



# STUDENT HANDBOOK



Revised & Board Approved June 21, 2017

## TABLE OF CONTENTS

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CONTACT INFORMATION .....	4
RESERVATION OF POWER .....	5
OFFICIAL COMMUNICATION METHOD .....	5
PHOTOGRAPHY STATEMENT .....	5
STUDENT'S RESPONSIBILITY FOR BEING INFORMED .....	6
MISSION, VISION, AND GUIDING PRINCIPLES .....	6
POLICY AND STATEMENT OF NON-DISCRIMINATION .....	7
PHILOSOPHY OF OSTEOPATHIC MEDICINE AND PLEDGE OF COMMITMENT .....	7
ACCREDITATION .....	8
EDUCATIONAL INSTITUTION LICENSURE .....	9
OFFICE OF STUDENT AFFAIRS .....	10
OFFICE OF ADMISSIONS & ENROLLMENT MANAGEMENT .....	11
MATRICULATION INFORMATION .....	12
TUITION AND FEES .....	14
WITHDRAWAL AND DISMISSAL PROCEDURE .....	15
FINANCIAL AID PROGRAM .....	16
OFFICE OF THE REGISTRAR .....	17
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) .....	17
ACADEMIC POLICIES AND PROCEDURES .....	22
ATTENDANCE POLICIES .....	29
COUNSELING, PHYSICAL, AND BEHAVIORAL HEALTH CARE SERVICES .....	33
HEALTH AND TECHNICAL STANDARDS .....	36
SPECIAL ENVIRONMENTS .....	37
STUDENTS WITH DISABILITIES .....	38
HEALTH REQUIREMENTS .....	41
ACADEMIC ADVISING .....	43
STUDENT GOVERNMENT ASSOCIATION .....	44

CODE OF ETHICS AND HONOR .....	45
SEXUAL AND OTHER DISCRIMINATORY HARASSMENT.....	45
PROFESSIONAL AND BEHAVIORAL POLICIES.....	46
DRUG FREE CAMPUS AND WORKPLACE POLICY .....	49
GRIEVANCE POLICY .....	58
CAMPUS SAFETY AND SECURITY .....	59
INFORMATION/TECHNOLOGY POLICIES .....	60
COPYRIGHT MATERIALS .....	61
IDENTIFICATION .....	62
DOCTOR OF OSTEOPATHIC MEDICINE PROGRAM .....	63
FOUNDATIONS IN BIOMEDICAL SCIENCE PROGRAM .....	63
COURSE CATALOG: Doctor of Osteopathic Medicine Program .....	63
COURSE CATALOG: Foundations in Biomedical Science Program .....	63

## CONTACT INFORMATION

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Mailing Address:

Burrell College of Osteopathic Medicine

3501 Arrowhead Drive

Las Cruces, NM 88001

BCOM General Phone Number:

(575) 674 – BCOM (2266)

Important BCOM Email Addresses:

studentaffairs@bcomnm.org

admissions@bcomnm.org

For additional information, please visit our website at <https://bcomnm.org>

## RESERVATION OF POWER

The Student Handbook is intended to provide students with an overview of important information regarding BCOM policies, procedures, and requirements.

Any information in the BCOM Handbook can be amended, modified, added, or removed at any time without prior notice to students. If any changes are applied, students will be notified by email. It is the sole responsibility of the student to check their BCOM email daily and be informed of all changes. Failure to read the Student Handbook and to be familiar with all content does not excuse a student from being required to comply with the stated provisions. Each new edition of the BCOM Student Handbook replaces all previous versions of the Handbook. The Student Handbook does not include every detail of every policy but rather seeks to cover the essential terms of policies and provisions of BCOM. The BCOM Student Handbook is available online. Failure to adhere to any of the BCOM policies will be considered as unprofessionalism and will be addressed by the Ethics and Honor Code Committee as defined in the Handbook.

## OFFICIAL COMMUNICATION METHOD

Official BCOM communications include, but are not limited to, email and written notices. Students are therefore responsible for regularly reading all emails received from BCOM in a timely manner. Students are also responsible for maintaining adequate email space to ensure all correspondence is received. BCOM reserves the right to use other means of communication with students as appropriate. The College may send communications via email, U.S. mail, registered or certified mail, etc. at their discretion. The student is responsible for maintaining a current and correct address with the Office of the Registrar. Failure to receive communications from BCOM (email, regular mail, certified mail, registered mail, etc.) does not relieve the student of their duties and obligations that are included in any and all communications.

## PHOTOGRAPHY STATEMENT

In the course of college life and participation in campus classes and activities, the College often has photographers taking photos of events, activities, and daily life. These photos may be used for College promotion in advertising, printed collateral, website and other outlets. Students will not be compensated if their image is used for the promotion of the College. The Office of Communications and Marketing assumes permission for photography from all students unless instructed otherwise by an individual. If you elect to opt out, you must contact the Office of Student Affairs. Otherwise, your image may be used.

## STUDENT'S RESPONSIBILITY FOR BEING INFORMED

All students enrolled at BCOM are individually responsible for keeping up to date with current academic regulations, requirements, policies, and any changes to current or newly published policy, procedures, or other official documents or announcements. Students are also responsible for remaining aware of their own educational obligations, including grades, procedures for remediation, time and location of all examinations and/or laboratory sessions, time and location of their clinical rotations, deadlines, etc.

## MISSION, VISION, AND GUIDING PRINCIPLES

### The BCOM Mission

*Para la gente y el futuro:* For the people and the future, the Burrell College of Osteopathic Medicine at New Mexico State University (BCOM) is dedicated to improving the health of the Southwestern United States and Northern Mexico through culturally humble undergraduate, graduate and continuing osteopathic medical education, research, and clinical service to the community.

BCOM is focused on increasing diversity in the physician workforce and fostering a practice of lifelong learning, compassion, respect, and excellence in its students.

### BCOM Vision Statement

The Burrell College of Osteopathic Medicine will be regionally and nationally recognized for significantly impacting physician workforce needs of the Borderplex and access to quality medical services. BCOM will be a leader in increasing workforce diversity, particularly among Native American and Hispanic populations.

### BCOM Guiding Principles

1. BCOM will provide a student-centered, broad-based medical educational program integrating osteopathic practice and principles and encompassing the necessary pre-doctoral didactic material to enable learners to become osteopathic physicians at the highest standard of excellence.
2. BCOM will prepare students to function effectively to address the health needs of the Border, Hispanic, and Native American populations.
3. BCOM will be a clinical resource for the delivery of osteopathic medical care to the community.
4. BCOM will develop new graduate medical education (GME) opportunities for its students and other students desiring to work in the region, with special emphasis on primary care and culturally competent methods.

5. BCOM'S students will objectively perform at the highest levels of accomplishment, as measured by standardized testing and other measures of success.
6. BCOM will increase diversity and retention in the regional physician workforce.

## POLICY AND STATEMENT OF NON-DISCRIMINATION

It is the firm policy of BCOM not to discriminate on the basis of race, ethnicity, color, creed, sex, age, religion, national origin, disability, pregnancy, genetic information, veteran status, citizenship, familial status, ancestry, sexual orientation, gender identity, or spousal affiliation in its programs, activities, hiring, or the admission of students.

This policy applies in recruitment and admission of students, employment of faculty and staff, and scholarship and loan programs. This policy is also followed in the operation of all other programs, activities, and services of the College.

BCOM subscribes to the principles and adheres to the requirements of local, state, and federal laws pertaining to civil rights and equal opportunity. Please see <http://bcomnm.org/students/title-ix/> for detailed information on BCOM's Non-Discrimination Program.

Evidence of practices inconsistent with this policy should be reported to the BCOM Compliance Coordinator who is the designated coordinator of BCOM's Non-Discrimination Program. Inquiries regarding compliance with the sex discrimination provisions of Title IX may also be directed to the Assistant Secretary for Civil Rights, Department of Education, Washington, D.C.

## PHILOSOPHY OF OSTEOPATHIC MEDICINE AND PLEDGE OF COMMITMENT

### Philosophy of Osteopathic Medicine

Osteopathic medicine stresses a comprehensive approach to the maintenance of health. The roots of osteopathic medical education lie in the emphasis it places on the musculoskeletal system. The interrelationship between this and other body systems are basic to health maintenance and the prevention of disease. Founded by Andrew Taylor Still, M.D. (1828-1917), osteopathic medicine utilizes four fundamental principles which enable the osteopathic physician to look at health and disease in a unique manner.

### Pledge of Commitment

- The body is a unit; the person is a unity of body, mind, and spirit.
- The body is capable of self-regulation, self-healing, and health maintenance.
- Structure and function are reciprocally interrelated.
- Rational treatment is based on the above three principles.

## ACCREDITATION

The Burrell College of Osteopathic Medicine is incorporated under the laws of the State of New Mexico as a limited liability corporation (LLC). The governing body is the Board of Trustees, which establishes bylaws for its operation.

The Burrell College of Osteopathic Medicine received provisional accreditation status through the Commission on Osteopathic College Accreditation (COCA) of the American Osteopathic Association (AOA) in April, 2015. This constitutes the highest level of accreditation the College is able to achieve until the graduation of its inaugural class in 2020.

“The AOA Commission on Osteopathic College Accreditation (COCA) serves the public by establishing, maintaining and applying accreditation standards and procedures to ensure that academic quality and continuous quality improvement delivered by the colleges of osteopathic medicine (COMs) reflect the evolving practice of osteopathic medicine. The scope of the COCA encompasses the accreditation of the COMs.”

The accreditation standards are available at:

<http://www.osteopathic.org/inside-aoa/accreditation/COM-accreditation/Pages/standards-and-procedures-disclaimer.aspx>

Accreditation standards can also be obtained by using the following contact information:

Commission on Osteopathic College Accreditation  
Department of Accreditation  
American Osteopathic Association  
142 East Ontario Street  
Chicago, IL 60611

Phone: (312) 202 - 8000  
Fax: (312) 202 - 8397  
Email: [predoc@osteopathic.org](mailto:predoc@osteopathic.org)

## Accreditation Grievances

Students, faculty, staff, or any individual and/or institution can file a complaint related to the COCA Accreditation Standards. No adverse action will be taken against the complainant for registering the complaint. A representative of BCOM, not directly involved in the area of the complaint will serve as an impartial representative of the institution. A copy of the COCA Accreditation Standards may be accessed from the website of the American Osteopathic Association (see link below). A set of procedures for student grievances has been established for this process:



1. A formal grievance may be made by any student and must be filed in writing through the Office of Student Affairs. The form is available in the Office of Student Affairs.
2. The Office of Student Affairs will forward the complaint to the Office of the Dean/CAO.
3. The complaint must be in good faith and be related to a violation of a COCA Accreditation Standard. The student must present an explanation of the standard violation and must also submit any supporting documentation/evidence.
4. The complainant must follow appropriate institutional procedures for resolution of the grievance. Each step, effort, and action taken must be documented in writing.
5. Within 15 business days, the Dean/CAO will address the complaint and respond to the complainant.
6. If corrective action is necessary, the Dean/CAO will ensure that the corrective action is carried out. The student will be notified in writing of the finding and corrective action taken.
7. If the complaint is not corrected to the satisfaction of the students, the individual may contact COCA at the address provided above. BCOM will ensure that follow-up from COCA to the New Mexico Higher Education Department will occur.

The COCA Accreditation Standards can be found at the following address:

<https://www.osteopathic.org/inside-aoa/accreditation/COM-accreditation/Documents/com-accreditation-standards-7-1-16.pdf>

## EDUCATIONAL INSTITUTION LICENSURE

The Burrell College of Osteopathic Medicine is an incorporated, private institution under the authority of the New Mexico Higher Education Department and the License and Regulatory Office of the State Board of Osteopathic Medicine, the licensing agencies for private, higher-education programs in the state. BCOM will award the Doctor of Osteopathic Medicine degree by virtue of satisfying accreditation requirements by the Commission on Osteopathic College Accreditation and licensure obligations by the State of New Mexico to operate a private institution of higher education.

### Licensure Grievances

Students wishing to file a complaint related to licensure should make these complaints in writing to the Associate Dean of Students who will forward the complaint to the Dean. Forms are available through the Office of Student Affairs. If the complaint is not satisfied through the BCOM process, students may report the complaint using the following contact information:

New Mexico Higher Education Department  
Private Post-Secondary Schools Division  
2044 Galisteo Street, Suite 4  
Santa Fe, NM 87505, (505) 476 - 8400

<http://www.hed.state.nm.us/students/complaints.aspx>

<http://www.rld.state.nm.us/boards/Osteopathy.aspx>

## OFFICE OF STUDENT AFFAIRS

### Overview

The Office of Student Affairs is directed by the Associate Dean of Students, is involved in all aspects of student life, and oversees student activities, student government functions, student clubs, student representative programs, and all other non-academic student life issues. The Office of Student Affairs strives to create a learning environment that is governed by strong foundational values: integrity, respect, innovation, excellence, and service. The environment created through BCOM should promote learning and support all BCOM students to help them reach their full academic and professional potential.

### Office of Student Affairs

**Tania Arana, Ph.D.**

Associate Dean, Student Affairs

Associate Professor, Biomedical Sciences

[tarana@bcomnm.org](mailto:tarana@bcomnm.org)

**Brett Newcomer, MBA**

Director of Student Affairs

[bnewcomer@bcomnm.org](mailto:bnewcomer@bcomnm.org)

**Armida Rachelle**

Administrative Assistant

[arachelle@bcomnm.org](mailto:arachelle@bcomnm.org)

## OFFICE OF ADMISSIONS & ENROLLMENT MANAGEMENT

### Overview

The Office of Admissions and Enrollment Management oversees all issues related to admissions, student recruitment, student financial aid, registrar services, and management of enrollment.

### Office of Admissions

#### **Adrian Alba, MA**

Director of Admissions

[aalba@bcomnm.org](mailto:aalba@bcomnm.org)

#### **Courtney Lewis**

Assistant Director of Admissions

[clewis@bcomnm.org](mailto:clewis@bcomnm.org)

#### **Janet Woolsey**

Administrative Assistant

[jwoolsey@bcomnm.org](mailto:jwoolsey@bcomnm.org)

### Registrar

#### **Marisella Reyes, MA**

Registrar

[mreyes@bcomnm.org](mailto:mreyes@bcomnm.org)

### Financial Aid

#### **Marlene Melendez, MA**

Director of Financial Aid

[mmelendez@bcomnm.org](mailto:mmelendez@bcomnm.org)

#### **Tim Smith, MS**

Assistant Director of Financial Aid

[tsmith@bcomnm.org](mailto:tsmith@bcomnm.org)

## Readmission

Student withdrawals from BCOM, regardless of the reason, may be considered for readmission to their program of study. Students seeking readmission are required to complete and provide all documentation as advised. In addition, returning students must submit a letter to the Office of Admissions that includes the following information:

- Reason for withdrawal
- Status/activities/academic and professional pursuits since withdrawal
- Reasons to be considered for readmission

All documents must be submitted at least 90 days in advance of the academic year during which the applicant wishes to re-enroll. The Office of Admissions will review the application for readmission and reserves the right to request additional supporting documentation. All applicants will receive written notification of the decision via email.

Dismissal of a student is a distinct action taken for specific reasons and is different from student withdrawal. Students that have been dismissed from BCOM for any reason and are seeking readmission must contact the Associate Dean of Students to discuss future options.

A student permitted to return after withdrawal will be readmitted with the tuition and fees structure in place at the time of readmission. Limitations of space may affect the ability of a student to rematriculate.

## Readmission Requirements

The school will allow readmitted students to re-enroll in the next class of the same program, space permitting, with the same enrollment status, number of credits, and academic standing as when they last attended BCOM. If the school determines that the student is not prepared to resume the program, the school will counsel and advise the student on a pathway to resume and complete their program.

For more information, please contact the Office of Admissions.

## MATRICULATION INFORMATION

The following requirements and documentation must be provided at or before matriculation to BCOM. The documentation must be maintained current and meet the standards as described below.

