



Northeastern Ohio Universities  
COLLEGES OF MEDICINE & PHARMACY

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2008/2009 STUDENT HANDBOOK

# 2008-2009 Student Handbook

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July, 2008

Dear Students of the Northeastern Ohio Universities Colleges of Medicine and Pharmacy:

The Student Handbook, developed by the faculty and staff of the Institution, has been prepared to help you during your medical and pharmacy studies. It contains many of the answers to the questions you may have regarding the Institution and its policies and procedures. In addition, it describes the many services and resources available to you. You are strongly encouraged to reach out to these resources, the faculty, staff and each other for assistance, and to readily offer your assistance to your peers and the Institution.

Your medical and pharmacy studies will be challenging, exciting and at times, exhausting. The rewards for this effort will be many, for you will have rich opportunities and unique experiences in the health professions.

On behalf of all faculty and staff of the Institution, we wish you a successful year!

Sincerely,



Polly Moss, M.Ed.  
Assistant Dean, Student Affairs and Admissions  
Adjunct Instructor, Behavioral Sciences

### **Due Notice of Policy Changes**

Because the Northeastern Ohio Universities Colleges of Medicine and Pharmacy (the "Institution") is a dynamic entity, policies or programs described in this publication are subject to change. The provisions of this handbook do not constitute a contract between the student and the Institution.

The Institution shall not discriminate against any U.S. citizen or permanent resident on the basis of age, race, gender, religion, sexual orientation or national origin. The Institution shall also comply with all laws and regulations concerning persons with disabilities and veteran status.

**Academic Administration:**

President and Dean, College of Medicine .....Lois Margaret Nora, M.D., J.D.  
Vice President, Strategic Alliance/Chief of Staff .....Kathleen Ruff, M.B.A.  
Assistant to Dr. Nora .....Michelle Mulhern  
Assistant to President's Office.....Ruth Schlabach  
Dean, College of Pharmacy.....David D. Allen, R.Ph., Ph.D., FASHP  
Executive Associate Dean, College of Pharmacy.....Robb McGory, R.Ph., Pharm.D.,M.S.  
Assistant to Dr. Allen .....Maria Pizer  
Assistant to Dr. McGory.....Sharon Pedaline

**Academic Affairs:**

Senior Vice President for Academic Affairs/  
Executive Associate Dean, College of Medicine .....Mark A. Penn, M.D., M.B.A.  
Coordinator, Academic Resources and Budget .....Deborah Loyet, M.S.

**Admissions and Student Services:**

Director .....Michelle Cassetty Collins, M.S.Ed.  
Assistant Registrar .....Jan Divoky  
Assistant Director, Operations.....Julie Grove  
Assistant Director, Diversity and Outreach.....Dawn Jenkins, Ph.D.  
Financial Aid Counselor .....Michael Kempe  
Coordinator, Registration and Enrollment .....Mary Beth Seith  
Admissions Counselor .....Jonathan Jackson  
Admissions Counselor .....Jill Thompson  
Specialist, Student Services.....Susan Stewart  
Direct Entry and Advanced Standing Specialist .....Luke Gloeckner  
BS/MD Specialist .....Jennifer White  
Pharmacy Specialist.....TBD  
Program Assistant.....Anna Hohman

**Bursar's Office:**

Controller .....Kathy Porter  
Accountant, Accounts Receivable.....Nicole Stelzer  
Specialist, Student Loan .....Donna Christy  
Specialist, Student Accounts.....Lynn Dreher

**Career Development and Advising:**

Director .....Anita Pokorny, M.Ed.  
Learning Specialist.....Marc Silling, Ph.D.  
Personal Advisor.....Dixie Benschhoff, Ph.D.  
Student Activities Coordinator .....Connie Bain, M.Ed.  
Career Development Coordinator .....Laura Cessna

**Clinical Affairs:**

Associate Dean .....Jay Williamson, M.D.  
Administrative Assistant .....Lori Nestor

**Community Health Sciences:**

Chair .....Sharon Hull, M.D.  
Director, Consortium of Eastern Ohio Master of Public Health Program.....Amy Lee, M.D., M.P.H., M.B.A.  
Director, Area Health Education Center .....Jon Jenney, M.A.  
Director, Geriatric Medicine.....Barbara Palmisano, M.A.  
Associate Director, Geriatric Medicine .....Margaret Sanders, M.A.  
Coordinator, Community Health Sciences .....Cynthia Dubbert  
Coordinator, Area Health Education Center.....  
Administrative Assistant, Master of Public Health Program .....Mona Adorni  
Program Assistant, Geriatric Medicine .....Jeanie Hengle  
Program Assistant, Community Health Sciences .....Diane Kehner

**Graduate Studies and Research**

Vice President and Associate Dean .....Walter E. Horton, Jr., Ph. D.  
Program Assistant .....Margaret Sedensky

**Health Professions Education:**

Associate Dean .....Clint W. Snyder, Ph.D.

Assistant Dean, Curriculum.....	Martha Silling, Ph.D.
Assistant Dean, Institutional Effectiveness.....	Margarita Kokinova, Ph.D.
Director, Continuing Professional Education.....	Lori Gourley, M.B.A.
Director, Faculty Development.....	Ellen Whiting, M.Ed.
Director, Curriculum.....	Richard Currie, Ed.D.
Assistant Director, Continuing Professional Education.....	Karen Filkins-Sanders, M.A.
Clinical Curriculum Director, Internal Medicine & Course Director, Steps 4 & 5.....	Elisabeth Young, M.D.
Clinical Teaching Intensivist.....	Elaine Greifenstein, M.D.
Clinical Teaching Intensivist.....	John Sutton, M.D.
Coordinator, Assessment.....	Robert Larson, M.A.
Curriculum Specialist.....	Sue Hricko, M.L.S.
Curriculum Specialist.....	Joann Hayes
Curriculum Specialist.....	Pat McCarter
Curriculum Specialist.....	Pat Nuznoff, M.Ed.
Curriculum Specialist.....	LuAnne Stockton
Curriculum Specialist.....	Ellen Wagner, M.S.
Curriculum Specialist.....	Marilda Ward
Curriculum Specialist.....	Laurie Zupp
Curriculum Specialist.....	Debbie Frank
Educational Data Specialist.....	Lisa Morris
Educational Data Specialist.....	Lorans Jones
Educational Data Specialist.....	Russell Ochsenhirt
Administrative Coordinator.....	Barbara Habowski
Administrative Assistant.....	Betty Gowan
Administrative Assistant.....	Cindy Weber
Administrative Assistant, Continuing Professional Education.....	Mary Sherman
Administrative Assistant, Continuing Professional Education.....	Julie Embick
Program Assistant.....	Susan Feiock
Program Assistant.....	Richean Kuzior
Program Assistant.....	Mary Hilton
Program Assistant.....	Crystal Perez
Clerical Assistant.....	Erin Polcyn

Information and Academic Technology:

Director, Information Technology.....	TBD
Director and Chief Medical Librarian.....	TBD

Safety:

Coordinator, Occupational Health and Safety.....	Mechelle Gehle-Wann, M.S.
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Student Affairs:

Assistant Dean.....	Polly Moss, M.Ed.
Administrative Assistant.....	Barb Salak

**Women and Medicine:**

Advisor.....	Tenille Kaus, J.D.
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Wasson Center for Clinical Skills Training, Assessment, and Scholarship

Executive Director.....	Holly Gerzina, M.Ed.
Medical Director.....	Paul J. Lecat, M.D.
Assistant Director.....	Michele Rosenberger
Coordinator, Assessment.....	Robert Larson, M.A.
Simulation Educator.....	Howard Gregory
Standardized Patient Educator.....	Marlene Strollo
Administrative Coordinator.....	Jinny Fedorchak
Administrative Assistant.....	Cassandra Konen

**Academic Courses:**

**Prologue**

Course Director.....	John Sutton, M.D.
Assistant Director.....	Janis J. MacKichan, Pharm.D., FAPhA
Curriculum Specialist.....	Laurie Zupp
Curriculum Specialist.....	Ellen Wagner
Curriculum Specialist.....	Debbie Frank

**Human Development & Structure**

Course Director .....Jon Walro, Ph.D.  
 Curriculum Specialist .....Sue Hricko, M.L.S.

**Human Structure for Pharmacy**

Course Director .....Kathy Doane, Ph.D.  
 Curriculum Specialist .....Pat Nuznoff, M.Ed.

**Basic Pharmaceutics with Lab**

Course Director .....Werner J. Geldenhuys, Ph.D.  
 Assistant Director .....Dale E. English II, R.Ph., Pharm.D.  
 Curriculum Specialist .....Pat Nuznoff, M.Ed.

**Evidence Based Medicine I**

Course Director .....Clint W. Snyder, Ph. D.  
 Course Director .....Heather McEwen, MLIS, M.S.  
 Assistant Director .....Michelle L. Cudnik, Pharm.D.  
 Curriculum Specialist .....Sue Hricko, M.L.S.

**Pharmacy & US Healthcare Delivery System**

Course Director .....Richard Kasmer, Pharm.D., J.D.  
 Course Director .....Nancy A Myers, Ph.D.  
 Curriculum Specialist .....LuAnne Stockton

**Patient Care Experiences I**

Course Director .....Janis J. MacKichan, Pharm.D.  
 Assistant Director .....Louis D. Barone, Pharm. D., R. Ph.  
 Curriculum Specialist .....Debbie Frank

**Doctoring I & II**

Course Director .....Paul J. Hartung, Ph.D  
 Curriculum Specialist .....Ellen Wagner, M.S.  
 Curriculum Specialist .....Laurie Zupp

**Molecules to Cells**

Course Director .....Philip W. Westerman, Ph.D.  
 Assistant Director .....Cornelis Van der Schyf, D.Sc., DTE  
 Curriculum Specialist .....Sue Hricko, M.L.S.

**Physiological Basis Medicine**

Course Director .....Gary D. Niehaus, Ph. D.  
 Assistant Director .....Janis J. MacKichan, Pharm.D., FAPhA  
 Curriculum Specialist .....Sue Hricko, M.L.S.

**Brain, Mind Behavior**

Course Director .....Brett Schofield, Ph.D.  
 Assistant Director .....Cornelis Van der Schyf, D.Sc., DTE  
 Curriculum Specialist .....Sue Hricko, M.L.S.

**Bridge from Transitional Courses**

Course Director .....Elaine M. Greifenstein, M.D.  
 Curriculum Specialist .....Sue Hricko, M.L.S.  
 Curriculum Specialist .....Ellen Wagner, M.S.

**Evidence Based Medicine II**

Course Director .....Michelle L. Cudnik, Pharm.D.  
 Assistant Director .....Heather McEwen, MLIS, M.S.  
 Curriculum Specialist .....Sue Hricko, M.L.S.

**Parenteral Products**

Course Director .....Dale E. English II, R.Ph., Pharm..D.  
 Assistant Director .....Robb McGory, RPh., Pharm.D., M.S.  
 Curriculum Specialist .....Pat Nuznoff, M.Ed.

**Patient Care Experiences II - IV**

Course Director .....Janis J. MacKichan, Pharm.D., FAPhA  
Assistant Director .....Louis D. Barone, Pharm. D., R. Ph.  
Curriculum Specialist .....Debbie Frank

**Infection & Immunity**

Course Director .....Ken S. Rosenthal, Ph.D  
Assistant Director .....Robb McGory, R.Ph., Pharm.D.,M.S.  
Curriculum Specialist .....Marilda Ward

**Principles of Medicine**

Course Director .....Elaine M. Greifenstein, M.D.  
Curriculum Specialist .....Pat Nuznoff, M.Ed.  
Curriculum Specialist .....Marilda Ward

**Doctoring III**

Course Director .....Paul J. Hartung, Ph.D.  
Clinical Intensivist.....John D. Sutton, M.D.  
Curriculum Specialist .....Ellen Wagner, M.S.  
Curriculum Specialist .....Laurie Zupp  
Curriculum Specialist .....LuAnne Stockton

**Clinical Prologue**

Course Director .....Nancy L. Gantt, M.D.  
Curriculum Specialist .....LuAnne Stockton

**Intersessions**

Curriculum Specialist .....LuAnne Stockton

**Exploratory Experiences**

Module Director.....Richard A. Currie, Ed.D.

**Capstone**

Module Director.....Delese Wear, Ph.D. Curriculum  
Curriculum Specialist .....Pat L. McCarter

**Clinical Epilogue**

Course Director .....James M. Dougherty, M.D.  
Curriculum Specialist .....Pat L. McCarter

**Medication Use Systems**

Course Director.....Louis D. Barone, Pharm.D.  
Curriculum Specialist.....Pat McCarter

**Principles of Drug Actions I & II**

Course Director.....Cornelis J. Van der Schyf, D.Sc., DTE  
Curriculum Specialist.....Pat McCarter

**Pharmacokinetics/Biopharmaceutics**

Course Director.....Anupam Bishayee, B.Pharm.,M.Pharm., Ph.D.  
Assistant Director.....Janis J. MacKichan, Pharm.D.  
Curriculum Specialist.....Pat McCarter

**Professional Electives (P2)**

Interprofessional Management of Geriatric Patients

Course Director.....Susan M. Fosnight, RPh.,CGP.,BCPS.  
Curriculum Specialist.....LuAnne Stockton

Impact of Chemical Dependency on the Profession of Pharmacy

Course Director .....Richard Kasmer, Pharm.D.,J.D.  
Assistant Director .....D. Christopher Hart, Pharm.D.  
Curriculum Specialist.....Debbie Frank

Advanced Pharmaceutics

Course Director.....Cornelis J. Van der Schyf, B.Pharm.,D.Sc.,DTE  
Curriculum Specialist.....Pat McCarter

**Natural Products/ Nutraceuticals**

Course Director.....Altaf Darvesh, M.Pharm.,Ph.D.  
 Assistant Director.....Werner Geldenhuys, B. Pharm., Ph.D.  
 Curriculum Specialist.....Debbie Frank

**Pharmacy Management: Operations**

Course Director.....Richard Kasmer, Pharm.D., J.D.  
 Curriculum Specialist .....Ellen Wagner, M.S.

**Pharmacy Management: Personnel**

Course Director.....Richard Kasmer, Pharm.D., J.D.  
 Curriculum Specialist .....Ellen Wagner, M.S.

**Clinical Pharmacokinetics**

Course Director .....Janis J. MacKichan, Pharm.D.,FAPhA  
 Assistant Director.....Robb W. McGory, RPh., Pharm.D.,M.S.  
 Curriculum Specialist.....Marilda Ward

**Pharmacy Law and Ethics I**

Course Director.....Richard Kasmer, Pharm.D.,J.D.  
 Curriculum Specialist.....Pat McCarter

**Pharmacist Patient Care Experiences V – VIII**

Course Director.....Janis J. MacKichan, Pharm.d.,FAPhA  
 Assistant Director.....Louis D. Barone, Pharm.D.,R.Ph.  
 Curriculum Specialist.....Debbie Frank

**Clinical Education:**

Associate Dean, Akron Children’s Hospital .....Michael Holder, M.D.  
 Associate Dean, Akron General Medical Center .....James M. Dougherty, M.D.  
 Associate Dean, Aultman Hospital .....Martha Magoon, M.D.  
 Associate Dean, Barberton Citizens Hospital.....J. Randall Richard, M.D.  
 Associate Dean, Mercy Medical Center .....J. Richard Ziegler, Jr., M.D.  
 Associate Dean, St. Elizabeth Health Center .....Michael Kavic, M.D.  
 Associate Dean, Summa Health System .....Joseph Zarconi, M.D.  
     Akron City Hospital  
     St. Thomas Hospital  
 Associate Dean, Forum Health .....Alan Edwards, M.D.  
     Northside Medical Center  
     Tod Children's Hospital

**The Associate Dean for Health Professions Education**

The academic life of the Institution is complex and in a nearly constant state of change as new demands are clarified in the national areas of education, and as changes and refinements are initiated and evaluated here. The associate dean, health professions is dedicated to supporting and strengthening the formal academic program. In collaboration with student affairs, there also is a focus on the hidden curriculum that affects students beyond the official content expressed in courses and clerkships. Clint W. Snyder, Ph.D., associate dean, health professions education, provides direction for Health Professions Education, the Wasson Center and the Office of Continuing Professional Education. The associate dean is charged to maintain a clear agenda of the current issues and projects underway to improve the academic program.

**The Office of Health Professions Education**

Health Professions Education coordinates and assists with the implementation of the educational program for the medical and pharmacy degrees. Health Professions Education is responsible for creating and distributing curricular materials, test administration, course and faculty evaluation, student evaluation, support for teaching faculty, staff support for curriculum design, implementation and assessment, educational data analysis used in evaluating student performance and the academic programs of the Institution.

**The William G. Wasson, M.D. Center for Clinical Skills Training, Assessment, and Scholarship (Wasson Center)**

The Wasson Center is a self-contained state-of-the-art facility for the assessment, research and teaching of clinical skills and medical simulation. The facility includes:

- 16 fully equipped patient examining rooms with one-way windows for unobtrusively viewing student physician/pharmacist-patient interactions

- dual camera, automated video recording capability
- computer supported management of student progression through examinations
- central monitor conference room for simultaneous viewing of all exam rooms
- separate lounges for students and standardized patients
- simulation suite for high tech simulation and simple task trainer activities

Teaching activities utilize standardized patients, technology, and medical simulation to assist in teaching basic interviewing, history taking, procedural and physical exam skills and communication skills at a variety of levels, including first through fourth year medical and pharmacy students, residents, and practicing healthcare professionals.

The staff at Wasson Center is prepared to assist you. If you have questions, please call 330-325-6740.

If you would like to visit the Center before the assessment to familiarize yourself with the surroundings, please call and make an appointment to do so.

### **The Assistant Dean for Student Affairs and Admissions**

Student Affairs is a true learning-oriented organization that encourages and supports students' continuous personal, professional and group growth and development as well as goal achievement by advocating and establishing a holistic approach to educating students. This includes fostering an environment that supports the student learning process and recognizes the value of the information curriculum and support services as learning experiences. The developmental nature of learning implies both a holistic and temporal perspective on the learning process, involving the development of an integrated sense of identity and identifying oneself as a healthcare professional. This must encompass all aspects of the educational experience.

Student Affairs advances student learning and contributes to a more powerful educational experience through:

- Linking student learning opportunities, services and programs so that they can be accessed easily and build on one another, resulting in a robust learning environment
- Creating and promoting innovative student life programs and experiences
- Promoting a development of community
- Helping students understand themselves and how they relate to others; developing values, attitudes and behaviors by students for their education and lifelong learning
- Serving as a resource for students and faculty in improving learning
- Enforcing high standards of student behavior and the expectation that students be responsible for their own personal, professional and academic growth and development
- The assistant dean can provide you with assistance regarding career opportunities and advising, residency match, letters of recommendation, academic performance, CAPP, academic advising, student government, mistreatment and harassment, enrollment concerns and questions, testing issues, criminal background checks, and general questions or concerns about the learning environment.

### **The Office of Admissions and Student Services**

The Admissions Office coordinates the outreach and selection of students for admission to the Colleges of Medicine and Pharmacy. Through outreach programs, the Office of Admissions not only seeks to inform students, parents, guidance counselors and others about the various way to be admitted to the Institution, but also to publicize the Institution and its programs.

#### **Student Ambassadors**

Students are encouraged to participate in the admissions outreach program. Typically, one of the most helpful sources of information for prospective students is currently enrolled students and graduates of a medical or pharmacy school. Therefore, the admissions staff selects and trains students to represent the Institution as volunteer student ambassadors. The major responsibility of the student ambassadors is to give guided campus tours to prospective students. Students chosen for these programs are enthusiastic, personable, well-spoken and willing to devote a few hours each semester to giving tours and answering prospective students' questions. The student ambassadors also may be asked to attend a college fair, speak at an admissions open house, or visit a high school or college with a member of the admissions staff. When coordinating the student ambassadors' schedule, Admissions takes into account the academic demand on the students. Interview notices for student ambassador selection are emailed to students in early September.

#### **Prospective Student Identification**

All students should feel free to help the Admissions staff identify prospective students by passing along names and addresses of people who may have an interest in attending the Institution. Admissions offers individualized informational

appointments and tours to prospective students and parents on an almost daily basis. Therefore, current students may encourage prospective students and parents to call the Institution's Office of Admissions to set up campus visits (ext. 6270).

The Office of Student Services can be your first point of contact for most issues related to student services. The mission of the office is to provide leadership and uncompromising service to all of its constituents. These support services enhance the campus environment and contribute to the development of the total student. The staff members are responsible for student financial aid and financial planning; student grades, records and transcripts; graduation certification and graduation activities; health services; medical/dental/vision/life/disability insurances; physician referral; immunizations and health records; student addresses; off-campus housing referral service; enrollment and insurance verifications; Ohio residency determinations; veterans affairs; malpractice insurance; room scheduling; student lockers; and alumni certification. The office also assists with coordination of the Medical Student Performance Evaluation (MSPE) and all issues and meetings of the Committee on Academic and Professional Progress (CAPP).

### **The Office of Career Development and Advising**

Career development is an integral part of the formal and informal curriculum is designed to assist students in synthesizing their knowledge and self-understanding with their personal career decision. Curricular and co-curricular career development activities and programming are coordinated through the Office of Career Development and Advising.

The goals of the career development program are to assist students in:

- Developing the knowledge, skills and attitudes required for making career decisions.
- Developing life planning activities which integrate career with family, leisure, friendship and community
- Becoming cognizant of medical and pharmacy specialties in a variety of settings
- Understanding your values and how they fit into the practice of medicine and pharmacy
- Understanding the need for life-long professional development

Students have many opportunities during their education to work on each of these goals in detail. Because each student is at a different stage of career development, there are many resources accompanying each goal to guide them in working on their own. It is important to remember that career development is not a static process. As a student's knowledge and skills develop it is important that students revisit these goals frequently.

Career development resources can be located on the My Career tab of DOCS and include

- Career Development Resources such as Personality Type/MBTI assessments, Specialty Advisors and information about the Career Stories lecture series.
- An electronic Research, Fellowship and Internship bulletin board
- Community Service and Volunteer Opportunities

### **The Office of Alumni Relations**

Alumni are committed to helping students find success in their chosen fields. Our graduates have completed residencies in a wide array of specialties and subspecialties in residency programs across the country. More than 275 alumni serve as clinical faculty members, and in excess of 1,173 live and practice in northeast Ohio.

The Alumni Association sponsors programs for students throughout the year including Physician Career Stories Series with alumni on primary care and hospital-based specialties and a residency reception with alumni for fourth-year students. The association also makes symphony tickets available to students on an annual basis and provides a special breakfast during exam days for students. For more information on how the Alumni office can help you, please contact the Office at 330-325-6664.

## **ACADEMIC REQUIREMENTS AND POLICIES**

### **Essential Functions Required for Admission, Continuation and Graduation**

#### **NORTHEASTERN OHIO UNIVERSITIES COLLEGE OF MEDICINE**

The primary mission of the College of Medicine is to provide all students with the training to become qualified physicians oriented to the practice of medicine at the community level. As such, faculty are responsible to develop and implement a standards of the practice of medicine.

Preparation and training to become a physician requires each student to understand and meet the Essential Functions Required for Admission, Continuation and Graduation identified below. The faculty has developed the course requirements and activities to provide critical elements of physician training. It is expected that students will participate in all course activities (including but not limited to lectures, seminars, laboratories, clinics, physical examinations, patient procedures) and adhere to individual hospital rules and regulations as well as College of Medicine policies regarding these activities. Learning is based on active student participation rather than simple observation and /or note taking.

A candidate for the M.D. degree must be able to demonstrate intellectual-conceptual, integrative and quantitative abilities; skills in observation, communication, motor functions; and mature behavioral and social attributes. Technological compensation can be made for some handicaps in certain of these areas, but a candidate should be able to perform in a reasonably independent manner without a trained intermediary. The use of a trained intermediary means that a candidate's judgment must be mediated by someone else's power of selection and observation.

**Observation:** The candidate must be able to observe demonstrations and experiments in the basic sciences, including but not limited to physiologic and pharmacologic demonstrations in animals, microbiologic cultures, and microscopic studies of microorganisms and tissues in normal and pathologic states. A candidate must be able to observe a patient accurately at a distance and close at hand. Observations necessitate the functional use of the sense of vision and somatic sensation. It is enhanced by the functional use of the sense of smell.

**Communication:** A candidate should be able to speak, to hear and to observe patients in order to elicit information, describe changes in mood, activity, and posture, and perceive nonverbal communications. A candidate must be able to communicate effectively and sensitively with patients. Communication includes not only speech but also reading and writing. The candidate must be able to communicate effectively in oral and written form with all members of the healthcare team.

**Motor:** Candidates should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. A candidate should be able to execute motor activities reasonably required to provide general care, to perform diagnostic procedures, and to provide emergency treatment to patients. Examples of emergency treatment reasonably required of physicians are cardiopulmonary resuscitation (CPR), the administration of intravenous medication, and the application of pressure to stop bleeding. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.

**Intellectual-Conceptual, Integrative, and Quantitative Abilities:** These abilities include measurement, calculation, reasoning, analysis, and synthesis. Problem solving, the critical skill demanded of physicians, requires all of these intellectual abilities. In addition, the candidate should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

**Behavioral and Social Attributes:** A candidate must possess the emotional health required for full utilization of intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive and effective relationships with patients. Candidates must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Commitment to excellence, service orientation, goal setting skills, academic ability, self-awareness, integrity, and interpersonal skills are all personal qualities that are assessed during the admission and education process. Because the nature of medical education is based on a mentoring process, candidates are expected to be able to accept criticism and respond by appropriate modification of behavior.

Handicapped individuals are encouraged to apply. Applicants whose responses indicate that they cannot meet the expectations will be further reviewed by the Admissions Committee to assess the extent of difficulty and the potential for compensating for such difficulty.

## **Essential Functions Required for Admission, Continuation and Graduation**

### **NORTHEASTERN OHIO UNIVERSITIES COLLEGE OF PHARMACY**

The mission of the College of Pharmacy is to prepare highly skilled pharmacists who play an indispensable role in a team-oriented approach to patient care and medication management services. As such, the faculty is responsible for development and implementation of a pharmacy curriculum designed to educate competent, caring pharmacists with strong communication skills, character, commitment to the community, and dedication to lifelong learning.

Preparation and training to become a pharmacist requires each student to understand and meet the Essential Functions Required for Admission, Continuation and Graduation identified below. The faculty has developed the course requirements and activities to provide critical elements of training. It is expected that students will participate in all course activities and must not be subject to any legal condition that would bar participation (including but not limited to lectures, seminars, laboratories, clinics, physical examinations, patient procedures) and adhere to individual clinical site rules and regulations as well as College of Pharmacy policies regarding these activities.

A candidate for the pharmacy degree must be able to demonstrate intellectual-conceptual, integrative and quantitative abilities; skills in observation, communication and motor functions; and mature behavioral and social attributes. Technological compensation can be made for handicaps in some of these areas, but a candidate should be able to perform in a reasonably independent manner without a trained intermediary. A trained intermediary is an individual who might or does mediate a candidate's judgment through his/her power of selection and observation.

**Observation:** The candidate must be able to:

- Observe lectures, demonstrations, experiments and practice-based activities
- Observe physiologic and pharmacologic demonstrations, evaluation of microbiologic cultures, and microscopic studies of microorganisms and tissues in normal and pathologic states.
- Observe a patient accurately at a distance and close at hand; observation necessitates the functional use of the sense of vision and somatic sensation. It is enhanced by the functional use of the sense of smell.
- Read information on a computer screen
- Remain fully alert and attentive at all times in clinical settings
- Evaluate visible patient signs and symptoms for the purposes of triaging patient complaints and monitoring drug therapy

**Communication:** The candidate must be able to:

- Communicate effectively, sensitively and rapidly with patients, caregivers, and members of the healthcare team
- Speak, listen, read in order to elicit information and write in the English language
- Effectively communicate with instructors and peers
- Communicate with healthcare practitioners specifically about his/her patients in review of recommendations concerning verbal and written drug therapy orders
- Elicit information from patients, describe changes in mood, activity and posture, and perceive nonverbal communications
- Teach patient skills when dealing with drug administration devices (i.e. inhalers) or use of home diagnostic kits

**Motor:** The candidate must be able to:

- Have sufficient motor function to execute all aspects of processing multiple types of drug orders and compounding of medications
- Engage in safe and aseptic handling of sterile preparations
- Safely and effectively operate appropriate equipment (e.g., microscope, computer keyboard, glucose monitors, peak flow meters)
- Engage in basic physical assessment activities including palpation, auscultation, percussion, and other diagnostic maneuvers. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch and vision
- Perform CPR

**Intellectual-Conceptual, Integrative and Quantitative Abilities:** The candidate must be able to:

- Solve problems involving measurement, calculation, reasoning, analysis, synthesis and evaluation rapidly in a multi-task setting
- Comprehend three-dimensional relationships and understand the spatial relationships of structures
- Synthesize knowledge and integrate the relevant aspects of a patient's history, physical findings and monitoring studies
- Be able to use information to develop drug therapy and monitoring plan in a reasonable amount of time

**Behavioral and Social Attributes:** The candidate must be able to:

- Possess the emotional health required for full use of their intellectual abilities, the exercise of good judgment, and the prompt and safe completion of all responsibilities

- Adapt to change, to display flexibility and to learn to function in the face of uncertainties and stressful situations
- Possess compassion, integrity, interpersonal skills, motivation, empathy, and concern for others
- Demonstrate ethical behavior
- Function effectively in situations of physical and emotional stress
- Accept appropriate suggestions and criticism and, if necessary, respond by modification
- Exercise good judgment and prompt completion of all responsibilities involved in the pharmacist care of patients
- Have the capacity to develop mature, sensitive, and effective relationships with patients

### **Overall Educational Objectives (medicine only)**

The goal of the educational program is to graduate qualified physicians and pharmacists oriented to the practice of medicine at the community level, with an emphasis on primary care. Graduates must demonstrate the biomedical, psychosocial and cultural knowledge, skills and values needed to successfully practice and to fulfill their responsibilities to their patients and their communities. These overall objectives of the educational programs cover the broad outcomes we expect of all students before their graduation. Goals and objectives at the level of courses, clerkships and preceptors give full meaning to these overall expectations.

**Each student must demonstrate knowledge of:**

#### ***Human Health Across the Life Span***

1. Definitions of health and individual perspectives on the meaning of health and illness
2. Physical, functional, mental and psychological determinants of health, including relationships with caregivers
3. Major factors influencing health from population and community perspectives
4. Optimizing health and quality of life under conditions of chronic and life threatening illness
5. Changes in the meaning of health across the life span
6. Principles of health promotion, disease prevention and screening

#### ***Normal Human Biology***

1. Normal structure and function of the human body and its organ systems across the life span and the developmental stages
2. Systemic, biochemical, genomic and cellular mechanisms important to homeostasis

#### ***Disease, Illness and Injury Across the Life Span***

1. Genetic, developmental, metabolic, toxic, microbiologic, autoimmune, neoplastic, degenerative and traumatic causes of illness and disease, and the pathogenesis of such maladies
2. Altered structure and function of the body and its organ systems underlying various diseases and conditions
3. Most frequent clinical, laboratory, roentgenologic and pathologic manifestations of common maladies across the life span
4. Relief of pain and amelioration of suffering in patients
5. Important non-biologic, psychosocial determinants of illness
6. Basic complications that compound identified clinical problems
7. Changes in the pattern of disease, illness and injury across the life span

#### ***Influence of Family, Community and Culture on Human Health***

1. Influence of the family, and the social and cultural environments on the patient's well being, including causes and understanding of health and disease, and sources of support
2. Epidemiology of common maladies within defined populations, and the systematic approaches useful in reducing the incidence and prevalence of those maladies

#### ***The Profession***

1. Theories, principles and major dilemmas of medical ethics
2. Elements of medical professionalism and their implications, including the history of professionalism and its contemporary obligations
3. Importance and limitations of the scientific method in understanding disease and treatment
4. Principles and practice of the use of evidence to improve the quality of care
5. Organization, financing and delivery of healthcare

**Each student must demonstrate the ability to:**

### ***Collect Appropriate Patient Data***

1. Obtain a complete and accurate patient history
2. Perform both a complete and organ-specific physical and mental status examination
3. Propose appropriate tests and diagnostic procedures

### ***Reason Effectively in Solving Clinical Problems***

1. Interpret the results of common diagnostic procedures
2. Construct an appropriate differential diagnosis and management plan
3. Reason inductively and deductively in clinical problem solving
4. Recognize and outline an initial course of management for seriously ill patients with full appreciation of life-threatening conditions
5. Construct appropriate management strategies for patients with common conditions
6. Identify factors that place individuals at risk for disease or injury, appropriately test patients at risk and determine strategies for responding appropriately
7. Retrieve, manage, critique and utilize appropriate information and literature for solving problems and making decisions relevant to improving the care of individuals and populations, and for practicing evidence-based medicine
8. Develop a plan consistent with the patient's individual culture and values

### ***Perform and Describe Basic Clinical Procedures***

1. Perform routine clinical procedures as specified by the clinical departments
2. Describe other routine procedures as specified by the clinical departments without necessarily possessing the applicable skill

### ***Communicate Effectively***

1. Express oneself effectively, verbally, non-verbally, and in writing, with patients, patients' families, colleagues, and other members of the healthcare team
2. Clarify and understand the communication offered by all patients, their families and all members of the healthcare team
3. Demonstrate and convey empathy and a respectful regard for others

### **Each student must demonstrate respect for:**

1. The fundamental requirement for compassionate treatment of all patients
2. The patient's privacy, dignity and quality of life regardless of individual characteristics
3. A personal commitment to advocate at all times the patient's interests over one's own interests
4. The importance of care for all patients, including those with limited resources or unable to pay, and a personal commitment to advocate for access to healthcare for all
5. The critical importance of honesty and integrity in all interactions
6. The roles of other healthcare professionals, and a commitment to collaborate with others in patient care and in health promotion in the community
7. The challenges to professionalism that exist in practice
8. Individual, life long responsibility to recognize and accept personal limitations in knowledge and skill, and to seek assistance and new knowledge when appropriate
9. The importance of maintaining a balance between one's personal and professional life
10. The importance of confidentiality as a requirement inherent in patient care

## **Requirements for Initial and Continued Enrollment**

As a dynamic entity, the Institution is continually evolving. This section of the Student Handbook is not and cannot be a compendium of all rules and regulations of the Institution; rather, it is meant to serve only as a convenient assembly of some of the major rules and regulations which affect the students. Other rules and regulations affecting students can be found in various supplementary departmental publications or will be passed along at appropriate points in the curriculum.

### **Criminal Background Check Policy and Procedures**

All M1, P1, M3 and P4 students are required to undergo criminal background checks to matriculate and /or continue enrollment. The Institution reserves the right to revoke on offer of acceptance/promotion or to terminate participation in any and all curriculum activities after it considers information obtained in the course of the background check. In addition, all students are required to self disclose to the Institution immediately if the student has been convicted of, pled guilty to or

pled no contest to any criminal offense including misdemeanors, felonies and traffic offenses other than minor offenses that may occur after a CBC is completed.

Criminal background checks are performed on students to enhance the safety and well-being of patients; bolster the public's continuing trust in the health professions; ascertain the ability of accepted applicants and enrolled students to complete specific curricular requirements that will lead to graduation and licensure; and to minimize the liability of the Institution and its affiliated clinical facilities.

The Institution only accepts and retains students that meet the respective College's Essential Standards for Admissions, Continuation and Graduation (Essential Standards). Beginning in Academic Year 2008-09, the Colleges of Medicine and Pharmacy will require that a criminal background check be performed on all applicants who have been accepted for admission, as a condition of admission and matriculation; and on all enrolled students at specified intervals, as a condition of continued matriculation.

