University of New England College of Osteopathic Medicine

Student Handbook Supplement
2017-2018

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. In addition, changes may be published in the handbook supplement.

In addition to this document, students should familiarize themselves with:

the College Catalog [http://www.une.edu/registrar/2017-2018-academic-catalog/professional-catalog/osteopathic-medicine](http://www.une.edu/registrar/2017-2018-academic-catalog/professional-catalog/osteopathic-medicine)


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.

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.
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COLLEGE OF OSTEOPATHIC MEDICINE

I. 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 (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.

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 of BMS 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, the Osteopathic Pre-doctoral Research 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).

J. **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.

II. 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 an 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 Osteopathy 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 by the Dean.
III. 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 matriculate and graduate the best possible physicians, and thus admission to medical school has been offered to those who present the highest qualifications for the study and practice of medicine. All required courses in the curriculum are necessary in order to develop essential skills required to become a competent general physician.

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. All students, including students with disabilities, must have the capacity to manage their lives and anticipate their own needs. Situations can arise in which a student’s behavior and attitudes resulting from a disability or other personal circumstances present a problem which impairs the student’s ability to meet the College’s standards, even after reasonable accommodations have been considered and, if appropriate, made by the College.

E. 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, regardless of disability, will be held to the same admission standards, and all enrolled students, regardless of disability, will be held to the same academic standards, understanding that all properly submitted requests for reasonable accommodation will be considered.
Policies:

A. No otherwise qualified individual will be denied admission to UNE COM based solely upon a disabling condition.

B. Students with disabilities applying for admission to UNE COM will be expected to have achieved the same requirements as their non-disabled peers, with reasonable accommodation provided, if properly requested and approved.

C. Enrollment in UNE COM assumes that admitted students will possess certain levels of cognitive, emotional, and technical skill. Osteopathic medical students with disabilities will be held to the same fundamental standards as their non-disabled peers. 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.

D. The College is obligated to provide reasonable accommodations that will eliminate or minimize the barriers disabled students may face in the process of successfully completing the requirements for graduation from UNE COM. Accommodations are not reasonable if they would fundamentally alter the nature of the program, lower programmatic standards, impose an undue burden to the College, significantly impact the rights of other students in the program, or pose a 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.

A. 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 necessitates 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.

B. 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

C. 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.

D. 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.

E. 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.

F. Participation in Osteopathic Manipulative Medicine Laboratories:

Active participation in Osteopathic Manipulative Medicine 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.
G. 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.

IV. GENERAL POLICIES

A. Registration:
The University conducts an annual registration confirmation for students during the initial days of the new academic year. During this process, students are expected to finalize 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.

1. Individuals who fail to confirm course registration by the established process and deadline 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 and during other years of their academic curriculum.

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 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.
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 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 clinical sites.

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 http://www.une.edu/studentlife/shc/information/student-health-insurance or contact Alethea Cariddi in the UNE Campus Services Department, 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 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 ([http://www.une.edu/studentlife/biddeford/sasc](http://www.une.edu/studentlife/biddeford/sasc)) 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. **Student Access Center:**

Students with disabilities are encouraged to contact the Student Access Center ([http://www.une.edu/studentlife/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.

M. **Student Records:**


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

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.
V. PROFESSIONAL BEHAVIOR AND CONDUCT

In addition to satisfactory completion of the curricular requirements for graduation from the University of New England, College of Osteopathic Medicine (UNE COM), students must demonstrate acceptable professional behavior and conduct.

Standards for Professional Behavior and Conduct

A. Behave in a 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., consistently demonstrate truthfulness in documentation, reports and self-evaluations, show appropriate personal control, and assume responsibility for tasks that he/she can manage;

C. 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;

D. Recognize his/her personal limitations and biases, – intellectual, physical, or emotional – and strive to correct them, e.g., overcome negative behaviors such as procrastination, interact as a functional team member, and adapt to new situations; avoid discriminatory conduct or speech;

E. 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;

F. 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;

G. Demonstrate ability to learn from mistakes and failures, 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;

H. Demonstrate compassion and respect toward others, e.g., work cooperatively with differences and diversity in personalities and in cultural backgrounds as well as with differences in social and economic status; respect the privacy and individual choice of others;
I. Consistently demonstrate respect for administrators, faculty, staff, and fellow students of the University in all settings on and off campus, and the Clinical Sites.

