UNE COM
Student Handbook Supplement
2026-2027



This document is subject to change.

Last update: 10/22/2026

Introduction

UNE Student Handbook

The UNE Student Handbook is a university-wide handbook that describes how UNE works, where students should go, and who they should see to resolve questions and concerns. Policies, procedures, and regulations are outlined here so that all students (undergraduate, graduate, professional, certificate, and special status) are aware of the parameters within which our community functions. It is published on the UNE website. Information, procedures, and programs may change during the year. You will be notified via email if a change should occur, and the revision will appear immediately in the web version. In addition, changes may be published in handbook supplements. Those supplements published by certain colleges and academic departments provide further structure and guidance and should be used in conjunction with this publication.

https://www.une.edu/student-affairs/student-conduct/student-handbook

COM Student Handbook Supplement

This COM Student Handbook Supplement, designed specifically for students in the College of Osteopathic Medicine (COM), augments the information provided in the University Student Handbook pertinent to academic programs in the College. Students will be notified via email if a change should occur, and the revision will appear in the online version. Changes may also be published in the handbook supplement. In addition to this document, students should familiarize themselves with:

- The most current college catalog found with the UNE Registrar: https://www.une.edu/catalog
- The University Student Handbook (information above)

The University of New England reserves the right in its sole judgement to make changes of any nature in its programs, calendar, or academic schedule whenever it is deemed necessary or desirable, including changes in course content, the rescheduling of classes with or without extending the academic term, cancellation of scheduled classes or other academic activities, in any such case giving such notice thereof as is reasonably practicable under the circumstances.

The University of New England College of Osteopathic Medicine reserves the right to change any and all aspects of this student handbook supplement giving notice there of as is reasonably practical under the circumstances.

Students must retain individual responsibility for meeting requirements and being aware of any changes in provisions or requirements.

Table of Contents

Introduction 2
UNE Student Handbook 2
COM Student Handbook Supplement 2
Table of Contents 3
Mission 7
Vision 7
Core Values 7
UNE COM Community & Belonging Statement 7
Curriculum 8
The AOA Seven Core Competencies 8
AOA & AACOM Entrustable Professional Activities 8
Curriculum Overview 9
Curriculum Phases 9
Preclinical Education 9
Clinical Education 10
Administration 10
Select College Committees 13
COM Committee on Student Progress (CSP) 13
COM Curriculum Advisory Committee (CAC) 13
Deans Advisory Committee on Community & Belonging (DACCB) 13
Deans Advisory Committee on Wellness (DACW) 13
COM Dean's Leadership Team (DLT) 14
Essential Technical Standards of UNE COM 14
Technical Standards Policies 14
Abilities and Skills 15
Statement on the UNE COM Student Code of Ethics and Professional Conduct Policy 18
Scope of Professional and Ethical Expectations 19
UNE COM Student Code of Ethics 19
Guidelines and Procedural Safeguards 19
UNE COM Professional Student Conduct Policy 19
Standards for Professional Behavior 19
General Administrative Policies 21

Registration 21
Enrollment Status 21
Student Identification 21
Physical Exam Requirement 22
Immunization Requirements 22
Drug Screening 22
Health Insurance Coverage 22
Accident Reporting & Illness 23
Where to obtain Psychological or Medical care 24
Recusal from Student Assessment for Faculty Providing Health Care Services 26
Classification and Titles 26
Employment 26
Timing 26
Transportation 26
UNE COM Dress Code Policy 26
Tutorial and Learning Assistance 27
Accommodations and the UNE Student Disability Access Center (SDAC) 28
Exception Policy 28
Remote Learning Policy 30
Student Records 30
Health Insurance Portability and Accountability Act (HIPAA) 30
Occupational Safety and Health Administration (OSHA) 31
Authorized Signatures 31
Student Advising 31
Human Subject Research and UNE Institutional Review Board (IRB) Regulations 31
Academic Records 32
Grade Assignments 32
Assessment Policies 33
General Guidelines 33
Administration of Examinations 34
Class and Assessment Cancellation/Delay Policy 35
Artificial Intelligence Policy 36
Attendance Policy and Processes for Years 1 & 2 (Pre-Clinical) 36

Communication Process for Absences 37
Attendance Policy and Processes for Years 3 & 4 (Clinical) 40
Academic Progress Policy 43
Student Progress 43
Individual Support Plan 43
Student Promotions 44
Comprehensive Osteopathic Medical Licensing Examination (COMLEX-USA) Levels 1, 2-CE 45
Graduation 48
Academic Probation 48
Disciplinary Probation 48
Probation and the Medical Student Performance Evaluation (MSPE) 49
Withdrawal from the University 49
Leave of Absence (LOA) 49
Student Rights and Responsibilities 50
Committee on Student Progress (CSP) Procedures 50
Academic Progression Appeals 51
Appeal Review Committee and Protocols 52
Student Feedback and Evaluations 53
Student Complaints about Accreditation Standards and Procedures 55
Appendix A: USMLE 55
Appendix B: Clinical Training Manual 56
Welcome to Clinical Education 56
Introduction 56
Basic Navigation 57
Administrative Contacts 58
Clinical Curriculum Timeline 58
Curriculum Requirements 60
Grading Procedure and Processes for Years 3 & 4 62
Core Clerkship Assignment Process (CCAP): “The lottery” 65
Clinical Curriculum: Core Clerkships 66
Selective & Elective Rotations 68
Prerequisites for Core Clerkships 75
Continuing Requirements for Clinical Education 76

General Information 78
HIPAA Academic Policies 80
Insurance Types and Key Facts 80
Professional Liability Insurance 81
Student Responsibilities and Duties 82
Attendance 83
Emergency Preparedness and Critical Incident Response 83
Extended Leave from Rotations 84
Student Site Liaisons 84

Mission

The University of New England College of Osteopathic Medicine fosters healthcare leaders across the continuum in undergraduate, graduate, and continuing medical education, to advance exceptional osteopathic healthcare locally and globally through practice, research, scholarship, education, and community health.

Vision

The University of New England, College of Osteopathic Medicine will be recognized as a leader in educating primary care physicians for Maine, New England, and the nation—physicians who are deeply grounded in the principles and practice of osteopathic medicine and dedicated to making a meaningful impact in the communities they serve. We will achieve this by developing into:

- A medical school that offers a state-of-the-art curriculum and dynamic clinical rotations, and supports unique graduate medical education (GME), to prepare osteopathic physicians to address the needs of their communities
- A major contributor to focused and impactful research that is informed by osteopathic principles and advances health outcomes
- A strong clinical program that serves our community through collaborative, innovative efforts, and holistic care
- An organization that provides leadership to our profession and our community, guided by a commitment to social well-being
- A catalyst for interprofessional education and practice, fostering a whole-person approach to wellness and strengthening the fabric of community health care
- A trusted partner in health care for our community, dedicated to the osteopathic values of compassion, prevention, and patient-centered care, with a clear focus on improving the lives of those we serve

Core Values

- Foster an environment of wellness, equity, inclusion and diversity across our community
- Creatively shape the future while preserving our heritage to train osteopathic physicians to care for rural and underserved populations of Maine and New England
- Strengthen our commitment to the principles of osteopathic medicine
- Promote a diverse, innovative, interprofessional, and entrepreneurial culture
- Maintain our caring, collegial environment
- Foster integrity and accountability through a strong ethical base
- Utilize evidence-based methods, practice-focused research, scholarship, critical thinking, and a variety of learning modalities to improve medical education and healthcare outcomes
- Actively seek internal and external collaborations to further our mission

UNE COM Community & Belonging Statement

The University of New England College of Osteopathic Medicine (UNE COM) aims to advance and cultivate the diversity of all individuals and protect the unique expression of all people — allowing them to grow and realize their fullest potential. We recognize that people are multi-dimensional,

that not one aspect of a person necessarily defines them, and that diversity exists within a combination of a number of dimensions, including but not limited to race, ethnicity, nationality, age, physical and mental status, gender identity and expression, sex, sexual orientation, socioeconomic status, religion, and political beliefs. A diverse community of faculty, students, and staff is essential to our medical education and our professional development as we strive to better meet the healthcare needs of our patients in particular and of society in general. We are committed to increasing representation of populations that have been historically excluded from participation in U.S. higher education and medicine. We do that by welcoming talented, dedicated, and qualified students from all walks of life and by continuously reflecting on our own beliefs and practices. We expect that all students will demonstrate respect for their peers, faculty, and patients regardless of any difference between them and will foster a culture of inclusion that extends beyond the UNE COM campus into the global community.

Curriculum

The four-year curriculum is under the supervision of the Dean, the Associate Dean for Academic Affairs (ADAA) and the Senior Associate Dean for Clinical Education (SADCE) with guidance and input from the Curriculum Advisory Committee, Dean's Leadership Team and COM Faculty. The UNE COM Dean is the arbiter. UNE COM has adopted, as learning objectives (outcomes), the following seven (7) core competencies and the core Entrustable Professional Activities (EPAs) of the American Osteopathic Association (AOA) and the American Association of Colleges of Osteopathic Medicine (AACOM).

The AOA Seven Core Competencies

1. **Osteopathic Principles and Practice:** The student will understand and apply osteopathic principles to patient care
2. **Patient Care:** The student will have the knowledge, attitudes and skills to provide compassionate, appropriate and effective patient care
3. **Medical Knowledge**: The student will demonstrate knowledge of established biomedical, epidemiological, social and behavioral sciences and their application to patient care
4. **Practice-Based Learning and Improvement**: The student will demonstrate the ability to investigate and evaluate patient care practices using scientific evidence and apply these to patient care
5. **Interpersonal and Communication Skills:** The student will demonstrate interpersonal and communication skills that result in effective interactions with patients, families and colleagues
6. **Professional**: The student will demonstrate a commitment to carrying out professional responsibilities in an ethical and sensitive manner
7. **System-Based Practice:** The student will demonstrate an awareness of and responsiveness to the system of health care to provide care that is of optimal value

AOA & AACOM Entrustable Professional Activities

- **EPA 1:** Gather a history and perform a physical examination
- **EPA 2:** Prioritize a differential diagnosis following a clinical encounter
- **EPA 3**: Recommend and interpret common diagnostic and screening tests

- **EPA 4**: Enter and discuss orders and prescriptions
- **EPA 5**: Document a clinical encounter in the patient record
- **EPA 6**: Provide an oral presentation of a clinical encounter
- **EPA 7**: Form clinical questions and retrieve evidence to advance patient care
- **EPA 8**: Give or receive a patient handover to transition care responsibility
- **EPA 9**: Collaborate as a member of an interprofessional team
- **EPA 10**: Recognize a patient requiring urgent or emergent care and initiate evaluation and management
- **EPA 11:** Obtain informed consent for tests and/or procedures
- **EPA 12**: Perform general procedures of a physician
- **EPA 13**: Identify system failures and contribute to a culture of safety and improvement

Curriculum Overview

The UNE COM curriculum is designed to develop osteopathic primary care and other specialized physicians who are skilled in health promotion and illness prevention, as well as treating and caring for those who are ill. To that end, UNE COM provides an innovative, contemporary, patient-focused curriculum that fosters life-long, self-directed, evidence-based learning and professional development.

Our progressive, integrated four-year curriculum aligns educational activities with the principles of adult learning to maximize the attainment and retention of knowledge, skills and attitudes crucial to the delivery of healthcare in the 21st century.

Please note: Medical education is continuously evolving in alignment with best practices for learning and teaching. To maintain the most up-to-date, productive learning environment for our students, UNE COM reserves the right to revise and amend as appropriate the policies and practices described in this catalog.

Curriculum Phases

Preclinical Education

UNE COM students spend the first two years of the program on the UNE campus in Portland, Maine. The curriculum consists of a patient centered basic science curriculum integrated with osteopathic clinical skills learning activities which are applied to experiential learning in simulation, standardized patient settings, physicians' offices, hospitals, extended care facilities, and health centers. Learning sessions include traditional didactic lectures, interactive problem-solving sessions, patient case study discussions, hands-on laboratory exercises, panel discussions, demonstrations and clinically focused encounters with standardized, simulated and real patients. Our integrated curriculum offers learning activities to provide a strong foundation in the basic biomedical, medical, behavioral and social sciences as well as physical examination and clinical skills as they apply to the rapidly changing practice of medicine in the 21st century. A thorough grounding in the manual skills, characteristic of osteopathic manipulative medicine (OMM), is provided in the first two years and supplemented and reinforced and expanded in Years 3 and 4.

Student preparation before class and active participation in class is a consistent element in the learning dynamic throughout the curriculum. An open, free-flowing dialog between faculty and students is characteristically valued and encouraged. Capitalizing on the University's support of multiple degree programs in the health and allied health professions, including medicine, dentistry, nursing, pharmacy, physician assistant, physical therapy, and social work, the college endorses and promotes interprofessional education (IPE), collaboration and practice (IPP).

Clinical Education

The last two years of pre-doctoral training occur in community-based hospital and clinical settings which prioritize experiential and hands-on learning to expand the student's clinical acumen and further develop individual and team knowledge and skills. During core clinical clerkship, each student is assigned for a twelve-month period to one of our core sites primarily located in the Northeastern US. These serve as the base for educational opportunities and completion of the entire clinical clerkship curriculum.

The UNE COM core clinical clerkship sites are a consortium of community-based education sites, each consisting of one or more community-based training institutions within a specific geographic region that allows coordinated delivery of the core academic clinical training experience. In keeping with our focus on primary care, UNE COM core clinical clerkship sites training programs are based in community hospitals, private physician offices, and community health centers that represent environments in which the majority of UNE COM graduates will eventually practice The College's core clinical clerkship sites are primarily located in the New England states, New York, New Jersey, and Pennsylvania. Year 3 students complete clinical clerkships in the six core disciplines (family medicine, general surgery, pediatrics, internal medicine, obstetrics and gynecology, and psychiatry) at their assigned core clinical clerkship sites. Each campus provides the patient base, didactic and experiential learning opportunities, supervisory infrastructure, and longitudinal evaluation necessary for the accomplishment of the educational goals of third-year core clerkships; and the establishment of a strong foundation in general medicine in preparation for fourth year and residency.

While community hospitals form the core of Year 3 and most Year 4 clinical rotations, affiliations with specialty-focused facilities allow students to pursue a broad range of clinical experiences. Year 4 students continue their learning with selective and elective clinical rotations at UNE COM-approved programs of their choice. Many of these hospitals also provide Graduate Medical Education (GME) as members of the Northeast Osteopathic Medical Education Network (NEOMEN).

Administration

1. **Dean and Vice President of Health Affairs:** The Dean of COM is the Chief Academic and Administrative Officer of the College of Osteopathic Medicine and is delegated responsibility for all academic and administrative programs, clinical services, research initiatives and functions of the College. The dean is the college's primary liaison to accreditation and governmental bodies, and the osteopathic profession. Four associate deans and four department chairs closely assist the Dean in these internal and external

roles. The Dean maintains an open door to students who may have concerns related to any aspect of the College and University. If, however, the concern falls within an area assigned to an associate dean, the associate dean should be aware of the situation prior to the student bringing it to the dean.

2. **Associate Dean for Academic Affairs (ADAA)**: The ADAA, in conjunction with staff, is responsible for the first- and second-year curriculum of the College of Osteopathic Medicine. The ADAA functions to oversee the day-to-day operations of the medical school's pre-clinical (years 1 and 2) program and its curriculum to ensure that the highest quality of education is delivered to our medical students. The ADAA oversees and administers the Curriculum Office of the College of Osteopathic Medicine and Faculty Development including operating policies, procedures and methods. All matters relating to pre-clinical training should be directed to this office.
3. **Assistant Dean for Pre-Clinical Education (ASTDPCE)**: The ASTDPCE is responsible for organization, operationalizing and management of the delivery of the pre-clinical curriculum; implementation and support of educational and curricular initiatives; support technology implementation; data tracking; accreditation support; management of faculty and staff; and facilitation of faculty development across all four years for continuous quality improvement of the curriculum. The ASTDPCE serves as a leader for COM, representing the College at various functions within the University and the external community, and serving in leadership roles in COM committees and activities.
4. **Senior Associate Dean for Clinical Education (SADCE)**: The SADCE, in conjunction with staff, oversees and administers the Office of Clinical Education of the College of Osteopathic Medicine, including operating policies, procedures and methods for years 3 and 4, and graduate medical education (GME). The SADCE directs clinical education and clerkships (rotations) in years 3 and 4; evaluates clinical faculty in clinical rotations; and develops clinical rotation sites and GME affiliations. The SADCE oversees and administers relations with hospital partners, and the College's Osteopathic Postgraduate Training Institute NEOMEN (Northeast Osteopathic Medical Education Network). All matters relating to clinical training (including Graduate Medical Education) should be directed to this office.
5. **Assistant Deans for Clinical Education (ASTDCE)**: The ASTDCEs are responsible for academic and administrative operation of the geographically dispersed COM core clinical clerkship system providing clinical learning experiences for all third- and fourth- year students. Additionally, it is the ASTDCE responsibility to ensure faculty development needs are met for the core clinical site system. The ASTDCE combines an array of academic and curricular oversight, management expertise, problem-solving skills, human resources experience, and financial acumen. The ASTDCE serves as a leader for COM, representing the College at various functions with the University and the external community, and serving in leadership roles in COM committees and activities.
6. **Associate Dean for Research & Scholarship (ADRS):** The ADRS in conjunction with staff, is responsible for the general oversight, administration and the fostering of research and scholarship opportunities for students. The ADRS works closely with faculty and chairs to identify, facilitate, and promote research and scholarship opportunities for students both within the curriculum and as extracurricular experiences. All student matters relating to research and scholarship should be directed to this office. The ADRS oversees the Osteopathic Pre-doctoral Research Fellowship program. The ADRS in consultation with the

Chair of Biomedical Science and the Faculty Committee of Research and Scholarship oversees the Morgane and Pettapiece Pre-doctoral Fellowship Research Programs.

7. **Associate Dean for Recruitment, Student, & Alumni Services (ADRSAS)**: The ADRSAS, in conjunction with staff, is responsible for recruitment and admissions; student support services (e.g. student orientation, professional development, student personnel records, housing, student government, clubs, special events, and counseling); and alumni affairs. All matters relating to student affairs should be directed to this office.
8. **Assistant Dean of Student Success (ADSS):** The ADSS is responsible for the planning, coordination, and administration of academic and non-academic advising of students to facilitate student success and retention in the UNE College of Osteopathic Medicine. The ADSS is focused on issues related to the progress and well-being of students enrolled in the College of Osteopathic Medicine including, but not limited to, advising, decisions related to remediation, probation, leaves of absence, expanded curricular programs, etc. Under the strategic direction of the ADRSAS, the ADSS works collaboratively with Academic Affairs, Clinical Education, students, faculty, and staff in the development and implementation of student success initiatives that support student development, progress, well-being, and academic achievement.
9. **Chair for Biomedical Sciences (BMSc)**: The Chair of BMSc is responsible for the general oversight and administration of the department and biomedical faculty to ensure that the department meets the academic, research and service missions of the College. The BMSc Chair in consultation with the ADRS and the Faculty Committee of Research and Scholarship oversees the Morgane and Pettapiece Pre-doctoral Fellowship Research Programs.
10. **Chair for Osteopathic Manipulative Medicine (OMM)**: The Chair of OMM is responsible for the general oversight and administration of the faculty and department to ensure that the department meets the academic, research and service missions of the College. The Chair of OMM oversees the Osteopathic Principles and Practice/Anatomy Pre-doctoral Fellowship Program and functions as Medical Director of Continuing Medical Education.
11. **Chair for Primary Care Medicine (PC):** The Chair for PC is responsible for the general oversight and administration of the faculty and department to ensure that the department meets the academic, research and service missions of the College. The divisions of Geriatric Medicine, Internal Medicine, Psychiatry, and Pediatrics report to the Chair of Primary care. The Chair of PC oversees Mature Care and UNE's Healthy Maine Partnership (Coastal Community Healthy Coalition)
12. **Assistant Provost for Community & Belonging:** The Assistant Provost of Community & Belonging provides institutional leadership around race and diversity and affects virtually every area of the institution, including training, hiring, employee and student recruitment, curriculum, student experience, and building community partnerships including all community and belonging curriculum at COM.

Select College Committees

COM Committee on Student Progress (CSP)

CSP is responsible for making recommendations to the Associate Dean for Academic Affairs (ADAA) or the Senior Associate Dean for Clinical Education (SADCE) on matters related to student performance, including disciplinary and academic matters for years 1 through 4 of the student's osteopathic medical school training. Annually, CSP makes recommendations to the Dean on the promotion of students to the next class. Also, each year CSP recommends to the faculty, through the Dean, the awarding of the degree of Doctor of Osteopathic Medicine to those students who have satisfied all graduation requirements.

COM Curriculum Advisory Committee (CAC)

The CAC advises the Dean's Leadership Team (DLT) and Dean on all matters pertaining to policies and procedures relevant to the academic mission of the COM for years 1 through 4. The CAC is composed of select faculty chosen by the Dean and the COM Faculty Assembly for their engagement in specific areas of curriculum development. The committee addresses specific details of curriculum construction, revision, planning, and development. Chaired by a faculty member elected by the CAC, the committee also reviews and revises, as necessary, curriculum policies and procedures, utilizing information and perspective provided by subcommittees appointed for specific tasks.

Deans Advisory Committee on Community & Belonging (DACCB)

The DACCB is comprised of faculty, students, professional staff, and alumni. DACCB is charged with:

1. Identifying priorities to embrace, expand and support diversity and inclusion among all identity groups;
2. Acting as a catalyst in furthering COM's goal of community success and engagement for all identity groups;
3. Providing critical feedback to the DLT on the implementation of specific programs and activities in the context of diversity and inclusion.