Applicants may have their acceptance revoked and thus not be allowed to matriculate; and enrolled students may be dismissed because of a history of an offense which renders the individual unable to meet the respective College's Essential Standards requirements for issuance of licensure. Failure to consent to the background check or failure to self disclose an offense that would render the individual unable to meet the respective College's Essential Standards is also grounds for revocation of acceptance or dismissal. The determination of the inability to meet the Essential Standards will be made by the Institution's Division of Academic Affairs.

Procedures defining the extent of the criminal background check; assuring that checks are timely, reliable, and valid; identifying specific offenses that would require revocation of acceptance or dismissal; and, setting forth appropriate due process protections will be developed through the Institution's Division of Academic Affairs after consultation with the General Counsel. This Policy and the attendant procedures will be implemented through the Institution's Division of Academic Affairs.

To facilitate the background screening process, students are required to complete Consent Forms. These authorize the Institution to seek a review of records that will disclose past misdemeanors, felonies, and/or presence of your name on a registry that would indicate a past incident of child, dependent adult, or sex abuse. Background information is obtained through the use of the student's social security number and birth date, and is done with the assistance of a reputable outside company. Background information is shared only to the extent necessary to make decisions about promotion, admission, matriculation and continuation in the program.

The types of criminal background checks to be completed may vary year to year. Students will be notified of the vendor and procedures and must incur the cost of the check. The background check will be done with the assistance of an outside company and reports will be sent to NEOUCOM and students will be able to review and contest their individual reports. The cost of this background check is covered by a \$50 student fee that will be noted on the student's first bill from the Institution. Financial aid awards will cover this fee if the student has been approved for financial aid.

Reports are read and maintained by the assistant dean, student affairs and admissions. If there is a questionable item on a report, the student will be contacted and asked to provide additional documentation and explain the circumstances. Based on the severity and frequency of an item, the report may be reviewed and discussed by deans of the Institution and the student could be required to meet with the Committee on Academic and Professional Progress to discuss the report and incident(s). A student can see his or her CBC by scheduling an appointment with the assistant dean, student affairs and admissions. The Institution reserves the right to revoke an offer of acceptance/promotion or to terminate participation in any and all curricular activities after it considers information obtained in the course of the background check.

If a student is aware of something that may appear on a CBC report, the student should immediately contact the assistant dean, student affairs and admissions at the Institution to discuss the situation. Students are encouraged to do this prior to conducting the CBC. Dean Polly Moss can be reached at 330-325-6759, pol@neoucom.edu.

In addition, all students are required to self disclose to the Institution if the student has been convicted of, pled guilty to or pled no contest to any criminal offense including misdemeanors and felonies and traffic offenses other than minor offenses that may occur after a CBC is completed

A document outlining student rights under the Fair Credit Reporting Act is available in the office of the assistant dean, student affairs and admissions. This was also distributed to all M1, P1 and M3 students prior to conducting CBCs. The background check that the Institution conducts does not include a check of a student's credit but the Institution is obligated by law, to give students this disclosure document.

### **Registration Policy**

Each student must register by completing the Registration Form. An original signature must be on file in order for the student to be considered officially enrolled.

In order to be considered enrolled, students must complete the entire registration process within established time lines. This process includes but is not limited to:

- Submission of the registration form
- Payment of tuition and fees
- Submission of health insurance forms and related documentation
- Completion of immunization process and submission of required health records
- Submission of the malpractice enrollment form
- Registering for classes

Students failing to complete the registration process within established time lines will not be considered enrolled, will not be permitted to attend and will be removed from any further courses, laboratory sessions, clerkships or electives; they then will not be permitted to participate in any student activities. The registrar determines enrollment status.

## Registration Requirements

### Registration Form

By signing the Registration Form a student verifies the following:

- **Release of Information** giving permission for their academic record to be reviewed by duly authorized Institution officers or organizations for consideration for any award or elected honorary societies for which they may be eligible
- **Essential Functions** certification that they have read and understand the list of Essential Functions Required for Admission, Continuation and Graduation, and that they are capable of meeting these essential functions with or without accommodations
- **Registration Requirements** verification that they understand the conditions of registration
- **Changes in Information** certification that they have verified contact information, including permanent and local address, phone numbers and emergency contact information

### Payment of Tuition and Fees

All students are required to pay, or make approved arrangements for the payment of, all applicable fees of the Institution within the noted billing period. If payment or arrangement for late payment has not been made 10 days after the due date, the student will be assessed a \$50 late fee and a hold will be placed on the issuance of transcripts. Failure to make payment will result in non-processing of a student's registration and the withdrawal of permission to attend classes. No student will be allowed to graduate unless all outstanding tuition, fee and loan obligations to the Institution are met.

### Malpractice Liability Insurance

All students are required to carry malpractice liability insurance coverage. This coverage is provided by the Institution at the lowest possible cost, through the Lexington Insurance Company. Malpractice insurance premiums are assessed and included in the Institution fees. Malpractice insurance covers only activities officially sanctioned by the Institution as part of the curriculum in which a grade is assessed.

### Immunization Requirements

The Institution through the Student Health and Counseling Committee, establishes immunization requirements for all students. These requirements are based on the recommendations of the American College Health Association (ACHA), The Centers for Disease Control (CDC), the Association of American Medical Colleges (AAMC), and our consortium hospitals. No student will be permitted to continue in the curriculum without meeting these requirements. The required immunizations are listed below:

- TST (Tuberculin Skin Test) All years
- MMR Proof of two
- TD/Tdap TD within two years or Tdap
- Hepatitis B Three dose series **plus** a positive titer
- Chicken Pox Proof of illness, 2 vaccines, or positive titer

### Medical, Dental, Vision, Life and Disability Insurance

All students are required to carry medical, life and disability insurance through the Institution's carrier. Students who can prove they have comparable medical insurance coverage by submitting the online waiver form (<https://www.srstudentcenter.com/>) and providing a copy of the insurance card (front and back), may be excused from enrolling in the Institution's medical plan. Students who do not have dental and vision coverage through their medical insurance, may elect to enroll on a voluntary basis in the Institution's program through Guardian Life Insurance Company (<http://www.guardianlife.com/>). Medical, dental, vision, life and disability insurance information is available through the Office of Student Services.

**Leave of Absence:** Students who take a leave of absence will remain covered under the policy for the full period for which the premium has been paid and no refund will be allowed with the option to extend to future semesters of the same academic year.

**Dismissal:** Student's insurance coverage will be canceled upon dismissal and no refund will be allowed.

**Withdrawal:** Any student withdrawing from the Institution during the first 30 days of the period for which coverage is purchased shall not be covered under the policy and a full refund of the premium will be made.

#### Expiration of Medical Insurance

If a student is on another medical insurance plan and that plan expires while the student is enrolled, the student is required to complete either the online waiver form which provides information about the new medical insurance plan, or complete the online enrollment form in the medical insurance plan offered by the Institution. If a student opts to enroll in the Institution's insurance plan, then the student must complete the online enrollment within 30 days of termination of the student's current policy. If a student does not enroll within that 30 day time period, pre-existing conditions may not apply.

#### Payment of Student Medical Insurance

Students will be billed one-half of the insurance premium at the beginning of the fall and spring semesters. This is to be paid in full by the date given at that time. Students who enroll mid-year will be charged on their student account for the pro-rated amount and given a due date for the premium amount.

#### Coverage periods for the Medical Insurance Program

First year students: coverage period from September 2, 2008 through June 30, 2009

Continuing students: coverage period from July 1, 2008 through June 30, 2009

#### 2008/09 Insurance Premiums

Student	Coverage Period	Life & Disability	Medical	Dental	Vision
Continuing Student	7/01/08-6/30/09	\$80	Student \$1,646	Student \$95.56	Student \$24.36
			To add:	To add:	To add:
			Spouse \$5,325	Spouse \$188.28	Family \$51.96
First Year Student	9/2/08-6/30/09	\$66.70	Children \$7,768	Family \$368.80	
			Student \$1,362	Student \$79.63	Student \$20.30
			To add:	To add:	To add:
			Spouse \$4,406	Spouse \$156.90	Family \$43.30
			Children \$6,428	Family \$307.34	

#### Filing a Medical Claim

Claims should be submitted to UnitedHealthcare **StudentResources** within 90 days after date of treatment. Physicians should mail all medical and hospital bills along with the insured student's name and patient's name, ID number, address, and the name of the institution under which the student is insured to the address listed:

UnitedHealthcare **StudentResources**  
 PO Box 809025  
 Dallas, TX 75380-9025

#### Insurance Program Contacts

All questions regarding benefits of the insurance program, eligibility, or payment of medical care should be directed to Leonard Insurance Services at 1-800-451-1904 or email [service@leonardinsurance.com](mailto:service@leonardinsurance.com).

#### Insurance Representatives

Medical Coverage:  
UnitedHealthcare **Student** Resources  
PO Box 809025  
Dallas, TX 75380-9025  
1-800-767-0700  
Email: info@uhcsr.com  
Medical policy number 2007-2297-1

Prescription Coverage:  
Medco  
Benefits are available for outpatient prescription drugs on our Prescription Drug List (PDL) when dispensed by a UnitedHealthcare Network Pharmacy.  
\$10 per prescription order or refill for a Tier 1 Prescription Drug  
\$20 per prescription order or refill for a Tier 2 Prescription Drug  
\$40 per prescription order or refill for a Tier 3 Prescription Drug  
Tier status may change periodically and without prior notice to you.  
1-800-767-0700

Dental, Vision, Life and Disability  
The Guardian Life Insurance Company of America  
Midwest Regional Office  
PO Box 8012  
Appleton, WI 54912-8012

Dental Coverage:  
Dental Guard Preferred Program  
1-800-541-7846  
www.guardianlife.com  
Dental policy number #349933

Vision Coverage:  
The Guardian VSP  
1-800-877-7195  
www.guardianlife.com  
Vision policy number #349933 (the vision plan does not provide an ID card)

Life Insurance Coverage:  
The Guardian Life Insurance Company of America  
1-800-525-4542

Disability Insurance Coverage:  
The Guardian Life Insurance Company of America  
1-800-538-4583

### **Technology Requirements:**

All first year students are required to have a laptop computer. Minimum requirements are outlined on the Office of Student Services website. All first-year pharmacy students and third-year medical students are required to have a PDA.

## **Standards for Promotion and Continued Enrollment**

To continue and progress within the curriculum, be promoted from year to year and, thus, ultimately to graduate from the Institution, each student must be deemed qualified by the appropriate faculty and possibly by the Committee on Academic and Professional Promotion (CAPP) on the basis of the Institution's essential functions for admission, continuation and graduation.

Requirements for Promotion: A student must have no less-than-passing grades in all courses in order to be promoted to the next year in the curriculum. Medical students must also pass USMLE Step 1 to begin clerkships.

### **United States Medical Licensing Exam - Step 1 (medicine only)**

A passing score on Step 1 of the USMLE is a requirement for promotion to the third year, but may not be taken until all components have been passed of Steps 1 - 3 of the medical school curriculum. Students must take the exam by July 3<sup>rd</sup> of the second year. In the event of critical emergency, permission to delay taking Step 1 until after July 3<sup>rd</sup>, must be requested from and granted by the associate dean, health professions education. Delaying taking the exam beyond this

date may jeopardize your anticipated graduation date. If test results have not been received before the start date of the assigned cycle, students will not be permitted to begin their scheduled clerkship.

Students receive notice of their Step 1 score directly from the NBME via the U.S. Postal Service approximately four to six weeks after their test date. For this reason, it is important that students provide current address information to the NBME. The Offices of Student Services and Health Professions Education receive official reports from the National Board of Medical Examiners (NBME) each Wednesday on a secure Web site approximately four to six weeks after the test date. These test results are posted on the DOCS site as soon as they are received and reviewed by both the associate dean, health professions education (HPE) and the assistant dean, student affairs and admissions. Students should access their Step 1 scores in the same manner they access course grades. Personnel will not release test results to students either in person or by telephone. Students who have not received test results six weeks after the test date are advised to contact the NBME to verify address and if necessary, and to request a new score report. The NBME will not release test results over the phone.

Student Affairs will immediately contact a student who receives a failing Step 1 score via email or telephone. The message will instruct the student to call the assistant dean, student affairs and admissions and will not contain any details or reference to the exam.

Students who have failed Step 1 must meet with the associate dean, health professions education and the assistant dean, student affairs and admissions and are subject to guidelines of the Committee on Academic and Professional Progress (CAPP). Students failing USMLE Step 1 are required to take a leave of absence. This leave will commence on the date the USMLE Step 1 scores are received by the Institution or, if the student enrolls in the Clinical Prologue course, the day after the Clinical Prologue course ends. Students must schedule, retake and pass the USMLE Step 1 examination in time to rejoin the curriculum in the second rotation of Cycle 1. Students not making this deadline will be automatically placed on a leave of absence for the academic year. Students will not be admitted into the clinical curriculum at any other point in the academic year. The particular enrollment status, the leave of absence terms and conditions would be developed and finalized with the assistant dean for student affairs and admissions and identified on the Leave of Absence form. The leave of absence period would continue until the student begins Step 4 of the curriculum. All CAPP academic standards, conditions of leave of absence and return to the curriculum described elsewhere in this handbook still apply. When the student retakes and passes Step 1, and returns from the leave of absence, he or she will be placed into clinical rotations for the year at hospital sites on a space-available basis by staff in the Office of Health Professions Education.

The Institution offers a range of counseling and support services to assist students in preparing for the USMLE exams. Students are strongly encouraged to seek consultation early by contacting the Learning Specialist in the Office of Career Development and Advising.

### **United States Medical Licensing Exam — Step 2 (medicine only)**

All students are required to pass the USMLE Step 2 Clinical Knowledge (CK) Exam before graduation. Students must take the exam by December 31 of their senior year. Students are required to take the Clinical Skills (CS) Exam before graduation, but a passing score does not need to be received by the Institution. However, it should be noted that some residency programs will not rank a student in the residency match process without receipt of an applicant's passing scores on all components of Steps 1 and 2.

### **Longitudinal Clinical Skills Assessment Program**

Northeastern Ohio Universities Colleges of Medicine and Pharmacy is unique among schools in its commitment to the structured and integrated assessment of students' development of clinical skills. The Wasson Center for Clinical Skills, Training, Assessment and Scholarship conducts an integrated and longitudinal assessment program consisting of the following components:

1. Both medical and pharmacy students will complete a Clinical Skills Assessment I (CSA I) at the end of the first year. This assessment is based on the Department of Behavioral Sciences interview skills learned in the Longitudinal course and formally includes a graded interviewing skills component.
2. A Clinical Skills Assessment II (CSA II) will be completed at the end of the second year for medical students. This assessment is a one-hour history and physical with a 15-minute write-up and a 15-minute presentation to a physician rater. It is administered to all second year medical students in the spring semester. The CSA II is an academic requirement and all medical students must perform satisfactorily in order to advance to the Clerkship year.
3. Clinical Skills Assessments III (CSA IIIs) will be completed throughout the third year. The CSA III is a summative competency-based assessment that occurs near the conclusion of the clerkship. CSA IIIs consist of 3 stations: a focused standardized patient encounter, a physical exam or procedural skill demonstration, and an oral exam.

Competencies assessed may include patient care, interpersonal and communication skills, professionalism, medical knowledge, practice-based learning and improvement, and systems-based practice.

4. A Clinical Skills Assessment IV (CSA IV) will be completed at the start of the fourth year for medical students. This is a comprehensive assessment of a student's skills in history taking, physical exam, clinical reasoning and communication. The CSA IV is comprised of a series of eight clinical encounters **with** instructions for the student regarding specific tasks to be accomplished. **In** each encounter, students will interact with a standardized patient — an individual who has been thoroughly trained in the role of a patient. Skills to be assessed include interviewing skills, history taking, physical examination, focused communication, delineating a differential diagnosis and development of a management plan.

### **Definition of Academic Good Standing**

A student who is allowed continued enrollment in the Institution is considered to be in good academic standing. This definition applies only to enrolled students currently attending courses for credit, and the definition is only to be applied for verification of enrollment and insurance purposes. Therefore, there is no definition for academic good standing for students on a leave of absence or who have withdrawn. This definition should not be confused with the Institution's Student Aid and Awards Committee Standards of Satisfactory Academic Progress to Maintain Financial Aid Eligibility.

### **Full-Time Student Definition**

A full-time student is one enrolled in the equivalent of nine hours or more per semester. Enrollment status is determined by the registrar.

### **Standards for Advancement and Requirements for Graduation**

The granting of the Doctor of Medicine degree and Doctor of Pharmacy degree by the Board of Trustees is contingent upon the recommendation of Academic Council and the Board of Trustees. This recommendation is based upon the following criteria and processes:

1. All students are required to achieve at least a passing grade in all courses required by the faculty, and successfully complete all other requirements for the Doctor of Medicine or Doctor of Pharmacy degree including passage of the Clinical Skills Assessment (II & IV) and receipt of ACLS certification for medical students, and successful completion of the yearly comprehensive examination for pharmacy students. All medical students are required to take and pass Step I and Step II CK, and take Step II CS of the United States Medical Licensing Examination (USMLE).
2. In addition to the acquisition of the basic tools of skill and knowledge, the Institution emphasizes the importance of the maintenance of emotional stability, a practice of integrity, a habit of critical analysis, a spirit of inquiry, and an expressed sense of understanding and empathy for others. This reflects the concern of the Institution for the appropriate development of human qualities as well as technical competence in its students. Evaluation of students and their progress during the course of study includes all of these aspects.
3. All medical students enrolling at any point should do so with the clear understanding that they are required to have completed a baccalaureate degree prior to, or concurrent with, the awarding of the Doctor of Medicine degree.
4. All students are expected to participate in the commencement ceremony for conferral of their degree.

### **Grade Definitions and Policies**

#### **Grade Assignment**

The assignment of a specific course, clerkship, preceptorship or elective grade is the responsibility of the course director, the clinical curriculum director, clerkship site director or preceptor – inconsistent use of titles throughout document in accordance with the guidelines of the respective department.

Multiple assessments are given in order to provide students with more frequent feedback on their academic performance. The criteria for final grade assignments vary by course. Course syllabi outline the plan for student assessment/evaluation and include the weights assigned to each exam as a component of the final grade.

Grades are assigned at the end of each course. The final grades are based on composite scores that incorporate the scores on examinations and any other assessments which may include both written and practical/laboratory parts. Attendance may also be considered in determining the grade. (see Attendance Expectations in each course syllabus.)

Written examinations are submitted by the course directors for a technical review to the Office of Health Professions Education. The examinations are coded and graded anonymously. Students can view from a secure site individual score reports on DOCS Banner Self-Service for all computer-scored exams and also may receive feedback from course directors identifying areas of weakness. Course directors determine the final grades in their courses based on the final composite scores from all assessments.

Faculty reserve the right to determine a student's ability to continue in the academic program and provide a warning to students who are not making satisfactory progress.

### **Grade Distribution**

Final grades are posted on DOCS. Medical students in the third and fourth years can review evaluation forms on Banner Self Service. Grades will not be disclosed over the telephone or via e-mail.

Evaluations and grades of student performance on clerkship rotations or in pharmacy practice experiences may be the result of input from a number of individuals at the discretion of the course director. The grading process for clerkships or practice experience, therefore, often takes four to six weeks to complete.

### **Grade Dispute Policy**

The assignment of a final grade to an educational experience is the responsibility of the course clerkship site director in accordance with the guidelines approved by the Executive Curriculum Committee.

If a student disputes his or her graded assignment, test, or final course grade, the student must discuss the matter with the faculty member assigning the grade within two weeks of grade assignment. If the faculty member disagrees with the student's case for changing the grade, the student may bring forward the grade dispute issue to the course clerkship site director. A decision by the director will be made within three weeks. If the director supports the student's request for a change of grade, the student and the person supporting the appeal must submit a Grade Change form to the associate dean, health professions education. The decision of the director is the final, binding resolution. In the event that the course or clerkship site director was the person assigning the original grade, the associate dean, health professions education will evaluate the dispute from the student regarding the assignment of the grade. In this case, the decision of the associate dean, health professions education is the final, binding resolution.

### **Examination Procedures**

Examination schedules are published in the day-by-day course schedules, which are available on DOCS. They are also available in the course syllabi. Examinations may include, but are not limited to, written, oral, practical or laboratory evaluations, quizzes and NBME subject examinations.

Students are required to take examinations on the scheduled day and time. For critical emergencies (e.g., family emergencies or serious personal illness), a student may request an examination be administered on an alternative day or time. This request must be made to the assistant dean student affairs and admissions. If the circumstance involves illness, a note from the student's physician will be required. If circumstances do not allow a timely written request, verbal communication with the assistant dean will be allowed. Permitting an alternate date or time is at the course director's discretion for extenuating circumstances and must take into account the availability of Health Professions Education personnel in administering the exam. It will be the student's responsibility to arrange a date and time for this examination that does not interfere with scheduled activities.

When entering the testing room, students must show a photo ID to the proctor. Students should leave their cell phones and personal belongings in their locker or car during all exams. No personal belongings are permitted in the testing room. NEOUCOM is not responsible for belongings left unattended during an exam. Unless specified by the course director, students are not permitted to use written notes or calculators during an exam. If calculators are requested by the course director, they will be provided by Health Professions Education. Watches with communication or computer memory capability, electronic paging devices, recording, filming, or communication devices, radios, cellular telephones and other

mechanical or electronic devices are prohibited in the testing room. If a student brought these or other materials to their seat, they must hand them to a proctor until they finish the examination

### **National Board of Medical Examiners (NBME) Shelf Copy Examinations (medicine only)**

As part of their assessment in some preclinical courses, medical students take NBME subject examinations produced and graded by NBME. On the last day of each clerkship, medical students take an end-of-clerkship NBME subject examination. Passing this test is required to pass the clerkship. The results of the tests are returned by the NBME to the Office of Admissions and Student Services approximately ten days to two weeks after the test date.

Results of the subject examinations are posted on DOCS as well as on the final clerkship evaluation form. When HPE receives a report of a failing exam score, they immediately contact the student directly via e-mail and request that the student call HPE. The student is informed about the CAPP implications of the failure. This communication may precede receipt of the full evaluation form by two weeks or more.

In accordance with CAPP guidelines, and upon receipt of a signed remediation plan, the student will be scheduled to retake the NBME subject examination on a predetermined date. Remediation exams will be scheduled on the last day of Exploratory Experience or at the end of the third year on a predetermined date in August. NBME policy requires that all subject exams be administered on the scheduled test date. If a student is not able to take the NBME subject exam at the scheduled time due to illness or critical emergency, the National Board requires a 30-day notice before a new test date can be set, the student will be held accountable for any additional cost involved in the request for a new examination. Students cannot begin Step 5 (M4) electives until a passing grade has been posted for all Step 4 (M3) clerkships/courses.

### **Proctoring**

To ensure the integrity of the examinations and the validity of the reported scores, all written exams administered on the Rootstown campus, and some practical exams, are proctored. Proctors will actively monitor the students at all times during exams. Proctors will observe the examinees to ensure that:

- Examinees have nothing on their desks or laps but test books, answer sheets, erasers and pencils. Calculators or PDA's are allowed only at the discretion of the course director.
- No one is making written notes of the contents of a test book or removing pages from a test book.
- Examinees are recording their answers on the answer sheet.
- No one is using written materials.
- Examinees do not communicate with one another in any way.
- All examinees stop writing at the end of the session. Examinees are not to be given extra time to transfer answers from the test book to the answer sheet or colored sheet after time is called.

### **Grade Definitions and Symbols**

#### Permanent Grades

H	Honors: Honors denotes clear mastery of the cognitive, behavioral and attitudinal objectives of a given course or clerkship.
P	Pass: Pass is used only in selected courses to denote achievement of the course objectives.
W	Withdrawal: Withdrawal denotes that student has left the curriculum or course with the approval of the assistant dean, student affairs and admissions. If a student withdraws without permission a failing grade will be assigned.
T	Credit: Credit is assigned if a student has demonstrated ability and knowledge in a particular subject area and, with authorization from the respective course director and associate dean, health professions education receives credit for a course without being enrolled in it.
F	Fail: Fail denotes a failure to achieve course objectives. A student receiving a Fail grade may be referred to the CAPP. Whether or not a Fail grade was successfully remediated or repeated, all Fail grades will be displayed on the official academic transcript. No student will be promoted to the next level or certified for graduation with a grade of F.

#### Temporary Grades

- IP In Progress: In Progress is used when the selected course grade is cumulative over the course of several semesters. Once a final grade is assigned for the course, only the final grade appears for the course.
- I **Incomplete: Incomplete is assigned by the associate dean, health professions education and/or a course or clerkship site director in consultation with the assistant dean, student affairs and admissions or director, student services and registrar when a student is unable to complete a course or clerkship in the normal time period. At the time an I is assigned, the course or clerkship site director or preceptor for PharmD shall inform the students in writing of the requirements and the deadline for completion. A student who fails to complete the course in the scheduled time period will receive a grade of F.**

### Remediation and Repeating Coursework

Permission to remediate a less-than-passing grade is granted based on CAPP guidelines, and the opportunity to remediate requires approval of the course, clinical curriculum or elective director as well as the Associate Dean for Health Professions Education. In general, students will be allowed only one attempt to remediate a less-than-passing performance for any course or clerkship. Permission for a second remediation attempt will only be granted by the CAPP if, in the judgment of the committee, the student experienced some type of major life stress or emergency, or there was a procedural problem with the original remediation exam.

Students who achieve less-than-passing grades are required to perform remediation to assure that their level of mastery of the skills or knowledge covered by a given course, clerkship or elective meets a standard set by the director. This remediation is designed by the course, clinical curriculum, clerkship or elective director and approved by the appropriate council or program. The highest grade that can be earned via remediation is passing. If the remediation is successful, a passing grade is placed next to the failing grade on the transcript.

1. Remediation of Coursework: A plan is designed by the course or clerkship site director in accordance with guidelines established by the department to afford the student an opportunity to remedy one less-than-passing performance. Students may appeal remediation plans to the associate dean, health professions education. Students who are required to perform remediation may be required to withdraw from the summer fellowship program. Students who are unsuccessful in remediation will be reviewed by the CAPP.
2. Repeat Year, Course, Clerkship or Elective: All students who are repeating any curricular year, clerkship or elective are considered to be full-time students. They are required to participate in and pay full tuition and fees for all courses. They are to sit for all examinations and to pass every course. There are to be no adjustments in the curriculum of a repeated course clerkship or elective in recognition of the learner's previous efforts. Grades for both the original and repeated courses will appear as earned on the transcript and repeat courses will be noted as such.

### Clinical Remediation Guidelines – medicine only

Remediation is an education experience designed to address a weakness identified within a course or clerkship. This may be focused on retaking a standard examination, or additional clinical experience. Remediation is designed to address identified problems and to provide the student with an opportunity to address identified areas of deficiency.

Clinical Experiences will be individually tailored and are not limited to a less-than-passing grade in a clinical course, clerkship or elective.

#### *Authorization*

Permission and directives for a remedial independent clinical experience and remediation are granted by CAPP. The implementation of these programs becomes the responsibility of the Office of Health Professions Education (HPE). Generally, the actual experience details will be developed by the site director and designated faculty in compliance with the directives of CAPP. HPE, with the approval of the associate dean, can develop a special clinical experience on an individual basis if it is not considered a remedial experience.

#### *Documentation*

The following documentation for a special clinical experience or special remediation will be developed and included in the student's file:

- remediation contract (remediation only)
- description of experience (includes but not limited to location; preceptor information; experience estimated hours, activities; goals; assessment)
- student assessment(s)

- costs
- other related correspondence

#### *Costs of Special Remediation*

Because CAPP authorizes remediation of a failing grade, it is understood that the experience is of limited duration and faculty involvement. The student may be assessed tuition or fees.

#### *Costs of Individual Clinical Experience*

Students enrolled in an individual clinical experience are considered enrolled for this as a course and are responsible for tuition and fees. The registrar determines the enrollment status (e.g., full-time, part-time), and the accounting office may assess tuition and fees.

#### *Transcripts and Special Remediation*

A special remediation is not reported on the official academic transcript. However, it is noted on the unofficial academic transcript.

#### *Transcripts and Individual Clinical Experiences*

An individual clinical experience is considered a separate course (normally individual clinical experience) and is reported as such on official and unofficial transcripts with dates of the experience and grade. An individual clinical experience is not included in the calculation of class rank.

### **Residence Requirements (medicine only)**

The minimum residence requirement for the medical degree is at least two years of consecutive full-time study and must include the junior year. Students admitted to the program by clinical advanced standing admissions, for example, particularly those admitted into the junior medical year, should be especially aware of this requirement. The requirement in no way precludes the taking of electives outside of the Consortium with the approval of associate dean, health professions education and the assistant dean, student affairs and admissions, but administrative transfer during the senior year cannot be permitted for clinical advanced standing students.

### **Official Academic Transcript**

The academic transcript is a certified document intended for use by parties outside the educational institution and is an unabridged summary of the student's academic history at the Institution. It is distinguished from the larger body of information that may be contained in the student's educational or academic record. The educational or academic record is an internal document that also reflects the student's unabridged academic history at the Institution, but which may contain additional data that is useful internally, yet not needed externally.

A transcript is official when it bears the facsimile or original signature of the registrar and the raised Institution seal. If the transcript is issued to the student, the message "Issued to Student" appears below the signature of the registrar. Transcripts can be requested on DOCS and are free of charge.

### **Faculty-Student Relationship Policy**

#### *Prohibition of Supervision*

A faculty member is prohibited from having supervisory responsibility during a graded experience over a student who is the faculty member's relative.

Faculty is defined as instructional faculty, clinical faculty, research faculty, postdoctoral fellows, graduate student instructors, and graduate student research assistants.

Supervisory Responsibility includes, but is not limited to, teaching, research, advising, grading, or awards. This supervision can occur on or off campus, in curricular, co-curricular, or extra-curricular activities. The Institution must avoid a conflict of interest in securing objective evaluation of performance outcomes.

Graded experience is defined as a course, clerkship, preceptorship (pharmacy experience) or elective.

Relative is defined as child, stepchild, grandparent, grandchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, stepfather, spouse/partner, uncle, aunt or cousin.

#### *Faculty-Student Relationships Requiring Disclosure*

Disclosure Requirement; if a student is related to a faculty member, the student must disclose the relationship to the associate dean, health professions education. Disclosure must be prior to the start of a graded experience. Should the student fail to disclose the relationship after the grading experience has begun and it is discovered, the student will be removed from the educational pursuit and placed under other supervision if possible. (Removal may result in failure to meet graduation requirements on-time.) Students failing to disclose the relationship prior to the start of a graded experience, demonstrate a concern regarding professionalism, and are subject to meeting with CAPP.

## **Committee on Academic and Professional Progress (CAPP)**

### **CAPP Consideration**

#### Purpose

The Phase 2 Committee on Academic and Professional Promotion (CAPP) meets with students, based on the CAPP Academic Guidelines, to:

1. evaluate academic performance; and
2. assess intellectual and professional readiness for continued studies.

The CAPP process is designed to enforce specific guidelines for academic advancement, while at the same time providing for an individual review of each student's particular situation. A strong student support system is the underlying foundation of CAPP. Student Affairs and Admissions and Health Professions Education staff strive to work with students in a proactive and sensitive manner to provide early intervention, enabling the student to make necessary changes and increase their chances of success in the curriculum. All CAPP meetings are private and all material presented and discussed is confidential. Each student is considered individually, on a case-by-case basis and the student's entire record is evaluated.

A student's progress through the curriculum and continued enrollment is tied to specific academic performance criteria. The criteria and guidelines are listed below for 2008/09.

### **2008-09 Medicine CAPP Academic Standards**

#### **1. Medicine - Steps 1 and 2:**

<b>Academic Year Performance</b>	<b>Enrollment "Decision"</b>
1 Failed course in an academic year	Remediate
2 Failed courses in an academic year	Possible immediate leave of absence (based on timing of courses failed); repeat the entire first academic year
3 Failed courses in academic year 1 & 2	Meet with CAPP; grounds for dismissal
Failed remediation or failed repeat course/year	Meet with CAPP; grounds for dismissal
Expressed concern with attitudes or behaviors not in keeping with standards of the profession	Meet with CAPP; grounds for dismissal

- Permission to remediate must be authorized by the Office of Health Professions Education in consultation with the course director.
- All remediation must occur during the summer preceding the Step 1 Infection and Immunity (II1) course.
- Failure of Infection and Immunity (II1) must be remediated during the December winter break in order for a student to continue in Step 3.
- Students must complete Steps 1-3 of the curriculum within a 36-month enrollment period; failure to do so will be grounds for dismissal and the student must meet with CAPP
- The remediation details are developed by the course director.

#### **2. Medicine – Step 3:**

<b>Academic Year Performance</b>	<b>Enrollment "Decision"</b>
1 Failed course in an academic year	Repeat the academic year in full
2 Failed courses in an academic year	Meet with CAPP; grounds for dismissal
Failed course in repeat of academic year	Meet with CAPP; grounds for dismissal
1 Failure of USMLE Step 1 or CSA2	Retake
2 Failures of USMLE Step 1 or CSA2	Meet with CAPP; grounds for dismissal
Expressed concern with attitudes or behaviors not in keeping with standards of the profession	Meet with CAPP; grounds for dismissal

- Students must complete Steps 1-3 of the curriculum within a 36-month enrollment period; failure to do so will be grounds for dismissal and the student must meet with CAPP.

### 3. Medicine – Step 4

Academic Year Performance	Enrollment “Decision”
1 Failed Step 4 course or clerkship	Remediate
2 or more failed clerkships or courses	Meet with CAPP; grounds for dismissal
1 Failed remediation	Meet with CAPP; grounds for dismissal
Expressed concern with attitudes or behaviors not in keeping with standards of the profession	Meet with CAPP; grounds for dismissal

### 4. Medicine – Step 5

Academic Year Performance	Enrollment “Decision”
1 Failure of USMLE Step 2 CK or CSA4	Remediate
1 Failed elective or course	Meet with CAPP; grounds for dismissal
Failure of USMLE Step 2 or CSA4 two times	Meet with CAPP; grounds for dismissal
Expressed concern with attitudes or behaviors not in keeping with standards of the profession	Meet with CAPP; grounds for dismissal

### 5. Aggregate Performance (Steps 1-5)

The following performances will result in the student meeting with CAPP and are grounds for dismissal:

- Four total failed courses (even if successfully remediated) during a student’s enrollment at the College of Medicine; or
- Five total failing grades/scores in the curriculum and/or on national exams during a student’s enrollment at the College of Medicine; or
- Repeated expressed concerns with attitudes or behaviors not in keeping with standards of the profession, or an egregious act, even on courses that are passed.

All committee deliberations and decisions must consider the safety of the public. In addition, committees consider the internal resources available to help a student experiencing difficulties and whether those resources are enough for a particular student. A student needing more extensive help is encouraged to seek that help, but the extent of the problem can influence the committee’s decision.

A student experiencing academic difficulty who has extenuating “personal” factors affecting performance may require a leave of absence to resolve those personal issues. Curriculum also may be reduced if the student can work on problems without compromising performance while still attending classes.

## 2008-09 Pharmacy CAPP Academic Standards [Standards subject to change]

### P1 and P2 Years:

Academic Year Performance	Enrollment Outcome
1-2 Failed courses (courses totaling not more than 16 weekly hours)	Remediate
3 Failed courses (courses totaling not more than 22 weekly hours)	Remediate
1-2 Failed courses (courses totaling more than 16 weekly hours)	Repeat entire academic year
3 Failed courses (courses totaling more than 22 weekly hours)	Repeat entire academic year
4 Failed courses	Meet with CAPP; grounds for dismissal
Expressed concern with attitude or behaviors not in keeping with standards of the profession	Meet with CAPP; grounds for dismissal

- Permission to remediate must be authorized by the Office of Health Professions Education (HPE) in consultation with the course director.
- The remediation timing and content to be determined by course director and HPE.
- Shared pharmacy/medicine courses will be remediated in summer
- Students must complete the P1 and P2 yrs of the curriculum within a 36-month enrollment period; failure to do so will be grounds for dismissal and the student must meet with CAPP.