J. 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.

VI. UNE COM CODE OF ETHICS

The purpose of the UNE COM code of ethics is to promote ethical and professional standards of personal conduct, reinforcing in particular 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 SHOULD ACT HONORABLY AND ETHICALLY AT ALL TIMES AND SHOULD 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.
VII. 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 for men, and conservative length skirts/dresses, dress pants and dress tops for women. 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.*
VIII. MISSION AND CURRICULUM DESCRIPTION

The four-year curriculum is under the supervision of the Associate Dean for Academic Affairs (ADAA) and the Associate Dean for Clinical Education (ADCE) with input from the Curriculum Advisory Committee.

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

UNE COM has adopted as learning objectives (outcomes) the following seven core competencies of the American Osteopathic Association:

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.
Curriculum Overview

The University of New England College of Osteopathic Medicine (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.

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 large and small group 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) (see below). Year 4 students continue their learning with selective and elective clinical rotations at UNE COM-approved programs of their choice.

For additional information on the COM curriculum, visit http://www.une.edu/registrar/2017-2018-academic-catalog/professional-catalog/osteopathic-medicine

IX. 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.

A. All final grades are submitted to the Registrar within two weeks following the scheduled final examination.

B. 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.
C. 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 routinely 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:

i. **HONORS** – (H)

ii. **HIGH PASS** – (HP)

iii. **PASS** – (P)

iv. **FAIL** – (F) Any student failing to complete the course requirements will have a grade of FAIL (F) recorded as the course grade.

v. **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.

vi. **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 Syllabi for each course or the Clinical Training Manual.

X. 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 will be made only 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 the UNE COM Protocol for ExamSoft Exams and for Years 3 and 4: Refer to the Clinical Training Manual.

Administration of COMAT Exam 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, such as religious observations, must contact the Office of Recruitment, Student & Alumni Services (RSAS).

Exam Cancellation:
See the UNE Student Handbook, COM Course or Rotation Syllabi http://www.une.edu/registrar/2017-2018-academic-catalog/professional-catalog/osteopathic-medicine

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 cancelation, 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
Students may also access http://my.une.edu/ for information.

**XI. COMSAE AND COMLEX-USA LEVELS 1, 2-CE (AND 2-PE)**

**REQUIREMENTS:**

- Prior to taking the Comprehensive Osteopathic Medical Licensing Examination (COMLEX-USA), Level 1 and Level 2CE, each student must achieve a score >500 on the corresponding level timed Comprehensive Osteopathic Medical Self-Assessment Examination (COMSAE). A student who does not achieve a score >500 will be ineligible to take COMLEX-USA.

- 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. A student who is unable to do so prior to the start of the 13th week of the 3rd year core clinical schedule will be registered for Directed Study for the balance of the academic year in order to adequately prepare for and pass COMLEX-USA Level 1 and, upon passing, will join the next class.

- 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, excluding 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.
COMSAE LEVEL 1 AND COMLEX-USA LEVEL 1

COMSAE Prerequisite for COMLEX-USA Level 1

- All students are required to take a timed and proctored Level 1 COMSAE on campus in the fall of 2nd year.
  - The Office of Academic Affairs will announce the date, time and specific COMSAE version.
  - The purpose of this COMSAE is to gauge the student’s progress with preparation for COMLEX-USA Level 1.
  - The college will pay for the designated fall exam.
  - Students may take additional timed COMSAEs at their own expense.