1. The following forms must be completed:

- a) Signed BCOM Minimal Osteopathic Technical Standards Form (for DO students only).
  - b) Emergency Contact Form
  - c) Proof of Immunization Form
- 2. A criminal background check by BCOM's designated vendor must be completed no earlier than six months prior to matriculation. A matriculant with a positive criminal background check will be reviewed and notified of any changes to their enrollment status.
- 3. A drug test by BCOM's designated vendor must be completed no earlier than June 1<sup>st</sup> of the year of matriculation. A matriculant with a positive drug screen will be reviewed and notified of any changes to their enrollment status.
- 4. All official college transcripts from all academic institutions previously attended and all courses that have not been previously verified by the College must be verified prior to matriculation. Transcripts must indicate that the student has satisfactorily completed all prerequisite course requirements and satisfied any contingencies, including graduation, as outlined in the acceptance letter. Students who have a reason acceptable to the College for submitting transcripts after the due date (i.e. late accepts or mitigating circumstances) must have their transcripts recorded with the Registrar by the first day of class.
- 5. Proof of basic health insurance coverage in order to avert financial hardship due to hospital admissions, emergency department care, subspecialty care, or other medical services needed is required. The renewal date for this requirement will be set for August 1<sup>st</sup> of each year while the student is enrolled at BCOM.
- 6. Students must present documentation supporting their current status as a legal U.S. resident.
- 7. An Immunization Status Report including all required vaccinations and immunizations must be submitted:
  - a) **Diphtheria/Tetanus/Pertussis** – TDAP booster does within the last 10 years.
  - b) **Measles, Mumps, and Rubella** – Two doses after 1978 or titers for each disease (Measles, Mumps, and Rubella). **A copy of the lab results is required.**
  - c) **Hepatitis B** – Hep B series completion and Hep B Surface Antibody Titer (IgG) for confirmation of immunity response. **A copy of the lab result is required.**
  - d) **TB** – A two-step Tuberculin skin test (PPD – two separate placements and two separate results) is required within 6 months of matriculation. Placing a PPD and returning within 72 hours to have it read. If the first test is negative (0mm induration), another PPD is placed on the opposite arm and is read within 72 hours.

**In the case of a history of positive TB test:** Physician or Health Department records detailing documentation of PPD result, chest X-ray result, and treatment completion *must be included with the immunization records prior to matriculation*. **Exception:** If the student received BCG, a chest X-ray and TB symptom review must be submitted.

- e) **Varicella** – Proof of **two** doses of the Varicella vaccine **and** a positive Varicella titer (IgG). **A copy of the lab result is required.**
- f) **Influenza** – Documentation of the Influenza vaccine (in season generally September through March).

Our immunization/vaccination requirements listed above are designed to meet requirements of BCOM's affiliated clinical sites. These requirements are subject to change without prior notification at the discretion of BCOM or any of their clinical sites. Failure to comply with the above requirements can result in denial to matriculate and subsequent withdrawal from BCOM.

## Registration

Upon completion of all matriculation requirements, applicants will be considered ready for registration. Subsequently, they will be enrolled by the Registrar. No student will be enrolled earlier than one week before classes begin. Because the curriculum is fixed and courses proceed in a prescribed sequence, enrollment will be considered continuous and full-time for the entire program unless the student notifies the Department of Student Affairs in writing of his or her intent to withdraw from classes or the student fails to meet academic and/or professional standards.

## TUITION AND FEES

Tuition and fees for the academic year are posted on the BCOM website.

Students are invoiced for tuition and fees for each semester approximately 60 days prior to the beginning of the semester. Tuition and fees must be paid by the set deadline as directed in the invoice. Late payment or failure to provide certification for loans or make necessary arrangements to pay tuition will result in the student being removed from class and/or clinical rotation.

The table below indicates the proportion of tuition and fees that will be refunded to students no longer enrolled in the College:

<b>Period</b>	<b>Percentage Refunded</b>	<b>Fall Date</b>	<b>Spring Date</b>
1 <sup>st</sup> Day of Class	100%	08/14/2017	01/08/2018
After 1 <sup>st</sup> Day; Within 2 Weeks of Term	90%	08/27/2017	01/21/2018
After 2 Weeks; Within 4.75 Weeks of Term	50%	09/16/2017	02/10/2018
After 4.75 Weeks; Within 9.5 Weeks of Term	25%	10/18/2017	03/14/2018
After 9.5 Weeks	0%	10/19/2017	03/15/2018

Any exceptions to this refund policy may only be granted by the Dean/CAO.

## WITHDRAWAL AND DISMISSAL PROCEDURE

It is required that any student who leaves BCOM for any reason (ceases enrollment) go through the checkout process. Failure to complete the process may cause BCOM to withhold all records pertaining to the student. To complete the process, a student must take the following steps:

1. If withdrawing, submit a letter of resignation to the Associate Dean of Students.
2. If dismissed, a letter from the appropriate representative of the College will be placed in the student's file, explaining the rationale for the action.
3. Obtain a BCOM Student Checkout Form from the Office of the Registrar.
4. Complete an exit interview with a representative from each of the following offices:
  - a) Registrar
  - b) Financial Aid
  - c) Finance
  - d) Library Resources
  - e) Information Systems
  - f) Security
5. Sign, date, and return the completed BCOM Student Checkout Form to the Registrar.

## Important Information for Withdrawal after Registration

- Students who withdraw from the College will receive the grade of “Withdrawal” for each course in which they were enrolled at the time of withdrawal. Specific academic programs will identify this withdrawal grade as appropriate to their program (see specific program for additional information).
- Students who are dismissed from the College for a professionalism issue will receive a grade of “AW” or “Administrative Withdrawal” for each course in which they were enrolled at the time of dismissal.
- Students who are dismissed from the College for academic performance issues will receive the earned course grade.
- Students who withdraw from all courses within a term may be required to return a portion of any financial aid received. Contact the Office of Financial Aid for more information.

## FINANCIAL AID PROGRAM

The Office of Financial Aid will administer all sources of funding, in accordance with all applicable regulatory provisions prescribed under the appropriate statutory authority and all applicable special arrangements, agreements, and limitations entered into under the authority of statutes applicable to the loan agreement (34CFR668.16). Financial Aid policies will be available on the BCOM website and in the Office of Financial Aid. The Office of Financial Aid is responsible for providing qualified students the appropriate documentation and counseling to secure available financial assistance. Additional information can be obtained by contacting [financialaid@bcomnm.org](mailto:financialaid@bcomnm.org)

BCOM is in the process of applying for and complying with Title IV regulations to achieve federal student loan eligibility at the earliest possible time. However, the College is currently not eligible to participate in federally-sponsored student loan programs.

## Private Loans

This information applies to all students who have utilized private loans in support of their educational related expenses.

Private loans are awarded to a student under the assumption that the student will attend BCOM for the entire period for which the assistance is awarded. When a student fails to attend for the duration of the period, the student may no longer be eligible for the full amount of the loan that he/she was originally scheduled to receive. It is the student’s responsibility to know the terms and conditions of the lender from which they borrowed. Students who withdraw, take an unapproved leave of absence, are suspended, or are dismissed from BCOM are



responsible for payment of any balance that becomes due to the school upon leaving. In light of this, we encourage students to contact the Office of Financial Aid for guidance before making any changes to their enrollment status.

In the event a student does not return to BCOM at the expiration of an approved LOA, the student will be considered to have withdrawn. BCOM will report to the student's loan holders a change in enrollment status as of the withdrawal date. This may result in negative consequences on the student's loan repayment terms, including exhaustion of the student's grace period.

Stringent federal criteria regarding LOAs means that BCOM is able to grant an LOA in a very limited number of cases. Therefore, as part of the prescribed BCOM checkout procedures, students are required to meet with the Director of Financial Aid in order to determine the effects of the LOA on the student's current and future status/eligibility for financial aid.

## OFFICE OF THE REGISTRAR

The Office of the Registrar provides all administrators, faculty, staff, students, and necessary external constituents accurate academic records. The Office of the Registrar is responsible for ensuring the integrity of the student information system and enforcing academic policies set forth by the College. The Office of the Registrar supports teaching and learning at BCOM by assembling and disseminating all information pertinent to the curricula and academic programs, including course calendars, course numbers, student grades, academic progress, enrollment, and degrees awarded. The Office of the Registrar complies with all state and federal regulations, particularly with regards to the Family Educational Rights and Privacy Act (FERPA) as described below.

### Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99) affords eligible students certain rights with respect to their education records.

#### Rights under FERPA

- The right to inspect and review education records within 45 days of the day Burrell College of Osteopathic Medicine receives a request for access. Students may request to inspect records by completing a Request to Review Education Records Form. Completed forms must be sent to the Office of the Registrar to make pertinent arrangements. A BCOM official must provide the records for review within 45 days of receipt of the request. BCOM is not required to provide access to records of applicants for admission who are denied acceptance or who, if accepted, do not attend.

- The right to request an amendment of educational records that a student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Students may challenge information in their educational records that they believe to be incorrect, inaccurate, or inappropriate. This challenge must be made in writing and must be submitted to the appropriate official within one year of the term of the records in question. The records official must decide within 60 days of submission of the challenge as to whether corrective action is warranted and must provide written notification to the student and the Registrar of any corrective action approved. Students who continue to seek further resolution of the challenge must be referred to the Associate Dean for Student Affairs, who will inform them of their right to a formal hearing. All requests for a formal hearing must be made in writing to the Dean and the Associate Dean for Student Affairs.

- The right to provide written consent before BCOM discloses personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.  
BCOM discloses records without prior written consent from the student under the FERPA exception for disclosure to school officials *with legitimate educational interests*. BCOM understands a school official with legitimate educational interests to be those officials who are performing tasks specified in his or her position description or by a contract agreement, performing a task related to a student's education, or performing a task related to the discipline of a student.

The **school officials** are employees of BCOM in an administrative, supervisory, academic, research, or support staff position and include counselors, instructors, preceptors, contractors, administrators, the board of directors or trustees, professional and clerical staff who directly relate to the administrative tasks of the College, College law enforcement officials, College attorneys, and the National Board of Osteopathic Medical Examiners (NBOME).

A school official has a **legitimate educational interest** if the official needs to review an education record in order to fulfill his or her professional responsibilities at BCOM.

BCOM may also disclose education records without a student's prior written consent to:

- Officials at another institution to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student or enforcing the terms and conditions of the aid (§99.31(a)(4))
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations to comply with a judicial order or lawfully issued subpoena

- Appropriate officials in cases of health and safety emergencies; under conditions described in 34 CFR §99.36 and §99.31 (a)(10)
- A victim of a perpetrator of an alleged 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))
- 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))

BCOM 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”**: 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, and email address. Student have the right to request that BCOM refrain from disclosing some or all directory information. This will prevent BCOM, however, from printing the student's 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 it to the Office of the Registrar.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Burrell College of Osteopathic Medicine to comply with the requirements of FERPA. Complaints regarding FERPA may be made with the following agency:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

Details concerning this policy and the FERPA Release Form may be obtained from the Office of the Registrar.

### Release of Information Request

Students desiring to grant other individuals (e.g. parents and/or spouses) permission to view and/or have access to their academic record may do so by submitting a Release of Information Request Form to the Office of the Registrar. The form is available in the Office of the Registrar.

### Name Change

To initiate a name change, a student should be directed to the Office of the Registrar. The name change will only be recorded when there is evidence supporting the name change. Students must fill out a Change of Name and Contact Information Request Form and provide one of the following documents showing the change of name: marriage license, court order, passport, social security card, or driver's license.

### Changes to Contact Information

BCOM students are responsible for maintaining accurate and up-to-date contact information in their academic record. A student must update their current and permanent addresses and other contact information. To register changes, the student must submit a Change of Name and Contact Information Request Form to the Registrar. The form is available in the Office of the Registrar.

### Enrollment Verification Request

Students (admitted or matriculated) requiring "verification of enrollment" letters for financial aid reasons may submit a written request to the Office of Financial Aid. Admitted and matriculated students requiring a "verification of enrollment" letter for reasons other than financial aid may obtain and submit a Release of Information Request Form to the Office of the Registrar.

### Enrollment Status

Enrollment status is defined for the purposes of determining eligibility for financial assistance and reporting to various agencies and organizations which may include, but are not limited to:

- Insurance companies
- U.S. Department of Veterans Affairs
- Federal Student Aid Lenders and Servicers
- Mortgage Lenders
- Scholarship Providers

The Doctor of Osteopathic Medicine curriculum is such that all DO students will be enrolled as full-time students. Only in special circumstances, and decided on a case-by-case basis, will any BCOM student be allowed to continue in the curriculum at a less than full-time status.

## Transcript Requests

Official and unofficial Burrell College of Osteopathic Medicine (BCOM) academic transcripts are available through the Office of the Registrar.

### Unofficial Transcripts

Students may print an unofficial transcript from their CAMS Student Portal. Students in need of assistance in accessing their CAMS Student Portal should contact the BCOM Help Desk [helpdesk@bcomnm.org](mailto:helpdesk@bcomnm.org).

### Official Transcripts

An official transcript is a copy of the student's permanent academic record issued by the BCOM Registrar. It displays all courses taken for credit at BCOM and includes all grades received. Unlike unofficial transcripts, it is signed and dated by the Registrar and displays the BCOM seal. Official transcripts are not issued for students with outstanding financial obligations or other unfulfilled obligations to BCOM.

BCOM cannot send official transcripts by email or fax. The Office of the Registrar has partnered with Parchment, a digital credentials service, to manage the ordering, processing, and delivery of official BCOM transcripts. Orders may be placed for either a traditional paper transcript or a secure electronic transcript delivery.

### Ordering Official Transcripts

Official transcripts may only be ordered using Parchment's online request system

<https://www.parchment.com/u/registration/20250861/account>

- The site will walk you through placing your order, including delivery options and fees.
- You can order as many transcripts to be sent to as many destinations as you like in a single session.
- This service is available 24/7.
- Order updates will be emailed to you.
- You can check your order status or order history online.
- Your credit card will only be charged after your order has been completed.
- All charges are non-refundable.

Transcript orders are processed in the order in which they are received. Normal processing time is 1-5 business days and does not include delivery time. During college holidays and peak periods (beginning or end of terms, official registration, or graduation), it may take longer than normal to process a transcript. Orders are generally processed immediately, unless you request a hold for degree or grades.

### Electronic Official Transcripts

Electronic official transcripts are not delivered by email. The recipient's email address is used for notification and reminder messages regarding delivery of the student's transcript to a secure site where it can be accessed. Please verify that the recipient information you provide is correct before finalizing your order. BCOM will not provide refunds for transcripts that are sent to the wrong recipient email address or for downloads that have been disabled after expiring. Electronic transcripts should be ordered to be sent directly to the intended institution or recipient in order to be considered official.

### Costs

All charges for official transcripts must be paid at the time of the request. Official transcripts cost \$15.00 per official transcript copy requested.

Transcript fees are subject to change without notice.

## ACADEMIC POLICIES AND PROCEDURES

### Academic Standards

The primary mission of BCOM's academic programs is to produce students who will reflect excellence in their future careers. The BCOM curricula integrates foundational knowledge and teaches and nurtures the necessary skills required to succeed in the pursuit of the professional field of their choosing. BCOM's curricula include community-based components and provides for student education under credentialed faculty.

BCOM's curricula employ an integrated, systems-based, and application-oriented approach and are designed to ensure students possess the knowledge, skills, and competencies necessary to be successful in professional pursuits. This is accomplished using several educational approaches including:

- Traditional lectures
- Interactive integrative sessions (using electronic response systems)
- Laboratory and skills instruction
- Active learning utilizing interactive techniques
- Team-based learning
- Large and small group sessions
- Directed study assignments
- Presentations of clinical cases and scenarios

This variety of pedagogical and andragogical approaches emphasizes individual student responsibility and promotes an intellectual curiosity in students.

## Student Tracking and Promotion

Academic monitoring and advising are provided to students through a team-based approach. The Student Progress Committees, the Office of Evaluation, Learning, and Assessment, the Office of Graduate Education, the Office of Student Affairs, the Office of Academic Affairs, the Course Directors, and the Faculty Advisors all work together in order to optimize student success. The Registrar monitors and tracks the progress of students through management of the student information system. The Student Progress Committees (SPCs) review, at the end of each course and/or semester, and make recommendations to the appropriate Associate Dean regarding the academic progress of each student.

The Registrar keeps a progress checklist to confirm academic milestones and to approve continuation for each student on a semester basis. The Registrar will confirm and date that each milestone was achieved to document the student's progress from matriculation to program completion. The Office of Student Affairs will confirm each student checklist through the Office of Academic Affairs and/or the Office of Graduate Education.

