation to their peers.

The following objective measures are cited in the MSPE: GPA, class rank, grades, preceptor comments from clinical rotations (both positive and negative), extra-curricular activities, disciplinary actions, and the Dean's overall recommendation on student performance.

# OSTEOPATHIC GRADUATE MEDICAL EDUCATION

## OGME-1 TRAINING

An OGME-1 training year is an educational program requiring extensive participation in patient care. The OGME-1 traditional internship exposes graduates to core disciplines including Internal Medicine, Family Practice, General Surgery, Obstetrics/Gynecology, Pediatrics and Emergency Medicine. Alternatives to the traditional internship structure were approved by the AOA Board of Trustees and House of Delegates in 2006 (Resolution 19 [A/2006]—Restructuring of the Osteopathic Internship) and were implemented effective July 1, 2008. Many specialties now offer a first year of residency in a new structure that includes a combination of broad-based curriculum and specialty training in the residency. Three OGME-1 training options have been approved by the AOA. Specialty college affiliates who develop and review specialty specific curriculum and standards, considered and selected from these options.

AOA-approved OGME-1 placements are awarded through the Match Program to senior osteopathic medical students and trainees who elect to enter new training programs a year or more after graduation from medical school.

## RESIDENCY PROGRAMS

Residency programs build upon the broad-based osteopathic medical education and OGME-1 training programs that expose DOs to the major clinical fields of medicine and surgery.

A residency is defined as a formal, full-time training period in a designated medical specialty of not less than one year in an osteopathic facility approved by the AOA. The program provides advanced and concentrated training in a designated specialty. In the new restructured format, many specialties are combining a broad based curriculum with specialty training so that the OGME-1 year provides a combination of the traditional core rotations and specialty training.

A certificate is awarded upon completion of an AOA-approved residency program. Residency training is undertaken with the intention of becoming board certified in a particular osteopathic specialty.

The West Virginia School of Osteopathic Medicine serves as the academic center and central member of the Mountain State Osteopathic Postdoctoral Training Institutions, Inc., or Mountain State OPTI. Information about the consortium's affiliated training sites may be found on the website: [www.msopti.wvsom.edu](http://www.msopti.wvsom.edu). The consortium builds on the school's mission to prepare primary care physicians for practice in rural and underserved areas in West Virginia and the region.

Postdoctoral training programs within Mountain State OPTI currently include traditional osteopathic internships and residency training in Emergency Medicine, Emergency Medicine/Internal Medicine, Family Practice, Internal Medicine, Pediatrics, Urological Surgery and Fellowship training in Geriatric Medicine. Additional training locations and specialty training opportunities are being developed. Mountain State OPTI offers a variety of training experiences: from large tertiary care medical centers, to rural community-based hospitals and clinics. The majority of MSOPTI hospitals serve as WVSOM Statewide Campus training sites.

Student rotations are available at all affiliated hospitals and in most specialties. Educational programming is designed to provide medical students, interns and residents with an array of learning opportunities that will facilitate the trainee's ability to become a life-long learner. WVSOM's Office of Graduate Medical Education offers counseling and support to students throughout the application and match processes for all postdoctoral training programs.

# STUDENT LIFE

## 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 patients which is essential to the treatment relationship.

### Years One and Two

During the first two years of the curriculum, students spend most of their time in lectures and other activities that do not require patient interaction. Students are permitted to dress comfortably for those activities 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 or community in which they are training.
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.
7. In educational settings where patients or standardized patients are present, students are required to adhere to the standards listed below for years three and four.

### Years Three and Four

Students shall dress appropriately for all classes, laboratories and other educational settings where patients are present and adhere to the following standards for professional attire and appearance:

#### *Professional Attire:*

1. Clean white coat in accordance with WVSOM Institutional Policy ST-12. WVSOM's policy on white coats, Institutional Policy ST-12, is located on the WVSOM website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>.
2. Identification badge is to be worn at all times.
3. Women: skirts of medium length or tailored slacks. Shoes must be comfortable, clean, in good repair and permit easy/quick movement.
4. Men: tailored slacks, dress shirt and a necktie. Shoes must be comfortable, clean and in good repair and worn with socks.
5. Reasonable alterations in dress may be indicated by individual physicians on whose service the students are being trained.