Deans Advisory Committee on Wellness (DACW)

The DACW is comprised of faculty, professional staff, students, and alumni. The DACW is charged with:

1. Identifying priorities to embrace, expand and support wellness among all UNE COM community members;
2. Acting as a catalyst in furthering COM's goal of community member success and resiliency;
3. Providing critical feedback on the implementation of specific programs and activities in the context of wellness.

COM Dean's Leadership Team (DLT)

The DLT serves as an advisory committee to the Dean on all matters of the college. Membership includes but is not limited to Associate Deans and Department Chairs.

Essential Technical Standards of UNE COM

A. Medical education requires that the accumulation of scientific knowledge be accompanied by the simultaneous acquisition of specific skills and professional attitudes and behavior. **Medical school faculties have a responsibility to society to train and graduate the best possible physicians who are competent for safe practice appropriate to their level of training,** and thus admission to medical school has been offered to those who present the highest qualifications for the study and practice of medicine. Successful completion of all required courses in the curriculum is necessary in order to develop the essential skills required to become a competent physician and to enter residency.
B. The essential technical standards presented in this document are prerequisite for matriculation, subsequent promotion from year to year, and ultimately graduation from the University of New England College of Osteopathic Medicine ("UNE COM"). These standards pertain to all students enrolled in UNE COM.
C. The faculty is committed to fostering relationships with its students that encourage personal and professional growth. Its policies and procedures attempt to reflect this commitment to proactive and supportive communication. At the same time, it is imperative that all students recognize that the primary responsibility for a successful medical school education, both in and outside the classroom, rests with the individual student.
D. The College's obligation and mission is to produce effective and competent osteopathic, primary care physicians and to seek candidates and graduate physicians who will be best able to serve the needs of society. Therefore, all applicants will be held to the same admission standards, and all enrolled students will be held to the same academic standards.
E. All students must be able to demonstrate competency for patient safety appropriate to the learner's level of training. Demonstration of fluency of skills and knowledge appropriate to the level of training is a requirement for progression through the curriculum. Most assessments are designed to simulate activities in the clinical training and clinical practice settings and are tied to the learner's demonstration of competency for patient safety. These assessments may be performed in a timed and structured environment and are designed to evaluate the learner's ability to demonstrate appropriate fluency of skills and knowledge under specific conditions.
F. All students, including students with disabilities, must have the capacity to manage their lives and anticipate their own needs.

Technical Standards Policies

A. No otherwise qualified individual will be denied admission to UNE COM based solely upon a disabling condition.
B. Enrollment in UNE COM assumes and requires that admitted students will possess certain levels of cognitive, emotional, and technical skill to successfully complete clinical training

and practice in unpredictable, stressful environments. All osteopathic medical students are held to the same fundamental standards. Academic and clinical requirements that are essential to providing care to patients under variable conditions and in diverse clinical settings; meeting UNE COM's graduation requirements; or directly related to clinical practice licensing requirements will not be eliminated for any student. Reasonable accommodations will be provided to assist the student in learning, performing, and satisfying the fundamental standards, so long as the student applies properly for the accommodation/s and they are approved.

C. The College is obligated to provide reasonable accommodations that are necessary to afford students with a disability an equal opportunity to participate in the UNE COM program. Accommodations are not reasonable if it would fundamentally alter the program, lower the academic standards and expectations for student performance or assessment; impose an undue burden to the College; or pose a direct health or safety risk to any other individual, including patients.
D. In-person attendance is an essential and fundamental requirement of UNE'S COM program. Excessive absenteeism of the mandatory curriculum does not allow students the exposure, application, practice and development of the knowledge, skills and attitudes necessary to become an osteopathic physician. Students may miss 21% of the mandatory curriculum or less as defined in the course syllabus of any course. Students who exceed this threshold will not be allowed to proceed in the course and will be required to meet with the Committee on Student Progress (CSP) for review and recommendation and may be required to take a leave of absence.

Abilities and Skills

Reflected in the standards that follow are those abilities and skills that students must possess to engage safely and competently in all program activities, including those taking place in the classroom, laboratory, and clinical settings. A candidate for the Doctor of Osteopathic Medicine degree must have abilities, aptitudes, and skills of six varieties: (1) observation; (2) communication; (3) fine and gross motor; (4) conceptual, integrative and quantitative, cognitive; (5) behavioral and social/emotional; and (6) full participation in clinical and osteopathic training sessions. Students demonstrate their ability to meet these technical standards via their participation in mandatory curricular activities.

1. **Observation Skills:**
    a. The student must be able to acquire a defined level of required information as presented through demonstrations and experiences in the basic sciences, including, but not limited to, information conveyed through physiologic and pharmacological demonstrations in animals, dissection of cadavers, examination of specimens in anatomy, pathology, and neuroanatomy laboratories, microbiologic cultures, microscopic study of microorganisms and tissues in normal and pathologic states. Furthermore, a candidate must be able to observe a patient accurately, at a distance, and close at hand, acquire information from written documents and visualize information as presented in images from paper, films, radiographs, computer screens, slides or video. The student must be capable of using instruments such as, but not limited to, a stethoscope, an ophthalmoscope, a microscope, an otoscope,

and a sphygmomanometer. Such observation and information acquisition necessitate the functional use of visual, auditory, and somatic sensation while being enhanced by the functional use of other sensory modalities. An intact sense of smell is necessary to assist in the clinical setting.

b. In any case where a candidate's ability to observe or acquire information through these sensory modalities is compromised, (i.e. physical disabilities or chemical sensitivities/allergies) the student must demonstrate alternative means and/or abilities to acquire and demonstrate the essential information without reliance upon another person's interpretation of the information.

2. **Communication Skills:**
    a. The student must be able to effectively, efficiently and respectfully communicate in English using verbal, written, and reading skills, in a manner that demonstrates sensitivity to patients, their families, and all members of the health care team.
    b. To effectively learn the skills necessary to practice medicine, including diagnosis and treatment of patients, students must be able to measure, calculate, reason, analyze, receive information visually and through communication and examination, and process, integrate, and synthesize that information quickly, sometimes immediately, and, at times, under stressful and chaotic conditions. For example, the student must be able to quickly and accurately synthesize knowledge and integrate the relevant aspects of a patient's history and examination findings, accurately assess the patient, and develop an effective treatment plan. Students must demonstrate established communication skills using traditional or alternative reasonable means that do not fundamentally modify this standard. Assistive devices may be used, if appropriate, under these standards.
    c. The student must be able to accurately elicit information, describe a patient's change in mood, thought, activity, and posture. Students must demonstrate established communication skills using traditional or alternative reasonable means that do not fundamentally modify this standard. Assistive devices may be used, if appropriate, under these standards.

3. Motor Skills
    a. The student must be able to, with or without the use of assistive devices, but without reliance on another person, interpret x-ray and other graphic images and digital or analog representations of physiologic phenomenon (such as electrocardiograms).
    b. The ability to participate in basic diagnostic and therapeutic maneuvers and procedures, including but not limited to palpation, percussion, and auscultation is required. Students must possess sufficient motor function and strength to safely execute movements required to provide osteopathic manipulative medical care to patients. Students must be able to negotiate patient care environments and must be able to maneuver between settings, such as clinic, classroom building, and hospital. Physical stamina sufficient to complete the rigorous course of didactic and clinical study is required. Long periods of sitting, standing, and moving are required in classroom, laboratory and clinical experiences.
    c. It is also essential for a student to be able to execute motor movements reasonably required to provide general and emergency diagnosis, osteopathic manipulative care, and medical care such as airway management, placement of intravenous

catheters, cardiopulmonary resuscitation, and suturing of wounds. At all times the ability to administer care to patients in a safe manner is paramount.

4. **Intellectual-Conceptual, Integrative and Quantitative Skills**
    a. The student must be able to measure, calculate, reason, analyze, and synthesize information in a timely fashion. In addition, the student must be able to comprehend three-dimensional relationships and to understand the spatial relationships of structure. Problem-solving, the critical skill demanded of physicians, requires all of these intellectual abilities. These problem-solving skills must be able to be performed in the precisely limited time demanded by each specific clinical setting.
5. **Behavioral and Social/Emotional Skills**
    a. Every student must have the ability to function both independently and as part of a team in stressful, unpredictable environments for extended periods of time.
    b. Students must possess the psychological ability required for the full utilization of their intellectual abilities, for the exercise of good judgement, for the prompt completion of all responsibilities inherent to patient care, and for the development of mature, sensitive, and effective relationships with patients, colleagues, and other health care providers.
    c. Students must be able to tolerate physically taxing workloads and to function effectively under stress, sometimes for extended periods of time. They must be able to adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of patients. As a component of their education, students must act professionally and maturely and demonstrate ethical behavior commensurate with the practice of medicine.
    d. Students must behave in a manner exhibiting high moral and behavioral standards reflecting the position and status of an osteopathic physician. Students need to show respect for individuals and groups without regard for age, gender, nationality, race, religion, sexual orientation, including gender identity or expression, physical or mental disability or veteran status. Students must possess the emotional health required for full utilization of their 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.
    e. Students must be able to measure, calculate, reason, analyze and synthesize information effectively in a precisely limited time demanded by each specific clinical setting, while under stress, and in an environment in which other distractions may be present.
    f. Students must demonstrate compassion, integrity, concern for others, interpersonal skills, interest and motivation. These attributes will be assessed throughout the educational processes.
6. **Full Participation in Clinical and Osteopathic Training Sessions**
    a. Active participation in Osteopathic Manipulative Medicine (OMM) and Clinical Skills Training and Practice Sessions (laboratories) is an admission, matriculation, and graduation requirement. The development of manipulative medicine palpatory skills and clinical examination skills is taught in all four years of the curriculum. This learning requires active participation in all sessions.

b. Students must be able to palpate and examine a variety of people representing all genders and body types, to simulate the diversity of patients expected in clinical settings.
c. Students must allow other students and faculty to palpate and examine them to appreciate how palpation and physical examination feels from the patients' perspective. This also enables students to provide feedback to their laboratory partners, thus, enhancing their palpatory skills.
d. Every student is required to actively participate as both an active learner and recipient in all skills development laboratory sessions. Reading and observation, although helpful, do not develop the skills required to perform palpatory diagnosis, manipulative treatment, or clinical examination.

Statement on the UNE COM Student Code of Ethics and Professional Conduct Policy

The proper practice of medicine requires the physician to maintain an unwavering standard of professionalism and ethics. The medical student, by accepting the invitation to join the medical profession, acknowledges their responsibility to uphold these high standards.

Ethics are a body of moral values that govern a particular group. The terms ethical and unethical used in this document pertain to what is right and wrong.

Conversations that address ethics will occur throughout a student's experience and are intended to reinforce and further develop ethical decision making inside the classroom, in the community, and in a clinical setting.

Any violation of the UNE COM Student Ethics Code can result in referral to Committee on Student Progress (CSP) and may result in probation, course failure, and/or dismissal.

Professionalism is the behaviors and attitudes one exhibits within a particular profession. The UNE COM Student Professional Conduct Policy was designed to set a minimum standard of behaviors society should reasonably expect of a physician in training.

Professionalism is one of the competencies assessed and graded in each course. Failure to learn and meet expectations of professionalism within delivery of the curriculum can lead to a grade of unsatisfactory or failure. Details are provided in course syllabi. In some cases, including unprofessional behavior outside of the curriculum, a referral to the Committee on Student Progress (CSP) will be made. CSP will recommend what actions should be taken. The appropriate Associate Dean will render a decision.

It is the responsibility of all UNE COM students to:

1. Uphold and have knowledge of university policy including the Conduct Rules and Regulations as defined in the UNE Student Handbook
2. Abide by the UNE COM Student Code of Ethics
3. Abide by the UNE COM Student Professional Conduct Policy
4. Abide by the American Osteopathic Association (AOA) Code of Ethics https://osteopathic.org/about/leadership/aoa-governance-documents/code-of-ethics/

Scope of Professional and Ethical Expectations

UNE COM students are expected to demonstrate professionalism and ethical conduct in all environments, including but not limited to classrooms, clinical settings, community interactions, online platforms, and social or extracurricular activities. The college reserves the right to address behavior that occurs outside of formal curricular activities if such behavior reflects poorly on the student's role as a future physician or violates the standards outlined in this handbook.

UNE COM Student Code of Ethics

- A UNE COM student will: Act honorably and honestly at all times
- UNE COM will not tolerate dishonest or deceptive actions
- Confront or report any dishonest behavior

Guidelines and Procedural Safeguards

Any student, faculty, or staff member, administrator, or clinician who witnesses any violation of the Code of Ethics has the responsibility to ensure resolution by taking one or more of the following actions within 48 hours of obtaining knowledge of the violation:

1. Confront the individual (s) regarding the incident;
2. Confidentially discuss the incident with one or more of the following individuals*:
    a. Course Director;
    b. Associate Dean of Academic Affairs;
    c. Senior Associate Dean of Clinical Education;
    d. Associate Dean of Recruitment, Student, & Alumni Services (RSAS);
    e. Regional Clinical Assistant Dean
3. File a complaint in writing or electronically describing the basis of the complaint and the alleged offences to the Associate Dean of Recruitment, Student, & Alumni Services (RSAS)

    *Only these members of the community can offer an "official" opinion on the matter, either as an individual or as a group. No disciplinary action shall result unless a formal written complaint is filed. Opinions offered by any other individuals are not to be considered "official."

UNE COM Professional Student Conduct Policy

Satisfactory completion of the curricular requirements for graduation from the University of New England, College of Osteopathic Medicine (UNE COM) includes the demonstration of acceptable professional behavior and conduct. Students must meet the following standards and uphold the Code of Ethics throughout all years of UNE COM training to maintain eligibility for graduation.

Standards for Professional Behavior

A. Behave in a respectful, responsible, reliable and dependable manner, e.g., manage time well, respect deadlines for assignments (including peer, faculty, and course evaluations and assessment), respect starting times for meetings and appointments; plan ahead; follow through with commitments; cooperate with person(s) in charge of programs; and take responsibility for absences or missed assignments;

B. Demonstrate personal integrity, honesty, and self-discipline, e.g., is ethical, respectful, consistently demonstrate truthfulness in documentation, reports and self-evaluations, show appropriate personal control, and assume responsibility for tasks that he/she can manage;
C. Demonstrate cultural humility and self-awareness of own privilege in treatment of all others in the community, which encompasses the College, the University, the town and state within which we are located and the world at large;
D. Project a professional image in manner, dress, grooming, speech, and interpersonal relationships that is consistent with the medical profession's accepted contemporary community standards, e.g., maintain personal hygiene, notify preceptor or other leader in case of emergency absence or call to apologize if unable to notify in advance; demonstrate respect for patients and colleagues when doing patient exams or treatment;
E. Recognize own personal limitations and biases, – whether they are intellectual, physical, emotional and/or cultural and strives to correct them, e.g., overcome negative behaviors such as procrastination, learns to be a team member, adapts to new situations; eschews discriminatory and derogatory conduct and/or speech and defends those impacted by it;
F. Demonstrate professional and emotional maturity appropriate to manage tensions and conflicts that occur among professional, personal, and family responsibilities, seeking professional help if necessary, e.g., attempt to resolve personal misunderstandings and disagreements with perceived antagonists, seek appropriate help from faculty advisors, tutors, counselors, learning assistance professionals and other qualified persons, demonstrate ability to appropriately prioritize personal, professional, and academic expectations and activities;
G. Demonstrate ability to exercise sound judgment and to function under pressure, e.g., request help when needed and avoid endangering others, respect the difference between student physician and physician, and remain focused on the task at hand, remembering that as student physician he/she/they represents UNE COM to the community;
H. Demonstrate ability to learn from mistakes, failures and ingrained mindsets, heed admonitions and warnings from officers of UNE COM and of clinical supervisors, e.g., consistently accept feedback and constructive criticism regarding professional behavior and attitude, understand seriousness of academic and disciplinary warnings;
I. Demonstrate respect, compassion, and ability to learn with others, e.g., work cooperatively with differences and diversity across all dimensions including but not limited to race, ethnicity, nationality, age, physical and mental status, gender identity and expression, sex and sexual orientation, socioeconomic status and religion, and respects the privacy and individual choice of others;
J. Consistently demonstrate respect for administrators, faculty, staff, and fellow students of the University in all settings on and off campus, and the Clinical Sites;
K. The same behaviors are expected for on-line classes and experiences;
L. The professional student/future physician adheres to the American Osteopathic Association (AOA) Code of Ethics as published by the AOA as well as any applicable College or University standards for conduct;
M. Students are expected to follow the University of New England Code of Conduct as outlined in the UNE Student Handbook: https://www.une.edu/studentlife/handbook

General Administrative Policies

Registration

The University conducts a registration confirmation for students during the initial days of each term. Students are expected to have finalized payment of tuition and related fees, including filing appropriate documents and photos with the Offices of the Registrar, Financial Aid, Business Affairs, and Recruitment, Students & Alumni Services by their respective due dates.

Individuals who fail to confirm program registration by the established process and deadline may be administratively withdrawn from the program. Students may request special consideration and if approved will be assessed a late registration fee and will not be allowed to participate in any learning activities until the requirement is completed.

Students must be cleared by a background check and immunization compliance prior to matriculation. Additional background checks will be required prior to the start of rotations and prior to certain clerkship rotations in year 4. Students failing to comply may be administratively withdrawn from the program.

Enrollment Status

The University of New England classifies student credit load status for the purposes of financial aid loan deferments.

The College of Osteopathic Medicine has an integrated curriculum which provides a robust and holistic academic experience. The integrated curriculum requires that first and second year students must be concurrently enrolled in the corresponding Osteopathic Clinical Skills and Osteopathic Medical Knowledge Courses.

- A UNE COM Student is considered to be full-time and will pay the full-time rate when they carry more than 11.99 credits and during 3rd and 4th year regardless of credit load.
- A UNE COM student who carries less than 11.99 credits/term and/or are enrolled in Academic Enrichment or the Clinical Support Priority Course will pay the per credit rate for tuition.
- All UNE COM Students must complete the course of studies leading to the D.O. degree within six (6) years of matriculation (or within 150% of the standard time to obtain the degree).

Student Identification

UNE COM has two (2) types of student identification: ID Cards and Name Tags.

1. **ID Cards**: A standard University of New England ID Card is issued to all UNE students. This ID card should be with the student at all times while on campus.
2. **Name Tags**: Students are provided with a name tag, which identifies them as a UNE COM student. This name tag must be worn at all clinical assignments, unless instructed otherwise by the clinical supervisor. Students will be charged for replacement name tags.

Physical Exam Requirement

All newly admitted COM students must complete a medical questionnaire and provide evidence of having had a complete physical examination within twelve (12) months immediately preceding matriculation. Until this requirement is completed, students will not be permitted to participate in any learning activities and may be administratively withdrawn from the program.

Immunization Requirements

A list of required immunizations may be sent to students before the beginning of each academic year, must be completed and documented according to the published schedule to continue with the academic program. Failure to comply with the UNE COM Immunization Requirements policy will result in suspension of a student's privilege to continue in the academic program. Students who have not fulfilled all vaccination requirements by the first semester start date of the year of matriculation, may be restricted from participating in certain curricular and co-curricular activities.

All UNE COM students must meet the appropriate immunization requirements for physicians and physicians-in-training of the state and/or site where they will train. Clinical, and experiential learning sites may also require students to meet these and additional vaccination requirements, in order to participate in clinical placements or experiential learning activities at those sites. The UNE COM program will most likely have difficulty finding clinical placements for those students who do not meet vaccination requirements, Thus, failure to meet UNE and State vaccination requirements may prevent a student from fulfilling their curriculum requirements and graduating from the University of New England.

Drug Screening

A drug screen is a requirement of certain core and/or elective clinical sites. Students are expected to meet this requirement by the due date or will be prevented from participating in the learning activity.

Health Insurance Coverage

COM students are required to have health insurance coverage as a condition of matriculation and should have their insurance card with them at all times.

1. **Students must attest to having health insurance coverage for the entirety of medical school.** Failure to do so constitutes a breach of professionalism and may affect your academic standing. and students will be required to meet with CSP. Students will be automatically enrolled in the University's Student Health Insurance Plan unless they evidence coverage under another health insurance plan and timely waive through the annual waiver process.
2. **Insurance must cover students in all states where they are training.** Students must be covered in the state of Maine for OMS 1 and 2 years. Students must be covered in the states of their clinical rotations for OMS 3 and 4 years. Students are responsible for ensuring their health insurance plan provides the necessary state coverage. Clinical sites require OMS 3- and 4-year students to be covered in the state of their clinical rotations and may deny a rotation if the student's health plan does not provide coverage in that state. UNE has no

control over a clinical site's decision to require health insurance or grant a rotation based on health insurance.

3. **Students purchasing health insurance through the University's Student Health Insurance Plan will be covered for out of state services and meet the coverage requirements proposed by clinical sites**. UNE's Student Health Plan covers testing, re-testing and prophylaxis for up to 12 months after a reported blood-borne pathogen exposure (e.g., needle stick), pursuant to policy provisions and limits. See https://www.une.edu/student-health-insurance
4. **All insurance policies are not the same.** Students purchasing non-university health insurance coverage should ascertain what is and what is not covered by their policy and should be certain that it includes coverage for blood borne pathogen exposure as this is the most commonly encountered injury during clinical training and it is not uniformly covered. See https://www.une.edu/student-health-insurance.
5. **Students are responsible for their own deductible and any costs not covered by their insurance.**

Accident Reporting & Illness

In the event of an illness or accident, the student's well-being is of paramount importance. Immediate medical evaluation and appropriate follow-up are key. The following information is from policies outlined by University of New England, the Centers for Disease Control (CDC) and the Occupational Safety and Health Administration (OSHA).