- Research indicates a high correlation between results of a timed COMSAE and subsequent COMLEX-USA if the exams are taken within a short time of each other. For that reason, it is required that students who intend to take COMLEX-USA Level 1 after achieving a score >500 on a timed COMSAE do so within thirty (30) days following the COMSAE.

- A student who achieves a score >500 on the fall timed and proctored COMSAE:
  - may schedule and take COMLEX-USA Level 1 if they so desire; however, we do not recommend this.
  - 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 Level 1 COMSAE(s), paid for by the college, at the designated time(s), as described in the next paragraph (taking additional practice timed COMSAEs and timed and proctored Level 1 COMSAEs is recommended).

- A student who does not achieve a score ≥500 on the fall timed and proctored COMSAE will be required to take at least one additional timed and proctored COMSAE, on campus, in the spring term of 2nd year.
  - The Chair of the Committee on Student Progress (CSP) and the Associate Dean for Academic Affairs (ADAA) will monitor the student’s progress toward achieving the required score and will meet with students whose scores indicate the need for additional guidance.
  - The student also may proactively request to meet with the Chair of the CSP or the ADAA to discuss a plan for COMSAE/COMLEX-USA preparation.
  - The Office of Academic Affairs will announce the date, time and specific COMSAE version(s) for the spring COMSAE(s).
  - The college will pay for the designated exam(s).
  - Students may take additional timed COMSAEs at their own expense.
• A student who is unable to achieve a score >500 on the **timed and proctored** COMSAE(s) offered in the spring term of 2nd year:
  
on 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.
  
on may not begin rotations and, depending on the student’s circumstances, as determined by the CSP and/or the Office of Recruitment, Student and Alumni Services, will be required to proceed with one of the following: 1) a mandatory leave of absence during which the student will not be charged tuition or receive financial aid; or 2) registration for one-credit hour of Directed Study in order to engage in extended test preparation. The student will pay tuition for one-credit hour and will receive financial aid, with full tuition being due and payable when the student commences rotations within the required time frame.
  
on is required to meet with the CSP to formulate a plan for additional COMSAE/COMLEX-USA preparation.
  
on 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 >500 on a **timed** COMSAE in a time frame that will generate COMLEX-USA Level 1 results prior to the start of the 13th week of the 3rd year core clinical schedule:
  
on will be required to participate in a corrective action plan in order to achieve the required score; this may include, but is not limited to, an online or external preparation program, in which the student is required to enroll at their expense, and
  
on will be placed in the next class.
  
on Also see additional information under “COMLEX-USA Level 1” below.

• A student who takes COMLEX-USA Level 1 without first documenting a timed Level 1 COMSAE score >500 will be subject to further action by the Committee on Student Progress.
COMLEX-USA LEVEL 1

COMLEX-USA LEVEL 1 - REQUIREMENTS:

- Students in the Class of 2020 must take COMLEX-USA Level 1 no later than June 9, 2018. The date will change for future classes, and the COM Office of Academic Affairs will communicate the specific date to each class at the beginning of their 2nd year.

- Students must have results of COMLEX-USA Level 1 by the end of the spring term of 2nd year (June 30) or they will receive an “I” for the spring term OMK and OCS 2B until the score is posted.

- Passage of COMLEX-USA Level 1 is a prerequisite for starting clinical rotations.

- A failure of COMLEX-USA I must be remediated prior to commencing clinical rotations.

- A student who cannot document a passing score for COMLEX-USA Level 1 by the start date for clinical rotations may not begin rotations until they have passed. However, they are expected to attend the scheduled orientation at their clinical campus and, while awaiting results of Level 1, should contact the coordinator at their clinical campus for permission to participate in Academic Day and other academic activities. Until passing results are posted, the student may not shadow physicians in the clinical setting or engage in any patient care activities.

- **A student who is unable to achieve a passing COMLEX-USA Level I score prior to the start of the 13th week of the 3rd year core clinical schedule will be reassigned as a member of the next class.** If the student can document a passing COMLEX-USA Level 1 score prior to the date of the Clinical Campus Assignment Process (CCAP) for the 2nd year class, student may participate in that process; otherwise, the student will be assigned to a clinical campus at a later time by the Office of Clinical Education.

