



UNIVERSITY OF  
NEW ENGLAND

College of Osteopathic Medicine

# Student Supplemental Handbook



# University of New England College of Osteopathic Medicine



## Student Handbook Supplement

THIS DOCUMENT IS SUBJECT TO CHANGE

## **COLLEGE OF OSTEOPATHIC MEDICINE**

### **Introduction**

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 e-mail if a change should occur and the revision will appear in the web-based 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 on the UNE registrar's page <https://www.une.edu/registrar/catalog>
- the Clinical Training Manual located in the Blackboard Course "Clinical Education Essentials"
- the University Student Handbook <https://www.une.edu/studentlife/handbook>

The University of New England reserves the right in its sole judgment 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, cancelling 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.

While each student may work closely with an academic advisor, he or she must retain individual responsibility for meeting requirements and for being aware of any changes in provisions or requirements.

**THE UNIVERSITY OF NEW ENGLAND AND UNE COM HAVE INITIATED GUIDELINES AND POLICIES IN RESPOSE TO THE ONGOING COVID PANDEMIC. THESE WILL BE UPDATED BASED ON NEW INFORMATION AND RECOMMENDATIONS THAT ARE RECEIVED FROM STATE AND NATIONAL OFFICIALS. CURRENT UNE POLICIES AND GUIDELEINES CAN BE FOUND AT [HTTPS://WWW.UNE.EDU/ALERTS](https://www.une.edu/alerts) AND SPECIFIC GUIDELINES FOR UNE COM CAN BE FOUND AT [HTTPS://WWW.UNE.EDU/COM/ABOUT/POLICIES](https://www.une.edu/com/about/policies).**

# Table of Contents

<b>I. Mission .....</b>	<b>7</b>
<b>UNE COM DIVERSITY STATEMENT .....</b>	<b>7</b>
<b>II. Curriculum.....</b>	<b>8</b>
<b>The Seven Core Competencies.....</b>	<b>8</b>
<b>Entrustable Professional Activities .....</b>	<b>8</b>
<b>Curriculum Overview .....</b>	<b>9</b>
<b>III. Curriculum Phases.....</b>	<b>10</b>
<b>A. Pre-Clerkship Education.....</b>	<b>10</b>
<b>B. Clerkship Education.....</b>	<b>10</b>
<b>IV. Administration.....</b>	<b>11</b>
<b>A. Dean and Vice President of Health Affairs.....</b>	<b>11</b>
<b>B. Associate Dean for Academic Affairs .....</b>	<b>11</b>
<b>C. Associate Dean for Clinical Education .....</b>	<b>11</b>
<b>D. Associate Dean for Research and Scholarship.....</b>	<b>12</b>
<b>E. Associate Dean for Recruitment, Student &amp; Alumni Services .....</b>	<b>12</b>
<b>F. Chair for Biomedical Sciences.....</b>	<b>12</b>
<b>G. Chair for Osteopathic Manipulative Medicine .....</b>	<b>12</b>
<b>H. Chair for Primary Care Medicine.....</b>	<b>13</b>
<b>I. Chair for Specialty Care Medicine .....</b>	<b>13</b>
<b>V. SELECT COLLEGE COMMITTEES .....</b>	<b>13</b>
<b>The COM Committee on Student Progress (CSP).....</b>	<b>13</b>
<b>The COM Curriculum Advisory Committee (CAC) .....</b>	<b>13</b>
<b>The COM Dean’s Leadership Team (DLT) .....</b>	<b>14</b>
<b>VI. ESSENTIAL TECHNICAL STANDARDS OF UNE COM PRINCIPLES.....</b>	<b>14</b>
<b>Technical Standards Policies.....</b>	<b>15</b>
<b>Abilities and Skills.....</b>	<b>15</b>
<b>VII. GENERAL ADMINISTRATIVE POLICIES.....</b>	<b>18</b>
<b>A. Registration .....</b>	<b>18</b>
<b>B. Student Identification.....</b>	<b>18</b>
<b>C. Physical Exam Requirement .....</b>	<b>18</b>
<b>D. Immunization Requirements .....</b>	<b>18</b>
<b>E. Drug Screening.....</b>	<b>19</b>
<b>F. Health Insurance Coverage.....</b>	<b>19</b>
<b>G. Classification and Titles .....</b>	<b>19</b>
<b>H. Employment.....</b>	<b>20</b>
<b>I. Timing.....</b>	<b>20</b>
<b>J. Transportation .....</b>	<b>20</b>
<b>K. Tutorial/Learning Assistance.....</b>	<b>20</b>
<b>L. Accommodations/ Student Access Center .....</b>	<b>20</b>
<b>M. Student Records.....</b>	<b>21</b>
<b>N. Health Insurance Portability and Accountability Act (HIPAA) .....</b>	<b>21</b>
<b>O. Occupational Safety and Health Administration (OSHA).....</b>	<b>21</b>
<b>P. Authorized Signatures .....</b>	<b>21</b>
<b>VIII. PROFESSIONAL BEHAVIOR AND CONDUCT POLICY .....</b>	<b>22</b>
<b>Standards for Professional Behavior and Conduct.....</b>	<b>22</b>

<b>IX. UNE COM CODE OF ETHICS.....</b>	<b>23</b>
<b>X. UNE COM OSTEOPATHIC MEDICAL STUDENT DRESS CODE POLICY .....</b>	<b>24</b>
<b>XI. GRADE ASSIGNMENTS .....</b>	<b>25</b>
General Policy.....	25
Assessment and Evaluation.....	25
Grades for Courses in Years 1, 2, 3 and 4 .....	25
<b>XII. EXAMINATION POLICIES .....</b>	<b>26</b>
General Guidelines.....	26
Administration of Examinations for Years 1 and 2 .....	26
Year 1 & 2 CLASS AND EXAM CANCELLATION/DELAY POLICY .....	26
Administration of Exams for Year 3 .....	26
Student Accommodation Policy .....	27
<b>XIII. COMSAE AND COMLEX-USA LEVELS 1, 2-CE (AND 2-PE) POLICY.....</b>	<b>27</b>
REQUIREMENTS.....	27
<b>XIV. YEAR 1 &amp; 2 ATTENDANCE POLICY AND PROCESSES.....</b>	<b>27</b>
Floating Absences.....	28
Excused Absences.....	28
Excused Absence Protocol Years 1 and 2.....	29
Unanticipated Absence Years 1 and 2 .....	30
<b>XV. YEAR 3 &amp; 4 ATTENDANCE POLICY AND PROCESSES.....</b>	<b>30</b>
Absence from Rotation Due to Illness or Injury .....	31
Third Year 1-Week December Block.....	31
No Spring Break .....	32
Jury Duty .....	32
Holidays.....	32
Religious Holidays .....	32
Time Off for 4th Year Residency Interviews .....	32
Mandatory Activities .....	33
Irregular or Inappropriate Behavior .....	33
<b>XVI. STUDENT PROGRESS POLICY .....</b>	<b>33</b>
Student Promotions .....	34
Graduation.....	34
Academic Probation .....	34
Disciplinary Probation .....	35
Withdrawal.....	35
<b>XVII. LEAVE OF ABSENCE .....</b>	<b>35</b>
Medical Leave of Absence.....	36
Mandatory Administrative Medical or Psychological Leave of Absence .....	36
Procedure for Medical or Psychological Leave of Absence .....	36
Application to Return from Medical or Psychological Leave of Absence .....	36
<b>XVIII. STUDENT RIGHTS AND RESPONSIBILITIES .....</b>	<b>37</b>
Composition of the Appeal Review Committee will be as follows .....	37
ACADEMIC RECORDS .....	39
<b>XI. STUDENT FEEDBACK AND EVALUATIONS .....</b>	<b>39</b>
Student Concerns and Complaints about Academic and Non-Academic Issues .....	39
Student Complaints about Accreditation Standards and Procedures.....	40