### P3 Year:

Academic Performance/Academic Year	Enrollment Outcome
1-2 Failed courses (courses totaling not more than 12 weekly hours)	Remediate
3 Failed courses	Possible immediate leave of absence (based on timing of courses failed); repeat the entire academic year
4 Failed courses	Meet with CAPP; grounds for dismissal
Expressed concern with attitudes or behaviors not in keeping with standards of the profession	Meet with CAPP; grounds for dismissal

**P4 Year:**

Academic Performance	Enrollment Outcome
1 Failed rotation	Remediate
2 Failed rotations	Meet with CAPP; grounds for dismissal
Expressed concern with attitudes or behaviors not in keeping with standards of the profession	Meet with CAPP; grounds for dismissal

**P1-P3 Aggregate Enrollment and Performance:**

Academic Performance	Enrollment Outcome
5 Failing courses (even if successfully remediated) during a student's enrollment at the College of Pharmacy	Meet with CAPP; grounds for dismissal
Repeated expressed concerns with attitudes or behaviors not in keeping with standards of the profession, or an egregious act, even on courses that are passed.	Meet with CAPP; grounds for dismissal

Length of Study

If a student repeats one curricular year due to academic difficulty, then repeating another curricular year as a result of academic difficulty is not an option.

Jurisdiction

The decision of the Committee constitutes a recommendation to the dean of the College. Decisions may include, but are not limited to, dismissal, repetition of a year, repetition of course work, or structured intervention to address personal, social or learning problems. Decisions regarding student progress also may be made by the dean or the executive associate dean.

Membership/Voting Status

- 9 faculty
- 1 medical student
- 1 pharmacy student
- 1 medical student (non-voting)
- 1 pharmacy student (non-voting)
- Assistant Dean, Student Affairs and Admissions (ex-officio, non-voting)
- Associate Dean, Health Professions Education (ex-officio, non-voting)
- Assistant Director, Diversity and Student Affairs (ex-officio, non-voting)

NOTE: membership may vary until full composition of pharmacy student body (P1-P4)

Quorum

A majority of the voting membership shall constitute a quorum. The committee may meet by any electronic means necessary in order to establish a quorum and/or facilitate the meeting.

Persons Attending Meeting

1. Students who are required to appear at a meeting of the CAPP may be accompanied by a member of their choosing from the faculty, staff or student body of the Institution.
2. Because this is an academic hearing, not a legal hearing, the student may not bring an attorney.
3. The student may not bring a first degree relative.
4. Staff support will be provided by Student Affairs.
5. Other persons may be invited by the chair to provide information which may augment or clarify information presented.

6. The chair may exclude any individual in attendance.
7. No alternate or substitutes may sit in for a member who is unable to attend.

#### Procedures for Hearing

1. Students are notified by mail or by phone if they will be discussed or required to attend a CAPP meeting.
2. The CAPP Interview form, which accompanies the letters sent to students required to attend the meeting, must be completed and turned in to the CAPP administrative secretary no less than two days before the meeting.

#### Information That May Be Considered

1. The CAPP Interview form;
2. All information that is part of the student file;
3. All relevant information contained in other files for which a student has signed a waiver of access or to which the student normally has access;
4. All information the student wishes to present;
5. All public information concerning the student; and
6. All other relevant information.

#### The Decision

1. The Committee will consider each case on an individual basis, within the context of existing Institution rules and legal authority.
2. The Committee will consider what course of action is in the best interest of the student, the Institution and the public at large.
3. The Committee decision is one which is supported by a majority of the members present and voting.
4. Within two working days, the associate dean, health professions education or designee shall prepare a written statement of the decision and will present it to the student in person. If this is not possible, the letter will be sent to the student via mail.

#### Confidentiality of Information

All information presented is confidential. The information presented at the meeting is for the sole purpose of aiding the committee in its deliberations and must not be discussed outside the meeting except as necessary to meet a legitimate educational and professional development purpose.

### **CAPP Executive Review**

#### Purpose

The purpose of the CAPP Executive Review Committee is to review CAPP decisions when formal review is granted by the Executive Review chair.

#### Membership

Executive Associate Dean, College of Medicine  
Executive Associate Dean, College of Pharmacy  
Chair of Phase 1 CAPP (non-voting for Phase 1 cases)  
Chair of Phase 2 CAPP (non-voting for Phase 2 cases)  
5 faculty  
Assistant Dean, Student Affairs and Admissions (ex-officio, non-voting)  
Associate Dean, Health Professions Education (ex-officio, non-voting)

#### Quorum

A majority of the voting members shall constitute a quorum.

#### Other Persons Who May Attend

1. Students who appear at a meeting of the CAPP Executive Review Committee may be accompanied by a member, of their choosing, from the faculty, staff or student body of the Institution consortium.
2. Because this is an academic hearing, not a legal hearing, the student may not bring an attorney.
3. The student may not bring a first degree relative.
4. Staff support will be provided by Academic Affairs and the dean.
5. Other persons may be invited by the Chair to provide information which may augment or clarify information presented.
6. The chair may exclude any individual in attendance.

## Procedures for Executive Review

1. A student who desires to initiate a review of a decision of Phase 2 CAPP must submit a Petition for Executive Review form to the Executive Review chair.
2. All Petitions for Executive Review forms must be submitted in writing by noon on the fourth working day from the date of the decision letter (this includes the date of the Phase 2 CAPP meeting) to the office indicated on the form. Failure to submit a form within this time will be considered a waiver of that right. Forms are available from the Office of the Assistant Dean, Student Affairs and Admissions.
3. An executive review of a Phase 2 CAPP decision is not automatic. The Executive Review CAPP chair will evaluate all requests for review.
4. Recommendation for formal review will only be granted if:
  - a. the request for review includes significant new information that was not available for presentation to the Phase 2 CAPP ; or
  - b. the request for review includes that there was a procedural problem. The request must state the nature of the problem.
5. Disagreement with the Phase 2 CAPP decision will not constitute the sole reason for review.
6. If a petition for executive review is approved, the student will be notified by telephone, if possible, with follow-up by mail.
7. If a petition for executive review is denied there is no recourse or alternative appeal process. The Phase 2 CAPP decision stands.

## Information That May Be Considered

1. The Petition for Executive Review form;
2. Review of the reasons for the original decision by the representative of the Phase 2 CAPP that rendered the decision;
3. All relevant information that is a part of the student file;
4. All relevant information contained in other files for which a student has signed a waiver of access or to which the student normally has access;
5. All information the student wishes to present;
6. All public information concerning the student; and
7. All other relevant information.

## The Decision

1. The committee will consider each case on an individual basis within the context of existing Institution rules and legal authority.
2. The committee will consider what courses of action are in the best interest of the student, the Institution and the public at large.
3. The committee decision is one supported by a majority of the members present and voting.
4. Within two working days, the senior vice president for academic affairs and executive associate dean college of medicine or his designee will prepare a written statement of the committee's decision which will be presented to the student in person. Otherwise, the written statement will be sent to the student via first class mail.
5. No further reviews are permitted.

## Confidentiality of Information

All information presented is confidential. The information presented at the meeting is for the sole purpose of aiding the committee in its deliberations and must not be discussed outside the meeting except as necessary to meet a legitimate educational and professional development purpose.

## **Class Rank**

Our institution does not calculate an official class rank. Only for the purpose of the Medical Student Performance Evaluation (MSPE), the top 25% of the students are identified based on their academic performance through the end of the third year. Students not in the top quartile will have no mention of class standing in their MSPE. The following conditions apply to the calculations:

1. Courses only offering Pass/Fail grades are not used in the calculations.
2. Only grades from courses taken at the Institution are used in the calculations.
3. If a student remediates any course or clerkship, the original grade is used, not the remediated grade.
4. If a student repeats some segment of the curriculum (year, clerkship, etc.), both the original and repeated grades are used in the calculations.

## Interruptions in Education

All enrollment actions are handled on a case-by-case basis, and each student is reviewed individually based on the student's circumstances. The Institution retains the authority to make decisions regarding enrollment/withdrawal on this basis.

### **Curricular Interruption**

A curriculum interruption is a temporary absence from school for extenuating personal, medical or mandated reasons. All curricular interruptions must be reviewed and approved by the assistant dean, student affairs and admissions. An interruption in M1, M2, P1, P2, and P3 years cannot exceed two academic weeks and in M3, M4 and P4 years cannot exceed one academic week.

Mandated curriculum interruption is removal from the academic program until a determination of status is made by the appropriate authority. Reasons for a mandated curricular interruption may include but are not limited to:

1. Student is exhibiting behavior and/or judgment inappropriate to accepted standards of patient care and effective education;
2. Potential of the student causing harm to self or others;
3. Student's behavior is disruptive in the educational setting; or
4. Student is irresponsible in performance of requirements.

The due process protections of notice to be heard will be afforded the student.

### **Leave of Absence**

The Institution recognizes that a student's personal circumstances may necessitate a leave of absence. This can be a voluntary leave or the leave may be mandated by CAPP or an appropriate Institution authority. A leave of absence may be requested for reasons, including but not limited to, health (both physical and mental), career exploration, or finances. A student may *petition* for a leave of absence at any time. The granting of the leave is within the discretion of the Institution. A petition for leave must clearly describe the reason(s) for the request. In general, requests for leave based on career choice/exploration and non-emergency reasons will be deferred until the end of that academic year. Leave of absence for emergency and/or health reasons would be considered as they arise.

#### *Process:*

All leaves of absence are coordinated and authorized by the assistant dean, student affairs and admissions. The following steps must be taken by a student considering a leave of absence:

1. Meet with the assistant dean to discuss reasons, objectives, activities, timing and conditions of the leave and return to the curriculum.
2. If a student has a previously met with CAPP, a leave of absence may need to be requested through that committee.
3. Complete a Leave of Absence Request form and finalize the leave with the assistant dean. Submit the form one week prior to the leave of absence effective date.
4. Complete the steps on the Leave of Absence Checklist and submit the form and related materials by the deadline indicated on the form.

The granting of leaves of absence is within the discretion of the Institution. The granting of leaves of absence will be subject to a variety of conditions, including, but not limited to, the ones outlined below:

1. The Institution may restrict the timing of leaves (for example no leaves will be granted immediately prior to matriculation or within two weeks of examinations);
2. Leaves are granted for a specific period of time; and,
3. Leaves are granted for a maximum of one year.

Students considering taking a leave of absence are strongly encouraged to notify the assistant dean as early as possible. Students are *required* to notify the assistant dean by **March 1** of intent or with final plans to take a leave of absence for the next academic year.

#### *Return from Leave of Absence:*

Return from leave of absence is contingent upon approval by the assistant dean, student affairs and admissions. Students petitioning for return must:

1. Petition in writing to return to the curriculum. The deadline to petition to return to the curriculum for an upcoming academic year is **March 1**, unless otherwise noted in the approved Leave of Absence Request form.
2. Students must have satisfied the terms and conditions noted on the Leave of Absence Request form, if any, and must personally meet with the assistant dean, student affairs and admissions. Failure to meet the terms and conditions for the leave or as established by CAPP as a condition of the leave could result in referral to CAPP, a leave of absence extension, withdrawal or dismissal from the Institution.
3. With the Step curriculum, students must generally re-enter the curriculum only at the start of a Step. The Institution may, in its sole discretion, grant students the ability to return at other points in the curriculum.
4. In the case of more students returning from leave than can be accommodated in the curriculum, the Institution reserves the right to extend any leave to a point where the student can be returned in such a way as to assure their full exposure to the curriculum.
5. Failure to petition to return from a leave of absence or to extend a leave of absence within the time period specified on the Leave of Absence form may result in the student's dismissal.
6. Students may be allowed to return from leave early if conditions permit.
7. Students must petition for return in a timely manner, petition for leave extension in a timely manner or they may be dismissed.

*USMLE Exams (medicine only):*

Students failing USMLE Step 1 are required to take a leave of absence. This leave will commence on the date the USMLE Step 1 scores are received by the Institution or, if the student enrolls in the Clinical Prologue course, the day after the Clinical Prologue course ends. Students must schedule, retake and pass the USMLE Step 1 examination in time to rejoin the curriculum in the second rotation of Cycle 1. Students not making this deadline will be automatically placed on a leave of absence for the academic year. Students will not be admitted into the clinical curriculum at any other point in the academic year. The particular enrollment status, the leave of absence terms and conditions would be developed and finalized with the assistant dean, student affairs and admissions and identified on the Leave of Absence form. The leave of absence period would continue until the student begins Step 4 of the curriculum. All CAPP academic standards, conditions of leave of absence and return to the curriculum described in this document still apply.

A student who requests and is granted an extension to take the USMLE Step 1 could be placed on a leave of absence, depending on the timeline for taking the exam and score reporting. Students who do not pass the USMLE Step 1 exam in time to begin the clinical curriculum by the second rotation of Cycle 1 will be placed on a leave of absence for the academic year. This would need to be finalized by the assistant dean, student affairs and admissions.

*Enrollment, Financial Aid and Health Insurance:*

All students who have been granted a leave of absence will be considered enrolled up to the date granted by the assistant dean, student affairs and admissions. When a student has been advised by the CAPP to take a leave of absence and has been granted a time period to choose to either continue in the curriculum or to take a leave of absence, the student will be considered enrolled up to the date the student's decision is made. The student is not eligible to receive financial aid during this decision period. If the student chooses to take the recommended leave, the student will be charged for tuition and fees up to the last date of attendance and subject to the Institution's refund policies. If the student continues in the curriculum, the student will be charged full tuition and fees. The student's financial aid eligibility will be based on the Institution's standards of satisfactory progress to maintain financial aid eligibility. During a leave of absence, students are not eligible to receive financial aid.

All students who have been granted a leave of absence and are enrolled in the Institution's Student Medical Insurance policy will remain covered under the policy for the full period for which the premium has been paid (i.e., fall semester) and no refund will be allowed. If the student wishes to continue coverage into the next semester, the student may do so and will be billed for coverage. Questions regarding financial aid and insurances should be directed to the director, student services and registrar

**Withdrawal from the Institution**

When voluntarily withdrawing from the Institution, the student must submit a letter of withdrawal to the assistant dean, student affairs and admissions and is considered withdrawn as of the date the student's letter of notification is received by the assistant dean, student affairs and admissions. Tuition refunds will be made to any student officially withdrawing from all classes in conformity with the Institution's Refund Policy as stated in the Financial Aid section of the Student Handbook. Students withdrawing from the Institution are required to follow the steps on the Student Withdrawal Checklist available in the Office of Student Services. A student who withdraws and who later seeks re-entry, must reapply via standard procedures through the Office of Admissions. Re-admission is not guaranteed and information from the student file in the registrar's office may be used in the admissions process.

**Dismissal**

All students who have been dismissed by the CAPP are considered enrolled up to the date of the dismissal decision. If the student appeals this decision, and the appeal is granted the student is considered enrolled up to the date of the Executive Review CAPP decision. If a dismissal decision is upheld, the student is responsible for all tuition and fees incurred up to the date of the Executive Review Committee decision and subject to the Institution's refund policies. A dismissed student will have the opportunity to withdraw from the Institution, (unless the CAPP decision does not allow the option to withdraw), and must submit a letter of withdrawal within four working days of the date of the dismissal letter (this includes the date on the letter). Accordingly, withdrawal would be considered the student's official status and will be indicated on the academic transcript. A dismissed student is required to follow the steps on the Student Withdrawal Checklist available in the Office of Student Services.

If a student appeals a dismissal decision and an appeal is granted, the opportunity to withdraw is revoked.

Should the student appeal a dismissal decision and the dismissal decision is overturned, the student will continue in the curriculum. The student will be considered enrolled full-time and must pay all tuition fees incurred.

### **Academic Suspension**

Academic suspension is removal from the academic program by the CAPP or appropriate dean. All rights of due process will be afforded the student. An academic suspension is permanently recorded as part of the student's file and transcript.

### **Conferral of Degree**

The Doctor of Medicine or Doctor of Pharmacy degree is awarded by the Board of Trustees of the Northeastern Ohio Universities Colleges of Medicine and Pharmacy upon approval by the Academic Council and the Dean of the College of Medicine or College of Pharmacy.

1. Students completing degree requirements after December 31 and prior to commencement will be conferred the degree during commencement in May.
2. All students intending to graduate in a given academic year must complete an application for graduation by December 31st of the academic year in which they expect to graduate.
3. Students expecting to complete all requirements of the degree after commencement but by August 31 of a given calendar year will participate in commencement activities in the same calendar year. The diploma will be issued to the student at the time of certification that all degree requirements have been met. The date the degree conferred will be the date that degree requirements were completed.
4. Students completing the degree requirements after August 31 will ordinarily be conferred the degree oath at the next commencement.

Under special circumstances, students completing degree requirements between September 1 and December 31 may petition to the Academic Council to graduate earlier if an early award of the degree is needed. The petition must indicate the reason(s) for the early award. The diploma will be issued to the student no earlier than the time of certification that all degree requirements have been met. The degree completion date will be listed on the diploma and all licensure and verification applications as the actual date of completion, rather than the date of the commencement ceremony.

### **Matters of Student Conduct**

#### **The Student Conduct Council**

The Student Conduct Council exists to: educate the student body in the development of ethical professional values and about the Institution's Honor Code; assist the student body in monitoring its own professional conduct; review and update as necessary the Institution's Honor Code.

#### **Student Honor Code**

The Colleges of Medicine and Pharmacy exist for the purpose of educating students to become physicians and pharmacists who will serve the needs of society by their pursuit of excellence in the practices of medicine and pharmacy; instruction of following generations of professionals in these fields; and the pursuit of research. Students are particularly expected to develop and maintain the ethical and moral values consistent with the highest standards of medicine and pharmacy. It is implicit that honesty and integrity be part of a student's behavior.

Each student shall demonstrate behavior which, by its nature and interpretation, is considered to be appropriate for a career in either medicine or pharmacy. Such appropriate behavior includes, but is not limited to, the demonstration of good judgment, personal insight, personal accountability, responsibility to patients, ability to recognize personal limitations and ability to function under pressure. Students also must be aware of the social impact of their behavior as student physicians and pharmacists and later as professionals in practice of medicine and pharmacy.

#### Responsibilities of the Student

Adherence to the Student Honor Code is required of all students enrolled at the Northeastern Ohio Universities Colleges of Medicine and Pharmacy. Students subscribe to the Student Honor Code at the beginning of each academic year. His or her signature on the Student Honor Code constitutes an agreement to support the code and the principles embodied therein. Each student shall:

1. become familiar with the Student Honor Code and Principles of Professional Behavior at the time of admission to the College of Medicine or College of Pharmacy; and
2. act upon any violation of the Student Honor Code or Principles of Professional Behavior by contacting the assistant dean, student affairs and admissions.
3. be advised that the authority of the institution to formally review, and if necessary, to discipline students for off-campus conduct is not limited by where the conduct occurred. In examining whether the off-campus conduct of a student will be officially reviewed by the institution, the Dean for Student Affairs will consider the nature of the conduct; whether the conduct relates to the student's course of study or some Institutional event or activity; if the conduct is serious; and/or whether it bears upon the mission of the Institution, or its safe and efficient operation. The Dean for Student Affairs may consult with other Institutional Officials in making the determination about whether to bring a matter forward for formal review.

#### Privileges of the Student

Students will be accorded privileges consistent with their adherence to the Student Honor Code and the Principles of Professional Behavior. These privileges include, but are not limited to:

1. ability to access confidential information in the care of patients in the furtherance of his or her education; and
2. ability to participate in the governance of the Colleges through participation in a large variety of faculty/student/governance committees.

#### Principles of Professional Behavior

Consistent with the Student Honor Code, the student will adhere to the Principles of Professional Behavior. The student will not:

1. plagiarize or present the work of another as their own work, or participate in plagiarism by preparing a writing with the knowledge that it is to be used by another as representing that person's own work;
2. knowingly and willfully falsify or manufacture scientific or educational data and represent the same to be the result of scientific or scholarly experimental research;
3. have furnished false information to admissions committee members in an effort to gain admission to the medical or pharmacy school;
4. cheat by any means or method;
5. restrict the use of material used in study in a manner prejudicial to the interests of other students;
6. furnish false information to faculty or academic officers relative to academic or clinical matters;
7. knowingly and willfully falsify, by omission or commission, information pertinent to patient care or in other ways violate the patient trust which is essential to the physician-patient or pharmacist-patient relationship;
8. disclose confidential or privileged patient information in an unethical or inappropriate manner;
9. use, possess, or participate in the trafficking of illegal drugs or controlled substances;
10. maliciously remove or intentionally destroy or deface property belonging to the College or any affiliated institutions;

11. violate Federal or State laws, the rules and regulations of the college, associated hospitals, consortium universities, other affiliated medical institutions or other applicable guidelines either stated or published.

## **Resources and Support Services**

### **Academic Advising and Tutoring**

The Office of Career Development and Advising offers learning skills assistance through the learning specialist. This is offered in various formats; large group, small group and individually. The target areas of assistance are determined by the needs of the individual or group. Potential topics include:

- Strategies for active learning
- Scheduling to enhance study
- Principles of learning and memory
- Preparing for exams
- Framing techniques
- Taking exams
- Writing to learn
- Critical reading and thinking
- USMLE preparation and scheduling

Peer tutoring is also available through the office of career development and advising **in the form of a “Helpers List”** for Steps 1 and 2 and for USMLE preparation. Information regarding this program is available in the Office of Career Development and Advising.

### **Career Development Resources**

Career development is an integral part of the formal and informal curriculum and is designed to assist students in synthesizing their knowledge and self-understanding with their personal career decision. Curricular and co-curricular career development activities and programming are coordinated through the Office of Career Development and Advising in conjunction with the assistant dean, student affairs and admissions.

The goals of the career development program are to assist students in:

- Developing the knowledge, skills and attitudes required for making career decisions
- Developing life planning activities which integrate career with family, leisure, friendship and community
- Becoming cognizant of medical specialties in a variety of settings
- Understanding your values and how they fit into the practice of medicine
- Understanding the need for life-long “physician-hood” development

Students have many opportunities during their education to work on each of these goals in detail. Because each student is at a different stage of career development, there are many resources accompanying each goal to guide them in working on their own. For medical students, career development activities incorporate the Association of American Medical College’s Careers in Medicine program and include, but are not limited to, values and personality type assessment, career exploration opportunities through Physician Career Stories, specialty advisors, decision-making opportunities through the Pathways program and the Step 4 Intersessions, and implementation work through the residency match process.

### **STEPS to Effective Career Development for Medical Students**

The following tables show some of the key events, experiences, and activities that will guide you throughout the course of medical school. The knowledge and experience gained from fulfilling these goals will help you in understanding yourself, career exploration, specialty selection, and residency application. The timetable is divided into each step of the curriculum. You may want to familiarize yourself with the entire table at least once, and then refer back to the relevant information at the beginning of each step. Hopefully you will find that by completing the suggestions in this timetable at the appropriate times, you will be better prepared to make the best career choice for you.

#### **Prologue – Self Assessment**

- Meet PDAT advisors and Peer Advisors
- Attend the student organization fair. Look for community service/academic organizations in which to participate
- Log into Careers in Medicine website and create a personal profile
- Begin developing a portfolio
- Start your Curriculum Vita (CV)

### **Step 1 – Self Assessment**

- Attend Physician Career Stories lectures
- Attend Leadership Education and Professionalism Workshop (LEAP)
- Join Specialty Interest Groups and attend meetings
- Complete MBTI Personality Testing; attend workshop or schedule individual interpretation meeting with Office of Career Development and Advising
- Complete Self-Assessments on CiM website
- Attend Summer Opportunities workshops
- AHECE Experiences; record in portfolio
- PACE Experiences; record in portfolio
- Complete fellowship applications
- Seek out summer shadowing opportunities

### **Step 2 – Self Assessment/Career Exploration**

- Begin “pre-search” of specialties (see CiM website)
- Research CiM Specialty pages
- Record reflection of summer experience in portfolio
- Attend Physician Career Stories lectures
- Service Opportunities; record in portfolio
- Contact Specialty Advisors
- Attend LEAP workshop

### **Step 3 – Career Exploration**

- Update your CV
- Attend Specialty Interest Group Meetings
- Start creating a plan to prepare for USMLE Step 1 (study schedule, where to take the course, registration deadlines, etc.)
- Attend USMLE Step 1 Preparation lecture
- Research CiM Specialty pages and other residency sources (see CiM website for search guidelines)
- Attend Physician Career Stories Lecture Series
- Select third year clinical rotation preferences
- Continue specialty research- complete more in depth research on those specialties you are interested in (use CiM “second opinions” Guidelines)
- Contact Specialty Advisors
- Take CSA II
- Take USMLE Step 1 – deadline June 30

### **Step 4 – Decision Making**

- Attend Student Clinician Ceremony during the Clinical Prologue
- Complete pre- and post-Clerkship specialty evaluations
- Update your CV
- Review your career exploration and personal career assessment and set guidelines for decision-making
- Collect any additional information you would like about specialties you are interested in
- Begin “Choosing your Specialty” on CiM website
- Draft your personal statement
- Research residency programs you may be interested in applying for (see CiM website for guidelines and physician workforce data)
- Plan Step 5 schedule; research Away electives and consider “audition” electives

### **Step 5 – Implementation**

- Finalize CV (May)
- Complete Personal Statement
- Obtain ERAS token from Student Affairs Dean’s Office (August)
- Register for the Match ([www.nrmp.org](http://www.nrmp.org))
- Identify faculty to write letters of recommendation
- Complete ERAS application, including designation of which programs you are applying to
- Prepare for USMLE Step 2
- Prepare for residency interviews
- Residency interviews
- CSA IV
- USMLE Step 2 CS & CK; deadline December 31
- Early match deadlines (usually early to mid January)
- Enter Rank Order List online for NRMP match (February)

- MATCH DAY (March)  
Sign residency contract (April)
- Graduation – Congratulations!

For pharmacy students, career development activities include self-assessment and goal setting, Pharmacy Career Stories, as well as specialty advisors, decision-making opportunities through the Pharmacy Career Pathways program, and Internship and Career Fairs. Individual career advising is also available through the Office of Career Development and Advising and through the assistant dean, student affairs and admissions.

## **STEPS to Effective Career Development for Pharmacy Students**

### **Prologue – Self Assessment**

- Meet PDAT advisors and Peer Advisors
- Attend White Coat Ceremony
- Attend the student organization fair. Look for community service/academic organizations in which to participate
- Review the Careers in Pharmacy DOCS channel
- Begin developing a portfolio
- Start your Resume

### **Block 1 – Self Assessment**

- Attend Pharmacy Career Stories lectures
- Attend Leadership Education and Professionalism Workshop (LEAP)
- Join Specialty Interest Groups and attend meetings
- Complete MBTI Personality Testing; attend workshop or schedule individual interpretation meeting with Office of Career Development and Advising
- Attend Summer Opportunities workshops
- Participate in Pathways Career Program for Pharmacy Professionals
- Pharmacist Patient Care Experiences; record in portfolio
- Attend Internship Career Fair
- Complete summer internship applications
- Seek out summer shadowing opportunities

### **Block 2 – Self Assessment/Career Exploration**

- Begin “pre-search” of Pharmacy Career Options (see CiP channel)
- Attend Pharmacy Career Pathways Program
- Attend Pharmacy Career Stories lectures
- Service Opportunities; record in portfolio
- Contact Specialty Advisors
- Attend LEAP workshop
- Record reflection of summer experience in portfolio

### **Block 3 – Career Exploration**

- Update your resume
- Attend Specialty Interest Group Meetings
- Research Pharmacy Career Options
- Attend Pharmacy Career Stories Lecture Series
- Select Professional Elective option for Step 4
- Continue career research- complete more in depth research on those career options you are interested in (use CiP “second opinions” Guidelines)
- Contact Specialty Advisors
- Attend Internship Career Fair
- Complete summer internship applications
- Seek out summer shadowing opportunities

### **Block 4 – Decision Making**

- Update your resume
- Review your career exploration and personal career assessment and set guidelines for decision-making
- Attend Pharmacy Career Fair
- Collect any additional information you would like about career options you are interested in

### **Block 5 – Implementation**

- Finalize resume (May)
- Identify faculty to write letters of recommendation

- Attend interviewing workshop
- Schedule interviews
- Graduation – Congratulations!

## **Student Health Services**

All student health and health-related issues are treated in a confidential manner as they are in any health-providing setting. No details of medical records can be released without the explicit permission of the student.

Under the guidance of the Institution's Student Health and Counseling Committee, a health service for students exists at the major teaching hospitals on all campuses: Akron, Canton, Youngstown and Rootstown. Hospital-based physicians, acting as Student Health Coordinators, provide for the care of students in their hospitals or on their campus, either directly themselves or by referral to the appropriate practitioner. Each student is responsible for payment of treatment, including lab costs and hospitalization charges, even if these are ordered by a physician offering professional courtesy for his or her services.

The Institution believes that future healthcare providers should model good health practices and exercise preventive care wherever possible. To this end, health history forms are required of entering students so that appropriate follow-up on individual cases can be made. In addition, all students entering the Institution must receive the required immunizations and prove immunity to chicken pox and Hepatitis B.

## **Student Counseling and Emergency Services**

### Counseling Services Policy

Students are eligible to receive short-term counseling services on campus (6-8 individual appointments) for personal advising. Counseling services are provided by Dixie Benschhoff, Ph.D., personal advisor. Dr. Benschhoff is available on campus in the Student Health Clinic 10 hours per week and is also available for consultation via phone or email. Dr. Benschhoff's hours are: Wednesdays 4-7pm, Thursdays 4:30-7:30pm and Saturdays 9am-12pm. Dr. Benschhoff is not available the third Saturday of each month; therefore, she will see students on the third Friday from 4-7pm. Appointments should be scheduled by contacting (330) 325-6735.

Counseling services are free of charge and confidential. Counseling records follow HIPAA guidelines and are kept separate from student academic records. Students are informed of counseling services at orientation to school and are encouraged to seek assistance whenever they think it is indicated during medical or pharmacy school to address personal issues and or for personal growth and development. Students seek counseling for a wide variety of reasons. Issues commonly seen in counseling include: anxiety and stress, career questions, depression, eating disorders, family conflicts, grief, relationship concerns, self-confidence, sexuality, sleeping difficulties, substance abuse and time management.

If students require longer-term counseling or would prefer to work with a therapist not affiliated with the Institution, they may choose a clinician who has agreed to accept students for mental health treatment. A roster of clinicians is available to students through the Office of Career Development & Advising, the Student Health Clinic or on the Health and Wellness channel of DOCS.

If a personal issue has affected the student's health, the personal advisor may refer the student to the Student Health Coordinator on campus or a student's own primary care physician for medical treatment.

### Psychiatric Services

Student mental health issues are not uncommon given the stress students experience while in school. Mental health issues may develop while the student is in school or they may be issues that a student starts school already aware of and for which treatment has already begun.

When a mental health issue becomes apparent while a student is in counseling, the personal advisor may discuss a referral to a psychiatrist with the student. The benefits of a psychiatric consultation along with any student concern about such a consultation will be thoroughly discussed until an agreement is reached. If indicated and with the student's written permission, the personal advisor can coordinate a psychiatric referral for the student, checking with the student's health insurance coverage.

The clinical roster mentioned above for student referrals includes psychiatrists in northeastern Ohio. Referrals for psychiatric services by the personal advisor will include those psychiatrists who are on the clinical roster whenever possible as these are physicians who have agreed to see students.

### Emergency Counseling Services

Students who require emergency counseling services during business hours should be directed to the Office of Career Development & Advising. The personal advisor will provide counseling services to students who have concerns that

require immediate attention. If the personal advisor is not available emergency counseling situations will be referred to the following individuals in this order:

1. Polly Moss, Assistant Dean, Student Affairs and Admissions, ext 6759
2. Anita Pokorny, Director, Career Development & Advising, ext 6760
3. Clint Snyder, Ph.D., Associate Dean, Health Professions Education, ext 6755

The individual above will then contact Dr. Benschoff for assistance.

Situations that require immediate attention include those where the student is:

- severely depressed (may talk about suicide or attempting to harm self or others, says life is not worth living, feels hopeless and/or helpless);
- experiencing panic attacks (extreme feelings of anxiety, has trouble breathing or has shortness of breath, tightness in the chest and/or head, thinks that he/she is going to die);
- a victim of sexual abuse, assault or rape;
- actively abusing substances such as alcohol or drugs.

Students and faculty, staff, classmates and family members of students are encouraged to contact the personal advisor if aware that a student is in need of emergency counseling services.

Once contacted, the personal advisor will assess the student as quickly as possible and determine if the emergency situation can be addressed on campus or if additional services are required. The personal advisor will inform the assistant dean, student affairs and admissions of any emergency student situation and will discuss options for dealing with the emergency such as appropriate transportation to a community mental health center, hospital emergency room, psychiatrist's office as well as communication with parents and other logistics. The personal advisor will communicate closely with the dean to safely and promptly address student emergencies.

#### Emergency Psychiatric Services

Emergency psychiatric services are those student emergency situations where the personal advisor has determined that a psychiatric consult is needed. The personal advisor will obtain a release of information from the student to the referring psychiatrist, whenever possible, to facilitate emergency psychiatric services. If the personal advisor is not available emergency counseling situations will be referred to the following individuals in this order:

1. Polly Moss, Assistant Dean, Student Affairs and Admissions, ext 6759
2. Anita Pokorny, Director, Career Development & Advising, ext 6760
3. Clint Snyder, Ph.D., Associate Dean, Health Professions Education, ext 6755

The Psychiatry Council has identified a Primary Psychiatrist and a Secondary Psychiatrist who are available for consult for emergency psychiatric services. These are psychiatrists in private practice who have agreed to offer emergency psychiatric services to students.

The psychiatrists for each clinical campus are:

<u>Clinical Campus</u>	<u>Psychiatrist</u>	<u>Contact Information</u>
Akron	Joseph Varley, M.D.- Primary	(330) 379-5906 VarleyJ@summa-health.org
	Jeffrey Moore, MD – Secondary	(330)344-6525 jmoore1@agmc.org
Canton	Sami Zaidi, M.D. – Primary	(330) 452-7694 asaidi@neo.rr.com
	Shishuka Malhotra, M.D.-Secondary	(330) 452-7694 malhotrashishuka@hotmail.com
Youngstown	Pradeep Mathur, MD	(330)884-1901 (330)841-1600

The personal advisor will contact the primary psychiatrist first by telephone for consultation and referral for emergency psychiatric services. If the primary psychiatrist is unavailable, then the personal advisor will contact the secondary psychiatrist. The personal advisor will use the clinical campus that is the most accessible to the student and coordinate care with the student health insurance plan.

Once a student is referred for emergency psychiatry services, the personal advisor maintains contact with the student and treating psychiatrist for continuity of care.

### Transporting Students in Need of Emergency Services

Students on the Rootstown campus determined to be in need of emergency psychiatric services will be considered a medical emergency and transported via EMS to the appropriate facility.

### After-Hours Emergency Services

During evenings or weekends, the student and his or her family are encouraged to contact one of the following individuals for assistance:

Joseph Varley, M.D. (330) 379-5906  
Jeffrey Moore, MD (330) 344-6525

Students may also choose to report to the following consortium hospital emergency departments for treatment:

- Akron City Hospital/Summa, Akron
- Akron General Hospital, Akron
- St. Thomas Hospital/Summa, Akron
- Aultman Hospital, Canton
- Forum Health, Youngstown

## **WHAT TO DO IF YOU'RE SICK OR HURT**

### *At Rootstown*

If it's an emergency:

If an emergency situation develops, dial 9-911. The paramedics will provide emergency care and transportation. Notify Security, ext. 6489 so that they can direct the paramedics to the location of the emergency.