## Official Academic Records

The Office of the Registrar houses official academic records. The student's permanent academic record may contain the following:

- Name
- Social Security Number or numeric identifier
- Chronological summary of coursework and grades
- Transfer credits, special credits (SC), and credits by examination (CE)
- Date(s) program/degree requirements completed
- Degree earned (when applicable)

To receive due consideration, any challenge regarding the accuracy of a student's academic record (error in fact) must be submitted in writing by that student to the Registrar within 90 days of the final date of the semester in question. A student may obtain, or have forwarded to designated parties, copies of his/her academic transcript (see section on transcripts above). The student's account with the Finance Office must be paid in full prior to the release of any official grades or academic transcripts.

## Grades

Grades are program specific and details may be found in the individual programs' sections of this document.

The minimum passing grade for courses is 70%. In Pass/Fail courses, the grade of “P” indicates a passing grade. Official grades are used to calculate a grade point average (GPA) as defined by each program and to determine class rank as appropriate. Credit hours for each course are accounted for in the calculation of the GPA.

Course Directors submit a final grade report within seven working days after the end of the course. The grade report includes the grade achieved in the class. The students may access an unofficial copy of their transcript at any time. Official course grades are reported on the transcript. For the purpose of GPA, all grades (including repeating courses where applicable) will be included in the calculation.

A Course Director may assign a grade of Incomplete (“I”) if the student’s work in a course is incomplete due to special circumstances. The Course Director will establish a deadline for the student to complete the remaining coursework, at which time the grade of Incomplete will be replaced. The time frame for completion of the course will be no more than one year from the date of the end of the course. (Unusual circumstances may qualify as an exception to this time frame and will be assessed on a case-by-case basis). A student who fails to complete all coursework by the deadline will be assigned a failing grade of “F.”

Students who voluntarily withdraw will receive a grade of “W” (DO program) or “WP,” “WF,” or “W” (FBMS program, dependent on date of withdrawal) for each course in which they are enrolled at the time of withdrawal. Students who have an involuntary withdrawal or are dismissed from the College will receive a grade of “AW” or “Administrative Withdrawal” for each course in which they are enrolled at the time of involuntary withdrawal or dismissal.

### Student Grievances Regarding Grades

Students who question a grade calculation or determination on any course assessment instrument (quizzes, examinations, assignments, etc.) have 48-hours after the grade has been posted to submit a Grade Reconsideration Request to the Course Director. It is the responsibility of the student to monitor and verify that assigned grades for any graded work are accurate. No grade will be reconsidered after the 48-hour time period. If an error in grade calculation or recording is identified, changes to official final grades may be made upon documentation of the error.

Students will be notified of the release of final course grades by the Course Director and will have 5 working days to appeal the grade to the Course Director. If the appeal is not resolved, the student may pursue the issue with the Office of Academic Affairs or the Office of Graduate Education as appropriate. Consideration of an appeal may be granted only based on the



provision of substantial evidence of bias or procedural error. Further appeal of a decision may be submitted to the Office of the Dean for resolution. The decision of the Dean is final.

All appeals must be in writing. A student seeking to resolve a grading concern through the administrative channels above must initiate formal action in writing within 5 working days from the time the final grades are released by the Course Director. The written appeal must specifically describe the circumstances surrounding the grade dispute and must include supporting evidence.

### Student Progress

Academic progress is monitored throughout the program of each student by the Office of Academic Affairs and/or the Office of Graduate Education working with the Office of Learning Evaluation & Outcomes. Students have access to grades electronically as they progress through their program's courses and will receive academic advising as appropriate during each semester of their enrollment. Students who are deemed to be at risk of failure in a course will be notified and will work with educational specialists, faculty, and administrators as appropriate.

Specifics on student progress within each individual academic program may be found in the program-specific section of this Handbook.

### Policy on Academic Failure

At the completion of each academic term/course, students who have not met minimal standards in a course will be required to meet with the Student Progress Committee (SPC) in their respective program. After reviewing all documentation and meeting with the student, the SPC will deliver a recommendation to the Office of Academic Affairs or the Office of Graduate Education that reflects any disciplinary action or plan for student improvement. The recommendation from the committee could include dismissal from the student's academic program. The recommendation of the SPC will be forwarded to the responsible administrative office for determination of action. Students will be notified within two working days of the decision. Decisions may be appealed through the Office of the Dean. The Dean's decision is final.

Details relating to academic status and disciplinary action may be found in the program-specific section of this Handbook.

### Dismissal

Dismissal from the College may be either an academic or an administrative decision. Administrative dismissals are issued through the Office of the Registrar.

Academic dismissals are based on academic performance and originate with the recommendation of the program's Student Progress Committee. If a recommendation for dismissal from the SPC is confirmed through the College's procedures, the student will be notified of the decision in writing and by email. A student who chooses to appeal the decision must do so in writing to the Dean/Chief Academic Officer within 15 working days of the issuance of the letter of dismissal.

Details relating to dismissal actions may be found in the program-specific section of this Handbook.

### Calculation of Credit Hours

BCOM calculates credit hour values based on the definition of a credit hour adopted by COCA and provided by the Federal Government. **The federal definition of a credit hour is as follows:**

*A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than:*

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or*
- (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward the award of credit hours. 34CFR 600.2 (11/1/2010).*

The length of each Fall and Spring semester at BCOM is 19 weeks, and thus, BCOM uses a 19-week semester length in calculating its credit hour totals. Additionally, as many courses at BCOM are shorter than a full semester, credit hours are determined by ascertaining the total number of faculty-student instructional hours in a course and dividing this figure by 19 (weeks in the semester).

Instructional hours are defined as hours of instructional time, whether in the classroom, laboratory, preceptored clinical experience (shadowing), etc. using the following multipliers:

Instructional Format	Contact Hours	Instruction Hours
Classroom Instruction (lecture, seminar, etc.)	1	1
Examinations	1	1
Laboratory Instruction (skills or practical knowledge)	2	1
Laboratory Practical Examinations	2	1
Clinical Shadowing (preceptor faculty-mentored)	2	1
Research (faculty-mentored)	2	1
Internship (faculty-mentored advanced instruction)	2	1
Independent Study (faculty- mentored)	2	1

Course credit hours are determined by adding the total instructional hours in each course and dividing the total by the number of weeks in a semester to yield a course credit hour value. The calculation is as follows:

$$\text{Course Credit Hours} = \frac{\text{Total Instructional Hours in the Course}}{\text{Number of Weeks in Semester}}$$

19

Credit hour calculations are rounded to the nearest 0.5 hour to assign specific credit hour values to any given course. An example of a credit hour calculation for the Renal System I Course (1<sup>st</sup> year course) is given below:

Session Title	Discipline	Hours	Time
Course Intro/Overview of Renal Structure and Function	Physiology	1:00	1:00
Introduction to Urogenital System	Anatomy	2:00	2:00
Development of Urogenital System	Embryology	1:00	1:00
Microanatomy of the Urinary System	Histology	1:30	1:30
Glomerular Function	Physiology	2:00	2:00
Mechanisms of Tubular Reabsorption and Secretion	Physiology	3:00	3:00
Clearance	Physiology	1:00	1:00
GFR and Clearance Problem Solving	Physiology	2:00	2:00
Urea Cycle	Biochemistry	1:00	1:00
Regulation of K, Ca, Phosphate, and Mg	Physiology	1:00	1:00
Introduction to Enterobacteriaceae	Microbiology	2:00	2:00
Antibiotics Resistance TBL	Microbiology	2:00	2:00
Exam		4:00	4:00
Urine Concentration and Dilution	Physiology	2:00	2:00
Renal Transport of Organic Solutes	Physiology	2:00	2:00
Renal Regulation of Blood Pressure and Volume	Physiology	2:00	2:00
Renal Blood Flow and Tubuloglomerular Feedback	Physiology	1:00	1:00
Metabolic Alkalosis and Acidosis and Gluconeogenesis	Biochemistry	1:00	1:00
Renal Biochemistry	Biochemistry	1:00	1:00
Diuretics MOA	Pharmacology	1:00	1:00
Kidney Under Pressure	Physiology	2:00	2:00
Immunopharmacology and Antirejection Drugs	Pharmacology	1:00	1:00
Immune Mechanisms of Renal Disease	Immunology	1:00	1:00

Acid Base Regulation in the Kidney	Biochemistry	2:00	2:00
Exam		4:00	4:00
<b>Totals</b>		<b>43:30</b>	<b>43:30</b>

$$\text{Course Credit Hours} = \frac{43.5 \text{ Hours}}{19} = 2.3^*$$

\*This rounds to **2.5 credit hours** for the Renal System I Course.

Clinical clerkship hours are assigned a set value of 4.0 credit hours per clerkship block based on the following estimates and calculations.

Students are expected to spend a minimum of 40 hours per week in clerkship activities. Approximately one-half of clerkship hours are spent with the clerkship preceptor (20 hours per week). Clerkship hours are imputed instructional time equivalents similar to laboratory teaching hours. That is, two (2) hours with the preceptor equals one (1) hour of instructional time. Clerkship blocks are four (4) weeks in length.

$$\text{Clerkship Credit Hours} = \frac{40 \text{ Hours per Week} * 0.5 * 4 \text{ Weeks}}{19} = \frac{80 \text{ Hours}}{19} = 4.2^*$$

\*This rounds to **4.0 credit hours**.

## ATTENDANCE POLICIES

Graduate and professional education involves many aspects of personal growth that require students to work collaboratively with fellow classmates, other students, staff, and faculty on a regular basis. BCOM expects all students to be present for **all** educational activities. Students are responsible for **all** curricular activities and content, regardless of attendance. Specific course attendance requirements will be addressed in each course syllabus and will be enforced at the discretion of each Course Director (these may include requirements for mandatory attendance). Attendance at laboratory sessions is mandatory. Any student having excessive absences from curricular activities or laboratories may be deemed in violation of the standards

of professionalism and may be referred for disciplinary action, up to and including dismissal from BCOM.

### Excused Absences

BCOM Administration and faculty realize that various circumstances, emergent or otherwise, may occasionally require that members of our community be absent from required events. The BCOM Community is expected to work together and be mutually supportive during circumstances that take a colleague away from required events. An excused absence must be approved by the Course Director(s) and by the offices of Student Affairs, Academic Affairs, and/or Graduate Education. Any student anticipating absence from a required class must submit a written request at least 48 hours prior to the start of the session in question. Unanticipated absences must be reported as early as possible prior to or following the start of the session in question, followed by a written request explaining the absence. Submission of a request does not guarantee that the excused absence will be approved.

Examples of excused absences can include, but are not limited to, the following:

- Appointments for medical care that cannot be rescheduled at another time
- Medical illness or family emergency
- Religious observances
- Scholarly presentation at an academically relevant national meeting with previous approval
- Required attendance at professional society meetings in which the student holds an office
- Interviews for professionally related purposes (e.g. scholarship or residency)
- Sitting for national standardized exams or other approved external examinations

Excused absence requests must be accompanied by supporting documentation substantiating the request.

### Procedure for Requesting Excused Absences

A student who will miss any educational session, academic assignment, other curricular work, etc. should notify the College of the dates and times of absence. Absence from any mandatory session requires submission of an excused absence request. Excused absence requests are submitted through the Office of Student Affairs. Students should obtain an Excused Absence Request Form through the Office of Student Affairs. The electronic form must be completed by the student and will be circulated electronically to the requisite responsible parties. Requests will be reviewed by the Office of Student Affairs, in consultation with the appropriate Course Directors, and a decision on the request will be provided to the student within two working

days of the submission. For emergent absences, students should inform the Office of Student Affairs as soon as possible.

### Absence from Examinations

BCOM expects all students to be present and take all exams during assigned times, as listed on the course or clerkship calendar/schedule. Students are responsible for knowing any changes in the examination schedule by referring to the online calendar and/or email updates.

Course examinations are given periodically during the academic semester. Requests for excused absences for exams must be made in writing/electronically through the Office of Student Affairs. Request for Excused Absence Forms are available through the Office of Student Affairs and must be approved by all appropriate Course Directors, the Office of Academic Affairs, and the Office of Graduate Education as appropriate and then returned to the Office of Student Affairs for final review and approval.

Examples of valid reasons for missing an examination include, but are not limited to:

- Personal illness or other health issue (student needs to be examined personally by a health care provider and secure the necessary medical documentation).
- Substantiated family emergency such as significant illness of an immediate family member or a death in the family.
- Pre-approved\* attendance at national professional meetings (AOA, ACOFP, AAO, etc.). (Student will need to provide verification of attendance).
- Pre-approved\* absence due to required academically related events (scholarship and/or professional interviews, required military duties, mandatory examinations, etc.).
- Religious exemptions (requests must be made at the beginning of the semester).

\*Pre-approval of absences must follow the procedure outlined above and must be submitted at least 30 days in advance, whenever possible.

Examples of unacceptable reasons for missing an examination include, but are not limited to:

- Not feeling prepared for the examination.
- Non-emergency travel plans, regardless of when these plans were made.
- Not having read an email announcement of a rescheduled examination.
- Having an appointment at a time that conflicts with the examination.
- Weddings and non-emergency familial events.

While examinations are stressful, the generalized anxiety, stress, or nervous agitation one might experience prior to an exam does not qualify as a medical excuse. Only a formal medical

diagnosis by a qualified healthcare practitioner will be accepted. A student who does not take an examination at its scheduled time and is appropriately excused may be allowed to take a make-up examination, if eligible. Make-up examinations will be of comparable difficulty to the original examination but may use alternate testing methods (e.g. essay or oral) at the Course Director's discretion.

Students who miss an exam due to urgent or emergent issues (acute illness, motor vehicle accident, etc.) must contact the Office of Student Affairs as soon as possible to alert them. Appropriate documentation of the incident must be provided to the Office of Student Affairs as soon as feasible. If the absence is approved, the student will be allowed to schedule a make-up exam with the Course Director. If the decision is made that the absence is unexcused, a grade of zero (0%) will be recorded for the exam.

### Leave of Absence

The process of requesting a Leave of Absence is managed by the Office of Student Affairs with the involvement of all appropriate campus entities. A Leave of Absence may be granted from BCOM based on one of the following reasons:

1. Medical exigency
2. Financial exigency
3. Pregnancy/parenting students
4. A call to active military service
5. Pursuit of an academic endeavor other than the regular classroom work, either on campus or at another recognized teaching facility
6. Other exceptional situations considered on a case-by-case basis

Before requesting a Leave of Absence, the student must meet personally with the Associate Dean of Students to discuss the reasons for the leave and the ramifications of the decision. All requests for leave will be considered on a case-by-case basis and lengths of leave will vary according to assessed need. To proceed with the request, a written request for the Leave of Absence must be submitted to the Office of Student Affairs, who will consider the request upon its merits and forward it to the Office of the Dean for final action. A Leave of Absence is generally granted for up to one year and no more than three years. A student may petition for no more than one additional year.

A student who is granted a Leave of Absence will receive a letter from BCOM outlining any requirements regarding the student's return to campus. Students must be aware that an absence of 45 consecutive calendar days from the last date of attendance will require that the student be administratively withdrawn from BCOM unless the student initiates the process of



requesting a Leave of Absence. Before a Leave of Absence can begin, he or she must go through BCOM's prescribed Leave of Absence procedure. The student must meet with the Office of Financial Aid, the Registrar, facilities and IT, and the Office of Student Affairs. The start date of the Leave of Absence will be the date of completion of all college requirements concerning the checkout procedure. Any tuition refunds or outstanding balances will be based on this date. Forms documenting this process are available from the Office of Student Affairs.

Students seeking to return from a Leave of Absence must ensure that all approved terms and conditions of the leave have been fulfilled and documentation is submitted prior to reinstatement. All paperwork is the responsibility of the student and must be in writing, in accordance with the terms outlined in the letter granting the Leave of Absence, to the Office of Student Affairs for review. Upon approval, the student will be directed to the Office of the Registrar for rematriculation.

## COUNSELING, PHYSICAL, AND BEHAVIORAL HEALTH CARE SERVICES

The Office of Student Affairs works closely with the faculty advisors to track individual student progress. In the case of any academic or non-academic issues that are impeding student progress, the advisor will refer the student to the Office of Student Affairs. The Office of Student Affairs will then contact the student to discuss the problems in a timely manner.

A wide range of counseling, physical, and behavioral health services are available to BCOM students. All services are provided in accordance with the Health Insurance Portability and Accountability Act (HIPAA) and are strictly confidential. Students may access these services independently of BCOM.

