



WEST VIRGINIA SCHOOL OF OSTEOPATHIC MEDICINE

Student Handbook *2019 – 2020*

Effective July 1, 2019

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INTRODUCTION

HANDBOOK POLICY STATEMENT

The provisions of the 2019-2020 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.

WVSOM is governed by the WVSOM Board of Governors and has limited oversight by the West Virginia Higher Education Policy Commission. The official policies governing WVSOM can be found at the following locations:

Office of the President

Office of the Vice President for Academic Affairs and Dean

Office of the Assistant Dean of Student Affairs

WVSOM Library

http://www.wvsom.edu/About/policies_procedures

<http://www.wvhepc.edu/resources/rules-and-policies/>

James W. Nemitz, Ph.D.

President

2019

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 support and develop graduate medical education training; 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 health care needs of its residents, emphasizing primary care in rural areas.

The WVSOM Mission Statement is Institutional Policy GA-02, which can be found on the WVSOM website at

<https://www.wvsom.edu/About/policies/ga-02>.

ACCREDITATION

Commission on Osteopathic College Accreditation (COCA)

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 that 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 60611-2864

Phone 312-202-8124

Fax 312-202-8209

predoc@osteopathic.org

The COCA Accreditation Standards are available on line at:<http://www.osteopathic.org/inside-aoa/accreditation/COM-accreditation/Pages/default.aspx>.

Higher Learning Commission (HLC)

The West Virginia School of Osteopathic Medicine (WVSOM) is accredited by the Higher Learning Commission. HLC is one of six regional institutional accreditors in the United States. 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
info@hlcommission.org

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

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

WVSOM is committed to fostering an educational environment that values the development of human potential, cultural and ethnic diversity, and understanding. WVSOM strives to promote equitable and fair treatment in every aspect of campus life for all persons, regardless of race, ethnicity, color, religion, sex (including pregnancy), gender, gender identity, sexual orientation, national origin, age, marital status, veteran or military status, disability, genetic information, or other category that is protected under federal, state, or local anti-discrimination laws.

COMPLIANCE WITH MILITARY SELECTIVE SERVICE ACT

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

AMERICANS WITH DISABILITIES ACT OF 1990

WVSOM complies with the Americans with Disabilities Act of 1990 (as amended) and Section 504 of the Rehabilitation Act of 1973 in providing services to students with disabilities. WVSOM is dedicated to providing students with appropriate support and services to ensure that they have an accessible and welcoming learning environment. However, with respect to disability, the disability must not be such as would, even with reasonable accommodation, in and of itself preclude the student's effective participation in the WVSOM educational program.

Reasonable accommodations are determined on an individual, case-by-case basis. Students are required to submit current clinical documentation by an appropriate medical care professional and must include the student's name, a diagnosis, and it must detail the functional limitations caused by the diagnosis. The documentation should also outline the treating medical professional's recommended accommodation(s). Additional documentation may be requested as needed to make a determination. Please understand that obtaining documentation from the appropriate medical professional can take time and, therefore, students should plan accordingly. Last-minute submission of documentation may result in delays in the decision making process.

WVSOM works to maintain privacy; however, information on functional limitations and reasonable accommodations may be shared internally on a need-to-know basis. Any information or material that is released to a third party is done consistent with state and federal law.

Please contact the appropriate Associate Dean – Dr. Roy Russ, rruss@osteo.wvsom.edu or Dr. Robert Pepper, rpepper@osteo.wvsom.edu – or the EEO/Equity/AA/ADA/504 Coordinator, Leslie Bicksler, lbicksler@osteo.wvsom.edu for further information and/or to request accommodations and begin the process of attaining them. To learn more about requesting accommodations, please see the Health & Technical Standards form available at: http://www.wvsom.edu/sites/default/files/u16/Health_and_Technical_Standards_RO-FINAL.pdf.

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/About/policies_procedures.

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/About/policies_procedures.

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 and Primary Care Loans, all of which are awarded based on financial need.

