BURRELL COLLEGE of HEALTH SCIENCES

Student Handbook
2026-2027



Photo Depicted is of the Las Cruces (NM) campus



Photo Depicted is of the Melbourne (FL) campus

Las Cruces (NM) Campus
3501 Arrowhead Drive
Las Cruces, NM 88001

Melbourne (FL) Campus
Harris Commons
3011 S. Babcock St.
Melbourne, Florida 32901

Published: 6.30.2026
Effective Date: 7.1.2026-6.30.2027

Table of Contents

Welcome and Introduction 7
Mission, Vision, and Values 7
Mission 7
Vision 7
Values 7
Licensure and Accreditation 8
Institutional Licensure 8
New Mexico Higher Education Department 8
Florida Commission for Independent Education 8
NC-SARA 9
Accreditation 9
Complaints Regarding Accreditation 9
Students' Rights, Responsibilities, and Standards 11
Non-Discrimination 11
Title IX 11
Grievances 12
Procedure 12
Protected Patient Health Information 13
Conflict of Interest 14
Student Assumption of Risk 14
Code of Professional Conduct 14
Academic Integrity 15
Cheating 15
Use of Electronic Devices During Assessments 15
Plagiarism 16
Fabrication and Falsification 16
Self-Plagiarism 16
Unauthorized Sharing of Examination Content 16
Use of Artificial Intelligence 16
Consequences 16
Compliance Trainings and Other Requirements 16
Professional Attire 17
Ensuring Professional Appearance 17

Guidelines 17
Acceptable Use of Technology and Copyright 18
Internet Access 18
Cell Phones 18
Copyright 19
Electronic Communication 19
Logo Use, Photography/Videography, and Lecture Recordings 19
Merchandise and Burrell College of Health Sciences Logo Protection 19
Photography and Videography Statement 20
Artificial Intelligence Statement 20
Appropriate Use 20
Recordings and Learning Materials 21
Virtual Environment and Social Media 21
Virtual Environment 21
Social Media 22
Academic Policies and Records 23
Academic Records 23
Transcripts 23
Family Educational Rights and Privacy Act (FERPA) 23
Definitions As Applicable 25
Enrollment Statuses 28
First Term Enrollment 28
Continuous Enrollment 28
Academic Suspension 28
Leave of Absence 28
Withdrawal 28
Administrative Withdrawal 28
Academic Standing 29
Good Academic Standing 29
Academic Probation 29
Withdrawal from the College 29
Leave of Absence 30
Impact of Withdrawal or Leave on Federal Loan Eligibility 31
Tuition and Fees 31

Tuition Refund Policy 31
Financial Aid 31
Student Progress in the Degree Program 32
Veteran Programs 32
Federal Student Loans 32
Private Student Loans 33
Scholarships 33
Professional Judgements and Review of Your Cost-of-Attendance 33
Consumer Information 34
Health, Wellness, and Student Support 35
Physical and Behavioral Health Services 35
Student Health Insurance 35
Timely Telehealth – Physical and Behavioral Health 35
Las Cruces (NM) Campus - Physical Health Services 35
Melbourne (FL) Campus – Physical Health Services 35
Health Care at Remote Regional Academic Centers 36
CARE Team 36
Veteran Crisis Line 36
Crisis Text Line 36
Accessibility and Accommodations 37
Documentation Guidelines 37
Grievance Procedures for Students with Disabilities 38
Special Environments 38
Pregnancy in Special Environments 39
Fragrance and Scent Sensitivities 39
Academic Support Services 39
Career Counseling 40
D.O. Degree Program Specific Considerations 40
Student Life 41
Clubs and Organizations 41
Student Sponsored Events 41
D.O. Degree Program Student Government Association 41
Academic Programs and Curriculum 43
Doctor of Osteopathic Medicine (D.O.) Degree Program 43

Code of Medical Ethics 43
Attendance 44
Note Regarding Absences for OMS I and OMS II: 45
Note Regarding Absence for OMS III and OMS IV: 45
Course Grades 46
OMS I and OMS II 46
OMS III and OMS IV 46
Grade Point Average (GPA)/Class Rank 46
Grade Appeals 47
Student Performance and Promotion 47
Course Remediation 47
Promotion 48
Pathophysiologic Overview of Medicine (POM) Course 48
COMLEX-USA® 48
Examination Sequence 48
Performance Requirements 48
Student Performance Committee 49
Graduation Requirements and Time to Degree 50
Student Evaluations 50
Supervised Patient Care 51
Osteopathic Manipulative Medicine and Physical Examination Training 51
Clerkship Manual 52
Regional Academic Centers 52
Examinations and Assessments 52
Research and Scholarly Activity 55
D.O. Degree Students Distinction in Research 56
Library and Learning Resources 57
Campus Safety 58
Annual Safety and Security Report 58
Las Cruces (NM) Campus - Security 58
Melbourne (FL) – Security 58
Identification Cards 59
Privacy and Surveillance 59
Theft 59

Weapons, Firearms and Explosives 59
Sexual Misconduct, Abuse, Harassment, and Other Crimes 59
Emergency Notification and Procedures 60
Severe Weather 60
False Reporting 60
Motorized Micromobility Transportation Devices 61
Substance-Free Campus 61
Standards of Conduct 61
Routine Alcohol and Drug Testing 62
Reasonable Suspicion Testing 62
College-Owned Resources 63

Welcome and Introduction

This handbook is intended to provide information regarding policies and procedures that govern the conduct of the degree programs for students at the Burrell College of Health Sciences (Burrell College or the College). All enrolled students and those seeking matriculation to the College should become familiar with its contents.

The College reserves the authority to amend its policies and procedures, thereby modifying the contents of this Handbook. The College will provide notice of change to its students and the college community when such changes in policies or procedures occur. Students shall be responsible for complying with the College's policies and procedures as stated herein and as posted on its website at:

https://burrell.edu/about-bcom/governance/institutional-policies/
https://burrell.edu/about-bcom/sop/

Mission, Vision, and Values

Mission

The Burrell College of Health Sciences educates a diverse osteopathic physician and healthcare workforce committed to improving the quality and access to healthcare in underserved communities.

¡Para la gente y el futuro! For the people and the future!

Vision

The Burrell College of Health Sciences will be celebrated for preparing culturally competent healthcare professionals dedicated to serving the Southwest, particularly among its Native American and Hispanic populations, and further extending locally and nationally to all underrepresented communities served by the College.

Values

- **Service**
- **Excellence**
- **Community**
- **Inclusion, and**
- **Integrity**

Our values reflect this mission and shape every aspect of the student experience. These values not only define who we are as an institution but also serve as the foundation for the personal and professional development we expect of every student, faculty and staff.

Licensure and Accreditation

Institutional Licensure

New Mexico Higher Education Department

The Burrell College of Health Sciences, Las Cruces (NM) campus, operates under the authority granted to it by the New Mexico Higher Education Department and agrees to operate in compliance with all applicable laws, statutes, and rules. Students and all members of the College community have available to them a process whereby they may file a complaint directly with the Higher Education Department regarding the operations of the College.

> *State rule provides a requirement that students or other parties with complaints or grievances against an institution first seek to resolve their complaint or grievance directly with the institution in accordance with the institution's complaint or grievance policy. A student or other party not satisfied with an institution's resolution of a complaint may submit a complaint to the Department in writing on the form referenced herein. A student must file a complaint with the department within three (3) years of his/her last date of enrollment.*
>
> -New Mexico Higher Education Department

In accordance with the Higher Education Opportunity Act, the College provides for the equitable treatment of its students if the College stops offering its educational program before all students enrolled in the program complete the program. For further information, please contact the Office of Institutional Effectiveness. Students wishing to file a grievance with the College may do so by contacting the Office of Institutional Effectiveness. The Grievance Policy and associated procedures may be found at:

https://burrell.edu/policy-b2040/

If the College is unable to reach a satisfactory resolution to the grievance, the complainant may contact the New Mexico Higher Education Department at:

New Mexico Higher Education Department
Private Post-Secondary Schools Division
2044 Galisteo Street, Suite 4
Santa Fe, NM 87505
(505) 476-8400
https://hed.nm.gov/students-parents/student-complaints

Florida Commission for Independent Education

Burrell College of Health Sciences, Melbourne (FL) campus, is licensed and operates under the authority granted to it by the Commission for Independent Education, Florida Department of Education and agrees to operate in compliance with all applicable laws, statutes, and rules. Students and all members of the College community have available to them a process whereby they may file a complaint directly with the Florida Commission for Independent Education regarding the operations of the College. If the College is unable to reach a satisfactory resolution to the grievance, the campus complainant for the Melbourne (FL) campus may contact the Commission at:

325 W. Gaines Street
Tallahassee, FL 32399
1-888-224-6684

NC-SARA

The National Council for State Authorization Reciprocity Agreements (NC-SARA) is an agreement among member states, districts and territories that sets national standards for interstate offerings of postsecondary distance education courses and programs. Burrell College is an NC-SARA approved institution, and the New Mexico Higher Education Department (NMHED) is the SARA Portal Entity for New Mexico. The accreditation status of the New Mexico campus extends to the Melbourne (FL) campus thus is not considered a separate institution for purposes of SARA. Distance education students attending Burrell who desire to resolve a grievance should follow the established grievance policy and procedures described above. However, if an issue cannot be resolved internally, you may file an NC-SARA complaint with NMHED. For more information, please visit:

https://hed.nm.gov/students-parents/student-complaints

Accreditation

The Burrell College is accredited by the Higher Learning Commission (HLC) as its institutional accreditor. In order to maintain its current status with the HLC, the College must comply with the *HLC* published Accreditation Policies which can be found at:

https://www.hlcommission.org/accreditation/policies/#policies

The Doctor of Osteopathic Medicine degree program is accredited by the American Osteopathic Association's Commission on Osteopathic College Accreditation (COCA). In order to maintain its current status with the COCA, the College must comply with the *COM Continuing Accreditation Standards (2023)* published by the COCA. These standards may be found at:

https://osteopathic.org/accreditation/standards/

Accreditation information can be found on our website:

https://burrell.edu/accreditation/

Complaints Regarding Accreditation

The College encourages all students and others who may have complaints regarding its compliance with accreditation standards to bring their concerns to the attention of the College's Office of Institutional Effectiveness. For a description of the accreditation complaints policy and procedures for reporting please refer to:

https://burrell.edu/policy-b2030/

Any complaint regarding accreditation may be filed anonymously without fear of retaliation through the College's online reporting system (https://burrell.edu/accreditation-complaint/). If the complaint cannot be satisfactorily resolved or if the complainant prefers, complaints may be directed to HLC. The procedure for such filings may be found at:

https://www.hlcommission.org/for-students/file-a-complaint-against-an-institution/

Students in the Doctor of Osteopathic Medicine degree may also direct complaints to the COCA:

https://osteopathic.org/wp-content/uploads/COCA-Complaint-Form.pdf

All inquiries and complaints received by the College regarding accreditation shall be considered confidential. Any individual or entity making such inquiry or filing a complaint in good faith shall not be subject to retaliation irrespective of final adjudication of the matter. All records of such inquiries or complaints shall be held by the College and subject to review by the Higher Learning Commission, Commission on Osteopathic College Accreditation (COCA) or other regulatory agencies as may be required by law.

Students' Rights, Responsibilities, and Standards

Non-Discrimination

The College does not discriminate in the conduct of its academic programs on the basis of race, ethnicity, color, sex, sexual orientation, gender, gender identity, national origin, age, disability, genetic information, religion, marital or veteran status in its educational programs, activities, admission, or employment policies and practices. The College further extends its non-discrimination policies to such other protected classes as may be identified and defined by statute.

Anyone observing discriminatory actions by students, faculty or staff of the College or anyone who believes they have been the object of such discrimination or any discriminatory practices by the College or its affiliates should notify the Office of Institutional Effectiveness. Any allegation of discriminatory practice will be investigated. The reporting individual may remain anonymous and file such reports without fear of retaliation.

Policies of the College with regard to non-discrimination, including a discussion of procedures attendant to these policies may be found at:

https://burrell.edu/policy-b1040/

Title IX of the Education Amendments of 1972, 34 CFR Part §106.31, addresses the specific instance of discrimination based upon sex.

Title IX

Title IX of the Education Amendments of 1972, 34 CFR Part §106.31 states the following:

> *No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.*

The College subscribes and adheres to the principles and requirements of *Title IX* and maintains such policies as are needed to ensure the protection of its students under this statute.

Anyone observing actions by students, faculty or staff of the College or anyone who believes they have been the object of such discrimination or any discriminatory practices by the College or its affiliates under *Title IX* should notify the College's Title IX Coordinator:

Teresa Garcia
Title IX Coordinator
tgarcia@burrell.edu| 575-674-2248

Any formal allegation of violation under *Title IX* will be investigated. Policies of the College with regard to sexual discrimination under *Title IX* including discussion of procedures attendant to these policies may be found at:

https://burrell.edu/students/title-ix/

Grievances

Burrell College has established standards to foster a safe and equitable environment conducive to learning and development. Any student may file a grievance, reporting any alleged unauthorized or unjustified act or decision by an individual, which in any way adversely affects the status, rights, or privileges of a member of the College community. The Grievance Policy is available on our website:

https://burrell.edu/policy-b2040/

Procedure

Informal Complaint

A College community member must first make a concerted effort to resolve the matter informally by discussing their concerns with the party against whom they have a complaint. If the College community member is unable to discuss their concerns with the party against whom they have a complaint, the member may contact the party's immediate supervisor for assistance. The Office of Human Resources or Student Affairs is available for assistance in informal conflict resolution.

Formal Complaint

A College community member should first make a concerted effort to resolve the matter informally, possible. If the matter cannot be satisfactorily resolved informally, the complainant can submit a formal written grievance by completing the online form on the College's website:

http://burrell.edu/bcom_grievance_form/

The College ensures all such grievances are strictly confidential to the extent permitted by law. **Any person filing a grievance will have the assurance of the involvement of an impartial representative of the College that is not directly involved in the area of the complaint. Any person filing a grievance can also be assured that no retaliatory action can be taken as a result of filing a complaint.**

https://burrell.edu/bcom_grievance_form/

Grievances are routed to the appropriate office based on the nature of the concern, as outlined:

a. Academic student-related grievances: Academic Affairs or Clinical Education or Program Director
b. Non-academic student-related grievances: Office of Student Affairs
c. Title IX-related grievances: Title IX Coordinator
d. Employee/contractor-related grievances: Office of Human Resources
e. Research misconduct-related grievances: Office of Research
f. Discrimination-related (non-Title IX) grievances: Office of Human Resources or Office of Student Affairs

The department head will review the information submitted in the grievance form and determine if the grievance can be adjudicated through an informal resolution or if the grievance needs to be addressed and reviewed through a formal investigation process. Each office will follow its established review and adjudication procedures.