On campus or at any university affiliated site:

For ANY accident and/or injury that occurs during on campus events or on any university affiliated site, the student, pursuant to university policy, must:

1. Immediately seek medical attention commensurate with the nature of accident or injury and if on clinical rotations follow the medical facility's established procedures, immediately reporting the incident to the supervising physician and lead nurse
2. For years 1-4:
    a. Students should immediately notify the UNE Security office (207-602-2298) or if an emergency (207-283-0176)
    b. A UNE Student Accident Report will be completed and submitted by email
    c. The student should notify the Associate Dean of RSAS via comsa@une.edu

Absence Due to Illness or Injury

Pre-Clinical: Refer to the Absence Policy and Processes in this document.

Clerkship experiences: Report unplanned absence as soon as possible to the site coordinator, supervising physician for the day, and centrally to the COM Clinical Education office. For full details: *Attendance Policy and Processes for Years 3 & 4 (Clinical)*

Bloodborne Pathogens

Health care practitioners can reasonably anticipate that they will encounter blood and/or other potentially infectious materials. All students are provided with information and education pertaining to:

a. Universal precautions
b. OSHA regulations
c. Hepatitis B and hepatitis B vaccine
d. Human immune deficiency virus

Needle Stick / Bodily Fluids Exposure

Should an exposure incident occur:

1. Immediately cleanse the affected area:
    a. Wash needle sticks and cuts with soap and water
    b. Flush splashes to the nose, mouth or skin with water
    c. Irrigate eyes with clean water, saline or sterile solutions
2. A student who experiences a needle stick or other exposure to bodily fluids should immediately cease training activity and seek medical attention at a local emergency room or urgent care facility. The UNE Student Health Center is not an emergency care facility. However, follow-up evaluation may be done there. The occupational medicine office at the host facility is a great resource and should be contacted for guidance. Though they will often not be able to provide direct care, they can serve as a resource for the urgent care of emergency room that is doing lab testing.
3. Immediately notify your direct supervisor for the course or clinical rotation
4. Contact the UNE Security office at 207-602-2298 (even if offsite) to file a copy of your injury report. This ensures that UNE is aware of the accident and can support you in the process
5. Provide your insurance card at point of treatment or promptly file a claim with your insurance carrier to ensure payment of associated/covered costs. Students are responsible for the cost of evaluation and treatment not covered by their insurance.

Contact the UNE Student Health Center (207-602-2358) and Occupational Health at the host institution if you have questions about protocol and/or follow-up.

Where to obtain Psychological or Medical care

A. **UNE Biddeford and Portland campuses**:
    a. UNE Student Health Center: https://www.une.edu/student-life/health-services/about
    b. UNE Counseling: https://www.une.edu/studentlife/counseling
        i. Offers individual counseling, conflict resolution, consultation, and crisis response
            1. A student on rotations may consult with UNE counseling personnel if the student previously established a therapeutic relationship with someone in that office

2. Counseling personnel cannot establish a new relationship via phone or email, it must be done in person
3. The student also can seek one-on-one assistance at their core clinical clerkship sites or with a community counselor of their choosing

ii. Crisis Response:

1. If you are a Portland or Biddeford campus-affiliated student and are currently experiencing a mental health crisis, you can reach UNE's on-call counselor by calling (207) 602-2549 and then pressing 6.
2. Off-campus resources available 24 hours per day:
    a. Maine locations (888) 568-1112;
    b. Outside of Maine, contact the National Suicide Prevention Hotline 988.

B. Core clinical clerkship sites

a. Each Core clinical clerkship site has medical and psychological services available to students as needed
b. Students will receive information at the orientation conducted by their core clinical clerkship sites regarding access to health services. Students also can talk to the core clinical clerkship sites Regional Assistant Dean, Medical Education Coordinator or their attending.
c. In the event of an emergency or during weekend or evening hours, go to the hospital's emergency department.
d. Students are required to have health insurance to defray the cost of such services, and the student is responsible for costs not covered by health insurance.

C. TimelyCare

a. TimelyCare is a virtual mental and physical health resource that is available 24/7 anywhere in the United States at no cost to UNE COM students. It is a secure and confidential resource designed to help students who are feeling sick, anxious, or overwhelmed talk to a licensed provider to get the care they need via phone or secure video visits. TimelyCare provides the following services:
    i. **TalkNow**: 24/7 on-demand emotional support to talk about anything, including anxiety, relationships, depression, and school-related stressors
    ii. **MedicalNow**: 24/7 on-demand medical care and support for common health issues, including cold, flu, and allergies
    iii. **Scheduled Medical**: select the day, time, and medical provider of your choice
    iv. **Self-care content:** 24/7 access to self-care tools and resources such as meditation, yoga, videos, and short articles from experts
b. How to access TimelyCare:
    i. https://timelycare.com/UNECOM or download the TimelyCare app from an app store
    ii. Register with your @une.edu email address

D. WellTrack Connect

a. Welltrack Connect is a service to help UNE students, especially those out of state, to use their existing insurance plans for referrals to therapists (for longer term services) tailored to location, availability, price, specialty, gender, language, and more.
b. Register with your @une.edu email address https://welltrack-connect.com/

Recusal from Student Assessment for Faculty Providing Health Care Services

All UNE COM students should be aware that the College requires healthcare providers involved in a student's medical care, whether a prior provider-patient relationship or more recent, to recuse themselves from performing academic assessments for grading purposes or promotion decisions. To avoid any potential conflicts of interest, students are strongly encouraged to seek care through the UNE Student Health Services or external providers not involved in their education.

Please note: Faculty will frequently demonstrate clinical skills throughout your education, such as OMM techniques or auscultation of the heart and lungs. These demonstrations occur within an educational context and do not constitute healthcare or a doctor-patient relationship. If a faculty member identifies a potential medical concern during a demonstration, they will refer you to your primary care provider.

Classification and Titles

Students enrolled in UNE COM are classified as first, second, third, and fourth year osteopathic medical students. Only those individuals who have earned a doctoral degree are entitled to use the term "Doctor." Therefore, students enrolled in the College of Osteopathic Medicine who do not have such a title will be called Osteopathic Medical Student. The suffix OMS (Osteopathic Medical Student) 1, 2, 3, or 4 will be appended to student names in official correspondence.

Employment

Pursuing the study of medicine is considered a full-time occupation. While remaining fluid and flexible in order to adapt to the changing dynamics in the field of medicine and medical education, the academic curriculum at UNE COM is designed to optimize student opportunities to achieve excellence in his/her chosen area of interest. As a result, the curriculum is challenging and rigorous. Consequently, students should avoid engaging in any type of employment – either for remuneration or voluntary – that would jeopardize their full engagement in the educational program.

Timing

All students must complete the course of studies leading to the D.O. degree within 6 years of matriculation (or within 150% of the standard time to obtain the degree).

Transportation

Students must have an available and reliable means of transportation to participate in all academic activities in the pre-clinical years (1 and 2) and clerkship years (3 and 4).

UNE COM Dress Code Policy

Attire and Grooming

Dress is a personal form of expression, which conveys how we see ourselves in the world. There are times when a different standard of dress is required for different activities. The form of dress shows respect for the people with whom we interact, their perspective of the world, and the role we play within it. As professionals, students need to understand and respect that their manner of dress

sends a message to patients and other professionals. At all times, all individuals in the UNE COM community, including students, faculty and staff, are expected to show good judgment in their attire and grooming. Generally, everyday attire should be neat, clean, and conservative, neither too tight, nor overly revealing. Clothing should be free from profane or obscene language or inuendo. Shoes and socks/stockings should also be clean and appropriate. Closed toe shoes are required in clinical care settings.

Classrooms

Dress standards will be established by course directors. Classroom attire of all present should convey awareness that the medical student is entering a profession that is held in high regard by the members of the public. This is particularly important for the student as it conveys to faculty and others an understanding of the role they will assume as practicing physicians. If patients or the public are present during class, Preceptor Dress (see below) with a White Coat is required for all students (this includes in working with Standardized Patients in the Clinical Performance Center and in any Oral Board Exam). Course directors have the discretion to require Preceptor Dress for other activities as deemed necessary for the course.

Preceptorships/Clerkships

Professional activities, such as preceptorships, usually demand a more formal style of dress than does the classroom. Unless otherwise specified, a White Clinical Coat and name tag will be required while the student is on preceptorship assignments. Students on clinical rotations will comply with the dress code of the clinical site and OSHA standards. If the clinical site does not have a stated policy, a White Clinical Coat and Name Tag are required to be worn over standard, accepted Preceptor Dress.

Preceptor Dress

Generally defined as dress pants, dress shirts and tops or conservative length skirts/dresses. In all cases, footwear should be closed toed and appropriate for clinical or laboratory activities. Your white coat may be required.

Casual Dress

Permitted in settings where the public is not expected to be present. Dress should be appropriate to the event or dictated by safety protocols and OSHA requirements. Such settings may include but are not limited to the following: research laboratories, study groups, club meetings, recreational and social events.

If a course director, clinical supervisor, faculty, or their designee observes a “violation” in grooming or attire, the individual may be requested to leave the classroom, laboratory, or clinical site.

Tutorial and Learning Assistance

Both the University and College support a number of programs to maximize student success.

Students can maximize their learning by utilizing resources early and as needed. Resources include: Course Directors, block faculty, the ADSS, tutors with the UNE Student Academic Success

Center (SASC), Academic Coaches/Learning Specialists, UNE Library, and the UNE Student Disability Access Center (SDAC).

UNE Library Resources

UNE Library Services offers extensive resources to medical students, both onsite and online. For a listing of online resources and librarian assistance, go to https://library.une.edu/

1. **The Research by Subject guide for Osteopathic Medicine:** a curated resource providing direct access to a variety of research databases, textbooks, journal articles, anatomy resources, board exam prep materials, point-of-care tools, multimedia options, and more: https://library.une.edu/library-materials/find/research-by-subject/medicine/
2. **Clinical Mobile Apps**: step-by-step instructions to set up your UNE subscription account to 'point-of-care' mobile apps like UpToDate, Access Med, LexiDrug, Clinical Key and more: https://library.une.edu/library-resources/find/databases/using-clinical-mobile-apps/

UNE Student Academic Success Center (SASC "Sass-ee")

SASC has a presence on the Biddeford and Portland campuses and online. Peer tutoring by OMS 2, 3, 4 students is provided in small group appointments and drop-in sessions. Appointments are scheduled via TutorTrac. https://www.une.edu/SASC/

Please note: the college cannot guarantee the availability of tutors.

UNE Division of Interventions, Coaching, and Student Success

The graduate and professional Learning Specialists are available to meet 1on1 with students to maximize current strategies, develop new methods, and to effectively leverage academic, social, and personal priorities and needs. Appointments are scheduled via TutorTrac.

Accommodations and the UNE Student Disability Access Center (SDAC)

Accommodations under the Americans with Disabilities Act, Maine Human Rights Act, or other applicable law must be requested by students through the UNE Student Access Center (SDAC) http://www.une.edu/studentlife/student-access-center.

The SDAC exists to ensure that qualified students with a disability (ongoing or temporary) have equitable access to and equal opportunity throughout the entire educational process. No student will be granted any accommodations in a course until the accommodation request has been approved by the SDAC and the accommodation letter has been given to the Course Director(s). This must be done before the activity in question begins. Any student that is granted accommodations will need to meet with the Course Director(s) to discuss how their accommodations will be met. Requests will be accommodated to the greatest extent possible, but the accommodation cannot compromise the fundamental learning goals of the curriculum for the student or their peers.

Exception Policy

This policy applies to all students enrolled in the first and second-year curriculum.

The purpose of this policy is to provide a framework for evaluating and granting exceptions related to scheduling or participation requirements of the mandatory curriculum in situations where students present compelling reasons. This Exception Policy does not apply to students requesting accommodation under ADA. Requests for ADA accommodation will continue to be evaluated by the UNE Student Disability Access Center (SDAC).

The college recognizes that there may be situations where students cannot fulfill mandatory curriculum requirements as scheduled or participate as required due to reasons that fall outside of the typical ADA considerations, such as religious observance, issues of boundaries and consent, or significant life circumstances beyond their control. The program may grant exceptions to these requirements on a case-by-case basis. In such cases, the college will consider requests for exceptions to mandatory aspects of curricular scheduling or participation on a case-by-case basis, taking into account the following principles:

- **Religious practices:** Students have the right to practice their religion without discrimination or undue burden. We will make reasonable adjustments to ensure that a student's religious practices are not hindered by the mandatory aspects of the curriculum, provided that the exception does not fundamentally alter the nature of the educational activity or cause undue hardship.
- **Consent/boundaries**: We respect students' autonomy and right to make informed decisions about their bodies. As an osteopathic medical student, you are expected to be palpated, auscultated, and observed throughout the course of your curriculum. As with any patient interaction, they and you have the ability to withdraw consent at any point in time. The college will consider the request in light of the student's best interests and the educational goals of the activity provided that the adjustment does not fundamentally alter the nature of the educational activity or cause undue hardship.
- **Overwhelming compelling need**: We recognize that there may be situations where a student has an overwhelming compelling need for different considerations due to exceptional circumstances. In such cases, we will consider the request for an exception to the mandatory aspects of the curriculum and scheduling in light of the student's best interests and the educational goals of the activity, provided that the adjustments do not fundamentally alter the nature of the educational activity or cause undue hardship.

Students who wish to request an exception should contact the ADRSAS or ADSS to begin the process. The request will go to the course director and must include the reason for the request, exception(s) requested, and any other supporting information. The course director will review the request with strict scrutiny to determine the following:

1. Does this request, its timing, and the scope of work associated with the exception cause an undue burden to the college?
2. Does this request create an unfair advantage for a student that a member of the community would reasonably find to be inequitable?
3. Does agreeing to an exception fundamentally alter the educational objective of the activity in such a way that the student could be deemed incompetent?

Exceptions granted under this policy will be recognized for a specific educational activity or for a defined period of time not to exceed: one (1) semester for consent/boundaries and overwhelming compelling need; one (1) academic year for religious practices. Should exceptions need to be extended, they will need to be reapplied for.

Appeals

Students who are dissatisfied with the course director's decision may appeal, in writing and within seven (7) business days of the of the course director's decision, to the Associate Dean of RSAS or designee, who will review the request and render a final decision.

Remote Learning Policy

Zoom sessions and remote e-learning or virtual sessions are comparable to on-campus, in-person classes and should be treated as such in regard to behavior, as outlined in the University Code of Conduct and Professional Student Conduct Policy.

A. Students should use their full name as their Zoom name on the screen.
B. Computer cameras should remain on throughout the duration of mandatory Zoom calls.
C. Calls should be taken in a place that is conducive to learning. There should not be major distractions present that would limit someone's ability to pay attention or contribute. This includes being seated in an appropriate location, as well as not being engaged in outside activities.
D. Students should not Zoom while driving.
E. The Zoom chat function should be utilized for academic purposes only.
F. Campus appropriate dress is required during all mandatory zoom sessions, such as exams, quizzes, and integrative sessions. In specific outlined Zoom calls, participants are expected to dress professionally, in preceptor attire with or without white coats.
G. Participants should be engaged, with outside activities limited. Breaks are permitted as needed, but the expectation is to be present and in front of the camera.
H. Students who have a known reason to need to step away or turn their camera off should make a request to their Course Director.

Student Records

The University Registrar maintains all UNE COM students' official academic records. These records are subject to the Family Educational Rights and Privacy Act (FERPA). For further information about accessing these records, please consult the UNE catalog: https://www.une.edu/registrar/catalog

Health Insurance Portability and Accountability Act (HIPAA)

The University of New England College of Osteopathic Medicine is required by law to ensure that all UNE COM faculty, staff, and students receive training regarding national HIPAA regulations. Every hospital and clinical office in the USA are bound by the same regulations. The UNE COM Office of Academic Affairs notifies students in Years 1 and 2 of requirements and procedures for annual HIPAA training. In years 3 and 4, the UNE COM Clinical Education Office will notify students of the requirements and annual procedure for HIPAA training. Failure to comply with this requirement

within the specified time frame may result in suspension of a student's privilege to continue in the academic program.

Occupational Safety and Health Administration (OSHA)

To comply with OSHA 29CRF.1910.1030 regulations, students are required to receive annual OSHA training in occupational exposure and blood borne pathogens. The UNE COM Office of Academic Affairs notifies students in Years 1 and 2 of the requirements and procedures for annual OSHA training. In Years 3 and 4, the UNE COM Clinical Education Office will notify students of the requirements and annual procedure for OSHA training. Failure to comply with this requirement within the specific time frame may result in suspension of a student's privilege to continue in the academic program.

Authorized Signatures

Requests for transcripts, Enrollment Verification, and Letters of Good Standing requests go through the UNE Registrar: https://une1.sharepoint.com/sites/Registrar/SitePages/Verification-Request-Information.aspx

For all other needs, please first reach out to comsa@une.edu

Student Advising

Students are required to participate in the COM Advising Process including completion of required advising forms, Careers in Medicine assignments, and scheduled meetings with their advisors. Participation is integral to student success and professional identity development. Failure to participate may result in reductions to professionalism grades and/or meetings with the Committee on Student Progress.

Human Subject Research and UNE Institutional Review Board (IRB) Regulations

The UNE Institutional Review Board (IRB) is responsible for ensuring that the rights and welfare of participants in human subject research are protected in accordance with federal regulations. https://www.une.edu/research/integrity/irb

As a medical student, you are required to obtain IRB approval for any research project involving interactions or interventions with human participants and/or the use of private identifiable information or biospecimens. Failure to obtain IRB approval prior to conducting human subjects research is considered noncompliance and a violation of federal regulations and University policy. Violations will be taken seriously and may result in disciplinary action, including dismissal from the program. It is your responsibility to be aware of and comply with IRB requirements.

All research involving human subjects, including surveys, interviews, experiments, and access to identifiable private data, must be approved or exempted by UNE's Institutional Review Board (IRB) before any part of the research can be initiated. Guidance and applications for new submissions can be found on the UNE IRB website.

If you are working on a project that has already been approved or exempted by another institution's IRB, you are required to complete a *Notification Form: Participation in a Research Study Approved*

or Exempted by an External IRB and send this completed form (with its required information and supplemental materials) to UNE's IRB office for review.

Non-exempt research projects that are assigned an expiration date by the UNE IRB are valid for a maximum of one year. Continuation of non-exempt research projects beyond the expiration date requires a renewal submission and approval from the IRB prior to the expiration date. Any changes to approved protocols must also be reviewed and approved by the IRB before implementation.

Training on ethical principles, IRB processes, and federal regulations regarding human subjects research is required for all students involved in human subjects research activities. Consult the UNE IRB website for training requirements, application materials, guidance documents, and FAQs.

Academic Records

Students are referred to the Student Records and administrative policy section of the University Catalogue for specific details https://www.une.edu/catalog

Grade Assignments

A. General Policy

a. The assessment and evaluation of student performance in years 1 and 2 courses are explicitly outlined in each course syllabus. After verification by the course director, grades are submitted to the curriculum office for transmission to the Registrar's office.
    i. All final grades are submitted to the Registrar within two weeks following the end of the course.

b. The evaluation of student performance on clinical rotations during years 3 and 4 are explicitly outlined in the rotation syllabi and the Clinical Training Manual (Appendix B). Grades are submitted to the Clinical Education Office for transmission to the Registrar's Office.
    i. All final grades are submitted to the Registrar within two weeks following the receipt of the Medical Student Clinical Competency Form from the clinical site and the successful completion of the Comprehensive Osteopathic Medical Achievement Test (COMAT), if applicable to the rotation.

B. Assessment and Evaluation

a. The director(s) of each course/clinical rotation/service will evaluate each student for that course/clinical rotation/service. These evaluations will include assessments of professional behaviors as well as cognitive and skills development. UNE COM sets exam schedules by semester for first and second year courses and has protocols to which students must adhere to for different types of assessments. During the third year, students must pass the Comprehensive Osteopathic Medical Achievement Test (COMAT) following each core rotation and are also evaluated by faculty. The COM Committee on Student Progress will use faculty evaluations as appropriate during their deliberations and make recommendations to the appropriate COM ADAA or ADCE as needed.

C. **Grades for Courses in Years 1-4**

a. Honors – (H)
b. High Pass – (HP)
c. Pass – (P)
d. Fail – (F): Any student failing to complete the course requirements will have a grade of Fail (F) recorded as the course grade
e. Incomplete – (I):
    i. Whenever a course grade cannot be submitted at the conclusion of a course because a student has not completed all the necessary assignments for the course, a grade of Incomplete (I) will be entered on the student's transcript
    ii. All grades of Incomplete (I) must be replaced by a grade of H, HP, or P as described above before the student can be promoted to the next phase of training. Upon receiving a grade, the Registrar will remove the Incomplete (I) from the student's record. If the Incomplete (I) is not replaced by a grade within six (6) weeks of the end of the term it will automatically revert to a grade of "F"; therefore, it is important to follow up on incomplete grades in a timely manner
f. Withdrawal - (W):
    i. Withdrawal Policy and Grading are outlined in the UNE Catalog: https://catalog.une.edu/graduate/graduate-academic-policies-regulations/
        1. A student may withdraw after the add/drop period has ended through the designated withdrawal deadline, which is approximately at the 60% point of the course's length. The withdrawal period for each semester and session is published on the UNE Academic Calendar
    ii. Grade for the Course Withdrawal:
        1. A course withdrawal during the withdrawal period results in a grade of "W," which will appear on a student's official transcript. The grade of "W" is awarded only if a student has submitted a completed Course Withdrawal Form to the Registrar's Office by the deadline
        2. The W grade does not impact the term or cumulative GPA

PLEASE NOTE: A passing grade must be obtained for all courses or rotations in a given phase before a student can be promoted into the next phase of training, as outlined under Promotion. For more specific information regarding courses and rotation requirements see the Course Syllabus for each course or the Clinical Training Manual section of this handbook.

Assessment Policies

General Guidelines

The type, content, and frequency of examinations for any course/rotation are published in the course/rotation syllabi prior to the beginning of the course/rotation. Subsequent changes to these published guidelines may be made under unusual circumstances, after review by the Curriculum Advisory Committee (CAC) and approval of the Associate Dean. All students should abide by the honor code for all assessments. Please reference each course/rotation syllabus for details.