There are also loan programs available that 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

Details on applying to WVSOM, including application fees, are available on the Admissions website at <http://www.wvsom.edu/Admissions/applying>. Details on the nonrefundable Acceptance Fee that is applied to the student's first year's tuition are available on the Admissions website at <http://www.wvsom.edu/Admissions/check-status>.

Tuition, Fees and Other Expenses

Details on tuition, fees and other expenses can be found on the WVSOM website at <http://www.wvsom.edu/OMS/fa/costs>. Additional information concerning expense breakdowns can be found in the Financial Aid Handbook, located in the sidebar on the right side of the page on the WVSOM website at <http://www.wvsom.edu/OMS/fa/financial>.

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/About/policies_procedures.

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/About/policies_procedures.

STUDENT RIGHT-TO-KNOW

GRADUATION/COMPLETION RATES

The West Virginia School of Osteopathic Medicine is pleased to provide information regarding our institution's graduation/completion rates. The information is provided in compliance with the Higher Education Act of 1965, as amended, and can be found on the WVSOM website at <http://www.wvsom.edu/About/heoa-disclosures>.

Questions related to graduation rates should be directed to: Office of the Registrar, 304-647-6383.

POLICY STATEMENT ON EDUCATION RECORDS

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

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

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

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 firefighting to the fire department.

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

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.

The WVSOM Emergency Response Manual can be accessed at <http://www.wvsom.edu/About/safety>.

CAMPUS USE AND RESTRICTIONS

Institutional Policy PP-03: Campus Use and Restrictions Policy, is located on the WVSOM website at http://www.wvsom.edu/About/policies_procedures.

Weapons

WVSOM is committed to preventing workplace violence and maintaining a safe work environment. No person may carry openly or concealed, possess, or store any firearm or other dangerous weapon on the WVSOM campus or other property owned or controlled by WVSOM, unless such person is a law enforcement officer or official on duty, a member of the armed forces on duty in a declared state of emergency in the area where the WVSOM property is located, or has the express, written permission of the President. This prohibition applies whether or not a person is properly licensed to carry a concealed deadly weapon under state law.

The term “dangerous weapon” includes, but is not limited to, firearms; knives other than folding pocket knives with blades three and one half inches long or less, or those being used for food preparation; bladed weapons such as swords, razors or arrows; ammunition; explosives or explosive devices; nunchaku; and throwing devices with sharp or pointed edges.

Violations of this policy will be grounds for administrative action, up to and including expulsion or termination. Persons not authorized under the terms of this policy who are found to be in violation will be considered trespassers and will be asked to leave the premises.

Tobacco

Recognizing that WVSOM is an example for the surrounding community and nationwide as a leader in health care education and health behaviors, WVSOM prohibits the use of any form of tobacco in buildings, upon the campus or in state vehicles.

Animals on Campus

No pets of any kind are permitted in campus buildings, any other buildings owned or controlled by WVSOM, or state vehicles. For exceptions, see Institutional Policy PP-03 at http://www.wvsom.edu/About/policies_procedures.

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

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

BREASTFEEDING ON CAMPUS

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

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

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

Lactating students may take breaks from non-mandatory class activities as needed to breastfeed or express milk. If a lactation break is required during a mandatory event or scheduled examination period, accommodations may be

possible. However, permission must be granted prior to the event. Students are encouraged to contact the Assistant Dean for Student Affairs to discuss their needs as it relates to breastfeeding.

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 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 4:30pm 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 per occurrence. 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.

CAMPUS PARKING

Each student must apply for a WVSOM parking permit. The parking permit is to be displayed any time the vehicle is on campus. The decal will be displayed on the back left hand side of the rear window or upper right hand side of the front windshield. Please contact the Physical Plant for a replacement.

Parking lots 7, 12, 4 and the back half of 8 only have been designated for students to park on 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 a \$25.00 fine, vehicular tow-away, and/or prohibited from using a vehicle on campus. Students may also be subject to action under Institutional Policy ST-01.

CAMPUS STORE

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

Return Policy

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

Textbooks

The WVSOM Campus Store has required and recommended textbooks available in new, electronic book, or used condition when possible. Students may special order a text at no extra cost. Turnaround time on special orders is estimated to be two to seven business days, depending on the publisher.