### Physical Health Services

Routine physical health services are provided for BCOM students at the NMSU Campus Health Center. The Campus Health Center is a nationally accredited out-patient ambulatory health care center offering services in acute medical care, women's health, immunizations, and health education.

The Campus Health Center is located on the NMSU campus at 3080 Breland Dr., Las Cruces, NM. The main entrance is located on the North East corner of the building (corner of McFie and Breland across the street from Zuhl Library).

## **The NMSU Campus Health Center (575) 646 – 1512**

### Academic Year Hours:

Walk-In Clinic                      Monday – Friday                      7:30 AM – 11:30 AM/1:00 PM – 4:00 PM

### General Care, Women's Health, Physicals & Immunization:

By Appointment                      7:30 AM – 4:00 PM

### Urgent Care Evaluation, Pharmacy, Lab & X-Ray:

7:30 AM – 4:30 PM

### Summer & Interim Hours:

Monday – Friday                      7:30 AM – 11:30 AM/1:00 PM – 4:00 PM

For more detailed information on the NMSU Campus Health Center, please see

<http://chc.nmsu.edu>

The study of Osteopathic Medicine, while rewarding, can also be challenging and stressful. A variety of confidential counseling and behavioral health services are available to BCOM students, ranging from simple counseling to clinical psychiatric care and substance abuse treatment.

**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.**

## **NMSU Campus Health Center**

Mental health services are provided by the NMSU Campus Health Center. The CHC has a nurse practitioner on staff specializing in mental health assessment. The CHC offers the following services:

- Mental health evaluations
- Prescribing of medications and medication management
- Comprehensive treatment planning
- Coordination of care/consultation with other professionals

Call **(575) 646 – 1512** to schedule an appointment at the NMSU Campus Health Center.

## **Behavioral and Wellness Counseling**

A part time behavioral and wellness counselor is available on the BCOM campus for students. Contact the Office of Student Affairs for details on how to schedule an appointment.

## NMSU Family Resource Center

General counseling services are also offered to BCOM students at the NMSU Family Resource Center (FRC). The FRC is open to all BCOM students and provides therapy, resource information, education, activities, and referral services to students and families. **Appointments can be made by calling (575) 646 – 2065.**

Please visit <http://aces.nmsu.edu/familyresourcecenter/untitled.html> for more information.

## Mesilla Valley Hospital

Treatment for more serious behavioral health issues, including clinical psychiatry and substance abuse treatment, is offered for BCOM students through Mesilla Valley Hospital. These services are confidential, providing assistance in issues that might impair a student's personal or professional life. These services are independent of BCOM and students will utilize their personal health insurance plan for all costs associated with these services.

Mesilla Valley Hospital (MVH) is a private, free-standing psychiatric hospital in Las Cruces, New Mexico that provides mental health and drug and alcohol addiction services for adolescents, adults, and seniors. MVH is located at 3751 Del Rey Boulevard, Las Cruces, NM.

Mesilla Valley Hospital has been in operation since 1987, serving those in need of treatment for a variety of psychiatric and substance abuse issues, including, but not limited to:

- Depression
- Post-Traumatic Stress Disorder (PTSD)
- Suicidal and Homicidal Behaviors
- Self-Harming Behaviors
- Bipolar Disorder and Anxiety Disorders
- Alcohol and Drug Addiction
- Schizophrenia and Hallucinations/Psychosis

**The hospital offers confidential assessments 24 hours a day, seven days a week.** Assessments are conducted by qualified mental health professionals who will help determine the most appropriate level of care for each individual. Services are provided through a BCOM student's personal health insurance plan.

**Appointments can be made by calling (575) 382 – 3500 or 1 – 800 – 877 – 3500. Students can call 24 hours a day, seven days a week.**

For more information, contact the Assessment & Referral Department any time at (575) 382 – 3500 or 800 – 877 – 3500 or visit <http://mesillavalleyhospital.com>.

## Additional Behavioral Health Resources

### 7 Cups

BCOM students have access to 7 Cups, an online 24/7 emotional wellness support chat system. Through a secure, anonymous bridging technology, 7 Cups connects those in need of emotional support with a network of Active Listeners, individuals from all walks of life who want to provide compassionate care. Connections to Listeners are private, one-on-one conversations initiated on demand.

BCOM 7 Cups Login: [www.7cups.com/p/burrell](http://www.7cups.com/p/burrell)

BCOM 7 Cups Password: burr\_portal

### La Piñon Crisis Center

Sexual Assault Recovery Services

**24-hour Crisis Hotline: 1 – 888 – 595 – 7273**

### La Casa

Domestic Violence Shelter

**24 Hour Hotline: (575) 526 – 9513**

**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.**

## HEALTH AND TECHNICAL STANDARDS

The Burrell College of Osteopathic Medicine (BCOM) seeks candidates who will be able to serve the needs of society and strives to graduate skilled and effective Osteopathic physicians. To achieve this goal, the following principles and technical standards must be met by candidates for admission and continuing students in all BCOM programs:

1. Technical standards refer to criteria that go beyond academic requirements for admission and are essential to meeting the academic and professional requirements of the program.
2. Students, with or without disabilities, applying to and continuing in BCOM must meet the same requirements of the Technical Standards.
3. Matriculation and continuation in the College assumes a certain level of cognitive and technical skill. Students with disabilities are held to the same fundamental standards as their non-disabled peers. Although not all students are expected to gain the same level

of proficiency with all technical skills, some skills are so essential that mastery must be achieved.

4. Every reasonable attempt will be made to facilitate the progress of students where it does not compromise BCOM standards or interfere with the rights of other students and patients.

All students admitted to BCOM must meet the Technical Standards outlined below. It is expected that students who apply to BCOM understand that they must meet these Standards if they are accepted for admission.

Technological compensation may be feasible for some disabilities and when reasonable, accommodations will be made at the discretion of BCOM. However, a student must meet the essential Technical Standards in such a way that he or she will be able to perform in a reasonably independent manner. The use of a trained intermediary is not acceptable in many professional situations as it implies that a student's judgement must be mediated by someone else's power of selection and observation.

All students in the College are held to technical standards in the following areas:

- Observation
- Communication
- Motors skills
- Intellectual, conceptual, integrative, and quantitative abilities
- Behavioral and social attributes
- General health

The student must certify that they meet the Technical Standards, as herein described upon acceptance of the offered seat and annually after their enrollment. For detailed explanations of program-specific technical standard requirements, please see the appropriate section of this Handbook.

## SPECIAL ENVIRONMENTS

### Introduction

Medical and biomedical sciences professional education occurs in special environments in which all students must participate in order to satisfactorily complete the course of instruction. Classrooms, laboratories, and clinical training facilities require physical, chemical, social, and interpersonal environments in which each student must participate in order to accomplish the educational requirements established for all courses. Failure to participate in required academic classes will result in consideration for dismissal from BCOM.

It is recognized, however, that circumstances may arise concerning chemical exposures that require the student involved to make an informed decision concerning continued participation in the environment in question. These special cases include students who experience allergic reactions or sensitivities to certain chemicals used in some of the teaching environments and the pregnant student.

### Sensitivity to Chemicals

Hypersensitivity to chemicals in the teaching environment is a rare event. However, students may experience symptoms or responses to certain chemicals and/or environments. Students who indicate to a professor that they are allergic or sensitive to certain chemicals in the teaching environment will be referred to the Office of Student Affairs where the following options will be offered:

1. The student may pursue medical evaluation at their own expense. Any necessary accommodation requested by the student must be accompanied by documentation of the medical issue(s) from a Board Certified Allergist or other appropriate medical professional.
2. If the student wishes to reduce exposure to the chemicals in question, this may be accomplished by wearing personal protective gear. Students should also consider the use of a respiratory filtering mask.

### Pregnancy

The pregnant student should notify the Office of Student Affairs as soon as they become aware. Pregnancy poses concerns regarding exposure to chemical agents in the teaching environment. BCOM cannot be held liable for any potential risk to the developing fetus. If the student wishes to continue in the course in question, she does so of her own volition knowing that the following options exist:

1. Obtain, at her own expense, appropriate clothing and/or personal protective equipment or an appropriate filter mask to reduce her exposure to potentially harmful chemicals.
2. Take a Leave of Absence from school and resume coursework the following year after the birth of the baby.

## STUDENTS WITH DISABILITIES

BCOM complies with all state and federal non-discrimination policies for the purpose of admission, access to, and fair treatment in BCOM's programs or activities. Facilities are accessible to all students and every effort is made to accommodate the needs of the students with qualifying disabilities attending BCOM. If a student with a disability has any issue or

question about his/her disability, the Americans with Disabilities Act (ADA), or Section 504 of the Rehabilitation Act of 1973 he/she should contact the BCOM Associate Dean of Students. Students are required to meet the Minimal Technical Standards set forth by the College/program in which they are enrolled, with or without reasonable accommodations.

The College will make every reasonable effort to accommodate students with a qualifying disability which will enable them to meet the standards as long as such accommodation does not interfere with or alter the BCOM curriculum, interfere with the rights of other students, or negatively affect the student's ability to function in their future professions. Extra time will not be provided for graded activities other than comprehensive course exams.

### Requests for Accommodations

In order for any student with a disability to receive accommodation:

1. The student must submit documentation of his/her disability to the BCOM Associate Dean of Students (guidelines for proper documentation are set forth below). (Students are financially responsible for all requisite testing and documentation related to diagnosis of a learning disability requiring accommodation).
2. The BCOM Associate Dean of Students will forward the information to the Accommodations Committee, who will make a determination regarding the request.
3. The Committee will forward their recommendation to the Dean for final the discussion and decision.
4. Appropriate faculty and administrators will develop an accommodation plan to be followed by BCOM faculty and the student.

### Documentation Guidelines

Students requesting accommodations or services from BCOM because of a learning disability are required to submit documentation, which must include the diagnosis (e.g. consistent with the DSM-5) from a qualified licensed healthcare professional to determine eligibility for those accommodations or services in accordance with Section 504 and the ADA. A diagnosis of a learning disability does not necessarily qualify a student for academic accommodations under the law. To establish that a student is covered under Section 504 and the ADA, the documentation must indicate that the disability substantially limits some major life activity, including learning.

The following guidelines are provided in the interest of assuring that documentation of a learning disability is complete and supports the student's request for accommodations. BCOM will determine eligibility and appropriate services on a case-by-case basis. The following requirements provide students, schools, and professional diagnosticians with a common

understanding of the components of documentation that are necessary to validate the existence of a learning disability, the impact on the individual's educational performance, and the need for academic accommodations for the purpose of the ADA and Section 504. (10/05)

**1. A Qualified Professional Must Conduct the Evaluation**

The assessment must be administered by a trained and qualified (i.e. certified and/or licensed) professional (psychologist, school psychologist, psychiatrist, neurophysiologist, etc.) who has had direct experience with diagnosing learning disabilities. The Accommodations Committee must document and approve the qualifications of the provider.

**2. Documentation Must be Current**

Reasonable accommodations are based on the current impact of the disability on academic performance. In most cases this means that a 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. Medical students must submit their evaluation and supporting documents thirty days prior to matriculation.

**3. Documentation Must Include a Specific Diagnosis**

The report must include a clear and direct statement that a learning disability does or does not exist, including a rule-out of alternative explanations of learning problems. Terms such as "learning difficulty," "appears," "suggests," or "probable" do not support a conclusive diagnosis.

**4. Documentation Must be Comprehensive**

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) must also be included in the documentation.

**5. Recommendations for Accommodations**

A prior history of an accommodation, without a demonstration of a current need, does not, in and of 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, BCOM will seek clarification and/or additional information either from the student's evaluator or from another trained professional chosen by BCOM. BCOM will make the



final determination as to whether appropriate and reasonable accommodations are warranted and can be provided. BCOM 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.

**6. Process for Receiving Reasonable Accommodations**

All documentation related to the student's disability and accommodations shall be confidentially maintained by the Office of Student Affairs. Upon receipt of the documentation, an appropriate representative of the College will meet with the student, either in person or by telephone, to discuss and make arrangements for accommodations for the upcoming semester. If a problem arises concerning the reasonable accommodations, the student should contact the Associate Dean of Students. The Office of Student Affairs will communicate to the appropriate administrators and faculty the specific information related to the granted accommodation(s).

### 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 Section 504 or the ADA should be addressed in writing to the Office of Student Affairs. The Associate Dean of Students or a designee will review the grievance and determine the appropriate course of action, which may include referring the issue to other qualified academic officials.

### HEALTH REQUIREMENTS

Applicants accepted for admission are required to submit to a drug screen (administered by an approved external lab services provider) and provide a record (certified by a healthcare provider) of immunization and vaccination as specified below. Applicants are required to show evidence of current health insurance coverage. Alternately, they may purchase insurance through a provider/carrier of choice or through the New Mexico Health Exchange ([bewellnm.com](http://bewellnm.com)). Evidence of coverage must be provided at the start of each academic year. Students who do not meet this requirement will not be allowed to matriculate or will be suspended if coverage lapses during the academic year; no exceptions.

BCOM, in conjunction with requirements of all hospitals accredited by the Joint Commission on Accreditation of Healthcare (JCAHO) and/or Healthcare Facilities Accreditation Program (HFAP) requires the following immunizations:

- a) **Diphtheria/Tetanus/Pertussis** – TDAP booster dose within the last 10 years.
- b) **Measles, Mumps, and Rubella** – Two doses after 1978 or titers for each disease: Measles, Mumps, and Rubella. **A copy of the lab results is required.**
- c) **Hepatitis B** – Hep B series completion and Hep B Surface Antibody Titer (IgG) for confirmation of immunity response. **A copy of the lab result is required.**
- d) **TB** – A two-step Tuberculin skin test (PPD – two separate placements and two separate results) is required within 6 months of matriculation. Placing a PPD and returning within 72 hours to have it read. If the first test is negative (0mm induration), another PPD is placed on the opposite arm and is read within 72 hours.  
**In the case of a history of positive TB test:** Physician or Health Department records detailing documentation of PPD result, chest X-ray result, and treatment completion *must be included with the immunization records prior to matriculation.*  
**EXCEPTION:** If the student received BCG, a chest X-ray and TB symptom review must be submitted.
- e) **Varicella** – Proof of TWO (2) doses of the Varicella vaccine and a positive Varicella titer (IgG). **A copy of the lab result is required.**
- f) **Influenza** – Documentation of the Influenza vaccine (in season generally September through March).

Prior to matriculation, students must have all of the following records on file with the Office of Student Affairs:

1. Complete Immunization Status Report documenting all required immunizations and vaccinations.
2. Records Release Form authorizing BCOM to release health related information to BCOM affiliated training sites where the student will be rotating.

All the necessary paperwork is sent to the incoming students prior to matriculation.

### Acquired Immunodeficiency Syndrome (AIDS)

There is no medical justification for restricting the access of persons with AIDS, AIDS-Related Complex (ARC), or a positive HIV antibody test to campus facilities or activities. Thus, students, faculty, or staff who have AIDS, ARC, or a positive HIV antibody test will not have restricted access to facilities or activities. The College reserves the right to revise this statement without prior notice based on new scientific information on AIDS. Because BCOM is an educational institution, its main response to AIDS will be educational in nature.

- Consideration of existence of AIDS, ARC, or a positive HIV antibody test will not be part of the initial admission decision to the institution.

- Affiliated clinical teaching sites may have an alternate AIDS policy which must be adhered to by BCOM students, faculty, or staff functioning at that site.

Students, faculty, and staff are encouraged to inform the appropriate campus authority (e.g. students inform the Associate Dean of Students, faculty/staff inform the Associate Dean for Academic Affairs) if they have been diagnosed with AIDS, ARC, or have exhibited a positive HIV antibody test so the College may best address the needs of the individual. All medical information will be handled by BCOM authorities in a strictly confidential manner.

- Specific detailed information concerning complaints or diagnosis will only be provided to faculty, administrators, or staff on a need-to-know basis unless expressed written permission of the individual is provided. Granting access to this information outside of these restrictions will constitute a violation of the Health Insurance Portability and Accountability Act (HIPAA) and will be punishable under federal law. No documentation of AIDS-related information will be entered in academic records without the individual's consent.
- An effort will be made by the Occupational Health and Safety Committee and other College personnel to provide educational measures whereby the BCOM Community may learn the latest scientific information regarding AIDS and AIDS prevention.
- While the above guidelines should prove applicable in almost all AIDS-related cases, BCOM reserves the right to apply or disregard these guidelines on a case-by-case basis while complying with federal and state regulations.