Administration of Examinations

Years 1 and 2:

A. On-Campus Testing ExamSoft
    a. Students:
        i. must download all exam files by the date and time noted in the course syllabus
            1. If students have not downloaded the exam prior to the exam download deadline, they will assess a test taking time penalty up to five (5) minutes, and they will need to upload the exam file five (5) minutes prior to the exam time limit.
            2. If students have technical difficulties with downloading their exam, they must contact the Academic Assessment Technician and the Course Directors prior to the exam download deadline, otherwise the test taking time penalty applies. The Academic Affairs staff will work with students to resolve exam technical issues or provide a loaner laptop if needed/available.
        ii. Must present to the testing site promptly, 15 minutes prior to the start of the examination, and be prepared to begin at the appointed time.
            1. If a student arrives late for an exam, they will forfeit the time that they are late by uploading their exam at the scheduled exam end time and may have to sit in a designated area to take the exam. Students also need to follow the COM Absence Policy and Procedures as outlined here in the Handbook as well as the course syllabi.
        iii. Must arrive at the testing site with their laptops, charger cords, privacy screens, writing utensil, and ear plugs/headphones (non-electronic) if desired.
        iv. Cell phones, smart watches, recording devices (audio or visual), and electronic (smart) pens, and all other personal items including bags/backpacks must be secured in lockers and are strictly prohibited during the exam session.
            1. If the exam session is not in the building where the student has a locker, then students may store their personal items in bags/backpacks either inside/outside the exam room as directed, ensuring any devices are silenced. Any items that cause a disturbance within the exam room will impact a student's professionalism grade.
        v. Hats and watches are not allowed.
        vi. Beverages must be in closed containers and/or set at students' feet. Snacks may be left with the proctor outside the room and students will need to exit the room to access and eat.
        vii. Adhere to the Honor Code. If a student is found to have cheated, the student will receive a zero grade for that assessment and may be at risk of being dismissed from medical school.
        viii. During exam time, students are required to sign out and sign in to use the restroom (printing name on sign out sheet). Only two students will be allowed

to use the restroom at one time. Students must use the restrooms adjacent to the testing room.

ix. Upload exam when completed, prior to leaving the testing site. When completed and uploaded, students are to exit the room, by one door, and show the "Examination Completed Green Screen" to the staff by the door.

x. Adhere to the Honor Code and must refrain from discussing the exam.

b. Proctors will:

i. Orient students to the examination process, including starting and ending on time, the importance of the Honor Code, and particularly to not discuss the exam outside of the review session.

ii. Remind students that faculty cannot answer any questions relative to the exam.

iii. Maintain silence and minimize outside distractions.

iv. Ensure collection of the sign out/in sheets and any challenge forms to be returned to the curriculum office.

B. For Remote Exams

a. Students will follow the above protocol for downloading exam materials, adhering to the honor code and breaks between examinations

b. Sign in early to be able to follow the Zoom Proctoring guidelines, including showing your space, your ID, and your scratch paper

c. Upon completion of their exam students should show the "Examination Completed Green Screen," rescan their area, and show their scratch sheet prior to logging off

d. Further Zoom proctoring specifics will be outlined per each course or rotation

C. UNE COM Scratch Paper Policy

a. Students must use the designated scratch paper provided by the college.

b. Students should not write anything on their scrap paper except their name until after they have entered the password and started the exam in Examplify.

c. Students must provide their own writing utensil.

d. Scratch paper is NOT to be used to transpose answers, write down test questions, or make lists of topics found in the exam. This is strictly forbidden and will be enforced.

e. The students must print their name and sign the paper regardless of whether they used it or not and must be submitted as described below.

f. The scratch paper MUST be submitted to the proctor prior to leaving the exam.

g. Failure to comply with any of the above rules regarding the proper use of scrap paper will be considered an honor code violation.

Years 3 and 4:

Refer to the rotation syllabi.

Class and Assessment Cancellation/Delay Policy

Years 1 and 2:

UNE COM follows UNE's Cancellation/Delay Policy. Please access more details and sign up for alerts: https://www.une.edu/about/cancellation-delay-policy In the event of a university

cancellation, delay, or closure due to inclement weather your examination will be canceled or moved to a different time or date. Each course has cancellation contingency plans outlined in the syllabus and updated information will be posted to D2L Brightspace.

Years 3 and 4:

Clinical rotation patient care and examinations are rarely, if ever cancelled due to weather. Please be prepared to engage in these experiences by preparing ahead of time with appropriate modes of weather safe transportation and tires. In the event of truly extreme weather, a Regional Assistant Dean may cancel educational or testing experiences.

Artificial Intelligence Policy

Generative AI (GenAI) applications (like ChatGPT) have proven to be powerful and effective tools, and students are encouraged to become familiar with and use them. However, as with any tool, students must use GenAI in ways that support their roles as learners and as medical professionals.

Course directors will determine specific course requirements regarding AI and include them in syllabi. In situations in which AI tools are permitted, students must:

- Ensure that all submitted academic work adequately demonstrates student learning (i.e., that the student, rather than a machine, has met the learning outcomes related to the assessment).
- Acknowledge, in written assessments and extra-curricular applications, the role played by AI tools in producing the student's work (this can usually be done in a citation or by including a session transcript)
- Protect patient privacy (per HIPAA requirements) by never entering personal health information or personally identifiable information as a GenAI input.
- Take ultimate responsibility for accuracy of results, think critically about them, and never substitute them for professional human judgment
- Monitor GenAI output for bias and risks for vulnerable populations and underrepresented groups.

Failure to abide by these parameters will result in a referral to the UNE COM Committee on Student Progress (CSP) for review and recommendation.

As GenAI continues to evolve, students should also stay abreast of best practices and changing risks and benefits. Statements from the American Medical Association on this topic are an important source of guidance for current and future physicians.

Attendance Policy and Processes for Years 1 & 2 (Pre-Clinical)

The policy regarding absences from required preclinical experiences is intended to maximize the learning for each student and is aligned with the expectations for entrustable learners. As per the Essential Technical Standards (section VI):

"Excessive absenteeism of the mandatory curriculum does not allow students the exposure, application, practice and development of the knowledge, skills and attitudes necessary to become an osteopathic physician. Students may miss 21% of the mandatory curriculum or less as defined in the course syllabus of any course. Students who exceed this threshold will not be allowed to proceed in the course and will be required to meet with the Committee on Student Progress (CSP) for review and recommendation and may be required to take a leave of absence."

Students are allowed absences from the mandatory curriculum not to exceed 21% as described in each course syllabus. However, absences for assessments, clinical experiences, and other mandatory activities as defined by the course syllabus or college are not allowed.

This section of the handbook outlines a process by which students need to communicate planned and unplanned absences and follow up on coursework missed due to an absence. The student will be held accountable for all required coursework in order to receive academic credit. Compliance with this process is a standard of professionalism.

As a supportive community that values wellness and well-being, the UNE COM faculty, staff, and administration realize that various circumstances--emergent or otherwise--will require that members of our community must occasionally be absent from class or other required activities. Furthermore, we must work together to support each other during circumstances that take us away from your commitments.

Communication Process for Absences

1. **Overview**
    a. The type of absence determines the required procedural steps and timing
    b. All absences except optional curriculum require submission of an absence form(s) prior to the absence. Advance timing depends on the reason for the absence or request.
    c. Absence exception requests require a decision made by the COM Absence Team
    d. Students should not submit forms based on guesses/uncertainties
        i. To be proactive in the meantime, students should email the COM Absence Team and necessary Course Team members until the details are certain
    e. All absence forms can be found on SharePoint (COM > RSAS > Student > Absence Forms & Info): https://une1.sharepoint.com/teams/COM/RSAS/Student/SitePages/AbsenceForm.aspx
        i. Every absence form submission activates an automated email receipt to the submitter and populates the SharePoint Absence Summary Record/List: https://une1.sharepoint.com/teams/COM/RSAS/Student/Lists/StudentProgressReport/AllItems.aspx
    f. Routine appointments (i.e. with a healthcare provider, auto servicing, etc.) should be scheduled on days other than mandatory curriculum. Unavoidable planned appointments should be submitted at the beginning of the term or as soon as the date(s) are known
    g. Students are encouraged to take an absence when they are experiencing illnesses that may be transmitted to other COM community members

h. Non-critical illnesses of a dependent family member or unexpected school/program closures are not considered emergencies, but is understood that these may pose a challenge for students. Accordingly, students should proactively anticipate these challenges can occur and make backup arrangements in advance for unexpected circumstances. When absence is unavoidable, follow the procedures outlined below.
i. Jury Duty: Notify the COM Absence Team and they will connect students to the Registrar to request specific enrollment verification in an effort to excuse student from duty. If not excused, follow the procedures below.
j. Multi-day absences are discouraged. You are strongly encouraged to reach out to your Course Director(s) to talk through implications before solidifying plans.
k. COM Holidays and breaks differ from those for UNE. Students in year 1 and 2 will follow the holiday and break schedule outlined in the COM Academic Calendar

2. **21% Mandatory Curriculum** as defined by each course syllabus
    a. *Prior* to the absence (and as soon as is known):
        i. Submit a COM Absence Form (AF) for each date. Multiple components on a single day can go on one form
    b. It is the student's responsibility to keep track of the number of absences.
    c. Reason for absence:
        i. All reasons count toward 21% so students should account for possible illness, travel delays, etc. if planning days away from UNE COM
        ii. Students are not required to specify the reason beyond the form selections though it is encouraged. Students may be asked to provide more detail in the following circumstances:
            1. If the submission is late or is a resubmission due to mistake; or
            2. If an illness lasts more than three (3) days
        iii. A pattern of either late submissions and/or insufficient contact to those needed will affect a student's professionalism grade
        iv. If you are unable to complete the absence form(s) due to emergency, contact/designate someone to contact the Course Team(s) and the COM Absence Team as soon as possible for awareness. Complete the forms as soon as it is safe to do so.

3. **Assessments, Clinical Experiences, Required College Events, and Classwide Non-Course Exams**
    a. As noted above, absences for these activities are not allowed
    b. Exceptions to this policy may be considered by the COM Absence Team via the designated Absence Request Form (ARF) when:
        i. Clinical Experiences only: if it is more than a week ahead of time, a date/time switch or reschedule can be requested directly to the COM Scheduling Coordinator
            1. If allowed, no ARF is needed
            2. If the change is not feasible, the student must either attend as scheduled or submit an ARF for a decision
        ii. Urgent need or catastrophic circumstance
        iii. Religious holiday not currently observed by the COM Academic Calendar

1. An ARF must be submitted at the beginning of the term to be considered

iv. Jury Duty
1. As noted above, notify the COM Absence Team and they will connect students with the Registrar to request a letter. If not excused from jury duty, fill out the ARF(s)

v. Required Conference
1. If a student is required to attend a conference due to a research project or leadership position, any applicable ARF(s) must be submitted as soon as the requirement is known and include details on where, why required, etc. for a review.
2. A student's academic status is part of approval consideration at the time of submission as well as at the time of the event/experience.

vi. Major Life Event
1. ARF(s) must be submitted as soon as event is known. Details to include: why this major life event should be considered for exception, travel plans, and any other specifics that would be helpful.
2. A student's academic status is part of approval consideration at the time of submission as well as at the time of the event/experience.

c. Submit one ARF for each date
   i. If the request involves a preceptorship experience, students must also contact the site directly as they do not have access to the internal SharePoint Absence Summary Record/List
   ii. If you are unable to complete the absence form(s) due to emergency, contact/designate someone to contact the Course Team(s) and the COM Absence Team as soon as possible for awareness. Complete the forms as soon as it is safe to do so.
d. After applicable ARF(s) are submitted:
   i. Student will receive an automated request submission email receipt and the entry will populate the SharePoint Absence Summary Record/List
   ii. The COM Absence Team will receive an alert to review the request. In some cases, this may take some time if there are further questions/more information needed
e. Once a decision is made:
   i. The student will receive an email notification with an explanation
   ii. The SharePoint Absence Summary Record/List will be automatically updated
   iii. If approved, the student must forward the notice to the Course Director(s) and Academic Coordinator(s) or other designee in the case of College Events and non-course Exams
   iv. If denied, students must be present for the activity. Students who choose not to be present will meet with the Course Director and may be referred to CSP
f. If the COM Absence forms are down, email both the COM Absence Team and any impacted Course Team members. Be sure to include the following information:
   i. The date
   ii. The mandatory/required activities to be missed;

iii. Other staff/faculty contacted (if applicable); and
iv. Reason for absence: Details should be more specific when it is an exception request
v. As soon as the site/forms are working again, submit your official forms

Attendance Policy and Processes for Years 3 & 4 (Clinical)

Mandatory Activities

Training sites may designate certain educational activities as mandatory. Examples of such activities may be maintaining medical activity logs or attending morning report, noon conferences, and/or academic half day. Students are expected to complete all activities that the training site designates as mandatory.

Students are excused from clinical activities:

1. following their End of Service (COMAT) exam on the last Friday of each Core clerkship (IM – only after completion of 12 weeks)
    a. Each core clinical clerkship site can set its own release and exam times
2. to attend fall and spring UNE COM/NEOMEN District Meetings (one day each)
    a. COM Clinical Education will notify clinical training sites of dates and locations of these meetings.

Except as noted above, students are expected to attend from the first through the last day of each rotation.

Students may experience illnesses or personal emergencies that cause them to miss clinical rotation time. Up to two (2) days on each six (6) week rotation and up to one (1) day on each two-to-four (2-4) week rotation can be missed without the need for make-up days. The days are not transferrable between rotations. Anything beyond these limits will need to be made up for the student to receive credit for the rotation. Clinical capacity for make-up days can be limited, and students will be expected to make themselves available for make-up time provided by the site, even if the time is in the evening or on weekends or any other inconvenient or undesirable time. Students will not receive credit until the make-up time is completed.

Rotation sites report student attendance to the COM Clinical Education Office. Students are expected to notify their sites of absences as far in advance as possible. A student who fails to follow the protocol and/or report absence(s) will be referred to the Committee on Student Progress (CSP). It is possible to fail a rotation due to noncompliance with the attendance policy and reporting protocols.

Irregular or Inappropriate Behavior Regarding Attendance

A student who fails to report to a scheduled rotation, is excessively absent, leaves a rotation in progress without permission from the site and the COM Clinical Education Office, or is dismissed from a rotation site for a substantive, documented reason will receive a Fail grade for the rotation and will be referred to the Committee on Student Progress (CSP). In the above instances, or in the case of a student who is prohibited by a rotation site from attending future rotations at that site,

based on substantive documentation of violation of COM and/or clinical site policies and procedures, CSP may recommend academic warning, probation, suspension or dismissal from UNE COM.

Anticipated Absence Requests

For every anticipated absence (religious holiday, wedding, licensure exams, conferences, poster presentations, etc.) from a rotation must:

1. be requested at least 60 days in advance,
2. made up during the affected rotation if totals accrue over two (2) days for a six (6) week rotation and over one (1) day total for a two-to-four (2-4) week rotation, and
3. documented on the Absence Request form
    a. The Absence Request must:
        i. detail the make-up time,
        ii. be signed by supervisory personnel at the core clinical clerkship site(s), and
        iii. be received in the COM Clinical Education Office via email to comclinicaleducation@une.edu or fax 207-602-5908

Emergency/Illness

In the event of sudden illness or other emergency, the student will:

1. Immediately notify, or ask a third party to immediately notify, the rotation supervisor, core clinical clerkship sites Medical Education personnel and the UNE COM Clinical Education Office via email comclinicaleducation@une.edu
2. Nights or weekends, use the emergency numbers listed for COM Clinical Education personnel
3. Arrange make-up time upon return to the rotation if the absences brings the student over two (2) days for a six (6) week rotation and over one (1) day total for a two-to-four (2-4) week rotation
4. Submit the Absence Request within 24 hours of resuming rotations.

If an absence involves an injury, the student needs to contact the UNE Safety & Security Office and will also submit a UNE Accident Report Form.

If the clinical facility cannot provide the student with clinical make-up time, the Assistant Dean for Clinical Education may require the student to use “free” time elsewhere in their schedule to make up the time missed. This may be at another clinical site.

Jury Duty

A student who receives a notice for jury duty or Grand Jury service should send a copy of the notice to the Clinical Education Office as soon as it is received. Students will then submit an enrollment verification letter request through the UNE Registrar Office in an effort to defer service. This form is found on the Registrar SharePoint site: https://une1.sharepoint.com/sites/Registrar/SitePages/Verification-Request-Information.aspx. If you are notified that the jurisdiction will not grant you a deferment, email this fact to your COM Clinical Education Coordinator (CEC), complete the jury service, and send your COM CEC an

Absence Request form detailing how the missed time will be made up or scheduled for another time period. We will work with the site on any required make-up time.

Winter Break: Year 3 vs Year 4

The third-year clerkship schedule includes a designated break block in scheduled core rotations between Block 4 and 5 (typically in December).

In the fourth year, students desiring non-credit study time in December/January will submit a Clerkship Registration and Approval (CRA) form for "free" time. Few clinical rotations and almost no residency interviews occur between December 23 and January 1.

UNE Holidays and Spring Break

Third- and fourth-year students on rotations do not follow the UNE holiday schedule and do not have a spring break. Students follow the local hospital or institution schedule and continue on their clinical schedule throughout the spring.

Holidays

Holidays are designated by each core clinical site or teaching hospital. These may be different from one hospital to the next, and each student will follow the schedule of the hospital at which they are rotating at the time. Typically, students will follow the same holiday schedule as the hospital's medical education office.

Religious Holidays

UNE COM respects the observation of religious holidays by medical students. A student must request time off for a religious observance that is not factored into UNE COM's or the hospital's regular schedule.

1. complete an Absence Request form at least 60 days in advance of the holiday.
2. ensure with the supervising physician that there is adequate clinical coverage by another student or a member of the hospital's physician staff
3. If approved, the student is required to make up missed academic and clinical work if the holiday makes the student go over the two (2) days out of every six (6) week rotation or one (1) day out for every two-to-four (2-4) week rotation limit. Make-up arrangements, should they be required, will be noted on the Absence Request form that the student submits to COM Clinical Education in advance of the time off.

Fourth Year Residency Interviews

Students should preferably schedule interviews using "free" time rather than taking time off during a scheduled rotation. The residency interview season is also an excellent time for some of the six (6) weeks of nonclinical electives such as research or teaching assistant opportunities. It can be a good time to work on finishing a research presentation or publication between the days of interviews and obtain nonclinical research credit for this work.

The Office of Clinical Education is aware of the challenges that 4th year medical students face during the interview season with regards to time off for interviews during clinical rotations. With pre-approval, 4th year students will be allowed up to three (3) days off per four(4)-week rotation for

interviews during the months of November, December, and January. Time away from rotations must also comply with the host institution's attendance policy. To obtain this pre-approval, students:

- email the Office of Clinical Education at least two (2) weeks in advance of the requested time off for interviews and provide the following information:
    - date and place of the interview
    - the absence policy of the rotation site where the student will be missing time

If missed time for interviews has not been pre-approved, students will be required to make up any missed clinical time. Excessive absence from a rotation during "residency season" is a common reason for a marginal or failing grade. Please plan well and communicate effectively with your rotation site managers/preceptors and the Office of Clinical Education.

Academic Progress Policy

Good academic standing is defined as a student free of probationary status. Students with course or academic deficiencies and/or professional issues that have not yet risen to the level of a change in academic standing may be placed on a support status that can include an Individual Support Plan. Student standing and progress will be taken into consideration for co-curricular participation, travel, and absence requests.

Student Progress

The Committee on Student Progress (CSP) is responsible for making recommendations of each student's progress through the curriculum. Recommendations for yearly progress go to the Dean, while recommendations for interruption of progress will go to the Associate Dean of Academic Affairs (year 1 and 2) or the Senior Associate Dean of Clinical Education (year 3 and 4). This includes recommendations on behavioral, disciplinary, and academic matters. The CSP makes recommendations to the COM Dean and COMFA concerning promotion of students to the next class, and to the COMFA and COM Dean on the awarding of the degree of Doctor of Osteopathic Medicine to those who have satisfied all graduation requirements.

In addition to the UNE COM Student Code of Ethics and Professional Conduct Policy, UNE COM students must also follow the UNE Student Code of Conduct https://www.une.edu/student-affairs/student-conduct Any violations to the UNE Code of Conduct will be reviewed and addressed through the UNE process: https://www.une.edu/student-affairs/student-conduct/student-handbook

Individual Support Plan

A student who is unable to meet competency for performance indicators may be deemed at risk for course failure and will be prioritized for academic support. Each course/rotation syllabus describes the criteria that indicates a student is on an Individual Support Plan (ISP). Course Directors will designate a student with an ISP based on their performance in the course.

Students meeting the ISP threshold for courses or rotations must meet with the course director(s) to discuss recommendations. Students may also be referred to the Assistant Dean of Student

Success (ADSS) and/or the Committee on Student Progress (CSP) for further evaluation of the situation and determination of action. In addition to specific academic interventions, recommendations may be made by the ADRSAS, ADSS, CSP, or Course Directors as to the student's eligibility to participate in co-curricular activities; hold leadership positions; attend outside events and/or conferences; and/or represent UNE COM.

Student Promotions

A student will be promoted from one academic year to the next when all requirements for the precedent year are successfully completed, and the Committee on Student Progress (CSP) has formally recommended the student for promotion to COMFA and the Dean.

No student may concurrently take units of study that are scheduled for credit in a different academic year or semester (with the exception of clinical education curriculum).

Students who have not met expectations for successful completion of a course in their Fall semester will be required to take an academic enrichment course before continuing in the COM program.