If the problem is chronic or episodic:

The Student Health Coordinator is available on the Rootstown campus on a part-time basis. All student health records are in the coordinator's possession in the student health clinic for use in treating student health problems as they might arise.

Clinic hours on the Rootstown campus are:  
Wednesday 1:30 p.m. - 5:00 p.m.

### *On a Clinical Campus*

If it's an emergency:

Notify the Chief of Service of the department or preceptor in which you are currently located, and/or go to the emergency room of the hospital where you are located. The Office of Student Services, associate clinical dean for the hospital and the clerkship site director should be notified as soon as conditions permit.

If the problem is chronic or episodic:

It is the policy of the Institution that the option of establishing the physician/patient relationship is based on a two-way agreement, and we do not wish to limit any student in his or her choice of physician. However, we recognize that some problems may arise in being taught and evaluated by someone who is, at the same time, responsible for potentially sensitive aspects of your personal health care. Therefore, while we recognize and support your right to ask any of our clinical faculty to become your physician, we suggest strongly that students select their physicians from those not likely to be directly involved in their teaching and evaluation.

Occasions of "curbside consults" are strongly discouraged, which may lead to second-class care. We encourage students to sign up as a regular patient with a primary care practitioner and have medical problems taken care of in the same way as any other patient. The student health coordinator, as well as the other campus health coordinators, cannot be ultimately responsible for all your health needs, as the coordinator is only to see students at the Rootstown Campus, on a limited schedule. This ensures continuity of care, adequate reference to relevant medical history and records and, in general, ensures that students will receive the best quality care available.

As noted above, there are physicians at the major teaching hospitals serving as campus student health coordinators who will refer students to appropriate practitioners for treatment, if the need arises. Students are responsible for payment of services received either by clinical campus coordinators or their designee. These health coordinators are:

Akron Clinical Campus

Adarsh Krishen, M.D. Summa Health System — Akron City Hospital; Family Practice Center 330-375-3584

Deborah Plate, D.O. Westside Family Practice 330-344-6047

Canton Clinical Campus

Teri Galayada M.D. Aultman Hospital; Family Practice Center 330-438-6297

Youngstown Clinical Campus

TBD

Rootstown Campus

TBD

**Academic Technology Services**

Information for Academic Technology Services can be found at [www.neoucom.edu/library](http://www.neoucom.edu/library)

This office is the Institution’s source for development of academic materials including video, CD-ROM, DVD authoring, Web course content, and streaming video productions. Online courses, quizzes, discussion groups, and surveys are also handled by this office. This office also provides audiovisual support for the Institution and maintains the Multi- Disciplinary Labs (MDL). This office is responsible for the Center for Academic Technology lab in room L-224 and the Read Distance Education Center, located within the Library.

Contacts for Support

AIMS Administration and Support: User and course account setup, Student and Faculty Support, AIMS course servers.  
Contact: Sharon Combs-Eisenbarth Ext. 6229 [scombs@neoucom.edu](mailto:scombs@neoucom.edu)

Read Distance Education Center/Computer Lab: 20-seat computer classroom, online course materials, video teleconferencing, faculty and staff training.

Contact: Rey Notareschi Ext. 6796 [rtn@neoucom.edu](mailto:rtn@neoucom.edu)  
Sharon Combs-Eisenbarth Ext. 6229 [scombs@neoucom.edu](mailto:scombs@neoucom.edu)  
Kristen Reyna Ext. 6622 [kreyna@neoucom.edu](mailto:kreyna@neoucom.edu)  
Tony Liberatore Ext. 6797 [tdl@neoucom.edu](mailto:tdl@neoucom.edu)

Audiovisual: Scheduling, setup and instructional training on all AV equipment, smart rooms and lecture hall technology.

Contact: Tony Liberatore Ext. 6797 [tdl@neoucom.edu](mailto:tdl@neoucom.edu)  
Kristen Reyna Ext. 6622 [kreyna@neoucom.edu](mailto:kreyna@neoucom.edu)  
Rey Notareschi Ext. 6796 [rtn@neoucom.edu](mailto:rtn@neoucom.edu)

Audiovisual Helpline: Use this line when experiencing a problem with equipment. Assistance is available 8am-5pm at Ext. 5969.

Complete Video Production Services: From concept development through location recording and editing the final product.

Streaming Video: Technology that enables live or on demand viewing of audio, video and multimedia presentations via the Internet.

Contact: Rey Notareschi Ext. 6796 [rtn@neoucom.edu](mailto:rtn@neoucom.edu)

Video and audio duplication:

Contact: Tony Liberatore Ext. 6797 [media@neoucom.edu](mailto:media@neoucom.edu)

DOCS:

Contact: Helpdesk Ext. 6911 [help@neoucom.edu](mailto:help@neoucom.edu)

**Oliver Ocasek Regional Medical Information Center (OORMIC)**

Information for the Oliver Ocasek Medical Library can be found at <http://www.neoucom.edu/library>.

## Resources

Students have access to all of the resources in the Ocsek Medical Library. There is a broad collection of medical books, audiovisuals and journals. Also available is a collection of best sellers, popular reading and media. Additional resources are available at associated teaching hospitals through NEOLINK, the library's online catalog. DVD players, VCRs and computers are available for student use in the library. The library is equipped with a wireless network for use with personal wireless devices. Contact the Helpdesk for assistance at Ext. 6911 or help@neoucom.edu.

## OhioLINK Resources

The Institution is a full service OhioLINK library. The OhioLINK and public libraries central catalog contains more than 9.8 million records and more than 45.3 million items representing more than 85 member colleges and universities. The Institution affiliates may request items from these libraries and pick them up anywhere in the OhioLINK consortium. Registered library patrons may access OhioLINK from anywhere in the world. OhioLINK offers access to many online databases for research including Medline and Pubmed. OhioLINK also offers electronic access to an excess of 6,900 scholarly journals.

## Hours

Please check the [Library Web site](#) for the most current information about hours.

### Academic Year Hours

Monday - Thursday	7:30 a.m. – 1 a.m.
Friday	7:30 a.m. – 9 p.m.
Saturday	9 a.m. – 9 p.m.
Sunday	11 a.m. – 1 a.m.

### Summer Hours

Monday - Thursday	7:30 a.m. – 9 p.m.
Friday	7:30 a.m. – 5 p.m.
Saturday	8:30 a.m. – 5 p.m.
Sunday	CLOSED

## Food and Drink

Light snacks, and drinks (in sipper containers), are permitted in the library. Students are responsible for cleaning up after themselves.

## Copying, Printing and Faxing

There are photocopiers, scanners and printers available for student use. Black and white images are .05 and color are .12 each. First and second year students will be allotted \$35.00 at the start of each year for copying and printing. Third and fourth year students will be allotted \$15.00 at the start of each year for copying and printing. They will need to replenish the account through the accounting office. Students will use their student ID's for printing and copying. Faxing is available Monday through Friday during open library hours. The cost is \$1 per page for sending.

## Circulation Services

Most books in the Library may be checked out for 21 days. Most audiovisuals check out for 7 days. Items may be renewed if there are no holds on them. Students can renew items themselves, online, or by calling ext. 6600.

To help provide equal access to everyone, overdue fines are charged and may vary by material type. A fine of \$12 per day is incurred for overdue reserve materials. These reserve items are checked out for a period of three hours.

## Board Review Collection

There is a growing collection of Board Review materials and books. The books may be checked out for seven days and renewed once if there are no holds on them.

## Reference Services

Reference librarians will help students find both print and electronic books, journal articles and other learning resources. These materials may come from hospital libraries, Ohio universities and colleges, or all types of libraries across the country. Reference librarians can help students conduct research on specific questions, or assist them in locating resources about broad areas of study.

Reference librarians are available to assist students Monday through Friday, 9 a.m. – 5 p.m.

### Interlibrary Loan Services

Books that are unavailable through OhioLINK institutions, and articles that are unavailable locally or through the Electronic Journal Center can be requested through the Interlibrary Loan department. Requests can be made online at <http://www.neoucom.edu/Library> (select "request forms"), or by calling ext. 6593 or 6592. Loansome Doc service is available to students as well.

### Instruction

Students may request instruction using the library and its tools: NEOLINK, the library catalog; OhioLINK, the statewide catalog; and various electronic resources. Learn how to borrow a book from any academic library in the state and have it delivered to you at the Oliver Ocasek Medical Library or an affiliated hospital library. Instruction also can be given to help determine valid, reliable Web sources for information.

### Group Study Rooms

There are seven group study rooms available for student use. Groups have priority over individuals for use of these rooms.

### Consortium Library Guidelines

The following guidelines refer to proper behavior in the Institution's consortium libraries. Whereas these libraries are used not only by students, but also by faculty, staff and the general public, it is imperative that everyone follow a few simple guidelines to ensure equal and enjoyable access to library materials.

The lists found below are not all inclusive. Please see individual library policy for additional rules and regulations that may apply.

#### General library rules:

1. No food or drinks in the libraries (see library policy for exceptions, such as the use of beverages with lids).
2. No viewing of materials that others might find offensive, and no downloading of these materials for public display (i.e., wallpaper, screen savers, etc.).
3. No moving of hardware or changing computer configurations so that certain individuals have primary use of computer programs or others are locked out.
4. No saving personal files on the hard drive (i.e., games, music files, etc.).
5. Students must wear hospital appropriate attire, their white coats and ID badges while in the hospital libraries.
6. Please print responsibly (i.e., do not use printers for multiple copy duplication) and use hospital copiers for hospital associated duplication only.

#### Points of etiquette that facilitate use of library resources:

1. Try to use the library at the hospital in which you are doing a clinical rotation. For example, do not make a special trip to use the computers at AGMC when you are doing a rotation at Summa.
2. Do not use library study carrels as lockers for storing bags, coats, etc. while you leave the library to take care of other business.
3. Limit your recreational use of the library (i.e., e-mailing, surfing the net, etc.) to those hours when the library is not busy.
4. Please return all borrowed materials in a timely manner.

Observation of these guidelines will help ensure that everyone is able to take advantage of library resources to the fullest extent. Library staff and administrators want to help you, and they welcome any suggestions you might have to improve their facilities. Please see your NSC representative or clinical dean if you have any questions or concerns about library use.

### **Professional Development Advising Teams (PDAT)**

Professional Development Advising Teams (PDAT) serve as the organizational framework for the Institution's advising program. Students are assigned to a Professional Development Advising Team upon matriculation and remain members of their assigned PDAT throughout their time as students. Each PDAT is comprised of clinical faculty members, administrative staff, Rootstown-based faculty, peer advisors, and equal numbers of students. PDAT's help foster close relationships and a sense of community among students.

The advising process, including career, academic, personal and peer mentoring, is facilitated by the following individuals within each PDAT:

Clinical Advisors are clinical faculty members (Physicians and Pharmacists) who serve as advisors, by providing leadership and direction to student advisees with primary responsibilities in areas of career education and professional socialization of students. They foster self-assessment skills and serve as facilitators of the reflective learning process.

Academic Advisors are members of the Academic Affairs professional staff and are located on the Rootstown campus. Their responsibilities focus on academic success and support. Advisors review all exam scores and final grades for their advisees on a regular basis. Students who are performing at an unsatisfactory level are required to meet with their Academic Advisor to discuss learning strategies and resources. Academic Advisors also serve as a resource to address a wide variety of inquiries and concerns related to academic progress and campus resources, including those about student health issues and requirements, student counseling and advising, harassment or student abuse.

Peer advisors assist students in adjusting to the many pressures and stresses of education within a small group context. Peer advisors provide a formal forum for first-year students to interact with a second year student who can be relied upon as a resource person who provides an opportunity for guidance and support assists students in finding appropriate campus resources and models professional behavior. Peer advisors assist students in subsequent years with adjustments to clinical experiences and clerkships. Peer advisors also plan extra-curricular and social functions that bring faculty and students together.

### **Summer Fellowships (medicine only)**

The Office of Research and Sponsored Programs, located on the second floor of the F-Building on the Rootstown campus, administers and directs the Summer Fellowship Programs. There are currently two types of fellowship experiences, the Summer Research Fellowship Program is research intensive, providing experiences in hypothesis driven research questions. The second, the Summer Fellowship Program, is oriented to experiences in clinical research and education.

The overarching goals of these programs are to:

- Introduce and enhance students' understanding of basic science and clinical research principles;
- Provide a strong foundation in the ethical conduct of research;
- Strengthen skills in critical evaluation of data and reinforce concept of evidence-based medicine;
- Broaden the students' knowledge of the role and relevance of research to clinical medicine; and
- Facilitate the development of faculty-student mentorship and student professionalism.

The Summer Project Catalog and program application are posted in early-spring. Students must complete IRB certification and must be in compliance with the immunization policy in order to participate in the program. Students with summer course remediation may have to withdraw from a summer fellowship and are required to meet with the assistant dean, student affairs and admissions to discuss the situation.

Outside Fellowships and Research summer opportunities can be found on the "My Career" tab of DOC's and are coordinated through the Office of Career Development and Advising.

### **Women and Medicine**

The Women and Medicine Program provides support, networking, and special programs for students, residents and faculty and also provides consultation regarding issues of women's health in the curriculum and research in the areas of women's health and well-being.

The Office of Women and Medicine is composed of the following individuals:

Staff Advisor: Tenille Kaus, J.D.  
Assistant Director, Diversity and Student Affairs  
330-325-6758

Consortium Hospital Women Liaison Officers (WLOs) who provide support to students on the clinical campuses are:

#### Canton Campus

Aultman Hospital	Sara Vance, M.D.	330-492-8001
Mercy Medical Center	Sharon G. Stern, M.D. Betsy Baum, M.D.	330-499-5700 330-489-1303

#### Akron Campus

Akron General Medical Center	Debbie Plate, D.O.	330-344-1167
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Summa Health System	Melodie Phillips, M.D.	330-864-4488
Barberton Citizens Hospital	Laura A. Novak, M.D.	330-745-5008

Youngstown Campus

TBD

Rootstown Campus

Human Resources 330-325-6729

## **POLICIES, RULES AND REGULATIONS**

### **Alcohol and Substance Abuse**

The Institution condemns the abuse of alcoholic beverages. All members of the Institution community are responsible for making decisions about their actions within the context of Ohio law, Institution regulations and the highest standards of professional conduct. In addition, awareness of the rights of others within our community who may choose not to use alcoholic beverages must be honored.

The Institution has defined guidelines which will ensure that any use of alcohol is responsible and consistent with the laws and regulations of the State of Ohio.

All students of the Institution are expected to be familiar with and to respect the laws of the State and Federal government with regard to the use of intoxicating and other mood- or consciousness-altering substances. Possession or use of many of these substances is illegal. A felony conviction of a student may preclude licensure to practice. Could subject a student to dismissal from the Institution and referral for prosecution if appropriate.

Both for reasons of personal well-being and because of the nature of their profession, students are expected to show restraint and responsibility in their use of consciousness altering substances. In cases where the Institution becomes aware that a student has developed a problem relating to alcohol or other substance abuse, the student will be required to appear before the Committee on Academic and Professional Promotion to determine if it is necessary that the student leave studies and enroll in an appropriate rehabilitation program. The normal due process and appeal procedures will apply to such a student. Failure on the part of the student to successfully complete a mandated rehabilitation program will lead to dismissal from the Institution. The Institution's first concern in these matters is to aid the student in overcoming problems with regard to substance abuse. The nature of the profession, however, requires that students who fail to overcome such problems not be allowed to continue preparation for the practice of medicine or pharmacy.

### **THE INTERVENE NOW (I.N.) COUNCIL**

The Northeastern Ohio Universities Colleges of Medicine and Pharmacy is deeply committed to the well-being of its students. This commitment is evident by the provision of both emotional and physical health services through the Offices of Student Services and Career Development and Advising. Students are encouraged, without stigma, to engage in confidential personal advising, psychological counseling and medical consultation whenever the need arises.

The Institution also provides educational programming on substance abuse and impairment. During the first year, students receive information regarding Intervene Now (I.N.) Council. I.N. Council is a student organization whose main goal is to educate and develop awareness among the student body about issues of substance abuse and impairment.

The goals of I.N. Council are:

1. To promote awareness of substance abuse and the warning signs of dependency and further understanding of the need to become "our brother's keeper."
2. To recognize substance abuse early and prevent damage to the lives of both impaired students and their families.
3. To provide evaluation and treatment for impaired students in a confidential and compassionate manner.
4. To provide support to impaired students through understanding and care.
5. To allow recovering students to continue their education without stigma or administrative censure.

Council membership is composed of five elected students from each class and professional members such as physicians and counselors. The total number of Council members does not exceed 28.

The council meets monthly for education purposes and general business. Emergency meetings are scheduled as necessary. Education is one of the primary focuses of the council: special films, seminars and speakers are presented to the student body throughout the year. These activities are open to all students, residents, staff, faculty and attending physicians.

Any student who suspects a classmate of having a substance abuse problem can request confidential assistance from any member of the I.N. Council to determine if the student may need professional help. The council is designed to protect the identity of students who report, as well as students who are suspected of being impaired. The identity of the student suspected of being impaired is not known to anyone other than the council member to whom the report is made, the chair of the council, and the intervention team of I.N. Council members, if intervention is necessary. The only time the Institution's administration becomes involved is when assessment or treatment for impairment is refused by the student.

Any student who refuses assessment or treatment is referred to the assistant dean, student affairs and admissions. By not involving the administration initially, students are given a chance to address concerns about substance abuse without jeopardizing their education.

### THE FIVE PART PLAN FOR DEALING WITH SUBSTANCE ABUSE BY I.N. COUNCIL

#### I. Recognition

An individual who recognizes that he or she is impaired may approach a member of the Council or seek help outside the Council through the director, career development and advising. It is the sincere wish of the Council that those who suspect another student of being impaired would approach that student in a caring and supportive manner prior to involving the Council.

If this is not sufficient action, the person suspecting the impairment should then approach a Council member. The Council member then will approach only the chair with the information. The chair and reporting individual will go over the testimony to include personally-witnessed activities and behavioral changes. Non-witnessed behaviors and activities are not to be included in the testimony. The reporting student may suggest other individuals that may be contacted by the chair for additional information. The chair will then compile the information and present it to the Council during a closed meeting.

The name of the student in question will not be known to the other Council members but will be assigned a case number by the chair. A committee may be appointed by the chair for the purpose of gathering more information about the case or confirming evidence given. The individuals appointed to the information gathering committee will know the time and place of the indications of the alleged impaired individual. All such information gathering will remain strictly confidential. The Council may approach anyone involved with the student including significant others, residents, attending physicians, etc., in the course of its information gathering. At the next closed or emergency meeting, the Council will hear the gathered information regarding the student, referred to by case number only. Based on the information gathered about the case, the Council will decide to intervene, obtain further information, or dismiss the case.

#### II. Intervention

If intervention is deemed necessary, the intervention team will consist of individuals that the chair believes will best serve in the intervention process. They will confront the allegedly impaired student in a compassionate, caring and supportive manner. The purpose of this meeting is to help the student recognize that a problem exists, to express a commitment to help, and to explain the assessment proceedings.

#### III. Assessment

A designated professional specializing in substance use disorders will conduct a formal assessment. The professional may not be an active faculty member, its consortium universities or hospitals. If the student is deemed not to be impaired, the assessing professional may consider the presence of psychiatric or social-related problems which may require intervention outside the council.

#### IV. Evaluation and Treatment

After the student has been assessed, he or she will choose an appropriate treatment modality in accordance with the recommendation of the treatment provider. With the exception of the medical leave of absence petition, the only time the administration will become involved is if assessment or treatment is refused.

#### V. Support and Follow-Up

The chair will monitor pertinent activities of students currently undergoing treatment for impairment, and students who have undergone treatment for impairment.

## **Attire Guidelines for Students**

The Institution expects students to dress appropriately and professionally in all school situations. Student Council has prepared dress guidelines and the Institution endorses their statement. It is the responsibility of faculty, staff and students to implement the guidelines. Students should always check with course and clerkship site directors for specific requirements regarding appearance, since courses, clerkships and consortium hospitals and pharmacies may vary and differ from guidelines. Whenever students interact with the public, high standards of professional dress are expected. Students should keep in mind that they represent the Institution student body to speakers, faculty, staff, visitors, hospital staff and patients, and strive to dress in a manner that reflects positively on themselves and the Institution.

**ROOTSTOWN CAMPUS:** Students may dress casually; however, provocative (tight, distracting, revealing) clothing can interfere with the learning process and is not appropriate. Whenever students interact with patients in any way, the Clinical Setting guidelines for attire should be followed.

**CLINICAL SETTING** (applies when patients are seen in any setting, on or off campus): Students should dress professionally at all times in the clinical setting. Students must wear their white coats, patches, and ID badges. Professional complementary attire is also expected. This includes shirt and tie, slacks, skirts (approximately knee length or longer), hosiery and appropriate shoes. Unprofessional attire includes provocative clothing, short skirts, jeans, midriff shirts, tennis shoes and open toed shoes. Scrub suits are to be worn only in appropriate areas as deemed by individual hospitals. Students should also avoid excessive jewelry (dangling earrings, loud jewelry). Unusual or excessive body piercing and/or tattoos must be removed or concealed. Strongly scented fragrances and heavy cosmetics are not appropriate. Fingernails should be properly maintained and nail polish should be a neutral shade (e.g., not black, blue, green, etc.). Hair length exceeding shoulder should be properly maintained (i.e., pulled back), when interacting with patients.

Issues related to student attire will be dealt with in a manner similar to other issues regarding professionalism.

## **Student Attendance Policy**

### Courses on Rootstown Campus

Attendance requirements vary for different components and sessions of the curriculum. Attendance is at the discretion of each course director and attendance policies for each specific course will be included in the syllabus materials. In some course activities, participation may be a factor in determining the grade. Respect for faculty, as shown in part by punctuality and attendance, is considered to be an important component of professional behavior.

Students unable to attend a mandatory class or session due to illness or an emergency are to contact the course director. Failure to notify the course director may result in an unexcused absence which may be a factor in determining your grade. In cases where a student is unable to attend a scheduled session of a course, the student is still responsible for all material covered during his/her absence.

Concerns arise over attendance or tardiness may be a professionalism issue, and students will be directed to meet with the course director and with the assistant dean, student affairs and admissions. Professionalism concerns can be referred to the Committee on Academic and Professional Progress.

Students who are ill or experience an emergency when an examination is scheduled must contact the assistant dean, student affairs and admissions in advance of missing the exam. The assistant dean will then determine if the absence will be excused and will work with Health Professions Education to determine when the exam must be rescheduled. The student can be held accountable for any additional cost involved in the request for a new examination.

### Clinical Experiences

Daily attendance is mandatory for all clinical experiences. Concerns or special circumstances should be discussed with clerkship site director. Attending educational conferences is not considered an excused absence. Students who are unable to report for duties due to illness or emergencies must notify the clerkship site director, or his/her designee at the site, immediately. If a student is absent for two or more days from any clinical experience, both the site director or preceptor and the student are to notify the Office of Health Professions Education. Students absent for two or more consecutive days for a medical condition may be advised to see a physician and present proof of the office visit to the clerkship site director.

Any time missed during a clerkship rotation must be made up. The site director will decide how and when the time is to be made up.

Prompt attendance at all clinical activities is a matter of professional responsibility. If problems arise over attendance or tardiness during a clinical rotation, students will be directed to meet with the site director and with the assistant dean,

student affairs & admissions. Professionalism concerns can negatively impact a grade, evaluation and could be referred to the Committee on Academic and Professional Progress.

Clinical activities are rarely canceled due to inclement weather. Institution closings due to inclement weather pertain to Rootstown campus activities only. Students are expected to report for clinical rotations as usual unless notified otherwise by the clerkship site director.

Any planned absences for educational/career purposes, e.g., a residency interview or a scheduled Step 2 examination, must be approved by the elective director in advance of the time the elective begins whenever possible. The elective director will decide whether or not to approve the absence and the semesters of the make-up work.

#### Examinations:

Students who are ill or experience an emergency when an examination is scheduled must contact the assistant dean, student affairs & admissions as soon as possible. Based on individual circumstances the assistant dean, student affairs and admissions will then determine if the absence will be excused and will work with Health Professions Education to determine when the exam must be made up.

#### Contacts When Illness or Emergency Impacts Attendance –

Courses, including but not limited to lectures, labs, clinical experiences: Course Directors, see pages 3-5.

M1, P1, M2, and M3 Examinations: Polly Moss, Assistant Dean for Student Affairs & Admissions, (330) 325-6759 – pol@neoucom.edu

M3 Clerkship Rotations: Clerkship Site Directors – obtain information from your hospital at the beginning of each clerkship rotation

Exploratory Experiences: Exploratory Experience preceptors – obtain information from your sites at the beginning of each Experience

M4 Electives: Elective Directors – obtain information from your site at the beginning of each elective

### **Campus Access Policy**

#### *Access to Campus Property:*

There are three entrances to the Rootstown campus. These entrances are available as follows:

1. The main entrance from Rt. 44 is open at all times.
2. The gate to the east entrance from Rt. 44 is open between 6 a.m. and 7 p.m. weekdays.
3. The outer gate to the south (Loretta Drive) entrance from Tallmadge Road is open between 6 a.m. and 7 p.m. weekdays.

#### *Key Card Access to Campus Buildings:*

Access to the facility can be gained from most exterior doors during our normal unlocked hours of approximately 6 a.m. to 7 p.m. weekdays. The key-card access system gives you eight after-hours access points to the facility during all times that the facility is locked to the general public. These locations include door #1 at the northeast corner of R-building (Meshel Center entrance), door #3 at the security office, door #16 at the southwest corner of C-building, door #14 on the south side of B- building, door #49 at the north entrance to F-building, door #58 by the entrance to Gross Anatomy from the courtyard, door #55 entrance to E-building from the courtyard, and door #68 at the entrance to G-building. Other access points may be added to the system in the future as deemed necessary. Visitors and guests without ID badges will have to enter at security and sign in.

The specifics of using your card are quite simple: By merely placing your card within five inches of the header, it will scan your card and unlock the door. A valid card will unlock the door for a period of about 15 seconds allowing you to open it. On the sets of double doors, the door that will unlock is the one adjacent to the card reader.

ID badges should be worn at all times for a number of practical reasons. An easy-to-read name and department ID badge greatly aids faculty, staff and students in getting to know each other. A visible ID badge also helps in identifying authorized versus unauthorized personnel on the premises.

#### *Children on the Rootstown Campus*

Children are permitted in all areas of the Institution except in laboratories, unless prior written approval has been granted. Children may be permitted in non-laboratory areas of the Institution so long as they are directly supervised and their

presence is not disruptive to routine activities. Children mean any person under age 16. Minors 16-18 years old, may work or visit in laboratory areas providing their parent(s) or legal guardian(s) sign a Volunteer Waiver Form.

Laboratory areas are specifically defined as follows: the Multi-Disciplinary Teaching Laboratories and Gross Anatomy laboratory areas of B building; all Basic Medical Sciences laboratories in C, D, E and F buildings; and all restricted access areas in the Comparative Medicine Unit (CMU).

Children may be permitted in these areas under special circumstances with the prior written approval of the Vice President. Activities in the CMU will require the additional approval of the Director, CMU.

The Information Center and the bookstore are open to the public.

#### *Policy Governing Persons Who Travel to Areas That Are Identified by the CDC as Having Serious Infectious Disease Outbreaks*

Purpose: To protect the members of the Institution community from unnecessary exposure to possible infectious agents that might be spread by members of the Institution community that travel abroad for business or pleasure to countries that are included in the Center for Disease Control's (CDC) Travel Warning list.

Scope: Applies to all members of the Institution Community including hourly unclassified staff, classified civil service staff, administrative staff, faculty, students and volunteers.

Body of the Policy:

- A. All members of the Institution community are required to visit CDC's Travelers' Health website at <http://www.cdc.gov/travel> to educate themselves and others who may be traveling with them about any disease risks and CDC health recommendations for international travel in the areas they plan to visit or they may consult their local health department for guidance.
  - a. Before travel, update all routine vaccinations (i.e., tetanus/diphtheria, polio, measles/mumps/rubella, and seasonal influenza vaccine if it is available), and see your doctor or health-care provider to get any additional vaccinations, medications, or information you may need.
  - b. Consult a physician or other qualified health care provider to determine what vaccinations will be needed to provide protection (this will vary depending on travel destination, personal health and immunization history, and planned activities).
  - c. If traveling for business purposes, documentation from the traveler's physician or other qualified healthcare provider must be provided to the Institution's Health and Safety Coordinator, stating that the traveler has received the recommended vaccinations.

After a member of the Institution community returns from international travel, the Institution's Health and Safety Officer will refer to the CDC website to determine if any precautions should be taken upon return. If the Institution has concerns about the possibility of infectious diseases based on the location of travel or the activities performed during the trip, the Institution can require the individual to submit to an examination by a physician or other healthcare provider. The physician or healthcare provider should document that the person does not pose a risk; such documentation will be placed in the individual's medical file.

### **Communication Policies**

#### *Electronic Mail*

The Institution provides electronic mail resources in support of its instruction, research, and service activities. Because electronic mail (e-mail) is the official method for communicating to students, an e-mail address is issued to all students upon acceptance. It is the student's responsibility to check his or her e-mail regularly for distribution of official communiqués. Failure to read e-mail messages does not alter a student's responsibility to be informed about Institution events, announcements and policy changes, therefore, it is recommended that e-mail be checked once per day when practicable. Students are discouraged to do mass emails; please post on DOCS.

The Institution is not responsible for lost, rejected, or delayed e-mail forwarded by from a student's official e-mail address to off-campus or unsupported e-mail services or providers. Such lost, rejected or delayed e-mail does not absolve the student from responsibilities associated with an official communiqué sent to the student's official NEOUCOM e-mail address. If there is a change in a student's e-mail address to which the official address is redirected, it is the student's responsibility to make the changes in the e-mail registering system.

### **Policy Regarding Use of Computing and Network Resources**

## *Information Technology Policy Orientation for Students*

The Institution's computer systems and networks are shared resources used by many individuals to carry on the Institution's mission of teaching, research, and service. Use of these resources must be ethical, respect academic honesty, respect the rights of other users, demonstrate respect for intellectual property and ownership of data, respect system security mechanisms, and promote an environment free from intimidation and harassment.

The Institution has specific policies governing the use of information technology resources. These apply to all faculty, staff, and students.

It is each user's responsibility to keep fully aware of all policies and understand them or seek clarification from appropriate authorities in case of doubt or ambiguity. The full text of the policies is posted at: Administrative Policies link on the Resources page of the Information Technology Website. Administrative Policies channel on the DOCS Tech Help tab.

It is the responsibility of every student to know these policies, and to conduct their activities accordingly.

### Acceptable Use of Computing Resources By Students

- Comply with ALL Institution policies and procedures.
- Protect your IDs and passwords and keep them confidential. You are responsible for all activities that originate from your accounts or systems.
- Respect licensing and copyright laws. Information protected by copyright is not to be copied from, into, or by using Institution computer and network sources.
- Use systems and networks responsibly, ethically, and legally.
- All devices that are connected to the Institution's network and the Internet, whether owned by the student or the Institution, shall execute real-time virus-scanning software with a current virus definition file.

### *Tips on What Not to Do!*

- Do Not harass or intimidate using any system, network, e-mail, etc.
- Do Not attempt to gain unauthorized access to any resource.
- Do Not engage in any activity that infringes on the ability of others to use the network or other resources, such as uploading or downloading music or movies.
- Do Not use software that could be harmful to the network or other resources.
- Do Not install any unauthorized equipment on the network.
- Do Not use accounts or network access to conduct a personal business, to promote or advertise a personal business, and/or for personal financial benefit.
- Do Not transmit or make accessible offensive, obscene, or harassing materials, or chain letters.
- Do Not disrupt network communications or conduct or attempt to conduct a breach of security against Institution systems.

### *Peer-To-Peer Software*

Uploading and downloading music and movie files is illegal and is a violation of the Institution's File Sharing Policy. You can lose your Internet privileges if you get caught by the Institution, and you are subject to fines of up to \$100,000 per song if the music industry catches you. If that's not enough, Peer-to-Peer (P2P) networks used to trade music files are fast becoming the preferred method to spread viruses.

P2P software such as Gnutella, E-Donkey, Kazaa, or BitTorrent may seem to be a convenient means of downloading multimedia, but this convenience is a double-edged sword. Your ease in finding files is equally matched by the ease with which the copyright enforcement agency can find you. These agencies can rapidly identify computers that are sharing files in violation of copyright – sometimes in as little as five minutes after the computer connects to the network.

Sharing files without permission of the copyright owner puts you at risk of a criminal and/or civil lawsuit. In addition, unauthorized distribution of copyright material is a violation of the Institution's Acceptable Use Policy, and is subject to further action by Student Affairs.

Aside from the legal ramifications, however, P2P applications have some serious security issues that should discourage you from installing them on your personal computer:

1. P2P applications can come with risky third-party software. P2P software often comes bundled with other applications which may interfere with the use of your computer.
2. P2P applications can be a vector for viruses. Many of the highly successful viruses in circulation today use P2P programs running on an infected computer as an additional mechanism for propagation.
3. P2P applications can make you liable for distribution of material. Some P2P file sharing licenses allow the company to use your system as a distribution point for pirated software, videos, or audio files, a practice for which you are liable.

### *File Sharing*

Supported types of internal file sharing:

DOCS Groups Files - DOCS Groups provides secure file sharing capabilities for authorized members of the group. Membership is maintained by the designated group leader.

Internet Downloads – Files that are not protected by copyright may be downloaded from the Internet for legitimate Institution purposes.

E-mail – Files that contain any information considered sensitive or vulnerable shall be encrypted before sending it outbound electronically or on magnetic media. Use encryption of information in compliance with the Institution's Acceptable Encryption Policy.

Downloading or distributing copyrighted material, e.g. documents, music, movies, videos, text, etc., without permission from the rightful owner violates the United States Copyright Act and several Institution policies.

#### PDA's

The PDA is a small, portable device, with significant risk of accidental loss or theft. Because of this, the PDA is not considered a secure computing device.

In cases where there is a justifiable business need or requirement for confidential information, such as patient information, confidential student information, grades, etc., to be stored or transferred to a PDA, appropriate security measures must be implemented as listed below:

The PDA must be password protected using the security feature provided on the PDA and there should be no sharing of the password. A strong password must be established in accordance with the Password Policy.

If there is a need to store confidential information, it must be encrypted.

When there is no longer a job- or education-related need to access or store this confidential information, it must be deleted. Removable media such as memory cards must not be used to store confidential information.

A Desktop PC that is used for syncing must require user log on and shall execute real-time virus-scanning software with a current virus definition file.

PDA's used within the consortium must comply with applicable policies governing each consortium site.

#### *Wireless Communications*

All Institution policies concerning the campus wired network also apply to wireless connections.

Access to the wireless network is restricted to members of the campus community who have a valid user ID and password. Students are responsible for purchasing wireless clients/cards for devices connected to the campus wireless network.

Unauthorized Access Points/Base Stations that are discovered on the network will be disconnected, and disciplinary action may be taken against the device's owner/operator.

#### *Passwords*

Never share your password with anyone. Once you share your password, you lose control over how your account is used, even though you are still responsible for anything done in your name. Sharing your password is a violation of the Institution Password Policy.

Use strong passwords. Use passwords that are impossible to guess. Use a password that is easy to remember so you don't have to write it down.