## ACADEMIC ADVISING

At the beginning of Year 1, students will be assigned an academic advisor. Students will meet with their advisors on a regular basis. The Office of Learning, Evaluation and Outcomes is responsible for making these assignments. On-campus faculty will serve as student advisors and will provide students with academic guidance during the first two years of medical school. During clerkship rotations, advising will be coordinated through the Regional Assistant Deans at each Clinical Hub.

### Academic Support Program

The academic support program at BCOM is established to serve three main functions:

1. Identify students who are in need of supplemental academic support.
2. Improve student performance by giving them strategies for study and test preparation.
3. Act as a liaison between students and faculty.

Academic support services are available to all students and may include classroom sessions on specific strategies, online resources, one-on-one assessment, and individualized learning/study strategies. Services may also include acting as an advocate for students when there are issues with classes or tests and working with students to help them understand different teaching and testing styles.

Assessments of student study and learning skills may be used to assess areas of challenge for specific students. These may include assessments in learning and study strategies (such as LASSI, VAK, SSI, MBTI, Nelson-Denny, etc.) These assessments will provide students an insight into their current study skills and approaches. They will also assess personal traits such as motivation, test anxiety, and attitude toward learning and education.

Any student may self-refer themselves to the academic support program. Advisors, Course Directors, and faculty may identify students who could benefit from additional academic support. Students, so-identified, may be required to meet with an educational specialist or other academic faculty as appropriate.

## STUDENT GOVERNMENT ASSOCIATION

### Registration of Student Organizations and Clubs

In an effort to encourage a formal, organized system of student activities, BCOM has adopted processes and policies concerning the registration of student organizations. The registration process is designed to permit students to create a formal organization which is intended to fulfill a common purpose. Organizations should provide opportunities for leadership and program implementation and foster individual student growth and development.

Students who are interested in forming an organization must obtain registration forms and instructions from the Office of Student Affairs. The steps involved in completing the registration are listed below:

1. Identify a minimum of five fellow BCOM students who are interested in forming the organization.
2. Secure a BCOM faculty or staff member to serve as an advisor.
3. Complete the registration form, including a charter and by-laws.
4. Submit the completed registration form to the Office of Student Affairs.
5. Receive approval (or guidance for application revisions) from the Office of Student Affairs.

## Student Sponsored Events

Any on-campus 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.

## Merchandise and BCOM Logo Policy

All BCOM student organizations must have approval from the Office of Marketing and Communications before producing organizational merchandise or distributing information bearing any BCOM logo or trademark to the campus community and/or the public at large. This is to ensure the BCOM logo remains protected and that it is used only with official permission. The Office of Marketing and Communications will ensure that the appropriate procedures and style guidelines are followed by student organizations. 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 BCOM student organization that produces merchandise which violates this policy may have the merchandise confiscated and will have to replace the merchandise at the organization's own expense.

## CODE OF ETHICS AND HONOR

The Code of Ethics and Honor intends to set explicit minimum standards to which BCOM students will be expected to adhere and to support the same standard of conduct amongst their classmates. Personal and academic integrity are the foundation of the Code, with particular focus on the high standards of ethics and behavior that embody the medical profession. Honesty, integrity, accountability, mutual respect and trust are essential within the medical profession. Students will actively support and work to achieve these ideals throughout their professional careers. The professional environment that BCOM fosters is a crucial component in this development process.

The Code of Ethics and Honor should supplement, but not supplant, personal, religious, moral, and ethical beliefs. The Code is not meant to supersede any policies, regulations, statutes, or laws that exist within BCOM, the City of Las Cruces, Dona Ana County, the State of New Mexico, or U.S. federal jurisdiction.

## SEXUAL AND OTHER DISCRIMINATORY HARASSMENT

BCOM is committed to maintaining study and work environments that are free from discriminatory harassment based on age, race, color, sex, gender, sexual orientation, religion or

creed, national or ethnic origin, or disability. Sexual or other discriminatory harassment of its students is strictly prohibited, whether by non-employees (including contractors or vendors), other students, or employees. BCOM will take immediate and appropriate action to prevent and correct behavior that violates this policy. Likewise, students are strictly prohibited from engaging in harassing behavior directed at BCOM's employees, visitors, patients, vendors, contractors, etc. All students and employees must comply with this policy and take appropriate measures to create an atmosphere free of harassment and discrimination. Appropriate disciplinary action, up to and including suspension, expulsion, termination from employment or being banned from BCOM properties, will be taken against individuals who violate this policy.

## Title IX Statement & Complaint Resolution Procedures

### [Title IX](#)

## PROFESSIONAL AND BEHAVIORAL POLICIES

### Professional Appearance

All BCOM students are expected to dress appropriately at all times with awareness to personal hygiene, cleanliness, and professional demeanor. Students should not wear clothing that may make a classmate, faculty member, patient, or any other person feel uncomfortable. Appropriate professional attire should avoid offensive language or inappropriate messaging (religious, political, sexual overtones) and be unpretentious and modest. BCOM students need to show proper judgement regarding attire for any given educational activity.

1. Students should not wear clothing that may be provocative or distracting to other members of the BCOM Community.
2. Clean scrubs are allowed in the classrooms as long as the student has not worn them in any environment where body tissue, blood, or other body fluids were present.
3. When representing BCOM in any type of public forum, such as a conference or certain on or off-campus events, the dress code is, at the very least, business casual. At some public forums a higher standard is expected. The student must display correct judgement and match the appropriate clothing for the event.
4. Some courses with a laboratory component, like Gross Anatomy, have different dress code requirements. The student must refer to the syllabus for each course for details on the required attire.
5. The use of excessive amounts of personal fragrances and perfumes is not permitted in any clinical settings. The use of jewelry should be minimal and limited so as not to interfere with any aspect of the patient interaction.

6. Students on clinical services or rotations are required to wear clean student white coats with appropriate dress. Men are required to wear shirts with a tie and slacks or equivalent dress. Women are required to wear a dress, a blouse with a skirt or slacks, or the equivalent. Clerkship rotation sites may have their own appropriate dress standards. It is the responsibility of the student to be aware and comply with these standards.
7. Students should be aware that clinical sites will set their own standards for attire and appearance that may differ from that of the College. Note that displaying piercings and tattoos or other body art may be affected by the standards set at the clinical site. Adherence with the standards at any clinical site is mandatory.

### Behavioral Policies

1. BCOM does not accept responsibility for loss of personal property due to theft, fire, or vandalism. Students are encouraged to research and purchase renters insurance. Students should also be aware if their property is covered under their parents' or guardians' homeowner's policy. All students are encouraged by the Office of Safety and Security to properly secure their property while on campus.
2. All students are required to acquire a BCOM Student ID Card. All students are required to have a valid form of photo ID on them at all times while on campus (including BCOM ID and driver's license). If a faculty member, staff member, security officer, or any other BCOM official asks a student to present an ID, the student must present identification immediately. Failing to provide or refusal to provide requested identification can result in disciplinary action.
3. Students may not possess, consume, sell, use, or be in the presence of alcoholic beverages or illicit drugs on campus grounds, in BCOM buildings, or at BCOM activities (see "Policy on Drug Free Campus and Workplace").
4. Use of any tobacco product is prohibited EVERYWHERE on the BCOM campus, inside or outside.
5. Penalties related to violations of alcohol and narcotic prohibition can result in disciplinary actions including suspension or expulsion from BCOM (see "Policy on Drug Free Campus and Workplace").
6. Students may not bring or carry any types of guns, ammunition, explosives (including firecrackers and other fireworks, other hazardous flammable materials, etc.) or any other potentially dangerous weapons or paraphernalia, concealed or visible (including bladed items over three inches long), or potentially dangerous and unauthorized recreational equipment (such as archery equipment or paintball guns) to campus.

Potentially dangerous weapons will be confiscated and removed from BCOM property. Hunting is not permitted on the campus or surrounding property owned by NMSU.

7. Any form of abuse of any person or property on the campus will result in immediate action including payment of damages, fines, and possible removal from campus housing and/or suspension. Abuse, harassment, intimidation, stalking, or vandalism 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. Sexual harassment is addressed within the "Sexual Harassment Policy."
8. Falsely reporting fires, bomb threats, or other emergencies (either to BCOM 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 BCOM 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.
9. Theft of BCOM property or the personal property of any member of the BCOM Community is against the law. Penalties may include campus sanctions, including dismissal of a student as well as the risk of prosecution.
10. 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.
11. Giving false names or identification to any inquiring BCOM staff member will result in disciplinary sanctions.
12. Harassment of another person, whether physical or verbal, will not be tolerated and appropriate action will be taken, including possible removal of the offender from the College (see "Sexual Harassment Policy" and other definitions of harassment).
13. A student's behavior is not only a reflection of his/her own choices, but is also a strong reflection upon the caliber of students enrolled within the BCOM Community. BCOM reserves the right to discipline students who commit certain off-campus violations of College policies.
14. BCOM reserves the right to require the withdrawal of a student due to physical or emotional reasons. The student may be considered for readmission/continued enrollment upon producing documented medical evidence satisfactory to a medical



advisor selected by the College which proves that the condition requiring withdrawal has been corrected.

15. Any student who has not completed registration properly in an appropriate amount of time or has not paid his/her account according to arrangements made with the Finance Office and Financial Aid Office is subject to administrative withdrawal from classes. A reasonable attempt will be made to contact the student before such action is taken.
16. The falsification of College documents of any kind is prohibited.
17. BCOM respects an individual's right to express themselves uniquely and strongly, however, when instances of complaints regarding reported or witnessed "foul" or "offensive" language or insinuations are filed with or by BCOM administrators, the Office of Student Affairs will address the appropriateness of the behavior or material in question and whether it contributes to or subtracts from the mission of the College.

All of the above stated offences 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 expulsion of the student or students from the institution.

## DRUG FREE CAMPUS AND WORKPLACE POLICY

### Overview of Policy Elements

All members of the BCOM Community, including faculty, staff, and students have the right to pursue their individual and collective goals in a healthy work and educational environment, one that is free of the effects of alcohol and substance abuse. Such abuse adversely affects BCOM's achievement of its mission and is not condoned. Responsibility for problems of substance abuse resides with each member of the BCOM Community. BCOM's principal approach to issues of alcohol and substance abuse entails a wide range of education, prevention, and assistance activities conducted within its academic curricula; educational programs to inform individuals of the effects and consequences of using alcohol or other substances; and comprehensive counseling programs for students. BCOM recognizes that alcohol and substance abuse are illnesses that are not resolved easily by personal effort but may require professional assistance and treatment. Students are encouraged to take advantage of the preventive, diagnostic, referral, and counseling services available. All BCOM students have a personal responsibility to adhere to all applicable laws, policies, and regulations concerning the use of alcohol or other drugs. These include federal and state laws, city ordinances, the Student Code of Ethics and Honor, and other BCOM policy statements. The Drug-Free Campus and Workplace Policy applies to all BCOM students. The policy applies to behavior that occurs on the BCOM campus, on property owned or controlled by BCOM, and at BCOM sponsored or supervised activities. BCOM is committed to cooperating with the local school systems and

area colleges as well as other local, state, regional, and federal agencies in addressing problems of substance abuse in its community.

### Standards of Conduct

Unlawful manufacturing, distribution, dispensation, possession, or use of a controlled substance by any student of BCOM on College property or at College activities is prohibited. BCOM will take disciplinary action against a student, group of students, or student organization for any violation of this policy. A student or student organization may also be disciplined for, and is deemed in violation of the Code of Ethics and Honor, the unlawful possession or consumption on campus of alcoholic beverages, public drunkenness, or violation of state or local laws regarding alcohol use or possession. Any disciplinary actions to be taken and the disciplinary procedures to be applied for the fair adjudication of the alleged violations will be in accordance with policies and procedures published in the Student Handbook.

### Applicable Local, State, and Federal Laws Concerning the Unlawful Possession or Distribution of Illicit Drugs and Alcohol

The following is a brief overview of local, state, and federal laws governing the possession, use, and distribution of controlled substances and alcohol. It is not intended to be an exhaustive or definitive statement of various laws, but rather is designed to indicate the types of conduct that are against the law and the range of legal sanctions that can be imposed.

#### Federal Drug Offenses and Penalties Title 21, USC B 841 et. seq.

- B 841(b)(1)(A) Distribution of 1 kilogram or more of a mixture or substance containing a detectable amount of heroin; 5 kilograms or more containing coca or cocaine; 100 grams or more of PCP; 10 grams or more of LSD; 1,000 kilograms of marijuana; or 50 grams or more of amphetamine is a federal crime punishable by not less than 10 years in prison nor more than life in prison; and if death or serious bodily injury results, not less than 20 years and not more than a \$4 million fine.
- B 841(b)(1)(B) In the case of distribution of 1,000 kilograms or more of marijuana; or 1,000 or more plants of marijuana; or 10 kilograms or more of hashish; or one kilogram of hashish oil, one is guilty of a felony and if convicted may be sentenced to not less than 5 years in prison and fined not less than \$250,000 and not more than \$4 million.
- B 841(b)(1)(D) If one is found with a quantity of marijuana less than 50 kilograms, one is guilty of a felony and sentenced to not more than 20 years and fined not to exceed \$1 million.
- B 844 It is unlawful for any person to knowingly or intentionally possess a controlled substance unless such substance was obtained directly, or pursuant to a valid

prescription. If convicted of possession, one may be sentenced to not more than 1 year and not less than a \$1,000 or more than a \$100,000 fine.

- B 845 Distribution of controlled substances to persons under 21 years of age may be punishable by twice the above sentences, as may distribution within 1,000 feet of a school, college, or university.
- B 848(b) If one is the head of a "drug ring" of 5 or more persons engaged in a criminal enterprise involving the manufacture, acquisition, transportation, distribution, or sale of illegal substances, one may be sentenced to life in prison.
- B 853(a) All of the above include the possibility of forfeiture of property derived from or used in the distribution of illegal drugs, or used in the manufacture of such drugs.

#### State of New Mexico Offenses and Penalties Code

NM STAT 30-31-23. Controlled substances; possession prohibited.

1. It is unlawful for a person intentionally to possess a controlled substance unless the substance was obtained pursuant to a valid prescription or order of a practitioner while acting in the course of professional practice or except as otherwise authorized by the Controlled Substances Act. It is unlawful for a person intentionally to possess a controlled substance analog.
2. A person who violates this section with respect to:
  - a) one ounce or less of marijuana or synthetic cannabinoids is, for the first offense, guilty of a petty misdemeanor and shall be punished by a fine of not less than fifty dollars (\$50.00) or more than one hundred dollars (\$100) and by imprisonment for not more than fifteen days, and, for the second and subsequent offenses, guilty of a misdemeanor and shall be punished by a fine of not less than one hundred dollars (\$100) or more than one thousand dollars (\$1,000) or by imprisonment for a definite term less than one year, or both;
  - b) more than one ounce and less than eight ounces of marijuana or synthetic cannabinoids is guilty of a misdemeanor and shall be punished by a fine of not less than one hundred dollars (\$100) or more than one thousand dollars (\$1,000) or by imprisonment for a definite term less than one year, or both; or
  - c) eight ounces or more of marijuana or synthetic cannabinoids is guilty of a fourth degree felony and shall be sentenced pursuant to the provisions of Section 31-18-15 NMSA 1978.
3. A minor who violates this section with respect to the substances listed in this subsection is guilty of a petty misdemeanor and, notwithstanding the provisions of Sections 32A-1-5 and 32A-2-19 NMSA 1978, shall be punished by a fine not to exceed one hundred dollars (\$100) or forty-eight hours of community service. For the third or subsequent

violation by a minor of this section with respect to those substances, the provisions of Section 32A-2-19 NMSA 1978 shall govern punishment of the minor. As used in this subsection, "minor" means a person who is less than eighteen years of age. The provisions of this subsection apply to the following substances:

- a) synthetic cannabinoids;
  - b) any of the substances listed in Paragraphs (20) through (25) of Subsection C of Section 30- 316 NMSA 1978; or
  - c) a substance added to Schedule I by a rule of the board adopted on or after the effective date of this 2011 act if the board determines that the pharmacological effect of the substance, the risk to the public health by abuse of the substance and the potential of the substance to produce psychic or physiological dependence liability is similar to the substances described in Paragraph (a) or (b) of this subsection.
4. Except for those substances listed in Subsection E of this section, a person who violates this section with respect to any amount of any controlled substance enumerated in Schedule I, II, III or IV or a controlled substance analog of a substance enumerated in Schedule I, II, III or IV is guilty of a misdemeanor and shall be punished by a fine of not less than five hundred dollars (\$500) or more than one thousand dollars (\$1,000) or by imprisonment for a definite term less than one year, or both.
  5. A person who violates this section with respect to phencyclidine as enumerated in Schedule III or a controlled substance analog of phencyclidine; methamphetamine, its salts, isomers or salts of isomers as enumerated in Schedule II or a controlled substance analog of methamphetamine, its salts, isomers or salts of isomers; flunitrazepam, its salts, isomers or salts of isomers as enumerated in Schedule I or a controlled substance analog of flunitrazepam, including naturally occurring metabolites, its salts, isomers or salts of isomers; gamma hydroxybutyric acid and any chemical compound that is metabolically converted to gamma hydroxybutyric acid, its salts, isomers or salts of isomers as enumerated in Schedule I or a controlled substance analog of gamma hydroxybutyric acid, its salts, isomers or salts of isomers; gamma butyrolactone and any chemical compound that is metabolically converted to gamma hydroxybutyric acid, its salts, isomers or salts of isomers as enumerated in Schedule I or a controlled substance analog of gamma butyrolactone, its salts, isomers or salts of isomers; 1-4 butane diol and any chemical compound that is metabolically converted to gamma hydroxybutyric acid, its salts, isomers or salts of isomers as enumerated in Schedule I or a controlled substance analog of 1-4 butane diol, its salts, isomers or salts of isomers; or a narcotic drug enumerated in Schedule I or II or a controlled substance analog of a narcotic drug

enumerated in Schedule I or II is guilty of a fourth degree felony and shall be sentenced pursuant to the provisions of Section 31-18-15 NMSA 1978.