Once the grievance has been resolved by the appropriate department, a notification of resolution will be forwarded to the Office of Institutional Effectiveness. The complainant will be notified in writing of the resolution by the department to which the grievance was routed. If any party is not satisfied with the decision of the grievance review process, the student may file an appeal with the Dean.

If any party is not satisfied with the decision through completion of the grievance process, they may report the complaint to:

Las Cruces (NM) Campus:	**Melbourne (FL) Campus:**
New Mexico Higher Education Department Private Post-Secondary Schools Division 2044 Galisteo Street, Suite 4 Santa Fe, NM 87505 Phone: (505)-476-8400 https://hed.nm.gov/students-parents/student-complaints	Commission for Independent Education 325 W. Gaines Street, Suite 1414 Tallahassee, FL 32399 Phone: 1-888-224-6684 https://www.fldoe.org/policy/cie/

Note: Any person with a Title IX complaint, please refer to the Title IX page on website for further information:

https://burrell.edu/students/title-ix/

Note: The National Council for State Authorization Reciprocity Agreements (NC-SARA) is an agreement among member states, districts and territories that sets national standards for interstate offerings of postsecondary distance education courses and programs. Burrell College is an NC-SARA approved institution, and the New Mexico Higher Education Department (NMHED) is the SARA Portal Entity for New Mexico. The accreditation status of the New Mexico campus extends to an additional location campus thus is not considered a separate institution for purposes of SARA. Distance Education students attending Burrell who desire to resolve a grievance should follow this established grievance policy and procedures. However, if an issue cannot be resolved internally, you may file an NC-SARA complaint with NMHED. For more information, please visit NMHED's website at:

https://hed.state.nm.us/students-parents/nc-sara

Protected Patient Health Information

All students are required to observe rules regarding patient privacy and protected health information (PHI). The following statement is published by the **U.S. Department of Health & Human Services:**

The *Standards for Privacy of Individually Identifiable Health Information* ("Privacy Rule") establishes, for the first time, a set of national standards for the protection of certain health information. The U.S. Department of Health and Human Services ("HHS") issued the Privacy Rule to implement the requirement of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA").[1] The Privacy Rule standards address the use and disclosure of individuals' health information—called "protected health information" by organizations subject to the Privacy Rule — called "covered entities," as well as standards for individuals' privacy rights to understand and control how their health information is used. Within HHS, the Office for Civil Rights ("OCR") has responsibility for implementing and enforcing the Privacy Rule with respect to voluntary compliance activities and civil money penalties.

Students are reminded to observe all HIPAA rules with a focus on maintaining privacy of Protected Health Information (PHI). While informal case discussions enhance experiential learning, patients must not be identified outside of direct management planning with participating providers. No protected health information should ever be posted to social media, nor should any protected health information be photographed, videoed, etc. and saved on a cellular or storage device. Students should review HIPAA training provided during orientation or refer to the federal regulations at:

https://www.hhs.gov/hipaa/for-professionals/privacy/laws-regulations/index.html

Any student found to be in violation of HIPAA rules will be subject to disciplinary action including administrative withdrawal from the degree program.

Conflict of Interest

Conflicts of interest may include, but are not limited to, situations in which a faculty member and/or preceptor responsible for assigning a grade is also providing or has provided patient care to the student. A conflict of interest may also include transactions, contracts or other matters between a corporation, firm, association, or other entity in which a student is financially or otherwise interested in this other entity. Students are required to report any potential conflicts of interest to the Office of Student Affairs for review and appropriate mitigation.

Student Assumption of Risk

By entering into an agreement with the Burrell College of Health Sciences to engage in your education you are voluntarily consenting to participate in educational activities, including required clinical skills experiences, with an understanding of the inherent risks, both known and unknown, associated with your professional training and education. As a student at the College, you acknowledge and assume responsibility for the inherent risks of adverse health events due to the nature of the general training and the specific clinical patient care environments. These risks may include, but are not limited to, occupational hazards and injuries, the transmission of communicable diseases, blood borne pathogen exposure, emotional stress, and bodily injury.

Code of Professional Conduct

Students enrolled in programs at the College are expected to hold themselves and their peers to professional standards of behavior. Upholding the integrity of the academic environment goes beyond honesty and accountability in the performance of coursework; it extends to interpersonal relationships both within and external to the campus community, respect for academic freedom, ethical use of social media, and conduct within the law. This includes compliance with the Safety in Private Spaces Act, Florida Statute 553.865. The College has adopted a general policy that describes the expectations it places upon its students, faculty and staff in exercising professional conduct. The complete Code of Professional Conduct policy may be found at:

https://burrell.edu/policy-b5001/

The Code of Professional Conduct, which outlines the College's expectations regarding professional behavior can be found on our website:

https://burrell.edu/about-bcom/code-of-professional-conduct/

Any violation of the College's Code of Professional Conduct that involves a student and/or any violation of student developed, class Honor Codes (https://burrell.edu/students/code_ethics/) must be reported to the Office of Student Affairs.

Students are required to report an arrest within two (2) business days of the arrest to the Office Student Affairs; failure to report will subject the student to disciplinary action up to and including administrative

withdrawal. To the fullest extent permitted by applicable law, upon notification of a student's arrest, the College will require the student to provide the associated case number and as requested, updates on the proceedings. Failure to comply may result in disciplinary action, in accordance with College policies. The College reserves the right to initiate a background check as part of its review process. Students should be aware that an arrest record may affect eligibility for required clinical rotations, which could impact academic progression.

Upon a report of a violation or suspected violation, an inquiry will be conducted under the direction of the Office of Student Affairs. If necessary, the Department Head of Student Affairs shall convene a Student Conduct Committee to determine whether or not an infraction has occurred and what sanction(s), if any should be levied. Students found in violation of the College's Code of Professional Conduct and/or student developed, class Honor Codes, may be subject to administrative withdrawal from the College. All students are afforded due process which includes the right to an appeal. For a complete discussion of procedures related to professional conduct infractions, appeal process or to report a violation, please visit our website at: https://burrell.edu/students/code_ethics/

Academic Integrity

Academic integrity is essential to maintaining a fair and effective learning environment. All students are expected to complete their own work and represent their knowledge and abilities honestly in every academic context. The following categories of academic dishonesty are prohibited. These examples are illustrative and not exhaustive; the College reserves the right to determine whether conduct not specifically listed constitutes a violation.

Cheating

Cheating is the use of unauthorized means to complete, influence, or misrepresent academic work. Cheating includes, but is not limited to:

- Copying from another student's exam, paper, or electronic device during an assessment.
- Using unauthorized materials — including notes, textbooks, electronic devices, or computer programs running in the background — during an examination or graded activity.
- Giving or receiving unauthorized assistance on work intended to be completed independently.
- Engaging in unauthorized collaboration on individual assignments.
- Having another individual complete, take, or log in to an academic platform or assessment on your behalf, or doing the same for another student.
- Altering grades, transcripts, attendance records, or any other academic or clinical documentation.

Use of Electronic Devices During Assessments

The possession or use of cell phones, smartwatches, or any other electronic devices other than a laptop during an assessment is prohibited unless explicitly authorized by the Department Head of the Office of Evaluation and Assessment. A student observed with an unauthorized electronic device visible, accessible, or in use during an assessment will be considered a violation of the academic integrity policy. Students must store all electronic devices as directed prior to the start of the assessment. Policies on exam procedures are administered by the Office of Evaluation and Assessment and communicated to

students prior to each assessment. A student found in possession of an unauthorized device during an assessment will be subject to the academic integrity procedures outlined in this section.

Plagiarism

Plagiarism is the presentation of another person's work, words, or ideas as one's own without proper attribution. Plagiarism includes, but is not limited to:

- Failing to credit quotations or substantially identical material taken from any published, unpublished, or online source.
- Presenting the written work, data, images, or ideas of another student, colleague, or author as one's own.
- Paraphrasing another's work without proper citation in a manner that misrepresents the source as original thought.

Fabrication and Falsification

Given the critical importance of accurate documentation in the medical profession, fabrication and falsification are treated as particularly serious violations. These include:

- Inventing or fabricating data, results, citations, or clinical observations.
- Altering, misrepresenting, or omitting information in any academic or clinical document, including patient records, research data, or graded submissions.

Self-Plagiarism

Submitting work previously submitted — in whole or in substantial part — for credit in another course without prior disclosure to and written approval from the course director is prohibited.

Unauthorized Sharing of Examination Content

Students may not share, communicate, or distribute specific examination content — including questions, answers, or performance details — with any student who has not yet completed that examination during the same academic year. This prohibition applies through all media, including verbal communication, text messaging, email, and social media.

Use of Artificial Intelligence

Requirements governing the use of artificial intelligence tools in academic work are addressed in the **Artificial Intelligence Statement** section of this Handbook. Failure to comply with those requirements, including failure to cite AI use when permitted, constitutes a violation of academic integrity.

Consequences

Any instance of academic dishonesty will result, at minimum, in a grade of zero for the affected activity. Additional academic consequences may include failure of the course. Violations are also subject to the conduct process described in the **Code of Professional Conduct** section of this Handbook, which may result in sanctions up to and including suspension or administrative withdrawal from the College.

Compliance Trainings and Other Requirements

Students must adhere to and complete all required compliance trainings, background checks, immunizations, drug screens and any other required documentation by required deadlines. Students who

are not in compliance may be subject to a summary suspension, which may result in a delay of graduation or administrative withdrawal from the College.

Professional Attire

Students have freedom of choice in how they dress. However, when students are functioning as professionals, including engaging with clinical patients or simulated patients, or in-classroom in non-clinical settings, dress must be appropriate and professional. A professional image increases credibility and safety while fostering community and patient trust, respect, and confidence. Non-adherence to a professional appearance and dress can have negative effects on patient care and public trust and could diminish the reputation of the medical student, the medical school, and affiliated hospitals and clinics.

Ensuring Professional Appearance

1. If you are in doubt about a garment or outfit, do not wear it. Seek proactive advice from faculty advisor(s) or the Office of Student Affairs.

Guidelines

In-Classroom and On-Campus

Students should follow the guidelines for professional appearance below. Please see course specific syllabi for appropriate laboratory attire.

1. All shorts, skirts, and dresses: no higher than mid-thigh when seated.
2. Shirts/sweaters must cover the midsection, front and back, and have a modest neckline. Tops must be long enough to cover the mid-section when arms are raised above the head. Clothing which exposes the mid-section is not allowed.
3. Clothing that displays inappropriate writing, pictures, degrades any culture, gender, religion, or ethnic values is not permitted.
4. Undergarment(s) may not be visible at any time.
5. Footwear must be worn at all times.
6. Tank top sleeves must be greater than ½ inch, strapless shirts are not permitted.
7. Pajamas are not permitted on campus.
8. Clothing that is in poor repair or has excessive holes, tears, or slits are not acceptable.
9. Clothing may not be worn if they are transparent or become transparent when a change in position occurs.
10. Athletic type clothing may be worn so long as they meet all above guidelines. This includes running shorts, basketball shorts, yoga or exercise pants, sweatpants, and pants with elastic hem.

Jewelry and Body Art

1. No more than four piercings per ear are permitted. Facial piercings must be kept to small studs and no more than two facial piercings are permitted. Septum piercings are not permitted. Gauged earrings should be 8mm (also known as 0g) or smaller.
2. Tattoos that display images or wording that may be reasonably deemed offensive by any individual or group must always be completely covered.

Hygiene

1. Hair must be clean, combed and neatly trimmed or arranged to conform to the safety requirements of the specific lab setting.
2. Sideburns, moustaches and beards must be neatly trimmed; a beard hood may be required in certain areas.
3. In keeping with professionally appropriate attire, extreme hair colors including but not limited to yellow, green, pink, purple, or blue are not permitted.
4. Body and hair cleanliness is mandatory. Odors which may interfere with the health of students, faculty, and staff are not permitted. This includes body odor, heavily scented colognes, perfumes, body lotions, and smoke odor.

Lab Setting

Students must review the dress requirements as described in syllabi for courses that occur in a lab.

Clinical Setting

Students are expected to display a professional presence and adhere to professional attire requirements in course specific syllabi and clinical rotation manuals:

D.O. Degree Program Clerkship Manual: https://burrell.edu/clerkship-manual/

Acceptable Use of Technology and Copyright

The College maintains information technology services to enhance the learning experience and provide convenience to students, faculty, staff and guests. All users are expected to adhere to the guidelines in the College's acceptable use policies described below. Failure to follow these policies will result in loss of access privileges at minimum with greater sanctions as may be dictated by the level of misuse.

All members of the College community shall promote efficient, ethical and lawful use of the College's information technology resources. The College's Acceptable Electronic Communications Use Policy and Acceptable Use Guidelines can be found on our website:

https://burrell.edu/policy-b2060/
https://burrell.edu/acceptable-use-guidelines/

Internet Access

Internet access at the College is intended for educational and professional use. Personal use is not prohibited but should be minimal. No one shall place school material (copyrighted software, internal correspondence, confidential materials, etc.) on any publicly accessible Internet site without permission. Internet Web pages provided by the College for groups students may not be used for private commercial or political purposes.

Cell Phones

Cell phones consume valuable bandwidth on the College's network and can slow the download of course materials during instructional activities. Cell phone usage should be kept to a minimum and may not be used in classrooms while instructional activities are being conducted. ***Any recording of course materials without the consent of the Instructor may result in a disciplinary finding of non-professional conduct.***

Copyright

All students must respect and comply with the Copyright Law of 1976 and its amendments (Title 17, United States Code), including the Digital Millennium Copyright Act of 1998. Unauthorized use or distribution of copyrighted materials, including but not limited to movie/film screenings on campus and peer-to-peer file sharing (transmitting copyrighted materials, such as music, movies, compilations, curricular materials, etc.) is a violation of federal law and can result in fines, imprisonment, or both.