- The student will have a maximum of three attempts to pass COMLEX-USA Level 1. A student who does not pass COMLEX-USA Level 1 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, excluding 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.
COMLEX-USA LEVEL 1 - ELIGIBILITY:

- The 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.
  - will remediate outstanding course 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 1 once outstanding deficiencies/issues are successfully resolved. It is the student’s responsibility to schedule a test date with the NBOME.

- Prior to taking COMLEX-USA Level 1, each student must achieve a score ≥500 on a timed Level 1 COMSAE, taken within thirty (30) days of the scheduled COMLEX-USA test date. Review the section above titled “COMSAE Prerequisite for COMLEX-USA Level 1” for specific information.

COMLEX-USA LEVEL 1 - RESULTS

- A student who receives a passing COMLEX-USA Level 1 score will be allowed to begin clinical training on the start date of the next scheduled clinical rotation.

- A student who does not receive a passing COMLEX-USA Level 1 score prior to the start of the 13th week of the 3rd year core clinical schedule will not be allowed to begin clinical rotations in the current academic year and, after passing Level 1, will join the next class. The student will be registered for one-credit hour of Directed Study for the fall and spring terms in order to engage in extended test preparation and to take and pass Level 1. The student will pay tuition for one-credit hour in each term and will receive financial aid, with full tuition being due and payable when the student resumes full-time matriculation.

A STUDENT WHO DOES NOT RECEIVE A PASSING COMLEX-USA LEVEL 1 SCORE MUST:

- meet with 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 1, the student is required to register for and complete the online Boards Boot Camp for Level 1 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 1, the student is required to register for and complete the residential PASS program for COMLEX-USA Level 1. The student will determine the program level after reflection regarding their particular needs.

• meet with the Academic Coordinator in the UNE COM Clinical Education Office to discuss adjustments to their clinical schedule.

• achieve a score ≥500 on a timed COMSAE within thirty (30) days of the scheduled COMLEX-USA Level 1 and send a screen shot of the score report to the Chair of the CSP and to the Associate Dean of Academic Affairs.

• achieve a passing COMLEX-USA I score prior to the start of the 13th week of the 3rd year core clinical schedule, in order to begin clinical rotations and remain a member of the current class.

• 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.

COMSAE LEVEL 2 AND COMLEX-USA LEVEL 2CE

COMSAE Prerequisite for COMLEX-USA Level 2CE
• Each student is required to independently take a timed Level 2CE COMSAE at the latest, a minimum of ten (10) days prior to their scheduled COMLEX-USA Level 2CE exam date.
  o The college will pay for two (2) Level 2CE COMSAEs.
  o The office of Clinical Education will announce when the COMSAEs are available.
  o Students may take additional timed COMSAEs at their own expense.

• A student who achieves a score ≥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 ≥500 on a timed Level 2CE COMSAE will:
  o contact the Chair of the Committee on Student Progress to discuss study strategy and resources.
  o Advise their COM Clinical Education student support person of any changes they intend to make to their rotations schedule.
  o take additional timed Level 2CE COMSAEs, at their own expense, until they achieve the score threshold. Upon achieving a timed Level 2CE COMSAE score ≥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.
  o 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 ≥500, the college will reinstate the student’s eligibility to take COMLEX-USA Level 2CE.

- A student who takes COMLEX-USA Level 2CE without first documenting a timed Level 2CE COMSAE score ≥500 will be subject to further action by the CSP.

COMLEX-USA LEVEL 2CE

COMLEX-USA LEVEL 2CE - REQUIREMENTS:

- 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 4th 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.
- A student has a maximum time period of six (6) years (150% of the four-year curriculum, excluding 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.