<b>Appendix A</b> .....	<b>42</b>
<b>Appendix B</b> .....	<b>44</b>

## I. Mission

### UNE COM Mission

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

### Core Values

- **Support** the creation and maintenance of outstanding medical practitioners
- **Advance** our commitment to the heritage and principles of osteopathic medicine
- **Facilitate** learning, critical thinking, research and scholarship
- **Shape** the future creatively while preserving our heritage
- **Promote** a diverse, innovative, interprofessional and entrepreneurial culture
- **Maintain** a 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 health education and healthcare outcomes
- **Excel** in practice-focused research in health, function and medical education
- Actively seek internal and external collaboration to **further our mission**

### UNE COM DIVERSITY STATEMENT

The University of New England College of Osteopathic Medicine 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 diversity along 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, and religion. Having a diverse community of faculty, students, and staff is essential to our medical education and professional development to better meet the individual healthcare needs of our society. We are committed to increasing representation of populations that have been historically excluded from participation in U.S. higher education and medicine. In doing so, we continuously strive to reflect upon our own biases, beliefs, and practices in an effort to develop cultural humility. We foster a culture of inclusion that extends beyond the UNE COM campus into the global community.

- All students shall demonstrate respect for the diversity of UNE COM's learning community along 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, and religion.
- Language and actions that disrespect others' backgrounds along these dimensions will not be tolerated within our community.

## II. Curriculum

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

### The Seven Core Competencies

**Osteopathic Principles and Practice:** The student will understand and apply osteopathic principles to patient care.

**Patient Care:** The student will have the knowledge, attitudes and skills to provide compassionate, appropriate and effective patient care.

**Medical Knowledge:** The student will demonstrate knowledge of established biomedical, epidemiological, social and behavioral sciences and their application to patient care.

**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.

**Interpersonal and Communication Skills:** The student will demonstrate interpersonal and communication skills that result in effective interactions with patients, families and colleagues.

**Professional:** The student will demonstrate a commitment to carrying out professional responsibilities in an ethical and sensitive manner.

**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.

### 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, the delivery of health care to the 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 health care in the 21st century.

### **III. Curriculum Phases**

#### **A. Pre-Clerkship Education**

UNE COM students spend the first two years of the program on the UNE campuses in Biddeford and Portland, Maine. The curriculum consists of a series of osteopathic clinical skills learning activities, combined with independent experiential learning in physicians' offices, hospitals, extended care facilities and health centers. Scheduled facilitated 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 and real patients. Learning activities are constructed to provide a strong foundation in the basic biomedical and social sciences as well as 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, 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 and social work, the college endorses and promotes InterProfessional Education (IPE) and collaboration.

#### **B. Clerkship Education**

The last two years of pre-doctoral training focuses on experiential learning in a clinical setting to further develop individual and team learning and to expand clinical acumen. The entire third year curriculum is conducted at one of the designated Clinical Campuses over a twelve-month period.

The UNE COM Clinical Campuses form a consortium of community-based education sites, each consisting of one or more training institutions within a specific geographic region that allows coordinated delivery of the core academic training experience. 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 core clerkships. The College's Clinical Campuses are located in the New England states, as well as in New York, New Jersey and Pennsylvania.

Year 3 students are assigned to clerkships in the six Core Disciplines at one of the College's Clinical Campuses. Reflecting its focus on primary care, UNE COM clinical campus training programs are based in community hospitals, private physician office's, and community health centers throughout the northeast that represent environments in which many of UNE COM graduates will eventually practice. Ambulatory care programs train students in office practice and familiarize students with the collaborative roles and skills of non-physician health care providers. While community hospitals form the core of Year 3 and Year 4 clinical rotations, affiliations with specialty-focused facilities allow students to pursue a range of clinical experiences. Many of these hospitals also provide Graduate Medical Education (GME) as members of the Northeast Osteopathic Medical Education Network (NEOMEN).

Year 4 students continue their learning with selective and elective clinical rotations at UNE COM-approved programs of their choice

#### **IV. Administration**

##### **A. 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.

##### **B. Associate Dean for Academic Affairs**

The Associate Dean for Academic Affairs (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-clerkship (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, the Clinical Performance Center (CPC), and Faculty Development including operating policies, procedures and methods. All matters relating to pre-clerkship training should be directed to this office.

##### **C. Associate Dean for Clinical Education**

The Associate Dean for Clinical Education (ADCE), in conjunction with staff,

oversees and administers the Office of Clinical Education of the College of Osteopathic Medicine, including operating policies, procedures and methods. The ADCE directs clinical education and clerkships (rotations) in years 3 and 4; evaluates clinical faculty in clinical rotations; and develops clinical rotation sites. In addition, the ADCE 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.

**D. Associate Dean for Research and Scholarship**

The Associate Dean for Research and Scholarship (ADRS), in conjunction with staff, is responsible for the general oversight and administration of the research mission of the College. 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 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.

**E. Associate Dean for Recruitment, Student & Alumni Services**

The Associate Dean for Recruitment, Student & Alumni Services (RSAS), in conjunction with staff, is responsible for the management and development of the following areas: student support services (e.g. student orientation, professional development, student personnel records, housing, student government, clubs, special events, and counseling), admissions, and alumni affairs. All matters relating to student affairs should be directed to this office.

**F. Chair for Biomedical Sciences**

The Chair for Biomedical Sciences (BMS) is responsible for the general oversight and administration of the department to ensure that the department meets the academic, research and service missions of the College. The Chair BMS in consultation with the ADRS and the Faculty Committee of Research and Scholarship oversees the Morgane and Pettapiece Pre-doctoral Fellowship Research Programs.

**G. Chair for Osteopathic Manipulative Medicine**

The Chair for Osteopathic Manipulative Medicine (OMM) is responsible for the general oversight and administration of the 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.

#### **H. Chair for Primary Care Medicine**

The Chair for Primary Care (PC) is responsible for the general oversight and administration of the 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).

#### **I. Chair for Specialty Care Medicine**

The Chair for Specialty Medicine is responsible for the general oversight and administration of the department to ensure that the department meets the academic, research and service missions of the College. The discipline directors and clinical consultants for surgery, obstetrics & gynecology, pathology and all internal medicine specialties report to the Chair of Specialty Medicine.

### **V. SELECT COLLEGE COMMITTEES**

#### **The COM Committee on Student Progress (CSP)**

Advises and makes recommendations to the Associate Dean for Academic Affairs (ADAA) or the Associate Dean of Clinical Education (ADCE) as appropriate, on matters concerning each student's progress throughout their undergraduate medical educational (UME) training, including – but not limited to – his/her academic standing, performance, behavior, and professionalism. Membership on the CSP consists of 3 biomedical Science faculty and 3 clinical faculty. The Associate Dean for Recruitment, Students, & Alumni Services (RSAS) and the Coordinator for Clinical Education act as ex-officio, non-voting member of the committee. The Dean appoints the committee chair. Annually the CSP makes recommendations to the Dean on promotion of students to the next class and through the Dean to the COM faculty on the awarding of the degree of Doctor of Osteopathic Medicine to those students who have met all graduation requirements.

#### **The COM Curriculum Advisory Committee (CAC)**

Advises the 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.

## The COM Dean's Leadership Team (DLT)

Serves as a communication and advisory committee to the Dean. Membership is by appointment of the Dean.