#### *Scrub suits:*

1. On services where scrub suits are indicated these will be provided. They are the property of the hospital and are not to be defaced, altered or removed from the hospital.
2. These are to be worn in specific patient care areas only.
3. Scrub suits are not to be worn in public places outside of the hospital.
4. If a scrub suit must be worn in public areas outside the designated hospital areas, it must be clean and then covered with a clean, white lab coat. Shoe covers, masks and hair covers must be removed before leaving the clinic area.

### *Hair Maintenance:*

1. Hair should be neat, clean, and of a natural human color.
2. Beards/mustaches must be neatly trimmed.
3. Shoulder length hair must be secured to avoid interference with patients and work.

### *Jewelry:*

1. Keep jewelry at a minimum in order to decrease the potential for cross infection.
2. The following are permitted: a watch; up to four (4) rings; two (2) small earrings per ear (large earrings are distracting and may be pulled through the ear); modest neck chains.

### *Prohibited items:*

The following items are specifically prohibited in clinical situations including student labs, shadowing or while on rotations:

1. Blue jeans, regardless of color, or pants of a blue jean style.
2. Shorts.
3. Sandals or open toed shoes, higher heeled or canvas shoes (blood or needles may penetrate the fabric).
4. Midriff tops, tee shirts, halters or translucent or transparent tops; tops with plunging necklines, low slung pants or skirts that expose the midsection, tank tops or sweatshirts.
5. Buttons or large pins (could interfere with function, transmit disease or be grabbed by the patient).
6. Long and/or artificial finger nails.
7. Visible body tattoos or visible body piercing (nose, lips, tongue, eyebrow, etc.).

## **STANDARDIZATION OF STUDENT CLINICAL LAB COAT AND IDENTIFICATION BADGE**

WVSOM's policy on the standardization of student clinical lab coat and identification badge, Institutional Policy ST-12, is located on the WVSOM website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>.

## **HOUSING - Years 1 and 2**

The Office of Student Affairs maintains a housing directory to assist students in securing housing for the first two years of their medical education at WVSOM. This directory is a compilation of information regarding rental properties in the Lewisburg and Greenbrier County area. Students are encouraged to visit the area and review the directory for available rentals. First year students should have their housing secured and be moved in prior to the start of Orientation.

These housing listings do not represent an endorsement of these offerings. The information is provided solely as a service to our students. Although the school does not assume responsibility for the quality or condition of the accommodations, strict adherence to non-discrimination practices are required of those who list properties.

Current and accepted students may access the housing directory by going to <http://www.wvsom.edu/OMS/housing>

## **ROTATION HOUSING**

Most students move out of their apartment at the end of the two years of preclinical training and re-locate. Students are expected to secure housing in the area of their assigned state-wide campus location while completing years 3 and 4. If a student has family, they may choose to maintain their Lewisburg residence because their children are in the local school system or a spouse/partner has a job in the area.

To accommodate those students who have moved out of their housing in the Lewisburg area but who must return to perform clinical rotations in the area, WVSOM maintains housing in Lewisburg at no rental cost to the student.



Arrangements must be made in advance through the Office of Student Affairs or by completing the Housing Reservation form available on the WVSOM web site. Reservations are based on a first come first serve basis with priority given to students on required rotations. No accommodations are made for transient use.

## STUDENT MAIL

During the first two academic years, students are assigned a campus mailbox for receipt of all school – related correspondence. Mailboxes are assigned during registration to all students. A \$5.00 replacement fee will be charged by the Office of Student Affairs, if the key is lost or not returned at the end of the academic year.

Students must make arrangements for all personal mail to be delivered to their home or local address, as WVSOM will not assume responsibility for receipt or forwarding of any U.S. mail. WVSOM’s policy on mail, Institutional Policy ST-04, is located on the WVSOM website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>.

During the last two years of enrollment, students are asked to provide a home or local address for the receipt of school – related mail. Other mail delivered to WVSOM for the student may be forwarded, or the student may be notified to come to the school to pick it up.