Passwords must contain at least seven alphanumeric characters, including:

Both upper and lower case characters (e.g., a-z, A-Z)

Digits (e.g., 0-9) and punctuation characters (including only the following: ! \* + \_ - = ? , /)

Passwords must NOT be:

A word in any language, slang, dialect, jargon, etc.

Based on personal information, such as names of family, phone numbers, or birth dates.

#### *A Few Simple Rules To Create A Strong Password*

An effective password is one that is difficult for an intruder to guess. The more characters you use in your password, the better. The number of possible combinations increases exponentially with each additional character.

Substitute numbers and special characters for letters or words (0 for O, 3 for E, 1 for I, 2 for to, too).

Use punctuation, including mathematical operations with words.

Choose a line or two from a song, a poem, a movie title, and use the first letter of each word

Passwords should be easy to remember, so they do not have to be written down. Using phrases will make remembering your password easier.

Use short phrases and intentionally misspell words.

Never reuse an old password. Always create a fresh and new password to avoid the possibility of an old password having been compromised in the past.

#### Rootstown Campus Help Desk

The Help Desk is your initial point of contact for the Information Technology Department. If you suspect your password or any other sensitive data has been compromised or the Institution PC you are using becomes infected, contact the Help Desk using the following methods:

E-mail the Help Desk at: [help@neoucom.edu](mailto:help@neoucom.edu)

Phone (330) 325-6911

The Help Desk is open Monday through Friday from 8:00am to 5:00pm on normal business days.

#### *Sanctions*

Users who violate this policy may be denied access to Institution computing resources and may be subject to other penalties and disciplinary action, both within and outside of the Institution. Violations will normally be handled through the Institution disciplinary procedures applicable to the relevant user. The Institution may temporarily suspend or block access to an account, prior to the initiation or completion of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of the Institution or other computing resources or to protect the Institution from liability. The Institution may also refer suspected violations of applicable law to appropriate law enforcement agencies.

#### *Reporting Violations*

Any user who believes that a violation of this policy has occurred should report the matter as soon as possible to the director, information technology. The director, information technology may confer with the Institution's General Counsel in determining the appropriate course of action. In addition, any user who feels it necessary for their health or safety may also report the incident to the Institution security or where appropriate local or federal law enforcement.

### **Policy on Persons with Disabilities**

It is the policy of Northeastern Ohio Universities Colleges of Medicine and Pharmacy to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local requirements regarding persons with disabilities. Under these laws, no otherwise qualified individual with a disability shall be denied access to participation in services, programs or activities of solely by the Institution reason of his or her disability. Federal law applies to individuals with substantial impairments affecting one or more major life activities (e.g., walking, seeing, speaking, breathing, learning, working or performing manual tasks), those with records of such impairments, and those who are regarded as having such impairments. As the Institution is enriched by persons with disabilities in its student body and among the faculty and staff, it is important also to understand and support the needs and rights of these individuals.

All individuals will be held to the same standards and must be able to carry out the essential functions of their positions or programs with or without reasonable accommodation. Upon request of persons with disabilities, the Institution will make efforts to provide reasonable accommodations, however, the Institution is unable to make accommodations which impose an undue burden, present a direct threat to the health or safety of others, or fundamentally alter the nature or its programs, services or activities.

Qualified students are encouraged to disclose known disabilities and to request reasonable accommodation as early as possible. Students who do not disclose disabilities and request accommodation until they have encountered academic difficulty may be jeopardizing their chances of successfully completing the program. The Institution must also have adequate time allotted to address the disability and requested accommodations for committee review, decision and provide the accommodations if approved.

Students needing more information regarding the Americans with Disabilities Act policy or procedures should contact the assistant dean, student affairs and admissions.

#### **Disability Procedures**

##### What constitutes a disabling condition?

Section 504 of the Rehabilitation Act of 1973 states that "...No otherwise qualified individual with a disability in the United States...Shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." Title II of The Americans with Disabilities Act states "...Subject to the provisions of this title, no qualified individual with a disability shall, be reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by such entity." It is Title II of the ADA that covers medical/pharmacy students in medical or pharmacy school.

A disability is a disorder that impedes the medical/pharmacy student relative to the average person in a major life activity. This might be difficulties with reading or a medical condition. A person is not considered disabled if the condition only degrades one's performance relative to other medical/pharmacy students. For example, a student that has a Very Superior IQ but reads as quickly as the average person may be considered disordered, but may be not considered disabled. This is because the student is able to function as well as the average person in terms of reading fluency.

##### Essential Functions Required for Admission, Continuation, and Graduation

In order to become a qualified physician or pharmacist students must possess the ability to carry out essential functions. These functions are described in the Student Handbook.

##### Submitting current documentation of a disability

It is the student's responsibility to disclose a disability, to provide adequate documentation of the disability and any requested accommodations with a rationale of how the accommodation addresses the disability.

The first step in requesting disability related services is to provide current documentation of your disability by an appropriate diagnosing professional. Forms for helping you do this are available from the Office of Student Affairs. What is considered "current" varies, and can mean many years such as with a chronic medical condition, to a few months with some psychological disorders. Send your materials to the assistant dean, student affairs. You will receive an acknowledgment of the receipt of your materials. After you have received the

acknowledgment that the institution has received your materials you must make an appointment with the assistant dean to discuss your documentation and needs.

Through a collaborative process with you, the assistant dean will determine when you have adequately documented, your need for disability accommodations. The assistant dean may choose to consult with professionals about the disability. Your documentation will be discussed with the Disability and Accommodations Committee (DAC) for further consideration. The DAC meets on an as needed basis. The committee will review your materials and decide if you will be granted disability status and if so, what will be offered as reasonable accommodations. Because it will take time for each committee member to review your materials, you must have completed submission of acceptable materials to the assistant dean no later than one week before the committee meets. It is suggested that you have your materials submitted well before this date.

All disability determinations are made by the Disability and Accommodations Committee. You will be invited to attend this meeting and it will be to your advantage to do so. Because this is not a legal hearing, students may not bring legal counsel representation into the meeting. This Committee may require further examination and/or testing by a professional approved by the Institution. The Committee may grant limited accommodations or no accommodations until further assessment is completed. The DAC meetings are confidential and the committee is authorized to review all individual student information available to them in reviewing a student's disability claim and request for documentation.

After the committee meets, you will receive a communication indicating the committee's response to your request(s). If you are entitled to accommodations, the assistant dean will communicate to faculty or other administrators who have a legitimate educational interest in the nature of your accommodation needs.

#### Disability Records

Records submitted by you are kept securely in the office of the assistant dean and are not part of your academic record. Release of these records to anyone at the institution outside of the Office of Student Affairs is based on persons having a legitimate educational interest. Release to anyone outside of the institution will require your written authorization.

#### What are reasonable accommodations?

Accommodations are adjustments within the medical/pharmacy program that decrease barriers to persons with disabilities. An accommodation must meet four criteria:

- It must not fundamentally alter the course or program;
- It must not compromise the essential requirements of a course or activity. For example, if an essential component of a pharmacy education is speed compounding of medication in an emergency, then there may be no "extra time" accommodation for such a requirement. Likewise, there may be no "extra time" allowed in a medical rotation in an emergency room;
- It must not compromise safety to you or others;
- It must not cause an undue administrative or financial hardship for the institution.

#### Requesting accommodations each term

Any request to use your accommodations must be made at least two weeks before the need for the accommodations and must be done annually. For example, if you would like to use an accommodation of extra time for testing or a distraction reduced testing space, you must inform the assistant dean of this at least one week before the test so that special arrangements may be made. If you request accommodations after this time the Institution cannot guarantee the accommodation(s). More extensive accommodations may require additional time to implement. The Institution cannot make or authorize accommodations for exams administered at the Institution, but that are property of an outside organization (e.g., National Board of Medical Examiners exams).

#### Temporary medical conditions

Temporary medical conditions are not disabilities under ADA Title II. However, in the case of a temporary medical condition that is verified by a diagnosing professional, we will make attempts to support you. Since this is not a disability issue there may be no need to submit documentation to the Disability and Accommodations Committee, but adjustments will require the review and approval of the assistant dean who is authorized to consult with faculty and/or other professionals.

#### Dispute resolution for determination of disability status or reasonable accommodations

If a student wishes to appeal a decision regarding the determination of disability status or reasonable accommodations, the student should make an appointment to meet with the assistant dean to discuss the situation (if new information were provided). The assistant dean will schedule a meeting of the Disabilities Appeals Committee. This Committee will review all documentation related to the request and meet with the student. The resulting decision is final.

Revised: 08-11-08

### **FERPA and Access to Student Records**

Each student's records are kept by the registrar. Access to student records, both by the student and others, is governed by guidelines developed to be consistent with the Family Educational Rights and Privacy Act of 1974, as amended. These guidelines follow:

#### A. Definitions:

1. Student - Any person who attends or has attended the Institution and regarding whom the Institution maintains education records.
2. Educational Records (Exceptions) - Any record (in handwriting, print, tape, film, or other medium) maintained by the Institution, an employee of the Institution or an agent of the Institution which is directly related to a student, except:
  - a. A personal record kept by a Institution staff person, or agent which meets the following tests:
    - (1) it was made as a personal memory aid;
    - (2) it is in the sole possession of the person who made it; and
    - (3) the information contained in it has never been revealed, or made available to any other person except the maker's temporary substitute.
  - b. An employment record used only in relation to an individual's employment by the Institution. However, the records related to a student's employment are education records when:
    - (1) the position in which the student is employed depends on his/her status as a student;or
    - (2) the student receives a grade or credit based on his/her performance as an employee.
  - c. Records connected with an individual's application for admission to the Institution prior to his/her actual attendance as an enrolled student.
  - d. Records which relate to an individual as an alumnus after he/she no longer attends or participates in an educational activity for which the Institution awards a grade or credit.
  - e. Records maintained by the Institution security unit that were created by the Institution security unit for the purpose of law enforcement.
  - f. Records maintained by the Institution's student health service used only for the provision of medical or psychiatric treatment. In order to maintain these records separate from education records, the Institution will enforce the following conditions:
    - (1) no person other than the physicians, psychiatrists, psychologists, or other recognized professionals providing treatment or performing official duties will have access to information contained in the health unit records. However, such records may be disclosed without prior consent if the information is necessary to protect the health or safety of the student or other individuals. A report of any such disclosure will be made to the student as soon as possible.
    - (2) these records may be reviewed by a physician or other appropriate professional of the student's choice.
3. Personal Identifier - Any data or information that relates a record to a student. This includes the student's name, the name of the student's parents or other family members, the student's address, the student's

social security number, any other number or symbol which identifies the student, a list of the student's personal characteristics, or any other information which would make the student's identity known and can be used to label a record as the student's.

4. Directory Information - Information which would not generally be considered harmful or an invasion of privacy if disclosed. This information may be disclosed by the institution.

## B. Access Rights

1. All students have the right to be provided a copy of the Institution's policy regarding privacy rights of students and a list of the types of educational records maintained by the Institution which are directly related to students with the exceptions stated in Section D.
2. All currently registered and former students of the Institution have the right to review and inspect their official records at the Institution in accordance with these rules.

Official student records are those regularly maintained by the Institution. These include admissions, academic and financial records prepared and retained by the registrar. Students who wish to review their records should make an appointment in advance with the registrar. Your request will be granted within 45 days.

3. All students have the right to obtain copies of their education records only in those situations where failure of the Institution to provide copies would effectively prevent the student from exercising the right to inspect and review his/her education records.
4. All students have the right to a response from the institution to any reasonable request for explanations and interpretations concerning the accuracy of their records.

Students having questions regarding the content or interpretation of content of their educational records may make an appointment with the registrar to review their records in an attempt to resolve the questions raised. If the registrar is unable to provide a satisfactory explanation, students will be referred to the individual responsible for submitting the record in question for clarification. If such explanations are still not satisfactory, the procedure described below will be followed.

5. All students have the right to a hearing to challenge the factual entries in their education records.

Upon the request of the student involved, a hearing shall be conducted within a reasonable time of the request of the student involved. The hearing shall be conducted by the general counsel, or, if the general counsel has a direct interest in the outcome of the hearing, by the executive associate dean. The student shall be afforded a full and fair opportunity to challenge the accuracy of any factual entries and may be assisted or represented by individuals of his/her own choice including an attorney. The decision, which shall include a summary of the evidence and reasons for said decision, shall be rendered in writing within one week after conclusion of the hearing. It should be emphasized that this hearing will relate only to whether the student's record is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, with the decision based solely on evidence presented at this hearing. If the hearing is in regard to a grade, the hearing cannot determine whether a higher grade should have been assigned.

6. The policy of the institution for reviewing and expunging records: If it is determined that the record in question was inaccurate, the Institution will take appropriate steps to correct the record. If corrective action is indicated by an informal proceeding, a written request from the faculty member in question will be forwarded to the Office of Student Services stating that an error was made in the original record as well as listing the change that should be made. The registrar will act accordingly upon receipt of this information. If a formal hearing establishes that the record in question contains incorrect information, such findings will be transmitted to the Registrar in writing for appropriate corrective action. The student may submit an explanatory statement to the registrar for inclusion in the student file.
7. All students have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by the Institution to comply with the requirements of the Act.

## C. Waiver of Access Rights

The Institution does not require students to waive their right of access to their education records, nor is a waiver of access rights a condition for admission to or receipt of financial aid or of any other services or benefits from the Institution.

Under certain circumstances, however, a student may wish to waive his/her right of access to confidential recommendations and interview reports. A student may do so by signing a waiver form. In this event the student will be notified of the names of the persons making such recommendations or reports, and the recommendations or reports will be used solely for the purpose for which they are intended. Waiver forms may be obtained from the registrar.

D. Limitations on Access Rights

The Act provides for limitations on the right of a student to have access to his/her official records. Among the specific exclusions are the following:

1. Financial records of the student's parents and information contained therein.
2. Confidential statements and letters of recommendation placed in a student's file prior to Jan. 1, 1975, provided they are used for the purpose for which they were specifically intended.
3. Records of instructional, administrative and supervisory staff which are in the sole possession of such personnel and not accessible to any other person except a temporary substitute.
4. Records of professional and paraprofessional personnel which are created, maintained and used solely for the purpose of treatment and are not available to anyone other than the individual providing the treatment; the student has the right, however, to have such records reviewed by an appropriate professional of his/her choice.
5. All confidential recommendations or interview reports for which the student has requested and signed a waiver of his/her right of access and has been given an opportunity to request to be notified of the names of all persons submitting such documents. In the absence of the execution of a waiver, a right of access exists to such documents.

E. Others to Whom Access Rights Apply

The Act permits the following others to have access to student records:

1. A person who presents a consent form signed by the student which lists the specific records to be released, the reasons for such release and the names of the parties to whom such records are to be released, may have access to the specific records listed in the consent. In such instances, the student will be given the opportunity to obtain copies of the records to be released.
2. Pursuant to a judicial order or pursuant to a lawfully issued subpoena, any court or individual may have access to the student record. In such instances, a reasonable effort will be made to notify the student of the order or subpoena in advance of the compliance therewith.
3. Authorized representatives of the following for audit and evaluation of federal and state supported programs: Comptroller General of the United States, the Secretary of Education and administrative head of an education agency or state educational authorities.
4. In an emergency situation, individuals may have access to a student's records where the knowledge of such information is necessary to protect the health or safety of the student or other person. Under the regulations, access rights in an emergency situation are to be narrowly construed; factors that will be taken into account in evaluating a situation include: the seriousness of the threat to human health or safety, the need for the record to meet the emergency, whether the person to whom the record would be released is in a position to deal with the emergency, and the extent to which time is of the essence.
5. Organizations conducting education-related studies, if such studies will not permit the personal identification of students. These records must carry a disclaimer that they must be destroyed when no longer needed for the studies.
6. Accrediting organizations carrying out their accrediting functions.
7. State and local officials or authorities to whom information is specifically required to be reported or disclosed pursuant to the Ohio Revised Code adopted prior to Nov. 19, 1974.
8. Veterans Administration.
9. Persons or organizations providing to a student's financial aid, or determining financial aid decisions concerning eligibility, amount, condition and enforcement of terms of said aid.
10. Parents of a student who have established that student's status as a dependent according to Internal Revenue Code of 1986, Section 152.

F. Types of Educational Records Retained by the Registrar (not all inclusive):

1. Admissions

- Application forms
- Transcripts
- Recommendations
- Acceptance letters
- Test Scores

2. Academic

- Registration materials
- Transcripts
- Remediation statements
- Course, clerkship, elective, preceptorship and other assessments, grades, scores
- USMLE scores
- Letters of recommendation for electives, etc.
- Correspondence and internal communications relating to academic and other matters of concern to the student
- Insurances

3. Financial

- FAFSA and financial aid applications
- Documentation of financial aid application information
- Correspondence

G. Public Notice Designating Directory Information

The Institution hereby designates the following categories of student information as public or "Directory Information." Such information may be disclosed by the institution for any purpose, at its discretion.

CATEGORY I	Name, address, telephone number, e-mail address, photograph, dates of attendance, class, enrollment status
CATEGORY II	Previous institution(s) attended, major field of study, awards, honors, degree(s)/diploma(s) conferred (including dates)
CATEGORY III	Past and present participation in officially recognized activities, date and place of birth, hometown
CATEGORY IV	Names of parent(s), spouse, children

Students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974, as amended. Forms requesting the withholding of "Directory Information" are available in the Office of Student Services. To withhold disclosure, the appropriate section of the registration form must be completed and received in the student services office by September of each new academic year.

The Institution assumes that failure on the part of any student to specifically request the withholding of categories of "Directory Information" indicates individual approval for disclosure.

Students must consider very carefully the consequences of any decision to withhold any category of "Directory Information." Should a student decide not to release any or all of this "Directory Information," any future requests for such information from non-institutional persons or organizations will be refused. The Institution will honor a request to withhold any of the categories listed above for 12 months, beginning at the time of recent registration for the current academic year, and cannot assume responsibility to contact a student for subsequent permission to release them. Regardless of the effect upon the student, the Institution assumes no liability for honoring students' instructions that such information be withheld.

H. Use of Student Education Records

1. The following personnel may have access to student educational records upon a showing of a legitimate educational interest:

- a. Faculty – this includes PDAT and academic advisors; this does not include lab instructors or technicians;
  - b. Academic administrative officials – including the dean, associate and assistant deans;
  - c. Non-teaching personnel – may have access to file only to extent that they require access to the record for the performance of their duties.
2. Other personnel may be allowed access if they can demonstrate a legitimate need and the inability to otherwise access the information.

I. Legitimate Educational Interest

A legitimate educational interest exists when personnel need to know information in order to:

1. perform their job duties which are a service or benefit to the students such as health care, counseling or financial aid;
2. appropriately aid students in their education or development;
3. perform a supervisory or instructional task related to the student's education;
4. perform an administrative task related to the student.

In assessing whether or not to provide access to information in the file, the registrar will weigh the benefits of sharing the information against any harm that might occur from nondisclosure.

J. Records of Requests for Access and Disclosures Made from Educational Records

1. All requests for disclosures of information contained in a student's education record will be submitted to the registrar.
2. The registrar will approve or disapprove all such requests for access and disclosures except for requests for directory information. The registrar will maintain a record of these actions.
3. This record of requests for and disclosures made from education records will be available only to the registrar or the record custodians, the student, or to the federal, state or local officials for the purpose of auditing or enforcing the conditions for federally-supported educational programs.

The record will include at least:

- a. the name of the person or agency that made the request;
  - b. the interest the person or agency had in the information;
  - c. the date the person or agency made the request; and
  - d. whether the request was granted and, if it was, the date access was permitted or the disclosure was made.
4. The Institution will maintain this record of disclosures as long as it maintains the student's education record.
  5. The registrar will stipulate that this information shall not be disclosed to third parties without a separate consent by the student.

K. Access to the Policy

Free copies will be available to students upon request in the Office of Student Services.

*Student Information for News Releases*

The Office of Public Relations asks students for authorization to use student record information in news releases for various student activities. Granting this authorization is strictly voluntary on the part of the student, but without it, is unable to issue the news releases.

**Policy Prohibiting Harassment and Unlawful Discrimination**

*Policy*

I. **PREAMBLE**

- A. The Northeastern Ohio Universities Colleges of Medicine and Pharmacy is committed to maintaining a professional and collegial work and learning environment in which all individuals are treated with respect and dignity. Each individual has the right to work and learn in a professional atmosphere.
- B. The Institution seeks to promote an environment in which all students, faculty and staff interact on the basis of individual strengths and characteristics, without having such interactions shaped by generalizations or stereotypes based on age, race, gender, religion, sexual orientation, national origin, disability or veteran status; and to encourage constructive thoughtful and sensitive behavior.
- C. Harassment and unlawful discrimination are serious offenses that may be cause for disciplinary action including, where appropriate, dismissal or expulsion. The Institution will not tolerate harassment or unlawful discrimination on the Rootstown campus, in any affiliated institution, program or agency.
- D. The Institution will commit resources to educational and training programs designed to make members of the it's community aware of their responsibilities with respect to this objective.

## II. PRINCIPLES

- A. All members of the Institution community have a responsibility for ensuring that it's working and learning environment is free from harassment or unlawful discrimination. Supervisory personnel bear the primary responsibility for maintaining a working and learning environment free from harassment or unlawful discrimination. They should act on this responsibility whenever necessary, whether or not they are in receipt of complaints.
- B. This policy will not be interpreted, administered or applied to infringe upon the academic freedom of any member of the community. The frank discussion of controversial ideas, the pursuit and publication of controversial research and the study and teaching of material with controversial content do not constitute harassment, provided these activities are conducted in an atmosphere of respect.
- C. All members of the Institution community will be treated equitably under this policy. All matters arising under this policy will be dealt with in a fair, unbiased and timely manner.
  - 1. All parties will be advised of the provisions of this policy and of the procedures available to them.
  - 2. Any complainant who petitions the Institution to assist in the resolution of a complaint must be prepared to be identified to the Respondent.
  - 3. All parties must be given the opportunity to present evidence in support of their positions and to defend themselves against allegations of harassment or unlawful discrimination.
- D. Efforts at informal resolution (as defined in the Procedures) will be used before any formal steps are taken unless the egregiousness of the offense requires immediate formal action.
- E. Those responsible for interpreting, administering and applying this Policy will use a Reasonable Person Standard.
- F. This policy is not to be interpreted, administered or applied in such a way as to detract from the right and obligation of those in supervisory roles to manage and discipline employees and students, subject to managerial and instructional policies and procedures.
- G. This policy is not intended to interfere with social or personal relationships among members of the Community.
- H. Members of the community have an obligation to participate in procedures under this policy.
- I. Either party may object to the participation of a person in the investigation or resolution of a Complaint on the grounds of a conflict of interest or reasonable apprehension of bias.

## III. SCOPE OF THE POLICY

- A. A complaint of harassment or unlawful discrimination may be made by any member of the community against any other member of the community so long as it pertains to college - related activities.

- B. A complaint of harassment or unlawful discrimination regarding a member of the Institution Community made by a person who is not a member of the community should be made to the supervisor of the community member whose behavior is the subject of the complaint.
- C. When a faculty member is charged with harassment or unlawful discrimination, this policy and the procedures promulgated hereunder will be employed in lieu of the procedures outlined in Faculty Bylaws procedures for sanctions of faculty including censure and dismissal for just cause.
- D. Unless the complaint alleges harassment or unlawful discrimination, student complaints about course instructors, teaching methods, evaluations or course related matters are to be handled through the academic department involved.
- E. A student may not use this policy to review the decisions or recommendations of the Committee on Academic and Professional Progress.
- F. When a student is charged with harassment or unlawful discrimination, this policy and the procedures promulgated hereunder will be employed in lieu of the procedures outlined in the Student Conduct Council Bylaws.

#### IV. DEFINITIONS

- A. **Abuse, Physical** – Unwanted, unauthorized or offensive physical contact with another.
- B. **Complainant** – Any person who seeks recourse pursuant to this policy because he/she has reasonable cause to believe he/she has experienced harassment or unlawful discrimination.
- C. **Complaint** – A statement by a complainant seeking recourse pursuant to this policy for the redress of harassment or unlawful discrimination. A formal complaint is a written official complaint alleging harassment, abuse or unlawful discrimination.
- D. **Harassment**, based on a prohibited ground of discrimination – Behavior toward another person or persons that is abusive, offensive or demeaning. Such behavior would be viewed by a reasonable person experiencing the behavior as an interference with his/her participation in a college -related activity including discrimination on the basis of age, race, gender, religion, sexual orientation, national origin, disability or veteran status.
- E. **Harassment, Personal** – Words, gestures or actions that tend to alarm, intimidate or demean another.
- F. **Harassment, Sexual** – For purposes of this policy, sexual harassment may be defined as unwanted sexual advances, request for sexual favors and other verbal, non-verbal or physical conduct of a sexual nature when:
  1. Submission of such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic success;
  2. Submission of or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such an individual; or
  3. Such conduct is sufficiently severe, persistent or pervasive to limit a person's ability to participate in or benefit from the education program or work environment, or to create a hostile or abusive educational or work environment.
- G. **Investigation Committee** – The Investigation Committee will consist of three (3) or four (4) members who will investigate formal complaints to determine whether harassment or unlawful discrimination has occurred and, if so, to what extent and make a recommendation regarding sanctions, if appropriate. In each case of alleged harassment or unlawful discrimination, the Investigation Committee will be chosen by the Responsible Officer from the available pool of faculty, staff and students. The Investigation Committee will not consist of any members from the department of the Complainant or Respondent.
- H. **Reasonable Person Standard** – Whether or not a reasonable person in roughly the same position as the Complainant would judge harassment or unlawful discrimination to have occurred as a result of a behavior or pattern of behavior.
- I. **Respondent** – A person or persons against whom an allegation of harassment or unlawful discrimination has been made pursuant to this Policy

- J. **Responsible Officer** – Institution official who decides whether the Policy has been violated and makes decisions regarding sanctions, if appropriate. The executive associate dean has been designated the Responsible Officer. If the Responsible Officer is charged with harassment or unlawful discrimination, the matter shall come under the jurisdiction of the president. If the president is charged with harassment or unlawful discrimination, the matter shall come under the jurisdiction of the Board of Trustees.
- K. **Institution Community** – All faculty, staff and students of the Institution, student assistants, and any researcher, instructor or student matriculated elsewhere but engaging in programs at the Institution, on any campus or any clinical setting.
- L. **Institution-Related Activity** – All activities operated under the auspices of the Institution on the Rootstown campus or in any affiliated institution, program or agency.
- M. **Sanctions** – A penalty imposed for violation of this Policy. Sanctions include but are not limited to:
  1. **Faculty sanctions** – in order of severity, are reprimand, censure, censure with reduction of salary, suspension with loss of salary and dismissal.
  2. **Staff sanctions** – in order of severity, are verbal reprimand, written reprimand, suspension for a number of days without pay, demotion and dismissal.
  3. **Student sanctions** – in order of severity, are informal reprimand, formal reprimand, probation, suspension and expulsion.

The Responsible Officer may impose a sanction upon faculty and staff of up to, but no more than, a three (3) day suspension without pay, without consulting with the president and dean. The Responsible Officer may impose a sanction upon students of involuntary probation without consulting with the president and dean.

#### V. **USE OF INFORMATION**

- A. Allegations of harassment and unlawful discrimination often involve the collection, use and disclosure of sensitive personal information. All reasonable measures will be taken to maintain confidentiality. Information concerning a Complaint may be provided to appropriate Institution officials on a need-to-know basis. Any person knowingly, willfully or negligently breaching confidentiality may be subject to sanctions or other appropriate action.
- B. Subject to any limitations or disclosure requirements imposed by law, any and all information, whether oral, written or electronic, created, gathered, received or compiled through the course of a Complaint is to be considered confidential by both the Complainant and Respondent, their representatives and advocates, witnesses and other officials designated by this Policy.
- C. All information will be treated as “supplied in confidence for investigatory purposes.” All closed investigatory files will be retained by or destroyed by the general counsel in accordance with the Institution’s Record Retention policy.
- D. Each party will be informed of the final decision.

#### Procedures for Investigation and Resolution of Informal and Formal Complaints

##### I. **INFORMAL PROCEDURES**

All members of the Institution Community are encouraged to resolve Complaints informally.

- A. **Students**
  1. Students who feel they have been harassed or discriminated against should discuss the matter with their faculty advisor, the student personal advisor, the assistant dean, student affairs and admissions or the associate dean, health professions education. These individuals will:
    - a. Provide students a confidential forum for expressing concerns and exploring options for addressing them;
    - b. Advise students on both informal and formal procedures for addressing their concerns;
    - c. Discuss the student’s concerns, with the permission of the student, with the person about whom the student has an issue (e.g., faculty member, resident, etc.).

2. If one of the individuals identified above believes that a significantly inappropriate action has occurred, the individual has the responsibility to discuss the issue with the executive associate dean, even if the student does not wish to file a Formal Complaint.
- B. Faculty and Staff
1. Faculty or staff who feel they have been harassed or unlawfully discriminated against may be counseled in a confidential and informal manner by any of the following individuals:
    - a. individual supervisors;
    - b. director, human resources;
    - c. affirmative action officer
- C. Any individuals named in I (A)(1) and I (B)(1) above may confidentially discuss an informal Complaint with the Responsible Officer.
1. After receiving a detailed statement of the Complaint, the Responsible Officer may, with the permission of the Complainant, discuss the Complaint with the Respondent in order to seek a mutually acceptable resolution.
  2. If no resolution is reached, the Responsible Officer will explain that the Complainant may file a Formal Complaint.
  3. Unless a Formal Complaint is filed, no further action will be taken by the Institution except as authorized by the Responsible Officer.

## II. FORMAL PROCEDURES

### A. Formal Complaint

1. A Complaint becomes formal when a Complainant completes the Formal Harassment and Unlawful Discrimination Complaint Form and delivers it to one of the members of the Institution Community designated to receive such Complaints. Upon receipt, all Formal Complaints are forwarded to the Responsible Officer. The Responsible Officer investigates and adjudicates the matter or convenes an Investigation Committee, if necessary.
2. Faculty or staff must file a Formal Complaint in accordance with the above procedure within thirty (30) calendar days of the last alleged incident of harassment or unlawful discrimination. Students must file a Formal Complaint in accordance with the above procedure within forty-five (45) calendar days of the last alleged incident of harassment or unlawful discrimination.
3. Copies of the Formal Harassment and Unlawful Discrimination Complaint Form shall be included in the Student Handbook, Faculty Handbook, Employee Handbook and on the Institution's web site.

### B. Procedures

1. Investigation - The Investigation shall be conducted by the Responsible Officer or an Investigation Committee appointed by the Responsible Officer, if necessary. The Responsible Officer will consult the General Counsel on all matters of evidence, policy and/or procedure interpretation.
2. The Responsible Officer may, for good cause shown, exercise discretion in delaying the investigatory phase of a Formal Complaint.
3. Investigation Process

The investigation process may include one or more of the following steps:

- a. Confirm name and position of the Complainant.
- b. Identify the Respondent.
- c. Develop a thorough understanding of the professional relationship, degree of control and amount of interaction between the Complainant and Respondent.

- d. Determine the frequency/type of alleged harassment or unlawful discrimination and, if possible, the dates and locations where the alleged harassment or unlawful discrimination occurred.
- e. Thoroughly ascertain all facts in connection with the alleged incident, beginning by interviewing the Complainant and the Respondent. During the first interview with the Respondent, remind the Respondent that Institution will not tolerate any retaliation against the Complainant for making a Formal Complaint. Questions of all parties shall be asked in a nonjudgmental manner.
- f. Determine whether the Complainant informed or consulted with any other parties about the alleged harassment or unlawful discrimination and what responses, if any, the Complainant received from these individuals.
- g. Identify any witness(es) who may have observed the alleged harassment or unlawful discrimination. If the Complainant and the Respondent present conflicting versions of the facts, witnesses may be interviewed to obtain observations regarding how the Complainant responded to the alleged harassment or unlawful discrimination and determine what efforts, if any, at informal resolution of the matter were made between the Complainant and Respondent.
- h. Determine whether the Complainant knows of or suspects that there are other individuals who have been harassed or mistreated by the Respondent.
- i. The Investigation Committee shall send any prepared reports to the Responsible Officer for review. The Responsible Officer may impose sanctions as described in Section IV(M) of the Policy.
- j. The Responsible Officer shall use a preponderance of the evidence standard of proof in reaching a decision.
- k. In making disciplinary decisions and recommendations, the Responsible Officer will take the following matters into consideration:
  - 1.) The severity of the offense;
  - 2.) Whether the offense was intentional or unintentional;
  - 3.) Whether the offense is an isolated incident or involves repeated acts;
  - 4.) Mitigating or aggravating circumstances affecting either party; and
  - 5.) Whether there was an imbalance in power between the parties.

### III. **SUSPENSION**

It may be necessary to suspend a faculty member, staff member or student during the investigation and resolution of a Complaint. Such suspensions shall not be viewed as disciplinary actions. If the suspension involves a faculty member or staff member, the suspension will be with pay unless otherwise authorized by law.

### IV. **DISCIPLINE AND SANCTIONS**

- A. Disciplinary sanctions are listed in Section IV(M) of the Policy. In addition, the Respondent may be required to participate in a special education or counseling experience.
- B. When criminal conduct is suspected or has occurred, the general counsel will consult with legal authorities, as appropriate.
- C. If the Responsible Officer finds the allegation was frivolous, vexatious or malicious, the Responsible Officer may recommend sanctions against the Complainant.
- D. Each party will be informed of the final decision. The final decision and the report of the Responsible Officer will be placed in the appropriate personnel file or student file if the Respondent is found to have violated the Policy.

### V. **DOCUMENTATION OF STUDENT COMPLAINTS**

- A. The Institution is required by the North Central Association on Institutions of Higher Education to track all student Formal Complaints. The Registrar will maintain these Formal Complaints, along with the stated outcome of such Complaints as set forth below. Students should understand the Institution is required to share information about Complaints with the Institution's accreditation agencies. Every effort shall be made to maintain the confidentiality of individual identities regarding such Complaints.
- B. The Executive Associate Dean will forward documentation of Formal Complaints to the registrar. The Registrar will maintain a database on Formal Complaints including:
  - 1. The date the Formal Complaint was submitted to the Responsible Officer;
  - 2. The nature of the Complaint;
  - 3. The steps taken by the Institution to resolve the Complaint;
  - 4. The Institution's final disposition of the Complaint; and
  - 5. Any other external actions initiated by the student to resolve the Complaint, if known to the Institution.

VI. **CONFIDENTIALITY**

- A. All allegations of harassment or unlawful discrimination, the investigation and its outcome are considered confidential. Individuals shall be made aware of the allegations, investigations and outcome on a need to know basis. These persons may include, but are not limited to, the Complainant, the Respondent, any witnesses and persons involved in the management or investigation of the Complaint.
- B. Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.

VII. **ROLE OF THE GENERAL COUNSEL**

The General Counsel:

- A. Will represent the Institution;
- B. Will not represent the Complainant or the Respondent;
- C. Will assist the Institution in the management, investigation and resolution of all Complaints;
- D. Will be consulted on all matters of evidence, policy and procedure interpretation;
- E. Will contact legal or licensing authorities outside of the Institution if necessary and appropriate; and
- F. Will maintain a copy of all records relating to the investigation and resolution of Complaints.

Revised: 10/28/04

**FORMAL HARASSMENT AND UNLAWFUL DISCRIMINATION COMPLAINT FORM**

You are about to lodge a formal complaint alleging harassment or unlawful discrimination. This form will be filed with the Responsible Officer who will adjudicate the matter or convene an Investigation Committee, if necessary. All allegations shall be promptly investigated. Confidentiality will be maintained throughout this process to the extent practical and appropriate under the circumstances.