Merchandise

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

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 offers an online book buyback. The hyper link can be found at the bottom of the Campus Store webpage, under "Online Buyback."

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

LIBRARY

Academic School Year Hours of Operation

Monday – Tuesday	7:30am – 10:00pm
Wednesday	7:30am – 10:00pm
Thursday - 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

Borrowers are 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 WVSOM faculty 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 materials in the journal and history section are not allowed to circulate.

Overdue Notices and Lost Materials

Overdue notices are emailed to the borrower through their WVSOM email account. If the materials are not returned by the date in the overdue notices, or they are lost, the library will send the student a bill for the cost of the materials. If the student does not pay the bill promptly, the library will turn the matter over to the Office of Business Affairs for collection. 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.

Renewals

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

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 as well.

Printing/Copying Stations

Printing/copying stations are located throughout the campus to address student needs. Currently, locations include: the Library 24 hour study area, Student Center, and 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 one dollar per day fine when overdue.

Reserve Books

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

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, by email or by phone.

INFORMATION TECHNOLOGY

Institutional Policy GA-31

WVSOM's policy on information technology, Institutional Policy GA-31, is located on the WVSOM website at http://www.wvsom.edu/About/policies_procedures.

Websites

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

IT Help Desk

The WVSOM IT Department Help Desk assists students with technology issues including laptop hardware, software, email, mobile devices and network account problems. The IT Help Desk can be contacted by email at helpdesk@osteo.wvsom.edu or by phone at (304)647-6246. Help Desk hours are from 8 am to 4:30 pm in the Technology Building.

Student Laptops

WVSOM's policy on student laptops is included in Institutional Policy GA-31, and is located on the WVSOM website at http://www.wvsom.edu/About/policies_procedures.

Student Printing

The IT Department provisions specific network printers across campus for students to print academically-related material. Each student is allotted a specific amount of copies within an academic year for printing. Once a student has exceeded this amount, the Office of Business Affairs will invoice the student for the overage. The student print count information is based on the individual student account used to log into the network when printing. A student may inquire with the IT Help Desk to review their print count information throughout the academic year.

Network Access

WVSOM's policy on network access is located on the WVSOM website at <http://www.wvsom.edu/About/it/network>.

Email Information

WVSOM's policy on email is located on the WVSOM website at <http://www.wvsom.edu/About/it/email>.

Security

WVSOM's policy on security is located on the WVSOM website at <http://www.wvsom.edu/About/it/security>.

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/About/policies_procedures.

ATTENDANCE

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

STUDENT ACADEMIC INTEGRITY

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-01: Academic and Professional Standards discusses offenses that constitute student academic misconduct as well as the sanctions that may be leveled against a student who is found to be in violation. Institutional Policy ST-01, is located on the WVSOM website at http://www.wvsom.edu/About/policies_procedures.

ACADEMIC RIGHTS AND RESPONSIBILITIES

STUDENT COMPLAINTS

WVSOM's Institutional Policy ST-16: Student Complaints provides a process for the receipt, adjudication, and resolution of student complaints related to (i) accreditation standards and procedures set by the American Osteopathic Association (AOA) Commission on Osteopathic College Accreditation (COCA) and (ii) matters not covered by a specific WVSOM policy. This policy and its accompanying Procedure for Institutional Policy ST-16: Student Complaints is located on the WVSOM website at http://www.wvsom.edu/About/policies_procedures.

GENERAL DEFINITIONS

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

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

Year 1 – First year of the Patient Presentation Curriculum (PPC), plus Clinical Skills I (CS I), Osteopathic Principles and Practices I (OPP I), Early Clinical Encounters (ECEs) and Interprofessional Education (IPE).

Year 2 – Year two of the PPC plus Clinical Skills II (CS II), OPP II, Basic Life Support (BLS), IPE and Objective Structured Clinical Evaluation (OSCEs).

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 and/or laboratories, a clinical rotation, or a prep track.