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:
  o will be designated by the college as “ineligible” for the NBOME COMLEX-USA Level 2CE until the outstanding deficiencies/issues are resolved.
  o 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.
  o 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.
• 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 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:
  o 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.
  o 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.

• achieve a score \( \geq 500 \) on a **timed** Level 2CE COMSAE within thirty (30) days of the scheduled COMLEX-USA Level 2CE exam and send a screen shot of the score report to the Chair of the CSP and to the Clinical Coordinator in the UNE COM Clinical Education Office.
  o **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 - REQUIREMENTS:

- In order to present a complete COMLEX-USA transcript to residency programs in a timely manner, students are strongly encouraged to schedule COMLEX-USA Level 2PE (and 2CE) no later than September 30 of 4\textsuperscript{th} year.

- Passage of COMLEX-USA Level 2PE (and 2CE) is a graduation requirement.
  - Each student will have a maximum of three attempts to pass COMLEX-USA Level 2PE (and 2CE). 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.

- A student has a maximum time period of six (6) years (150\% of the four-year curriculum, excluding 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.

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 2nd year.
- Student will complete the application, attach an original head and shoulders photo to it, and bring the completed application to the Office of Recruitment, Student and Alumni Services 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 Recruitment, Student and Alumni Services 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 3rd 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.

XII. ATTENDANCE/ABSENCE POLICY

UNE COM Osteopathic Medical Student Attendance Policy:

The University of New England, College of Osteopathic Medicine creates a variety of venues to support high quality learning and teaching, which the attendance policy strives to support by honoring students’ varied learning styles and by allowing faculty and course directors to maintain the integrity of the curriculum. Working in conjunction with the teaching faculty of a course, the course director(s) will specify which educational sessions are mandatory and which are optional and post this information in the student calendar well in advance of the session. Mandatory and optional educational sessions may or may not be recorded and posted; this will be decided at the discretion of the presenting faculty member.

Excused Absences 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.

A. 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 (https://goo.gl/forms/2M8IYbksVcZtwpF02). 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.

B. 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.

C. 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.
D. Examples of excused absences include, but are not limited to:

1. observance of a religious custom/holiday
2. attendance at a qualifying professional conference or meeting
3. 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 (https://goo.gl/forms/2M8IYbksVcZtwpF02) link to be provided). 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.

A. The explanation must contain:

1. the date(s) of unanticipated absence(s),
2. the specific activity (e.g. class, exam, etc.) that was missed,
3. the reason for missing the mandatory activity,
4. a plan to address the learning objectives of the missed mandatory activity.

B. The Associate Dean will determine whether or not the circumstances surrounding the absence meet the criteria of an excused absence.

C. 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.

D. 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.

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.
Anticipated Absences Year 3 and 4:

Every anticipated absence from a rotation must be requested, 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 the appropriate person at the clinical campus, and must be received in the COM Clinical Education Office prior to the first day of the anticipated absence. Approval of the absences is done by the Associate Dean for Clinical Education. The student will be notified of the Dean’s determination of the absence status.

Unanticipated Absences Year 3 and 4:

Students are required to notify the COM Clinical Education Office immediately before or after an unanticipated absence from a rotation. The absence must be 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 the appropriate person at the clinical campus, and must be received in the COM Clinical Education Office prior to the first day of the anticipated absence. Approval of the absences is done by the Associate Dean for Clinical Education. The student will be notified of the Dean’s determination of the absence status by the COM Clinical Education Office.

XIII. CLASS AND EXAM CANCELLATION/DELAY POLICY:

See the UNE Student Handbook, COM Course or Rotation Syllabi (http://www.une.edu/registrar/2017-2018-academic-catalog/professional-catalog/osteopathic-medicine)

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 cancelation, 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.
XIV. STUDENT PROGRESS

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.

K. 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 on academic probation will remain enrolled and must continue to meet the curricular requirements of all units of study.