The use of the College's information technology system or equipment for unauthorized peer-to-peer file sharing, illegal downloading, or other unauthorized distribution of copyrighted materials is in violation of the institution's Honor Code. Beyond copyright, be aware that the acceptable use of some student resources, such as online textbooks and library databases, is determined by licensing terms. In these cases, contract law applies and compliance with the terms of use is similarly required. Please see the College's *Copyright Policy* and *Copyright Guidelines* on our website:

https://burrell.edu/policy-b5041
https://burrell.edu/copyright-guidelines/

For more information regarding copyright, please contact the Library or email copyright@burell.edu.

Electronic Communication

The College uses electronic mail (email) for all official communication with enrolled students. Each student will be provided with a unique email address by the College. Students must use this address in all communications with faculty, administration or other students when conducting college business or engaged in online learning activities that require email communication. The College will not recognize or record personal email addresses for communications with enrolled students. It is the student's responsibility to check college email accounts on a regular basis.

Students who find it necessary to take a leave of absence from the College or those students who may be temporarily withdrawn from the College for any reason may retain their email address to facilitate communication of re-enrollment requirements and other outstanding business with the College.

All users of the College's technology, including email accounts, are expected to adhere to the College's guidelines for proper and professional use. Violations of College policy may result in closure of email accounts, loss of technology access, and disciplinary action including withdrawal from the college.

Logo Use, Photography/Videography, and Lecture Recordings

Merchandise and Burrell College of Health Sciences Logo Protection

Burrell College, its schools, and its parent organization retain full rights to the use of its logos and images of its facilities. All students and student organizations must have approval from the Office of Marketing and Communications before producing merchandise or distributing information bearing any College logo or trademark. The Office of Marketing and Communications will ensure that the appropriate licensing procedures and style guidelines are followed by student organizations and contracted vendors. Approval forms may be obtained from the Office of Student Affairs or the Office of Marketing and Communications. Completed request forms must be submitted to the Office of Marketing and Communications. Any student or student organization that reproduces protected logos or images without receiving permission from the

College or in violation of trademark law will be subject to confiscation of all items bearing the protected images or logos and may be subject to disciplinary action.

Photography and Videography Statement

The College may photograph or video student participation in campus classes and activities that may possibly be used for recruitment materials, the College's website or other outlets such as newsletters, social media etc. Students will not be compensated if their image is used for the promotion of the College. The College assumes permission for photography or video from all students. Students may withhold the use of their image by contacting the Office of Marketing and Communications.

Artificial Intelligence Statement

The College values the potential benefits of generative artificial intelligence (AI) tools and expects students to utilize AI tools in a responsible manner that upholds academic integrity and ethical use in accordance with the College's Artificial Intelligence Policy:

https://burrell.edu/policy-b2061/

Appropriate Use

The College's Office of Information Technology must review and approve AI tools intended for use to ensure compliance with institutional policies and data security standards. The College supports the use of generative AI tools as a resource or consultant to augment learning, but not as a replacement for an individual's knowledge acquisition, analyses, and self-reflection. AI is known to produce content that may be inaccurate, biased, or unethical. Students shall assume responsibility for vetting content generated from the use of AI tools in ways that minimize harm related to the use of such content.

Please see the AI Policy, SOP and Educational Usage Guidelines for additional information and permitted use:

https://burrell.edu/policy-b2061/
https://burrell.edu/GA027/
https://burrell.edu/ai-chat-educational-usage-guide/

Required assignments must be authored by students directly unless specific permission is provided by the course instructor and/or course director to utilize generative AI tools. Course directors and instructors are free to establish additional protocols regarding student use of AI tools in their courses provided that such protocols are consistent with College policies. Protocols will be incorporated into course syllabi and clearly communicated to students.

Use of generative AI tools is not a substitute for a person's own critical thinking and reflection. If generative AI is utilized, please be sure it complements your original ideas and is not used to compose your work. It is also expected that proper citation(s) are denoted for the AI program utilized. Failure to cite AI is a violation of the College's Code of Professional Conduct. When creating or submitting scholarly work for publication or presentation, inclusive of lecture materials, authors are expected to adhere to generative AI policies set forth by journals or organizations and disclose how the AI tools have been used, inclusive of providing AI tool citations.

Students may not create patient care documentation within the authentic clinical environment using AI tools and applications outside of those supported by the electronic health/medical record. Protected health information is not permitted to be used within an AI tool and is strictly prohibited.

Recordings and Learning Materials

As part of the ongoing effort to increase student knowledge and learning, the College records in-class lectures and any sessions deemed by course and clerkship directors as critical for students to be able to review for upcoming exams or clinical experiences during the medical curriculum. Currently enrolled students, along with faculty charged with delivering the lectures and administering the courses, have access to recordings and learning materials provided by the College. Individuals other than currently enrolled students, faculty, or authorized staff must receive written permission from the College to access a recording or learning material.

Lecture recordings by the College and learning materials are intended primarily for use by currently enrolled students, along with the faculty charged with delivering the lectures and administering the courses. Users also recognize that unforeseen technical and scheduling issues may arise, so lecture recordings are not guaranteed.

Students, staff, faculty and visitors must be aware that lecture halls are recorded areas so all attendees in a lecture, even those simply asking questions from the audience, will be recorded by the College.

Lecture recordings will be maintained and available to enrolled students for up to four years. The College houses all archived video lectures on secure servers.

Lectures/learning materials and any information contained in recordings are protected under copyright laws and may not be copied, displayed, broadcast or published without the consent of the lecturer/creator and without giving proper recognition to the lecturer/creator, except as otherwise provided by applicable law. Any misuse of the College's recordings/learning materials will be considered unprofessional behavior and appropriate disciplinary action will be taken.

Virtual Environment and Social Media

Virtual Environment

Students enrolled in programs at the College are expected to hold themselves to professional standards of behavior, which includes during virtual encounters. Students are expected to adhere to the following virtual etiquette requirements:

- Ensure software and hardware compatibility ahead of the session. Report any technical difficulties promptly to the appropriate support team.
- Use a private, confidential space away from distractions;
- Ensure background is appropriate and professional;
- Appropriate attire must be worn for the event;
- Cameras should be on for all events and may be required;
- Remain muted while not speaking;
- Attendees must be on-time and stay online and engaged for the duration of the activity.

In general, students are expected to show professional behavior in all educational environments, irrespective if the encounter occurs virtually. Upholding the integrity of the academic environment goes beyond honesty and accountability in the performance of coursework; it extends to interpersonal relationships both within and external to the campus community. The College's Code of Academic and Professional Ethics extends to social media.

https://burrell.edu/policy-b5001/

Social Media

The following principles apply to professional use of social media on behalf of the College as well as personal use of social media when referencing the College. Social media examples include but are not limited to email, blogs, "Facebook", "LinkedIn", "Twitter", "Instagram", "Reddit" and "Snapchat".

- The permanence and written nature of online postings cause them to be subject to higher levels of scrutiny than many other forms of communication. The postings within social media are subject to the same standards of professionalism as any other personal or professional interaction and will be treated as if made in a public forum.
- With respect to confidentiality, the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA) applies to social networking and violators may be subject to legal recourse.
- Students should be aware that the College may observe content and information on social media. Students should use their best judgement in posting material to ensure the material is appropriate and not harmful to the College, students, faculty, and/or staff.
- Be thoughtful and discerning when engaging in social media. Know your posts can reach anyone and may be misinterpreted or may show up outside of their original context.
- Be mindful that if you identify your affiliation with the College, other users may naturally associate you with the College.
- Be thoughtful in decisions to respond to invitations or accept a request from another person. It is important to recognize that there is a potential for misinterpretation of relationships such as faculty-student, supervisor-supervisee, and staff-student in social interactions.
- All copyright infringement, defamatory, proprietary, libel or obscene (as defined by the courts) laws apply to social media communication.

Academic Policies and Records

Academic Records

The College Registrar is the custodian of all official academic records. The Registrar assures that all records are secured and retained as required by regulatory agencies and accreditation. The College's data security and record retention policies may be found on our website:

https://burrell.edu/policy-b2050/
https://burrell.edu/policy-b2090/

Transcripts

Students may produce an unofficial transcript at any time. An official transcript that includes the seal of the College and is signed by the Registrar may be ordered online. Further information on obtaining a transcript of courses completed may be found at the Registrar's website:

https://burrell.edu/students/office-of-the-registrar/

Family Educational Rights and Privacy Act (FERPA)

The *Family Educational Rights and Privacy Act (FERPA)* (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. The College has in place procedures necessary to maintain compliance with FERPA guidelines. The complete FERPA notice may found at the Registrar's website. The College's FERPA policy can be found:

https://burrell.edu/policy-b9040/

Students may release their academic record to a third party by contacting the Registrar and completing the *Release of Information Request* form. Under FERPA, students have:

1. The right to inspect and review the student's education records within 45 days after the day Burrell College receives a request for access. A student should submit a completed "Request to Review Education form" to the Registrar. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the College to amend a record should write to the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. However, FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some

judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

4. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —
    a. The College discloses education records to school officials with legitimate educational interests. A ***school official*** typically includes a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health/medical staff); a person serving on the College's Board of Trustees; or a student serving on an official committee, such as a conduct or grievance committee. A school official also may include a consultant, volunteer, contractor, or other parties to whom the College has outsourced institutional services or functions for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College, providing that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
    b. Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
    c. To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
    d. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
    e. To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
    f. To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
    g. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

h. To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
i. To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))

5. Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11)) the College may disclose personally identifiable information without prior written consent under FERPA as part of the "*directory information*". The College has declared the following information as "***directory information***":
   a. student's name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, photographs, educational institutions attended, enrollment status, cohort classification, college and alternate e-mail addresses, leadership participation in officially recognized activities and graduate medical education placements. Students have the right to request that the College refrains from disclosing some or all directory information. This will prevent the College, however, from printing your name in certain publications (i.e. commencement program) or disclosing directory information requested by third parties including spouses and parents. A student can complete a "Request to Prevent Disclosure of Directory Information" form and submit to the Registrar's office. If a student does not specifically request the withholding of directory information by filing the appropriate College form, as indicated above, the College assumes that he or she approves of the disclosure of such information.
   b. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
   c. To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
   d. To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))
   e. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Definitions As Applicable

Act means the Family Educational Rights and Privacy Act of 1974, as amended, enacted as section 444 of the General Education Provisions Act. 20 U.S.C. § 1232g; 34 CFR Part 99

Attendance includes but is not limited to—(a) Attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not physically present in the classroom; and (b) The period during which a person is working under a work-study program.

Authorized representative means any entity or individual designated by a State or local educational authority or an agency headed by an official listed in §99.31(a)(3) to conduct—with respect to Federal- or State-supported education programs—any audit or evaluation, or any compliance or enforcement activity in connection with Federal legal requirements that relate to these programs.

Biometric record, as used in the definition of *personally identifiable information,* means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual. Examples include fingerprints; retina and iris patterns; voiceprints; DNA sequence; facial characteristics; and handwriting.

Dates of attendance. (a) The term means the period of time during which a student attends or attended an educational agency or institution. Examples of dates of attendance include an academic year, a spring semester, or a first quarter. (b) The term does not include specific daily records of a student's attendance at an educational agency or institution.

Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

Directory information includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status (*e.g.,* undergraduate or graduate, full-time or part-time); dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; and the most recent educational agency or institution attended. The College has declared the following information as "***directory information***": student's name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, photographs, educational institutions attended, enrollment status, cohort classification, college and alternate e-mail addresses, leadership participation in officially recognized activities and graduate medical education placements. Directory information does not include a student's—

1. Social security number; or
2. Student identification (ID) number, except as provided in paragraph (3) of this definition.
3. In accordance with paragraphs (1) and (2) of this definition, directory information includes—
    a. A student ID number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user; and
    b. A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

Disciplinary action or proceeding means the investigation, adjudication, or imposition of sanctions by an educational agency or institution with respect to an infraction or violation of the internal rules of conduct applicable to students of the agency or institution.

Disclosure means to permit access to, or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.

Education records are a term meaning those records that are:

1. Directly related to a student; and
2. Maintained by an educational agency or institution or by a party acting for the agency or institution.
3. The term does not include:
    a. Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.
    b. Records of the law enforcement unit of an educational agency or institution, subject to the provisions of §99.8.
    c. Records relating to an individual who is employed by an educational agency or institution, that:
        i. Are made and maintained in the normal course of business;
        ii. Relate exclusively to the individual in that individual's capacity as an employee;
        iii. Are not available for use for any other purpose.
    d. Records relating to an individual in attendance at the agency or institution who is employed as a result of his or her status as a student are education records and not excepted under paragraph (3)(b) of this definition.
    e. Records on a student who is 18 years of age or older, or is attending an institution of post-secondary education, that are:
        i. Made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity;
        ii. Made, maintained, or used only in connection with treatment of the student; and;
        iii. Disclosed only to individuals providing the treatment. For the purpose of this definition, “treatment” does not include remedial educational activities or activities that are part of the program of instruction at the agency or institution; and
    f. Records created or received by an educational agency or institution after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student.
    g. Grades on peer-graded papers before they are collected and recorded by a teacher.

Eligible student means a student who has reached 18 years of age or is attending an institution of post-secondary education.

Institution of postsecondary education means an institution that provides education to students beyond the secondary school level; “secondary school level” means the educational level (not beyond grade 12) at which secondary education is provided as determined under State law.

Parent means a parent of a student and includes a natural parent, a guardian, or an individual

Party means an individual, agency, institution, or organization.

Personally Identifiable Information - the term includes, but is not limited to—

1. The student's name;

2. The name of the student's parent or other family members;
3. The address of the student or student's family;
4. A personal identifier, such as the student's social security number, student number, or biometric record;
5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or
7. Information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates.

Record means any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

Secretary means the Secretary of the U.S. Department of Education or an official or employee of the Department of Education acting for the Secretary under a delegation of authority.

Student, except as otherwise specifically provided in this part, means any individual who is or has been in attendance at an educational agency or institution and regarding whom the agency or institution maintains education records.

Enrollment Statuses

First Term Enrollment

The initial term of enrollment in the College

Continuous Enrollment

All students are continually enrolled until the completion of all graduation requirements. Students who do not maintain continuous enrollment fall under one of the enrollment statuses listed below.

Academic Suspension

Academic Suspension designates the status of a student who is withdrawn from activity in the program's curriculum for academic and/or disciplinary reasons and is offered the opportunity to subsequently re-enroll.

Leave of Absence

A Leave of Absence is a temporary period of non-enrollment in a student's program of study for a period of time greater than fifteen (15) consecutive days of scheduled academic activities. See Policy B9090 Leave of Absence for further details.