Student Promotion to Core Clinical Rotations

- In addition to the recommendation for promotion;
- Students must meet eligibility requirements for COMLEX-USA Level 1
    - Including the COMSAE requirement (see below)
- Students must take and pass COMLEX-USA Level 1 to begin core clinical rotations unless in any given year, it becomes impossible for students to take and pass COMLEX-USA Level 1 prior to beginning core clinical rotations because of NBOME determined operations or clinical site criteria which are beyond UNE COM's control
    - Students may not begin core clinical rotations without having taken COMLEX-USA Level 1 with an anticipated score release date that satisfies the deadline published by the Office of Academic Affairs at the beginning of the second academic semester
- A student who fails to meet the requirements to start core clinical rotations (taking and passing COMLEX-USA Level 1):
    - Will be required to enroll in the Clinical Education Support Priority (CESP) course for one (1) year and
    - Must receive a passing COMLEX-USA Level 1 score prior to starting core clinical rotations the following year
    - Any student on Leave of Absence (LOA) who chooses to take COMLEX-USA Level 1 and fails to pass, will be required to enter the CESP course
        - Students must be deemed eligible to sit for COMLEX-USA Level 1 while on LOA
        - Students may not opt to take a LOA instead of enrolling CESP course
    - Students enrolled in CESP course must still meet all graduation requirements within six (6) years of matriculation

Comprehensive Osteopathic Medical Licensing Examination (COMLEX-USA) Levels 1, 2-CE

As per UNE COM's accreditation standards students must pass COMLEX-USA Levels 1, and 2CE to meet eligibility requirements for graduation.

COMLEX-USA Level 1 – Eligibility

A student must be in good standing, academically and professionally. A student who is not in good standing:

- Will be designated by the college as "ineligible" for the NBOME COMLEX-USA Level 1 until the outstanding deficiencies/issues are resolved
- Will remediate outstanding coursework and/or resolve other issues by a date agreed upon by the appropriate individual or UNE COM office. CSP must approve/endorse the plan of action regarding deficiencies/issues and determine they are successfully resolved
- The student will be made eligible, by the college, to take COMLEX-USA Level 1 once outstanding deficiencies/issues are successfully resolved

A student on a Leave of Absence (LOA) may be eligible to take COMLEX-USA Level 1 based on a determination made by the Associate Dean of Academic Affairs prior to their leave.

COMLEX-USA Level 1

- It is the student's responsibility to schedule a test date with the NBOME.
- Students may find complications with testing site power failure, travel issues, illness or other events that may delay the examination or score reporting. Therefore, students should not wait until the last possible date to take their COMLEX-USA Level 1.
- The student must be in good academic and professional standing to take COMLEX-USA Level 1
- Students who wish to apply for accommodations for the COMLEX-USA Level 1 examination must apply over the summer of their first year and must have the application completed by September 30th of the fall semester of second year prior to taking the examination, unless the basis for an accommodation arrives after that date
- The NBOME establishes the minimum passing scores for all COMLEX-USA Level examinations
- The student will have a maximum of three (3) attempts to pass each of the COMLEX-USA exams required for UNE COM graduation
- A student who does not pass any one of the required COMLEX-USA exams in three attempts will be recommended for dismissal from UNE COM
    - Only under the most extreme extenuating circumstances which have affected the student's performance may a student petition CSP for consideration of relief from this requirement. The petition must be submitted within 14 business days of receipt of the third failing score
- A student has a maximum of six (6) years (150% of the four-year curriculum, including time formally designated as leave of absence) to complete all degree requirements and pass

COMLEX-USA Level 1, COMLEX-USA Level 2-CE, or may be recommended for dismissal from UNE COM
    - Only under the most extreme extenuating circumstances may students petition CSP for consideration of relief from this requirement

COMSAE Prerequisite for COMLEX-USA Level 1

- All students are required to take timed and proctored COMSAEs prior to taking COMLEX-USA Level 1
- The Office of Academic Affairs will announce the dates, time, and specific COMSAE versions available for the spring
- The College will pay for a set number of COMSAE pending availability by the NBOME
- Students may take additional timed COMSAEs at their own expense and may be required to purchase COMSAE to meet the COMSAE eligibility requirements
- Students who do not achieve a greater than 400 score by May 10th may be required to meet with the Chair of CSP or the Associate Dean of Academic Affairs (ADAA)
- Students must achieve a score of equal to or greater than 450 on a timed and proctored COMSAE within 30 days of their scheduled COMLEX-USA Level 1 examination. Alternatively, they may obtain a score of greater than or equal to 425 on three (3) novel and consecutive timed and proctored COMSAE
    - A student who is unable to achieve a score equal to or greater than 450 on a timed and proctored COMSAE(s) offered in the spring term of second year in a timeframe that will generate COMLEX-USA Level 1 results prior to starting core clinical rotations:
        - Will be designated by the college as “ineligible” for the NBOME COMLEX-USA Level 1 until the COMSAE requirement is met and will be enrolled in the Clinical Education Support Priority (CESP) course
- If a student chooses to take a LOA during the dedicated boards preparation time, the ADAA will determine if a student is eligible to take COMLEX-USA Level 1 while on LOA
    - If deemed ineligible to take COMLEX-USA Level 1 while on LOA, the student must complete the CESP course before progressing into core clinical rotations
- Any cancellation or rescheduling fees for COMLEX-USA Level 1 incurred because of this will be the student’s responsibility
- As the COMSAE is a COMLEX-USA Level 1 qualifying exam, students will only be allowed to take COMSAE with the accommodations and the same conditions as granted to them by the NBOME
- A student who takes COMLEX-USA Level 1 without first documenting a timed/proctored COMSAE score meeting the eligibility requirements will be subject to further action by CSP
- The maximum time period of six (6) years (150% of the four-year curriculum, including time formally designated as leave of absence) to complete all degree requirements includes this COMSAE requirement

COMLEX-USA Level 2CE

COMLEX-USA Level 2CE – Eligibility

A student must be in good standing, academically and professionally. A student who is not in good standing:

- will be designated by the college as "ineligible" for the NBOME COMLEX-USA Level 2CE until the outstanding deficiencies/issues are resolved
- will remediate outstanding course or clinical work and/or resolve other issues by a date agreed upon by the appropriate individual or UNE COM office. CSP must approve/endorse the plan of action regarding deficiencies/issues and determine that same are successfully resolved
- The student will be made eligible, by the college, to take COMLEX-USA Level 2CE once outstanding deficiencies/issues are successfully resolved.
- It is the student's responsibility to schedule a test date with the NBOME
- A student may schedule COMLEX-USA Level 2CE for a date on or after completion of the second week of the penultimate core clerkship.
- In order to present a complete COMLEX-USA transcript to residency programs in a timely manner and to document this information for graduation, students are strongly encouraged to schedule COMLEX-USA Level 2CE for a date no later than August 1 of their 4th year.

COMSAE Prerequisite for COMLEX-USA Level 2CE

- All students are required to independently take a timed and proctored Level 2CE COMSAE within 30 days of their scheduled COMLEX-USA Level 2CE exam date.
    - The college will pay for two (2) Level 2CE COMSAEs
    - The Office of Clinical Education will announce when the COMSAEs are available
    - Students may take additional timed COMSAEs at their own expense
- A student must achieve a score of equal to or greater than 450 on a timed and proctored Level 2CE COMSAE within 30 days of their scheduled COMLEX-USA Level 2CE exam
- A student who does not achieve a score equal to or greater than 450 on a timed and proctored Level 2CE COMSAE will:
    - contact the Chair of the CSP to discuss study strategy and resources
    - advise their COM Clinical Education Coordinator and Residency Advisor of any changes they intend to make to their rotations schedule
    - take additional timed and proctored Level 2CE COMSAEs, at their own expense, until they achieve the score threshold. Upon achieving a timed Level 2CE COMSAE score of equal to or greater than 450, the student must send a screenshot of their COMSAE score report to the Clinical Education Coordinator in the UNE COM Office of Clinical Education
    - be designated by the college as "ineligible" for the NBOME COMLEX-USA Level 2CE until the COMSAE requirement is met
    - Any cancellation or rescheduling fees incurred as a result of this will be the student's responsibility

    - Upon receipt of documentation of a timed Level 2 COMSAE score of equal to or greater than 450, the college will reinstate the student's eligibility to take COMLEX-USA Level 2CE
- A student who takes COMLEX-USA Level 2CE without first documenting a timed Level 2CE COMSAE score of equal to or greater than 450 will be subject to further action by the CSP

A student who does not receive a passing COMLEX-USA Level 2CE score must:

- Meet with the Chair of CSP
- CSP will evaluate and make recommendations to the Senior Associate Dean of Clinical Education (SADCE) who will render a decision

Graduation

A student who has successfully completed all requirements for graduation as published in the University of New England, College of Osteopathic Medicine catalog – including all academic and professional standards requirements within the time constraints described above – will be recommended by the Committee on Student Progress (CSP) to the faculty for graduation. If a majority of the full-time faculty present at a scheduled faculty meeting votes to support the recommendation, such recommendation will be forwarded to the Dean who will present the recommendation to the university Board of Trustees for approval.

All students must complete the course of studies leading to the D.O. degree within six (6) years of matriculation (or within 150% of the standard time to obtain the degree). Individuals who do not meet this standard will not be eligible to graduate.

Academic Probation

Placement of a student on academic probation indicates the student's inability to meet the expected standards of academic or professional behavior and the College's dissatisfaction with the students' performance. A student may be placed on academic probation for course related performance, and/or violation of expected professional standards and/or behaviors.

A student on academic probation will:

- remain enrolled and must continue to meet the curricular requirements of all units of study
- not represent the college at outside events (ex. conferences, poster presentations, etc.)
- be asked to curtail elected office responsibilities until their academic performance improves

Students who violate the conditions of probation as listed above, will be reviewed again by the Committee on Student Progress (CSP), which will make such recommendations to the respective Associate Dean.

Disciplinary Probation

Placement of a student on disciplinary probation indicates the student's inability to meet the expected level of behavior and the College's extreme dissatisfaction with the behavior or conduct.

A student on disciplinary probation must:

- discontinue the behavior leading to probation,
- maintain a record of exemplary behavior, and
- follow all recommendations made by the Committee on Student Progress (CSP), Dean, respective Associate Dean
- not represent the college at outside events (ex. conferences, poster presentations, etc.)
- suspend or resign from elected office responsibilities until their behavior and professionalism improves

Students who violate the conditions of probation as listed above will be reviewed again by the CSP, which will make such recommendations to the respective Associate Dean.

Probation and the Medical Student Performance Evaluation (MSPE)

The College is contractually required to report any probationary periods (academic or disciplinary) on the MSPE, the summary document that is provided by the College as part of the application to residency programs. The College is required to report and will report the inclusive dates of any ongoing or completed probationary status and a summary of the reasons of the stated probationary status. Should a student be placed on probation after submission of the MSPE, the College is contractually required to provide and will provide a MSPE addendum reporting the date of the probationary status and a summary of the reasons that resulted in the probationary status.

Withdrawal from the University

An application for voluntary withdrawal from the College must be submitted in writing to the Dean. Students should complete the *University Withdrawal and LOA Request* form found on the Registrar's website in consultation with the Assistant Dean of Student Success or Associate Dean of Recruitment Student, & Alumni Services:
https://une1.sharepoint.com/sites/Registrar/SitePages/Student-Forms.aspx

Leave of Absence (LOA)

A Leave of Absence (LOA) is a temporary period of time (not to exceed one (1) year) during which a student is not enrolled in the degree program. A LOA might be voluntary or mandatory, occur while a student is in good standing or on academic probation, or be associated with a medical condition. Students considering a LOA must meet with the Associate Dean of RSAS (ADRSAS) or designee.

Implications of a LOA:

- A student granted a leave of absence for any reason will have a Withdrawn (W) on their transcript opposite those units of study not completed because of the leave.
- A student on LOA may be deemed ineligible to sit for COMLEX-USA Level 1 or 2-CE based on a recommendation from CSP and/or corresponding decision issued by the appropriate Associate Dean
- The period and the reason for the LOA will be reflected in the Medical School Performance Evaluation (MSPE)
- Failure to return as scheduled will result in the student being administratively withdrawn and subject to readmission procedures
- While on an approved LOA, students:

- are classified as “active/not enrolled”
- cannot enroll in courses for credit at another institution
- must follow the timelines and requirements as outlined on their approval letter

Returning from a Leave of Absence (LOA)

If planning to return from a Leave of Absence (LOA), the student must initiate the below steps no later than the date indicated on their leave letter:

1. **(*Medical Leave of Absence only*) Receive approval from the University**
    a. Email the UNE Registrar registrar@une.edu and cc COM comsa@une.edu stating intent to be reinstated as a student for a given term
    b. The Registrar will notify the student of next steps to be cleared by the university for a return
    c. Once these steps are completed and a determination has been made, the student forwards the university decision to COM at comsa@une.edu
2. **Receive approval to return from COM**
    a. Once the student has contacted their respective Academic Dean’s office with their intent to return by the due date (and once COM is aware of the approval from the University in the case of a medical LOA), the Chair of the Committee on Student Progress (CSP) will set a date/time for the committee meeting
    b. The committee will assess the student’s preparedness to return to coursework and make recommendations to the ADAA/ADCE who will issue a decision as soon as possible
3. **Respond in writing to the official notification** in the timeframe noted in the decision letter
4. **Follow decision requirements and conditions**

Student Rights and Responsibilities

The UNE Student Handbook, described in the Introduction of this document, can be found: https://www.une.edu/student-affairs/student-conduct/student-handbook

Committee on Student Progress (CSP) Procedures

The Committee on Student Progress (CSP) follows the below procedural safeguards to ensure a fair and consistent review of all areas relating to satisfactory academic progress and academic interruptions. Upon notice of a referral to CSP regarding an academic or professionalism issue:

1. The Chair of CSP will contact the student regarding the date/time and circumstances (live or Zoom) of the meeting and offer to answer related questions from the student.
    a. The Chair may exercise discretion and meet individually with the student for minor, or time-sensitive issues that do not require a formal recommendation from the committee. In extraordinary circumstances, the chair may meet individually with a student for issues which might normally require a full committee review. In these cases, a report and related documentation would be submitted for review and action by the full committee.
2. The details of the case will be shared with the committee members

3. The student may submit written materials for the committee to review to the Chair of CSP in advance of the meeting
4. The committee will meet with the student to discuss the case
    a. The student is expected to participate in the process, but if the student is willfully absent during the proceedings, they will have waived their ability to represent their view in the meeting or answer clarifying questions of committee members
    b. The student may have their advisor present from the University community, but not legal counsel or family/parent(s)/guardian(s). No other individuals will be permitted to accompany the student to a meeting unless requested to attend by the CSP. The advisor's role will be to support the student, not participate in the discussion, or address the committee on the student's behalf
        i. If a student intends to bring an advisor to a meeting, the student will notify the Chair of the advisor's name prior to the meeting
5. Committee deliberations are closed to the public, the student in question, and the advisor
6. The committee may issue a committee report, or recommendation to the appropriate Associate Dean, or in some cases, the COM Dean

End of Term Proceedings

This addendum clarifies how the Committee on Student Progress (CSP) will conduct its work when final course grades or professionalism matters arise at or near the close of an academic term i.e.: when normal meeting schedules are disrupted by grading deadlines or University closures.

1. **Scheduling and Notice**
    a. If a student receives less than 72 hours written notice of the scheduled meeting date, modality, and reason for referral they may request their meeting be deferred to the next available CSP meeting date. The decision to delay a CSP meeting will be made by the Chair of CSP
        i. Students will not receive a final grade until the completion of the CSP process
        ii. Lack of final grade for the semester will render a student ineligible to progress into the following term until a grade is assigned
2. **Interim Academic Status**
    a. Until the Associate Dean can issue a final determination, affected students will:
        i. Retain access to University resources and advising
3. **Community and Support**
    a. The Office of Recruitment, Student, & Alumni Services (RSAS) will provide outreach to any student referred during this period to ensure awareness of available advising and support

Academic Progression Appeals

Students have the right to appeal decisions on academic progress based on process or procedure as described below:

A. Appeals regarding decisions on Academic Progress within COM will be submitted to the COM Dean or designee. Students appealing a UNE decision related to the University Conduct code, or other University-wide policy or procedure (not COM specific) may be

required to submit an Academic Petition
https://une1.sharepoint.com/sites/Registrar/SitePages/Student-Forms.aspx

B. Students should confirm the appropriate process with the Associate Dean of RSAS or designee
C. A decision regarding academic progress reached by the designated academic administrator, hereafter referred to as the academic review officer, or a decision imposed by an academic review committee may be appealed by the subject student(s) or Complainant(s) to the COM Dean within seven (7) business days of the decision. Such appeals shall be in writing and shall be delivered to the Dean and must be based on (1) new evidence that would change the outcome and that was not reasonably available or that could not have been presented to the academic review officer or committee at the time of the original decision, or (2) procedural errors in the original review process that had a substantial impact on or otherwise prejudiced the original determination. Students may also appeal a decision denying readmission to the University. Failure to file a written request for an appeal within the allotted time will render the original decision final and conclusive.
D. Appeals will only be accepted by the COM Dean's office if the student has exhausted all required procedural options
E. The Dean will decide whether grounds are present in the petition to warrant a review. This decision is generally based on the merit(s) of the cause outlined in the petition, and/or the weight of the consequences on the student and the University. The appeal is not intended to afford a full rehearing of the case but to serve as a method of reviewing the written content and grounds for appeal submitted by the student. The Dean will inform the student in writing of the decision within fifteen (15) business days of the receipt of the appeal.
F. If it is deemed by the Dean that an appeal is warranted, the following procedures will be followed:
    a. An appropriate appeal committee will be convened, and a review will be conducted.
    b. If the Dean was the original decision maker, the appeal will be referred to the Provost or designee.

Appeal Review Committee and Protocols

Academic Review Committee

An Academic Appeal Review Committee will adhere to the following protocols and procedures:

1. Five (5) faculty members from the student's college
2. If the failure is for disciplinary reasons a staff member from the accused student's program will serve in an ad hoc capacity, will sit in on the review but not on the deliberation.
3. If the failure is for disciplinary reasons the committee will include a member of the UNE Student Affairs staff who has not served in an advisory capacity to the student in this matter, except in cases involving programs out of the United States when no other member of the Student Affairs staff is available.
4. Persons may not serve on an Appeal Review Committee unless they can be available for the entire review process.
5. A person may not serve as a member of the Appeal Review Committee if they are the Complainant, is to be a person providing information for or against the accused student or

has been involved in any capacity in events leading to the appeal. Should a conflict of interest be perceived by any party involved, the Appeal Review Committee will decide whether any member will be replaced. The Dean will appoint a new member at the recommendation of the Committee.

Appeal Review Protocols

1. In advance of the review, the Dean will supply each member with copies of the written appeal plus relevant documentation, material requested by members of the Committee, and the names of individuals who will appear before the Committee. The Dean will also forward copies to the student.
2. The Dean will notify the student, in writing, of the time and place of the Review. The student has the option of being present throughout the proceedings. The student may have an Advisor present from the University community, but not legal counsel or family/parent(s)/ guardian(s). Neither the student nor Advisor may be present for Committee deliberations. All meetings will be conducted in private.
3. The Committee will focus on information relevant to the appeal and not review the original case. All information upon which a decision will be based must be introduced into evidence at the proceedings before the Committee; the decision will be based solely upon such information. It may call persons providing information of its own and/or hear from persons providing information provided by the student and by other principals involved. The Chair may limit the number of persons providing information to be heard and may require statements in advance. Individuals, however, cannot be compelled to testify. The Committee may also require the Dean to produce University, student, or other records as permitted by law.
4. Unless deadlines have been extended by the Dean, the final findings and recommendations of the Committee will be forwarded to the Dean no later than thirty (30) business days subsequent to the Committee's first meeting. The report will consist of a summary of the reviews, evidence presented, and recommendations of the Committee.
5. The Dean will make a decision and report it to all parties involved within ten (10) business days of receipt of the Committee's findings and recommendations. The decision of the Dean will be final.
6. If an appeal is upheld by the Appeal Review Committee, the matter may be remanded to the original academic review officer or committee for re- opening of the review and reconsideration of the original finding and/or sanction(s). A new academic review officer may be assigned as determined appropriate by the Dean.
7. In cases involving appeals by persons other than students accused of violating the University Conduct Code, the Dean may, upon review of the case, reduce or increase the sanctions imposed by the academic review officer or remand the case to the original academic review officer or committee.

Student Feedback and Evaluations

UNE COM considers student participation in the course/system/rotation, peer and faculty evaluation process a professional responsibility and expects all students to participate.

Years 1 & 2

Following each course, students complete online evaluations of both the course and participating faculty. For pre-clinical courses, these evaluations form the basis of post-course discussions involving student representatives, faculty course directors, and the ADAA. Participation in course evaluations are also discussed in each course syllabi.

Years 3 & 4

Students evaluate every clerkship rotation upon completion and review the core clerkship site at the end of the academic year. Evaluations are reviewed by the Office of Clinical Education with summative comments shared with clinical sites at the end of each academic year. Students review clerkship and clinical elective faculty as requested.

Student Concerns and Complaints about Academic and Non-Academic Issues

UNE COM has policies and procedures regarding student complaints related to accreditation standards and procedures, and maintains a system of records for the receipt, adjudication, and resolution of such complaints. These policies and procedures were developed as a collaboration of the COM Student Government Association, the Associate Dean/staff of the Office Recruitment, Students & Alumni Services, and the Dean's Leadership Team. The University Student Handbook also delineates processes by which various issues and complaints can be addressed https://www.une.edu/student-affairs/student-conduct/student-handbook

There are several means by which UNE COM facilitates communication and responds to academic and non-academic issues related to accreditation standards that are brought forward by students:

1. Academic:
    a. Student representatives participate on the College of Osteopathic Medicine (COM) Curriculum Advisory Committee (CAC) where they meet with course directors, the curriculum director, and an associate dean to bring forward issues and concerns related to academic offerings, course content, and pedagogy
    b. The continuous course review process, giving specific feedback about all aspects of a course and/or rotation.
2. Non-academic:
    a. Issues are brought to the attention of the Department of Recruitment, Students, & Alumni Services (RSAS), through the Student Government Association (SGA), or introduced at the Dean's Roundtable
    b. The Associate Dean of Recruitment, Students and Alumni Services (ADRSAS) and the Assistant Dean of Student Success (ADSS) meet regularly with the on-campus Class Officers and the SGA Executive Committee and provides feedback regarding issues and concerns that have been introduced.
3. Any issue of concern can be brought through the SGA to the Dean's Roundtable Meeting, which is open to all students. The agenda is determined by the Student Government Association based on a consensus of student input, and the meeting is attended by the Dean, all Associate Deans and Department Chairs.