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 academic performance improves.
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

XV. LEAVE OF ABSENCE
A. The paperwork to process the Leave of Absence (LOA) is handled by the Office of Recruitment, Student and Alumni Services (RSAS). Students should meet with the Associate Dean of RSAS whenever considering a leave of absence.
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 or clinical assignments in the COM clerkship or preceptorship programs.

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 official LOA will not 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. (http://www.une.edu/registrar/2017-2018-academic-catalog/student-records-and-administrative-policy) Before any student can return from a leave of absence, the individual must meet with the Committee on Student Progress (CSP) for re-instatement within the college.

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 [LINK] and submit to the University Medical Office no later than 2 weeks prior to the start of the semester of return.

Administrative Medical Or Psychological Leave Of Absence Policy

(Policy currently under review)

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

A. The University’s Medical Officer (defined for purposes of this section as the Medical Officer designated by the President of the University, or the designee of either, as appropriate), in consultation with the Provost, may place a student on a Mandatory Medical or Psychological Leave of Absence, without the student’s agreement or consent, if the Medical Officer determines that the student’s condition presents a clear and imminent danger to themselves and/or others.

B. As part of the Mandatory Medical or Psychological Leave of Absence process, the Medical Officer or the Assistant Vice President of Student Affairs/Dean of Students or their designees, may inform the student’s parents, guardians, or other appropriate person of the existence of a health and safety emergency.

C. Before a student is placed on a Mandatory Medical or Psychological Leave of Absence, the Medical Officer will make an individualized assessment of the student’s ability to participate safely in applicable University programs. In making this assessment, the Medical Officer will exercise his or her reasonable judgment based upon the evidence available, consultation with the Assistant Vice President of Student Affairs/Dean of Students or his/her designee, and his or her knowledge of the student’s condition. The Medical Officer will provide the student (and the student’s parents, guardians or other appropriate persons in the event they have been notified) an opportunity to address the evidence being considered, unless the Medical Officer determines in his or her discretion that the circumstances require immediate action before the consideration of additional information. The Medical Office may seek outside consultation at his/her discretion.

D. If the Medical Officer decides that a Mandatory Medical or Psychological Leave of Absence is necessary, the Leave will take effect immediately. The Medical Officer will thereafter explain the basis for the decision in writing, and may include conditions for the student’s return, including a condition that the student grant permission for the Medical Officer to talk with, or receive documentation from, his or her treating professionals. The written decision will be provided to the student. The Medical Officer’s decision remains effective unless modified on appeal.

E. The student may request an appeal review within five business days of the date of the Medical Officer’s written decision by submitting a written request for a review to the Assistant Vice President of Student Affairs/Dean of Students. The written request for review must include a summary of the basis for the request for review. If additional medical information is included in the appeal the Assistant Vice President of Student Affairs/Dean of Students may consult with the Medical Officer to evaluate this information. The Assistant Vice President of Student Affairs/Dean of Students will review the written decision of the Medical Officer and the summary of the basis for the request for review. The Assistant Vice President of Student Affairs/Dean of Students will determine whether (i) to dismiss the request for review as being without merit, (ii) to conduct the review him or herself or (iii) to appoint a hearing panel to conduct the review. If the Assistant Vice President of Student Affairs/Dean of Students opts to appoint a panel, the panel will consist of him or herself (or his or her designee) and two health care providers. The Assistant Vice President of Student Affairs/Dean of
Students or the hearing panel may consult with legal counsel to advise it during the review hearing and deliberations.

F. If no timely request for an appeal review is submitted, the Medical Officer’s decision is final.

G. The student may be accompanied by an Advisor at the hearing panel meeting. Neither the student nor the Advisor may participate in the panel’s deliberations. The Advisor shall be a member of the faculty or staff from within University community. The student may also, for good cause, request that his or her Advisor be a parent, legal guardian, or other family member. The Advisor may not be an attorney. This request will be reviewed and decided upon before the review by the Assistant Vice President of Student Affairs/Dean of Students or the hearing panel. The student may also be accompanied by his or her health care provider(s), if the provider(s) will present evidence at the review hearing.