1. Your Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

2. Are you: \_\_\_\_\_ student \_\_\_\_\_ faculty \_\_\_\_\_ staff

Name of the person(s) against whom you are filing this Complaint:

\_\_\_\_\_

Names of any witnesses to the discrimination, harassment or unlawful discrimination:

\_\_\_\_\_

\_\_\_\_\_

Please describe what happened. If possible, give dates and locations. You may continue your description of the facts on the back of this form or on a separate sheet of paper.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For further information or Complaint Forms, contact the Office of Human Resources or Office of Student Affairs



FOR COLLEGE USE ONLY

Date received: \_\_\_\_\_ Responsible Officer:

Investigation Committee Members:

## **Accreditation Council for Pharmacy Education (ACPE) Standards and Pharmacy Student Complaints (pharmacy only)**

All students are encouraged to address complaints, both formal and informal, regarding any part of the curriculum, services and/or environment to the assistant dean, student affairs and admissions. In addition, pharmacy students with complaints regarding ACPE standards are encouraged to communicate their complaints to the assistant dean, student affairs and admissions (pol@neoucom.edu).

<http://www.neoucom.edu/audience/gradschool/pharmacy/intro/accreditation>

The Accreditation Council for Pharmacy Education (ACPE) accredits Doctor of Pharmacy programs offered by Colleges and Schools of Pharmacy in the United States and selected non-U.S. sites. For a Doctor of Pharmacy program offered by a new College or School of Pharmacy, ACPE accreditation generally involves three steps: pre-candidate status, candidate status, and full accreditation. Pre-candidate accreditation status denotes a developmental program, which is expected to mature in accord with stated plans and within a defined time period. Pre-candidate status is awarded to a new program of a College or School of Pharmacy that has not yet enrolled students in the professional program, and authorizes the college or school to admit its first class. Candidate accreditation status is awarded to a Doctor of Pharmacy program that has students enrolled, but has not yet had a graduating class. Full accreditation is awarded to a program that has met all ACPE standards for accreditation and has graduated its first class. Graduates of a class designated as having candidate status have the same rights and privileges of those graduates from a fully accredited program. ACPE conveys its decisions to the various boards of pharmacy and makes recommendations in accord with its decisions. It should be noted, however, that decisions concerning eligibility for licensure, by examination or reciprocity, reside with the respective state boards of pharmacy in accordance with their state statutes and administrative rules.

The Northeastern Ohio Universities College of Pharmacy was has been awarded Candidate accreditation Status by the Accreditation Council for Pharmacy Education, 20 North Clark Street, Suite 2500 , Chicago , IL 60602-5109 , 312/644-3575; FAX 312/664-4652, web site [www.acpe-accredit.org](http://www.acpe-accredit.org) , during the June, 2008 meeting of the ACPE Board of Directors, based upon an on-site evaluation conducted April 1-3, 2008, and discussion with Institutional and College officials. An on-site evaluation will be scheduled during academic year 2009-2010 for purposes of gathering additional information to be considered in the board's consideration of continuing candidate accreditation status. Based upon this evaluation, should the board feel that candidate status couldn't be continued the school could respond to the board's concerns and reapply prior to the graduation of the first class. If candidate status is not continued, even after reapplication, graduates may not be eligible for licensure as pharmacists. If candidate status is continued and the program continues to develop as planned, full accreditation of the Doctor of Pharmacy program would be considered by the board following the graduation of students from the program.

<http://www.neoucom.edu/audience/gradschool/pharmacy/intro/accreditation/status>

The Northeastern Ohio Universities College of Pharmacy was given approval from the Ohio Board of Regents to offer a Doctor of Pharmacy degree in November, 2005 and has been awarded Candidate accreditation status by the Accreditation Council for Pharmacy Education (ACPE) during their June, 2008 meeting of the ACPE Board of Directors.

Any student may file a legitimate complaint against the Institution or the pharmacy program related to those standards, policies and procedures (available at the ACPE website; <http://www.acpe-accredit.org/standards/default.asp>) and the ACPE web page for students regarding complaints is <http://www.acpe-accredit.org/students/complaints.asp>. Complaints regarding ACPE standards should be in writing and sent directly to the assistant dean for student affairs and admissions. The student shall have the right to meet with the assistant dean to discuss the complaint within 15 working days. The assistant dean will consider the complaint, may discuss it with the appropriate individual or office and may request a meeting with the student. The assistant dean will respond to the student in writing within 15 working days of receipt of the complaint or the personal meeting, whichever comes later.

All complaints, concerns and suggestions made by students and their resolution are handled in the spirit of continuous quality improvement. No retribution against any individual complainant may be taken by any faculty member, staff member, committee of the faculty as a whole because of a legitimate complaint. A file will be maintained for inspection by ACPE of all complaints and responses related to ACPE standards and the procedures involved to ensure the complainant fundamental procedural due process.

### **Policy on Infectious Diseases**

Infectious disease includes any disease that can be transmitted, whether by direct physical contact or by common handling of any material (including blood, blood products or other body fluids) that has become contaminated by infectious microorganisms.

The Institution is committed to educational programs and institutional policies which will respond appropriately and effectively to infectious diseases, especially human immunodeficiency virus (HIV) and hepatitis B (HBV). These programs and policies shall be guided by Institution's regard for both public health interests and individual rights, and by the recommendations and regulations of the Occupational Safety and Health Administration (OSHA), U.S. Public Health

Service, the Centers for Disease Control (CDC), the Association of American Medical Colleges (AAMC), the American College Health Association (ACHA) and various other professional associations.

All students are required to be knowledgeable of and practice universal infection control precautions.

## I. POLICY REGARDING INFECTIOUS DISEASES OR CONDITIONS

### A. GENERAL CONSIDERATIONS

#### 1. PURPOSE

It is established to address issues that might arise when a faculty member, employee or student is a carrier of, or has, an infection that poses a risk to patients, colleagues, or to the individual's well-being.

#### 2. GOALS

The goals of this policy are to:

- a. ensure the provision of expert and safe patient care;
- b. protect the personal rights of the individual, including the right to freedom from unwarranted discrimination;
- c. provide the information, education and counseling that promotes the personal and professional well-being of faculty, employees and students;
- d. provide a safe work environment for faculty, employees and students; and
- e. reaffirm the responsibility of the medical community to care for persons who are seriously ill.

#### 3. DEFINITIONS

- a. Admission - the process of allowing entry into the Institution's academic program
- b. AIDS - A label for a group of diseases, which result from destruction of the body's immune system by a virus now commonly referred to as HIV
- c. Carrier - A person who harbors the microorganisms causing a particular disease without experiencing signs or symptoms of infection but who can transmit the disease to others
- d. Hepatitis - Inflammation of the liver caused by infectious or toxic agents, characterized by jaundice, enlargement of the liver, fever and other systemic manifestations. Hepatitis is transmitted via the oral-fecal mode and bodily fluids. Current hepatitis classifications include A, B, C, D, and E.
- e. HBV - The hepatitis B virus with hepatitis B surface antigen and hepatitis B antigen positive status.
- f. HIV - A virus which attacks the immune system and may cause AIDS. The virus is transmitted through sexual contact, exposure to infected body fluids and perinatally from mother to baby.
- g. Infectious Disease - Any disease that can be transmitted, whether via body fluids, direct physical contact or common handling of an object that has been contaminated by infective micro-organisms, through a disease carrier, or by infected droplets, coughed or exhaled into the air.
- h. Matriculate - to register (enroll) in an academic program.

### B. STUDENTS

#### 1. ADMISSION

- a. Students will not be denied admission to the Institution solely because they are carriers of, or have, an infectious disease.
- b. Students with injuries or illnesses which make it unlikely that they will be able to complete the four years of medical or pharmacy school or engage in the active practice of medicine or pharmacy, are encouraged to examine their motives for entering such professional education.

#### 2. MATRICULATION

- a. The Institution may remove a student from active participation in the program, or defer matriculation if he/she is, or becomes, a carrier of, or has, an illness which would pose a danger to himself/herself or others until the time of danger has passed.
- b. A student who is continually or severely ill or incapacitated while enrolled at the Institution will be counseled as to the difficulty of the curriculum and may be placed on a leave of absence until the student's illness is no longer an impediment to his/her studies.

### C. FACULTY AND EMPLOYEES

## 1. EMPLOYMENT

Applicants will not be denied employment or faculty status at the Institution solely because they are a carrier of, or have, an infectious disease.

## 2. EXCLUSION FROM THE WORKPLACE

A faculty member or employee will be subject to exclusion from the workplace if the individual becomes a carrier of, or develops, an infectious disease that poses a risk of danger to others. If the Institution environment poses a threat to the health of the infected person, the Institution reserves the right to exclude the individual from any area which would increase the likelihood of health problems. If the Institution determines that the individual must be excluded from the workplace, that person shall have full use of accumulated sick days and/or personal illness leave.

## D. POLICY ADMINISTRATION

### 1. STUDENTS

Procedures for implementing sections of this policy applicable to students shall be established from time to time by the Academic Council consistent with state and federal law. The Student Disability and Accommodations Committee will make specific case-by-case recommendations.

### 2. EMPLOYEES

Procedures for implementing sections of this policy applicable to faculty and employees may be established from time to time by the Institutional Safety Committee consistent with state and federal law. The Faculty and Employee ADA Committee will make specific case-by-case recommendations.

## II. HIV AND HBV PROCEDURE

The Institution intends to comply with the spirit and intent of all infectious disease regulations passed by the Ohio State Medical Board (OSMB). Such voluntary compliance is consistent with the education and needs of our students in their future careers, and therefore adopts the following procedures to minimize the risk of HIV and HBV transmission from students to the public. HBV, for purposes of reporting, is defined as hepatitis B virus with hepatitis B-antigen positive status. These procedures are:

- A student who believes or has reason to believe that he/she is infected with HIV or HBV should report that belief to the assistant dean, student affairs and admissions. If such student fails to self-report, another student or faculty member with knowledge is encouraged to report to the assistant dean, student affairs and admissions.
- A faculty member or another student who believes or has reason to believe that a student who is infected with HIV or HBV and might have had high risk contact with patients that may result in disease transmission, should counsel that student to contact the assistant dean, student affairs and admissions.
- A student who learns he/she is infected and who has high risk contact with patients is required to submit to assessment and monitoring by the Institution's review panel (Disability and Accommodations Committee). Any restrictions established by the panel should be observed to minimize risk to patients.

Students who meet the criteria for self-reporting will be referred on a case-by-case basis to the Chair of the Disabilities and Accommodations Committee, the Institution's review panel for these matters. Confidentiality will be insured. This information will be discussed by the committee to determine whether reasonable accommodations can be made. Any infected student in non-compliance with this procedure may be referred to the Office of Student Affairs for appropriate action and counseling. Disciplinary action up to and including dismissal may result from such behavior.

### **Educational Exposure to Blood-Borne Pathogens**

#### *Purpose and Definition*

The purpose of this policy is to delineate the management of incidents of exposure to blood-borne pathogens that occur to students while they are in the educational setting.

An exposure to blood-borne pathogens is defined as a percutaneous injury (e.g., a needlestick or cut with a sharp object), contact with mucous membranes or contact with skin (especially when the exposed skin is chapped, abraded or afflicted with dermatitis, or the contact is prolonged or involving an extensive area) with blood, tissues, or other bodily fluids to which universal precautions apply, which occurs in the educational setting.

## Prevention

All students will receive yearly information about universal precautions, blood-borne pathogens, and the student directives portion of this policy. This information will be appropriate to the students' level of training and area of training. This training will be provided via the Office of Student Services.

### *Protocol for Managing Educational Exposure to Blood-Borne Pathogens*

#### A. General

Effective management of educational exposure to blood borne pathogens requires coordination among multiple units of the Institution and consortium hospitals. It requires training in the prevention of injury and in the management of injuries when they occur.

Educational Exposure to Blood-Borne Pathogens - Students in Educational Experiences on the Rootstown or consortium clinical campuses or pharmacy sites.

1. All students with an exposure will be directed to perform basic first aid immediately. These first aid directives will be the same as those provided to employees with occupational injuries and will be developed by each consortium hospital or pharmacy site.
  2. All students on an educational rotation on the Rootstown campus will be directed to contact the Office of Students Services immediately in the event of an educational exposure. Students on a clinical campus will be directed to contact the Office of Health Professions Education on that clinical campus and to then report to the Employee Health Clinic for treatment and evaluation. If the incident occurs after normal business hours the student will be directed to report to the hospital emergency room and to contact the Office of Health Professions Education on the next business day. (Students on educational rotation outside the consortium will be handled as delineated below in Section C.) All students will be directed to contact the Office of Student Services within 24 hours of the exposure, regardless of the site on which the exposure occurred. The cost of treatment will be billed to the student's health insurance.
  3. Students will be directed, if at all possible, to have source patient information available for their discussion with the Office of Student Services and hospital Medical Education office personnel. This HIPAA compliant information will include:  
When: Approximate time of exposure  
Where: Location of exposure (e.g., hospital, office, etc.)  
What: Source of the exposure (e.g., blood, contaminated instrument, etc.)  
How & How Long: Skin, mucous membrane, percutaneous; and how long (e.g., seconds/minutes/hours) exposure time  
Status of the patient: Negative, Positive or Unknown HIV Status  
Whether or not patient is at risk for HIV infection because of:
    - Multiple Blood Transfusions 1978-1985
    - IV Drug User
    - Multiple sexual partners, homosexual activity
    - Known HIV positive and/or have symptoms of AIDS
    - Significant blood or bodily fluid exposure has occurred
  4. If the hospital physician believes that prophylactic medication is indicated, he/she will prescribe it. The prophylactic medications that will be prescribed will be determined by the consortium hospital, and will generally be the same medication prescribed for employees with exposure to blood borne pathogens. The student will be responsible for obtaining the prescribed medication. The cost for these medications will be billed to the student's health insurance.
  5. In all situations of educational exposure to blood borne pathogens (whether or not the exposure is considered high-risk), all students will report to the consortium hospital's medical education department for follow-up testing, counseling, and continued prescription of medication (if appropriate).
- B. Educational Exposure to Blood-Borne Pathogens - Students in Educational Experiences outside the consortium
1. All students with an exposure will be directed to perform basic first aid immediately.
  2. All students on an educational rotation outside the consortium will be directed to report to the emergency room at that institution in the event of an educational exposure. Students will be counseled to identify this location as part of their orientation to the facility.

3. Students will be directed to have source patient information available for their discussion with the appropriate personnel at the outside facility, if at all possible. This information will include:

When: Approximate time of exposure

Where: Location of exposure (e.g., hospital, office, etc.)

What: Source of the exposure (e.g., blood, contaminated instrument, etc.)

How & How Long: Skin, mucous membrane, percutaneous; and how long (e.g., seconds/minutes/hours) exposure time

Status of the patient: Negative, Positive, or Unknown HIV Status

Whether or not patient is at risk for HIV infection because of:

- Multiple Blood Transfusions 1978-1985
- IV Drug User
- Multiple sexual partners, homosexual activity
- Known HIV positive and/or have symptoms of AIDS
- Significant blood or bodily fluid exposure has occurred

4. If health personnel at the outside facility believe that prophylactic medication is indicated, he/she will prescribe it. The prophylactic medications that will be prescribed will be determined by the prescribing physician, and will generally be the same medication prescribed for employees with exposure to blood-borne pathogens. The student will be responsible for obtaining the prescribed medication. The cost for these medications will be billed to the student's health insurance.
5. In all situations of educational exposure to blood-borne pathogens (whether or not the exposure is considered high-risk), students will be directed to contact the medical education office on their assigned clinical campus for directions for follow-up testing, counseling, and continued prescription of medication (if appropriate). If it is possible for the student to return to northeast Ohio immediately, all of these activities will occur on the clinical campus. If the student is unable to immediately return to northeast Ohio, blood testing and medication may have to be obtained off campus. In all cases, the cost of treatment will be billed to the student's health insurance.

### III. RESPONSIBILITIES

A. The Office of Student Services is responsible for:

1. Participating in the regular review of appropriate policy for the management of educational exposure to blood borne pathogens;
2. Informing students about this policy and working with the medical education office on each clinical campus to ensure their understanding of the policy.
3. Ensuring that students have 24 hour/day access to advice about the nature of an educational exposure and the need for prophylactic medication;

B. Consortium hospital Offices of Medical Education are responsible for:

1. Informing students about this policy and provide training in universal precautions suitable to the training and level of the student;
2. Working with the clinical dean to inform faculty about the policy;
3. Working with the Office of Student Services to address any student-specific issues, and to review this policy on a regular basis.

C. Students are responsible for:

1. Reading the student information sheet and following the guidelines.
2. Identifying the appropriate contacts at the Institution the consortium hospitals, and rotations outside of the consortium.
3. Maintaining health insurance coverage to pay for the cost of treatment and medication.

This policy is reviewed on an annual basis by the Council of Clinical Deans and the Student Health and Counseling Committee.

#### **Student Council Constitution**

#### NORTHEASTERN OHIO UNIVERSITIES COLLEGES OF MEDICINE AND PHARMACY STUDENT COUNCIL (NSC) CONSTITUTION

Approved 4/2/2008

This document defines a student government for the Northeastern Ohio Universities Colleges of Medicine and Pharmacy established to represent equally all Phase II medicine and pharmacy classes. This organization will be known as the NEOUCOM Student Council (NSC).

I. Membership

The NSC shall be composed of equal voting members representing each medicine and pharmacy class:

- A. Three representatives from each class shall be elected, representing the interest of all students in their respective classes.
- B. Beginning with the medical Class of 2011, two representatives from each class shall be elected, representing the interest of all students in their respective classes.
- C. Beginning with the pharmacy Class of 2011, two representatives from each class shall be elected, representing the interest of all the students in their respective classes.

II. Officers

Office will carry no additional privilege or vote.

- A. President: All senior representatives will divide up the twelve month year into three four month terms.
  - 1. Beginning with the Classes of 2011, all senior representatives will divide up the twelve month year into four three month terms.
- B. Vice President: All junior NSC representatives will divide up the twelve month year into three four month terms.
  - 1. Beginning with the Classes of 2011, all junior representatives will divide up the twelve month year into four three month terms.
- C. Treasurer: One M2 representative will keep account of all funds and expenditures of NSC.
  - 1. Beginning with the Classes of 2011, one P2 representative will join an M2 representative to collaborate to accomplish the duties associated with the treasury.
- D. Secretary: One M1/P1 representative will keep written account of the proceedings of the NSC and will monitor attendance. The M1 and P1 representatives will rotate monthly to assume these duties. For the period prior to M1/P1 election, M2/P2 representatives will assume secretarial duties.

III. Elections

- A. All representatives will be elected by secret ballot of the members of their own class.
  - 1. M1/P1: Nominations for representatives shall be submitted by October 15 and elections held prior to November. Each student will vote for two nominees from their respective college. The nominees obtaining the most votes will be the class representatives. The number of class representatives elected will be determined by the methods outlined in section I. A- C.
  - 2. M2/P2: Nominations for representatives shall be submitted by May 1 and elections held by May 15. Each student will vote for two nominees from their respective college. The nominees obtaining the most votes will be the class representatives. The number of class representatives elected will be determined by the methods outlined in section I. A- C.
  - 3. M3/P3: Nominations for representatives shall be submitted by May 1 and elections held by May 15. Each student will vote for two nominees from their respective college. The nominees obtaining the most votes will be the class representatives. The number of class representatives elected will be determined by the methods outlined in section I. A- C.
  - 4. In the event of a tie between two candidates, each will be given the opportunity to address their classmates. A subsequent re-vote will then be held.
  - 5. Under no circumstances will absentee ballots be accepted.
- B. Term of office will be as follows: M1/P1 – seven months (11/1-5/31); M2/P2 – twelve months (6/1-5/31); M3/4 and P3/4 – two years (6/1-commencement).
- C. Elections will be conducted by NSC and validated by the NSC advisor.

#### IV. Responsibilities

- A. The NSC shall meet monthly. The NSC meetings will be divided into two portions: Open Forum and Closed Forum.
  1. Business will be conducted using the relaxed Robert's Rules of Order.
  2. The first portion of the meeting will be designated as "Open Forum" and will be open to the entire student body, NEOUCOM faculty and staff. At this time budget requests, committee reports and student concerns will be heard. New and old business will also be addressed. Budget requests will be discussed and voted upon.
  3. The "Closed Forum" portion of the meeting will be students only. At this time any issues may be discussed. It will be subdivided into two portions. The first portion will contain any NEOUCOM students. The second portion will contain NSC members only.
  4. Matters that arise when NSC is not in session, that are normally dealt with during "Open Forum," may be conducted electronically.
    - a. Notification
      - i. All members of NSC shall be informed of initiation of discussion, a motion, and a second via three separate emails to the group alias nsc@neoucom.edu
      - ii. All students shall be notified of this vote via the monthly minutes. Students will be able to access the vote discussion via request to the NSC Advisor.
    - b. Guidelines
      - i. The forum shall be open to all students to view.
      - ii. Only NSC members will be able to post messages.
      - iii. A motion and second are required to commence voting. Voting will begin immediately after the motion to call the question has been seconded. A third email notifying NSC members of the second is required at this time. The voting period shall last five days and if quorum is not met after five days, the motion dies.
- B. The NSC shall serve as the organized intermediary between the student body, faculty and administration.
- C. The NSC shall approve all monies appropriated from the Student Activity Fees. Records of all Student Activity Fee funds shall be available upon request.
- D. The NSC shall oversee appointments of student representatives to NEOUCOM committees.
- E. The NSC will also receive reports from any student sent to local or national meetings on behalf of NEOUCOM.
- F. The NSC will plan and distribute a calendar of events compiled from student organization contributions and other sources.
- G. The NSC may initiate and conduct its own projects and activities, as it sees fit.

Amendment of this document requires a 3/4 vote of the NSC.

Approval of this document requires a unanimous vote of the NSC.

#### BYLAWS

##### I. Duties of NEOUCOM Student Council

- A. The NSC will be responsible for the organization and implementation of elections for the Medical and Pharmacy class representatives to the NSC.
- B. Removal of class representatives from the NSC will be the responsibility of the NSC. Replacement will be decided by a new election.
- C. NSC members are required to attend the NSC meeting the first Wednesday of each month at 6:00 p.m., either in person or electronically.

- D. The NSC will be responsible for the organization and implementation of elections for student representatives to committees which have no other protocol for determining these positions.
- E. The NSC shall hear and address the concerns and wishes of the student body.
- F. Quorum for a meeting shall be a majority of the members of the NSC.
- G. All decisions, unless otherwise specified by the constitution, shall be made by a majority vote of all members present.

II. Student Activity Funds (SAF)

- A. Student Activity Funds are collected each year as part of student fees. These funds are public monies and must be used in accordance with the NSC guidelines, board policy, and federal and state law.
- B. Student Activity Funds may not be used to benefit individuals, except when compensating one for approved efforts and expenditures on behalf of the students.
- C. Student Activity Funds are divided into five funds, the NSC General Fund and four individual class accounts, as indicated in the Policies and Procedures Manual.
- D. Guidelines for the use of the NSC and class funds
  - 1. NSC General Fund
    - a. Use of the NSC funds may be expended only by majority vote of the NSC.
    - b. Use of the NSC funds must benefit the entire student body.
    - c. The NSC funds not spent by June 30 of each year will be transferred to the NSC General Fund for the following year.
    - d. In the event that the NSC budget is overdrawn, each class will be responsible for one-fourth of the debt, to be taken out of their class funds.
  - 2. Class accounts
    - a. Application of class funds may be expended only by the class representatives.
    - b. Use of class funds must benefit an entire class.
    - c. Class funds not spent by June 30 of each year will be transferred to that class' fund for the following year, to an aggregate maximum of \$10,000. Class funds in excess of that amount will be returned to the NSC General Fund.
    - d. Beginning with the Class of 2011, class funds not spent by June 30 of each year will be transferred to that class' fund for the following year, to an aggregate maximum of \$16,000. Class funds in excess of that amount will be returned to the NSC General Fund.
    - e. Unused funds of graduating classes will be transferred to the NSC General Fund.
- E. Restrictions for the use of Student Activity Funds
  - 1. Use of Student Activity Funds will not discriminate on the basis of gender, race, or religion.
  - 2. Use of Student Activity Funds will not promote any religion.
  - 3. Use of Student Activity Funds will not be used to influence voting on any political issue or candidate.
  - 4. Use of Student Activity Funds will not be directly donated to a charitable organization.
  - 5. Use of Student Activity Funds will not be used to contribute to petty cash funds.
  - 6. Use of Student Activity Funds will not contribute to materials or services which become the property of or benefit an individual student.

III. Budget Allocations of NSC Funds

- A. Priorities for NSC Funding
  - 1. Annual school-wide events.
  - 2. Student Research Presentations.

3. Student Organizations.
4. Community Services.
5. The above stated priorities are subject to change yearly at the discretion of the NSC

B. Student Research Presentations

1. The NSC invites students who are authors or co-authors of research papers to submit a budget to offset the cost of presenting their work at a conference. A maximum of \$500 for research done, per student per year may be allocated.
2. Students must attempt to gain funding from other sources.
3. Monies must be requested at the NSC meeting at least two weeks prior to the event. NSC reserves the right to grant all, some, or none of the student's request.
4. If a student's enrollment status changes, funding is subject to review.
5. A report to the NSC via email to the current president or at a NSC meeting must be made within 30 days of returning from the conference.

C. Student Organizations

1. To be recognized as a student organization by the NSC, any student group must:
  - a. Have an approved constitution.
  - b. Have a faculty/staff advisor.
  - c. Have active officers including a president and treasurer.
  - d. Be open to all students of both colleges in a non-discriminatory manner unless specifically limited by the by-laws of the national organization.
  - e. Have a plan for a non-NSC funded community service project to be completed in the present academic year.
  - f. Have a plan for a non-NSC funded fundraiser to be completed in the present academic year.
2. Responsibilities of treasurers of organizations:
  - a. Compile and present an estimated annual budget to the NSC for consideration at the September meeting. The events and conferences listed in this estimated budget will be given funding priority over unforeseen activities. The NSC reserves the right to fund all, some, or none of the requests. Failure to compile and present an estimated annual budget for consideration at the September meeting may result in the denial of future funding requests.
  - b. Compile and present a revised estimated budget for the remainder of the year to the NSC for consideration at the January Meeting. The events and conferences listed in this revised budget will be given funding priority over unforeseen requests. The NSC reserves the right to fund all, some or none of the requests. Failure to compile and present a revised budget for consideration at the January meeting may result in the denial of future funding requests.
  - c. Have event and travel request forms completed with appropriate signatures and presented by a representative at a NSC meeting at least two weeks prior to the event.
  - d. Inform the NSC advisor of their event or travel request and be placed on the NSC meeting agenda by Monday at 5:00p.m. the week of the NSC meeting.
  - e. Seek approval from the NSC for any changes in the budget.
  - f. Money allocated for a specific event may only be used on that event. If the event is canceled or under spent, the monies must be returned to the Student Activity Fund.
  - g. Organizations must attempt to gain funding from other sources.
  - h. A report to the NSC via email to the current president or at a NSC meeting must be made within 30 days of any funded event or conference.

3. Conferences

- a. The maximum amount of money allocated each year for any student organizations national conferences shall be a total of \$1000 to any one organization within one academic year.
  - b. The total amount of funds provided for attendance at all conferences other than the national conference shall not exceed \$500 to any one organization for such conferences within one academic year.
  - c. The maximum amount of money that can be allocated to an individual student member of an organization is \$500 for a national conference and \$250 for all other conferences.
  - d. Conferences must be open to all NEOUCOM students and advertised via email in a timely manner in order to meet all event related deadlines
  - e. These monies are not guaranteed and are dependent on the discretion of the NSC.
  - f. A travel request form must be approved by the NSC prior to the conference.
  - g. If a student's enrollment status changes, funding is subject to review.
4. Community service
- a. In order to receiving funds from the NSC, each organization is required to engage in a non-NSC funded community service project to be completed during the same academic year in which funds are requested.
  - b. A community service project must have both leadership involvement and membership involvement. Significant membership is strongly encouraged, and repeated lack of involvement could result in curtailing future funding.
  - c. A complete community service attendance log, detailing membership involvement and activity, is required following the event.
5. Fundraiser
- a. Each organization planning on approaching the NSC for funding must hold at least one fundraiser or collect dues from their members per academic year.
  - b. Each organization must use a portion of their private funds to contribute to the overall cost of at least one of their events for the NSC to consider them eligible for funding of that event or future events.
- D. Due Process Regarding Damages
- 1. The NSC recognizes partial responsibility for some aspects of damages caused by students at NEOUCOM and will take each matter under discussion with respect to the financial responsibility of the parties involved.
  - 2. In the event that persons are implicated in such damages, they shall meet with either the NSC, the Conduct Council, or the Dean of Student Affairs.
  - 3. Due process will be granted.
    - a. Notification of the charge.
    - b. Right to be heard.
    - c. Right to examine witnesses and provide evidence in defense.
    - d. Right to counsel.

## POLICIES AND PROCEDURES

### I. NSC Duties

#### A. Removal and Replacement of Representative

- 1. Any NSC representative can resign the office if unable to complete the term.

2. Any NSC representative can be removed from office by a 3/4 vote of the NSC.
3. A replacement for a NSC representative will be chosen when necessary by repeating the nomination and election process at the time a representative is relieved of duties.

B. Attendance

1. NSC representatives are required to attend the NSC meeting each month.
2. NSC will allow for limited absences, but representatives are responsible for notifying the NSC advisor and presiding president prior to the expected absence. Acknowledgment must be made by the NSC advisor or the presiding president.
3. Any NSC representative who incurs more than 2 excused absences within a calendar year is subject to discussion by the NSC.
4. NSC representatives will be notified by the secretary of NSC after missing one unexcused meeting.
5. Any NSC representative who misses two meetings without notifying the NSC advisor in a calendar year will be removed and replaced. No vote of the NSC is required.

C. Election of Student Representatives to Committees

1. NSC will organize and implement elections for student representatives to appropriate committees.
2. NSC will solicit nominations for committee representatives simultaneous with those for class representatives to NSC, and will perform the elections concurrent with those for the NSC representatives.

II. Student Activity Fund Allocations by NSC

A. Division of Student Activity Funds

1. Student Activity Funds are divided into five funds: the NSC General Fund and four individual class accounts. The Student Activity Funds of both NEOUCOM and NEOUCOP will contribute to one shared NSC General Fund.
2. No more than 50% of the Student Activity Fund shall comprise the total of the four combined medical and pharmacy class funds for any given academic year.
3. An additional fund, the Graduation Activity Fund, shall be established from the NSC fund for each M4/P4 class, in addition to their allotted Class Fund.
  - a. This fund has been established to subsidize the additional costs incurred by the senior classes surrounding graduation.
  - b. Additional funds can be used for various events that traditionally surround graduation.
  - c. The Graduation Activity Fund shall not exceed \$5,000.

## B. NSC General Fund Distribution

1. Student Organizations are required to compile and present an estimated yearly budget at the September NSC meeting.
2. In addition, each organization must prepare and submit Event or Travel Request Form at an NSC meeting at least two weeks prior to each activity.
  - a. The Event and Travel Request Forms allow organizations to be more exact in their estimates of expenses when it is not feasible to present an estimate in the annual budget.
  - b. The Event and Travel Request Forms are used by NSC to assure proper use of General Funds.
  - c. The Event and Travel Request Forms will be reviewed by the NSC after each activity to be certain that all requirements have been met before reimbursement of receipts.
3. NSC has the following guidelines for travel expenses deemed integral to activities funded:
  - a. Travel by car at NEOUCOM approved reimbursement rate
  - b. Travel by airline
  - c. Hotel accommodations
  - d. Conference registration
  - e. Expenses not funded: food while at conferences, organizational mailings or advertisements
  - f. Other expenses may be funded at the discretion of the NSC
4. Student organizations will be responsible for obtaining necessary service contracts so they may be signed by the appropriate persons.
5. Organizations may not substitute funds for activities other than those originally approved. Such actions require approval of NSC in advance.
6. Funds are reimbursed after submission of receipts. It is necessary for student organizations to follow strict protocol in order to assure payment of funds approved by the NSC.
7. Tax exemption forms shall be obtained by the student organization from the NSC Advisor prior to making any purchases. NSC will not reimburse for taxes paid.

## III. Damages

- A. The NSC may recognize partial responsibility for damages caused by students at NEOUCOM with the following exceptions:
  1. Expected wear and tear or depreciation.
  2. Damage by the elements.
  3. Damage by elements beyond reasonable control of the NSC.
  4. Damage to items covered by breakage deposits (e.g., bone boxes, microscopes).

5. Damages (other than the above) for which an individual student (or students) is responsible.
  - a. Any student(s) implicated in causing damages at NEOUCOM will be referred to the Conduct Council. Decisions of the Conduct Council will be reported to the Dean of Student Affairs, who will then notify the NSC of these decisions.
  - b. The student reporting (or causing) the damage is encouraged to report to NSC, who will refer the incident in writing to the Conduct Council.

#### GENERAL GUIDELINES FOR STUDENT ORGANIZATIONS

- 1 To be recognized as a student organization by the NEOUCOM Student Council, any student group must:
  - a Have an approved constitution.
  - b Have a faculty or staff advisor.
  - c Have active officers including a president and a treasurer.
  - d Be open to all students in a non-discriminatory manner.
  - e Have a plan for a non-NSC funded community service project.
  - f Have a plan for a non-NSC funded fundraiser.
  - g Use a portion of organization funds towards at least one event per academic year.
- 2 Responsibilities of treasurers of organizations include:
  - a Monitoring the allocated funds and accounting for all expenditures.
  - b Compiling and presenting an annual budget to the NSC for consideration at the September meeting and a revised budget at the January meeting. The NSC reserves the right to fund all, some, or none of the amounts requested.
  - c Appropriately completing and submitting paperwork for funding at a NSC meeting at least two weeks prior to the event.
  - d Inform the NSC advisor of their event or travel request and be placed on the NSC meeting agenda by Monday at 5:00p.m. the week of the NSC meeting.
  - e Seeking approval from the NSC for any changes in the budget.
  - f Seeking other sources for funding.
  - g Providing a report of any funded event or conference to the NSC within 30 days of the event.
- 3 Organizations may not substitute funds for activities other than those originally approved. Such actions require the approval of NSC in advance.
- 4 NSC will not be responsible for debts incurred by the organization over the amount allocated or for items or events for which funding was not previously approved.
- 5 Student Activity Funds are public monies and must be used in accordance with NSC guidelines, college policy, and federal and state laws.
- 6 Use of NSC funds must benefit the **entire student body**. All events funded by the NSC must be open to all NEOUCOM students regardless of membership in the organization. Each event must be appropriately publicized and announced to all students in writing in advance.
- 7 Use of General Funds will **not**:
  - a Discriminate in any legally impermissible manner.
  - b Be used to influence voting on any political issue or candidate.
  - c Be used for direct donation to organizations or charities.
  - d Be used to contribute to petty cash funds.
  - e Contribute to materials or services which become the property of or benefit an individual student.
- 8 Any organization with alcoholic beverages at an event must adhere to the NEOUCOM Alcohol Policy.
- 9 Organizations are responsible for establishing and updating a poster and a page on DOCS describing their organization.
- 10 FAILURE TO COMPLY WITH THE ABOVE GUIDELINES WILL RESULT IN PARTIAL OR TOTAL LOSS OF PRESENT AND/OR FUTURE FUNDING BY THE NEOUCOM STUDENT COUNCIL.

## ORGANIZATION OF STUDENT GOVERNMENT

### STUDENT APPOINTED REPRESENTATION ON COMMITTEES

Since students are considered entering members of the profession, most of the major committees have student representation. It is one of the primary obligations of student members of committees to serve as conduits for the two-way flow of information between the student body and the committees, not simply reporting student input to the Committee, but reporting Committee activities back to their peers.