Withdrawal

A Withdrawal is a voluntary, permanent withdrawal from the College. The student must re-apply for admission to re-enroll in the College.

Administrative Withdrawal

Administrative Withdrawal is an involuntary permanent withdrawal of a student from the curriculum for academic and/or disciplinary reasons with no opportunity for re-enrollment or re-admission,

subject to College policies and applicable appeal policies.

Academic Standing

Good Academic Standing is defined as a student having achieved a passing grade in all completed courses and having no other outstanding academic and/or disciplinary deficiencies.

Academic Probation serves as official notice that the student is not in Good Academic Standing. Academic Probation is a designation that the student has an un-remediated course failure or when a student has been placed on an Academic Suspension. The designation will remain until deficiencies have been remediated. An Academic Probation designation is also used when a student is repeating a year due to academic reasons. The designation will remain until the repeated year is successfully completed. Academic Probation may also be used for disciplinary reasons with designation and duration at the discretion of the College.

Any student currently serving as a club officer, serving in student government, or holding any other extracurricular position, who is placed on Academic Probation must relinquish that position within a timeframe determined by the College.

Students on Academic Probation are ineligible to run for any elected office, apply for fellowship or honors program, or assume a leadership role in any extracurricular activity until they return to Good Academic Standing.

Students must be in good academic standing to:

- hold an officer position in the College's Student Government
- hold an officer position in a College student club or organization
- serve as a College Student Ambassador
- serve as a peer tutor
- hold any leadership role in a College-related or affiliated entity

Please see the Academic Standing Policy at:

https://burrell.edu/policy-b9120/

Withdrawal from the College

A student may be withdrawn from the College and the degree program for academic deficiency, disciplinary action, failure to meet financial obligation, or upon personal request.

The College will apply the following grading policy at the time of withdrawal:

- A student who withdraws voluntarily or due to financial default shall receive the designation "W" for each course they are enrolled in at the time of withdrawal.
- A student who is withdrawn from the College for a disciplinary infraction shall receive the designation "AW" denoting an Administrative Withdrawal;

- A student who is withdrawn from the College due to academic deficiency will receive the course grades earned for courses they have completed and a designation of "AW" for each course in which they are enrolled at the time of withdrawal.

The College requires that the following occur in the event of a withdrawal:

- Where withdrawal is voluntary, the student is required to submit a signed and dated letter to the Registrar requesting withdrawal from the College;
- In cases of administrative withdrawal, the Registrar shall secure the written determination from the appropriate administrative unit within the College;
- The student is required to obtain a checkout form from the Registrar and submit the completed form;
- The Registrar will distribute the checkout form to the appropriate departments, including the Finance Office, to settle any outstanding balances and determine if any return of financial aid is required;
- The student shall complete off-boarding with information systems; and
- The Registrar will provide notice of withdrawal to administrative offices of the College for dissemination within regulatory guidelines as needed.

For any voluntary withdrawal, the College will recognize the date of determination as defined by the U.S. Department of Education in its Code of Federal Regulations. Failure to complete any requirements in the withdrawal process may result in a hold placed on the student's academic record.

Leave of Absence

Students may request a Leave of Absence from the College if faced with certain circumstances that will prevent them from participating fully in the course of study or will likely impair their ability to successfully complete their coursework. Family emergencies, personal health issues, and military service are examples of events that oftentimes require students to request a leave of absence for an indeterminate period of time. Students are expected to meet with the Office of Financial Aid before requesting a Leave of Absence, as a Leave of Absence may impact financial aid eligibility.

Each request will be individually considered, and a determination will be made regarding the circumstances under which a student may return to the program. Consideration will be given to the length of time the student has been absent, the coursework missed, the student's academic standing at the time coursework was interrupted, and the underlying cause for which the leave was granted. The College, at its sole discretion, may place specific conditions for the student's return, may designate the earliest and latest date that re-enrollment may occur, and will determine what course credit was achieved prior to the leave commencing. If a failing grade is rendered prior to the leave of absence request, a student will still be required to meet with the Student Performance Committee. A student who is granted an approved leave of absence will receive the designation "W" for each course they are enrolled in at the time the leave begins.

In accordance with Title IV federal financial aid regulations, an approved Leave of Absence may not exceed 180 days within a 12-month period. A student who does not return within this timeframe is treated as withdrawn for federal aid purposes and may enter loan repayment status for federal and private

educational loans. Students on an approved Leave of Absence are provided the opportunity to re-enroll in the program, with notification of the timing of re-enrollment outlined in the leave of absence approval issued by the Department Head of Student Services and in accordance with Policy SOM6010 Time to Degree. Before a student returns to courses at the end of an LOA period, all outstanding balances must be paid.

The procedure for requesting leave may be found in the College's *Leave of Absence Policy* and standard operating procedure:

https://burrell.edu/policy-b9090/
https://burrell.edu/RR002/

Impact of Withdrawal or Leave on Federal Loan Eligibility

Students who voluntarily withdraw or are administratively withdrawn on or after July 1, 2026, will forfeit all legacy borrower protections. If a student subsequently is eligible to re-enroll at the College in any academic program, they will no longer be eligible to borrow under the legacy provisions and will lose access to the Federal Grad PLUS Loan. These students will be subject to the new federal loan limits established by the One Big Beautiful Bill Act (OBBBA), which excludes the Grad PLUS Loan program.

Students considering any type of leave, research year, or dual-degree program should consult with the Office of Financial Aid prior to finalizing their plans to fully understand the potential financial implications of these changes.

Tuition and Fees

Tuition rates and program fees are reviewed annually and are subject to approval by the College's Board of Trustees. As a result, tuition and fees may change from year to year. Current tuition rates and a detailed schedule of fees are published on the College's website at:

https://burrell.edu/students/office-of-financial-aid/tuition-and-fees/

Tuition Refund Policy

Any student signing an enrollment agreement or making an initial payment toward tuition and fees shall be entitled to a "cooling off" period of three (3) working days from the date of agreement or payment or from the date that the student first visits the institution, whichever is later. During the "cooling off" period, the agreement can be withdrawn, and all payments shall be refunded.

Once a student attends the first day of instruction, the institutional *Tuition Refund Policy* applies:

https://burrell.edu/policy-b9510/

Note: Prior to a student returning to courses at the end of an LOA period or from an Academic Suspension, all outstanding balances must be paid. Please contact the Bursar for more information.

Financial Aid

The Office of Financial Aid (OFA) is responsible for the administration of all funds received by the College on behalf of enrolled students. These funds may originate from several sources including federal and private lending agencies, private or public scholarship programs, endowments, trusts and gifts. The OFA

assures regulatory agencies of the timely and appropriate application and distribution of these funds on behalf of their intended recipient and files all documentation as needed. The OFA works in coordination with the Bursar to assist students in meeting their financial obligations to the College and provides guidance in the management of day-to-day living expenses.

Student Progress in the Degree Program

The College is required to monitor the progress of students in all programs for which they are receiving financial aid. The OFA receives reports from the Office of the Registrar regarding any student whose continued participation in the degree program may be in jeopardy. Changes in enrollment status may have financial implications for the student. If a student's enrollment status changes for any reason, the student must notify the OFA. Students who withdraw, take an unapproved leave of absence, or are suspended from the College are responsible for payment of any balance that becomes due to the school upon leaving. It is highly recommended that students contact the Office of Financial Aid for guidance before making any voluntary changes to their enrollment status. Please see the student Satisfactory Academic Progress Policy at:

https://burrell.edu/policy-b9520/

Veteran Programs

Burrell College of is approved by the New Mexico Department of Veterans' Services State Approving Agency (Las Cruces (NM) Campus) and the State of Florida Department of Veterans' Affairs State Approving Agency (Melbourne (FL) Campus) for the education and training of students eligible to receive VA educational benefits.

If you have served in the U.S. military, you may be eligible for participation in one or more of the GI Bill® education benefit programs administered by the U.S. Department of Veterans Affairs. In addition, if you are the spouse or child of a deceased or disabled veteran or a service member, you may qualify for education benefits as well. Please see our Veteran Program webpage for additional information:

https://burrell.edu/students/veteran-programs/

**GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at https://www.benefits.va.gov/gibill.*

Federal Student Loans

Students are eligible for federal financial aid. The U.S. Department of Education is a sponsor of several student loan programs designed to help students lower the overall cost of borrowing money for their education. These programs are authorized under Title IV of the Higher Education Act of 1965 with subsequent amendments. The College is a qualified institution for administration of funds distributed under this program. Students must complete the Free Application for Federal Student Aid (FAFSA) to receive federal student aid. For more information, please see the Financial Aid Manual:

https://burrell.edu/students/office-of-financial-aid/financial-aid-manual/

Students who are recipients of federal funding who, for any reason, obtain a leave of absence and/or are officially withdrawn from the College are subject to return of Title IV funding. Please see the Withdrawals and Return of Title IV Policy:

https://burrell.edu/policy-b9511/

Students are encouraged to execute due diligence in applying for and accepting loans for their education. For further information regarding federal loan programs, please visit the U.S. Department of Education website:

https://studentaid.ed.gov/

For a complete discussion of the College's policies and procedures for the management of the financial aid program please visit the Office of Financial Aid or visit the Office of Financial Aid website:

https://burrell.edu/students/office-of-financial-aid/

Private Student Loans

For students that utilize private student loans to support their educational related expenses, the following information applies:

- Private loans are awarded to a student with the assumption that the student will attend their program at the College for the entire period for which the assistance is awarded;
- When a student fails to attend, the student has not met the duration of the academic period, and the student may no longer be eligible for the full amount of the loan that the student was originally scheduled to receive;
- It is the student's responsibility to maintain contact with their lender and communicate any changes in enrollment status immediately;
- It is the student's responsibility to always know and understand the terms of their private loan.
- For more information about our lending partners visit, ElmSelect.com:

https://www.elmselect.com/v4/

Scholarships

Scholarships are gifted aid to support a student's education. Scholarships can be awarded based on academics or other skills and achievements. Information about the application process, deadlines, and other information is communicated to the student when the scholarship application and funding are available. For information pertaining to scholarships, please visit the College website:

https://burrell.edu/students/office-of-financial-aid/scholarship-and-loan-programs/

Professional Judgements and Review of Your Cost-of-Attendance

Periodically, students may need extra funds for expenses necessary for them to complete their education, for example day care expenses, clinical experiences, out-of-pocket medical expenses, etc. When there are situations or extenuating circumstances that impact your federal student aid eligibility, federal regulation allows a financial aid administrator the discretion to review a student's financial situation on a case-by-case basis. Review the following information for further details:

Institutional Policy B9540 Professional Judgement
Standard Operating Procedures FA.004 Professional Judgement
Financial Aid Manual - #10 Budget and Professional Adjustments
Form request – Review of Cost-of-Attendance

Consumer Information

As required by the Higher Education Opportunity Act - 2008, the College provides a variety of information to the campus community and prospective students. Please visit the College's website regarding consumer information:

https://burrell.edu/students/office-of-financial-aid/consumer-information/student-consumer-information/

Health, Wellness, and Student Support

Physical and Behavioral Health Services

For Information regarding the College's physical and behavioral health services, please visit:

https://burrell.edu/students/health-services/

Student Health Insurance

All students are required to maintain active, continuous health insurance coverage while enrolled in the at the College. For this purpose, the Office of Student Affairs provides a list of insurance options to students and verifies active coverage at the beginning of each term.

Timely Telehealth – Physical and Behavioral Health

On behalf of its students, the College subscribes to Timely Care Telehealth, a student assistance program that gives students confidential access to a full range of physical and behavioral telehealth services including:

- Medical: Scheduled or on-demand access treat a wide range of common illnesses like cold and flu, sinus infection, allergies, etc.
- Health Coaching: Scheduled access to address topics like healthy body image/lifestyle, sleep issues, etc.
- TalkNow: 24/7 On-demand access to a mental health professional to talk about anything at anytime.
- Scheduled Counseling: Scheduled access to a licensed counselor to get mental health support.
- Psychiatry: Scheduled access to licensed psychiatrists.

The TimelyCare Telehealth app can be accessed on the Apple App Store and Android Google Play by searching for "TimelyCare" as one word.

Las Cruces (NM) Campus - Physical Health Services

Routine physical health services are provided for Burrell College's D.O. degree program students at the New Mexico State University (NMSU) Health and Wellness Center. The NMSU Health and Wellness Center is an outpatient ambulatory health care center offering services in acute medical care, women's health, immunizations, and health education. The NMSU Health and Wellness Center is located on the NMSU campus at 3080 Breland Dr., Las Cruces, NM. The main entrance is located on the Northeast corner of the building (corner of McFie and Breland across the street from Zuhl Library).

The clinic encourages appointments but accepts urgent care walk-in patients. For current operating hours and additional information on provided services please see the NMSU *Health and Wellness* website at:

https://wellness.nmsu.edu/

(575) 646-1512

Melbourne (FL) Campus – Physical Health Services

Routine physical health services are provided for Burrell College's D.O. degree program students at the Holzer Health Center. The Holzer Health Center is an outpatient ambulatory health care center offering services in acute medical care, women's health, immunizations, and health education. The Holzer Health Center is located on the Florida Tech campus at 2976 Country Club Road, Melbourne, Florida.

For current operating hours and additional information on provided services please see the Florida Tech website: https://www.fit.edu/health/
(321) 674-8078

Health Care at Remote Regional Academic Centers

Students have access to health care services at all Regional Academic Centers. *Timely Telehealth* may be accessed from any location at any time. For more information, please visit the Office of Student Affairs website:

https://burrell.edu/students/resources/health-services/

CARE Team

The Campus Assessment Response & Education (CARE) Team is a multidisciplinary group dedicated to promoting student well-being and safety. The CARE Team provides early intervention and support for students who may be experiencing challenges related to wellness, mental health, or behavior that may impact their academic or personal success.

Any member of the campus community may submit an electronic referral regarding a student of concern. Upon receiving a referral, the CARE Team conducts at-risk assessments, offers guidance and behavioral intervention recommendations, coordinates referrals to appropriate internal or external resources, and ensures ongoing follow-up as needed. The CARE Team also provides related training and educational opportunities for faculty and staff to help foster a supportive and responsive campus environment. The CARE Team referral form can be found on the College's website:

https://burrell.edu/students/care-team/

Veteran Crisis Line

The Veteran Crisis Line connects Veterans in crisis and their families and friends with qualified responders through a confidential hotline. The crisis hotline is available 24 hours a day, 7 days a week. Send Text to 838255 or Call: 1-800-273-8255 (Dial and Press 1).