Course Director - The Associate Dean for Preclinical Education is the Course Director for all courses and oversees the curriculum for student in Year 1 and 2. The Associate Dean for Predoctoral Clinical Education is the Course Director and oversees the curriculum in Year 3 and 4. The Course Director is responsible for assigning all grades.

Course Grade - A course grade is the grade awarded for material taught and examined in a single course. All must be 70% or higher for the student to be 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 that can be imposed by the Associate Dean for Preclinical Education or Associate Dean for Predoctoral Clinical Education 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/About/policies_procedures.

AUDIT OF CLASSES

WVSOM's policy on auditing classes, Institutional Policy E-06, is located on the WVSOM website at http://www.wvsom.edu/About/policies_procedures.

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 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

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.

EXAMINATION POLICY

WVSOM's policy on examinations, Institutional Policy E-18, is located on the WVSOM website at http://www.wvsom.edu/About/policies_procedures.

STUDENT FEEDBACK POLICY

Collection of Student Feedback

WVSOM's policy on the collection of student feedback, Institutional Policy E-30, and its associated procedure, are located on the WVSOM website at http://www.wvsom.edu/About/policies_procedures.

WVSOM'S RURAL HEALTH INITIATIVE PROGRAM*

The mission of the Rural Health Initiative (RHI) 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 3rd & 4th 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 Program please email us at ruralhealthinitiative@osteo.wvsom.edu.

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

YEAR 3 AND 4 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 important clinical aspects of the clinical sciences curriculum 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, institutional medicine, CPR and ACLS. Concentrated clinical education is initiated in Year 3 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 courses, which serve as the foundation for the selectives (directed elective rotations) and electives of Year 4.

The current Year 3 and 4 rotations can be found in the clinical education manual on the website at http://www.wvsom.edu/Academics/publications/Clinical_Education_Manual .

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

Year 3 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.

Year 4 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 for rotations that are beyond the borders of the statewide campus, in consultation with their Statewide Campus Office.

Health and Hospitalization Insurance

All students are required to have personal health insurance continuously from matriculation through graduation. Year 1 and Year 2 students who do not maintain continuous student health insurance coverage will not be permitted to attend class until satisfactory proof of coverage is provided. Year 3 and Year 4 students who do not maintain continuous student health insurance coverage will not be permitted to begin any rotation until satisfactory proof of coverage is provided. WVSOM's policy on student health insurance, Institutional Policy ST-05, is located at http://www.wvsom.edu/About/policies_procedures .

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 the beginning of Year 2.

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 (preceptor/attending 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), preceptors should be listed on the 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 a rural site. Eight (8) weeks must be at West Virginia sites; the other 4 weeks may be in West Virginia or in another state that will meet the requirements of being rural. Students based at Berkeley Medical Center may meet requirements in a different approved configuration.
5. All students must complete a Stookey (OMT) rotation requirement in both Year 3 and Year 4.

CLINICAL ROTATIONS INJURY PROCEDURE

For full procedures, including responding to needle stick, blood and body fluid exposure, please see the Clinical Education Manual, found at http://www.wvsom.edu/Academics/publications/Clinical_Education_Manual.

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/About/policies_procedures.

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/About/policies_procedures.

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/About/policies_procedures.

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/About/policies_procedures.

GRADING SCALE

WVSOM's policy on the grading scale, Institutional Policy E-12, is located on the WVSOM website at http://www.wvsom.edu/About/policies_procedures.

REGISTRAR'S PROCEDURE ON GRADE REPORTING

FIRST YEAR SCHEDULE

The WVSOM Registrar's Office will report all Year 1 course grades to first year students usually within five (5) working days after being received from the Course Director.

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 grades to second year students usually within five (5) working days after being received from the Course Director.

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 PROCEDURE FOR FINAL GRADES

The Registrar will report grades to the students within a reasonable time, usually 20 working days after the end of the course, 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.

REGISTRAR'S PROCEDURE ON STUDENT CLASS STANDING

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

TRANSCRIPTS/DIPLOMA/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/About/policies_procedures.

REMEDIATION

WVSOM's policy on remediation, Institutional Policy E-21, is located on the WVSOM website at http://www.wvsom.edu/About/policies_procedures.