A chart of committees with appointed student representation follows:

### **STUDENT COMMITTEE APPOINTED POSITIONS**

	<b>Committee</b>	<b># of Reps</b>	<b>Appointed</b>	<b>Term of Office</b>	<b>Comm. of Dean</b>	<b>Comm. Of Acad. Council</b>	<b>Other</b>
	CAPP Phase I	1 M4 1 M3	X		X		
	CAPP Phase II	1 M4 1 M3 2 P1	X  X		X		
	College of Pharmacy Admissions	2 P1	X				
	Executive Curriculum Committee	1 M4	X			X	
	Information & Academic Technology	2 any yr.	X			X	
	Student Aids & Awards	1	X				Assist Dean Student Aff.
	Student Health & Counseling Comm.	2 med 2 pharmacy	X X				Assist. Dean Student Aff.

### STUDENT ORGANIZATIONS

The students of the Institution have access to a number of organizations with various interests in extracurricular activities. Among those are:

American Association of Physicians of Indian Origin (AAPI)  
 American Medical Association/Ohio State Medical Association Medical Student Section (AMA-OSMA)  
 American Medical Association Organization of Student Representatives (AAMC-OSR)  
 American Pharmacists Association-Academy of Student Pharmacists (APhA-ASP)  
 Aphasic Muse  
 Association of Catholic Medical Students (ACMS)  
 American Medical Student Association (AMSA)  
 American Medical Women's Association (AMWA)  
 Alpha Omega Alpha (AOA)  
 Asian Pacific American Medical Student Association (APAMSA)  
 Biomedical Research Interest Group (BRIG)  
 Cardiology Interest Group  
 Christian Medical Association (CMA)  
 Contemporary Culture Club (CCC)  
 Dermatology Interest Group (DIG)  
 Emergency Medicine Interest Group (EMIG)  
 Family Medicine Interest Group (FMIG)  
 Future Military Physicians Club  
 Future Entrepreneurs of America (FEA)  
 Geriatrics Interest Group (GIG)  
 International Federation of Medical Students Association  
 I Love Ice Cream Club (ILICC)  
 Internal Medicine Interest Group (IMIG)  
 Intervene Now Council  
 Islamic Medical Association (IMA)  
 Medical Enjoyment During Interactive Community Service (MEDICS)  
 Multicultural Dance Club

Musicians in Medicine  
 Natan's Futbol Club (NFC)  
 NEOUCOM Student Council (NSC)  
 OB/GYN Interest Group (OBGIG)  
 Ophthalmology Interest Group  
 Organ Donation Awareness Group  
 Orthopaedic Surgery Interest Group  
 Palliative Care Interest Group (PCIG)  
 Pathological Anatomy Interest Group (PAIG)  
 Pediatrics Action Club (PAC)  
 Radiology Interest Group  
 Recreation Club  
 Reel Medicine  
 Running Club  
 Social Activites Club (SAC)  
 Sports Medicine Interest Group  
 Student Curriculum Council (SCC)  
 Student National Medical Association (SNMA)  
 Student Conduct Council  
 Student Interest Group in Neurology (SIGN)  
 Surgery Interest Group (SIG)  
 Student Societies of Health-System Pharmacy (SSHP)  
 The Gold Standard

Others may be approved by the vice president for academic affairs and executive associate dean college of medicine and the Student Council. Information on the budgeting for, approval of, etc., student groups can be obtained from the Office of Career Development and Advising.

**STUDENT COMMITTEE ELECTED POSITIONS**

Academic Year	Committee	# of Reps	Election Date	Term of Office
M1	NEOUCOM Student Council (NSC)	2	Fall	7 months
	Women and Medicine Program	1	Fall	4 years
	Student Conduct Council	2	Winter	4 years
	AAMC-OSR Rep	1	Winter	4 years
	Intervene Now Council	5	Winter	4 years
	Student Curriculum Council	1 BS/MD 1 D.E.	Fall	1 year
	Oath Committee	5	Spring	3 years
P1	NEOUCOM Student Council (NSC)	2	Fall	7 months
	Women and Medicine Program	1	Fall	4 years
	Student Conduct Council	2	Winter	4 years
	I.N. Council	3	Winter	4 years
	Student Curriculum Council	1	Fall	1 year
M2	NEOUCOM Student Council (NSC)	2	Spring of M1	1 year
	Academic Council- NSC reps rotate 1/3 of the year	1		
	AAMC-OSR Rep	1	continuing	

	Oath Committee	5	continuing	
	Women and Medicine Program-	1	continuing	
	Student Curriculum Council	2		
	Intervene Now Council	5		
P2	NEOUCOM Student Council (NSC)	2	Spring of P1	1 year
	Women and Medicine serving	1	continuing	
	Student Curriculum	2	Spring of P2	
	Student Conduct Council	2	continuing	
	Intervene Now Council	3	continuing	
M3	NEOUCOM Student Council (NSC)	3	Spring of M2	2 years
	AAMC-OSR Rep	1	continuing	
	Women and Medicine Program	1	continuing	
	Student Curriculum Council	3	Spring of M2	2 years
	Oath Committee-serving	6	continuing	
	Student Conduct Council	3	continuing	
	Intervene Now Council	5	continuing	
M4	NEOUCOM Student Council (NSC)	3	continuing	
	Academic Council (NSC rep)	1		
	Oath Committee	6	continuing	
	Women and Medicine Program-	1	continuing	
	Student Curriculum Council	4	continuing	
	AAMC-OSR Rep	1	continuing	
	Student Conduct Council	3	continuing	
	Intervene Now Council	5	continuing	

## Ohio Residency Policy

### Residency Status Change for Tuition Purposes

The registrar may classify a student as a bona fide resident or non-resident at the time of registration for each semester. A student may submit to the Office of Student Services an Application for Resident Tuition Status form at which time the registrar shall determine if the student has been classified correctly. In general, a student must demonstrate that s/he meets all of the following criteria to establish Ohio residency for tuition purposes:

1. The student lived in Ohio for a full, 12 consecutive months immediately preceding the semester for which s/he is applying for residency. The expectation is that the student was not absent from the state any longer than Winter Break, Spring Break, and 3 weeks during the summer.
2. The student should demonstrate his/her intent to become an Ohio resident by transferring any items of registration to Ohio, such as a driver's license, automobile registration, and voter registration at the beginning of the 12-month period immediately preceding the semester for which reclassification is desired.

3. The student must demonstrate that during the 12-month period while establishing residency, he/she has had sufficient income to meet all expenses without the need of money from outside the State of Ohio. Documentation of income sources used during the 12-month period is required.

For purposes of residency determination, enrollment of 9 credits or more will be considered full time.

New students applying for resident status at the time of their admission should apply for residency at the Admissions Office. Current students wishing to apply for a change in residency status for tuition purposes must file an Application for Resident Tuition Status, along with supporting documentation to the Office of Student Services. Because requests for residency must be approved prior to the first day of classes of the semester you desire reclassification, application materials and all appropriate documentation must be submitted by the published deadlines for each semester.

Students are expected to make full payment (including nonresident fees) by their appropriate payment due date. Payment deadlines cannot be waived or extended while a student's residency is being reviewed. Retroactive residency determinations cannot be made for tuition surcharge purposes.

Applications to request a change in resident status for tuition purposes, must be submitted prior to the beginning of the term reclassification is desired.

Fall:	Apply by August 1
Spring:	Apply by December 1
Summer:	Apply by March 1

No applications will be accepted after the deadlines listed above.

If the student disagrees with the classification assigned by the registrar after evaluation of the Application for Resident Tuition Status, s/he may appeal the decision by submitting a letter of appeal to the registrar.

The registrar may transmit this letter to the Residency Appeals Panel who shall conduct a hearing on the merits of the previously submitted Application for Resident Tuition Status form. The Residency Appeals Panel is comprised of certifying residency officers from the University of Akron, Kent State University, Youngstown State University and our Institution. The student may request in this letter to appear personally before the committee. The decision of the committee shall be final.

A student has the burden of persuasion by clear and convincing proof that she/he qualifies as a bona fide resident. The Residency Appeals Panel may require the student to submit evidence in support of the statements made on his Application for Resident Tuition Status. The committee shall not be bound by the usual common law or statutory rules of evidence nor by any technical or formal rules of procedure. The committee may admit any relevant evidence in support of the student's claim or in opposition to it, and may exclude evidence that is irrelevant, cumulative, or is lacking in substantial probative effect. The Residency Appeals Panel may make rules of procedure consistent with this regulation.

A student who knowingly submits a false claim or knowingly gives false evidence in support of a claim commits an offense against the Institution and may be subject to disciplinary procedures.

## **Parking Policy**

### *Student Parking:*

Students pay a parking fee through their general fees and should obtain one parking permit each.

### *Obtaining a Parking Permit:*

All students must obtain and display a valid parking permit to park on the Rootstown Campus. Students must register their vehicle on the Banner Self-Service Personal Information link found on DOCS. Once the vehicle is registered, students may stop by the Security Office to pick up their permit.

### *Parking Permit Replacement:*

Parking permits must be removed from a vehicle before transferring or selling the vehicle to another owner. Notify the Security Office of any new vehicles to be authorized with your existing parking permit. In the case of a lost permit, a Rootstown campus only permit will be its replacement. Any special circumstances requiring a consortium permit shall be appealed to the associate, public safety and security.

### *Parking on the Rootstown Campus:*

Parking lots are available for faculty, staff and students. Handicapped parking spaces are authorized only for individuals with physical disabilities. Temporary use of a handicapped space for certain injuries can be arranged through the Security Office at ext. 6489.

A special parking lot has been designated for visitors. This lot is not to be used by faculty, staff or students weekdays between 8 a.m. and 5 p.m. Faculty, staff or students who park in these lots during these times or other times as deemed necessary will be ticketed.

#### *Overnight Parking:*

If it is necessary to leave your vehicle parked on campus overnight, you must notify the security office and move your vehicle to a designated parking lot. This policy is necessary for your safety to ensure that security knows who is on campus overnight, and to allow unobstructed snow removal during early morning hours in the winter months.

#### *Parking at Consortium Universities:*

##### The University of Akron

Students are required to park in "Student" lots. Parking permits also are honored at the parking lots marked "All Purpose," which are on the fringe areas of the campus.

##### Youngstown State University

Students have parking privileges in all Student and Mixed lots.

##### Kent State University

The Security Office has a supply of color-coded KSU parking maps available. Student parking permits only will be honored in the brown commuter lots at KSU.

#### *Traffic and Parking Violations:*

THE MAXIMUM SPEED LIMIT ON CAMPUS ROADS IS 20 MILES PER HOUR. Reduced speed is required in all parking lot areas. Inclement weather also warrants a reduction in speed and extra caution in driving.

All members of the Institution community are required to operate their vehicle with due regard for the safety of persons and property. Reckless operation of a motor vehicle on this campus is a violation of the traffic policy of the Institution. It is also reportable as a criminal misdemeanor to either the Portage County Sheriff or Ohio State Highway Patrol.

Other traffic and parking violations include, but are not limited to:

1. parking in a designated handicapped space without a handicapped permit;
2. using more than one parking space per vehicle;
3. parking in the designated visitors parking lots during normal business hours;
4. parking in a space other than a designated parking area;
5. parking a vehicle on campus without a valid parking permit, or temporary parking card (all hospital and consortium university stickers are honored on the Rootstown campus);
6. parking an oversized or recreational vehicle, boat or trailer on campus without permission from the security office;
7. failure to obey security officers directing traffic;
8. failure to fully stop at stop signs;
9. leaving a vehicle on campus overnight without notifying the security office; and
10. parking in a fire lane.

#### *Parking Fines:*

Fines will be assessed on the following basis:

1. Stationary violation -\$10
2. Moving violation - \$20
3. Handicapped violation - \$50

Fines must be paid to the cashier in the Accounting Office. Outstanding student fines will result in a hold being placed on transcripts or diplomas until the fines are paid.

#### *Emergency Vehicle Assistance:*

Grounds personnel are available to assist with problems such as jump-starts, frozen locks, unlocking vehicles, etc. between the hours of 7:00 a.m. and 3:00 p.m. if their own primary responsibilities have been completed. All personnel

must sign a waiver form releasing the Institution from responsibility for potential damage to their vehicle before work will be performed.

### Student Room Regulations

#### *Students Use of Seminar Rooms for Studying:*

Unscheduled seminar rooms on the Rootstown campus are available for use by students on weekdays after regular business hours (after 5 p.m.) and on weekends. Students may schedule a room during the week between 7:30 a.m. and 4:30 p.m. on the day the room is needed. Students may schedule a room for weekend use on Thursday prior to the weekend it is needed. Room requests can be made through the Office of Student Services via phone (ext. 6476) or in person. Student organizations may also reserve rooms for organization meetings via the Office of Career Development and Advising. Students are permitted to use only rooms they have reserved and may not access attached phones, kitchens or supplies in any room. Students are NOT PERMITTED to schedule rooms for other students.

The Institution maintains the right to refuse room reservation requests to students who do not meet their responsibilities in room usage listed below or who repeatedly display a lack of fairness and understanding of fellow students in the use of rooms. Students must keep in mind that the Institution has only a limited number of rooms available and potentially over 500 students who may need a room. Therefore, actions such as student competition over scheduling a room scheduling rooms for other students or a student scheduling a room on a daily basis, thus preventing others from using the room will not be tolerated. Students are encouraged to study with multiple classmates in the same study room, respecting each by studying quietly without disrupting one another. All students studying in an individual room will be responsible for listing their names on the Room Scheduling Calendar in the Office of Student Services.

#### STUDENT RESPONSIBILITIES AND PROCEDURES

1. The student reserving the room will be responsible for any activity in the room even if the responsible student was not present for the activity.
2. Students must clean the room prior to vacating it. This includes discarding trash and wiping tables of crumbs and other debris.
3. Students must vacate the room upon request of the night cleaning crew. The cleaning crew has a schedule to maintain and will not return to clean a room at the convenience of the occupant. Cleaning can generally be accomplished in 15-20 minutes.
4. The room must remain unlocked during use. Students must notify Security when they are finished and ready to vacate the room and secure the door when they leave. Students who intend to vacate a room for an extended period of time (i.e., for a dinner break) should lock the room and ask security to re-open the room upon their return.
5. The Institution is not responsible for valuables left in an unlocked, unoccupied room.
6. The room must be restored to its original condition. For example, if the room is set up with the tables in a square, they should be returned to this position, even if this is not the standard set-up for the room. This is particularly important as the physical plant frequently sets up for early morning meetings the night before the meeting. Any required cleaning, rearrangement, etc., WILL BE CHARGED TO THE RESPONSIBLE STUDENT at the Institution's rate, which is subject to change. Estimated rates are listed below:

Cleaning .....	\$13 per hour
Shampoo rug .....	charged by contractor depending on size of room
Move furniture .....	\$13 per hour
Locate missing furniture .....	\$13 per hour
Repair damage .....	\$13 per hour plus materials
Replace furniture .....	Replacement cost of new furniture

7. Security will not be permitted to open any rooms that have not been reserved according to the established guidelines.
8. Priority room scheduling privileges will be in effect during exam periods. Priority dates and times will be e- mailed.
9. The cafeteria, Olson Auditorium and Liebelt Lecture Halls and the library are designated as group study areas and need not to be reserved.

10. A student may only reserve a room for the block of time for which they will actually be using the room. For example, a room should not be reserved from 5 p.m. to midnight if the student is only planning on studying in the room from 6 p.m. to 10 p.m.

#### *Locker Assignments*

All students have access to a locker. First year students will receive a key to their locker on the first day of class, lockers are located in the MDL area. Second year students are required to provide their own locks. Lockers are located in the E building.

#### **Safety and Security Procedures**

To assure the health, safety and security of all personnel entering the campus, safety and security offices have been established. For all safety or security related issues, you may contact the following:

Security Office, Room A-90, ext. 6489, a minimum of one security officer is on duty at all times.

Kali Gauer, Associate, Public safety and security, Room 111, Conference Services, ext. 6492,  
kwillia@neoucom.edu

Mechelle Gehle-Wann, Safety Administrator, occupational health and safety, Room P-3, ext. 6494,  
mgw@neoucom.edu

The telephone extensions listed are for normal, non-emergency business.

#### *Procedures for Reporting Fires or Medical Emergencies on the campus*

1. Please Dial 9-911. The first "9" dialed will establish an outside line. You will reach the Portage County 911 dispatcher.
2. Please be prepared to report the exact location and nature of the emergency. The Institution's street address and the phone number you are calling from will appear on the 911 operators display. Upon successfully reporting the emergency to the 911 operator, an immediate follow up call to the security office ext. 6489 should be made. Please advise the security office of the emergency and the pending responding agencies arrival. This will permit the security officers to prepare to assist the responding agency.
3. The red "emergency" button on the exterior emergency telephones are programmed to dial 911 directly. The key pad may continue to be used to dial any on-campus extension, including Security at ext. 6489. Campus security personnel can direct the responding agencies to the scene if they are provided the information.

#### **Courtesy Phones (red)**

Courtesy phones have been located near the main exits to the facility. These stations will automatically ring Security when they are taken off the hook. Courtesy phones will function to report emergencies, report exiting the facility (after 7 p.m.) and for general building information. The security office will respond to courtesy calls at all times. The locations of the courtesy stations currently in service are listed below.

1. Near the South exit to "B" building
2. Near the Southeast exit of "C" building
3. At the South exit to "D" building (between "C" and "D" building)
4. Near the Northeast exit to "E" building
5. Near the North entrance to Lower "E" building
6. Near the Northeast exit of the "R" building
7. Near the north main entrance to "F" building
8. South main entrance to Raulph Regula Conference Center

#### **Fire Alarm Procedures**

When the fire alarm sounds ALL Faculty, Staff, Students and Visitors shall:

1. LEAVE THE BUILDING IMMEDIATELY by the nearest exit.
2. Close any open windows or doors in your area as you exit the building, if time permits.
3. Stay far enough from the building to permit easy entrance by fire department personnel and equipment.

4. When the building alarm is silenced DO NOT ENTER THE BUILDING. When it is safe to enter, an "all clear" will be given.

#### Notes

1. All personnel except designated response personnel are required to leave the building immediately regardless of activities in progress. No classes, meetings, research or surgical activities justify endangering human life from fire or toxic gases.
2. Time should be taken to deactivate miscellaneous electrical and mechanical equipment ONLY if they cannot safely continue running unattended.
3. All campus personnel and students must follow any emergency instructions given by emergency response personnel or Rootstown fire personnel during an emergency situation.
4. Maps showing the nearest exit, fire extinguishers and the location of fire alarm pull boxes are found on the walls in each corridor and wing of the Rootstown Campus.

#### Severe Weather Warning Procedures

Tornado/severe weather warnings and watches will be announced via the voice/alarm system to each major area. When the tornado/severe weather warning is announced, ALL faculty, staff, students and visitors should:

1. REMAIN IN THE BUILDING.
2. TAKE SHELTER IMMEDIATELY in the closest designated "TORNADO SHELTER AREA" to your place of activity. Tornado shelter locations can be viewed on the Tornado safety section of the campus safety channel on D.O.C.S.
3. In the event time does not permit you to get to a designated tornado shelter area, seek the nearest low area away from windows and utility pipes.
4. After a tornado:
  - Ensure that everyone in your area is safe. Provide first aid and assistance for injured personnel.
  - Inspect for damage immediately, especially electrical problems, gas leaks and water leaks from roof damage. Do not attempt any repairs, but contact Campus Operations.
  - Heavy rains often follow a tornado, so provide shelter for property that could be damaged by water, if possible.

The Institution's weather information is received on the weather radios in the security office, safety office and in the main lobby. The tornado/severe weather warning will be activated on those occasions when the National Weather Service, or some other official agency, places Portage County under a tornado warning.

#### Door Alarm Procedures

A door alarm system is in operation on the Rootstown campus. It is necessary for all persons on the campus to follow the procedure described below when exiting from the building after 7 p.m.

1. Locking and "alarming" of all exit doors will be done at 7 p.m. daily by security officers.
2. Security officers will attach a yellow warning tag to the door handle as a visual reminder that the door has been placed "on alarm."
3. Persons who are in the building and who wish to exit via one of the alarmed doors after 7p.m. must call the security office, ext. 6489, giving name and the number of the exit door to be used (these numbers are on the upper left hand corner of each door).
4. Individuals breaching the security system by exiting from an alarmed door after 7 p.m. without having called the Security Office will not hear the alarm - but the Officer in the Security Office will. They will send the second officer to stop and identify the person who has caused the alarm.

#### Smoking Policy

Smoking is a health hazard and may be a cause of annoyance to non-smokers. Smoking is prohibited inside campus buildings and outside the following doors due to air circulation:

- Door 10, South-facing B-Building exit adjacent to the entrance of the Wasson Center
- Door 55, South E-Building exit to quad in stairwell
- 1st floor, B-Building exit to quad at the bottom of the library stairs
- Doors 63-64, exits from R-Building and G-Building to the quad

## **Transcript Release Policy**

### *Transcript Requests*

Students may obtain transcripts of their complete academic record either by requesting via DOCS, by completing a Transcript Request Form, by writing, emailing or faxing the Office of Student Services. Transcript requests are not accepted by telephone. There is no charge for transcripts.

### *Diploma Requests*

A replacement diploma may be ordered from the Office of Student Services in the event that the original diploma has been lost or destroyed. The graduate requesting the new diploma must submit an original notarized statement explaining the reason for the request. The new diploma will be stamped "official replacement." If a replacement diploma is required due to the condition of the original diploma, the original must be surrendered to the Office of Student Services prior to a replacement being ordered.

There is a \$50 fee for the replacement diploma. Students may pay by check or money order or by credit card via the Accounting Office during normal business hours. Replacement diplomas are sent by U.S. certified mail in approximately 30 days.

Many states require official diploma copies for licensing purposes. The Office of Student Services maintains copies of all diplomas. An official diploma copy must be requested in writing via the Office of Student Services. There is no charge for this service.

### *Change of Name, Address or Marital Status*

To ensure that the Institution maintains accurate records, students who change their personal status (name, permanent or local address, permanent or local telephone number) must notify the Office of Student Services of this change in writing.

Two forms of official documentation are needed to make a name change to a student record. Acceptable documentation includes an original social security card, marriage license or court document.

A change of name on academic records can be done only if a student is currently enrolled. Students who have graduated or are no longer enrolled cannot make a change of name to their academic records. These records bear the name of the student at the time they separated from the Institution.

### *Enrollment Information*

The Office of Student Services also completes certification of enrollment, academic status and insurance. A written authorization must accompany all requests for release of non-directory information. Requests for written verification of enrollment can be made by mail, fax, e-mail or in person. There is no cost to the student for this service.

Requests for enrollment verification are usually for one of the following reasons:

- Deferment from undergraduate school loans
- Scholarship application
- Health insurance
- Auto insurance "Good Student" discounts
- Military or veteran requirements
- Purchasing property or automobiles

Original written requests should contain the following information:

- Name of student
- Student ID number

- Anticipated year of graduation
- To whom the letter should be addressed, street address, fax and phone number
- Specific information to be included in the letter (for example, enrollment status, academic standing, enrollment dates, etc.)

Students can complete a Student Correspondence/Letter of Recommendation Form or bring in the actual forms to be completed rather than have a letter produced.

### **Record Hold Policy**

The Institution maintains the right to withhold the release of academic and enrollment information for cause. Academic and enrollment information includes grade reports, transcripts, certifications or other information about a given student. Cause includes, but is not limited to, unmet financial obligations to the institution, loan default and violations of non-academic regulations.

#### *Accounts Receivable Hold*

An accounts receivable hold is placed on a student's account if there is a balance due with the bursar's office for any of the following items:

- Tuition
- Fees
- Health, dental/vision, life or disability insurance
- Parking fines
- Library fines
- Other fees assessed by departments. This includes costs for items owned by a department which are loaned to a student and not returned.

An Accounts Receivable Hold may be placed on a student's account if the student's Institutional loans have gone into repayment (i.e. student went on a leave of absence and in the meantime the loan went into repayment) and the student was delinquent or defaulted on the loans.

The bursar issues the Account Receivable Hold and all questions about the hold should be referred to the Accounting office.

When an Accounts Receivable Hold is placed on a student's account, the registrar will hold the following items until the hold is removed:

- Enrollment Verifications
- Transcripts
- Grades, unless the student receives a less-than-satisfactory grade, which requires CAPP interaction

No student may graduate with an outstanding Accounts Receivable Hold.

#### *Financial Aid Hold*

This hold is placed on the account of a former student, including alumni and individuals who have withdrawn or been dismissed from the Institution, when the Office of Student Services is notified that the individual has defaulted on a student loan borrowed for attendance at the Institution.

The Office of Student Services issues a Financial Aid Hold and all questions about this hold should be referred to the Office of Student Services.

When a Financial Aid Hold is placed on an individual's account the registrar will hold the following items until the hold is removed:

- Enrollment Verification
- Transcripts

#### *Registrar's Hold*

This hold is placed on a student's account when a student fails to comply with the following registration requirements:

- Completion of registration materials including the registration form, malpractice insurance form or selective service forms;

- Receipt of official transcripts from previous universities;
- Carrying personal health insurance and disability insurance coverage; or
- Compliance with the immunization policy.

The registrar issues a Registrar Hold and all questions about this hold should be referred to the Office of Student Services. When a Registrar Hold is placed on a student's account the registrar will hold the following items until the hold is removed:

- Enrollment Verifications
- Transcripts
- Grades unless the student receives a less-than-satisfactory grade, which requires CAPP interaction.

No student may graduate with an outstanding Registrar Hold.

## **STUDENT EXPENSES AND FINANCIAL AID**

### *Standard Student Budget*

The Institution is required by federal regulation to develop standard budgets that include typical student expenses to detail the cost of attendance. These include the direct educational expenses for tuition, fees, books and supplies, and averages for living expenses. The items included under living expenses are those allowable by federal regulation. It is also important to note that the maximum amount of aid a student may receive each year from all sources is the total amount of the student budget for direct educational expenses plus the Institution's averages for living expenses.

*Student Budgets serve three major purposes:*

- to support students and their families in financial planning and budgeting;
- to assist with the equitable distribution of student financial aid dollars; and
- to assure educational access and choice.

This budget is figured yearly based on student surveys, the inflation rate, and information from the U.S. Bureau of Labor Statistics. Although students may differ on how much they actually spend for books and supplies, room and board, personal expenses, and transportation, the Student Budget contains the figures used by the Institution when determining financial aid awards.

### *Student Budget Adjustment Policy*

The standard budget is based on the student's year at the Institution, length of academic year, and place of residence (with or without parents) and will coincide with the Institution's previously established budget figures. The standard budget is determined at the end of May when the Board of Trustees determines tuition costs for the next year.

Expenses incurred due to extenuating circumstances may be added to a student budget provided the student submits supporting documentation. Adjustments to items already included in the standard student budget will be made only if the student provides documentation that they have spent more for that particular item than what was allowed in the standard budget.

Adjustments for **transportation** will be made only if the student provides documentation that they have spent more for transportation expenses than what was allotted in the standard budget. A written request from the student, along with documentation (insurance statement, car maintenance, gasoline receipts), must be submitted to the Office of Student Services. All requests will be reviewed by the director, student services and registrar.

Adjustments for **medical/dental** will be made only if the student provides documentation that they have spent more for medical/dental expenses in excess of the single coverage plus deductible, as allotted in the standard budget. A written request from the student, along with documentation (statement, letter from provider describing type of service and date of service), must be submitted to the Office of Student Services. All requests will be reviewed by the director, student services and registrar.

Adjustments for **non-deferrable educational debt** will be made only if the student provides documentation that repayment is necessary and not deferrable. A written request from the student, along with documentation (statement, letter from lender of loan status), must be submitted to the Office of Student Services. All requests will be reviewed by the director, student services and registrar.

Adjustments for purchase of **personal computer** will be made if the student provides documentation of purchase. A written request from the student, along with documentation (itemized receipt stating date of purchase and amount), must be submitted to the Office of Student Services. All requests will be reviewed by the director, student services and registrar.

A budget adjustment will only be made once during academic career, not to exceed \$2,000. Effective with the Class of 2010, adjustments will not be made for purchase of a personal laptop computer.

A budget adjustment may be made for single students with children or students with a working spouse for a **dependent care allowance**. Students must make a written request for the Dependent Care Allowance and provide a projected family income for the aid year. Dependent Care Allowance adjustments are determined by the director, student services and registrar by comparing the family income to the Federal Methodology Income Protection Allowance Tables using the Dependent Care Worksheet. Once approved by the director, student services and registrar, adjustments may be made to the student's budget. Dependent Care Allowance adjustments will only be made for single students with children or students with a working spouse whose earnings are below the standard maintenance allowance for the student's family size and number in college. Students who receive a budget adjustment for dependent care allowance based on the spouse's inability to work are not eligible to also receive a budget adjustment for child care expenses. Students who are single parents or have a working spouse may request an adjustment for child care expenses incurred during a period of enrollment at the Institution. A Budget Increase form, along with documentation (receipts, letter from caregiver stating amounts), must be submitted to the Office of Student Services. All requests will be reviewed by the director, student services and registrar.

**Away electives;** A budget adjustment may be made for required books and fees incurred during away electives. A Budget Increase Request form, along with documentation (receipts), must be submitted to the Office of Student Services. All requests will be reviewed by the director, student services and registrar.

Federal regulations do not allow the expenses a fourth-year student may incur due to interviewing for job placement to be added to any student budget.



<b>LIVING EXPENSES</b>	<b>M1, M2, M4</b>	<b>M3</b>
Single, Not living with Parents		
<b>Room and Board</b>	\$10,250	\$12,300
<b>Personal</b>	4,920	5,900
<b>Transportation</b>	4,100	4,920
<b>Medical Insurance</b>	1,646	1,646
<b>TOTAL:</b>	\$20,916	\$24,766

**Northeastern Ohio Universities College of Pharmacy  
2008/09 COST OF ATTENDANCE**

	<b>P1</b>	<b>P2</b>
<b>Instructional Fee</b>	\$15,635	\$15,635
<b>General Fee</b>	1,125	1,125
<b>Malpractice Insurance</b>	23	23
<b>Performance Assessment</b>	255	225
<b>Graduation</b>	0	0
<b>Software Fee</b>	120	120
<b>Life/Disability Insurance</b>	67	80
<b>Matriculation Fee</b>	200	0
<b>Examination Fee</b>	0	300
<b>Pharmacy Lab Fee</b>	300	0
<b>TOTAL FEES:</b>	<b>\$17,725</b>	<b>\$17,508</b>
<b>Books/Supplies</b>	1,310	1,000
<b>Laptop</b>	1,800	0
<b>Intern License</b>	75	22
<b>PDA</b>	350	0
<b>TOTAL NON-BILLABLE EXPENSES:</b>	<b>\$3,535</b>	<b>\$1,022</b>
<b>TOTAL EDUCATIONAL EXPENSES</b>	<b>\$21,260</b>	<b>\$18,530</b>

Annual Non-Ohio Surcharge: \$15,635

<b>LIVING EXPENSES</b>	<b>P1 and P2</b>
Single, living with Parents	
<b>Room and Board</b>	\$6,660
<b>Personal</b>	4,920
<b>Transportation</b>	4,100
<b>Medical Insurance</b>	1,646
<b>TOTAL:</b>	<b>\$17,326</b>
<b>LIVING EXPENSES</b>	<b>P1 and P2</b>
Single, not living with Parents	
<b>Room and Board</b>	\$10,250
<b>Personal</b>	4,920
<b>Transportation</b>	4,100
<b>Medical Insurance</b>	1,646
<b>TOTAL:</b>	<b>\$20,916</b>

## FINANCIAL AID APPLICATION PROCEDURES

All students wishing to receive financial aid must complete the following forms:

1. The Free Application for Federal Student Aid (FAFSA) is the form used to determine financial aid eligibility. All students wishing to receive any type of financial aid must complete the FAFSA and include the school code, G24544 on the Web at <http://www.fafsa.ed.gov>. FAFSA filing deadline is April 15.
2. Campus-Based Aid Application: Those students who wish to be considered for campus based aid programs must provide parent information on the FAFSA form. In addition, they must complete the Campus-Based Application. This form collects additional information not found on the FAFSA. Campus-Based Aid Application forms are posted with the FAFSA in January prior to the start of the award year on DOCS and the financial aid website. Along with the application, tax forms must be submitted to the Office of Student Services for the student and his/her parents. The application deadline for Campus-Based Aid is April 15.

Campus-Based Aid is a broad term used to describe aid programs administered via the Institution. The Institution receives limited allocations from these programs via either the federal government or the Institution's Foundation. Because these programs must be awarded to the neediest students, all those wishing to be considered for assistance from these programs must provide parent information on both the FAFSA form and the Campus-Based Aid application. For all students, parents are viewed as a resource and use of parental data is one way the Institution identifies these needy students. Because most students are unable to work while attending school and therefore may appear equal when looking at student income and assets, the Institution looks at the next available resource a student may have his or her parents. Parental information is used to make a distinction between those students whose parents have the ability to provide financial assistance and those students whose parents are unable to help. As in all other financial aid considerations ability to pay, rather than willingness, is key.

The campus-based aid programs for which the federal government requires parental data to be reported (regardless of independent status) include:

- Scholarships for Disadvantaged Students.
- Federal Perkins Loan Program
- Loans for Disadvantaged Students
- Primary Care Loan

The campus-based aid programs for which parental data must be reported include:

- Foundation Grants
- Foundation Scholarships
- Foundation Loans
- Diversity Scholarships

### **Verification Process**

Verification is the process that an institution uses to check the accuracy of the information that a student has given when applying for financial aid. If students do not provide accurate information, they may receive more, or less, money than they should.

Verification covers all campus-based financial aid programs offered, and the Stafford Loan Program. Verification is performed on every campus-based aid application.

Any delays in completing verification or in submitting required information will result in delays in the awarding of any financial aid. In order to validate the FAFSA data, the Institution requires that copies of the previous year's Federal income tax forms, of the student/spouse and parents be submitted to the Office of Student Services. It is the students' responsibility to check their application status on DOCS to ensure that they have sufficiently completed the process.

The verification process and the awarding of aid is determined on an individual basis. Although the same policies and procedures are used uniformly, there are so many factors considered in the awarding of a student's financial aid that no two students' applications result in the same aid.

The Institution's deadline for receipt of all of the above forms is April 15 prior to the beginning of the academic year of matriculation. Once students' files are complete, they are advised via DOCS of the most appropriate financial aid program(s) for their needs. A policy of the Student Aid and Awards Committee is that the first \$8,500 of any student's need must come from a non-campus based source (e.g., Federal Stafford Subsidized/ Unsubsidized Stafford Loan Program) before additional need is met through campus-based sources. The Student Aid and Awards Committee usually meets three times each year to consider requests for financial aid.

Individual financial aid awards are generally posted to DOCS by mid-June. It is the students responsibility to view their online award and complete the necessary promissory notes to finalize the award.

### **Entrance Interviews**

All "new loan borrowers," which includes new matriculants to the Institution and returning students borrowing a student loan for the first time, are required to attend an entrance interview. The following information is reviewed during an entrance interview:

- Costs
- FAFSA analysis, family contribution and need figures
- Sample financial aid package and procedures Student loan terms and application procedures Debt information and projections
- Student rights and responsibilities

Entrance interview sessions are conducted over the summer on the Rootstown campus.

### **Determination of Financial Need**

Students apply for financial aid because they believe they are in financial need. However, need for purposes of awarding certain financial aid is determined according to formulas approved by the United States Congress. After students submit their Free Application for Federal Student Aid (FAFSA) form to the central processor, the central processor sends to the Institution the application data via teletransmission and shows the expected parental (if applicable) and student financial contributions for expenses. The Office of Student Services then carefully reviews the data and deducts the expected contributions from the published student budget. The difference between the student budget and the expected family contribution is the financial need of the student for financial aid award purposes.