Crisis Text Line

Text "HOME" to 741741 for 24/7, free, and confidential access to a trained volunteer crisis counselor.

Providers who establish a patient care relationship with a student may not render an academic assessment of that student during patient care or at a later date. It is the student's responsibility to notify the Office of Students Affairs and the Office of Clinical Education (D.O. degree program or the Program Director) () if you are inadvertently assigned to a provider who is currently participating or participated in their health care.

IN A CRISIS OR EMERGENCY, IF YOU FEEL THAT YOU MAY HARM YOURSELF OR OTHERS, DIAL 911 OR GO TO THE NEAREST HOSPITAL EMERGENCY ROOM. Hotline and Crisis Line information may be found here:

https://burrell.edu/students/bcom-cares/

Accessibility and Accommodations

The College seeks to comply with all regulatory statutes and accreditation standards for the purpose of accommodating students with chronic or short-term disabilities. Facilities have been designed to meet code requirements for accessibility. The plan for providing accommodations to students is governed by the *Americans with Disabilities Act (ADA)* and Section 504 of the *Rehabilitation Act of 1973*The College's Accommodation Policy can be found at:

https://burrell.edu/policy-b9100/

Students who believe they have a qualifying disability that requires accommodation must contact the Office of Student Affairs to file their request. All requests should be provided in writing and state the nature of the disability and the anticipated duration. Additional documentation will be required in support of the request as described below. The Department Head of Student Affairs will make a final determination regarding qualification of the disability and what accommodation will be provided.

Students are strongly encouraged to submit accommodation requests and all required supporting documentation at least thirty (30) days prior to matriculation or as soon as a diagnosis is made. **Accommodations are not granted retroactively.** Students are responsible for initiating requests in a timely manner. The College will not apply accommodations to work, assessments, or activities that have already occurred prior to the formal approval of the accommodation.

Documentation Guidelines

A diagnosis of a disability does not necessarily qualify a student for academic accommodations under the law. Documentation must indicate that the disability substantially limits some major life activity and/or learning.

A Qualified Professional Must Conduct an Evaluation

The assessment must be administered by a trained and qualified (i.e. certified and/or licensed) professional (physician or educational psychologist) who has had formal training consistent with diagnosing the disability. The Office of Student Affairs must approve the qualifications of the provider.

Documentation Must Be Current

The diagnostic evaluation should be age appropriate, relevant to the student's current learning environment, and show the student's current level of function. If documentation does not address the individual's current level of function, a re-evaluation will be required. The College recommends students submit their evaluation and supporting documents at least thirty (30) days prior to matriculation or as soon as a diagnosis is made.

Documentation Must Include a Specific Diagnosis and Must Be Comprehensive

The report must include a clear and direct statement that a disability exists and provides a specific diagnosis. The documentation must include a summary containing relevant historical information, diagnostic tools and/or assessments used, instructional interventions, related services, and age of initial diagnosis. The documentation must also include objective data regarding aptitude, achievement, and information processing. Test scores (standard scores, percentiles, and grade equivalents).

Recommendations for Accommodations

A prior history of an accommodation, without a demonstration of a current need, does not, in itself, warrant the provision of that accommodation. Each accommodation recommended by an evaluator should include a rationale. The evaluation should support the recommendation(s) with specific test results or clinical observations. If an accommodation is not clearly identified in the diagnostic report, the College will seek clarification and/or additional information either from the student's evaluator or from another trained professional chosen by the College. The College will make the final determination as to whether appropriate and reasonable accommodations are warranted and can be provided. The College reserves the right to request reassessment of the student's disability when questions arise regarding previous assessment of provision of services or accommodations or when the student requests additional services or accommodations above and beyond what has been previously provided to the student.

Students with approved accommodations that require the use of assistive technology or specific devices during assessments must coordinate in advance with the Department Head of the Office of Evaluation and Assessment, who will then coordinate with the testing center, campus, course directors, and exam proctors. Approved accommodations will be honored in accordance with institutional policy. Students are responsible for initiating this coordination sufficiently in advance of the scheduled assessment; failure to do so may result in the accommodation not being available for that assessment.

Accommodations provided to students by the College may not be similarly granted by external agencies that administer academic assessments as part of the College's graduation requirements. Students requesting such accommodations must contact those agencies directly. The College has no bearing on the approval process with NBME and/or NBOME. Please direct any questions regarding this disclaimer to the Office of Student Affairs.

Grievance Procedures for Students with Disabilities

All grievances concerning any aspect of the services or accommodations provided to a student with a disability or related to any issue related to the *Americans with Disabilities Act (ADA)* or Section 504 of the *Rehabilitation Act of 1973* should be addressed in writing to the Office of Institutional Effectiveness or by submitting an online grievance form that can be found on the College's website:

https://burrell.edu/bcom_grievance_form/

Special Environments

The College operates several programs that require the establishment of special environments for learning and research. Students are cautioned that hazardous chemicals are used and stored in these working laboratories. It is recognized that the risk of chemical exposure is present in these environments. Students who have questions regarding their participation in activities conducted in these venues should address their concerns to the supervising faculty, the designated laboratory manager, or the Office of Institutional Effectiveness.

Students on clinical rotations are required to acquaint themselves with routine radiation safety protocols covered during the Introduction to Clinical Rotations course. Students who have questions regarding their

participation in rotations where there may be exposure to radiation should address their concerns to the supervising faculty, the Office of Clinical Education, or the Office of Institutional Effectiveness.

Pregnancy in Special Environments

The College recognizes that not all chemicals stored or used in its special environments are uniformly toxic. Students who are pregnant, breast feeding, or uncertain of their current pregnancy status, may consider requesting a reasonable accommodation for the gross anatomy lab coursework through the Office of Students Affairs. The College strongly advises pregnant and/or breastfeeding students to consult with their physician prior to participating in the gross anatomy lab. Students acknowledge and agree that any decision to participate in these activities is the decision of the student and that the College is not liable for any health-related concerns for those who choose to participate in the gross anatomy lab and related activities.

Pregnant students participating in clinical rotations such as radiology, interventional radiology, pain management, nuclear medicine, vascular surgery, and radiation oncology, should be aware of the risks of radiation exposure to a developing fetus. Special monitoring may be considered for these types of rotations for a pregnant student in accordance with the National Council on Radiation Protection and Measurements recommendations. Pregnant students are asked to contact the Office of Clinical Education who will assist working with your preceptor to ensure appropriate radiation safety practices can be implemented and radiation exposure to the student and fetus are kept as low as reasonably achievable.

Any student who, for health-related reasons, is unable to participate in activities required by the curriculum that include a risk of exposure to hazardous chemicals or materials should notify the supervising faculty for that activity, the Office of Student Affairs or the Office of Institutional Effectiveness in advance of the scheduled event.

Fragrance and Scent Sensitivities

The College recognizes that students, employees, standardized patients and visitors to the campus may have sensitivities or allergic reactions to various fragrant products. Students should refrain from bringing natural or artificial scents and/or fragrances onto the College campus that could affect those with sensitivities.

Academic Support Services

In order to reach their full academic potential, students may need assistance in such areas as individual data analysis, time management, study skills, and test-taking skills. The Office of Student Affairs and the College's Educational Specialists provide students with opportunities in identified areas of need such as learning strategies, meta-cognition, test-taking tips, time-management, and wellness. Students have daily access for confidential, one-on-one support, by appointment or on a walk-in basis, along with intermittent small and/or large group sessions. Faculty are also available during office hours and on a walk-in basis to provide academic and content support as needed.

The College's D.O. degree program provides peer-tutoring to first- and second-year students. The peer-tutoring program is coordinated through the Office of Student Affairs. Peer-tutoring is designed to assist students who desire reinforcement of content in the various disciplines.

For a complete list of services and appointment information, please see the Academic Support Services website at:

https://burrell.edu/students/educational-specialists/

Career Counseling

The College provides comprehensive Career Counseling Services to support students as they explore and prepare for professional opportunities in the health sciences. Our career counselors offer individualized guidance on career exploration, academic planning, résumé and interview preparation, job search strategies, and graduate or professional school pathways. Students are encouraged to meet with a counselor early in their academic journey and to engage regularly as their goals evolve.

D.O. Degree Program Specific Considerations

Early exploration of postdoctoral opportunities is encouraged with informational sessions held for first year students. In the second year, students begin to plan elective clinical rotations that will provide in-depth experiences in their fields of interest. Third year students are encouraged to collect letters of recommendation from preceptors as they rotate through core clinical services. All students are required to meet individually with the career counselor and faculty to discuss their strategy for identifying residency programs to pursue eventual placement. Career Counselors also work with each student to begin crafting the Medical School Performance Evaluation (MSPE) and provide guidance in preparing their personal statements.

Residency applications are made in the summer prior to Year Four. The Office of Student Affairs will provide notice to third year students to register with the Electronic Residency Application Service (ERAS) and with the National Resident Matching Program (the Match). Students may also apply for some specialty programs through other matching services. Residency counselors will provide more information on these as requested.

All students have access to Careers in Medicine©, a comprehensive online career-planning resource that guides medical students through a process of self-discovery, exploring the various medical specialty options, preparing to be competitive, and applying for residency programs. The Office of Student Affairs will work with AACOM and AAMC to provide a "token" that allows students to enter the subscription space.

For further information on career counseling and to schedule an appointment with a counselor please see the careers website at:

https://burrell.edu/students/career-counseling/overview-resources/

Student Life

Clubs and Organizations

The College encourages students to engage in campus life and participate in the activities of one or more of the several registered clubs and organizations that attract their particular interests. Many provide enlightenment on various career choices after medical school, some are geared toward relaxation and diversion, and a few have a spiritual orientation. Meetings are generally held on campus with special off-campus social and service activities scheduled periodically throughout the year. For a complete list of registered clubs and organizations, please go to the following website:

https://burrell.edu/students/student-organizations/

Students may initiate the registration of a new organization if one doesn't already exist that captures a common area of interest. Organizations should provide opportunities for leadership, program implementation, and foster individual student growth and development. Any student in good academic standing may serve as a student organization officer.

For information on starting a new club or organization, contact the Office of Student Affairs or go to the following website:

https://burrell.edu/students/student-organizations/starting-a-club-or-organization/

Student Sponsored Events

Any on- or off-campus event conducted by a student club/organization, including requests for financial support, must first be approved by the faculty/staff advisor, who will submit the request to the Office of Student Affairs. This includes, but is not limited to, all invited speakers, seminars, exhibits, fundraisers, workshops, travel, courses, etc. The appropriate request forms can be obtained from the Office of Student Affairs.

D.O. Degree Program Student Government Association

The Student Government Association (SGA) is the official voice for the College's D.O. degree students. SGA represents the College on the Council of Student Government Presidents at the American Association of Colleges of Osteopathic Medicine and at the House of Delegates of the American Osteopathic Association. On campus and in the community, SGA is responsible for dispersing funds for student activities; acting as liaison for the medical student body; promoting osteopathic medicine; supporting club and classroom activities; and working to improve the quality of life for all Burrell medical students.

SGA officers and representatives are elected by the student body and any student in good academic standing may serve. Elections are held each year in the spring except for incoming first year students, who elect their representatives in the fall. The Office of Student Affairs oversees the activities of the SGA and assists its officers in executing their official duties. A listing of SGA officers can be found here:

https://burrell.edu/students/organizations-and-outreach/student-government/

For further information regarding the Student Government Association please contact the Office of Student Affairs or view the student organization website at:

https://burrell.edu/students/student-organizations/

The Student Government Association realizes that it can be sometimes challenging for students to express comments or suggestions. To support open communication, the Student Request Form (SRF) is available for students to confidentially share feedback with their SGA representatives. Submissions may be made anonymously. The SRF is intended for legitimate requests, comments, or suggestions – not as a platform for venting. Each submission is reviewed, and SGA follows up directly via email when contact information is provided. If the information affects the broader student body, it will be addressed through the weekly e-mail updates. For concerns regarding Burrell personnel (faculty or staff), students should use the General Feedback and/or Grievance form or speak directly with the Office of Student Affairs. If the concern is regarding the mental health and well-being for another student, students are encouraged to fill out a CARE Team referral or reach out to the Office of Student Affairs directly.

Student Request Form: https://burrell.edu/students/student-organizations/sga-form/

Academic Programs and Curriculum

Doctor of Osteopathic Medicine (D.O.) Degree Program

Code of Medical Ethics

D.O. Degree program students are expected to demonstrate ethical conduct in all aspects of their academic and professional lives. Whether on campus engaged in clinical studies or in the communities where they are seen as health care professionals, they are bound to the principles that are at the foundation of osteopathic medicine. The College holds all D.O. degree program students accountable to the following Code of Ethics of the American Osteopathic Association:

Section 1. *The physician shall keep in confidence whatever she/he may learn about a patient in the discharge of professional duties. Information shall be divulged by the physician when required by law or when authorized by the patient.*

Section 2. *The physician shall give a candid account of the patient's condition to the patient or to those responsible for the patient's care.*

Section 3*. A physician-patient relationship must be founded on mutual trust, cooperation, and respect. The patient, therefore, must have complete freedom to choose her/his physician. The physician must have complete freedom to choose patients whom she/he will serve. However, the physician should not refuse to accept patients for reasons of discrimination, including, but not limited to, the patient's race, creed, color, sex, national origin, sexual orientation, gender identity, or disability. In emergencies, a physician should make her/his services available.*

Section 4. *A physician is never justified in abandoning a patient. The physician shall give due notice to a patient or to those responsible for the patient's care when she/he withdraws from the case so that another physician may be engaged.*

Section 5. *A physician should make a reasonable effort to partner with patients to promote their health and shall practice in accordance with the body of systematized and scientific knowledge related to the healing arts. A physician shall maintain competence in such systematized and scientific knowledge through study and clinical applications.*

Section 6. *The osteopathic medical profession has an obligation to society to maintain its high standards and, therefore, to continuously regulate itself. A substantial part of such regulation is due to the efforts and influence of the recognized local, state and national associations representing the osteopathic medical profession. A physician should maintain membership in and actively support such associations and abide by their rules and regulations.*

Section 7. *Under the law a physician may advertise, but no physician shall advertise or solicit patients directly or indirectly through the use of matters or activities which are false or misleading.*