Student Complaints about Accreditation Standards and Procedures

In compliance with the standards set forth by Commission on Osteopathic College Accreditation (COCA), the University of New England College of Osteopathic Medicine (UNE COM) maintains the following procedure for students who wish to file a complaint about the school's ability to meet accreditation standards or adhere to the American Osteopathic Association policies and procedure:

1. Students should familiarize themselves with the COCA Standards on the COCA website www.osteopathic.org
2. Students should prepare a statement in writing identifying the nature of the complaint, standard(s) violated, and specific factual information when pertinent (times, places, persons involved)
3. The complaint should be submitted to the Dean College of Osteopathic Medicine and Vice President Health Affairs
4. In addition to the written complaint, the student filing the complaint is also welcome to make an appointment to meet with the appropriate school administrator(s) to discuss his or her complaint(s) and options for resolution
5. The Dean will work with appropriate administrators, committees, and staff to resolve the complaint, if appropriate, and respond accordingly to the filing of the complaint
6. Faculty, administrators, and staff shall not intimidate or take retaliatory action against a student who makes a complaint in good faith and without malice. This Policy also prohibits persons from knowingly and intentionally making a report of non-compliance that is false.
7. A record of written complaints about the school's adherence to the COCA accreditation standards or policies and procedures will be maintained for COCA to review at the time of an accreditation site visit.
8. If a student wishes to file a confidential complaint, then he or she may submit a complaint directly to the COCA. The complaint must be in writing and signed by the complainant. All signed complaints must be submitted to the Secretary, COCA; American Osteopathic Association; 142 E. Ontario St.; Chicago, IL 60611 or via email to predoc@osteopathic.org.

Appendix A: USMLE

UNE COM does not require students to take any Step of the United States Medical Licensing Examination (USMLE). However, we support those who wish to do so. The student may take Step 1, Step 2, or both. The National Board of Medical Examiners (NBME) permits a student to take USMLE Step 2 without first having taken Step 1. It is the student's responsibility to determine which exam or exams will suffice to further their residency plans; however, we recommend taking COMLEX-USA prior to USMLE, since the former is a requirement for graduation, as well as an element in securing the residency of the student's choice.

The USMLE may not, under any circumstances, be substituted for COMLEX- USA to fulfill the Boards requirement to begin rotations or for graduation from UNE COM.

USMLE STEP 1

- The student may register for USMLE Step 1 at any time in the fall/spring of their OMS II year

- To register, the student will go to the NBME site and follow the instructions for online registration
- The designated COM official will validate the student's enrollment and graduation date on the NBME website when prompted, initiating the permit process
- It is the student's responsibility to become familiar with exam protocols and content and to schedule the exam with the NBME

USMLE STEP 2

The student may register for USMLE Step 2 at any time during 3rd year. If the student did not previously register for Step 1, see registration instructions in USMLE STEP 1 above. The authorized school official will verify the student's enrollment and graduation date on the NBME website.

It is the student's responsibility to become familiar with exam protocols and content and to schedule the exam with the NBME.

Appendix B: Clinical Training Manual

Welcome to Clinical Education

Perhaps we're biased, but the third and fourth years of medical school are the most fun and exciting, as you care for patients, select a specialty, and transition into graduate medical education. Our entire department is here to support you as you work towards your individual career goals.

Please contact us for assistance regarding anything related to the clinical curriculum or the student experience in the clinical learning environment. You also have a wonderful support system in each of the clinical training sites, each led by a Regional Assistant Dean and a Medical Student Coordinator. Each core clinical site also has a student liaison who can serve as a resource.

Sincerely,

Alison Volpe Holmes, MD, MS, MPH, FAAP, Senior Associate Dean of Clinical Education

Introduction

The Department of Clinical Education coordinates all phases of the clinical curriculum (Years 3 and 4) at affiliated clinical education sites. UNE COM maintains responsibility for all affiliation agreements and ensures that each site operates its educational activities in a manner consistent and compliant with all UNE COM policies and procedures. The procedures in this Clinical Training Manual describe all the approved methodologies for completion of the clinical education curriculum. This experiential learning occurs in a system of affiliated educational sites not owned or operated by UNE COM. The third-year clerkships are coordinated through a system of core clinical sites throughout Maine, New England, and other states in the Northeast, including in rural and underserved areas.

In keeping with the mission of training of primary care physicians to serve rural and underserved areas, UNE COM has created many opportunities for students to learn in these settings. UNE COM

establishes written affiliation or educational agreements with the participating hospitals and clinics within the clinical site system. These agreements define the rights of both parties in each clinical teaching facility. UNE COM annually evaluates elective opportunities available to fourth year students and makes this data available to students to enhance their elective choices. The Department of Clinical Education also assists students in developing schedules to fulfill all curricular requirements while providing opportunities and guidance to proceed through the residency search and application process.

The purpose of UNE COM's clinical clerkship curriculum is to prepare students to enter and be successful in graduate medical education programs with a focus on becoming competent, compassionate osteopathic physicians who are well trained in the principles of osteopathic primary care in accordance with UNE COM's mission and objectives. During the middle of the second year, students are assigned to a clinical education site to complete their core clerkship rotations and third-year flexible/elective time. Rotations are designed to provide students with active, hands-on learning experiences. Under the supervision of clinical faculty, students become involved in management of patients as they refine their problem-solving, diagnostic, and therapeutic skills. Rotation schedules are constructed with assistance from administrative personnel to ensure that curricular requirements are met. Each rotation is a separate learning experience, and each student's evaluation is based on an individual assessment by their clinical faculty members supervising the rotation.

Concurrent with these experiences, didactic activities are incorporated into the curriculum to augment student learning, utilizing instructional modalities such as lectures, professional development seminars, clinical case conferences, tumor board meetings, case-based discussions, interactive asynchronous assignments, and audio-visual materials.

As part of required core rotation and certain selective rotation requirements, students must pass Comprehensive Osteopathic Medical (Student) Achievement Tests (COMAT) to pass the courses. These are standardized specialty subject tests created by the National Board of Osteopathic Medical Examiners (NBOME). UNE COM purchases these exams from the NBOME.

Basic Navigation

The Clinical Training Manual contains a description of the clinical years and other information helpful for clinical rotations. From time to time, content in this document may be added, deleted, or updated based on changes in the clinical environment and in order to follow related University and UNE COM policies. This manual is to assist you as you navigate the clinical education experience and is not to be regarded as a contract between any student and the UNE College of Osteopathic Medicine. Information provided in this manual is subject to change.

Forms referenced in this document can be found in the Clinical Education Essentials course on Brightspace or can be obtained by emailing comclinicaleducation@une.edu.

Please read the entire manual before starting third year, sign the attestation that you have read it, and refer back to specific sections as questions arise. Students are assigned a Clinical Education Coordinator who will answer questions and generally guide the student through rotations. Your coordinator, or their covering coordinator should they be out of the office, can always be contacted at comclinicaleducation@une.edu during business hours.

Administrative Contacts

COM Clinical Education Office:

- Office Hours: Monday-Friday, 7:00 am to 4:30 pm
- comclinicaleducation@une.edu

Listing of all Clinical Education Faculty & Staff: https://www.une.edu/com/people/administrative-departments#clinical

- Senior Associate Dean of Clinical Education: Alison Volpe Holmes, MD, MS, MPH, FAAP: 207-602-2348
- Assistant Dean of Clinical Education, Operations: Marc Poulin, MS: 207-602-2333
- Assistant Dean of Clinical Education, Curriculum: (currently vacant)
- Academic Coordinator Years 3 & 4: Matt Robinson: 207-602-2633

Clinical Curriculum Timeline

Year 1

- July
  - Verify matriculation requirements
  - Early clinical experiences (per preclinical schedule)
  - Begin centralized credentialing process for immunizations and other health and administrative requirements
- January
  - Introduction to Careers in Medicine
- April
  - Introduction to Longitudinal Integrated Clerkship (LIC)
  - Research immersion
  - Doctors for Maine Future assigned to Northern Lights EMMC requirement

Year 2

- July: Verify full completion of matriculation and preclinical health and administrative requirements
- August: The Clinical Curriculum and Introduction to Core Sites
- September: What is a LIC? And more on sites…
- October: Core Clinical Site Showcase
- November: Career advising program, Core Clinical Assignment Process (CCAP) lottery mechanics. Start advising meetings
- December: Core clinical assignment process (CCAP) site assignment
- February: Process for meeting with advisors
- April: Launch into clerkships
- May: COMLEX 1 prerequisite

- June: Student will complete the Transition to Clinical Education course and all prerequisites. Many clinical sites will conduct mandatory orientation during the weeks preceding the early July start date

Year 3

- July
  - Core clerkships begin
- August
  - ERAS opens for registration and letter of recommendation uploads only
- September
  - Clinical Education Advising meetings for fourth year scheduling
- September-May
  - Return to UNE COM Campus for Clinical Competency Capstone (C3DO): Standardized patient sessions and core curriculum seminars
- October/November
  - OMT Updates
- January
  - Complete prerequisites for access to Visiting Student Application Service (VSLO) for 4th year rotations
  - Update background check if needed by any 4th year elective sites
  - Schedule COMLEX-USA Level 2CE for dates late 3rd year or early 4th year, but no later than August 1 of 4th year, in order to have Level 2 scores on ERAS prior to submission of application release
- March
  - Complete and submit the MSPE Profile to the COM Clinical Education Office
- April
  - OMT Update
- June/July
  - End of core clerkship rotations

Year 4

- July: See Residency Planning section in Clinical Education Essentials course in Brightspace for timeline and details regarding Year 4
- August: Submit personal statement and ERAS application to advisor if review desired
- Late September: Residencies begin accepting applications, see ERAS deadlines
- October: Residencies download MSPEs from ERAS, interviews begin in some specialties
- December: Military Match results announced
- January: Final month for residency rotations and interviews
- Early March: NRMP Rank Order Lists due
- Mid-March: NRMP Match results announced
- May: Senior Week and Commencement. Both activities are mandatory
- June: Transition to residency

Curriculum Requirements

The following outlines general requirements for satisfactory completion of third and fourth-year curriculum.

From July 1 of third year to May of the fourth year, the student must satisfactorily complete a minimum of 82 weeks of credit bearing activity. At least 76 of these weeks must be hands-on clinical courses/rotations. A passing grade must be received for each rotation in order to fulfill requirements for graduation. See the section titled COMLEX-USA LEVELS 1, 2 CE as it relates to graduation. The schedule for clinical rotations may vary by individual student.

Third Year

Core rotation experiences consist of:

1. Six (6)-week rotations in family medicine, obstetrics/gynecology, pediatrics, psychiatry and surgery
2. A 12 week experience in internal medicine
3. Six (6) weeks of flex time are available. Most students will do four (4) weeks of clinical or non-clinical elective credit and take two (2) weeks of free time for vacation
4. Required longitudinal OMM curriculum
    a. Semiannual OMT updates are provided to ensure all student have adequate experience during the third-year core curriculum. Some core sites may provide designated OMM experience
5. Return to Campus for Clinical Skills Assessment

2026-2027 Key Dates:

Rotation Block #	Clerkship Dates	End of Service Exam Date
1	7/6-8/14	8/14
2	8/17-9/25	9/25
3	9/28-11/6	11/6
4	11/9-12/18	12/18
Winter Break	12/21-1/1	
5	1/4-2/12	2/12
6	2/15-3/26	3/26
7	3/29-5/7	5/7
8	5/10-6/18	6/18

Fourth Year

- Four mandatory selective rotations, four (4) weeks each, in Emergency Medicine, Osteopathic Manipulative Medicine, Internal Medicine or Pediatrics sub-I or subspecialty, and Surgery
    - If this was completed in the OMS 3 year, this will count for this selective requirement
- The OMM selective must be completed during the OMS 4 year

- Elective rotations sufficient to meet graduation requirements: 24 weeks total across year 3 and 4 not including the four mandatory selectives. Up to six (6) of the 24 weeks may be nonclinical (i.e. research for credit, neuroanatomy TA, biomedical library course, etc.)

Clinical Sites

For the list of clinical sites, rotations available at each hospital, and links to individual web pages: https://www.une.edu/com/predoc/clerkships/clinical-campuses

Note that student schedules may include one or more core clerkships at affiliate medical facilities within a hospital system or at medical facilities outside the assigned clinical site. If the site is more than one (1) hour away from the center of the core site, housing will be provided.

Supervision

Students on all rotations must be under the direct supervision of a licensed D.O. or M.D.

General Information Regarding Rotations

1. All core rotations are registered by the Department of Clinical Education
2. For all non-core clerkship rotations, students must pre-register (by submitting to the COM Clinical Education Office, not the rotation site, a Clerkship Registration and Approval form – CRA) for every rotation in order to be covered by professional liability insurance and to receive transcript credit. This includes rotations scheduled via the Visiting Student Learning Opportunities platform (VSLO), or other scheduling platforms. Students who fail to pre-register will not receive credit, are not covered by liability insurance, may be violating federal Financial Aid regulations, and will be referred to the Committee on Student Progress (CSP). CRAs must be submitted at least 45 days prior to the start of the rotation.
3. Time permitting, students may schedule additional elective experiences over and above the required 24 weeks
4. Students may not enroll in and receive credit for more than one rotation or academic activity during the same time period.
5. All clinical rotations, core, selective and elective, must be experiential. Virtual courses will not be approved for credit, but active telehealth direct primary care, with a supervising DO/MD is acceptable.
6. Students are responsible for providing proof of health insurance coverage. A rotation or site can require that health insurance must be valid in the state in which clerkship rotations occur. Students are responsible for providing evidence of a current physical, drug screen and/or any other health screenings required by a rotation site. Required certifications must be kept current. Lack of compliance with administrative items will result in an administrative hold placed by UNE COM, and students will not be able to participate in credit-bearing activity or any patient contact until the administrative requirement is fulfilled and formally documented.
7. A background check may need to be updated if required. The student is responsible for all costs involved. Lack of compliance will result in an administrative hold placed by UNE COM, and students will not be able to participate in credit-bearing activity or any patient contact until the background check requirement is fulfilled and formally documented.

8. Students must be able to successfully complete all UNE COM graduation requirements by the date established by the UNE Registrar, typically in early May of graduation year.
9. Students must attend all mandatory Senior Week activities and commencement as detailed in the Student Handbook.

Grading Procedure and Processes for Years 3 & 4

At the end of each core clerkship or selective/elective rotation, the student will receive a Clinical Performance Evaluation (CPE) that determines the course grade. In core clerkships, the COMAT examination is also figured into the course grade. While multiple evaluators may contribute to the student course evaluation, the final form submitted to UNE COM will be a composite form of all evaluators for the course. While residents, fellows, and associate providers may contribute to UNE COM student CPE, there must be at least one attending DO/MD who evaluates the student and who is primarily responsible for the content in the form. The course director or specialty site rotation leader holds ultimate responsibility for assuring the evaluation accurately reflects student performance and that it is submitted in a timely manner.

The CPE is based on the seven (7) UNE COM competencies: Osteopathic Philosophy, Medical Knowledge, Patient Care, Professionalism, Communication Skills, Practice-Based Learning and Improvement, and Systems-Based Practice. Each competency is scored based on the mean numerical answer to the question(s) underneath the competency. The following ranges will determine the final grade for each competency:

- 3.5 or over = Honors (H)
- 2.5 to 3.5 = High Pass (HP)
- 1.5 to 2.5 = Pass (P)
- Less than 1.5 = Failure (F)

Failing a single competency (apart from medical knowledge on a core clerkship) will lead to failure of the course and a referral to CSP for recommendations to the Senior Associate Dean of Clinical Education for a remediation plan. The highest possible grade on a remediated course is a Pass (P).

Medical Knowledge Competency

For electives and selectives, Medical Knowledge (MK) will be graded on a one-to-four (1 to 4) scale like the other competencies. Failure of the MK competency on an elective or selective will lead to failure of the course and a referral to CSP for recommendations to the Senior Associate Dean of Clinical Education for a remediation plan. On core clerkships, the MK competency will be assesses by the COMAT exam as follows:

- Above the mean: 103+ = Honors (H)
- 1 standard deviation (SD) below the mean: 92 to 102.9 = High Pass (HP)
- 1 to 2 SD below the mean: 84 to 92 = Pass (P)
- Less than 2 SD below the mean: below 84 = Fail (F)

If the COMAT is failed on the first attempt and the rest of the course is passed, it can be retaken once. If the COMAT is passed on the second attempt, the highest possible grade for the course is

Pass (P). A second COMAT failure leads to a course failure and a referral to CSP for recommendations to the Senior Associate Dean of Clinical Education for a remediation plan.

Missing CPE Data

If there is insufficient data to determine a grade for a competency on the CPE, UNE COM will attempt to recontact the evaluator for this data. If it is not possible to obtain any CPE data for a specific competency in a clinical course, the default will be to aware the student Honors (H) for the competency.

Final Course Grade Calculations

A numeric total will be calculated based on the numbers of H, HP, P, F and a final course grade will be determined based on the table below:

1	2	3	4	5	6	7	Numeric	Final Grade
H	H	H	H	H	H	H	49	H
H	H	H	H	H	H	HP	47	H
H	H	H	H	H	H	P	45	H
H	H	H	H	H	HP	HP	45	H
H	H	H	H	H	HP	P	43	H
H	H	H	H	H	P	P	41	H
H	H	H	H	HP	HP	HP	43	H
H	H	H	H	HP	HP	P	41	H
H	H	H	H	HP	P	P	39	HP
H	H	H	H	P	P	P	37	HP
H	H	H	HP	HP	HP	HP	41	H
H	H	H	HP	HP	HP	P	39	HP
H	H	H	HP	HP	P	P	37	HP
H	H	H	HP	P	P	P	35	HP
H	H	H	P	P	P	P	33	HP
H	H	HP	HP	HP	HP	HP	39	HP
H	H	HP	HP	HP	HP	P	37	HP
H	H	HP	HP	HP	P	P	35	HP
H	H	HP	HP	P	P	P	33	HP
H	H	HP	P	P	P	P	31	HP
H	H	P	P	P	P	P	29	P
H	HP	HP	HP	HP	HP	HP	37	HP
H	HP	HP	HP	HP	HP	P	35	HP
H	HP	HP	HP	HP	P	P	33	HP
H	HP	HP	HP	P	P	P	31	HP
H	HP	HP	P	P	P	P	29	P
H	HP	P	P	P	P	P	27	P
H	P	P	P	P	P	P	25	P
HP	HP	HP	HP	HP	HP	HP	35	HP
HP	HP	HP	HP	HP	HP	P	33	HP
HP	HP	HP	HP	HP	P	P	31	HP
HP	HP	HP	HP	P	P	P	29	P
HP	HP	HP	P	P	P	P	27	P
HP	HP	P	P	P	P	P	25	P
HP	P	P	P	P	P	P	23	P
P	P	P	P	P	P	P	21	P

Grade Appeals for Years 3 & 4

*Subject to final COM Curriculum Advisory Committee revision and approval.

Students may appeal a final clerkship or elective grade, or comments intended for inclusion in the Medical Student Performance Evaluation (MSPE), by initiating the appeal within ten (10) business days of receiving the final grade or comments, when they believe an error has occurred in the calculation of the grade, the application of published grading criteria, or the accuracy of narrative comments.

Appeals are limited to allegations of procedural error, mathematical error, factual inaccuracies, application of published grading criteria inconsistent with College requirements, or other documented errors that materially affect the final grade or MSPE comments. The purpose of the appeal process is to determine whether such an error occurred, not to substitute the academic judgment of the original evaluator.

The burden rests with the student to provide evidence demonstrating that an error materially affected the final grade or MSPE comments through the designated grade appeal procedure.

Appeals shall be reviewed through the following process:

Level 1 (Local Resolution)

Students must appeal in writing within the timeframe established by the Grade Appeal Policy. The Local Course Director (lead reviewer) and Site Coordinator (administrative support and consultation) shall review the student's written appeal, supporting documentation, and the grading record/evaluation materials to determine whether the appeal demonstrates:

- a procedural error;
- a mathematical or calculation error;
- a factual inaccuracy;
- inconsistent application of published grading criteria; or
- another documented error that materially affected the final grade or MSPE comments.

The reviewer(s) may: deny the appeal and uphold the original grade/comments; correct a mathematical or factual error; revise the final grade or narrative comments if warranted; or take other corrective action necessary to remedy a documented error consistent with College policy.

The decision shall be communicated to the student in writing within ten (10) business days. If additional time is required, the student shall be notified of the anticipated date of the decision.

Level 2 (Secondary Administrative Resolution)

If the student believes the Level 1 review did not adequately resolve an appealable error, the student may submit a written Level 2 appeal within ten (10) business days of receiving the Level 1 decision.