### VI. ESSENTIAL TECHNICAL STANDARDS OF UNE COM PRINCIPLES

- 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 pre-requisite 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 that admitted students will possess certain levels of cognitive, emotional, and technical skill. All osteopathic medical students are held to the same fundamental standards. Academic and clinical requirements that are essential to graduation from UNE COM or directly related to 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 they would fundamentally alter the program or the assessment, impose an undue burden to the College, or pose a direct health or safety risk to any other individual, including patients

## Abilities and Skills

A candidate for the Doctor of Osteopathic Medicine degree must have abilities and skills of five varieties: (1) observation skills; (2) communication skills; (3) fine and gross motor skills; (4) conceptual, integrative and quantitative, cognitive skills and (5) behavioral and social/emotional skills.

### 1. Observation Skills

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.

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**

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.

A 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**

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 EKGs).

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 have sufficient motor function 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.

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**

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**

Every student 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.

Students must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility and to learn to function in the face of the uncertainties inherent in the clinical problems of patients. They 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.

Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that will be assessed during the admissions and educational processes.

### **Participation in Osteopathic Manipulative Medicine and Clinical Skills Practice and Training Sessions**

Active participation in Osteopathic Manipulative Medicine and Clinical Skills Training and Practice Sessions (laboratories) is an admission, matriculation, and graduation requirement. The development of manipulative medicine palpatory skills is taught in all four years of the curriculum. This learning requires active participation in all laboratory sessions. During the first two years, each student will palpate, in the laboratory setting, a variety of people representing both genders and individuals with different body types to simulate the diversity of patients expected in a practice setting. Being palpated by other students and faculty helps the student appreciate how palpation feels from the patients' perspective, and enables students to provide feedback to their laboratory partners, thus, enhancing their palpatory skills.

Reading and observation, although helpful, do not develop the skills required to perform palpatory diagnosis and manipulative treatment. Each student is required to actively participate as both an active learner and recipient in all skills development laboratory sessions.

### **General Health**

The student must have sufficient physical stamina to perform strenuous workloads for long periods. They should be free of chronic or reoccurring debilitating diseases that would interfere with or require a fundamental alteration of the program or preclude successful completion of the curriculum.

## **VII. GENERAL ADMINISTRATIVE POLICIES**

### **A. Registration**

The University conducts an annual registration confirmation for students during the initial days of the new academic year. 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.

1. 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.
2. Students must be cleared by a background check 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.

### **B. 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.

### **C. Physical Exam Requirement**

All newly admitted COM students must complete a medical questionnaire and provide evidence of having had a complete physical examination within 6 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.

### **D. Immunization Requirements**

Required immunizations, a list of which is sent to students before the beginning of each academic year, must be documented before newly admitted COM students can begin classes and must be periodically updated

according to the published schedule to continue with the academic program. Failure to comply with the UNE COM Immunization Requirements policy may result in suspension of a student's privilege to continue in the academic program.

#### **E. Drug Screening**

May be a future 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.

#### **F. 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 should provide their insurance card to hospital intake at the time they are treated. If the facility at which the student is treated does not accept the insurance, promptly obtain a university health insurance claim form online or from the UNE Student Health Center by calling 207-602-2358, and apply directly to the UNE carrier for payment of treatment costs. If you have coverage elsewhere, contact your carrier for a claim form.
2. Students purchasing health insurance through the university will be covered for 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> or contact Alethea Cariddi in the UNE Campus Services Department, [acariddi@une.edu](mailto:acariddi@une.edu), for more information.
3. 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, since this is the most commonly encountered injury during clinical training.
4. Students are responsible for their own deductible and any costs not covered by their insurance.
5. Some hospitals or hospital departments may extend "professional courtesy" to a visiting student and waive some or all of the costs associated with a needle stick; **however, do not assume this to be the case.** Provide your insurance information at the time of treatment, and be sure you are absolutely clear regarding your responsibility for payment of bills not covered by insurance. The cost of testing, etc. following a needle stick incident is small compared to the risk of sacrificing your medical career by leaving an injury unchecked and untreated.

#### **G. 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 possess such a title will be referred to as Osteopathic Medical Student. The suffix OMS (Osteopathic Medical Student) I, II, III, or IV will be appended to

student names in official correspondence.

#### **H. 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 – both for remuneration or voluntary – that would jeopardize his/her full engagement in the educational program.

#### **I. 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).

#### **J. Transportation**

Students must have an available and reliable means of transportation to attend preceptorships in the pre-clerkship years (1 and 2) as well as clinical rotations in the clerkship years (3 and 4).

#### **K. Tutorial/Learning Assistance**

Both the University and College support a number of programs to assist students who may experience academic difficulty with any area of the curriculum.

Individuals who are experiencing difficulty are encouraged to seek assistance earlier rather than later to avoid jeopardizing their academic record. The University Student Academic Success Center (<https://www.une.edu/SASC/services>) periodically offers workshops (as well as individual assistance) on test taking, note-taking, reading, writing, or study skills. The college provides trained tutors through the Student Academic Success Center; however, **PLEASE NOTE: The College cannot guarantee the availability of tutors.**

#### **L. Accommodations/ Student Access Center**

Students seeking accommodations must contact the Student Access Center (<http://www.une.edu/studentlife/student-access-center>). The Student Access Center exists to ensure that qualified students with a disability have equitable access to and equal opportunity in, the educational process. For further information, refer to the section on the Student Access Center in the University Student Handbook. No student will be granted any accommodations in a course until the accommodation request has been approved by the Student Access Center and the accommodation letter has been given to the Course Director(s), this should 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 his or her peers. For further information, refer to the Student Access Center section in the University Student Handbook.

For further information, refer to the section on the Student Access Center in the University Student Handbook.

#### **M. 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>

#### **N. 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 is 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.

#### **O. Occupational Safety and Health Administration (OSHA)**

To comply with OSHA 29CFR.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.

#### **P. Authorized Signatures**

From time to time students may need to have forms of one kind or another signed by school officials. The COM Associate Dean for Recruitment, Student & Alumni Services (RSAS) is authorized to sign such forms as the representative of the College or will know whose signature is authorized for specific forms.

## VIII. PROFESSIONAL BEHAVIOR AND 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 and Conduct

- 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 his/her 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 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 professional student/future physician adheres to the American Osteopathic Association (AOA) Code of Ethics as published by the AOA (<http://www.osteopathic.org/inside-aoa/about/leadership/Pages/aoa-code-of-ethics.aspx>) as well as any applicable College or University standards for conduct.

## **IX. UNE COM CODE OF ETHICS**

All COM students must uphold the UNE COM code of ethics throughout their undergraduate medical training, failure to do so may result in dismissal. The purpose of the UNE COM code of ethics is to promote ethical and professional standards of personal conduct, reinforcing the traits of honesty and professional accountability in UNE COM students. Consistent with the expectations for practicing physicians, the code of ethics encourages students not only to act personally in a professional manner, but also to not tolerate any unethical decisions and actions on the part of colleagues.

The proper practice of medicine requires the physician to maintain an unwavering standard of professional ethics and personal integrity. The medical student, by accepting the invitation to join the medical profession, acknowledges his or her responsibility to uphold these high standards. The University of New England, College of Osteopathic Medicine, in order to preserve an environment where professional integrity is expected and dishonest behavior not tolerated, has adopted the following Student Ethics Code:

**MEDICAL STUDENTS WILL ACT HONORABLY AND ETHICALLY AT ALL TIMES AND WILL NOT TOLERATE DISHONEST OR UNETHICAL ACTIONS.**

**IT IS THE DUTY OF A MEDICAL STUDENT TO CONFRONT OR REPORT ANY UNETHICAL BEHAVIOR OBSERVED BY THAT STUDENT AND TO PARTICIPATE IN DELIBERATIONS OF THE ETHICS BOARD IF REQUESTED. FAILURE TO DO SO WILL ITSELF BE CONSIDERED UNETHICAL BEHAVIOR.**

## **X. UNE COM OSTEOPATHIC MEDICAL STUDENT 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. Shoes and socks/stockings should also be clean and appropriate.