Section 8. *A physician shall not hold forth or indicate possession of any degree recognized as the basis for licensure to practice the healing arts unless she/he is actually licensed on the basis of that degree in the state or other jurisdiction in which she/he practices. A physician shall designate her/his osteopathic or allopathic credentials in all professional uses of her/his name. Indications of specialty practice, membership in professional societies, and related matters shall be governed by rules promulgated by the American Osteopathic Association.*

Section 9. *A physician should not hesitate to seek consultation whenever she/he believes it is in the best interest of the patient.*

Section 10. *In any dispute between or among physicians involving ethical or organizational matters, the matter in controversy should first be referred to the appropriate arbitrating bodies of the profession.*

Section 11. *In any dispute between or among physicians regarding the diagnosis and treatment of a patient, the attending physician has the responsibility for final decisions, consistent with any applicable hospital rules or regulations.*

Section 12. *Any fee charged by a physician shall compensate the physician for services actually rendered. There shall be no division of professional fees for referrals of patients.*

Section 13. *A physician shall respect the law. When necessary a physician shall attempt to help to formulate the law by all proper means in order to improve patient care and public health.*

Section 14. *In addition to adhering to the foregoing ethical standards, a physician shall recognize a responsibility to participate in community activities and services.*

Section 15. *It is considered sexual misconduct for a physician to have sexual contact with any patient with whom a physician-patient relationship currently exists.*

Section 16*. Sexual harassment by a physician is considered unethical. Sexual harassment is defined as physical or verbal intimation of a sexual nature involving a colleague or subordinate in the workplace or academic setting, when such conduct creates an unreasonable, intimidating, hostile or offensive workplace or academic setting.*

Section 17*. From time to time, industry may provide some AOA members with gifts as an inducement to use their products or services. Members who use these products and services as a result of these gifts, rather than simply for the betterment of their patients and the improvement of the care rendered in their practices, shall be considered to have acted in an unethical manner.*

Section 18*. A physician shall not intentionally misrepresent himself/herself or his/her research work in any way.*

Section 19. *When participating in research, a physician shall follow the current laws, regulations and standards of the United States or, if the research is conducted outside the United States, the laws, regulations and standards applicable to research in the nation where the research is conducted. This standard shall apply for physician involvement in research at any level and degree of responsibility, including, but not limited to, research, design, funding, participation either as examining and/or treating provider, supervision of other staff in their research, analysis of data and publication of results in any form for any purpose.*

Students found in violation of the Code of Professional Conduct or the Code of Ethics of the American Osteopathic Association may be subject to disciplinary action including involuntary withdrawal from the College.

Attendance

The D.O degree program Attendance Policy may be found on the College's website:

https://burrell.edu/policy-b9110/

Excused Absences

Students are expected to adhere to the College's attendance policy with diligence. An excused absence may be granted, upon request, for one of the following reasons:

- Medical necessity (personal or family);

- Family death;
- Active military service;
- Required attendance at conferences limited to student leaders representing the College at the discretion of the Dean; required attendance will be vetted by the College.
- Residency interviews during OMS IV.

All requests must be submitted through the online "Excused Absence Request" form and must be accompanied by appropriate supporting documentation (letter from physician, military orders, obituary, etc.). Excused absences will not be approved for weddings, vacations, birthdays, special events or other personal events (Note: The preceding list is not all inclusive).

An excused absence request must be submitted at least twenty-four hours in advance of the assessment or learning activity for which the excusal is being requested. For requests submitted less than twenty-four hours prior to the activity or assessment, TimelyCare documentation will not be accepted. Instead, an in-person visit with supporting documentation from a provider will be required and must be submitted no later than the following business day. Excusal requests submitted more than one day after the missed activity or assessment will not be considered. Submission of a request does not ensure that the request will be approved. The excused absence form for OMS I and OMS II may be completed online at:

https://burrell.edu/students/student-forms/

Note Regarding Absences for OMS I and OMS II:

Students with an excused absence may take a maximum of two (2) make-up exams/practicals in a term, or a total of three (3) in one academic year, without penalty. Any additional make-up exams will result in a reduction of 10% of the total number of scored points on the exam. Missing a regularly scheduled exam more than four (4) times in a term, or a total of six (6) in one academic year will result in a reduction of 20% of the total number of points scored on the exam. Make-up exams are only permitted with an approved excused absence. These penalty points may result in a course failure. These penalties may be reviewed and excused in unique circumstances by the Department Head of Academic Affairs.

Students with excessive excused absences may be referred to the School Dean and may result in disciplinary action.

Note Regarding Absence for OMS III and OMS IV:

Students are allowed a maximum of two (2) days of excused absence for any third- and fourth-year course, regardless of the reason. Exceptions apply only for residency interviews during the OMS-IV academic year, for which students may request up to four (4) excused days during a four-week rotation period. Exceeding the allotted number of allowable excused absences may result in failure of the course or corrective action. Students granted an excused absence from any component of the Introduction to Clinical Rotations (ICR) course must complete a make-up of the missed activity to the satisfaction of the course director before beginning clinical rotations.

In addition to the criteria listed above, the Office of Clinical Education permits one (1) floating personal day per academic term. This floating personal day may be requested as an excused absence but cannot be

approved on a day that includes COMAT/COMSAE exam(s), OMM lab(s), ICR sessions, or any other mandatory College event. Request to utilize the floating personal day must be made no later than two weeks (10 business days) in advance. Requests not made two weeks (10 business days) in advance will not be approved. Approvals of the floating personal excused absence day is at the discretion of the Office of Clinical Education and based on criteria of the clinical teaching site. Any unexcused absence may result in failure of a course or corrective action. The excused absence form for OMS III and OMS IV can be found at:

https://burrell.edu/students/student-forms/

Course Grades

OMS I and OMS II

All first- and second-year courses are graded as Pass (P) or Fail (F). Final grades are based on attaining designated levels of competency in each graded element of the course as described in each course syllabus. The final overall score determines the grade of Pass/Fail, which is documented in the transcript. Courses that include the acquisition and demonstration of clinical skills may require students to meet minimum competencies in order to complete the course and receive a passing grade. The course syllabus will have information regarding those requirements and should be reviewed at the beginning of the course.

Students who are in the top 10% of each pre-clinical course will receive a recognition letter for their efforts. Students who are in the top 10% in all courses in a given term will be provided with a letter of recognition for being placed on the Dean's List. Students who have been on the Dean's List for all four terms of the pre-clinical curriculum will receive a recognition letter for being placed on the Dean's Honor Roll. More information can be found here:

https://burrell.edu/AA011/

OMS III and OMS IV

All final course grades in Years Three and Four will be graded as Pass (P) or Fail (F).

For clinical clerkships designated as *core* by the College, students may earn a grade of Honors (H) based on overall performance across clinical evaluations and standardized examinations, with designation limited to approximately the top 10% of the cohort using a combined performance calculation; students who fail any required component or do not meet minimum performance thresholds are not eligible for Honors. Final grades are determined by the Clerkship Director based on both quantitative assessment and qualitative performance. Honors designations will not be finalized until all students within a cohort have completed their core clerkships.

Final grades in clerkships designated as *elective* will be determined by the preceptor's evaluation of the student and result in a final grade of Pass (P) or Fail (F). A grade of Honors (H) is not available for elective/selective clerkships and longitudinal courses.

Grade Point Average (GPA)/Class Rank

Due to the Pass/Fail course grading, the College does not provide a grade point average, nor does it provide class rank.

Grade Appeals

All assessments are reviewed for appropriateness, and assessment results are analyzed prior to release of official scores. Students may only appeal an assessment score or a course grade if the appeal is based upon an error in score reporting or score calculation and may not be based on assessment content. Appeal is made by written submission using the online grade appeal form by 5:00pm the next business day of the posting of the official score/grade:

Grade Review Request forms can be found here: https://burrell.edu/students/student-forms/

The appeal will be routed to the Office of Academic Affairs for OMS I and II or to the Office of Clinical Education for OMS III and IV. Appeals submitted after 5:00pm on the next business day after posting of the score will not be considered. The Office of Academic Affairs or the Office of Clinical Education shall make a final determination upon consultation with the appropriate course director. If an appeal is deemed to have merit, the student's exam score(s) will be recalculated, and that score posted as the final score.

Student Performance and Promotion

Course Remediation

The course of study leading to the Doctor of Osteopathic Medicine degree is conducted as a cohort program. Consequently, each course is only offered once in the academic year. A student receiving a failing grade at the end of a course may be provided with the opportunity to remediate that course upon the decision of the Student Performance Committee (SPC) in consultation with the Course Director. Some courses may not have an option for remediation. Please see course syllabi for more information.

Remediation for OMS I and OMS II courses is generally offered by examination but may take other forms. Remediation examinations will be scheduled at the end of each term with time available for students to study material from the course. The format of the examination will be determined by the Course Director as will the minimum required performance to pass the exam and the course. Students must be in good academic standing to advance to a successive term in the program. Hence, successful remediation must occur before the next term begins. If remediation is successful, the student will receive the minimum passing grade for the course with the designation of "PX" for a Pass/Fail Course. If unsuccessful, the failing grade will remain on the transcript.

Remediation for OMS III and OMS IV clinical and/or non-clinical rotations entails a repeat of the rotation. Remediation is determined at the discretion of the course director. A failing grade for the rotation remains on the transcript. If remediation is successful, the new passing grade will be applied to the transcript along with the original failure. Successful remediation of any other OMS III or OMS IV courses will be applied a designation of "PX" for a Pass/Fail course. If remediation is unsuccessful, the failing grade remains on the transcript. Please refer to the Student Clerkship Manual for additional information:

https://burrell.edu/clerkship-manual/

Students should consult the course syllabus and the Course Director for further information regarding remediation.

Promotion

Students who have any coursework deficiencies that have not been remediated may not advance in the degree program. Please see the Student Promotion and Graduation Policy at:

https://burrell.edu/policy-som9121/

Pathophysiologic Overview of Medicine (POM) Course

Students enrolled in the Pathophysiologic Overview of Medicine (POM) course must satisfy all course requirements, including any COMLEX-USA® Level 1 readiness benchmarks established by the College and published in the course syllabus, before being authorized to schedule the COMLEX-USA® Level 1 examination. The readiness benchmarks are required elements of the course and are designed to assess a student's preparedness for the COMLEX-USA® Level 1 examination. Students who fail to meet the required benchmarks will not be authorized to schedule the COMLEX-USA® Level 1 examination and will not successfully complete the POM course. Such students will be referred to the Student Performance Committee and managed in accordance with applicable College policies and procedures. Please see the POM course syllabus for additional details.

COMLEX-USA®

All candidates for the Doctor of Osteopathic Medicine degree are required to successfully complete Level 1 and Level 2 of the COMLEX-USA® examination series prior to graduation. These examinations are produced by and administered under the auspices of the National Board of Osteopathic Medical Examiners.

Examination Sequence

Students are required to sit for the Level 1 examination following completion of coursework in Year Two and prior to beginning clinical rotations in Year Three. This is a cognitive, computer-based examination that addresses learning objectives covered in the first two years of the curriculum.

Level 2-CE includes a cognitive, computer-based examination. The examination is designed to assess competence in the clinical practice of medicine. Students are eligible to sit for the examination after receiving a passing score for Level 1. Students are required to return a passing score by the Friday before Match week.

Computer-based examinations are administered off-campus at independent, third-party testing centers around the United States. Students are responsible for the timely scheduling of these examinations and will receive instructions from the Office of Academic Affairs as they become eligible.

COMLEX-USA® also provides a Level 3 examination that students may take following graduation. Graduates successfully completing all three levels of the COMLEX-USA® series are eligible for licensure in all fifty states.

Performance Requirements

Students are allowed to begin clinical rotations in Year Three following completion of the COMLEX-USA® Level 1 examination and before scores are reported. If a student receives a failing score after their first attempt, the Student Performance Committee (SPC) may remove that student from clinical rotations until

a passing score is obtained. A student will be placed on a Leave of Absence if he or she fails to pass a second attempt of COMLEX-USA® Level 1. The student placed on a Leave of Absence must provide a passing score on the COMLEX-USA® Level 1 within 180 calendar days from the start of the Leave of Absence. Please review the SPC letter for additional information. Students who fail to take the COMLEX-USA® Level 1 examination within the timeframe prescribed in the SPC letter will be required to appear before the SPC and may result in an Administrative Withdrawal from the College. Removal from clinical rotations to remediate a failure of the COMLEX-USA® Level 1 examination may result in a delay in completing all degree requirements. A student failing any single level of a COMLEX-USA® exam for a third time will be Administratively Withdrawn from the College.

Students are eligible to sit for the Level 2-CE examination after receiving a passing score for Level 1 and will generally sit for the Level 2 examination after completing all Year Three core rotations. Students are strongly advised to sit for and return a score on the COMLEX-USA® Level 2 examination by October 1 of their OMS-IV year for purposes of consideration as residency candidates. Passage of the exam is required for graduation. Students are asked to schedule the examination with sufficient opportunity to retake the exam if they do not successfully pass on the first attempt. Students are required to successfully complete and pass the COMLEX-USA® Level 2 **no later than** Friday prior to Match Week which is **Friday, March 12, 2027**. Students who do not return a passing score by this date will be referred to the Student Performance Committee.

Students enrolled in any third year COMLEX-USA® preparation course or fourth year independent study course are required to follow the COMLEX date requirements as described in the course syllabus.

Students who are on an approved leave of absence for non-medical reasons, with a provision to take the COMLEX-USA® exam, must take and pass the COMLEX-USA® exams within 180 calendar days from the start of the approved leave. Please review the LOA Approval letter for additional information.

The BCSOM Dean reserves the right to modify the above process at their discretion. For complete information regarding the COMLEX-USA® testing program please see:

http://www.nbome.org/Content/Flipbooks/ComlexBOI/index.html#p=1

Student Performance Committee

The Student Performance Committee (SPC) meets regularly to review outcomes in relation to student performance. Any student who fails a course or a COMLEX-USA® examination will be reviewed by the SPC. Upon failing a course or a COMLEX-USA® examination, students may be required to meet in person or virtually with the SPC in accordance with the procedures of the SPC. Students who have any coursework deficiencies that have not been remediated may not advance in the degree program. Please see the Student Promotion and Graduation Policy at:

https://burrell.edu/policy-som9121/

The SPC reviews each student's academic record to determine whether the student is eligible for remediation, placed on academic suspension with the opportunity to repeat an academic year, or administratively withdrawn. A student is designated an academic standing of Academic Probation if they have an un-remediated course failure or are placed on academic suspension.