# STUDENT HEALTH AND SAFETY

## PROOF OF INOCULATIONS/HEALTH FORM

WVSOM's policy on proof of inoculations/health form, Institutional Policy ST-06, is located on the WVSOM website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>.

## STUDENT HEALTH INSURANCE

Personal hospitalization/health insurance is required for all students. WVSOM's policy on health insurance, Institutional Policy ST-05, is located on the WVSOM website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>. WVSOM does not endorse any single policy. Students must provide evidence to the Student Affairs Office during the month of September of the first and second years and to the Office of Postdoctoral Clinical Education by June 1 of the third year (prior to rotations).

## STUDENT HEALTH SERVICES

Payment of the health service fee, a part of the student's total tuition and fee schedule, shall entitle the WVSOM student to receive some medical services free of charge after fees have been billed to the student's insurance carrier and final billing has been determined. All services must take place at the Robert C. Byrd Clinic (RCBC) located at 400 North Jefferson Street. These services will be rendered by physicians, nurse practitioners, technicians, and/or other medical support staff of the RCBC. For a list of current services that are covered, contact the RCBC billing department.

## STUDENT MENTAL HEALTH

WVSOM's policy on student mental health, Institutional Policy ST-08, is located on the WVSOM website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>.

## STUDENT SUPPORT SERVICES

The Director of Student Affairs is available on a walk-in basis or by appointment to help students determine their needs and select off campus counseling services. Additionally, a licensed psychologist and learning specialist is available to students by appointment through the ASPIRE Office. A psychiatrist is on staff at the Robert C. Byrd Clinic located on the WVSOM campus.

## PEER MENTOR PROGRAM

Soon after arriving on campus for the fall semester, first year students are introduced to the Peer Mentor Program. First year students are each assigned a second year student (OMSII). Second year students make themselves available to the new students to answer questions and generally assist them in making the transition to medical school. Students report that this early connection with a second year student is helpful in working through the feelings of fear and anxiety common among beginning medical students.

## ALCOHOL AND DRUGS

WVSOM's policy on drugs, alcohol, testing and treatment, Institutional Policy GA-8, is located on the WVSOM website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>.

## 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 <http://www.wvsom.edu/AboutWVSOM/admin-policies>.

## SEXUAL HARASSMENT

The West Virginia School of Osteopathic Medicine prohibits sexual harassment by all faculty, staff and students. Further, the School is committed to creating and maintaining a working environment for all students, school personnel and applicants for employment that is free of objectionable and disrespectful conduct of a sexual nature. Sexual harassment in any manner or in any form is expressly prohibited. WVSOM's policy on equal opportunity, nondiscrimination, sexual misconduct, and other forms of harassment, Institutional Policy GA-14, is located on the WVSOM website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>.

## STUDENT PROFESSIONALISM

Students are to demonstrate ethical, personal and professional qualities deemed necessary for the continued study and practice of Osteopathic Medicine as a requirement for graduation from WVSOM. As such, the monitoring of student professionalism is a necessary part of the educational process. Students are expected to maintain communications with WVSOM employees. This includes checking emails regularly, as one's WVSOM email account is the primary mode of communication. Institutional policy describes the responsibilities and procedures that govern this process. WVSOM's policy on student professionalism, Institutional Policy ST-13, is located on the WVSOM website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>.

## JUDICIAL HEARING BOARD

WVSOM's policy on the Judicial Hearing Board, Institutional Policy ST-01, is located on the WVSOM website at <http://www.wvsom.edu/AboutWVSOM/admin-policies>.

## 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 <http://www.wvsom.edu/AboutWVSOM/admin-policies>.

# STUDENT FACILITIES

## LOUNGE

For convenience, a lounge has been established on the bottom floor of the main building next to the vending/lunch room. There is a refrigerator, a coffee maker, a microwave, and a TV available for use.

There are also pool and ping pong tables, and foosball. Extra supplies (ping pong balls, paddles) may be available from the Student Affairs Office. Bicycles, children's riding toys, roller blades, etc. are not allowed in the area. Additionally, students are reminded that no one should be sitting/leaning on the game tables.

First priority for this space is for relaxation and TV watching. Those who seek to study there must remember this and defer to those who wish to use the room for its intended purpose.