H. At the appeal review hearing, the Medical Officer will explain the basis of his or her decision on a Mandatory Medical or Psychological Leave of Absence.

I. The student may present evidence in opposition to the Medical Officer’s decision. If the student has a proposal that is different from the Medical Officer’s Mandatory Medical or Psychological Leave of Absence, the student is encouraged to present that alternative proposal at or before the review hearing. Information may be presented by telephone.

J. After the conclusion of the APPEAL review, the Assistant Vice President of Student Affairs/Dean of Students or hearing panel will deliberate in private.

K. In reaching its final decision on a Mandatory Medical or Psychological Leave of Absence, the Assistant Vice President of Student Affairs/Dean of Students or hearing panel will determine, based on the evidence presented, whether the student’s condition presents and imminent threat to the health or safety of him or herself or others or significant and pervasive disruption to the learning community. The Assistant Vice President of Student Affairs/Dean of Students or hearing panel may affirm the Mandatory Medical or Psychological Leave of Absence, adopt any alternative proposed by the student, or develop its own terms and conditions, including terms and conditions for the student’s return, which may include that the student grant permission for the Medical Officer to talk with his or her treating professionals.
Application to Return from Medical or Psychological Leave of Absence

Please consult the following documents as you prepare your application to return from medical leave: The Leave of Absence Policy [LINK] and the Voluntary Administrative Medical or Psychological Leave of Absence or Mandatory Administrative Medical or Psychological Leave of Absence policies and any additional conditions identified by the University for your return.

The deadline for receipt of the application to return from medical leave and all supporting documents:
- At least two weeks prior to your anticipated return
- Please check with your program regarding application dates for summer, winter or online semesters

The application to return from medical leave includes:
- This form
- A letter from you requesting the return
- Documentation from your healthcare provider(s) as applicable.

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>PRN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street address</td>
<td>City, State, Zip</td>
<td></td>
</tr>
<tr>
<td>Home#</td>
<td>Cell#</td>
<td>Email:</td>
</tr>
<tr>
<td>Program &amp; Major:</td>
<td>College:</td>
<td>Campus:</td>
</tr>
</tbody>
</table>

| Month/Year of Departure | I am applying to return to UNE: Fall_______Spring_______(Year) |
| Other: |

| Yes | No | I have provided my healthcare provider with a release so that she or he may talk or provide written documentation to: |
| Dr. John Langevin, UNE Medical Officer, or designee |

In many cases, the Medical Officer may contact a student’s health care provider for more information about a student’s treatment or their ability to return to the University. You can help expedite that process by filling out the HIPAA Waiver below:

I hereby provide a HIPAA release to Dr. John Langevin of the University of New England to allow him to speak with __________________________(name of health care provider) from _________ (date) to _________ (date).

Signature: __________________________ Date: __________________________

All materials should be sent to the address below. The diagnosis forms and accompanying letter should be submitted by the treating healthcare provider(s).

Dr. John Langevin, Assistant Provost
UNE Medical Officer
University of New England
11 Hills Beach Road
Biddeford, Maine 04005

PHONE: (207) 602-2549
FAX: (207) 602-5987
jlangevin@une.edu
XVI. STUDENT RIGHTS AND RESPONSIBILITIES

Appeals for Withdrawal or Dismissal:

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 student’s Academic 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 appropriate academic Dean within seven (7) business days of the decision. Such appeals shall be in writing and shall be delivered to the appropriate 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 Academic Dean’s office if the student has exhausted all required procedural options at the instructor, departmental or other appropriate level(s).

C. The appropriate Dean will make a determination 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 appropriate 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. [http://www.une.edu/registrar/2017-2018-academic-catalog/student-records-and-administrative-policy](http://www.une.edu/registrar/2017-2018-academic-catalog/student-records-and-administrative-policy)
XVII. 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) constitute the basis for reports and discussions at the clinical caucuses.

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.


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](http://www.osteopathic.org) 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.