If the SPC permits remediation, students may remediate only one course per term and will have only one opportunity to remediate any failed course. Students failing two or more courses in any term may be administratively withdrawn or academically suspended from the degree program. The SPC reviews all course failures and may decide that a student be allowed to repeat the academic year in which any course was failed. However, the SPC has no obligation to offer the opportunity to repeat an academic year if, in its discretion, the student's overall body of work is sufficiently below expectation as to preclude the likelihood of success in the future. Any student in a repeated year is on Academic Probation, thus, failure of a course in a repeated year will result in permanent administrative withdrawal from the College.

All proceedings are confidential, and the meetings/hearings are closed. Only SPC committee members and the student in question are allowed to attend the meeting. Please review the procedures of the committee including information pertaining the process for appealing the SPC decision:

https://burrell.edu/SPC001/

Graduation Requirements and Time to Degree

Information regarding the curriculum for the Doctor of Osteopathic Medicine (D.O.) degree program may be found in the *College Catalog*. Satisfactory completion of the program thereby resulting in the awarding of the earned degree requires each candidate to satisfy the following requirements:

- Satisfactory completion of all required courses and credit hours as stated in the catalog within six (6) years of initial matriculation with attainment of at least the minimum passing grade, as determined by the faculty, for each course;
- Attainment of a passing score for COMLEX-USA® Level 1 as administered by the National Board of Osteopathic Medical Examiners (NBOME). The passing score is determined for each examination cycle by the NBOME;
- Attainment of a passing score for COMLEX-USA® Level 2 as administered by the National Board of Osteopathic Medical Examiners (NBOME). The passing score is determined for each examination cycle by the NBOME;
- Have no outstanding financial obligation to the College;
- Have no unresolved disciplinary violations;
- Receive approval for graduation from the faculty of the College.

Candidates for the degree are encouraged to attend the College's annual graduation ceremony. Students whose graduation date is delayed are able to participate in the graduation ceremony provided the College determines all graduation requirements can be reasonably completed no later than June 30th of the graduation year. Students anticipating completion of graduation requirements later than June 30th shall have their graduation delayed until the following year.

Student Evaluations

Student feedback regarding courses, clerkships, and faculty are conducted to contribute to the continuous improvement process. Evaluations are not anonymous, but they are confidential, and the identity of the individual student comments are not shared with faculty or course directors. Students are encouraged to provide professional and thoughtful feedback on all evaluations.

D.O. degree students in Years One and Two of the curriculum are required to complete course evaluations and/or faculty evaluations at the conclusion of each course. Students have five business days to complete the electronic surveys. Students who consistently fail to complete the evaluations in a timely manner will be referred to the Office of Student Affairs and may result in disciplinary action.

Students in Years Three and Four are required to complete evaluations in New Innovations regarding their clerkship rotation experience. Student feedback received from the evaluations assists the Office of Clinical Education in their overall assessment and improvement of clinical rotations and the implementation of faculty development offerings. An annual summary of student comments is reported anonymously to preceptors and training sites to assist them in continuous improvement. Students must submit clinical rotation evaluations by 11:59pm on the last Wednesday of the rotation. Failure to complete required clerkship rotation evaluations by the deadline may result in a finding of non-professional conduct. Please see the Clerkship Manual for more information:

https://burrell.edu/clerkship-manual/

Supervised Patient Care

Medical students will be required to participate in patient care activities throughout the course of the curriculum. Students engage in clinical rotations as ***active participants*** in direct patient care under supervision. Supervised patient care activities will be described in individual course syllabi and will occur at a number of different locations where patient care is provided. The College will determine the learning objectives of each activity and ensure that objectives can be reasonably achieved at the assigned venue. The clinical site and supervising faculty, however, retain the authority to stipulate the degree of student involvement in patient care activities. Students must comply with all of the general and specific rules established for health care delivery by the hospital, clinic or facility at which they are being trained.

A medical student is not legally or ethically permitted to practice medicine or assume responsibility for patient care. A student may be involved in assisting in the care of a patient, but only under the supervision of a licensed health care provider. The attending provider is responsible for the medical care of the patient. A student may not administer therapy or perform procedures, except under the supervision of a licensed provider (preceptor) working within the recognized scope of their training. Depending on the nature of the service being provided, the preceptor will ascertain the student's competence and degree of participation. The preceptor or qualified designee shall always be immediately available to the student when patient care is being provided. Patient interview (history taking) and physical examination may be performed without the preceptor in the room if the student is so directed. Students must have a chaperone in the room for sensitive examinations, treatments or procedures involving breasts, genitalia and rectum. These exams should employ appropriate disrobing and draping procedures that respect the patient's privacy. Such examinations shall only be performed with the knowledge and consent of the supervising physician and permission of the patient. It is also recommended that chaperones are present whenever the student is uncomfortable with a patient's behavior in conjunction with performing a sensitive examination. A clear explanation of the nature of any examination or treatment must be given to the patient.

Osteopathic Manipulative Medicine and Physical Examination Training

When engaging in instruction for Osteopathic Manipulative Medicine ("OMM") lab and/or physical examination training, students are learning techniques. Proposed techniques (written explanations and/or

videos) are to be reviewed prior to the student coming to the lab session.

If there is a concern about having a technique performed on a student, the student must inform their instructor and/or course director prior to the technique application so that any potential effects may be anticipated. If a student experiences undue soreness or unusual symptoms after OMM lab and/or physical examination training, it is the student's responsibility to contact a faculty member **within 24 hours** of the lab and/or training so that an incident report (https://burrell.edu/incident-report) can be filed and the participant can be referred to care. If a student is unable to participate in a specific OMM technique or physical examination training, he/she must provide a doctor's note to the course director prior to the lab denoting the length and scope of restriction.

Clerkship Manual

The College's Clerkship Manual provides supplemental information pertaining to third and fourth-year courses/clerkships. The Clerkship Manual can be found at:

https://burrell.edu/clerkship-manual/

Regional Academic Centers

Regional Academic Centers (RAC) are clinical training sites students are assigned to for core clerkship rotations in year three. Each RAC is staffed by a Regional Assistant Dean and a Coordinator who serve as the student's primary contact during third year clinical rotations. The College's clinical training curriculum is community-based in affiliated hospitals and clinics and provides educational experiences under the preceptorship of credentialed, medical educator faculty. Clinical assignments are based on multiple factors including the availability of preceptors and the interests and preferences of individual students. Currently the College has nine Regional Academic Centers located in Albuquerque (NM), Brooklyn (NY), Las Cruces (NM), Four Corners (NM), Eastern New Mexico (NM), El Paso (TX), Tucson (AZ), Palm Beach (FL), Southwest (FL), and Space Coast (FL). For more information, including information on the College's affiliated clinical teaching sites, please visit our website:

https://burrell.edu/academics/clinical-education-3rd-4th-year/hubs/
https://burrell.edu/CE005/

Examinations and Assessments

Written Exams and Quizzes

The exam day process has been established to protect the security and integrity of exams.

Procedures Prior to Exam Day:

- Students will be required to take a mock exam during orientation to set up ExamID on their laptop computer (no iPads).
- Students are required to read all emails from the Testing Center, and follow the direction identified for each exam.
- It is the student's responsibility to keep Examplify updates current (check for Examplify updates prior to downloading each exam).
- Students are expected to provide a personal laptop capable of supporting Examplify. In the event of a personal computer malfunction, students may request a temporary loaner laptop from the IT office to complete the exam.

Procedures for Exam Day:

- Students must bring the laptop computer onto which they downloaded the exam. The only other permitted items in the exam room include: the computer power supply, mouse, mouse pad, and a clear drink container with a lid.
- Personal items including, but not limited to, cellphones, caps/hats/beanies, smart watches, smart glasses or any other recording device, and backpacks will not be allowed in the examination room during the exam. The student must leave their personal items in the assigned bag room.
- Students may enter the assigned testing room twenty (20) minutes before the start of the exam. Students must remain quiet upon entering the testing environment.
- ***Students must be seated at least ten minutes prior to the start of the exam. Doors will close ten minutes prior to the start of the exam.***
- ***If a student arrives after the doors are closed, he/she will not be allowed in the exam room and must report to the Assistant Dean of Evaluation and Assessment, or designee.***
- Once a student enters the exam room, he/she is not permitted to leave the exam room until after the exam begins.
- Prior to the start of the exam, pertinent announcements regarding the exam and/or Examplify may be shared.
- Students will be instructed to open their laptops, shut down all applications except for Examplify and proceed to the passcode screen.
- The passcode will be displayed on the lecture hall screen and/or provided verbally to students in the exam room. Students will enter the passcode and begin the exam.
- If a student needs to leave the exam room for any reason, he/she must raise their hand to be escorted by a proctor.
- If a student experiences a technical issue with the exam software or computer during the exam, they must immediately raise their hand and notify a proctor, Testing Center Coordinator, or IT staff member before submitting or uploading the exam. Any technical issues that are not reported during the exam will not be considered afterward.
- Once an exam is completed, the student must hand their sign-in sheet and pencil to the proctor and show the proctor the green verification upload screen upon exiting the exam room.
- Students must not gather in the exam wing (including the student lounge) before, during, or immediately after an exam and be respectful of the other students still taking the exam.

D.O. degree program OMS III and OMS IV students must refer to COMAT® exam procedures on the College website at: https://burrell.edu/academics/clinical-education-3rd-4th-year/comat/

Objective Structured Clinical Exams (OSCE)/Standardized Patient (SP) Encounters

OSCEs/SP Encounters are delivered for the purpose of practice, to obtain faculty or Standardized Patient feedback, and for more formal summative evaluations. This includes but is not limited to a final, comprehensive OSCE designed to test a student's cumulative knowledge of the material presented in the clinical skills courses.

Procedures:

- Students will receive their scheduled time for the OSCE/SP Encounter from a posted schedule in LEO. The posted instructions and schedule located in LEO must be reviewed prior to the event.
- Students will show up to the designated location OSCE/SP Encounter in professional dress.
- In the *clinical standardized patient experiences and real patient encounters*, professional dress is required, and the *faculty and course directors reserve the right to correct students.*
- For students, we require a clean, pressed white coat with the College Logo, ID Badge, closed toe shoes. No athletic shoes or flip flops will be allowed. Examples of professional attire include professional pants or slacks, turtlenecks, button-down shirt, sweater, blouse, knee-length or longer dress or skirt. Shirts and blouses should have a modest neckline. Hair that is collar length or longer should be worn in such a way that it does not obstruct the student's face or require adjustment during the encounter. Fingernails should be trimmed, and professional.
- Students will show up to the designated location OSCE/SP Encounter with their appropriate diagnostic tools. Administrative staff will provide the students with pens, clipboards, and paper if needed for the event. Note: modifications may be made to content of assessment; see LEO for details.
- All computers, phones, and smartwatches will be collected and returned at the end of the event. The waiting area is considered an extension of the exam. Therefore, study notes/aids are not allowed in the designated waiting area. Any use of these materials while in the clinic waiting room/clinic hallway will be reported to the faculty, and the material will be confiscated during the session.
- Administrative staff will deliver instructions to students in the SP/OSCE waiting area(s). They also remind students that they may not share details, elements, contents, or any material of the exam with others.
- For a formal OSCE, please review LEO and course syllabi regarding schedules and instructions prior to the event.

Any student who does not follow the above procedures may be subject to a finding of non-professional conduct and referred to the Office of Student Affairs. The College reserves the right to modify assessment processes as necessary. Students will be notified of any such changes via their College email.

Research and Scholarly Activity

The College recognizes research and scholarly work as an important component of medical education and is dedicated to supporting research programs that advance medical knowledge and enrich student education. Research and scholarly activity at the College are central to the mission of the school and driven by faculty in four core priority research areas: basic biomedical science, clinical science, population and public health, and medical education.

Under faculty mentorship, students may participate in supervised research and other forms of creative scholarship, including population and public health projects, medical education research, retrospective studies, clinical case reports, and literature reviews.

Students are required to inform and obtain approval from the Office of Research & Sponsored Programs (ORSP) for all research or creative scholarly activities and to ensure that all research that they participate in is conducted in accordance with Burrell College policies and procedures, and applicable local and federal regulations.

Prior to initiating research on new projects, students must inform the ORSP of their intent to begin a research project by completing a *"Request to Participate in Research"*. The request will be reviewed by ORSP to ensure that researchers have secured appropriate compliance approvals (e.g., human subjects, biosafety, etc.) and completed the required Responsible Conduct of Research training. **The student(s) may not begin work on the research before approval is obtained.**

Prior to submitting an abstract or conference paper to a meeting, students will inform the ORSP of her/his intent by completing a *"Intent to Submit an Abstract or Conference Paper"* in advance of the submission. ORSP will conduct a non-scientific review to ensure compliance with College and applicable local or federal rules and regulations.

Prior to submitting a letter, short communication, case report, manuscript or any written document for publication where the Burrell College affiliation is stated, students will inform the ORSP of her/his intent by completing a *"Intent to Submit a Journal Article or Manuscript for Publication"* in advance of submission. ORSP will conduct a non-scientific review to ensure compliance with College and applicable local or federal rules and regulations. The student may only use the Burrell affiliation for research conducted at a Burrell approved location under an approved Burrell faculty mentor.

The College recognizes that research and creative scholarship may lead to the generation of intellectual property. Students may be owners of intellectual property under certain conditions. Please see the College's Intellectual Property policy, which provides guidance in defining the ownership, protection, and transfer of intellectual property:

https://burrell.edu/policy-b8550/

Students wishing to pursue research and creative scholarly activities should be in good academic standing. All research and scholarly activities require prior approval from the Office of Research and Sponsored Programs. Please visit the College website for more information:

https://burrell.edu/research/

Student research activities must be under the direction of a member of the College faculty who bears sole responsibility for the conduct and outcome of the scholarly work. Study methods and outcomes including data shall remain the intellectual property of the College and its faculty and may not be used or reproduced by students for material gain, application, or independent publication without the expressed written consent of the College.

D.O. Degree Students Distinction in Research

A Distinction in Research is available for highly motivated D.O. degree students. Entry into the Distinction pathway is available to first- and second-year students who are in good academic standing. Completion of the distinction program requires 1) application and acceptance into the pathway, 2) participation in the Summer Research Experience, 3) enrollment and completion of non-clinical research electives during years 3 and 4, 4) approval of a final research report by the student's advisory committee, and 5) presentation of research findings in a public forum. Students successfully completing the requirements will receive an annotation on their academic transcript denoting they have completed the Doctor of Osteopathic Medicine with a Distinction in Research.