The Level 2 reviewers shall review the Level 1 decision, the student's appeal, supporting documentation, and any additional relevant records to determine whether the appealable error was appropriately addressed. Students may send a second level of appeal in writing to the applicable Level 2 reviewing party:

- For clerkships, to the UNE COM clerkship director, together with the core site Regional Assistant Dean and the Assistant Dean for Clinical Education (Curriculum). If any of these parties were involved in the Level 1 appeal, they are recused from the Level 2 process
- For electives at a core site, the Level 2 appeal will be reviewed by the team of the core site Regional Assistant Dean and the Assistant Dean for Clinical Education (Curriculum).
- For electives at an external site that does not have its own appeal policy, the Level 2 appeal will be reviewed by the Assistant Dean for Clinical Education (Curriculum) and then discussed with the elective course director.

The reviewer(s) may: deny the appeal and uphold the original grade/comments; correct a mathematical or factual error; revise the final grade or narrative comments if warranted; or take other corrective action necessary to remedy a documented error consistent with College policy.

The decision shall be communicated to the student in writing within ten (10) business days. If additional time is required, the student shall be notified of the anticipated date of the decision.

Level 3 (Final College Review)

Students who believe there remains a persistent, unaddressed mathematical or narrative error in the calculation of the final grade or composition of the summary MSPE comments, or who have new information that was not available to the Level 1 or Level 2 reviewers, may submit a Level 3 appeal in writing within ten (10) business days of receiving the Level 2 decision to the Senior Associate Dean for Clinical Education.

The Senior Associate Dean for Clinical Education shall review the prior decisions, the student's appeal, any supporting documentation, and any new information submitted to determine whether a material error remains or whether new information warrants modification of the previous decision.

The decision of the Senior Associate Dean for Clinical Education may: deny the appeal and uphold the original grade/comments; correct a mathematical or factual error; revise the final grade or narrative comments if warranted; or take other corrective action necessary to remedy a documented error consistent with College policy. The decision of the Senior Associate Dean for Clinical Education is final and concludes the College's grade appeal process.

Students will receive a decision on a Level 3 appeal within ten (10) business days of submission. If the timeline cannot be met due to illness or vacation, the student must be informed of when they will receive a response.

There cannot be a UNE COM level 3 appeal if the course in question is sponsored by another medical school with its own grade appeal policy.

Core Clerkship Assignment Process (CCAP): “The lottery”

CCAP is the process in which second year students are assigned to a clinical site for their third-year core clerkship rotations. The following details the process for assignment for Academic Year 2027-28. Final details for the process may be subject to change. All changes will be shared with the class prior to the assignment process.

1. All eligible students are required to participate in CCAP

    a. Must be up to date with preclinical/ICH administrative requirements—immunizations, titers, flu shot, background check, etc.
    b. Students must be present for the sessions about sites and the CCAP, including the Clinical Showcase in October. No excused absences approved for this event
2. Doctors for Maine's Future
    a. Required assignment at Northern Light - EMMC in Bangor, ME
3. Programs that do not participate in CCAP include:
    a. LIC Assigned Students
    b. Research Immersion Assigned Students—students who have engaged in extensive research at a core site during their first year summer
4. CCAP Round One: December
    a. Students Rank all clinical sites (final number dependent on # of clinical sites)
    b. All sites must be ranked
    c. May only use ranking number once
    d. All information is gathered by Clinical Education Academic Coordinator and deidentified
    e. We utilized a commercially available ranking system that works similarly to the residency match
5. CCAP: Round Two: January
    a. Once assigned to a site, the second round will assign track selection—the "grid" of the order of the core rotations and the placement of "flex" time
    b. All tracks/grids will be ranked. If there are eight (8) students at a site, all eight (8) will need to rank all eight (8) grids, etc.
6. First Block Flex Lottery
    a. There will be a separate CCAP for students determined to require flex time in the first block. Students may not opt in to this separate process. The determination process about special circumstances begins with the student contacting an Assistant Dean in Clinical Education or the Assistant Dean of Student Success in RSAS. Those students staying on the Portland campus as neuroanatomy TAs will also participate in this separate lottery to determine their site.

Clinical Curriculum: Core Clerkships

Due to the unpredictable nature of the clinical learning environment, all rotation schedules may be subject to change with little or no notice. Students may not change their schedules without prior written approval from the COM Clinical Education Office. If a site offers a schedule change, please be sure to inform the COM Clinical Education Office.

Student Housing

Students are responsible for their own housing and meals at their assigned clinical site. In a situation where COM Clinical Education assigns a student to a core rotation greater than one-hour travel from the center of their assigned core site, COM Clinical Education will provide a housing arrangement for the student at that assigned location.

Registration for Core Clerkships

The Clinical Education Office coordinates registration of core clerkship rotations.

Core Clerkships

1. Cores must be completed at one of the UNE COM Core Clinical Sites. All core requirements must be completed prior to starting the fourth-year curriculum.
2. Core clerkships in Family Medicine, Obstetrics/Gynecology, Pediatrics, Psychiatry and Surgery are six (6) consecutive weeks. Internal Medicine may be one 12-week block or two 6-week blocks that may or may not be contiguous.
3. Electives completed during flex time must be a minimum of two (2) consecutive weeks. Electives should be completed at the core clinical site based on availability.
4. The last Friday afternoon of each core block is reserved for the End of Service (COMAT) exam, except for students completing the first six (6) weeks of Internal Medicine or those completing their flex block.

Clinical Skills Assessment

A Standardized Patient Examination is a requirement for all students. This examination is necessary for successful completion of the third-year curriculum and will be administered at the UNE Portland Campus at various times between September and May. Students are responsible for any travel costs to campus - the financial aid package includes designated funds for this travel.

Core Clerkship OMM Curriculum (Third Year)

In each year of the curriculum, a COM must provide each student with instruction in Osteopathic Principles and Practice (OPP), including both observation and hands-on application of Osteopathic Manipulative Medicine (OMM) supervised by COM-credentialed physicians (DO or MD).

OMM Curriculum

The OMM curriculum includes all of the following elements:

1. *OMM Experience*: While on clinical rotations, students are encouraged to practice OMT under the direct supervision of their preceptors. This activity will be evaluated at the end of rotation on the Evaluation of Medical Student Competency
2. *Required longitudinal OMM curriculum*: Provided by the Department of OMM
3. *OPP Core Case Assignment:* During each core clerkship rotation, the student will complete an osteopathic case study of a patient encountered during this service. The foundation of the experience begins with an osteopathic structural examination. The student will determine an appropriate osteopathic manipulative treatment based on these finding. The student will prepare a case presentation to illustrate the osteopathic principles as applied to the particular patient presentation. Appropriate research or evidence will be included. The case presentation will be compiled and uploaded to the Brightspace course for review and to document completion of the assignment.
4. *Required Didactic Experiences:* Biennial OMT Review Session delivered in local geographic regions. These OMT updates are provided to ensure all students have adequate experience during the third-year core curriculum. Unless otherwise specified, all students must attend these didactic sessions. Please note that there is no reimbursement for travel.

5. *Fourth Year Curriculum:* All students must schedule and complete mandatory 4 -week OMM selective that can be experienced through participation with a specialty specific preceptor who has been approved by the UNE COM OMM Department or may be scheduled at the UNE COM OMM clinic with the OMM department.

Selective & Elective Rotations

Supervision

- Students on rotations must be under the direct supervision of a licensed D.O. or M.D.
- We are obligated, both as an educational institution and to our professional liability carrier, to know where students are at all times. Students must pre-register with the Clinical Education Office for every clinical experience that they directly arrange by completing the online Clerkship Registration (CRA). The online form and instructions are available in New Innovations / Forms. CRAs must be completed for any "free" weeks during the clinical years, including weeks for COMLEX Level 2 study/testing, weeks reserved for interviews, and odd weeks between away rotations. CRAs for free time should include locations.

Scheduling Rotations

Registration for Selective/Elective Rotations and Free Time:

1. For each rotation that a student arranges directly with a clinical site or via a scheduling platform, such as Visiting Student Learning opportunities (VSLO), they must submit a Clerkship Registration and Approval (CRA) form to the Clinical Education Office a minimum of 45 days in advance of the proposed start date. Critical offers via VSLO may be made fewer than 45 days ahead of the rotation's start date. Should this occur, the student should immediately send a CRA to the COM Clinical Education Office via a high priority email to comclinicaleducation@une.edu
2. Students must submit CRAs for all "free" to assist with credit tracking. This also will stop NI email reminders to the student regarding unscheduled time.

Changes to Scheduled Rotations

A student wishing to add one or more weeks to a scheduled rotation (i.e. extending a two (2) week elective for a four (4) week elective) must:

1. Obtain written approval from the site's medical education office or administration and the attending physician at the training site.
2. Secure approval from the Clinical Education Office by emailing your Clinical Education Coordinator with the proposed new dates of the rotation and the written confirmation from the training site.
3. If the new dates do not conflict with another scheduled requirement, the extension will be confirmed via email and the dates will be changed on the student's New Innovations schedule.
    a. This will ensure that the student is covered by professional liability insurance throughout the entire rotation.
    b. Additional time must be a continuation of the same service at the same site.

    c. Failure to notify the Department of Clinical Education in advance of the extended time will be considered unauthorized, and no credit will be given for the additional time.
4. A student may not make changes to a scheduled Core, Selective or Elective rotation (dates, discipline, etc.) without prior written approval from the COM Clinical Education Office
5. The student is responsible for communicating via UNE email to their COM Clinical Education Coordinator any necessary change to a scheduled rotation initiated by the training facility. This includes changes to dates, specialty or clinical supervisor.

Flex Time – Third Year

1. In conjunction with the third-year core rotations, students are provided the opportunity to schedule up to six (6) weeks of flex time. Students are strongly encouraged to schedule four (4) weeks of clinical rotation or credit-bearing research during this time. Multiple rotations may be scheduled during flex time, with a minimum length of two (2) consecutive weeks required. It is suggested that the student take two (2) of the six (6) weeks as free time, unless they need all six (6) weeks to engage in critical specialty exploration.
2. Flex time rotations should be scheduled at the assigned clinical site based on availability.
    a. Some core sites may have limited availability in scheduling specific electives – please contact your site's Student Coordinator and/or Medical Education Department for available electives.
3. CUP AHEC scholars complete requirements as established by that program.

A student who does not register for a rotation is not covered by professional liability insurance and will not receive credit for the rotation and will be referred to the COM Committee on Student Progress for not following established procedure.

1. A rotation is unauthorized if it has not been documented (student's CRA) and approved, in advance of the start date, by the COM Clinical Education Office.
2. A rotation is approved when Clinical Education sends the student's CRA, a copy of the professional liability certificate and all other required documents to the rotation site.
3. Upon approval by the Clinical Education Office, the rotation becomes an academic requirement which the student is obliged to complete, unless there are extenuating circumstances.

Students may check the status of their CRAs on New Innovations. An approved rotation will be posted to the student's New Innovation (NI) schedule. If the Clinical Education Office cannot approve a student's CRA, this will be communicated to the student promptly via email.

Selective Rotations – Fourth Year

A. Overview
    a. There are four (4) required, four (4)-week Selective rotations:
        i. Internal Medicine or Pediatrics AI or subspecialty
        ii. Surgery
        iii. Emergency Medicine
        iv. Osteopathic Manipulative Medicine

b. If a full four week elective that meets a selective requirement has been completed during third year, it will count as that selective in terms of graduation requirements with the exception of the OMM selective, which must be completed during fourth year
c. All Selective rotations must be completed within the United States.
d. Sub-internships or acting internships may be scheduled following completion of all core rotations. Under exceptional circumstances, a Sub-I could be completed prior to the last core clerkship
e. Selective rotations are scheduled for a minimum of two (2) consecutive weeks at one site on one service; all four (4) weeks must be completed at the same site/same service, but they need not be contiguous
f. No clinical course may be scheduled with a family member as the primary preceptor

2. Internal Medicine or Pediatric Selective
    a. The selective may be general or subspecialty, either hospital or office based. It may be, but does not have to be, a sub-internship.
    b. Appropriate subspecialties:
        i. Addiction Medicine, Adolescent Medicine, Allergy/Immunology, Anesthesiology, Cardiology, Child Abuse Pediatrics, Critical/Intensive Care, Dermatology, Diagnostic Radiology, Developmental/Behavioral Pediatrics, Endocrinology, Gastroenterology, Genetics, Geriatrics, Hematology/Oncology, Infectious Disease, Internal Medicine Hospitalist, Neonatology, Nephrology, Adult or Child Neurology, Neurodevelopmental Disabilities, Palliative Care, Pathology—anatomical or laboratory medicine, Pediatrics Hospital Medicine, Pulmonology, Rheumatology, Sleep Medicine, Sports Medicine
3. Surgery Selective
    a. The surgery selective may be general or subspecialty. It may be, but does not have to be, a sub-internship
    b. You may fulfill the selective requirement with a pediatric rotation in any of the listed surgery subspecialties.
    c. Appropriate subspecialties:
        i. Anesthesiology, Cardiothoracic Surgery, Colorectal Surgery, Dermatology, Gynecology, Gynecologic Interventional Radiology, Minimally Invasive Surgery or Gynecology, Neurosurgery, Obstetrics, Ophthalmology, Orthopedic Surgery, Otolaryngology (ENT), Plastic Surgery, Pelvic-Reconstructive Surgery, Surgical ICU, Surgical Oncology, Thoracic Surgery, Transplant Surgery, Trauma/Acute Care Surgery, Urology, Urogynecology, Vascular Surgery, Surgical Pathology, Forensic Pathology
4. Emergency Medicine Selective
    a. The Emergency Medicine Selective may be either general or pediatric EM
    b. Emergency Medicine Ultrasound, Toxicology or EM Psychiatry do <u>not</u> fulfill this requirement
5. OMM Selective

a. Student may schedule with an OMM physician or any specialty physician (e.g., Family Medicine, Physical Medicine and Rehabilitation) who incorporates at least 50% OMM into daily practice.
b. Submit the physician's name and contact information to your Clinical Education Coordinator who will contact the physician to determine the OMM content of the practice. You will be notified of the determination via email.
c. For information about, or to schedule a rotation with, the UNE COM OMM Department contact 207-602-2898.

Elective Rotations

A. Overview
    a. The student is required to complete a total of 24 weeks of Elective rotations over the third and fourth years. Up to six (6) weeks may be nonclinical
    b. Elective may not be scheduled with a family member as the primary preceptor.
    c. Rotations should be two-to-four consecutive weeks at one site on one service. In some circumstances, a four (4) week elective or selective can be broken into two (2) two-week blocks.
    d. Rotations scheduled outside of the United States may be registered for Elective credit only. They do not fulfill Core or Selective requirements. Any international elective is scheduled in conjunction with the UNE Global Affairs Office.
B. Nonclinical Elective Rotations
    a. Research Elective/Scholarly Activity:
        i. The student may schedule a research elective in year 3 or 4 (minimum two (2) consecutive weeks, maximum six (6) total weeks over both third and fourth year).
        ii. Research electives must be reviewed and approved through the Associate Dean of Research and Scholarship
        iii. Submit a Clerkship Registration and Approval form (CRA) with the research proposal after receiving approval from the Associate Dean of Research and Scholarship.
    b. Teaching Electives
        i. The student may make arrangements with UNE faculty to return to the Portland campus to TA in the preclinical curriculum. A forty-hour week of teaching can be valued at one (1) nonclinical credit.

Acting Internships/Sub-Internship/Audition

During the fourth year, students are strongly encouraged to complete one or more acting internships, also known as Sub-Internships or Audition Rotations, in the specialty and at the hospital(s) they are considering for residency if this type of rotation is offered there.

As the name implies, the Acting Internship (AI), Sub-Internship (SI) or Audition Rotation requires the student to demonstrate a high level of responsibility and polished skills with respect to patient care and medical team participation. This rotation is an excellent way to show program directors that you are ready for residency.

Scheduling Selective and Elective Rotations

COM Clinical Education Office

1. Contact the medical facility or Medical Education Department for tentative approval (many use AAMC VSLO)
    a. Make first contact a minimum of two-three months before planning to start the rotation
    b. State the desired rotation (e.g., cardiology) and the desired start and end dates. Be ready to consider alternate dates or elective/selective experiences if offered. The more time periods and course offerings a student considers, the more likely they are to secure a rotation
    c. Ask about housing; not all hospitals have housing for visiting students but sometimes it is available or the visiting student office knows of local resources
2. Submit the UNE COM Clerkship Registration and Approval (CRA) form
    a. If the rotation is private practice/office-based, include the name and address of each hospital at which the physician has privileges. Clinical Education must send duplicate paperwork to each facility so that you can accompany the physician into the hospital. While this is less common now, it is still present in some areas.
    b. The CRA must be received a minimum of 45 days prior to the intended start of the rotation
    c. Complete and submit the CRA. Without a pre-submitted CRA, no credit can be awarded, malpractice liability is not being provided, and federal financial aid rules might be violated. Due to these concerns, starting a rotation with a CRA may lead to a referral to the Committee on Student Progress (CSP)
    d. Please provide the Clinical Education Office with the hospital's application materials and/or additional required documentation (if applicable)
    e. Please complete the student sections of the provided documents and then send to the Clinical Education Office for further processing
    f. Email submission is preferred, but if sending via U.S. mail, please notify your Clinical Education Coordinator ahead of time by email or phone
    g. The Clinical Education Office will determine if the training site requires a new or updated affiliation agreement with UNE COM. NOTE: It can take several weeks or months for an agreement to be reviewed and approved by the contracts offices at the sponsoring and hosting parties. Plan accordingly.
3. The Clinical Education Office will verify the following
    a. Student's current BLS, OSHA and/or HIPAA status
    b. Summary of results of the student's most recent background check
    c. UNE COM's professional liability certificate for clinical activity
    d. The following documents are not sent automatically; and should therefore be requested if required by the training site:
        i. UNE COM transcript
        ii. COMLEX scores
        iii. Full background check report
4. As specified by the training site, students will provide the following to the COM Clinical Education Office for inclusion with the CRA, or provide directly to the training site:

a. Proof of personal health insurance
b. Documentation of recent health assessment
c. Additional medical records required by the site
d. Drug screen
e. BLS, OSHA and/or HIPAA cards/certificates

5. Clinical Education will review each CRA and, if approved, forward all documentation, as noted above, to the training site
    a. Approval is subject to all applicable prerequisites
    b. All communication about approvals, denials, or need for more information will be via email
    c. Once approved, completed application packets will be sent to the medical facility within three (3) business days of receipt of each CRA and verification of all additional required documentation
6. Check status of your requested rotation
    a. When the rotation has been approved by the COM Clinical Education Office, it will be added to your clinical course schedule on New Innovations

Additional Notes Regarding Scheduling

1. In order to have the most options and to have a successful application process, please carefully track when each program begins accepting applications for 4th year rotations and submit your application as early as possible during the application period. Check FREIDA or VSLO, CLINICIAN NEXUS, or other scheduling platforms for this information or contact the program of interest directly.
2. Some training sites/services:
    a. will accept only fourth year students for rotations
    b. will accept applications only via VSLO, CLINICIAN NEXUS, OR other scheduling platforms
    c. may require a rotation stipend. Please contact your Clinical Education Coordinator regarding stiped requests
    d. Students should not agree to pay tuition to any other institution without first contacting the COM Clinical Education Office for guidance
3. All calendar weeks in the academic year, including free time, must be registered so that Clinical Education can note the dates in your schedule and can locate and contact you, if necessary, while you are away from rotations. For any free time, please submit a CRA for a rotation, including the dates of the “free” weeks, phone number, email address, and city/town during this time
4. Once you are registered (Clinical Education has sent your documents to the medical facility):
    a. the rotation becomes an academic requirement
    b. the rotation may not be canceled without prior written approval from the COM Clinical Education Office and the sponsoring site. See “Cancellation of Rotations”
5. If a training site does not approve a rotation request or cancels one after accepting the application:
    a. please notify your Clinical Education Coordinator promptly via email
    b. attach the email regarding the cancellation by the site

c. find and register for another rotation

Visiting Student Learning Opportunities (VSLO)

This service is administered by the Association of American Medical Colleges (AAMC), the same organization that runs ERAS, the Electronic Residency Application Service. VSLO allows students to apply for fourth year elective rotations by filling out and submitting one electronic application, which then can be sent to any of the participating "host institutions" (hospitals). COM Clinical Education will email VSLO registration pre-requisites and instructions to the class in December/January of third year.

VSLO opens on or around February 1 of third year, but this date varies year to year. Different host institutions begin accepting and reviewing applications on different dates.

- Please be certain that OSHA and HIPAA training, BLS, immunizations and PPD are current before registering for VSLO. "Current" means that all the certifications will be effective during the dates of the proposed fourth year rotations, not just at the time of registration. Programs may reject applications if items will expire prior to the end of the requested rotation(s). COM Clinical Education will email students with instructions and prerequisites for VSLO and details will be covered in advising program presentations and meetings
- Background checks only need updating if the rotation sites require it

To find more information about VSLO/VSLO please visit https://students-residents.aamc.org/visiting-student-learning-opportunities/visitingstudent-learning-opportunities-vslo

Not all hospitals/residency programs participate in VSLO. To set up a rotation at a non-participating program, please directly contact the Medical Education Office at the hospital.

Rotation Cancellation

The UNE COM policy that requires students to preregister for rotations sufficiently in advance of their start dates takes into account the time required by educational sites to complete the registration process, including affiliation agreements if needed to properly credential students for patient care prior to arrival.

Similarly, UNE COM policy regarding rotation cancellation is intended to recognize both the students' and the school's obligations to host institutions and to be respectful of their cancellation policies. In the case of a late cancellation by a student, the sponsoring hospital may lose out on the opportunity to host an alternative applicant with strong interest in their residency programs. It is important to maintain goodwill between UNE COM and all host institutions in order to ensure they will continue to welcome UNE COM students.

Careful planning should minimize the need to cancel rotations; however, in the event a student deems it necessary to cancel a scheduled rotation, they must obtain prior written permission from the sponsoring host institution and send it to the COM Clinical Education Office as follows:

1. As far in advance as possible, email your COM Clinical Education Coordinator (CEC) with your reason for requesting a cancellation, and attach the medical facility's cancellation policy.

a. If you are unable to find the policy online, email or call the medical education office or student coordinator at the sponsoring institution, and ask them to email their policy to you or to agree to the proposed cancellation via email, with a copy then sent to your CEC.