## QUIET STUDY AREAS

Quiet study spaces that are available for student use are located in the following areas:

- Building B, Lower Level, AKA the Student Catacombs
  - Consisting of 10 separate study rooms, priority use for this space is for those studying in groups; if you are studying alone in one of the rooms, you may be asked by a group to vacate the room. The rooms will be available on a first-come, first-serve basis, with the expectation that room usage will be kept to four hour blocks. If your group has been in one of the rooms for longer than four hours, you may be asked by another group to vacate the room. All members of a study group are restricted to the same four hour limit collectively: a member of a group may not extend the group's use of the room beyond four hours by virtue of having been present at the group for less than four hours.
- Building C, Lower Level, when not needed for academic purposes
- B-210, Student Lounge beside the Campus store
- B-211, Board Study Space
- B-309, Multidisciplinary Lab, when not needed for academic purposes

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;
- 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, rooms and chairs must all be left in the study area, clean and ready for the next user;
- Personal items may be removed, if left unattended for an extended period of time. WVSOM is not responsible for lost, stolen or misplaced items;
- With the exception of the group study rooms on the lower level of Building B, all other 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; and
  - Group discussions should take place in one of the rooms on the lower level of Building B, a study room in the Library or in the lounge and vending lunchroom.
- Food is not permitted in B-309 but is permitted in the other 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.

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.

## AVAILABLE RECREATIONAL FACILITIES

The Founders’ Activity Center is located at the south end of campus and includes a gymnasium, a weight room, a cardio exercise room with treadmills, elliptical machines, recumbent bikes, and rowing machine. Locker rooms with showers are also available.

The use of the gymnasium in the Founder’s Activity Center for intramural play must be handled through the Office for Student Affairs. No outside groups will be allowed to use these facilities and students are reminded that they may bring guests, but on a limited basis, i.e., one or two people.

Students also enjoy the use of the parade field directly behind the main building for intramurals and informal activities, as arranged through Student Affairs. The park across from the main building on Lee Street may also be used by students.

### Founders’ Activity Center Guidelines

- Those 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.

## 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 Student Affairs are:

- The vending lunchroom on the first floor of the main building.
- The lounge located beside the vending lunchroom.
- The 24-hour study rooms located in back of and downstairs from the back of the campus store/ student center.
- The 24-hour study rooms located in the back part of the Library.
- The OCS Laboratory unless being used for classes or special meetings.
- The OCS Classroom unless being used for classes or special meetings.
- The gymnasium in the Founders’ Activity Center except when it has been reserved for special purposes (intramurals).
- The classrooms in the main building and the technology building, except when being used for classes or special meetings.
- Note: 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.

## STUDENT ORGANIZATIONS

The WVSOM academic program provides students with the foundation of knowledge and skills needed by the osteopathic physician. However, the college also recognizes the importance of extracurricular involvement. Campus student organizations can enhance the medical school experience and better prepare the student physician for eventual practice in a community setting. All student organizations operate with the assistance of the Student Program Advisor. 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.

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

### AMERICAN COLLEGE OF OSTEOPATHIC FAMILY PHYSICIANS (ACFP)

The American College of Osteopathic Family Physicians (ACFP) Student Chapter is an affiliate of the American College of Osteopathic Family Physicians, the largest college of the American Osteopathic Association. The founders felt that progress and advancement of the general practitioner were basic and essential for the health care needs of a community, and they were committed to the concept of excellence in education. It is in accordance with these principles that the student chapter encourages participation by WVSOM students in programs designed to promote and encourage the training of general practitioners.

### AMERICAN GERIATRICS SOCIETY – WVSOM CHAPTER

The objectives of the club are to develop interest in Osteopathic Geriatric Medicine among students of WVSOM and to encourage the establishment or expansion of residency programs in geriatric medicine. The club promotes a better understanding of Osteopathic Geriatric Medicine in the general public through education and community service.