DISMISSAL

WVSOM's policy on dismissal, Institutional Policy E-24, is located on the WVSOM website at http://www.wvsom.edu/About/policies_procedures.

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/About/policies_procedures.

WITHDRAWAL

WVSOM's policy on withdrawals, Institutional Policy E-38, is located on the WVSOM website at http://www.wvsom.edu/About/policies_procedures.

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/About/policies_procedures.

GRADUATION REQUIREMENTS

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

GRADUATION INFORMATION

The West Virginia School of Osteopathic Medicine commencement shall take place on 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/About/policies_procedures.

Each graduating class wears the academic regalia 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/About/policies_procedures.

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/About/policies_procedures.

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

APPLYING FOR RESIDENCY 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 (a fourth year student) 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 residency applications or the ERAS application process should be directed to the GME Office.

ERAS opens for use by osteopathic students in June. Applicants must have an electronic token in order to register for and use ERAS. Tokens are distributed by the GME Office in June to third year medical students. 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 residency application process. It is one of the measures used by 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: class rank, grades, preceptor comments from clinical rotations (both

positive and negative), comments from the Associate Dean for Preclinical Education and Statewide Campus Regional Assistant Dean, noteworthy characteristics, professional performance, disciplinary actions, and the completion of the core competencies.

OSTEOPATHIC GRADUATE MEDICAL EDUCATION

RESIDENCY PROGRAMS

A residency is defined as a formal, full-time training period in a designated medical specialty of not less than one year in a facility approved by the Accreditation Council for Graduate Medical Education (ACGME). The Transitional year programs provide training in a broad based curriculum and provides educational foundation to proceed to other specialties. Specialty training varies in length depending on the specialty.

A certificate is awarded upon completion of an ACGME-approved residency program. Residency training is undertaken with the intention of becoming board certified in a particular 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: <https://www.wvsom.edu/Academics/gme-overview>. 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.

Osteopathic postdoctoral training programs within Mountain State OPTI currently include traditional rotating internships and Fellowship Training in Geriatric Medicine. MSOPTI also sponsors ACGME accredited residency programs in Emergency Medicine, Family Practice, Internal Medicine, Osteopathic NeuroMuscular Medicine and Transitional Year. 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.

Year 1 and 2

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.

For Clinical Skills and OPP laboratory courses, fingernails should be kept to less than a ¼ inch in length. Personal fragrant products (frangrances, perfumes, colognes, aftershaves, lotions or other similar products) that are perceptible to other should not be worn. Each laboratory course has specific dress code requirements. Students should refer to each laboratory course syllabi for details and any additional requirements.

Year 3 and 4

Students shall dress appropriately for all rotations, 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/About/policies_procedures .
2. Identification badge is to be worn at all times.
3. Women: skirts of medium length or tailored slacks. Shoes must be closed toe, 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/About/policies_procedures.

HOUSING - Year 1 and 2

The Office of Student Life 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 two weeks 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 housing at the end of the two years of preclinical training and relocate. Students are expected to secure housing in the area of their assigned Statewide Campus location while completing Years 3 and 4.

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 minimal cost to the student.

Arrangements must be made in advance through the appropriate Statewide Campus Dean. Reservations are based on a first come, first served basis with priority given to students on required rotations. No accommodations are made for transient use.

CHILD CARE RESOURCES

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

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 Orientation to all students. Students are given a combination to their mailbox. Students will keep the same mailbox that is assigned to them during Orientation for two years. Student mailboxes are located in the Student Center in the recreation room.

All official WVSOM correspondence will be sent via certified mail to the student's local address on file with the Registrar and to their WVSOM email account. It is the student's responsibility to keep their address current and to check their WVSOM email account in a timely manner (usually at least every 2 business days). Failure to receive correspondence due to noncompliance with the above is the responsibility of the student.

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/About/policies_procedures.

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/About/policies_procedures.

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/About/policies_procedures.