**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:** is generally defined as dress pants, dress shirts and tie or conservative length skirts/dresses, dress pants and dress tops. In all cases, footwear should be closed toed and appropriate for clinical or laboratory activities.

**Casual Dress:** is 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.**

## **XI. GRADE ASSIGNMENTS**

### **General Policy**

- 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.
  - All final grades are submitted to the Registrar within two weeks following the end of the course.
- The evaluation of student performance on clinical rotations during years 3 and 4 are explicitly outlined in the Clinical Training Manual. Grades are submitted to the Clinical Education Office for transmission to the Registrar’s Office.
  - 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.

### **Assessment and Evaluation**

The director(s) of each course/clinical rotation/service will evaluate each student following each 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 for different types of assessments. In the Core Clerkship Year, the students must pass the Comprehensive Osteopathic Medical Achievement Test (COMAT) following each 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.

### **Grades for Courses in Years 1, 2, 3 and 4**

- **HONORS – (H)**
- **HIGH PASS – (HP)**
- **PASS – (P)**
- **FAIL – (F)** Any student failing to complete the course requirements will have a grade of FAIL (F) recorded as the course grade.
- **INCOMPLETE – (I)** Whenever a course grade cannot be submitted at the conclusion of a course because a student has not completed all of the necessary assignments for the course, a grade of Incomplete (I) will be entered on the student's transcript.  
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 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.

- **Withdrawal - (W)** Any student who formally withdraws from a course within two-thirds of the course being completed will receive a Withdraw(W). Anyone who formally withdraws after two-thirds of the course is completed will receive a Withdraw Pass (W/P) or Withdraw Failure (W/F).

**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.

## **XII. EXAMINATION POLICIES**

### **General Guidelines**

The type, content and frequency of examinations for any course/rotation are published in the Course Syllabi or Clinical Training Manual 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 and approval of the Associate Dean for Academic Affairs.

### **Administration of Examinations for Years 1 and 2**

See Appendix A of this document UNE COM Protocol for ExamSoft Exams

### **Year 1 & 2 CLASS AND EXAM CANCELLATION/DELAY POLICY**

See the UNE Student Handbook, COM Course or Rotation Syllabi.

In general, exam or clinical experience assignment follows the UNE cancellation policy. The student may access this link:

<http://www.une.edu/about/cancellationdelay-policy>

In the event of a university cancellation, delay, or closure due to inclement weather please watch for contingency plan posted to Blackboard. Please watch WCHS - Channel 6; WMTW – Channel 8 or WGME - Channel 13 for announcements. The other option is to **call the Bulletin Board 602-2211.**

**Please do not call switchboard or answering service because they cannot access the appropriate message.** Students may also access <http://my.une.edu/> for information.

### **Administration of Exams for Year 3**

Refer to the Clinical Training Manual.

### **Student Accommodation Policy**

Students requesting reasonable accommodations under the Americans with Disabilities Act, Maine Human Rights Act or other applicable law must request accommodation through the Student Access Center (<http://www.une.edu/studentlife/student-access-center>). Students requesting special accommodations for other reasons, should also contact RSAS and also contact the Student Access Center.

### **XIII. COMSAE AND COMLEX-USA LEVELS 1, 2-CE (AND 2-PE) POLICY**

Please see Appendix B for specifics regarding COMLEX and COMSAE.

#### **REQUIREMENTS**

- The student must be in good academic and professional standing in order to take COMLEX-USA Level 1, Level 2CE and Level 2PE.
- The student must pass COMLEX-USA Level 1 in order to begin clinical rotations.
  - The student must schedule and take COMLEX Level 1 so that the score is reported prior to the start of third year clerkships.
- The student must pass COMLEX-USA Level 1 in order to be eligible to take COMLEX-USA Level 2-CE and 2PE.
- The student must pass COMLEX-USA Levels 1, 2CE and 2PE as a condition of graduation.
- The NBOME establishes the minimum passing scores for COMLEX-USA Levels 1, 2CE and 2PE. For more information, see <http://www.nbome.org/>.
- The student will have a maximum of three attempts to pass each of the COMLEX-USA exams required for graduation from UNE COM: 1, 2CE and 2PE.
- A student who does not pass any one of the three exams in three attempts will be recommended for dismissal from the College of Osteopathic Medicine.
- A student has a maximum time period of six (6) years (150% of the four-year curriculum, including time formally designated as leave of absence) to complete degree requirements and pass COMLEX-USA Level 1, COMLEX-USA Level 2CE and 2PE, or will be recommended for dismissal from the College of Osteopathic Medicine.

### **XIV. YEAR 1 & 2 ATTENDANCE POLICY AND PROCESSES**

At the graduate and professional level of education, students are expected to fully participate in all scheduled educational activities. At the same time, there is an awareness that, from time to time, anticipated and unanticipated events may take place which necessitate a student's absence from planned educational activities or exams. In recognition of this, students in Years One and Two will receive a limited number of floating absences which can be used according to their needs. Floating absences are different from excused absences which may be as a result of anticipated or unanticipated reasons. Students in Years three and four are required to follow the policies for absences as found in the Clinical Training Manual.

**PLEASE NOTE:** Regardless of whether an absence is excused or unexcused,

all required coursework must be completed in order for a student to receive academic credit.

### **Floating Absences**

- Students will be allowed one floating absence per semester,
  - Second year students will be eligible for up to one day in the Fall term; one in the spring term
  - First year students will be eligible for one day in the Fall term, none of which can be used before the first block exam; one in the spring term
  - Any student who is considered 'at risk' by their Course Director(s) during Years One or Two will be ineligible to utilize Floating Absences
- Can only be used in full day increments; not in smaller units
- Will need to be submitted to and tracked by the RSAS Office
- Students will also be responsible being aware of and monitoring their own usage; the RSAS Office will not be responsible for informing students of their utilization levels
- Should be used for such purposes as, but not limited to:
  - Conferences or national organization meetings
  - Poster Presentations
  - Weddings, Family Reunions, other familial or like gatherings
  - Volunteer activities
  - Personal days
- Cannot be used as a means by which to re-schedule an exam or any other educational assessment or mandatory activity; those will require an excused absence
- Cannot be used for any day immediately before, or after, planned school breaks, vacations, long holiday week-ends, or designated school closings

### **Excused Absences**

Students with illnesses, health care provider appointments (as supported by provider documentation), emergent needs or catastrophic circumstances (accident, death in the family, funeral, car break down, etc.) and/or religious observances will be eligible for excused absences.

In order to be considered for an excused absence the student must:

- Submit an excused absence request, providing all required information, in a timely manner; preferably within 24 hours of the absence via the excused absence request protocol
- If the student is unable to do so on their own, someone else may be designated to contact the Recruitment, Student & Alumni Services (RSAS) Office and inform staff of the student's absence so that it can be noted and appropriate units informed
- Once the student is able to submit an excused absence request, they should follow the normal process for doing so; preferably no later than one business day following their return to academic activities

- If the absence is anticipated, such as an appointment with a health care provider, that request should be submitted as soon as possible, preferably two weeks in advance, or as soon as the date is known. A provider note will be required as part of receiving an excused absence
- If the absence was due to illness, and a student has been out three or more days, the student must provide a written statement from their health care provider, or the University Student Health Services, indicating they are fit to return to classes
- If missing an exam is involved, the make-up exam date will be determined by the Curriculum Office and the course directors(s). Students are responsible for contacting course directors to arrange the make-up; not the Office of Recruitment, Student & Alumni Services
- Retroactive requests for excused absences will not be considered.