2. COM Clinical Education will confirm receipt. Documentation of compliance with the sponsoring host institution's cancellation policy must be on file prior to the processing of a new CRA for the time period.

If a rotation is cancelled without following the above steps, new rotation requests for the same time period can be denied.

Prerequisites for Core Clerkships

Prior to starting core clinical clerkships, each student must demonstrate:

1. Successful completion of the preclinical curriculum
2. Documentation of a passing score for COMLEX_USA Level 1 prior to July 1 of the year when clerkships begin
3. Documentation of compliance with UNE COM immunization requirements and published prerequisites in the *Immunization & Health Requirement Explanation Guide*
    a. Upload immunization and/or PPD documentation to Certiphi and inform the UNE COM Clinical Education Office of updated information to your Clinical Education Coordinator comclinicaleducation@une.edu
    b. Documentation of current certification for:
        i. HIPAA = annual
        ii. OSHA = annual
        iii. BLS (CPR) = spring of second year (COM provides) and every two years thereafter, as necessary
    c. Updated Background check (per site requirements).
        i. Must be completed through Verified Credentials for Class of 2027 and through Certiphi for Class of 2028
        ii. The student must review and accept the report online before it is deemed final.
    d. Drug Screen: if required by the clinical site to which you are assigned. You can obtain a referral for a drug screen from Verified Credentials or Certiphi. See instructions below.
    e. Respirator Mask Fit Test. COM Clinical Education will notify the class of test dates and times; each student must complete a health questionnaire prior to testing; fit test takes about 20 minutes, including pre-test instructions. There is no cost to the student for this test.
    f. Signed authorization allowing the UNE Student Health Center to release immunization records and physical report to COM Clinical Education and the student's clinical training sites.
    g. Signed UNE forms relating to release of student records to rotation sites and student representation regarding exclusion from participation in government health care programs.

h. Documentation of health insurance coverage. Students may choose either the UNE offered coverage or coverage from an alternate insurer. Students may be required to carry comprehensive insurance in the state in which rotations occur.

4. Compliance with additional standards as required by the clinical site at which the student will rotate, including but not limited to:
    a. Application materials
    b. Report of recent physical examination
    c. Drug screen

Continuing Requirements for Clinical Education

The Clinical Education Office will provide a Letter of Clinical Education Compliance to rotation site(s) confirming that students are current with all the above requirements and any others that may apply at a specific site. Full compliance is required to begin core clerkships. Reminders will be sent as expiration nears on various items. Please follow the instructions for each requirement, as lapses in compliance will lead to an inability to participate in clerkships until the requirement is met.

Individual sites may have additional requirements (e.g., physical exam, drug screen, flu vaccine, and/or COVID-19 vaccine within a stated period prior to rotation).

Renewal Requirements to Continue in Fourth Year

1. Health Insurance Portability and Accountability Act (HIPAA)
    a. Annual recertification required via the UNE sponsored web-based course.
        i. An email from our HIPAA training service will arrive when it is time to complete the yearly HIPAA training. Access instructions will be provided
        ii. Contact your Clinical Education Coordinator with questions about HIPAA compliance and other institutional requirements
        iii. UNE is required to demonstrate compliance with all regulatory mandates. Failure to do so could lead to fines, penalties, and legal sanctions for the COM. More importantly, even inadvertent misuse of patients' and protected health information could result in reputational damage for the school, and lead to litigation, fines, and in rare cases, imprisonment
2. Occupational Safety and Health Administration (OSHA)
    a. To comply with OSHA 29CRF.1910.1030 regulations, health care professionals and medical students are required to receive annual training regarding occupational exposure and bloodborne pathogens
        i. Each year instructions regarding online OSHA training will arrive via email
        ii. Completion of this course is electronically reported to the Office of Clinical Education
3. Immunizations
    a. It is the student's responsibility to upload and update immunization records to their individual account through the University Health Service and via Certiphi
    b. Students are required to update immunizations as necessary while on rotations.
    c. An individual rotation site may have immunization requirements that exceed UNE COM's. Students are expected to comply with site specific requirements

    d. A student who fails to comply with immunization requirements cannot continue in clinical rotations until the concern is resolved
    e. Vaccinations may not be covered by health insurance. Any cost of vaccinations not covered by insurance is the responsibility of the student. Student health insurance, commercial insurance, and MaineCare (Maine Medicaid) is accepted at the UNE Student Health Center.
    f. Contact the Student Health Center (207-602-2358) if you have questions about immunizations or if you need an appointment.
4. Tuberculosis Test (PPD)
    a. The tuberculosis test (PPD, Interferon Gold or other) is generally updated at least annually. Some elective rotation sites may require a more recent test
    b. A student who cannot be present for a school-sponsored PPD clinic or who needs to update PPD at another location must arrange and pay for testing as necessary. The test/result including date plated, date read, pos/neg, and induration in millimeters should be sent to your Clinical Education Coordinator.
    c. Contact the Student Health Center (207-602-2358) if you have questions about PPD testing or if you need an appointment
5. Basic Life Support (BLS/CPR)
    a. BLS training is included in the UNE COM Year 2 curriculum. There is required recertification every two (2) years thereafter
    b. As of January 31, of third year, BLS certification for health care providers must extend at least to the anticipated date of graduation in order to be VSLO compliant
        i. Students who are "off-cycle" can seek recertification at their clinical site or they can schedule recertification with the American Heart Association (AHA): https://cpr.heart.org/en/courses/basic-life-%20support-course-options
    c. Recertification includes an AHA approved skill examination
        i. The student is responsible for the cost of recertification if unable to attend the UNE sponsored training
6. Respirator Mask Fit Test
    a. UNE COM provides fit testing in Year 2 prior to the start of clinical rotations
    b. Elective sites may require annual renewal of this test. Retesting is available at no charge through the UNE Department of Environmental Health & Safety, Biddeford Campus. Call 207-602-2488 to make an appointment. Students retested elsewhere are responsible for the cost.
7. Background Check/Drug Screen
    a. UNE COM requires the use of Verified Credentials, Inc. (VCI) for the Class of 2027 and Certiphi for the Class of 2028 for the background checks required for newly admitted students and students on rotations. This is to ensure a safe clinical environment and to meet the contractual requirements of our affiliated healthcare facilities
    b. Each student is required to have an updated background check in year 2 prior to the start of Core clerkships. After that, the background check is updated only if the hospitals you apply to for fourth year rotations (via VSLO or otherwise) require it. Cost of an updated report is not automatically included in financial aid packages, but assistance may be obtained by contacting the UNE Student Financial Services

c. Each hospital in our clinical site system has standards regarding background checks, which apply uniformly to hospital personnel and visiting medical students. Substantial findings may affect a student's eligibility to participate in clinical rotations and to complete degree requirements. If you have questions, consult with the Associate Dean of RSAS
d. If a training site requires a drug screen, you can obtain a low-cost referral from Verified Credentials, Inc. for the Class of 2027 and Certiphi for the Class of 2028. Information is included in the instructions below.

General Information

Change of Name and/or Contact Information

It is the student's responsibility to keep the university apprised of any change of name, address, phone number, etc.

- Name, address, phone number changes: Log in to UNE COMPASS > General Profile > My Profile Info > Personal Information. Name changes require specific documentation.
- Please communicate these changes to the COM Clinical Education Office. Email the Academic Coordinator and/or your Clinical Education Coordinator.

Student Records

To protect your privacy, a request to send documents from your official academic record, either to you or to someone else, must be in one of two formats:

1. Written and signed by you; send to the Clinical Education Office via U.S. mail or FAX (207-602-5908);
2. Email from your UNE email address only

To protect your information, we cannot honor verbal requests.

Accommodations

Please refer to General Administrative Policies > Accommodations in this document.

Identification

Identification must be worn, unless hospital policy dictates otherwise.

It is the student's responsibility to replace lost or damaged university identification. Contact the UNE Safety & Security Office (207-602-2298) to obtain a replacement nametag or photo ID.

Our Core affiliates require photos of our students who will be rotating at the various hospitals

- Photos are for identification and security purposes.
- The Clinical Education Office notifies students of the date, time and place that photos will be taken
- Attendance at the photo session is mandatory
- Professional attire is required, including white jacket with UNE COM patch

- Students are asked to sign an authorization, allowing Clinical Education to use their photos in conjunction with clinical training, i.e. in packets to core site offices, to link to course evaluations, etc.

Rotation Attire/Dress Code

Students are expected to maintain awareness of personal hygiene and to dress in a neat, clean, professional manner.

- Unless instructed otherwise by the hospital or service, students wear clean white clinical jackets with UNE COM identification
- Individual supervising physicians may request students to make reasonable alterations in attire/appearance based on the specific clinical context
- On services where scrubs are required, these will be provided by the hospital
- Students wishing to purchase new white jackets (cost is the student's responsibility) with UNE COM logo can contact Office of Recruitment, Student and Alumni Services, comsa@une.edu for more information.

Title/Demeanor

- Students may refer to themselves as student doctor or student physician
- Students will address clinical faculty with terminal degrees (e.g., D.O., M.D., Ph.D.) as Doctor unless invited to use a less formal address
- It is inappropriate for students to represent themselves, in any medium or venue (email, print, social media), as doctors until after they receive the D.O. degree

Professional Fees for Medical Care

Medical students may not accept any fee for providing medical care. Accepting fees for care would be referred to CSP and possibly law enforcement as accepting compensation may be viewed as the unlawful practice of medicine without a license, thereby resulting in civil and/or criminal sanctions against the student.

Meals/Housing

UNE COM does not require core affiliates to provide meals to students, though sites at times may choose to provide meals.

Core sites are not required to provide housing for students. At those clinical sites where housing is available through the hospital, the student is responsible for all related costs. No pets are permitted in hospital or school provided housing. Costs for which the student is responsible includes rent, utilities, and the cost of repairs or extraordinary cleaning, which may be necessary in connection with the student's use of such housing. If a student fails to honor such bills, the cost will be added to the student's UNE account and must be paid before the student can receive a diploma.

All costs associated with student housing are the responsibility of the student.

Students are required to secure housing within an appropriate range from the clinical site(s) to which the student is assigned. Housing should be no more than one-hour travel time away from all

sites. Weather may impact travel time and student schedules are typically demanding. Weather delays and cancellations almost never occur during clinical rotations. Students are expected to participate in their clinical rotations during weather events unless instructed otherwise by the site. UNE weather related details and closings do not apply to clinical rotations.

Transportation

Students are responsible for providing their own reliable transportation throughout their clinical years and are responsible for all associated costs.

HIPAA Academic Policies

The HIPAA (Health Insurance Portability and Accountability Act) Privacy and Security Policy can be found at https://www.une.edu/compliance.

Insurance Types and Key Facts

Health

For information about UNE's Graduate and Medical Student insurance plan, click on the appropriate links at https://www.une.edu/studentlife/shc/student-health-insurance

- See the Health Insurance Coverage and Accident Reporting & Illness sections under General Administrative Policies of this manual titled for specifics related to required health insurance and protocols for health-related events, e.g., needle sticks.

If you have questions about University-offered health insurance programs, or need further assistance, contact the UNE Risk Management Office, https://www.une.edu/campus/risk-management

For assistance navigating healthcare, insurance and billing issues, regardless of who your health insurer is, UNE provides students with free access to Health Advocate, an independent resource. For more information, find the link on https://www.une.edu/studentlife/shc/student-health-insurance

Personal Liability

Neither the university nor administration at host hospitals is responsible for loss of or damage to students' personal belongings. Check with your personal liability carrier to ensure that appropriate coverage is in force to address these circumstances.

Professional Liability

See the section below.

Travel Insurance

Provides persons traveling abroad with coverage for medical care, emergency evacuation and repatriation. The school requires this insurance for students planning rotations outside the U.S. Coverage is available, at no cost to the student, through the UNE Office of Global Affairs https://www.une.edu/global

Workers' Compensation

Students are not employees and, therefore, are not covered under the UNE or hospital worker compensation plans. Workers' Compensation insurance covers only employees of UNE or the hospital or facility. Payment of medical treatment costs for any illness or injury a student may incur at a training site is subject to the coverage provided by the student's health insurance. All additional charges are the responsibility of the student.

Professional Liability Insurance

All UNE COM students are covered by the university's professional liability insurance while on registered rotations. The COM Clinical Education Office registers students for Core clerkships. Students must pre-register every clinical experience/rotation that is individually arranged in order to be afforded coverage on those rotations. See "Documentation of Clinical Experience, Clerkship Registration and Approval Form (CRA)" section earlier in this handbook for more information.

UNE COM carries $3,000,000/$5,000,000 professional liability insurance (PLI), and the COM Clinical Education Office provides proof of this coverage for registered rotations in the 50 United States, Puerto Rico, Guam, and Canada. Students who schedule Selective or Elective rotations at medical facilities requiring higher limits must arrange for and pay for the excess coverage. For a quote for excess coverage, contact the UNE Risk Management Office, https://www.une.edu/campus/riskmanagement and provide the following information:

- Name
- PRN
- Name & Address of the medical facility requiring the additional coverage / required limits (Example, $4M/6M)
- start and end dates of rotation

COM's professional liability coverage does not extend beyond the 50 United States, Puerto Rico, Guam, and Canada. Other countries, including U.S. Territories, are excluded from coverage. Most international medical facilities do not require PLI; however, students who need such coverage for elective rotations outside the U.S. must acquire and pay for it on their own. Begin by asking for assistance from the sponsoring hospital or the organization sponsoring the rotation.

Additional resources include the UNE Office of Global Affairs https://www.une.edu/global

Supervision

Students on rotations must be under the direct supervision of a licensed D.O. or M.D. Clinical performance evaluations for any course may be filled out by residents and fellows (PGY-2 and above) or advanced practice providers (physician assistants (PAs) or nurse practitioners (NPs); however, to receive a final grade for each clinical rotation, at least one clinical performance evaluation must be filled out by or cosigned by at attending physician (DO or MD).

Course rotations for core clerkships should be submitted no later than six (6) weeks after the student has completed the clerkship.

Student Involvement on Clinical Rotations

A UNE COM student is not a licensed physician and, therefore, is legally and ethically not permitted to practice medicine. A student may assist in the care of a patient, but only with the direction, supervision and guidance of a licensed professional.

The supervising professionals including supervising resident physicians are responsible for the medical care of the patient and for countersigning all orders, progress notes, etc. written by students. A student is prohibited from engaging in any medically related activity beyond the scope of the educational assignment. Any violation of this policy must be reported immediately to the UNE COM Office of Clinical Education. Clinical Education will follow up with other university departments and other parties, as appropriate.

Report Professional Liability Exposure

In the event a student becomes involved in any situation that that may result in a professional liability action, please report the details in writing to the UNE Risk Management Office and COM Clinical Education Office. The UNE Risk Management Office will be able to provide a Claim Notice form from our insurance carrier, https://www.une.edu/campus/risk-management

Student Responsibilities and Duties

Learning Performance and Guidelines

Students will endeavor to:

- Develop honest self-evaluation to identify strengths and weaknesses
- Encourage an open and honest exchange of ideas and opinions among students, patients and faculty to maintain a healthy and professional educational environment
- Encourage peer interaction and support
- While on a rotation service students will be responsible to the personnel in charge of the unit. All students are expected to comply with all policies established by the hospital, clinic, or office at which they rotating

In the event of a planned or unplanned absence by a clinical preceptor, it is anticipated that the student will be assigned to another physician for the duration of the preceptor's absence. If the student is not provided a new preceptor, or is not assigned elsewhere at the site, the student should immediately contact the Clinical Education office for assistance.

- Should students encounter problems or difficulties not readily remediated by the site's chain of command (as identified at first-day orientation), and/or by the clinical site student liaison, please contact the Senior Associate Dean for Clinical Education (SADCE). Students should also contact the SADCE the problem remains unresolved or is of significant gravity.
- There is a syllabus for each core clerkship. They are posted on Brightspace in the Clinical Education Essentials course. Students should review the syllabus with their attending at the beginning of the rotation to ensure that goals and objectives are understood
- Students are expected to attend all assigned activities related to their rotation and/or the clinical site educational program.

- Students should attempt to attend other conferences or educational programs of interest, only if they do not interfere with required duties. Hospital administration will make available to the student a schedule of the hospital's educational programs.

The student is directly and financially responsible for all items loaned to her/him by the hospital including, but not limited to, pagers, books, instruments, scrub suits, computer software, etc.

Before departing from a rotation site, the student is responsible for leaving living quarters in a clean and orderly condition, paying all debts, and returning keys, pagers, books, etc. Failure to do so may result in charges to the student. The student shall reimburse the site directly upon notification of such additional charges. If this does not occur within a reasonable period, the charges will be added to the student's UNE account and must be paid before the student can receive a diploma.

The student will always respect, support, and maintain confidentiality regarding patients' medical and personal information.

Attendance

See the Attendance Policy for Years 3 and 4 under General Administrative Policies in this Student Handbook Supplement.

Emergency Preparedness and Critical Incident Response

Disasters, natural or otherwise, can occur anywhere at any time. Of utmost importance is individual student health and safety. Obligations to education and associated scheduled activities can be addressed through clear communication with the training site and the school. In the event of an emergency, it is important to respond quickly and decisively.

We urge you to read this material carefully and to take steps to prepare in advance. While this is focused on students, it naturally also applies to family members who may be traveling with you.

In the Event of an Emergency

- Exercise good judgment to ensure your health and safety and that of others for whom you may have responsibility.
- Respond as directed by local emergency management personnel and/or supervisory personnel at the rotation site. If you are advised to go home or leave the area, tell several individuals at the training site (preceptor, residents, administrative staff) before you leave the building.
- If you must evacuate, make every reasonable effort to take pets with you, or arrange to leave them with someone who can safely care for them.
- As soon as you are able, communicate with your emergency contacts, including at school, regarding where you are and where you are going. Update them every few hours, if possible, at least until you arrive at a safe location.
- When the University is notified of an emergency situation or critical incident they will attempt to contact those affected to establish and maintain direct communication during the incident.
- When you are settled, communicate with your training site regarding when you can expect to return to your rotation. Ensure that they know how to contact you.

- Most hospitals have an emergency preparedness plan, and the hospital where you are rotating may expect you to participate. It should be covered during site orientation.
- If your participation is not expected, and your safety and that of your family is not at risk, consider offering your assistance to the medical personnel in charge at a hospital or local shelter. As a health care professional in training, you may be able to provide valuable support.
- Contact UNE COM as soon as you can. We will communicate with each other if you are able to connect with only one person, and we will keep in touch with you as well.
    - Clinical Education Emergency Contact Information
        - https://brightspace.une.edu/d2l/le/content/9991/viewContent/955165/View (student access only)

Extended Leave from Rotations

A student may wish to consider an extended period away from rotation activities due to prolonged illness or due to personal matters of significant gravity. A student on rotations will confer with the COM Clinical Education Office regarding the reason for requesting time away from rotations. It will then be determined if the proposed time off can be "free" time or if the time away from the curriculum requires a formal leave of absence or another change in student status, such as a change in anticipated graduation date.

Free Weeks

Each fourth year rotation schedule includes several "free" weeks. The number of free weeks are those weeks between he start of clerkships and the day of graduation not occupied by the 82 credit bearing weeks (42 clerkship, 16 selective, 24 elective) and the one week of Senior Week prior to graduation.

Free weeks are not synonymous with vacation. Students dedicate some free weeks for licensure exam study, time to travel between rotations, prolonged illness, personal/family matters, residency interviews, rotation make-up time, etc. Time remaining after meeting curricular obligations may be taken as vacation. Free weeks are taken a minimum of one at a time and may not be taken in the middle of a rotation. A Clerkship Registration and Approval Form (CRA) is required for free weeks.

Student Site Liaisons

Each clinical site has a student site liaison. This is a Student Government Association position that is achieved through a competitive process.

Eligibility

Eligible individuals are rising third year students in good standing who have not been elected as class officers. In the circumstance that no student at a clinical site wishes to serve as liaison for that site, the opportunity to run for Site Liaison shall then be extended to class officers.

Duties of Elected Site Liaisons

1. Serve as representatives to the SGA in third year
2. Arrange a brief meeting with clinical site administration upon arrival to exchange white introductions, contact information and mutual expectations regarding the liaison's role

3. Facilitate communication from school to students and from students to school and participate in regular meetings
4. Prepare quarterly summaries during third Year
    a. In September, December, March and June including the following:
        i. headings FM, IM, OB/GYN, PED, PSY, SURG, (brief synopsis, two to three sentences of student feedback regarding typical day, changes in the clerkship or faculty, opportunities for student involvement, etc. on these rotations),
        ii. Clinical Site Regional Assistant Dean(s) and Student Coordinator(s): student impressions regarding support, guidance and responsiveness
    b. Email the report to the COM Academic Coordinator third and fourth year. A sample report can be viewed by students using following link: https://brightspace.une.edu/d2l/le/content/9991/viewContent/56964/View
5. Participate in COM Clinical Education sponsored events as requested, e.g., orientation to rotations for rising third year, Core Site Showcase, Clerkship Caucus, etc.
6. Serve in an advisory role to the Clinical Education Office in regard to continuous improvement of the rotation experience
7. Help to resolve issues at their clinical site by working with students and site administration; forward issues to the Clinical Education Office as necessary.
8. Assist the Clinical Education Office with site
9. Be a resource to 1st and 2nd year students preparing for rotations
10. Work collaboratively with liaisons from all clinical sites to compile information about the liaison's role, and to forward written recommendations to the Academic Coordinator in the COM Clinical Education Office at the end of third year.

If the primary liaison is unable to fulfill their responsibilities, the alternate will assume the role of liaison. A list of current student liaisons can be found on the SGA SharePoint page.