6. Except for a minor as defined in Subsection C of this section, a person who violates Subsection A of this section while within a posted drug-free school zone, excluding private property residentially zoned or used primarily as a residence and excluding a person in or on a motor vehicle in transit through the posted drug-free school zone, with respect to:
  - a) one ounce or less of marijuana or synthetic cannabinoids is, for the first offense, guilty of a misdemeanor and shall be punished by a fine of not less than one hundred dollars (\$100) or more than one thousand dollars (\$1,000) or by imprisonment for a definite term less than one year, or both, and for the second or subsequent offense, is guilty of a fourth degree felony and shall be sentenced pursuant to the provisions of Section 31-18-15 NMSA 1978;
  - b) more than one ounce and less than eight ounces of marijuana or synthetic cannabinoids is guilty of a fourth degree felony and shall be sentenced pursuant to the provisions of Section 31-18-15 NMSA 1978;
  - c) eight ounces or more of marijuana or synthetic cannabinoids is guilty of a third degree felony and shall be sentenced pursuant to the provisions of Section 31-18-15 NMSA 1978;
  - d) any amount of any other controlled substance enumerated in Schedule I, II, III or IV or a controlled substance analog of a substance enumerated in Schedule I, II, III or IV, except phencyclidine as enumerated in Schedule III, a narcotic drug enumerated in Schedule I or II or a controlled substance analog of a narcotic drug enumerated in Schedule I or II, is guilty of a fourth degree felony and shall be sentenced pursuant to the provisions of Section 31-18-15 NMSA 1978; and
  - e) phencyclidine as enumerated in Schedule III, a narcotic drug enumerated in Schedule I or II, a controlled substance analog of phencyclidine or a controlled substance analog of a narcotic drug enumerated in Schedule I or II is guilty of a third degree felony and shall be sentenced pursuant to the provisions of Section 31-18-15 NMSA 1978.

### Health Risks Associated with the Use of Controlled Substances and Alcohol Abuse

Substance abuse and drug dependency are problems of staggering proportions in our society today. They are the leading causes of preventable illness, disability, and death in the U.S. and are estimated to afflict 25.5 million Americans. This number increases dramatically when one considers the harm done to the families of substance abusers as well as to those injured or killed by intoxicated drivers or in drug related work accidents. Alcoholism may develop in

anyone. It tends to appear first between the ages of 20 and 40 and tends to be more prevalent in persons with a family history of alcoholism.

### Alcohol

Alcoholism is a disorder that has profound psychological, biological, and societal effects. Directly, it affects over 18 million people. Indirectly, it affects another 56 million. It is usually characterized by one of three different patterns:

1. Regular daily intoxication
2. Drinking large amounts of alcohol at specific times
3. Periods of sobriety interspersed with periods of heavy daily drinking.

The disorder is usually progressive and physical dependence can develop. If this happens, serious, sometimes life threatening symptoms can develop when alcohol is withdrawn. Short term effects of alcohol use can include depression, gastritis, liver disease, automobile accidents, and domestic violence. Chronic alcohol abuse can produce irreversible health changes, including dementia, sexual impotence, cirrhosis of the liver, and heart disease. Death can occur either as a complication of one of these chronic problems, or acutely, secondary to alcohol intoxication by poisoning or to aspiration of vomitus, or as the result of any automobile accident while driving intoxicated.

### Marijuana (Cannabis)

Marijuana is the most commonly used illegal drug in the United States. Though physiological consequences do depend on frequency, duration, and quantity of use, marijuana use has been linked to impairment of short term memory, concentration, judgment, perception, and fine motor skills. Thus the use of this drug increases the risk of machinery or motor vehicle accident and injury, for four to six hours after ingestion. Impairment of memory may last for three to six months even if use of the drug is discontinued completely. The active chemical in marijuana (THC) remains stored in body fat cells long after ingestion. Marijuana use is associated with chronic anxiety, depression, and paranoid feelings. It can exacerbate or increase significantly underlying emotional problems. Frequent and/or ongoing use by children and adolescents may have long term developmental consequences resulting in lack of motivation, apathy, and difficulty managing current stress and responsibilities as well as making appropriate plans for the future. Pregnant women who use marijuana may be at a higher risk for giving birth to children with developmental or birth defects.

### Hallucinogens

This category includes drugs such as lysergic, acid diethylamine (LSD or "acid"), mescaline, and peyote. These drugs cause delusions, hallucinations, and impaired perception of time and

space. Phencyclidine (PCP or “angel dust”) and amphetamine variants known as “ecstasy” are included in this category, though they rarely cause hallucinations in the true sense. They are, however, potent drugs that have mind-altering effects and impair perception and cognition. Hallucinogens can produce a “bad trip” with anxiety, agitation, hallucinations, and paranoia leading to impulsive behavior. After a “bad trip” the person can be subject to “flashbacks,” which are recurrences of the experience of the “bad trip” without taking any more of the drug. Psychosis and impaired thinking may result after long-term use.

### Cocaine

The use of cocaine, an illegal stimulant drug, has risen dramatically in the United States. Other names for this drug are coke, C., lady, and snow. Cocaine is a white powder that is snorted, injected into veins, or smoked freebase as “crack.” Crack is a crystalline form of cocaine that is also known as “rock,” from its small, white rock-like appearance. (“Speed balls” are cocaine mixed with heroin, which is a particularly dangerous combination). Crack produces the most intense cocaine high. Addiction can occur after using it only once or twice. Cocaine highs are characterized by feelings of extreme happiness and a sense of limitless power and energy. However, the physical effects include high blood pressure and heart palpitations. A cocaine “crash” follows the high and includes symptoms of depression, dullness, great irritability, and paranoia. Serious medical complications occur with cocaine use, such as heart attacks (even in young people), seizures, and strokes due to high blood pressure. The psychological effects of cocaine use include violence, paranoia, and personality changes as well as depression, anxiety, and confusion. Pregnant women using cocaine have increased risk of miscarriages and stillbirths. Newborns addicted to cocaine are irritable, unresponsive, prone to having malformed kidneys and genitals, and prone to having heart attacks and strokes. Addiction to cocaine controls aspects of the user’s life, impinges on the lives of those closest to the user, and occurs in people of all ages, classes, and educational levels.

### Amphetamines and Other Stimulants

In addition to cocaine, a number of other drugs stimulate the nervous system and are very addictive. Most of them belong to the amphetamine family of drugs. Dexedrine (present in “diet” pills) may at times be prescribed by a physician, but its use as a legitimate medication is now infrequent. Street drugs of the amphetamine group include “ecstasy” and “ice.” Ice is a smokeable amphetamine compound that is very potent and the effects are long-lasting and devastating. The health risks of these and other stimulants are similar to those of cocaine.

### Narcotics, Including Heroin

Various medications are taken to relieve pain. Most non-prescription pain relievers (such as Aspirin, Tylenol, Motrin, and Nuprin) are not considered addictive. However, there is a class of

stronger pain relievers, available by prescription only, which are referred to as narcotics and most of which are opiates. Examples of these drugs include Morphine, Codeine, Tylenol No.3, Darvon, Darvocet, Percocet, Percodan, Demerol, and certain prescription cough medicines. These drugs differ from non-prescription pain relievers in their potential for abuse and dependence. With close medical supervision, these drugs may be safely used in specific medical circumstances for a limited time. However, addiction may occur and the person may not want to stop the drug even when the pain has stopped. Tolerance to the drug is shown by an increase in the amount of drug necessary to relieve pain. This becomes progressive and leads to a craving or need for larger and larger doses, without which the person becomes extremely uncomfortable and physically ill. The time may come when the person "needs" such a large dose of the drug that is poisonous or lethal. Under these circumstances, coma, suffocation, and death may occur. The malignant course of this problem is similar to that of addiction to heroin. Although heroin is not available by prescription, it is a narcotic which belongs to the same chemical family as the above drugs. The use of heroin is mainly by injection into a vein, which carries the additional medical dangers of contracting AIDS and Hepatitis from unclean needles and syringes.

### Sedatives and Tranquilizers

The barbiturates and the benzodiazepines are two of the most commonly used classes of sedatives. The barbiturates (such Phenobarbital, Seconal, and Amytal) are highly addictive and can be fatal if taken in excess. Although they still have medical uses, they have largely been replaced by the benzodiazepines, used for relief of anxiety and promotion of sleep. The benzodiazepines include such drugs as Valium, Librium, Ativan, Xanax, Dalmane, Halcion, and Restoril. While safe and effective at moderate doses for short periods of time (weeks), all the benzodiazepines have a potential for physical and psychological dependence if used at higher doses for longer periods of time. Frequently the benzodiazepines are abused by adults who become dependent on them because of their anti-anxiety effects. Other tranquilizers which may be abused include methaqualone (Quaaludes), Doriden, and Equanil. Intoxication may result from benzodiazepine use and resembles alcoholic drunkenness. Drowsiness, slurred speech, unsteady gait, and lack of coordination are common signs. The effects of the benzodiazepines (and the barbiturates and other sedatives) add to those of alcohol. Taken together, they can lead to coma and even death. Withdrawal from benzodiazepines resembles alcohol withdrawal and is most apparent if the drugs are stopped abruptly. Withdrawal takes place within hours to days of stopping the drug. Once a person is addicted to benzodiazepines, a physician should supervise the plan for gradually stopping them to minimize the serious effects of withdrawal.



## Drug and Alcohol Counseling, Treatment, and Rehabilitation Programs Available to Students

### Student Assistance Programs

Confidential services for drug and alcohol abuse are available to all BCOM students. These services help assist in daily problems that might impair a student's personal or professional life.

### Local Treatment Centers

Mesilla Valley Hospital located in Las Cruces, NM offers drug and alcohol addiction treatment programs. Please visit <http://mesillavalleyhospital.com/programs/chemicaldependency-detoxification/> for more information.

### Helplines and Other Drug and Alcohol Abuse Prevention Resources

Free information and confidential support is available from many organizations. Some provide counseling, referrals to local treatment facilities, support groups, community-based organizations, free publications and other information in print on substance abuse and mental health issues.

**SAMHSA National Helpline:** (800) 662 - HELP

**Suicide Prevention Lifeline:** (800) 273 - TALK

**Alcoholics Anonymous:** <http://aa.org/?Media=PlayFlash>

**American Council for Drug Education (ACDE):** <http://www.acde.org>

**Center for Substance Abuse Treatment (CSAT):** <http://csat.samhsa.gov>

**Narcotics Anonymous:** <http://www.na.org>

**College Drinking: Changing the Culture:** <http://www.collegedrinkingprevention.gov>

**Partnership for Drug-Free Community:** <http://www.partnershipforadrugfreecommunity.org>

## Disciplinary Sanctions for Controlled Substance Users and Alcohol Abusers

Various disciplinary procedures are applicable to all students. Violations of the standard of conduct will be dealt with on a case-by-case basis with the imposition of discipline appropriate to the severity of the violation. For each student, there are certain common sanctions that can be applied in an appropriate case. These common sanctions include letters of reprimand, probation, and severance of ties with BCOM, up to and including dismissal. Normally, opportunity for referral to an appropriate rehabilitation program occurs if the violation is a first offense. Referral for prosecution may occur for the most serious violations. Students who

violate any provision of BCOM's Drug-Free Campus and Workplace Policy will be held accountable for their behavior and will be subject to appropriate disciplinary action, consistent with local, state, and federal laws and the provisions of the Code of Ethics and Honor. Such action may include mandatory counseling, a reprimand and warning, loss of privileges, disciplinary probation, community service, restitution, attendance at alcohol and substance abuse classes, suspension, expulsion, and/or referral to the proper law enforcement authorities for prosecution.

## GRIEVANCE POLICY

BCOM is committed to treating all members of the College Community fairly. The grievance policy ensures that concerns are promptly dealt with and resolutions are reached in a fair and just manner. BCOM's grievance procedure enables the BCOM Community, including administrators, faculty, staff, visitors, and students to bring complaints and problems regarding BCOM students to the attention of the BCOM administration. These incidents may include, but are not limited to, cheating, unprofessional behavior, dress code violations, excessive unexcused absences, disruptive behavior, harassment of any type, intimidation, or offensive language. BCOM forbids any retaliatory action against complainants who present concerns and complaints in good faith. BCOM policy strongly encourages those who believe they have a grievance against another student to use all appropriate avenues for informal resolution before initiating the formal grievance procedure. Should such a resolution be impossible, the complainant may pursue the following steps if they wish to file a grievance.

Any student may file a complaint, 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 BCOM Community. Once filed, the complaint may be treated as a formal grievance or a report of an incident. A formal grievance will involve an investigation into the events and individuals involved and will remain a part of the permanent record of any individual found in violation of BCOM policies or standards. An incident report will be filed, followed by a finding of facts, but will not involve a full investigation or further follow-up unless the matter recurs, at which time it will transition into a formal grievance. If the findings are unsubstantiated or if there is no further repetition of the event over a 12 month period, the incident report will be expunged. Interpersonal issues/differences (e.g. routine interpersonal conflicts with a classmate/roommate) are not a BCOM matter. Formal grievances made against a BCOM employee or other individual(s) that are not part of the student body will be forwarded to an appropriate College representative.

All grievances should be reported directly to the Office of Student Affairs.

1. The complaint will be filed with the Office of Student Affairs and will include:
  - a) The date
  - b) Location
  - c) Individuals involved
  - d) Summary of events
  - e) Efforts to settle the matter informally
  - f) Remedy sought
2. A representative from the Office of Student Affairs will investigate the complaint and record any additional findings. The respondent will be notified within three business days of the filing of the complaint and a meeting will be scheduled.
3. The respondent will sign the reporting form acknowledging an understanding of the complaint.
4. The respondent will be allowed to make a summary statement regarding the complaint.
5. After review, the Associate Dean of Students or designee makes one of two decisions:
  - a) Resolve the issue/conflict with the student and complainant, resulting in a course of action that may be required of the student.
  - b) Defer to the Student Honor Committee.
6. The decision will be acknowledged and accepted by the parties involved.
7. If any party is not satisfied with the decision, they may exercise the option of having the matter reviewed by the Dean's Council.
8. If the complaint is not satisfied through the BCOM process, students may report the complaint to:

New Mexico Higher Education Department  
Private Post-Secondary Schools Division  
2044 Galisteo Street, Suite 4  
Santa Fe, NM 87505  
Telephone: (505) 476 – 8400  
<http://www.hed.state.nm.us/students/complaints.aspx>

## CAMPUS SAFETY AND SECURITY

BCOM's campus will be monitored by the NMSU Police Department 24-hours-a-day, seven days a week. Any suspicious activity should be reported to the NMSU Police Department at (575) 646 - 3311. In the event of an emergency, immediately dial 911.