### **Excused Absence Protocol Years 1 and 2**

A student who anticipates being unable to fulfill a mandatory attendance/participation requirement may apply to the Associate Dean for Office of Recruitment, Student & Alumni Services (RSAS) for an excused absence status.

- Such application must be delivered in writing to the RSAS as far in advance as possible – and no later than 3 school days in advance – of the mandatory activity via the electronic excused absence form on the RSAS SharePoint([https://une1.sharepoint.com/teams/COM/RSAS/Student/SitePages/Excused- Absence.aspx](https://une1.sharepoint.com/teams/COM/RSAS/Student/SitePages/Excused-Absence.aspx)). Phone calls or voice mail messages (extension 2329) should be placed to inform the Office of Recruitment, Student & Alumni Services of the intent to submit a request, but a written submission must follow.
- The application must contain: a) the date(s) of proposed absence(s); b) the specific activity (e.g. class, exam, etc.) that will be missed; c) the reason for missing the mandatory activity; d) a plan to address the learning objectives of the missed mandatory activity.
- If the Associate Dean determines that the reason for the absence qualifies it to be excused, s/he will work with the student and the course director to explore opportunities for the student to complete the mandatory requirement. In the event that the missed activity involves an examination, the Curriculum Office and the Associate Dean for Academic Affairs (ADAA) will be involved in the discussions.
- Examples of excused absences include, but are not limited to:
  - observance of a religious custom/holiday
  - attendance at a qualifying professional conference or meeting
  - medical or other personal appointments.

The Office of Office of Recruitment, Student & Alumni Services will notify all appropriate parties of his/her determination of the absence status.

## Unanticipated Absence Years 1 and 2

In the event of an unanticipated absence from a mandatory activity, the student must submit in writing to the Associate Dean, Office of Recruitment, Student & Alumni Services as soon as possible after the activity – and no later than one business day following the student’s return to classes – an explanation of why s/he missed the session. The explanation must be submitted via the electronic excused absence form found on the RSAS SharePoint:

<https://une1.sharepoint.com/teams/COM/RSAS/Student/SitePages/Excused-Absence.aspx>). Phone calls or voice mail messages (extension 2329) should be placed to inform the course director or the Office of Recruitment, Student & Alumni Services of the absence, but a written submission must follow.

- The explanation must contain:
  - the date(s) of unanticipated absence(s),
  - the specific activity (e.g. class, exam, etc.) that was missed,
  - the reason for missing the mandatory activity,
  - a plan to address the learning objectives of the missed mandatory activity.
- The Associate Dean will determine whether or not the circumstances surrounding the absence meet the criteria of an excused absence.
- In the case of an excused absence (see above), the Associate Dean will work with the student and the course director to explore opportunities for the student to complete the mandatory requirement.
- If the absence is considered unexcused, the Associate Dean will work with the course director to determine appropriate consequences of the missed requirement. These consequences MAY include the possibility of alternate opportunities for the student to complete the mandatory requirement.

## XV. YEAR 3 & 4 ATTENDANCE POLICY AND PROCESSES

As a physician in training, you must be acutely aware of timeliness and attendance at rotations and all related activities. Your supervisors, peers and patients depend on you to be present as scheduled.

- Students are excused from clinical activities following their End of Service (COMAT) exam on the last Friday of each Core clerkship (IM – only after completion of 12 weeks). Each clinical campus can set its own release and exam times. In addition, students are excused to attend fall and spring UNE COM/NEOMEN District Meetings (one day each). COM Clinical Education will notify clinical training sites of dates and locations of these meetings.
- **Except as noted above, students are expected to be in attendance from the first through the last day of each rotation. There are no “personal days,” “travel days” or other time off at the student’s discretion.**

- EVERY anticipated absence (wedding, boards, conferences, poster presentations, etc.) from a rotation must be requested well in advance (at least 60 days), made up during the affected rotation, and documented on the Absence Request form. The Absence Request must detail the make-up time, be signed by supervisory personnel at the clinical campus, and be received in the COM Clinical Education Office ([mrobinson24@une.edu](mailto:mrobinson24@une.edu) or fax to ATTN: Matt Robinson, 207-602-5908) at least 60 days in advance of the anticipated absence.
- In the event of sudden illness or other emergency, the student must notify, or ask a classmate to immediately notify, the rotation supervisor, clinical campus Medical Education personnel and the UNE COM Clinical Education Office (Matthew Robinson, 207-602-2633 or [mrobinson24@une.edu](mailto:mrobinson24@une.edu)).
- Nights or weekends, use the emergency numbers listed for COM Clinical Education personnel
- The student will arrange make-up time upon return to the rotation and will submit the Absence Request within 24 hours of resuming rotations.
- If the clinical facility cannot provide the student with additional assignments to compensate for missed time, the Associate Dean for Clinical Education may require the student to use “free” time elsewhere in their schedule to make up the time missed.

Rotation sites report student attendance to the COM Clinical Education Office. A student who fails to follow the above protocol and/or report absence(s) is subject to disciplinary action by the Committee on Student Progress including, but not limited to, a failing grade for the rotation.

### **Absence from Rotation Due to Illness or Injury**

If an illness or injury results in **more than 2 days** absence from rotations:

- The student must seek medical attention
- In addition, the student must arrange to have the treating physician send to the Associate Dean for Clinical Education a letter (e-mail [gdefeo@une.edu](mailto:gdefeo@une.edu), copy Lisa Bean, [lbean1@une.edu](mailto:lbean1@une.edu), or fax to Dr. DeFeo’s attention at 207-602-5908) listing the date of initial examination and follow-up medical appointments and stating the recuperation period and the date that the student may return to rotations.
- The student also must give a copy of this letter to the Clinical Campus Regional Assistant Dean, DME, Medical Education Coordinator or other designated individual at the rotation site.
- A student may not return to rotations, and will not receive credit for any clinical activity, until the Clinical Education Office confirms receipt of the physician’s letter, even if the rotation was properly pre-registered.
- The student is required to make up missed time.
- An Absence Request form is required. If the absence involves an injury, the student also will submit an Accident Report Form.

### **Third Year 1-Week December Block**

The third-year clerkship schedule includes a designated 1-week block in December that the student may use for study time (non-credit). In the fourth year, students desiring non-credit study time in December must submit a Clerkship Registration and Approval (CRA) form for “free” time and must arrange it so that there is no break in

the middle of a rotation.

### **No Spring Break**

Students on rotations continue on their clinical schedule throughout the spring. ***There is no “spring break” during rotations.***

### **Jury Duty**

A student who receives a notice for jury duty or Grand Jury service should **immediately** send a copy of the notice to the Clinical Education Office ([mrobinson24@une.edu](mailto:mrobinson24@une.edu) or your Student Support Specialist (COM SSS)). We will request a deferment on your behalf. If you are notified that the jurisdiction will not grant you a deferment, e-mail this fact to your COM SSS, complete the jury service, and send your COM SSS an Absence Request form detailing how the missed time will be made up or scheduled for another time period.

### **Holidays**

- Holidays are designated by each hospital.
- These may be different from one hospital to the next, and each student will follow the schedule of the hospital at which (s)he is rotating at the time.
- Typically, students will follow the same holiday schedule as the hospital's medical education office personnel.