STUDENT HEALTH SERVICES

The health service fee, a part of the student's total tuition and fee schedule, pays for the student's clinical co-pay for health care services rendered by the physicians and staff of the Robert C. Byrd Clinic (RCBC). The health service fee will not be applied to:

- health insurance policy deductibles;
- health care rendered off site (hospital, laboratory service, radiology fees, etc.);
- health care services provided by entities at the RCBC facility not owned by RCBC, which currently include Greenbrier Medical Arts Pharmacy and Laboratory Corporation of America (LabCorp); or
- any services or procedures specifically excluded by the student's health insurance policy.

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/About/policies_procedures.

HEALTH AND WELLNESS PROGRAM

WVSOM offers a wide range of health and wellness services to students to promote their well-being. These services include ASPIRE (offers free and confidential services including: academic support and intervention, private counseling services, as well as psychological assessment), community engagement opportunities, and a fitness facility. The mental and physical health and well-being of students are vital to the success of WVSOM and are necessary to maintain safety and high standards of education and healthcare. WVSOM is committed to fostering health and wellness in the educational environment and ensuring accreditation standards and procedures related to health and wellness, as set by the American Osteopathic Association Commission on Osteopathic College Accreditation, are met.

This commitment will be accomplished through the WVSOM Wellness Committee. The Assistant Dean for Student Affairs serves as the administrator responsible for overseeing the WVSOM Wellness Committee. The Assistant Dean for Student Affairs in conjunction with the WVSOM Wellness Committee develops plans, procedures, and regulations necessary to carry out the school's program and evaluate the operations of the institution at regular intervals to assure their conformity with this objective.

All current students are eligible to use the WVSOM Founders Activities Center in accordance with policies and procedures specific to the Founders Activities Center. The Founders Activities Center has a full size gymnasium, indoor running track, free weights, and state-of-the-art aerobic and cardio machines.

Additionally, WVSOM has a parade ground for outdoor activities and the WVSOM Park that are all available at no charge. The park is open to the public.

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

STUDENT BEHAVIORAL HEALTH SERVICES

WVSOM provides confidential resources for behavioral healthcare services to students 24 hours per day, 7 days a week through the WVSOM ASPIRE office and a partnership with Seneca Health Services, Inc.

During regular business hours, students can contact or visit the ASPIRE office which is staffed by a licensed psychologist and three learning specialists/licensed counselors (<http://www.wvsom.edu/Programs/ASPIRE-home>) at:

Main Building, Quad A-419

(304) 647-6324

aspire@osteo.wvsom.edu

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

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

Additionally, a psychiatrist is on staff at the Robert C. Byrd Clinic located on the WVSOM campus.

PEER MENTOR PROGRAM

Prior to 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 first year medical students.

ALCOHOL AND DRUGS

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

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/About/policies_procedures.

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/About/policies_procedures.

Additional information on Title IX is available on the WVSOM website at <http://www.wvsom.edu/OMS/TIX/TIX-overview>.

STUDENT CONDUCT AND 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-01, is located on the WVSOM website at http://www.wvsom.edu/About/policies_procedures.

WVSOM's policy on the Academic and Professional Standards, Institutional Policy ST-01, is located on the WVSOM website at http://www.wvsom.edu/About/policies_procedures.

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/About/policies_procedures.

STUDENT FACILITIES

LOUNGE

For convenience, a lounge has been established on the first floor of the main building next to the vending/lunch room. This space has been designated as group study space as well as a lounge area.

STUDENT STUDY AREAS

Campus study areas are reviewed on a yearly basis. Determinations regarding usage for quiet or group study areas are made each year in conjunction with student leadership. For further information, a current listing of available spaces and the regulations governing their use, visit the student section of the WVSOM website at: <http://www.wvsom.edu/OMS/students-home>.

AVAILABLE RECREATIONAL FACILITIES

The Student Center located in the center of campus, has a recreational room. The recreational room includes two pool tables, a ping-pong table, foosball table, air hockey table, and a basketball game. Student mailboxes are located at the back of the recreational room. Extra supplies for the game tables may be available from the Office of Student Life. Students are reminded that no one should be sitting/leaning on the game tables.