## Security Measures

In emergencies, NMSU Police are dispatched to provide law enforcement role and security support. BCOM's Security Staff is charged with reporting and investigating security incidents in cooperation with law enforcement and regulatory agencies. BCOM's Security Staff will document non-routine events according to policy and standard operating procedures (SOP). Each report is reviewed by the supervisor assigned to BCOM and BCOM's Security Staff.

BCOM has contracted with an external private security company to monitor and maintain safety and security of the BCOM campus during BCOM's open hours of operation.

Investigations are begun soon after the incident as is warranted and police are involved in criminal matters as soon as possible after notification that a criminal activity is occurring or has occurred. Follow-up investigation activities are implemented when warranted, regardless of police action, unless the law enforcement agency requests otherwise.

All incidents will be reported to the Dean, the Office of Student Affairs, and the Security Staff at BCOM.

## INFORMATION/TECHNOLOGY POLICIES

### Cameras, BCOM-Provided Computers, and the Reasonable Expectation of Privacy

BCOM respects and values the privacy of its students, faculty, and staff and will not monitor its community members without cause, except as required by law or as permitted by BCOM policy.

Cameras are located at various locations around the BCOM campus. These include security cameras in hallways and 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 ("information records") 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 BCOM Community. The College may also permit reasonable access of data to third-party service providers in order to provide, maintain or improve those services.

Accordingly, individuals utilizing College facilities, College-provided equipment (including BCOM-provided student computers), and BCOM information resources do not have a reasonable expectation of privacy when using the College's equipment and/or information resources.

## Email Accounts

All students will be given a BCOM email address. This is the official means for BCOM representatives to communicate with medical students. Therefore, it is the student's responsibility to check email accounts on a regular basis. During orientation, representatives from the Information Technology Department will make a presentation about the rules and policies of using a BCOM email account.

## Internet Usage

Individuals given Internet access via BCOM computers are expected to use the Internet to enhance the performance of their work and study responsibilities. No one shall place school material (copyrighted software, internal correspondence, confidential materials, etc.) on any publicly accessible Internet site without permission. Students are expected to adhere to the BCOM accepted use policies.

Unacceptable uses of the Internet:

- Use for illegal purposes
- Downloading or using copyrighted materials
- Any use for commercial or for-profit purposes
- Using software in violation of license and/or software agreements
- Any use for product advertisement
- Promotion of personal political beliefs
- Accessing or processing pornographic material
- Shopping, stock trading, and other personal business
- Downloading music files
- Instant Messaging (MSN Messenger, AOL Instant Messenger, etc.)

## Cell Phone Usage

Cell phone usage should be kept to a minimum and should never interfere with class. Use of cell phones while in class is prohibited. The use of cell phone cameras is also prohibited during class. Any usage must be with the consensus of all individuals involved.

## COPYRIGHT MATERIALS

All BCOM students must respect and comply with the U.S. Copyright Act of 1976. Unauthorized use of or distribution of copyrighted materials, including but not limited to peer to peer file sharing (transmitting copyrighted materials, such as music, movies, compilations, curricular materials, etc.) to friends for their use is a violation of federal law that can subject students to fines, imprisonment, or both.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at no less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov). Students who engage in unauthorized peer-to-peer file sharing, illegal downloading, or other unauthorized distribution of copyrighted materials using BCOM's information technology system are in violation of the institutions honor code and may be subject to college-imposed sanctions for misconduct, up to and including dismissal.

## IDENTIFICATION

A BCOM identification card (ID) will be made for all students free of charge. The card should be retained over all semesters that the student is enrolled at BCOM. All registered students must carry their BCOM ID and surrender their BCOM ID if asked by a staff member of BCOM. BCOM IDs are used for identification, to check out library books, to obtain admission to most campus activities, for entrance into BCOM facilities, and as a form of identification in the surrounding community. It is the student's responsibility to have the BCOM ID validated each semester with the Office of Student Affairs. A \$10.00 fee will be charged for replacing lost BCOM IDs. A possible fine of \$25.00 will be assessed to any student not in possession of their BCOM ID upon request by BCOM personnel. 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.



## Doctor of Osteopathic Medicine Program



Revised July 2017



## PHILOSOPHY OF OSTEOPATHIC MEDICINE AND PLEDGE OF COMMITMENT

### Philosophy of Osteopathic Medicine

Osteopathic medicine stresses a comprehensive approach to the maintenance of health. The roots of osteopathic medical education lie in the emphasis it places on the musculoskeletal system. The interrelationship between this and other body systems are basic to health maintenance and the prevention of disease. Founded by Andrew Taylor Still, M.D. (1828-1917), osteopathic medicine utilizes four fundamental principles which enable the osteopathic physician to look at health and disease in a unique manner:

- The body is a unit; the person is a unity of body, mind, and spirit.
- The body is capable of self-regulation, self-healing, and health maintenance.
- Structure and function are reciprocally interrelated.
- Rational treatment is based on the above three principles.

### Osteopathic Pledge of Commitment

I pledge to:

- Provide compassionate, quality care to my patients;
- Partner with them to promote health;
- Display integrity and professionalism throughout my career;
- Advance the philosophy, practice, and science of osteopathic medicine;
- Continue life-long learning;
- Support my profession with loyalty in action, word and deed; and
- Live each day as an example of what an osteopathic physician should be.

### OSTEOPATHIC PHYSICIAN'S OATH

I do hereby affirm my loyalty to the profession I am about to enter. I will be mindful always of my great responsibility to preserve the health and the life of my patients, to retain their confidence and respect both as a physician and a friend who will guard their secrets with scrupulous honor and fidelity, to perform faithfully my professional duties, to employ only those recognized methods of treatment consistent with good judgment and with my skill and ability, keeping in mind always nature's laws and the body's inherent capacity for recovery.

I will be ever vigilant in aiding the general welfare of the community, sustaining its laws and institutions, not engaging in those practices which will in any way bring shame or discredit upon



myself or my profession. I will give no drugs for deadly purposes to any person, though it be asked of me.

I will endeavor to work in accord with my colleagues in a spirit of progressive cooperation and never by word or by act cast imputations upon them or their rightful practices.

I will look with respect and esteem upon all those who have taught me my art. To my college I will be loyal and strive always for its best interests and for the interests of the students who will come after me. I will be ever alert to further the application of basic biologic truths to the healing arts and to develop the principles of osteopathy which were first enunciated by Andrew Taylor Still.

## ACCREDITATION

The Burrell College of Osteopathic Medicine is incorporated under the laws of the State of New Mexico as a limited liability corporation (LLC). The governing body is the Board of Trustees, which establishes bylaws for its operation. The Burrell College of Osteopathic Medicine received provisional accreditation status through the Commission on Osteopathic College Accreditation (COCA) of the American Osteopathic Association (AOA) in April 2015. This constitutes the highest level of accreditation the College is able to achieve until graduation of its inaugural class in 2020.

See the accreditation section in the general Student Handbook above for detailed information on accreditation.

## ADMISSIONS PREREQUISITES

### Review Process

BCOM uses a holistically driven admissions process whereby applicants are assessed in several different areas that include both academic and non-academic characteristics. The BCOM admissions process has been developed in an attempt to identify characteristics that are aligned with the BCOM Mission.

### Admissions Requirements

All applicants must have completed a baccalaureate degree from an accredited college or university. Students must have fulfilled all graduation requirements for a baccalaureate degree by the date of matriculation.

## Required Prerequisite Coursework

- |  |                  |
|--|------------------|
| • 2 BIOLOGY courses with labs*                     | 8 semester hours |
| • 2 GENERAL/INORGANIC CHEMISTRY courses with labs* | 8 semester hours |
| • 2 ORGANIC CHEMISTRY courses with labs*           | 8 semester hours |
| • 2 PHYSICS courses with labs*                     | 8 semester hours |
| • 1 SCIENCE ELECTIVE                               | 3 semester hours |
| • 2 ENGLISH courses                                | 6 semester hours |

\*Laboratory credits are required with science courses without exception. No grade below a “C-” will be considered as fulfilling the requirements.

Additional recommended coursework will also be considered. These courses must be taken in addition to the prerequisite coursework mentioned above. The recommended coursework can include advanced courses in biological sciences, biochemistry, cell biology, genetics, human anatomy, physiology, immunology, microbiology, neurosciences and behavioral sciences. BCOM does not consider alternative educational experiences at the present time.

## Medical College Admissions Test

All candidates must submit their most recent Medical College Admission Test (MCAT) scores. Scores older than three years prior to the year of matriculation will not be considered.

Applicants may obtain information through [www.aamc.org](http://www.aamc.org) or by using the following contact information:

Association of American Medical Colleges  
Medical College Admission Test  
2450 N St., NW  
Washington, DC 20037

Phone: (202) 828 - 0690  
Email: [mcat@aamc.org](mailto:mcat@aamc.org)

## ADMISSIONS PROCESS

### Primary Application

Applicants must first complete a primary application through a convenient and centralized online application service, AACOMAS, available to all accredited osteopathic medical schools through the American Association of Colleges of Osteopathic Medicine (AACOM). Students file one electronic application, which will be verified and subsequently distributed to all osteopathic colleges the applicant has designated.

For additional information, applicants can go to [www.AACOM.org](http://www.AACOM.org) or call (301) 968 - 4100. Student can access AACOMAS to complete a primary osteopathic medical school application.

An expedited admission review process may be available to applicants in the local region. For more information on eligibility for this program, refer to the Burrell Expedited Admissions Review Pathway (BEAR) at <https://bcomnm.org/burrell-expedited-admission-review-pathway>

### Supplemental/Secondary Application

Once BCOM has received the applicant's primary application from AACOMAS, the Office of Admissions does an initial review of the application. Applications that meet the minimum initial requirements will receive an email containing login instructions and information on how to complete and submit the supplemental application. Minimum qualifications to receive an invitation to complete a secondary application are:

- Overall grade point average (GPA) and SGPA of 3.0 (on a 4.0 scale)
- A minimum MCAT score of 493
- No score for MCAT sub-sections lower than the 15th percentile.

*Under special circumstances, the College of Osteopathic Medicine reserves the right to use discretion to admit students who do not meet these minimum requirements.*

Applicants will be required to submit the supplemental application with the appropriate supporting materials. The following steps must be followed:

1. Applicants must complete and submit the BCOM Supplemental Application with supporting materials to the Office of Admissions through an online process.
2. Pay the nonrefundable supplemental processing fee online with a credit card. *Note: Students approved for a fee waiver by AACOMAS will also be eligible for a waiver from BCOM. However, the BCOM fee will need to be paid at the time of the supplemental submission and following confirmation of fee waiver by AACOMAS, a refund will be issued to the applicant.*

### Letters of Reference

Along with the supplemental application, applicants must submit the required letters of recommendation. Letters can be submitted through AACOMAS along with the primary application. The Office of Admissions will also accept letters from third parties such as Interfolio and VirtualEvals.

Letters sent via postal service must be sent from the letter writer directly to BCOM to the following address:

Office of Admissions  
Burrell College of Osteopathic Medicine  
3501 Arrowhead Drive  
Las Cruces, NM 88001

The following letters of recommendations are required:

- One letter from a physician (D.O. or M.D.) that details your exposure to patients and your ability to perform in a medical setting. It can reflect shadowing, volunteer experience, or work experience. A letter of recommendation from an **Osteopathic Physician** is recommended.  
Information on how to find an osteopathic physician in your community is available at: [www.DO-online.com](http://www.DO-online.com) or from your state osteopathic association.
- **One** of the following:
  - One pre-med advisor or committee letter **OR**
  - Two academic letters written by college science professors who have instructed you in the prerequisite courses.

**Letters must be on letterhead and include the faculty's academic credentials and a signature.**

Students are responsible for informing faculty of these requirements when requesting letters.

Letters from relatives, spouses, family friends, coaches, personal trainers, veterinarians, dentists, the student's family physician (unless you have shadowed or worked with the physician) will not be accepted – authors should be as objective as possible.

### Review Process for Complete Application

It is important to understand that only completed applications will be reviewed. Incomplete applications will be placed on hold until all required documents have been received. It is the responsibility of the students to make sure their application is complete. Scores from the MCAT must be on file before an interview will be granted. Applicant files must be complete and all materials received no later than April 15th.

An application will be considered complete if it includes all of the following:

1. AACOMAS primary application or the BEAR primary application
2. Valid MCAT score

3. Completed BCOM Supplemental Application
4. All required letters of recommendation

Applicants will be reviewed considering both academic and non-academic factors. Factors that have been identified as representing characteristics of a good physician, fit for the BCOM Mission and indicators of success are:

**1. Academic Accomplishments:**

- Transcripts with individual course grades
- Medical College Admissions Test (MCAT) scores
- Science grade point average (SGPA)
- Non-science grade point average (GPA)

**2. Non-Academic Accomplishments**

- Socio-demographics
- Professional experiences
- Applicant's ability and aspiration to fulfill BCOM's Mission
- Applicant's commitment to serving in underserved areas
- Personal experiences with diverse patient populations
- Community and volunteer services
- Demonstrated leadership activities
- Personal profile
- Applicant's Personal Statement

The Application Reviewer does a full review of the applications and makes a recommendation to the Admissions Committee. The Admissions Committee reviews the applications and the recommendation from the Application Reviewer. Members of the Admissions Committee are asked to cast their vote to invite each candidate for an on-campus interview.

## On-Campus Interview

Applicants that are selected for an interview are contacted by an email containing all necessary information and instructions on how to secure an interview date and how to prepare (flight, transportation, hotel, etc.).

The on-campus interview is an important component for both the applicant and the College for making wise decisions about admissions. The Admissions Committee assesses an applicant's interpersonal skills, how well they relate to colleagues and Faculty, as well as their motivation for the D.O. profession. The interview also allows an opportunity to learn additional

information about an applicant's interests and experiences that are not necessarily reflected in their application.

The interview and campus visit is also designed to provide the student with an overview of BCOM, a chance to meet faculty and staff, and an opportunity to learn more about the curriculum, academic programs, clinical rotations, student affairs, and the city.

No acceptance will be offered to applicants until all required information and documents are received. All final transcripts must be on file prior to matriculation. It is expected that all coursework listed on the AACOMAS application will be completed with a grade of "C-" or higher and that expected degrees are completed no later than August 1<sup>st</sup> of the year of matriculation to BCOM.

*Note: Discovery of intentional misrepresentation or omission of any information used in the application process or omission of information relevant to academic records or test records after admission or matriculation can result in BCOM rescinding the admission offer or dismissal. Matriculation may be denied to applicants who have failed to maintain a good record of academic performance and/or personal conduct between the time of their acceptance and matriculation at BCOM. BCOM reserves the right to deny admission to any applicant for any reason it deems sufficient.*

## Foreign Coursework

Transcripts submitted from institutions outside the United States of America (U.S.) or Canada must be evaluated for U.S. equivalence by one of the evaluation services listed below. An official report must be sent from the service directly to BCOM. The student should retain a copy of the report to reference in completing the AACOMAS application. The report should contain a course-by-course evaluation, including a listing of courses, subject codes, semester hours, and grades on the AACOMAS Academic Record or Professional School Academic Record as per the instructions. The AACOMAS application will not be complete without the aforementioned equivalence evaluation report. Unofficial copies of any equivalence evaluation report will not be accepted.

Contact one of the following:

**World Education Services**

P.O. Box 5087  
New York, NY 10274-5087  
(212) 966 - 6311

[www.wes.org](http://www.wes.org)

Courier Address:

64 Beaver St, #146  
New York, NY 1000

**Educational Credential Evaluators, Inc.**

P.O. Box 514070  
Milwaukee, WI 53203-3470  
(414) 289 - 3400

[www.ece.org](http://www.ece.org)

Courier Address:

101W. Pleasant St. Suite  
4200 Milwaukee, WI 53212-396

**Josef Silny & Assistants, Inc.**

**International Educational Consultants**

7101 SW 102 Avenue  
Miami, FL 33173  
(305) 273 - 1616

[www.jsilny.com](http://www.jsilny.com)

**International Education Research  
Foundation, Inc.**

Post Office Box 3665  
Culver City, CA 90231-3665  
(310) 258 - 9451

[www.ierf.org](http://www.ierf.org)

**American Association of Collegiate Registrars and Admissions Officers (AACRAO)**

**Foreign Education Credential Services**

One Dupont Circle, NW, Suite 520  
Washington, DC 20036-1135  
(202) 296 - 3359

[www.aacrao.org/credential/individual.cfm](http://www.aacrao.org/credential/individual.cfm)

## Transfer Requirements

**At the present time, BCOM is unable to accept transfers from other institutions of any student completing the program prior to 2020.**

Consistent with the statement above, BCOM may consider any current medical student for transfer based on the procedures outlined below. Transfer applications will be evaluated by the Admissions Committee and a recommendation will be made to the Dean. Consideration for acceptance is based on the following:

1. Students applying for transfer must currently be in good academic and professional standing and must be eligible for readmission or continued matriculation to the

previously attended college accredited by either the Commission on Osteopathic College Accreditation (COCA) or the Liaison Committee on Medical Education (LCME).