### **Religious Holidays**

- Religious holiday observances must be respected.
- A student requesting time off for a religious observance that is not factored into UNE COM's or the hospital's regular schedule will complete an Absence Request form well in advance (at least 60 days) of the holiday. (S)he will further ensure with the supervising physician that there is adequate clinical coverage by another student or a member of the hospital's physician staff.
- Student is required to make up all missed academic or clinical work, as decided by the supervising physician and/or hospital administration. Make-up arrangements will be noted on the Absence Request form that the student submits to COM Clinical Education in advance of the time off.

### **Time Off for 4th Year Residency Interviews**

**Students should schedule interviews using “free” time rather than taking time off during a scheduled rotation**, but the Clinical Education Department is aware of the challenges that 4<sup>th</sup> year medical students face during the interview season with regards to time off for interviews during clinical rotations. The vast majority of residency interviews occur during November, December, and January of the 4<sup>th</sup> year. **With pre-approval**, 4th year students will be allowed up to 3 days off per 4-week rotation for interviews during the months of November, December, and January without a requirement for makeup. Students will need to email the Office of Clinical Education at least 2 weeks in advance of the requested time off for interviews. In this communication, students need to provide the following information: date and place of the interview and the absence policy of the rotation site where the student will be missing time (requested time off must be in compliance with the rotation site policy). 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 on the evaluation so please make the best plan possible and communicate effectively with your rotation site managers/preceptors and Office of Clinical Education.

### **Mandatory Activities**

Training sites may designate certain educational activities mandatory. Examples of such activities may be maintaining medical activity logs or attending morning report, noon lectures, and/or academic day. The student must complete all activities that the training site designates as mandatory.

### **Irregular or Inappropriate Behavior**

A student who fails to report to a scheduled rotation, is excessively absent, leaves a rotation in progress without permission from 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 is subject to disciplinary action by the Committee on Student Progress.

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, the Committee on Student Progress may recommend academic warning, probation, suspension or dismissal from UNE COM.

## **XVI. STUDENT PROGRESS POLICY**

### **Committee on Student Progress**

The Committee on Student Progress (CSP) is responsible for making recommendations to either the Associate Dean of Academic Affairs (year 1 and 2) or the Associate Dean of Clinical Education (year 3 and 4) as appropriate regarding student performance, promotion and progress. This includes recommendations on disciplinary and academic matters. The CSP makes recommendations to the COM Dean on 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.

### **Student Progress in a Course**

A student who is unable to meet competency for performance indicators may be deemed at risk for course failure. Each course syllabi describes the criteria that indicates a student is at risk. Students meeting the “at risk” threshold must meet with the course director(s). Students deemed ‘at risk’ may also be referred to the Associate Dean of RSAS and /or Committee on Student Progress (CSP) for further evaluation of the situation and determination of action). In addition to specific academic interventions it is within the CSP’s purview to make recommendations on an at risk 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. 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 him/her for promotion to the Dean.
- B. No student may concurrently take units of study that are scheduled for credit in a different academic year.

## **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 (see section 4 I) will be recommended by the Committee on Student Progress 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 degree requirements need to be completed by December 31 of the year in which the student is to graduate.

Any student who is expected to satisfactorily complete all course/rotation requirements prior to December 31 of a given year may participate (i.e. “walk”) in the graduation ceremony with his/her class, but will not receive a diploma until all requirements are fulfilled. Students who complete requirements after December 31 may be considered for graduation with the next class.

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).

Individuals who do not meet this standard will not be eligible to graduate.

## **Academic Probation**

- A. Placement of a student on academic probation indicates the faculty's extreme dissatisfaction with the student's academic performance.
- B. A student may be placed on academic probation for course related performance, and/or violation of expected professional standards and/or behaviors.
- C. A student on academic probation will remain enrolled and must continue to meet curricular requirements of all units of study.
- D. While on probation, the student will not represent the college at outside events (ex. Conferences, poster presentations, etc.) and will be asked to curtail elected office responsibilities until their academic performance

improves.

- E. Students who violate the conditions of probation as listed above, will be reviewed again by the Committee on Student Progress, which will make such recommendations to the ADAA or the ADCE as it sees fit.

### **Disciplinary Probation**

- A. Placement of a student on disciplinary probation indicates the faculty's extreme dissatisfaction with the student's behavioral performance.
- B. A student on disciplinary probation must discontinue the behavior leading to probation and maintain a record of exemplary behavior.
- C. While on probation, the student will not represent the college at outside events (ex. Conferences, poster presentations, etc.) and will be asked to curtail elected office responsibilities until their behavior and professionalism improves.
- D. Students who violate the conditions of probation as listed above will be reviewed again by the Committee on Student Progress, which will make such recommendations to the ADAA or the ADCE as it sees fit.

### **Withdrawal**

An application for voluntary withdrawal from the College must be submitted in writing to the Dean. Students should complete the appropriate form for Leave of Absence or Withdrawal as found on the Registrar's website.

<http://www.une.edu/registrar/registration/registration-forms>

## **XVII. LEAVE OF ABSENCE**

- A. The paperwork to process the Leave of Absence (LOA) is handled by the Office of Academic Affairs for years 1 and 2 and the Office of Clinical Education for years 3 and 4). Students should meet with the Associate Dean of the appropriate office whenever considering a leave of absence. Depending on the circumstances, the student also may be referred to the Associate Dean of Recruitment, Student and Alumni Services for additional guidance.
- B. With the approval of the Dean, the ADAA or ADCE may unilaterally place a student on a leave of absence when it is in the best interest of the student and the institution.
- C. A student may appeal the Dean's/Associate Dean's decision to require a leave of absence and/or the conditions for returning from LOA by petitioning to the CSP. The appeal must be submitted, in writing, within seven (7) business days of the Dean's/Associate Dean's decision to place the student on leave of absence, and must specify in detail the basis of the appeal.
- D. A student granted a leave of absence for any reason will have a Withdrawn (W), on his/her transcript opposite those units of study not completed because of the leave.

- E. A student on LOA will not be considered an enrolled student and will not be permitted to participate in any educational activities, extracurricular activities, campus services or clinical assignments of any kind.
- F. A student planning to return from LOA must notify the CSP of his/her intent to return, must meet with the CSP before resuming a course of studies, and must follow the Registrar's protocol for indicating a desire to return from the leave of absence.
- G. Students placed on an LOA will have the time of leave counted towards the six- year time limit [see Section above].
- H. A Leave of Absence (LOA) can be for a specified period of time, not to exceed one academic year. A student who does not return as anticipated will be considered administratively withdrawn and subject to readmission processes.

### **Medical Leave of Absence**

A student may request a Medical Leave of Absence during the semester should he or she determine that he or she cannot fulfill the academic requirements for his or her classes and/or a documented medical condition makes it difficult successfully to complete the semester and the student must complete a *Return from Medical or Psychological Leave of Absence* form and submit to the University Medical Office no later than 2 weeks prior to the start of the semester of return.

### **Mandatory Administrative Medical or Psychological Leave of Absence**

In certain circumstances, a student will be required to take a Leave of Absence in response to exhibited behaviors.

- Ongoing behaviors which cause significant and pervasive disruption to the learning community, either in the classroom or elsewhere on campus, or
- If a student presents an imminent danger to themselves and/or others.