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 machines. Locker rooms with showers are also available. The use of the gymnasium for intramural play must be scheduled through the Office of Student Life. No outside groups will be allowed to use these facilities and students are reminded that they may bring guests, but on a limited basis of up to three people.

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

Founders Activity Center Guidelines

- Persons who have been issued PROX cards for entry to the Activity Center shall be referred to as Members.
- No children of Members may be in the facility unless accompanied by the Member.
- No Member's children under the age of 18, even if accompanied by the Member, may be in the exercise room or weight room.
- Members may not lend pass cards to others. Failure to comply with this rule may terminate privilege of use and is viewed as unprofessional.
- Members may bring a guest to the center. Groups of guests are not permitted.
- Enter and leave only by the front doors - be sure they close and lock behind you.
- Never prop any outside doors open.
- No tobacco is to be used in the building.
- Profanity or vulgarity will not be tolerated.
- No street shoes are allowed beyond the lobby and locker rooms. Only non-marring shoe soles shall be used in the gym area. Shoes with mud, grass, etc., on them should be taken off before entering the building.
- Padlocks or combination locks are only to be used on lockers when you are in the facility working out. No one may claim a locker and keep articles there from one visit to another.
- Wipe down machines after use with the towels and disinfectant provided – do not spray disinfectant directly on electronic components.

- Weight plates and barbells must be put back on the racks after they are used. Do not leave plates on the machines.
- Do not leave clothes at the center. Articles left over 24 hours may be discarded.
- The last person leaving a room (including the gym) at the center should turn off lights, fans, radios, and TVs.
- Notify the Office of Student Life 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 the Office of Student Affairs are:

- The vending lunch room on the first floor of the main building.
- The lounge located beside the vending lunch room.
- The 24-hour study rooms located in the back part of the Library.
- C106, Student Study Area
- 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 Director of Student Life. 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 Office of Student Life. 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 with an emphasis on Geriatric care in rural areas.

AMERICAN COLLEGE of OSTEOPATHIC OBSTETRICIANS & GYNECOLOGISTS (ACOG)

The purpose of the Student Chapter 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 COLLEGE OF OSTEOPATHIC NEUROLOGISTS AND PSYCHIATRISTS (ACN-ACONP)

The purpose of the Student Chapter of ACN-ACONP is to educate osteopathic student physicians on the medical sciences which deal with the neuromuscular system, as well as disorders of the psyche of organic and functional nature. The goals of this organization are to provide students with activities to get involved with the community and host guest speakers to inform students of opportunities in neurology and psychiatry. We are also here to serve as an advocate for mental health and to promote mental health awareness within the community.

AMERICAN OSTEOPATHIC COLLEGE OF PHYSICAL MEDICINE AND REHABILITATION (AOCPMR)

Physical Medicine & Rehabilitation, PM&R, became one of twenty-four (24) 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. The Student Chapter of PMR desires to serve as advocates for the community by continuing to educate its members as lifelong learners in osteopathic medicine.

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.

CHRISTIAN MEDICAL AND DENTAL ASSOCIATION (CMDA)

The Christian Medical Dental Association is a national professional organization of physicians, dentists, medical and dental students, who have banded together to serve Christ through their professions. CMDA 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.

CMDA 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/NOWPA

Delta Omega/National Osteopathic Women Physicians Association 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 and in the community more aware of the issues faced by women in medicine.

INTEGRATIVE MEDICINE

As our core osteopathic principles tell us, a person is a unit of mind, body, and spirit. All of these aspects of a person are essential to a complete vision of health, yet many Western medical practices fail to incorporate this holistic approach into regular practice. The goal of an integrated medical practice is to achieve a broader conception of wellness and healthcare by incorporating diverse medical practices with Western ones, emphasizing nutrition and lifestyle- based preventative medicine, as well as other healing modalities to provide patient-centered care. Our goal as the WVSOM Integrative Medicine Club is to support and encourage students to educate themselves about this type of medicine. We hope to expose students to the benefits of using complementary and alternative treatments including acupuncture, homeopathy, botanical medicine, aromatherapy, meditation and other areas through workshops, lectures, and community activities.