Library and Learning Resources

The Burrell College library provides access to high-quality resources and services relevant to the study of biomedical sciences, medical humanities, and clinical medicine. The library offers physical collections of books and textbooks that complement the broader electronic book, e-journal, and database collections. Library resources are accessible by visiting the library homepage and entering your College login and password when prompted:

https://library.bcomnm.org

Use of the Library's resources is subject to copyright and contract law. Students are expected to observe usage restrictions, which vary from resource to resource. Only authorized users may access licensed resources, and authorized users may not share usernames and passwords with others. Links to terms and restrictions are typically found on the introductory pages of the databases, and students are encouraged to contact library staff with any questions. Systematic downloading of extended portions of resources is prohibited.

Reference and research assistance, document delivery, information literacy training, and copyright guidance are available to all students. The College librarians are available for assistance.

Please visit our website to review the *Library Policy* and standard operating procedures regarding Circulation and Document Delivery Services:

https://burrell.edu/policy-b5040/
https://burrell.edu/LIB001/
https://burrell.edu/LIB002/

Burrell D.O. degree students located at the Las Cruces (NM) campus also have access to the Zuhl Library and Branson Library on the New Mexico State University campus. For hours of operation, please visit: https://lib.nmsu.edu/hours.html. Burrell D.O. degree students located at the Melbourne (FL) campus also have access to the Evans Library on the Florida Institute of Technology campus. For hours of operation, please visit: https://lib.fit.edu/

Campus Safety

The College is committed to maintaining a safe and secure environment for students, employees, and visitors. All security measures must be followed at all times. Failure to comply may result in a finding of non-professional conduct and withdrawal from the College. In some cases, violations may also lead to a criminal complaint.

Annual Safety and Security Report

The College maintains an annual Safety and Security Report and Fire Safety Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as well as the requirements imposed by the amendments to the Violence Against Women Act (VAWA). This report contains information regarding safety and security programs, policies, and procedures in place at Burrell College. Due to the College's Las Cruces (NM) campus being physically located on the New Mexico State University (NMSU) campus and its established agreements (such as housing and facility usage for Burrell College students) with NMSU, statistics from the Las Cruces NMSU campus are required to be included in this report. Due to the College's Melbourne (FL) campus being physically located on the Florida Institute of Technology (FIT) campus and its established agreements, statistics from the FIT campus are also required to be included in this report. While these numbers do not necessarily reflect reportable crimes on the College's campus itself, the statistics are reflective of College's geographic location. The annual report and daily crime logs can be found on our website:

https://burrell.edu/campus-safety-and-security/clery-report/

Las Cruces (NM) Campus - Security

The College has a contracted security officer on campus whenever students are present. Any suspicious activity should be reported to the College Security Officer at (**575) 674-2299** and/or to the NMSU Police Department at **(575) 646-3311**. In the event of an emergency, immediately dial **911**.

The College's Security Staff are charged with reporting and investigating security incidents in cooperation with law enforcement and regulatory agencies. Security Staff will document non-routine events according to policy and standard operating procedures (SOP). Each report is reviewed by the supervisor assigned to the College's Security Staff.

The New Mexico State University Police Department, which provides law enforcement services to the College's Las Cruces (NM) campus, provides daily crime logs to the College and are available on our website:

https://burrell.edu/campus-safety-and-security/clery-report/

Melbourne (FL) – Security

Students, faculty, and staff located on the Florida Tech campus should report any crimes to the Department of Security. Florida Tech has a Campus Security Authority web-based form to assist with reporting. Please contact the Florida Tech Department of Security at 321-674-8111 for more information or visit the Department of Security website at: https://fit.edu/security/campus-security-authorities/

Identification Cards

Students are required to wear their College ID at all College activities and related events. College IDs are used for identification, to check out library books, to obtain admission to most campus activities, for entrance into College facilities. It is the student's responsibility to have the College ID validated each term with the Office of Student Affairs. A $10.00 fee will be charged for replacing lost College IDs. If lost or stolen, this needs to be reported to security or IT immediately so unauthorized individuals cannot gain access to the building or other facilities. Failing or refusal to provide a College ID upon request can result in disciplinary action.

Privacy and Surveillance

Cameras are located at various locations around the College campus. These include security cameras in hallways, public spaces, and video recording equipment in certain classrooms and conference/seminar rooms. These cameras are placed and used for educational and surveillance/security purposes. In some circumstances, as a result of investigations, subpoenas, lawsuits, or other legal exigencies, the College may be required by law to provide records (electronic or other) or information related to those records or relating to the use of information resources to third parties. Additionally, the College may, in its reasonable discretion, review electronic records information to ensure proper function of the College and its programs, in connection with investigations or audits or to protect the safety of individuals or the College community. The College may also permit reasonable access of data to third-party service providers in order to provide, maintain or improve those services. Individuals utilizing College facilities, College-provided equipment and College resources do not have a reasonable expectation of privacy.

Theft

The College does not accept responsibility for loss of personal property due to theft, fire, or vandalism. Students are encouraged to research and purchase renter's insurance or find out if their property is covered under their parents or guardians' homeowner's policy. All students are encouraged to properly secure their property while on campus. Theft of College property or the personal property of any member of the College Community is against the law. Penalties may include campus sanctions, including withdrawal of a student as well as the risk of prosecution.

Weapons, Firearms and Explosives

All members of the College community, including students and visitors are prohibited from possessing firearms or weapons on the College premises. Hunting is not permitted on the campus or surrounding property owned by NMSU or Florida Tech. Please see our Firearms and Weapons Policy:

https://burrell.edu/policy-b4012/

Sexual Misconduct, Abuse, Harassment, and Other Crimes

Sexual misconduct often overlaps with crimes of sexual assault, sexual harassment, stalking, dating violence, and domestic violence. As a result, sexual misconduct cases may be handled by both the College (Title IX), as it pertains to policy violations, and law enforcement for criminal violations. Any form of sexual misconduct, abuse, harassment, intimidation, stalking, vandalism and/or criminal violations of any person or property on campus will result in immediate action including but not limited to: prosecution by local authorities, payments of damages, fines, possible removal from campus housing, suspension, or expulsion. If you are the victim of a crime, whether while on campus or off campus, you are encouraged to report it

immediately by calling 911. For non-emergencies taking place on campus, call NMSU police at (575) 646-3311 or Florida Institute of Technology Department of Security at (321) 674-8111 for assistance. See https://burrell.edu/campus-safety-and-security/ for more information.

Emergency Notification and Procedures

When there are major incidents or emergencies that affect a large number of people and present an immediate threat to health or safety, the College, as well as NMSU (Las Cruces (NM) Campus) or Florida Tech (Melbourne (FL) Campus), will issue advisories, alerts or warnings as appropriate. Students are required to participate in the Emergency Notification System with email and student cell phone numbers as the default notification. Please follow all instructions disseminated.

The College has established procedures for emergency situations to include fire, medical emergencies, theft, suspicious person, active shooter, bomb threat, gas leak/chemical spill as well as an evacuation map. Please see https://burrell.edu/campus-safety-and-security/emergency-procedures/ for more information.

Severe Weather

The College actively monitors severe weather conditions and communicates timely updates to students. Official notifications are distributed through the College's Emergency Notification System, and students are expected to monitor these communications regularly.

Students located at the Melbourne, Florida campus may access additional information regarding disaster, emergency, and evacuation procedures at Florida Tech Disaster, Emergency, and Evacuation Plan. Information regarding hurricane preparedness is available at Florida Tech Hurricane Information.

In the event that severe weather or another emergency disrupts the delivery of the College's academic programs, the College reserves the right to adjust academic calendar, schedules, instructional modalities, and curricular activities as necessary, in accordance with applicable regulatory and accreditation requirements.

False Reporting

Falsely reporting fires, bomb threats, or other emergencies (either to College personnel or local 911/police force dispatch personnel), falsely setting fire alarms, and the non-emergency use of emergency equipment will result in immediate administrative action leading to possible suspension from the College and prosecution through state and federal laws. Tampering with or damaging smoke detectors is subject to possible suspension. Unauthorized entry into another student's room, faculty or staff offices, or any other campus facility is considered a serious violation and will result in immediate disciplinary action. This includes unauthorized entry into any facility outside of designated hours.

Giving false testimony to an investigating staff member or to a member of any judicial committee, attempting to intimidate or coerce witnesses, or seeking revenge against anyone due to their role in a disciplinary procedure will result in appropriate disciplinary action. Giving false names or identification to any inquiring College staff member will result in disciplinary sanctions. The falsification of College documents of any kind is prohibited.

All offenses are reported to the Dean, the Office of Student Affairs, and the security staff at the College. The College reserves the right to discipline students who commit certain off-campus violations of College policies. All of the offenses stated above may be dealt with on a case-by-case basis and according to the determinations of the seriousness of each incident, resulting in sanctions ranging from a simple warning to the ultimate withdrawal of the student or students from the College.

Motorized Micromobility Transportation Devices

Students who are enrolled at the Melbourne (FL) campus must comply with Florida Tech's policy regarding motorized micromobility transportation devices. Motorized micromobility transportation devices include but are not limited to a motorized (e.g., electric) wheeled transportation device that can be operated with or without direct human propulsion efforts including but not limited to bicycles, scooters, skateboards, Segways, etc. Florida Tech's Policy can be found here:

https://www.fit.edu/policies/security--safety/motorized-micromobility-transportation-device/

Substance-Free Campus

The College has determined that the campus and all facilities that it owns, leases or operates shall constitute a drug-free and tobacco-free environment. Please visit the College's website regarding all applicable local, state and federal laws concerning the unlawful possession or distribution of illicit drugs and alcohol, along with the College's drug and alcohol abuse prevention program biennial review:

https://burrell.edu/drug-and-alcohol-free-campus/

Standards of Conduct

Unlawful manufacturing, distribution, dispensing, possession, or use of controlled substances or illicit drugs by any student at the College at any time and in any setting associated with the College, including campuses, training locations, and any other affiliated sites, is prohibited.

The legal status of controlled substances, including marijuana, shall be determined by Federal Law. Some states have passed laws that decriminalize or legalize medical or recreational marijuana. Those laws do not change federal law, under which marijuana is an illegal drug. Burrell students must comply with the more restrictive provisions of the federal law. Policy violations will not be excused by virtue of the fact that the state has a law permitting medical and recreational marijuana use.

Students may not consume or be in possession of alcoholic beverages on the College campus. The use of alcohol or any display of public drunkenness shall be deemed a violation of the College's Code of Professional Conduct. Smoking, vaping, and any use of tobacco products are prohibited on the College campuses, including buildings and grounds, and may be restricted at affiliated sites in accordance with site-specific policies. Violation of these standards constitute non-professional conduct and may result in disciplinary action, up to and including administrative withdrawal from the College. Certain violations may also require notification to public safety or other appropriate authorities.

The College recognizes that substance abuse is a career and life-threatening problem and encourages students to seek help in overcoming addiction. Students are encouraged to reach out to the Office of Student Affairs for help in seeking services for drug and alcohol counseling or contact any of the resources listed on our website:

https://burrell.edu/students/health-services/

Routine Alcohol and Drug Testing

All students, upon matriculation to the College and prior to beginning clinical activities at affiliate sites are required to submit to drug screenings. A positive result or refusal to test may result in a violation of the Burrell Code of Conduct and a student may be subject to administrative withdrawal from the College. A dilute result is unacceptable and will require the student to submit to a new drug screening at the student's expense.

Reasonable Suspicion Testing

If there is reasonable suspicion of substance abuse by a student, the Office of Student Affairs may require the student to submit to drug and/or alcohol testing. Reasonable suspicion of inappropriate alcohol or drug use may be based upon, but is not limited to the following criteria:

- Direct observation of drug or alcohol use or possession;
- Demonstration of physical symptoms of the influence of drugs or alcohol;
- A pattern of abnormal or erratic behavior consistent with alcohol or drug abuse;
- Arrest or conviction for a drug or alcohol related offense;
- Identification of a criminal investigation into drug use, possession, or trafficking;
- Evidence that a student has tampered with a previous drug or alcohol test; or
- Possession of drug paraphernalia.

The Department Head of Student Affairs will review the reasons a violation is suspected with the College's General Counsel to determine whether the criteria for reasonable suspicion has been met. If reasonable suspicion is met, the student will be placed on a disciplinary suspension and required to complete testing at Burrell's expense and Burrell's identified testing site. The test results will be reviewed by the Department Head of Student Affairs. A positive result or a refusal to test due to reasonable suspicion may result in a violation of Burrell's Code of Professional Conduct and a student may be subject to involuntary withdrawal from the College.

The Student Affairs website also lists confidential services for drug and alcohol counseling, treatment, and rehabilitation programs:

https://burrell.edu/students/health-services/

College-Owned Resources

During the course of study at the College, students will have access to property owned by the College and made available to enhance learning opportunities and promote skill acquisition. Unless otherwise directed by the responsible curator anatomic models and medical equipment may not be removed from the campus. Nor should students use any medical equipment owned by the College outside the scope of the instructional program.

Some learning resources are available for "check-out" from the College Library and the Information Technology Department. The College librarian will identify which materials may be removed from the campus Library and for what period of time. Resources checked out from the Information Technology Department must be returned within 14 days.

Special Note Regarding Ultrasound Equipment

The following statement has been issued by the U. S. Food and Drug Administration:

> *Ultrasound imaging has been used for over 20 years and has an excellent safety record. It is based on non-ionizing radiation, so it does not have the same risks as X-rays or other types of imaging systems that use ionizing radiation.*
>
> *Although ultrasound imaging is generally considered safe when used prudently by appropriately trained health care providers, ultrasound energy has the potential to produce biological effects on the body. Ultrasound waves can heat the tissues slightly. In some cases, it can also produce small pockets of gas in body fluids or tissues (cavitation). The long-term consequences of these effects are still unknown. Because of the particular concern for effects on the fetus, organizations such as the American Institute of Ultrasound in Medicine have advocated prudent use of ultrasound imaging in pregnancy. Furthermore, the use of ultrasound solely for non-medical purposes such as obtaining fetal 'keepsake' videos has been discouraged. Keepsake images or videos are reasonable if they are produced during a medically indicated exam, and if no additional exposure is required.*

The State of New Mexico and the State of Florida require licensure for any individual operating sonographic equipment. Students may operate such equipment when under the direction of a duly authorized trainer. The College prohibits students from engaging in non-authorized use of such equipment or its removal from the campus.