### AMERICAN COLLEGE of OSTEOPATHIC OBSTETRICIANS & GYNECOLOGISTS (ACOGG)

The purpose of the student branch of ACCOOG is to educate future osteopathic physicians on issues of women's reproductive health. This organization will host lectures and professional guidance for students toward OB/GYN residencies and fellowships. The organization will promote women's health in the community by raising awareness in areas such as fetal alcohol syndrome, birth control options, breast, uterine and ovarian cancers, and the importance of obstetrical care.

### AMERICAN OSTEOPATHIC COLLEGE OF PHYSICAL MEDICINE AND REHABILITATION (AOCPMR)

Physical Medicine & Rehabilitation, PM&R, became one of twenty-four official medical specialties in 1947. PM&R physicians, *physiatrists*, specialize in the care of patients with neuromusculoskeletal disorders, aiming to reduce pain and improve function in their patients.

### ASSOCIATION OF MILITARY OSTEOPATHIC PHYSICIANS AND SURGEONS (AMOPS)

The WVSOM chapter of AMOPS was established in recognition of the unique position that osteopathic physicians occupy within the United States Armed Forces.

The primary goals of WVSOM AMOPS are: to provide information concerning the practice of osteopathic medicine within the Armed Forces; to provide information concerning rotations, internships, residencies and careers in the US armed forces; to provide support to local armed forces and deployed family members; to encourage active Health Professional Scholarship Program (HPSP) students to maintain the highest personal, professional and military standards; and to take an active role in the Lewisburg community by participating in community service and working in collaboration with other WVSOM clubs/organizations.

## **ATLAS CLUB - ETHMOID CHAPTER**

The Atlas Club is the oldest national osteopathic fraternal organization. The WVSOM Chapter was first organized in 1978 and was one of the first chapters to accept both men and women as members. Atlas members are dedicated to improving osteopathic education with a special emphasis on Anatomy. ATLAS club offers numerous programs such as the Distinguished Lecturer Program, Golden Key Awards, practical review sessions, as well as tutoring and special insight on how to do well in Anatomy. Additionally, numerous social events are sponsored each year by the club like First Cut BBQ and Halloween Hoedown. ATLAS club maintains a commitment to the community. ATLAS club proudly supports the Animal Shelter and donates a substantial amount of money and volunteer time to them every year. Our members are very passionate about anatomy and willing to help out anyone in need of anatomy assistance.

## **CHRISTIAN MEDICAL AND DENTAL ASSOCIATION (CMDA)**

The Christian Medical Association is a national professional organization of physicians, dentists, medical and dental students, who have banded together to serve Christ through their professions. CMA helps its members wrestle with the increasing ethical problems in the professions, enhance the quality of care given to the whole person, and interact with other members of the healing professions who face common problems.

CMA lives with the conviction that medicine is an avenue of ministry. For this reason, a local chapter was organized at WVSOM and hopes to be of such service to the school, students, and community.

## **DELTA OMEGA**

Delta Omega is a national organization established in 1904 by female students at The American School of Osteopathy. Its objective is the further study of osteopathy as a philosophy, a science and an art. WVSOM's Kappa Chapter of Delta Omega endeavors to uphold this tradition through the organizational theme of Women in Medicine. Delta Omega is the avenue through which all WVSOM students, faculty and staff are invited to listen to speakers lecturing on various aspects of women's health care and problems faced by female physicians. With membership open to all students, Delta Omega wishes to make everyone at WVSOM more aware of the issues faced by women in medicine.

## **MEDICAL STUDENTS FOR CHOICE (MSFC)**

Medical Students for Choice (MSFC) is nationally known non-profit organization that includes medical students and residents throughout the United States and Canada. The WVSOM chapter of MSFC is committed to ensuring that osteopathic medical students and physicians are trained to provide women patients a range of reproductive healthcare choices. WVSOM MSFC sponsors guest lectures and workshops to WVSOM students and faculty on women's reproductive health care. The club works to enhance the curriculum and residency programs to include reproductive health.



## **MORGANI SOCIETY – PATHOLOGY CLUB**

The WVSOM Pathology Club also known as the Morgani Society was developed to promote the application of the osteopathic concept in the field of pathology. The WVSOM Pathology club follows the standards of the American Osteopathic College of Pathologists.