JEWISH MEDICAL STUDENT ASSOCIATION

The mission of Jewish Medical Student Association is to develop knowledge, understanding, and acceptance of the Jewish life and culture among students and faculty. JMSA works toward achieving these goals by creating opportunities for people of all backgrounds, races, and cultures to come together and share educational and social experiences. JMSA also encourages religious diversity among members.

MEDICAL STUDENTS FOR CHOICE (MSFC)

Medical Students for Choice (MSFC) is a 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.

MEDICAL MUSLIM STUDENT ASSOCIATION

The purpose of the Medical Muslim Student Association (MMSA) is to provide a system of spiritual support, social activity, fellowship, and advocacy for Muslim students and non-Muslim students with an interest in Islam. MMSA will focus on developing the relationship between Islam and medicine, through various interfaith activities. The MMSA places a particular emphasis on using the unique cultural perspective of its members to interact with populations in a way that both complements and enhances the work of other service organizations.

PATHOLOGY

The WVSOM Pathology Club was established to promote the practices and principles of osteopathic medicine in the field of pathology. The Club exists to promote a fundamental understanding of disease processes as well as to establish a knowledge base in today's modern clinical laboratory in order to better serve, diagnose, and treat our patients. The WVSOM Pathology Club follows the standards of the American Osteopathic College of Pathologists.

DOCARES

WVSOM Student Chapter of DOCARE International NFP, formerly known as PAX, is an organization which promotes diversity and cultural sensitivity on campus and throughout the community through education and community service. Additionally, DOCARE/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. Membership is open to all WVSOM students.

RESEARCH

The mission of the WVSOM Research Club is to complement WVSOM's own Mission Statement, to advance scientific knowledge through academic, clinical and basic science research; and to promote patient-centered, evidence-based medicine. The Club will work directly with the Office of Research and Sponsored Programs (ORSP) and the WVSOM faculty to facilitate student participation, as well as, interest in the ongoing research-related endeavors carried out by the WVSOM faculty.

STUDENT NATIONAL MEDICAL ASSOCIATION (SNMA)

The purpose of the Student National Medical Association is to create an atmosphere wherein professional excellence and moral principles can find the fullest expression; to promote the dissemination of information relative to minority issues in the field of medical education; to take the necessary and proper steps to eradicate practices in the field of health profession education that compromises the goal of providing quality education to minorities and women; to promote the development of workable programs of legislative policies for the provision of enhanced access to better healthcare; to promote the sponsorship of programs for minority youth to encourage their entrance into the health professions; to promote increases in the levels of minority student recruitment, admissions, and retention in schools training health professionals; and , to encourage and promote the development of minority faculty in order to increase the presence of minority mentors and biomedical researchers in academic health centers.

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 SAAO'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. SAAO is dedicated to serve the health care needs of the community by continuing medical education for its members. Membership is open to all WVSOM students.

STUDENT OSTEOPATHIC 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 WVSOM 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 throughout the community by expanding 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.

STUDENT AMERICAN OSTEOPATHIC ACADEMY OF ORTHOPEDICS (SAOAO)

SAOAO is a Student Chapter of the National 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 regard to pursuing a career in orthopedics.

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

The goal of the SCACOEP is to inform and educate our members in the field of emergency medicine: training, advocacy, and clinical opportunities, as well as establish a network of connections between our members and practicing EM physicians. We want to provide our members with the information and access to skills training necessary to perform well in the emergent/acute clinical setting.

STUDENT OSTEOPATHIC SURGICAL ASSOCIATION (SOSA)

The Student Osteopathic Surgical 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.

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 Cultural Diversity Committee.

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 donation of the Alumni Tower for the recently completed Student Center, and many more projects.

Procedure Title: <u>2018 - 2019 WVSOM Student Handbook</u>
Effective Date: <u>July 18, 2018</u> Time: <u>4:30 p.m.</u>
APPROVED BY:
Approving Administrator – Vice President for Academic Affairs and Dean: _____ Date: _____
Vice President for Legal & Governmental Affairs and General Counsel: _____ Date: _____