### **Procedure for Medical or Psychological Leave of Absence**

Please see UNE Student Handbook <https://www.une.edu/studentlife/handbook>

### **Application to Return from Medical or Psychological Leave of Absence**

Please see UNE Student Handbook <https://www.une.edu/studentlife/handbook>

## XVIII. STUDENT RIGHTS AND RESPONSIBILITIES

<https://www.une.edu/studentlife/handbook>

### **Academic Progression Appeals: Students have the right to appeal decisions on academic progress based on process or procedure described below**

- A. Appeals regarding decisions on Academic Progression will be submitted to the COM Dean or designee and may require the submission of an Academic Petition <http://www.une.edu/registrar/registration/registration-forms>
- B. A decision regarding academic progression reached by the individual faculty member, department chair or other 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 accused 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 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. Appeals will only be accepted by the COM Dean's office if the student has exhausted all required procedural options at the instructor, departmental or other appropriate level(s).
- C. 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.
- D. 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.

### **Composition of the Appeal Review Committee will be as follows**

- A. An Academic Appeal Review Committee will adhere to the following protocols and procedures:
  - a) Five (5) faculty members from the student's college
  - b) 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
  - c) 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.

- d) Persons may not serve on an Appeal Review Committee unless they can be available for the entire review process.
  - e) A person may not serve as a member of the Appeal Review Committee if s/he is 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.
- B. Appeal Review Protocols will include the following:
- a) 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 be appearing before the Committee. The Dean will also forward copies to the student.
  - b) 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.
  - c) 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.
  - d) 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.

- e) The Dean will make a decision and report it to all parties involved within ten (10) working days of receipt of the Committee's findings and recommendations. The decision of the Dean will be final.
- f) 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.
- g) 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.

## **ACADEMIC RECORDS**

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

## **XI. STUDENT FEEDBACK AND EVALUATIONS**

UNE COM considers student participation in the course/system, peer and faculty evaluation process a professional responsibility and expects all students to participate. Following each course and clerkship rotation, students complete on-line evaluations of both the course/clerkship and participating faculty. For pre-clerkship courses (years 1- 2), these evaluations form the basis of post-course discussions involving student representatives, faculty course directors, and the ADAA. The evaluations are also discussed in the course syllabi and will be sent to the students. The evaluation process for clerkship rotations and faculty are discussed in the Clinical Training Manual. The results of clerkship evaluations (years 3-4), including written comments related to both Strengths and Recommendations for Improvement, constitute the basis for reports and discussions at the clinical caucuses and for content in the Medical Student Performance Evaluation (MSPE).

### **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/studentlife/handbook>

There are a number of 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.

- For academics, student representatives participate on the College of Osteopathic Medicine (COM) Curriculum Advisory Committee (CAC) where they bring forward issues and concerns related to academic offerings, course content, and pedagogy.
- Students participate in the Continuous Course Review process, giving specific feedback about all aspect of a course and/or rotation. In Years 1 and 2 student representatives also meet with the course directors, curriculum director, and the Associate Dean for Academic Affairs (ADAA) at least every 6 weeks to have discussion about the courses and curriculum.
- Non-academic 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.
- The Associate Dean of Recruitment, Students and Alumni Services (RSAS) meets regularly with the on-campus Class Officers and the SGA Executive Committee, and provides feedback regarding issues and concerns that have been introduced.
- Any issue of concern can be brought to the Dean's Roundtable Meeting which is open to all students. The agenda is determined by the Student Government Association, 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.

- Students should familiarize themselves with the [COCA Standards](#) on the COCA website [www.osteopathic.org](http://www.osteopathic.org).
- 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).
- The complaint should be submitted to the Dean College of Osteopathic Medicine and Vice President Health Affairs, Stella Maris Hall, 11 Hills Beach Road, Biddeford, Maine 04005.
- 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.
- 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.
- 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.

- 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.
- 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](mailto:predoc@osteopathic.org).

## Appendix A

### UNE COM Protocol for ExamSoft Exams

#### ***Students will:***

1. Download ALL examination materials by the date and time noted in the course syllabus. If a student has not downloaded the exam prior to testing, he/she will be able to download the exam outside of the exam room after the exam start time on the day of the exam, with the exception of RATs. If the student has technical difficulties with this process, staff will help him/her only after he/she has taken care of any issues with the start of the exam and have time to do so. Also, if a student's laptop is not working, he/she will need to contact a staff member to get a loaner computer to use for the exam prior to the specific due date and time to download the assessment.
2. Present to the testing site or ZOOM login promptly, prior to the start of the examination, and be prepared to begin at the appointed time. The exam will begin and end at the appointed times, so to ensure ample time, the student is asked to not arrive late. Regardless of a student's arrival time, the exam will be closed at the previously set time. Also, a student arriving late for an exam may have to sit in a designated area to take the exam. If the student arrives later than 15 minutes after the start of the exam, the student will need to go to the Associate Dean for Recruitment, Student and Alumni Services (RSAS) to get an approved excused absence to take the exam at another time.
3. Arrive at the testing site with laptops and charger cords or follow ZOOM proctoring guidelines as outlined.
4. Bring only keys, laptops and chargers into the examination. Backpacks, purses, electronics, cell phones, notes, hats, drinks and/or food must be secured in your locker prior to the exam or, failing that, must be placed at the front of the room prior to the examination. Cell phones are strictly prohibited.
5. Sign in and adhere to the Honor Code. If a student is found cheating, the student will receive a zero grade for that assessment and may be at risk for being dismissed from medical school.
6. Comprehensive exams will be split in two sections to allow for a restroom break. Students will not be able to go back to the first section after the break.
7. 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.
8. Upload exam when completed, prior to leaving the testing site. If uploading the exam at the end of the testing time, the student may be asked to upload the exam by row. When completed and uploaded, students are to exit the room, by one door, and show the "Examination Completed Green Screen" to the staff at the table by the door.
9. Students may check out of the testing room upon early completion of part 1 of the exam, and in doing so, are required to leave the vicinity of the test taking area until part 2 of the exam resumes. Students are to adhere to the Honor Code and must refrain from discussing the exam.

#### ***Proctors will:***

1. 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.
2. Remind students that faculty cannot answer any questions relative to the exam.
3. Maintain silence and minimize outside distractions.

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

## **UNE COM Scratch Paper Policy for ExamSoft Comp or Summative Exams**

### ***Students may have scratch paper for ExamSoft Comp or Summative Exams if:***

- Students use the designated scratch paper provided by the college
- Students use their own writing utensil with the scratch paper
- The scratch paper has the student name and date printed at the top of the page
- The scratch paper is not used to transpose answers or write down test questions
- The scratch paper is given to the Staff Member when exiting the exam room to show the “Exam Completed Green Screen”

# Appendix B

## COMLEX and COMSAE

### COMSAE LEVEL 1 AND COMLEX-USA LEVEL 1

#### COMLEX-USA LEVEL 1 - ELIGIBILITY

A student must be in good standing, academically and professionally, to sit for COMLEX-USA Level 1. Good academic standing is defined as having no outstanding course or academic deficiencies and no pending professionalism issues. 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. The Committee on Student Progress (CSP) must approve/endorse the plan of action regarding deficiencies/issues and determine that same are successfully resolved.