## **PAX**

PAX is an organization which promotes diversity and cultural sensitivity on campus and in the Lewisburg community through education and community service. Additionally, PAX is a support group for any WVSOM student who considers him/herself a minority or a member of a group which is underrepresented in the medical profession. PAX is affiliated with the Student National Osteopathic Medical Association. Membership in PAX is open to all WVSOM students.

## **SIGMA SIGMA PHI – NU CHAPTER (SSP)**

Sigma Sigma Phi is a national honorary osteopathic service fraternity. Objectives of the WVSOM Nu Chapter are to promote good fellowship and unity among various chapters of the national organization, continue betterment of WVSOM and the fraternity as a whole, advance a higher scholastic standing at WVSOM, promote community service as an important part of osteopathy, and perpetuate and advance osteopathic medicine. The fraternity is a non-profit organization which provides many community services through various fund-raising events. Membership is open to all students and is based upon academic standing and service.

## **STUDENT AMERICAN ACADEMY OF OSTEOPATHY (SAAO)**

Organized under the auspices of the American Academy of Osteopathy, the UAAO's goal is to enhance the understanding of osteopathic principles and techniques, help members attain maximum efficiency in osteopathic structural diagnosis and manipulative therapy, and foster a clear concept of the clinical applications of osteopathic procedures. Membership is open to all WVSOM students.

## **STUDENT OSTOEPATHIC INTERNAL MEDICINE ASSOCIATION (SOIMA)**

The purpose of the Student Osteopathic Internal Medicine Association is to represent those students who aspire to be osteopathic internists. SOIMA works to provide WVSOM students with an early exposure to the field of internal medicine, stressing the understanding of osteopathic principles in relationship to disease in the practice of internal medicine and its subspecialties. Through affiliation with the American College of Osteopathic Internists, the highest educational, moral and ethical standards in the teaching and practice of internal medicine are maintained.

## **STUDENT OSTEOPATHIC MEDICAL ASSOCIATION (SOMA)**

The Student Osteopathic Medical Association (SOMA) is an independent, national, student-governed organization claiming membership in the osteopathic colleges throughout the United States. The primary objective of the national organization is to promote the osteopathic profession and to obtain benefits for its student members regarding insurance, publications, scholarships and various study organizations.

At WVSOM, the SOMA chapter takes an active part in the public relations of the osteopathic profession within the state. The chapter conducts service projects which provide the student members with valuable medical experience.

## **STUDENT CHAPTER of the AMERICAN OSTEOPATHIC ACADEMY of SPORTS MEDICINE (SC-AOASM)**

"Sports medicine is a branch of the healing arts which utilizes a holistic, comprehensive approach to the prevention, diagnosis, and management of sport and exercise-related injuries, disorders, dysfunctions and disease processes."  
(AOASM)

The SC-AOASM works to integrate the college community with the community at large. This is done by giving medical students the opportunity to involve themselves with sports-related activities in the surrounding communities. Such activities include physical exams for athletic teams, serving as trainers for football and basketball teams, and anatomy seminars. These activities serve to enhance medical training for the student while fostering positive community involvement. The WVSOM chapter organizes and hosts intramural sporting events and tournaments for students, faculty and staff.

## **STUDENT ASSOCIATION OF THE AMERICAN COLLEGE OF OSTEOPATHIC PEDIATRICIANS (SAACOP)**

The WVSOM Student Chapter is an affiliate of the American College of Osteopathic Pediatricians. The purpose of the organization is to encourage and promote the training of osteopathic pediatricians, increase the awareness of pediatric issues in the WVSOM population, and expand the interactions of WVSOM students with pediatric professionals. All interested students enrolled in WVSOM are eligible to be members.

## **STUDENT ADVOCATE ASSOCIATION (SAA)**

The Student Advocate Association (SAA) exists to create support and a spirit of unity and loyalty among the student body and their families, provides support to WVSOM and the WVSOM SGA, and helps prepare members as spouses of future osteopathic physicians and members of the National Auxiliary to the American Osteopathic Association. Full membership is open to spouses of students and associate membership is available to interested members of the WVSOM family. (Associate membership is limited to four years.)