### **Payment of Tuition and Fees**

Students may pay by cash, check, credit card or financial aid. Tuition and fees are to be paid by the published date. If payment is not made by that date, class attendance or participation in clerkships or electives will not be allowed. If payment or arrangement for late payment has not been made 10 days after the due date, the student will be assessed a \$50 late fee, and a hold will be placed on the issuance of transcripts.

### **Disbursement of Aid**

Prior to the actual disbursement of campus-based loan funds, students will be required by the Accounting office to complete a Promissory Note, Truth-in-Lending Statement, Statement of Rights and Responsibilities, and an Information Sheet. Students have the option of having their aid applied directly to tuition and fees and paying the difference each semester or paying fees when due and picking up the financial aid check after the first week of classes.

Awards are divided into equal installments. Financial aid funds are disclosed at the beginning of each semester two times per year (third year students receive three disbursements). All Stafford loan funds are sent directly to the Institution and cannot be disbursed to the student earlier than 10 days prior to the first day of classes. If there is a balance due the school, this amount will be deducted and any remaining balance will be issued to the student within **seven** days.

### **Types of Financial Aid Available**

Detailed information about all student loan programs is available from the Office of Student Services.

#### *Need-Based Aid*

Need-based means the student must demonstrate financial need from a FAFSA analysis and through government approved formula. The aid programs listed below are institutional and government need-based aid programs.

Foundation Grants Private individuals have donated funds to the Foundation to provide need-based grants, mainly to students from specific Ohio localities or certain backgrounds.

Scholarships for Disadvantaged Students Under the SDS program, administered by the U.S. Department of Health and Human Services, funds are awarded to eligible schools for the purpose of providing scholarships to eligible students from disadvantaged backgrounds. Schools are responsible for selecting recipients and making determination of need, based on strict eligibility criteria. Funding allocations vary yearly.

Foundation Loans Third and fourth-year students who demonstrate financial need are eligible to be awarded money from this loan fund at 5 percent interest. Deferment of principal and interest is delayed during enrollment. A grace period of three months after graduation or leaving school is permitted before payments of a minimum of \$40/month begin. The maximum repayment period is 10 years.

Federal Perkins Loan A student may receive a total aggregate of \$30,000 from this Federal program over his/her entire school career. The 5 percent interest rate is subsidized during enrollment. Grace periods of nine months in length are also permitted. There is a maximum repayment period of 10 years. Award amounts are based on financial need and availability of funds.

Primary Care Loan (PCL) Funds are provided to the Institution to medical students from the U.S. Department of Health and Human Services. Individual awards are based on availability of funds and financial need. Primary care loan borrowers must also commit to career as generalist physician. There are repayment penalties applied to the borrower who fails to fulfill this commitment. The 5 percent interest rate is subsidized during enrollment and residency training (no limit on the number of years) with a one-year grace period. The maximum repayment period is 10 years.

Loans for Disadvantaged Students The LDS program provides federal funding from the U.S. Department of Health and Human Services to eligible schools for the purpose of providing long-term, low-interest loans to eligible individuals. Funds are awarded to eligible schools and the schools are responsible for selecting recipients, making reasonable determinations of need and providing loans, based on eligibility criteria. Funding allocations vary yearly.

Federal Stafford Student Loan Students may borrow up to \$8,500/year from this program, up to a total aggregate of \$65,500 for the student's entire educational career. The interest rate is fixed at 6.8 percent. All students must demonstrate financial need. The extent of this need determines the loan amount. The interest is subsidized by the federal government during school attendance and for a six-month grace period after graduation. There are several mechanisms for postponing repayment during residency. In addition, borrowers have various repayment options to choose from.

#### *Non-Need Based Aid*

The following loan programs are available to all students whether or not they have financial need. However, because of their higher interest rates and their likelihood of leading to higher debts, they are recommended to students only after all other options for financial aid are exhausted.

Federal Unsubsidized Stafford Loan This program provides additional non-need based loans to students. Unsubsidized means the federal government does not pay the interest on the loan at any time, and interest accrues. The combination unsubsidized and subsidized Federal Stafford Loan amounts cannot exceed the annual and aggregate limits under the Stafford program of \$224,000 for professional students and \$138,500 for PharmD students. The interest rate is fixed at 6.8 percent.

GradPLUS Loan This program provides additional non-need based loans to students. A student can borrow on an annual basis the lesser of the amount of the student budget minus all aid received year-to-date. The in-school interest rate on these loans is fixed at 8.5 percent. No principal payments are due while the student is in school at least half time. Upon withdrawal from the Institution, however, the first payment is due immediately.

#### *Service Commitment Programs*

National Health Service Corps The National Health Service Corps (NHSC) is a program established to bring health care to areas of the country that have critical health manpower shortages. The NHSC pays tuition, fees and a monthly stipend. In return the recipients agree to serve one year of full-time clinical practice as salaried federal employees of the National Health Service Corps in a federally-designated Health Manpower Shortage area for each year of scholarship support. The minimum commitment is two years. Deferments for residency training are permitted for up to three years.

Armed Forces Health Professions Scholarship Program This program provides contracts for financial assistance to students in exchange for active duty service in the Armed Forces (Air Force, Army, Navy). For each year of support, the student must serve one year with a minimum obligation of three years. A military residency match is held both the first and second year after graduation. A student is obligated to accept a military residency if offered. Military residencies do not reduce the number of years of obligation. The benefits the students receive are full tuition and fee payment, payment of books and equipment/supplies, and a \$1,300/month (est.) stipend. Further information on who to contact concerning this program is available in the Office of Student Services.

#### *Work Opportunities*

Regular Student Assistants Student assistant positions that are not based on financial need are also available. Students interested in a job should contact the individual departments where they are interested in working

Summer Research Participation Program Each summer the Institution operates a Summer Research Participation Program. Each applicant must have a faculty sponsor for the proposed research. Fellowships up to \$2,000 are awarded for basic science, clinical and community health science research. Fellows participate in a weekly seminar series and take part in a poster session at the end of the summer. Hours and other conditions of the fellowships are flexible, being worked out between the students and their sponsors. A fellowship is considered a full-time responsibility. Application information for this program will be available in the spring from the Office of Health Professions Education.

#### *Emergency Loans*

The Tschantz, Riennerth-Neuman, Class of 1982 and Women's Faculty Club funds have been set aside to provide emergency loans for students on a walk-in basis. These loans are distributed in increments of \$600 (maximum \$1200), have a 1 percent service charge, and must be repaid within 6 months. Students interested in obtaining an emergency loan should go to the Accounting office. These funds are disbursed once a week on Friday.

#### *Other Sources of Aid*

Many students receive financial aid from programs beyond those offered by the Institution and the Federal government. Students may also review outside scholarship information on the Office of Student Services website. Students are urged to investigate opportunities in their home towns and counties by contacting clubs, organizations, foundations, labor unions, companies, churches and synagogues, county medical societies, sororities and fraternities, etc., to determine if they offer scholarships or loans to students.

Family/Friends Many students no longer wish to be dependent upon their parents or family for financial aid while in school. While such independence is admirable, it may well have the unfortunate aspect of limiting students' options for practice in the future, because the debt with which a student might graduate could be very high. Another option students may wish to consider is the formal borrowing of funds from parents. This compromise step allows students to feel some degree of independence while not hindering opportunities for the future.

Veterans Students who are veterans of the U.S. armed forces and who plan to seek authorization for training at the Institution should make an appointment with a member of the Office of Student Services to review proper procedures to follow and contact the U.S. Veterans Affairs Office.

### **Refund Policy**

#### *Regulations*

Registration does not automatically carry with it the right of a refund or reduction of indebtedness in cases of failure or inability to attend class or in cases of withdrawal. NOTE: The term refund used in this section refers to the amount of tuition credited to the student account, not the portion of a payment that will be returned to the student.

#### *Fees Subject to Refund:*

Instructional and nonresident surcharge.

#### *Amount of Refund:*

Amount of refund is to be determined in accordance with the following registrations and subject to requirements contained in the Institution's withdrawal policy:

#### *In Full:*

If the Institution cancels the course

If the Institution does not permit the student to enroll or continue except for disciplinary reasons.

#### *Administrative Withdrawal and CAPP Decisions*

If a student begins a semester and is then required by the Committee on Academic and Professional Progress (CAPP) to withdraw from the curriculum (via a leave of absence or dismissal) based on performance in the prior semester, the student will be administratively withdrawn from the current semester and issued a 100 percent refund of instructional fees, regardless of the date of the action. See section XI for additional information about interruptions in education. No refund will be granted to a student dismissed or suspended for disciplinary reasons.

#### *Partial Refunds*

Instructional fees shall be refunded to a student who withdraws or otherwise does not complete the course or curriculum in which the student is registered based on the percentage of attendance by the student. Refunds will be calculated as follows:

Withdrawal within 50 percent of the enrollment period:

Refund is based on percentage of attendance of the semester calculated by dividing the total number of weeks comprising the period of enrollment into the number of weeks remaining in the period as the last recorded day of attendance.

Withdrawal beyond 60 percent of the enrollment period:

No refunds will be issued to students who withdraw after completing 50 percent of the enrollment period.

The refund formula measures the actual number of weeks enrolled during the semester. It is determined by dividing the number of week enrolled by the number of weeks in the semester including weekends and holidays and excluding scheduled breaks of five or more days. For example, if there are 16 weeks in a semester and a student withdraw during the fourth week, charges and financial aid will be pro-rated to reflect that the student has been enrolled for 25 percent of the semester (4 divided by 16).

*Students on Financial Aid:*

This policy is used to determine the amount of federal student aid that must be returned to the appropriate aid programs and should not be confused with the published university refund policy.

When a student withdraws from all classes on/or after the first day of classes and the student has received financial aid, the following refund policy will apply:

The refund/payment policy is a pro-ration of earned versus unearned financial aid. The earned financial aid percentage is determined by taking days attended in the period by total days in the period. (Example: student withdraws the fifth day of the semester which has 110 days in its period.  $5/110=5$  percent earned). Subtracting earned aid from aid that was awarded and disbursed equals the amount of unearned aid that must be returned. The responsibility to repay unearned aid is shared by the institution and the student in proportion to the aid each is assumed to possess. The federal formula is applicable to all students who received Title IV federal aid and withdraws on or before the 60 percent point in the semester.

Under the refund/repayment policy, the programs are reimbursed in the following order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Federal Perkins Loan, Federal Grad Plus Loan.

**Please inquire in the Office of Student Services for more information on our refund policy or if you would like to review examples.**

OVERPAYMENT

When a Title IV recipient who has received a cash disbursement for non-institutional costs ceases attendance, the accounting office will determine whether the student was entitled to all of the cash he or she received. If not, the accounting office will determine what portion of the cash disbursement the student is entitled to keep, or what amount the student may receive in the case of a late disbursement or from the resolution of a credit balance.

If a student received Title IV funds other than Federal Work Study, Federal Stafford, Federal PLUS, Federal Direct Stafford, or Federal Direct PLUS, for that period, and if the student officially withdraws, drops out, or is expelled from school on or after his or her first day of class for the period of enrollment for which he or she was charged, the accounting office will determine and document in the student's file whether he or she received an overpayment for non-institutional costs for that period. (668.22(f)(1)(I) and (ii)).

The overpayment will be calculated using the following steps:

STEP 1 The Accounting office will determine what portion of the period of enrollment for which the student was charged that the student actually attended, and then determine the reasonable expenses associated with non-institutional costs for that portion of the enrollment period.

STEP 2 The Accounting office will determine the composition of any cash disbursement to the student.

STEP 3 The reasonable expenses as determined in Step 1 are subtracted from the cash disbursed for the enrollment period. If the cash disbursed was greater than the incurred non-institutional expenses, the student must repay the excess amount.

\*Repayments must be allocated back to the student aid programs according to statutory and regulatory requirements in the following order: (668.22(h)(2))

1. Federal Perkins Loan Program;
2. Any other non-loan Title IV programs; and
3. Other state, private or institutional student financial assistance programs.

The Institution will apply this repayment allocation policy consistently to all students who have received Title IV assistance.

### **Satisfactory Academic Progress Policy**

Section 484 of the Higher Education Act (HEA), as amended, requires that a student be maintaining satisfactory progress in the course of study he or she is pursuing according to the standards and practices of the institution in which he or she is enrolled in order to receive aid under the student's financial assistance programs authorized by Title IV of the HEA. The determination of whether or not a student is considered to be making satisfactory progress, to be on probation, or to be suspended for financial aid purposes will be made by the director, student services and registrar, based on criteria approved by the Student Aid and Awards Committee each time an individual student requests aid and at each disbursement of financial aid.

These standards pertain to financial aid only and should not be confused with the Committee on Academic and Professional Progress' academic standards.

#### *GUIDELINES*

Students who are making satisfactory progress are those who are making timely academic progress toward their degree and who are displaying non-cognitive characteristics that are important in becoming a healthcare professional.

#### Time Limits

The normal time frame for completion of required course work for the degree is four academic years. However, a student, due to academic or personal difficulties, may require additional time. In such situations, the CAPP Committee may establish a schedule for that student which departs from the norm and which may require repeating a year of study. To be considered to be making satisfactory academic progress, the student must complete the first two years of the curriculum by the end of the third year after initial enrollment. The CAPP Committee will monitor the progress of each student at the conclusion of each academic year to determine that the student is making sufficient progress to meet the time limits as specified. A student not making sufficient progress will be deemed not to be making satisfactory academic progress.

An annual review of students' progress toward their degrees will be made at the conclusion of each academic year. Students who are promoted to the next higher year of the curriculum by the Committee on Academic and Professional Progress will be considered to be completing their degrees in a timely fashion. In addition, students may repeat the curriculum or be enrolled on a special curriculum and still be considered to be making progress toward their degree.

A student may be granted a leave of absence for a variety of reasons. The period of time for which the student has been granted approved leave shall be excluded from the maximum time frame to complete the program.

#### Measurement

The CAPP Committee will review at least at the conclusion of each academic year the qualitative assessment of performance of each student in all courses for which the student has enrolled. A student who does not satisfactorily complete all course requirements may be permitted to remediate. In this case, a student assigned a schedule which deviates from the norm and who earns satisfactory qualitative assessment in all courses for which enrolled will be deemed to be making satisfactory academic progress.

Failure of the USMLE Step I on the first attempt will result in financial aid probation. Students on probation will be issued a warning. Students on probation are eligible for the Title IV, Title VII or institutional aid. Students will be notified in writing of their status and the consequences of failure of the USMLE Step I a second time. Failure of USMLE Step I for the second time will result in financial aid suspension. Students on suspension are ineligible to receive Title IV, Title VII, or institutional aid. Any aid disbursed may need to be returned, according to the Return of Title IV regulations. Students on suspension for failing the USMLE can be considered for removal from suspension status upon passing the USMLE or by having their status changed to a repeating student. Students failing USMLE Step 2 will continue to maintain satisfactory academic progress unless that student is suspended from the curriculum.

#### Enrollment Status

A student must maintain full-time status if the financial aid was based on full-time status; if the student's aid was based on half-time status, the student must maintain at least half-time status.

### Appeal Procedures

A student has the right to appeal financial aid decisions made by the Student Aid and Awards Committee through the following procedures:

1. The appeal request must be filed within 10 days of the Student Aid and Awards Committee's decision to the Office of Student Services.
2. Upon the request of the student involved, a hearing shall be scheduled within 10 days of the request.
3. A subcommittee of the Student Aid and Awards Committee will conduct the hearing.
4. The decision, which shall include a summary of the evidence and reasons for aid decisions, shall be rendered in writing no later than one week after conclusion of the hearing.

A student experiencing mitigating circumstances may appeal by explaining the circumstances in writing to the Student Aid and Awards Committee within days of notification that he or she is not making progress. The appeal procedures will then be followed.

### Transfer Students

Students who are accepted for transfer from other schools will be assumed to be making satisfactory academic progress at the time of enrollment and a determination will be made as to remaining years of financial aid eligibility. Their progress will be determined throughout each year according to the standards of progress.

### Amendments to the Policy

This policy will be amended whenever applicable federal and state law or regulations are changed. Other amendments to the policy, not required by changes in law or regulations, will be considered through the Student Aid and Awards Committee.

## **Consumer Information for Financial Aid Applicants**

### A. Student Rights

Adapted from The Student Guide: Financial Aid from the U.S. Department of Education, 1989-90. You have the right to ask the Institution:

- the names of its accrediting organizations and about its programs, its facilities and its faculty;
- what the cost of attending is, and what its policies are on refunds to students who leave;
- what financial assistance is available, including information on all federal, state, local, private and institutional financial aid programs;
- what the procedures and deadlines are for submitting applications for each available financial aid program;
- what criteria it uses to select financial aid recipients;
- how it determines your financial need - this includes how costs for tuition and fees, room and board, transportation, books and supplies, personal and miscellaneous expenses are considered in your student budget. It also includes which resources (such as parental contribution, other financial aid, your assets, etc.) are considered in the calculation of your need;
- how much of your financial need, as determined by the institution, has been met;
- how and when you will be paid;
- to explain each type and amount of assistance in your financial aid package;
- if you have a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the length of time you have to repay your loan, when you must start paying it back, and any cancellation and deferment provisions that apply;
- to reconsider your aid package if you believe a mistake has been made;
- how the school determines whether you are making satisfactory progress, and what happens if you are not; and
- what special facilities and services are available to the handicapped.

### B. Student Responsibilities

It is your responsibility to:

- review and consider all information about a school's program before enrolling;
- complete all application forms accurately and submit them on time to the right place. Errors can delay or prevent your receiving financial aid;
- notify the Institution of any information that has changed since applications were submitted.
- attend an exit interview if loans were accepted;
- provide correct information. In most instances, misreporting information on financial aid application forms is a violation of the law and may be considered a criminal offense, which could result in indictment under the U.S. Criminal Code;
- provide all additional documentation, verification, corrections, and/or new information requested by either the financial aid office or the agency to which you submitted your application;
- read and understand all forms that you are asked to sign and keep copies of them;
- accept responsibility for the promissory note and all other agreements that you sign;
- if you have a loan, notify the lender of changes in your name, address, or school status
- perform in a satisfactory manner the work that is agreed upon in accepting an Institution work-study job;
- know and comply with the deadlines for application or reapplication for aid, and
- know and comply with the Institution's refund procedures.

### C. Points to Determine When Signing a Loan Application or Promissory Note

Before students sign applications for loans or promissory notes, they should read them carefully, ask questions and complete the following steps:

- 1) determine the maximum amount that may be borrowed per academic year as well as the maximum total amount;
- 2) determine the interest rate;
- 3) determine whether the interest is deferred until after graduation, subsidized or payable while the student is in school;
- 4) determine whether the interest, if not deferred, is payable monthly, quarterly or annually.
- 5) determine whether the loan may be repaid at any time without penalty;
- 6) determine if repayment of the principal can be deferred through internship/residency training.
- 7) determine the maturity date; the date which is upon which the promissory note becomes due and payable;
- 8) determine the grace period;
- 9) determine the number of years allowed for repayment of the loan;
- 10) determine whether the loan can be forgiven for practice in a physician shortage area;
- 11) determine what the minimum monthly payment will be during the repayment of the loan;
- 12) ensure that you are given a copy of the Disclosure Statement signed by the appropriate authority at the lending institution.

When students are negotiating for educational loans, they are entitled to exact copies of any agreements they sign. A Disclosure Statement is a legal document and a record of the loan. All contracts between lenders and borrowers for loans are recorded locally or federally as standing legal obligations until terminated through repayment.

### Exit Interviews

Students who have been awarded any type of student educational loans must attend an exit interview session prior to graduation, withdrawal, or leave of absence. At this time repayment options will be explained and final repayment papers signed, and strategies for debt management reviewed.

### FINANCIAL AID REFERENCES

View the following Web sites for financial aid information.

<a href="http://www.aamc.org/md2">http://www.aamc.org/md2</a>	Monetary decisions for medical doctors
<a href="http://www.aamc.org/students/financing">http://www.aamc.org/students/financing</a>	Help with financing your medical education
<a href="http://www.finaid.org">http://www.finaid.org</a>	Provides loan calculators
<a href="http://www.fafsa.ed.gov">http://www.fafsa.ed.gov</a>	Complete the FAFSA on the Web
<a href="http://www.fastweb.com">http://www.fastweb.com</a>	Look for scholarships
<a href="http://www.pin.ed.gov">http://www.pin.ed.gov</a>	Get a PIN to complete Renewal FAFSA on the Web

<http://www.nslds.ed.gov>

Look at student loan history

<http://www.dca.org>

Receive debt counseling

<http://www.irs.gov>

Everything you need to know about taxes

<http://www.myfico.com>

Credit report and credit score

<http://www.motleyfools.com>

Financial planning

## PERSONNEL REFERRAL CHART

Subject	Office	Contact Person	Extension/Room
Academic Advising	Career Development and Advising	Anita Pokorny, M.Ed.	6760 A-208
		Marc Silling, Ph.D.	6736 A-204
Academic Calendar	Admissions and Student Services	Michelle Cassetty Collins, M.S.Ed.	6479 R-128
Academic Schedules	Health Professions Education	Sue Hricko, M.L.S. (Steps 1-3)	6328 A-53
		Joann Hayes (Step 4-5)	6330 A-57
Admissions	Admissions and Student Services	Michelle Cassetty Collins, M.S.Ed.	6479 R-128
Affirmative Action	Human Resources	Marsha Mills	6726 G-213
Alumni Relations	Alumni	Vondea Sheaffer	6663 R-171
AMA/FREIDA Information	Assistant Dean	Polly Moss, M.Ed.	6759 B-204
Away Elective Application	Admissions and Student Services	Mary Beth Seith	6476 R-136
Career Advising	Career Development and Advising	Anita Pokorny, M.Ed.	6760 B-205
		Polly Moss, M.Ed.	6759 B-204
Class Rank	Health Professions Education	Margarita Kokinova, Ph.D.	6333 A-208
Clinical Campus Assignments	Health Professions Education	Sue Hricko, M.L.S. (Steps 1-3)	6328 A-53
Clerkships	Health Professions Education	Joann Hayes	6330 A-57A
Computer Assistance	Information Technology	Desktop Support	6911 C-174
Criminal Background Checks	Student Affairs	Polly Moss, M.Ed.	6759 B-204
Curriculum	Health Professions Education		
CVs/Personal Statements	Career Development and Advising	Anita Pokorny, M.Ed.	6760 B-205
		Laura Cessna	6734 B-203
Dean's Letters (MSPE's)	Student Affairs	Polly Moss, M.Ed.	6759 B-204
		Laura Cessna	6734 B-203
Disability Insurance	Admissions and Student Services	Jan Divoky	6483 R-130
Electives	Admissions and Student Services	Mary Beth Seith	6476 R-136
Emergency Loans	Accounting	Lynn Dreher	6373 G-219
Financial Aid	Admissions and Student Services	Michael Kempe	6481 R-131
Grades Posting	Admissions and Student Services	Jan Divoky	6483 R-130
Grading Procedures	Health Professions Education	Sue Hricko, M.L.S.	6328 A-53
		Joann Hayes	6330 A-57A
		Margarita Kokinova, Ph.D.	6333 A-208
Graduation Activities	Admissions and Student Services	Susan Stewart	6478 R-127
Graduation Application, Requirements	Admissions and Student Services	Michelle Cassetty Collins, M.S. Ed.	6479 R-128
Health Insurance	Admissions and Student Services	Jan Divoky	6483 R-130
Housing, Off-campus	Admissions and Student Services	Anna Hohman	6476 R-132
Identification Card	Security	Security Personnel	6489 A-90
Learning Skills Assistance	Career Development and Advising	Marc Silling, Ph.D.	6736 A-204
Legal Questions	General Counsel	Maria Schimer, JD, MPH	6357 G-231
Life Insurance	Admissions and Student Services	Jan Divoky	6483 R-130
Loan/Scholarship Checks	Accounting	Lynn Dreher	6373 G-231
Lost & Found	Security	Security Personnel	6489 A-90
Malpractice Insurance	Admissions and Student Services	Jan Divoky	6483 R-130
Messages	Admissions and Student Services	Anna Hohman	6476 R-132
NRMP Information	Career Development and Advising	Laura Cessna	6734 B-203
		Polly Moss, M.Ed.	6759 B-204
Ohio Residency	Admissions and Student Services	Michelle Cassetty Collins, M.S.Ed.	6479 R-128
Parking Sticker/Permit	Security	Security Personnel	6489 A-90
Peer Advisor Program	Career Development and Advising	Anita Pokorny, M.Ed.	6760 B-205
		Filiz Aydin	6735 B-206
Personal Counseling	Career Development and Advising	Dixie Benshoff, Ph.D.	6756 A-210
Physician Referral	Admissions and Student Services	Jan Divoky	6483 R-130
PDAT	Career Development and Advising	Anita Pokorny, M.Ed.	6760 B-205
Professional Opportunities	Career Development and Advising	Anita Pokorny, M.Ed.	6760 B-205
Promotion-Phase 1 CAPP	Admissions and Student Services	Michelle Cassetty Collins, M.S.Ed.	6479 R-128
	Student Affairs	Polly Moss, M.Ed.	6759 B-204
Promotion-Phase 2 CAPP	Student Affairs	Polly Moss, M.Ed.	6759 B-204

Registration	Admissions and Student Services	Jan Divoky	6483 R-130
Residency Program	Student Affairs	Polly Moss, M.Ed.	6759 B-204
Information	Student Affairs	Laura Cessna	6734 B-203
Information	Career Development and Advising	Anita Pokorny, M.Ed.	6760 B-205
Room Scheduling- In-house	Admissions and Student Services	Anna Hohman	6476 R-132
Room Scheduling- Student Organizations	Career Development and Advising	Connie Bain	6733 B-201
Safety	Safety Office	Mechelle Gehle-Wann, M.S.	6494 P-3
Student Activities and Organizations	Career Development and Advising	Connie Bain	6733 B-201
Student Addresses	Admissions and Student Services	Susan Stewart	6478 R-132
Student Aid & Awards Committee	Admissions and Student Services	Michelle Cassetty Collins, M.S.Ed.	6479 R-128
Student Government	Student Affairs	Polly Moss, M.Ed.	6759 A-106
Student Health/ Vaccinations	Career Development and Advising	Anita Pokorny, M.Ed.	6760 B-205
Student Records/File	Admissions and Student Services	Jan Divoky	6480 R-130
Summer Fellowship Program	Student Services	Susan Stewart	6478 R-132
Tours and Tour Guides	Research	TBD	
Transcripts	Admissions and Student Services	Jill Thompson	6272 R-138
Tuition Bill	Admissions and Student Services	Susan Stewart	6478 R-132
Tuition Costs	Accounting	Nicole Stelzer	6381 G-221
Tutoring Program	Admissions and Student Services	Michelle Cassetty Collins, M.S.Ed.	6479 R-128
USMLE	Career Development and Advising	Filiz Aydin	6735 B-206
Veterans Affairs	Health Professions Education	Joann Hayes	6330 A-57
Women and Medicine Program	Student Services	Michelle Cassetty, M.S.Ed.	6479 B-222
	Student Affairs	Tenille Kaus, J.D.	6758 B-205

## APPENDIX A

### Drug-Free Schools and Communities Act Amendment of 1989

20 U.S.C. § 1213

#### III. The Institution's Policies on Alcohol/Drug Possession/Distribution/Use on School Property

##### A. Familiarity with State and Federal Laws

All students of the Institution are expected to be familiar with and to respect the laws of the state and federal government with regard to the use of intoxicating and other mood or consciousness altering substances.

##### B. Possession/Use

Possession or use of many of these substances is illegal and a felony conviction of a student may preclude licensure to practice medicine or pharmacy in the State of Ohio and could subject a student to dismissal from the Institution, and referral for prosecution if appropriate.

##### C. Procedure

When the Institution becomes aware that a student has developed a problem relating to alcohol or other substance abuse, the student will be required to appear before the Committee on Academic and Professional Progress to determine if it is necessary that the student leave studies and enroll in an appropriate rehabilitation program. Failure on the part of the student to complete a mandated rehabilitation program successfully will lead to dismissal from the Institution. The normal due process and appeal procedures will apply to the student.

#### IV. Laws Regulating Possession/Use/Distribution of Alcohol/Drugs

##### A. State Laws

###### 1. Drugs

###### a. Definitions

- (1) "Controlled substance" means a drug, compound, mixture, preparation, or substance included in schedule I, II, III, IV, or V (O.R.C. § 3719.01(D)).
- (2) "Drug of abuse" means any controlled substance as defined in section 3719.01 of the Revised Code, any harmful intoxicant as defined in section 2925.01 of the Revised Code, and any dangerous drug as defined in section 4729.02 of the Revised Code (O.R.C. § 3719.011(A)).
- (3) "Harmful intoxicant" does not include beer or intoxicating liquor, but means any compound, mixture, preparation, or substance the gas, fumes, or vapor of which when inhaled can induce intoxication, excitement, giddiness, irrational behavior, depression, stupefaction, paralysis, unconsciousness, asphyxiation, or other harmful physiological effects, and includes without limitation any of the following:
  - (a) Any volatile organic solvent, plastic cement, model cement, fingernail polish remover, lacquer thinner, cleaning fluid, gasoline, and any other preparation containing a volatile organic solvent;
  - (b) Any aerosol propellant;
  - (c) Any fluorocarbon refrigerant;
  - (d) Any anesthetic gas (O.R.C. § 2925.01(J)).
- (4) "Dangerous drug" means:
  - (a) Any drug which, under the "Federal Food, Drug, and Cosmetic Act," federal narcotic law sections 3715.01 to 3715.72, or Chapter 3719. of the Revised Code, may be dispensed only upon a prescription;
  - (b) Any drug which contains a schedule V controlled substance and which is exempt from Chapter 3719. of the Revised Code, or to which such chapter does not apply;

- (c) Any drug intended for administration by injection into the human body other than through a natural orifice of the human body (O.R.C. § 4729.02(D)).
- (5) "Drug dependent person" means any person who, by reason of the use of any drug of abuse, is physically, psychologically, or physically and psychologically dependent upon the use of such drug, to the detriment of his health or welfare (O.R.C. § 3719.011(B)).
- (6) "Possess" or "possession" means having control over a thing or substance but may not be inferred solely from mere access to the thing or substance through ownership or occupation of the premises upon which the thing or substance is found (O.R.C. § 2925.01(L)).
- (7) "Sale" includes delivery, barter, exchange, transfer, or gift, or offer thereof, and each such transaction made by any person, whether as principal, proprietor, agent, servant, or employee (O.R.C. § 3719.01(EE)).
- (8) Misdemeanor - Offenses lower than felonies and generally those punishable by fine or imprisonment otherwise than in a penitentiary. Under federal law, and most state laws, any offense other than a felony is classified as a misdemeanor.
- (9) Felony - A crime of a graver or more serious nature than those designated as misdemeanors. Under federal law, and many state statutes, any offense punishable by death or imprisonment for a term exceeding one year.

**2. The following acts are drug offenses:**

- a. Corrupting Another with Drugs (O.R.C. § 2925.02)
- b. Trafficking in Drugs (O.R.C. § 2925.03)
- c. Drug Abuse (O.R.C. § 2925.11)
- d. Possessing Drug Abuse Instruments (O.R.C. § 2925.12)
- e. Drug Paraphernalia Offenses (O.R.C. § 2925.14)
- f. Permitting Drug Abuse (O.R.C. § 2925.13)
- g. Abusing Harmful Intoxicants (O.R.C. § 2925.31)
- h. Trafficking in Harmful Intoxicants (O.R.C. § 2925.32)
- i. Prohibition against Driving While Under the Influence of Alcohol or Drugs or with Certain Concentrations of Alcohol in Bodily Substances; Chemical Analysis (O.R.C. § 4511.19)

**3. The following acts are alcohol offenses:**

- a. Open Container Prohibited (O.R.C. § 4301.62)
- b. Under Age Person Shall Not Purchase Intoxicating Liquor or Beer (O.R.C. § 4301.63)
- c. Prohibitions; Minors Under 21 Years (O.R.C. § 4301.632)
- d. Misrepresentation to Obtain Alcoholic Beverages for a Minor Prohibited (O.R.C. § 4301.633)
- e. Misrepresentation by a Minor Under 21 Years (O.R.C. § 4301.634)
- f. Furnishing a False Identification Card (O.R.C. § 4301.636)
- g. Prohibition against Consumption in Motor Vehicle (O.R.C. § 4301.64)
- h. Illegal Possession of Intoxicating Liquor Prohibited (O.R.C. § 4301.67)
- i. Offenses Involving Underage Persons (O.R.C. § 4301.69)
- j. Dramshop Law - Owner and Lessee Liable (O.R.C. § 4399.02)
- k. Restrictions on Sale of Beer and Liquor (O.R.C. § 4301.22)
- l. Penalties (O.R.C. § 4301.99)

**B. Federal Laws on Drugs**

- 1. Schedule of Controlled Substances (21 U.S.C. § 812) For content of this schedule, please contact Maria Schimer or the Pharmacology Department.
- 2. Prohibited Acts (21 U.S.C. § 841)
- 3. Penalty for Simple Possession (21 U.S.C. § 844)
- 4. Civil Penalty for Possession of Small Amounts of Certain Controlled Substances (21 U.S.C. § 844a)
- 5. Distribution to Persons Under Age 21 (21 U.S.C. § 845)
- 6.. Distribution or Manufacturing in or Near Schools and Colleges (21 U.S.C. § 845a)
- 7. Employment of Persons Under 18 Years of Age (21 U.S.C. § 845b)

**V. Drug and Alcohol Counseling/Treatment/Rehabilitation Program Available to Students**

Intervene Now is available to students who have substance abuse problems. Intervene Now helps recognize substance abuse early and helps prevent damage to the lives of impaired students. Intervene Now provides support for impaired students through understanding and care. Evaluation and treatment for impaired students is in a confidential and compassionate manner, which allows recovering students to continue their education without stigma or administrative censure.

Other rehabilitation programs also may be arranged through the Office of Professional Development or the Office of Legal Affairs.

## VI. **Health Risks Associated with Use of Illicit Drugs and Abuse of Alcohol**

### A. **Drugs**

1. **Depressant** - ability to decrease a body function or nerve activity temporarily

#### Effects on the body:

- a. lack of interest in surroundings;
- b. inability to focus attention on a subject;
- c. lack of motivation to move or talk;
- d. pulse and respiration become slower than usual;
- e. sensory perceptions diminish;
- f. psychic and motor activities decrease;
- g. reflexes become sluggish and eventually disappear; and
- h. depression can progress to drowsiness, stupor, unconsciousness, sleep, coma, respiratory failure and death.

2. **Stimulants** - a drug that temporarily increases body function or nerve activity

#### Effects on the body:

- a. enhance mood;
- b. increase alertness;
- c. provide relief from fatigue;
- d. excitation;
- e. dilated pupils;
- f. increased pulse rate and blood pressure;
- g. insomnia;
- h. loss of appetite; and
- i. repeated administration or large doses may produce: convulsive seizures, alternating with periods of depression that may range from exhaustion to coma.

### B. **Alcohol**

#### Effects on the body:

1. lack of coordination;
2. talkativeness;
3. dulls sensitivity to pain;
4. aggressiveness and excessive activity;
5. decreases amount of REM (Rapid Eye Movement) while sleeping;
6. frustrates sexual performance;
7. liver disease (including fatty liver, alcoholic hepatitis and cirrhosis);
8. drowsiness, progressing through stupor and alcoholic coma;
9. adversely affects ventricle function in heart;
10. slurred speech; and
11. loss of inhibitions.

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