#### COMSAE Prerequisite for COMLEX-USA Level 1

- All students are required to take a timed and proctored COMSAE prior to taking COMLEX Level 1. The Office of Academic Affairs will announce the date, time and specific COMSAE versions available for the spring. The College will pay for these COMSAE's. Students may take additional timed COMSAEs at their own expense.
- A student who achieves a score >500 on a timed and proctored COMSAE may
  - schedule and take COMLEX-USA Level 1
  - may take additional timed COMSAEs at their own expense to further their preparation for COMLEX-USA Level 1 and/or
  - may take additional timed and proctored COMSAE(s), paid for by the college, at the designated time(s), as described in the next paragraph
- A student who is unable to achieve a score  $\geq 500$  on the **timed and proctored** COMSAE(s) offered in the spring term of 2<sup>nd</sup> year:
  - is required to meet with the chair of CSP to formulate a plan for additional COMSAE/COMLEX-USA preparation.
  - will be designated by the college as “ineligible” for the NBOME COMLEX-USA Level 1 until the COMSAE requirement is met. Any cancellation or rescheduling fees incurred as a result of this will be the student's responsibility.
  - may not begin rotations and will be referred to the Committee on Student Progress.
  - will continue to take additional timed COMSAEs, at their own expense, until they are able to achieve the required score. Upon achieving a timed COMSAE score >500, the student must send a screen shot of their COMSAE score to the Chair of the CSP and to the ADAA.

- A student who is unable to achieve a score  $\geq 500$  on a **timed** COMSAE in a time frame that will generate COMLEX-USA Level 1 results prior to the start of the 3<sup>rd</sup> year core clinical clerkships:
  - will be required to participate in a corrective action plan
  - will be placed in the next class.
- A student who takes COMLEX-USA Level 1 without first documenting a timed/proctored COMSAE score  $\geq 500$  will be subject to further action by the Committee on Student Progress.

### **COMLEX Level 2 CE and Level 2 PE**

- 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 (and 2PE) for a date no later than September 30 of 4<sup>th</sup> year.
- Passage of COMLEX-USA Level 2CE (and 2PE) is a graduation requirement.
- Each student will have a maximum of three attempts to pass COMLEX-USA Level 2CE (and 2PE). A student who does not pass either part of COMLEX-USA Level 2 in three attempts will be recommended for dismissal from the College of Osteopathic Medicine.

### **COMSAE LEVEL 2 AND COMLEX-USA LEVEL 2CE**

#### **COMLEX-USA LEVEL 2CE - ELIGIBILITY**

The student may schedule COMLEX-USA Level 2CE for a date on or after completion of the second week of their last core clerkship. The student must be in good standing, academically and professionally, to sit for COMLEX-USA Level 2CE. Good academic standing is defined as having no outstanding course or academic deficiencies and no pending professionalism issues. 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. The Committee on Student Progress (CSP) must approve/endorse the plan of action regarding deficiencies/issues and determine that same are successfully resolved 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

#### **COMSAE Prerequisite for COMLEX-USA Level 2CE**

- Each student is required to independently take a **timed** Level 2CE COMSAE a not more than 30 days or less than 10 days prior to 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 who achieves a score  $\geq 500$  on a **timed** Level 2CE COMSAE within thirty (30) days of the scheduled COMLEX-USA Level 2CE exam may proceed to take the exam.
- A student who does not achieve a score  $\geq 500$  on a **timed** Level 2CE COMSAE will:
  - contact the Chair of the Committee on Student Progress to discuss study strategy and resources.
  - advise their COM Clinical Education student support person of any changes they intend to make to their rotations schedule.
  - take additional **timed** Level 2CE COMSAEs, at their own expense, until they achieve the score threshold. Upon achieving a **timed** Level 2CE COMSAE score  $\geq 500$ , the student must send a screen shot of their COMSAE score report to the Chair of the CSP and to the Clinical 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  $\geq 500$ , the college will reinstate the student’s eligibility to take COMLEX-USA Level 2CE.
  - **At least ten (10) days prior to taking COMLEX-USA Level 2CE**, the student must present to the CSP Chair and the COM Clinical Coordinator documentation of a score  $\geq 500$  on a **timed** Level 2CE COMSAE. Review the section above titled “COMSAE Prerequisite for COMLEX-USA Level 2CE” for specific information
  - A student who takes COMLEX-USA Level 2CE without first documenting a timed Level 2CE COMSAE score  $\geq 500$  will be subject to further action by the CSP.

**A STUDENT WHO DOES NOT RECEIVE A PASSING COMLEX-USA LEVEL 2CE SCORE MUST:**

- contact the Chair of the CSP to develop an educational plan of action, the goal of which is to enhance the likelihood of success upon retaking this exam. In addition to any recommendations by the Chair of the CSP:
  - Following a first failure of COMLEX-USA Level 2CE, the student is required to register for and complete the online Boards Boot Camp for Level 2 COMLEX-USA. The student will determine the program level after reflection regarding their particular needs.
  - In the event of a second failure of COMLEX-USA Level 2CE, the student is required to register for and complete the residential PASS program for COMLEX-USA Level 2. The student will determine the program level after reflection regarding their particular needs.
- contact the Clinical Coordinator in the UNE COM Clinical Education Office to discuss adjustments to their clinical schedule and implications for graduation

and residency.

- The college will: indicate to the NBOME that the student is ineligible to obtain a test date until such time as the educational plan of action has been approved and completed, and the student is prepared to re-take the COMLEX-USA exam. Final determination of the student's eligibility to re-take COMLEX-USA will reside with the college.

## **COMLEX-USA LEVEL 2PE**

### **COMLEX-USA LEVEL 2PE – ELIGIBILITY**

The student may schedule COMLEX-USA Level 2PE after completing a minimum of 18 weeks of core clerkships; however, we strongly recommend many more weeks of clinical experience before taking this exam. Each student must be in good standing, academically and professionally, to be eligible for COMLEX-USA Level 2PE. Good academic standing is defined as having no outstanding course or academic deficiencies and no pending professionalism issues. A student who is not in good standing:

- will be designated by the college as “ineligible” for the NBOME COMLEX-USA Level 2PE 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. The Committee on Student Progress (CSP) must approve/endorse the plan of action regarding deficiencies/issues and determine that same are successfully resolved.
- will be made eligible, by the college, to take COMLEX-USA Level 2PE once outstanding deficiencies/issues are successfully resolved. It is the student's responsibility to schedule a test date with the NBOME.

### **A STUDENT WHO DOES NOT RECEIVE A PASSING COMLEX-USA LEVEL 2PE SCORE MUST:**

- contact the Chair of the CSP to develop an educational plan of action, the goal of which is to enhance the likelihood of success upon re-taking this exam.
- in addition to any recommendations by the Chair of the CSP, the student will contact the OCS 2 Course Director or the Director of the Clinical Performance Center to review their prior on-campus standardized patient testing performance and to schedule on-campus standardized patient testing before rescheduling this exam.
- contact the Clinical Coordinator in the UNE COM Clinical Education Office to discuss adjustments to their clinical schedule and implications for graduation and residency.

**The college will:** indicate to the NBOME that the student is ineligible to obtain a test date, until such time as the educational plan of action has been approved and completed, and the student is prepared to re-take the COMLEX-USA exam. Final determination of the student's eligibility to re-take COMLEX-USA will reside with the college.

## USMLE

UNE COM does not require students to take any Step of the 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 it 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 after January 1 of 2<sup>nd</sup> year.
- Student will complete the application, attach an original head and shoulders photo to it, and bring the completed application to the Office of Academic Affairs to obtain the signature of the Associate Dean and the seal of the university.
- The student will send the application to the NBME.
- The Associate Dean for Academic Affairs will verify the student's eligibility with the NBME.
- It is the student's responsibility to become familiar with exam protocol 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 3<sup>rd</sup> year. If the student did not previously take Step 1, see the instructions under USMLE STEP 1, above, for how to register.
- The Associate Dean for Recruitment, Student and Alumni Services will verify the student's eligibility for USMLE Step 2 with the NBME.
- It is the student's responsibility to become familiar with exam protocol and content and to schedule the exam with the NBME.