## **STUDENT AMERICAN OSTEOPATHIC ACADEMY OF ORTHOPEDICS (SAOAO)**

SAOAO is a student section of the nationally recognized American Osteopathic Academy of Orthopedics. The Mission of SAOAO is to form a bridge between Osteopathic Medicine and Orthopedic Surgery and is dedicated to the training of osteopathic students interested in the field of orthopedics. This will be accomplished by providing students with the latest medical information in the specialty and providing invaluable information and resources in regards to pursuing a career in orthopedics.

## **STUDENT CHAPTER OF THE AMERICAN COLLEGE OF OSTEOPATHIC EMERGENCY PHYSICIANS (SCACOEP)**

The goals of SCACOEP include education, establishing lines of communication and providing information about clinical opportunities in the field of emergency medicine. Topics of special interest include a stroke awareness campaign, a helmet drive, several clinics on emergency medicine, and speakers from emergency physicians in West Virginia.

## **STUDENT OSTEOPATHIC SURGERY ASSOCIATION (SOSA)**

The Student Osteopathic Surgery Association (SOSA) is a student member section of the American College of Osteopathic Surgeons. The purpose of the organization is to stress the understanding of osteopathic principles in

relationship to disease in the practice of surgery, help promote the education in the field of surgery, and expand the interactions of WVSOM students with surgical professionals. All interested students enrolled in WVSOM are eligible to be members.

## **UNDERGRADUATE AMERICAN OSTEOPATHIC ACADEMY OF ADDICTION MEDICINE (UAOAAM)**

The Undergraduate American Osteopathic Academy of Addiction Medicine (UAOAAM) exists to educate students, faculty and staff members on the disease concept of addiction, to apprise the public of medical, psychological and societal opportunities available to addicts for recovery, and to inform its members of rotational, residency and career opportunities in addiction medicine.

## **WILDERNESS MEDICINE**

The Wilderness Medicine Club serves to bring members of the WVSOM community together who share an interest in the outdoors and its connection to providing quality medical care in limited resource (Wilderness) settings. The club strives to improve medical education in the recognition, treatment, and prevention of wilderness medical emergencies, as well as to increase the exposure of wilderness and outdoor activities to the WVSOM community in both a social and educational manner.

# ADDITIONAL LEADERSHIP OPPORTUNITIES

## COUNCIL OF CLUB PRESIDENTS

Once a month all organization presidents (including the vice president and treasurer for the student government association and presidents of the first and second year classes) meet to discuss problems and plans associated with the organizations.

## 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 <http://www.wvsom.edu/OMS/sga>

## HONOR SOCIETIES - PSI SIGMA ALPHA

Psi Sigma Alpha is a National Osteopathic Scholastic Honor Society. Membership is based solely upon scholastic achievement and members comprise the top 15% of each class. Members are selected at the conclusion of their didactic training (Phase II) and full membership is awarded during senior week by the presentation of honorary medallions which may be worn during graduation ceremonies.

## STUDENT REPRESENTATION - AOA RELATED COMMITTEES

There is student representation by appointment on AOA committees. Students who wish to become involved in AOA related activities should become members of the Student Osteopathic Medical Association (SOMA) – this group serves as a conduit for student interaction with the AOA. Additionally, students who are active in the WVSOM Student Government Association may be selected by the Council of Osteopathic Student Government Presidents to participate in functions related to the AOA.

To explore the information about the various committees of the AOA, students are encouraged to visit the AOA web site.

Meetings of the West Virginia Society of Osteopathic Medicine, Inc. are held twice yearly, and students are invited to attend.

## 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 Ethnic Diversity Committees.

# POST-GRADUATION SERVICES

## CONTINUING MEDICAL EDUCATION

WVSOM is accredited by the American Osteopathic Association to sponsor Continuing Medical Education Seminars for Category 1-A Credit. Every three years, all licensed Osteopathic Physicians are required by the AOA to complete at least 120 hours of approved continuing medical education study. WVSOM develops continuing medical education programs on a regular basis. Our programs are designed specifically to update physicians on a variety of current medical topics. Information on WVSOM CME offerings is available through the Office of Continuing Medical Education. WVSOM continues to receive three year accreditation for its exemplary programs.

## 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 recent initiative to raise funds for the new Student Center, and many more projects.