2. Credits may be transferred only from medical schools and colleges accredited either by the COCA or by the LCME.
3. Students requesting a transfer to BCOM from another medical school must, at a minimum, complete the last two years at BCOM.
4. In the case of LCME transfers, the college of osteopathic medicine requirement for osteopathic manipulative medicine must be completed prior to graduation.
5. The curriculum of the school from which the student is transferring must be equivalent to the BCOM curriculum. Decisions about curriculum equivalence between institutions will be decided by the BCOM Curriculum Committee and a recommendation will be submitted to the Admissions Committee independently of individual student qualifications.
6. In general, BCOM will only entertain transfers into the third year from students that have a passing score on the COMLEX-USA Level I board examination.

Given the structure of the BCOM curriculum, no transfer credits will be considered. Each student will be required to take all courses in any given year.

## Readmission Policy

Students who withdraw from BCOM, regardless of the reason, may be considered for readmission upon reapplication. Applicants are required to complete all BCOM application and admissions procedures. In addition, applicants must submit a letter to the Director of Admissions that includes the following information:

- Reason for withdrawal
- Status/activities/academic and professional pursuits since withdrawal
- Reasons to be considered for readmission

All documents must be submitted at least 90 days in advance of the academic year during which the applicant wishes to re-enroll. The Admissions Committee will review the application for readmission and reserves the right to request additional supporting documentation. All applicants will receive written notification of the Committee's decision via email.

Dismissal of a student is a distinct action taken for specific reasons and is different than student withdrawal. Students that have been dismissed from BCOM for any reason and are seeking readmission must contact the Office of Student Affairs to discuss options.



A student permitted to return after withdrawal must be readmitted with the same tuition and fees charges they would have been assessed for the academic year when they left (unless there are sufficient veterans educational benefits or institutional aid to pay the increased amount of tuition and fees) for the first academic year in which the student returns. For subsequent academic years, the student may be charged the same tuition and fees as other students in the program.

### Readmission requirements

The school must allow the student to re-enroll in the next class of the same program, with the same enrollment status, number of credits, and academic standing as when he/she last attended BCOM, space permitting. The student may also request admission at a later date. If the school determines that the student is not prepared to resume the program where they left, the school must make reasonable efforts to help the student resume and complete the program. If reasonable efforts are unsuccessful or the school determines that there are no reasonable efforts that can be taken, the school is not required to readmit the student.

For more information, please contact the Office of Admissions at [admissions@bcomNM.org](mailto:admissions@bcomNM.org)

### Deferral Policy

A deferral will only be considered for accepted students able to demonstrate extenuating or unexpected personal circumstances. Requests for deferral will be considered on a case-by-case basis and must be received in writing no less than 60 days prior to the beginning of orientation.

#### **Deferral Request Procedure:**

1. Write a letter to the Office of Admissions explaining the reasons for deferral.
2. Sign and notarize an affidavit of responsibilities for the deferral.
3. The initial deposit must have been received by BCOM.
4. Provide a written notification of intent to matriculate in the next academic cycle. This notification must be received by March 1<sup>st</sup> of the year of matriculation.
5. Documentation of the ability to perform the technical standards should be provided by April 1<sup>st</sup> of the year of matriculation.
6. All statements on the application and all other personal statements provided as part of the initial application process must remain true and valid.
7. The student must meet all the requirements indicated on the original Admissions and Acceptance Agreement.

*Note: Deferment requests cannot be made to delay a decision or wait for admissions to another medical school. Application to another medical school during the deferment will result in withdrawal of the initial offer of acceptance and loss of the position at BCOM.*

All requirements for admissions including the deposit and completion of all required paperwork must be met for a deferral request to be considered.

## MATRICULATION INFORMATION

Applicants for admission to the first-year class must meet the following requirements prior to matriculation:

1. A nonrefundable deposit of three thousand dollars (\$3000) to confirm acceptance, which will be credited against the first semester's tuition and fee charges.
2. Submission of the signed and notarized BCOM Admissions and Acceptance Agreement by its designated deadline.
3. Completion of the following forms:
  - a) Signed BCOM Minimal Technical Standards Form
  - b) Emergency contact form
  - c) Proof of immunization form
4. Completion of a drug test and criminal background check from BCOM's designated vendor. A matriculant with a positive criminal background or drug screen will be reviewed and notified of any changes to their status.
5. Submission of all official college transcripts from all degree granting institutions and all courses that have not been previously verified through ACCOMAS. Transcripts must indicate that the student has satisfactorily completed all prerequisite course requirements and satisfied any contingencies, including graduation, as outlined in the acceptance letter. Students who have a reason acceptable to the College for submitting transcripts after the due date (i.e. late accepts or mitigating circumstances) must have their transcripts recorded with the Registrar by the first day of class.
6. Proof of basic health insurance coverage in order to avert financial hardship due to hospital admissions, emergency department care, subspecialty care, or other medical services needed. The renewal date for this requirement will be set for August 1st of each year while the student is enrolled at BCOM.
7. Students will be asked to present proof of legal U.S. residency status.
8. An Immunization Status Report including all required vaccinations and immunizations must be submitted:
  - a) **Diphtheria/Tetanus/Pertussis** – TDAP booster does within the last 10 years.

- b) **Measles, Mumps, and Rubella** – Two doses after 1978 or titers for each disease (Measles, Mumps, and Rubella). **A copy of the lab results is required.**
- c) **Hepatitis B** – Hep B series completion and Hep B Surface Antibody Titer (IgG) for confirmation of immunity response. **A copy of the lab result is required.**
- d) **TB** – A two-step Tuberculin skin test (PPD – two separate placements and two separate results) is required within 6 months of matriculation. Placing a PPD and returning within 72 hours to have it read. If the first test is negative (0mm induration), another PPD is placed on the opposite arm and is read within 72 hours.  
**In the case of a history of positive TB test:** Physician or Health Department records detailing documentation of PPD result, chest X-ray result, and treatment completion *must be included with the immunization records prior to matriculation.* **Exception:** If the student received BCG, a chest X-ray and TB symptom review must be submitted.
- e) **Varicella** – Proof of two doses of the Varicella vaccine and a positive Varicella titer (IgG). **A copy of the lab result is required.**
- f) **Influenza** – Documentation of the Influenza vaccine (in season generally September through March).

Failure to comply with the above listed requirements can result in denial to matriculate and subsequent withdrawal from BCOM.

## Registration

Upon completion of all matriculation requirements, applicants will be considered ready for registration. Subsequently, they will be registered by the Registrar. No student will be registered earlier than one week before classes begin. Because the curriculum is fixed and courses proceed in a prescribed sequence, enrollment will be considered continuous and full-time for the entire program unless the student notifies the Department of Student Affairs in writing of his or her intent to withdraw from classes or if the program is modified by decision of the Student Progress Committee.

## TUITION AND FEES

Tuition and Fees for the academic year are posted on the BCOM website. Students are invoiced for tuition and fees for each semester approximately 60 days prior to the beginning of each semester. Tuition and Fees must be paid by the set deadline as directed in the invoice. Late payment or failure to provide certification for loans or to make necessary arrangements to pay tuition will result in the student being removed from class and/or clinical rotation.

## 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 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.

Following the cooling off period, but prior to the beginning of instruction, a student may withdraw from enrollment and BCOM shall be entitled to retain no more than \$100 or 5% in tuition and fees, whichever is less, as registration charges.

A student who cancels, withdraws (voluntarily or involuntarily), is suspended, or is dismissed will receive a refund of tuition charged for the term based on the following schedule:

<b>Period</b>	<b>Percentage Refunded</b>	<b>Fall Date</b>	<b>Spring Date</b>
1 <sup>st</sup> Day of Class	100%	08/14/2017	01/08/2018
After 1 <sup>st</sup> Day; Within 2 Weeks of Term	90%	08/27/2017	01/21/2018
After 2 Weeks; Within 4.75 Weeks of Term	50%	09/16/2017	02/10/2018
After 4.75 Weeks; Within 9.5 Weeks of Term	25%	10/18/2017	03/14/2018
After 9.5 Weeks	0%	10/19/2017	03/15/2018

Note: Dismissals are considered an involuntary withdrawal by BCOM.

Any exceptions to this refund policy may only be granted by the Dean/CAO.

## WITHDRAWAL AND DISMISSAL PROCEDURE

It is required that any student who leaves BCOM for any reason go through the checkout process. Failure to complete the process may cause BCOM to withhold all records pertaining to the medical student. To complete the process, a student must take the following steps:

1. If withdrawing, submit a letter of resignation to the Associate Dean of Students.
2. Obtain a BCOM Student Checkout Form from the Office of the Registrar.
3. Complete an exit interview with a representative from each the following offices:
  - a) Registrar
  - b) Financial Aid
  - c) Finance
  - d) Library Resources
  - e) Information Systems
  - f) Security
4. Sign, date and return the completed BCOM Student Checkout Form to the Registrar.

### Important Information for withdrawal after registration

- Students who withdraw from the college in good standing will receive a grade of "W" or "Withdrawal" for each course in which they are enrolled at the time of withdrawal.
- Students who are dismissed from the college for a professionalism issue will receive a grade of "AW" or "Administrative Withdrawal" for each course in which they are enrolled at the time of dismissal.
- Students who are dismissed from the college for academic performance issues will receive the earned course grade.
- Students who withdraw from all courses within a term may be required to return a portion of any financial aid received. Contact the Office of Financial Aid for more information.

## FINANCIAL AID PROGRAM

The Office of Financial Aid will administer all sources of funding, in accordance with all applicable regulatory provisions prescribed under that statutory authority and all applicable special arrangements, agreements, and limitations entered into under the authority of statutes applicable to the loan agreement (34CFR668.16). Financial aid policies will be available on the BCOM website and in the Financial Aid Office, where the Financial Aid Manual can be provided.

The Director of Financial Aid is responsible for providing qualified students the appropriate documentation and counseling to secure available financial assistance. More information can be obtained by contacting the director of financial at [financialaid@bcomnm.org](mailto:financialaid@bcomnm.org).

At this time, BCOM is not eligible to participate in federally sponsored student loan programs. However, the college is in the process of applying for and complying with title IV regulations to achieve eligibility at the earliest possible time.

## SATISFACTORY ACADEMIC PROGRESS STANDARDS

BCOM's academic progress requirements for the D.O. (Doctor of Osteopathic Medicine) degree include the satisfactory completion of the curriculum designated by the institution and approved by the American Osteopathic Association Commission on Osteopathic College Accreditation.

The Satisfactory Academic Progress (SAP) Policy can be found at [SAP Policy](#)

## ACADEMIC POLICIES AND PROCEDURES

### Academic Standards

The primary mission of BCOM's medical curriculum is to produce osteopathic physicians who will reflect excellence in their practice and provide quality, patient-centered care. The curriculum integrates foundational biomedical and clinical knowledge, instills the principles and philosophy of osteopathic medicine, and teaches and nurtures the necessary skills graduates require to enter and succeed in any field of graduate medical education. BCOM's clinical training curriculum is community-based in core hospitals and clinics and provides for student education under the preceptorship of credentialed medical educator faculty.

BCOM's curriculum employs an integrated, systems-based, application-oriented approach and is designed to ensure graduates possess the knowledge, skills and competencies necessary to be successful osteopathic physicians. This is accomplished using several educational approaches including:

- Traditional lectures
- Interactive integrative sessions (using electronic response systems)
- Laboratory and skills instruction
- Active learning utilizing adult and interactive techniques
- Team-based learning

- Large and small group sessions
- Directed study assignments
- Clinical case presentations

This variety of pedagogical approaches emphasizes individual student responsibility and promotes an intellectual curiosity in students. These specific learning formats foster comprehension and application of knowledge, competency in osteopathic philosophy, development of clinical skills, and the stimulation of critical thinking and problem-solving skills.

### Student Tracking and Promotion

Academic monitoring and advising are provided to students through a team-based approach. The Student Progress Committee, the Office of Learning, Evaluation and Outcomes, the Office of Student Affairs, Course Directors, and Faculty Advisors all work together in order to optimize student success. The Registrar monitors and tracks the progress of each student at BCOM through management of the student information system. The Student Progress Committee (SPC) reviews progress at the end of each semester and makes a recommendation to the Dean to promote or not promote each student to the next academic level. The academic levels and the minimum requirements to complete each level are listed in the following table.

Osteopathic Medical Student (OMS) Level	Requirements for Completion
OMS I	<ul style="list-style-type: none"> <li>• Complete and pass all required OMS I coursework.</li> <li>• Complete all required OMS I assessments and evaluations.</li> </ul>
OMS II	<ul style="list-style-type: none"> <li>• Complete and pass all required OMS II coursework.</li> <li>• Complete all required OMS II assessments and evaluations.</li> <li>• Complete COMLEX 1 (1st attempt).</li> </ul>
OMS III	<ul style="list-style-type: none"> <li>• Complete and pass all required OMS III clerkships.</li> <li>• Complete all required OMS III assessments and evaluations.</li> <li>• Complete and pass COMLEX 1 (if not passed during OMS II).</li> </ul>
OMS IV	<ul style="list-style-type: none"> <li>• Complete and pass all required OMS IV clerkships.</li> <li>• Complete all required OMS IV assessments and evaluations.</li> <li>• Complete and pass COMLEX 2-CE.</li> <li>• Complete and pass COMLEX 2-PE.</li> </ul>
BCOM Graduate	

The Registrar will keep a progress checklist to confirm academic milestones and to approve promotion from one year to the next for each student. The Registrar will confirm and date each milestone achieved to document the student's progress from matriculation to graduation. The Associate Dean of Students will confirm each student checklist and, upon completion, will present qualifying students to the BCOM faculty for a vote to recommend each student to the Board of Trustees for graduation. The degree of Doctor of Osteopathic Medicine will be conferred by the Board of Trustees upon those students who have fulfilled all academic requirements of BCOM.



## Graduation Requirements

A medical student who has fulfilled all the academic requirements may be granted the degree of Doctor of Osteopathic Medicine provided the medical student has complied with all the requirements of BCOM:

1. The student must have no outstanding financial obligation to the College;
2. Successfully complete all coursework requirements in no more than six years;
3. Attend, in person, the ceremony at which time the degree is conferred;
4. Take and pass COMLEX Level 1, Level 2-CE, and Level 2-PE administered by the National Board of Osteopathic Medical Examiners (NBOME);
5. Have no unresolved ethical or professional violations deemed necessary for the successful and continued study and practice of osteopathic medicine; and
6. Be recommended to the Board of Trustees by the general faculty as having met all the above requirements

Students whose graduation date is delayed will be allowed to walk across the stage with their matriculating class as long as they will be able to finish all requirements before December 31<sup>st</sup> of the graduation year. To walk across the stage they must have passed COMLEX-USA Level 1 and both Level 2-CE and Level 2-PE.

## Official Academic Records

The Office of the Registrar houses official academic records.

Refer to the general Student Handbook above for more information on official academic records.

## Grades

The academic status or grading of medical student performance is determined at the end of each course. Grades are determined through averaging scores collected through assignment scores, quiz(s), practical results, and course/system exams. Each course has a syllabus which will explain in detail how the grades are calculated. Grades shall be recorded for individual students by the Registrar and reported on the transcript using the following qualitative grade representation:

<b>Recorded Grade</b>	<b>Explanation</b>
Numeric (70-100)*	Pass: Numeric Score of 70-100
P	Pass (Pass/Fail Course)
F	Fail (Pass/Fail Course); Numeric Score <70
70RP	Pass: Course Remediated
PX	Pass: Pass/Fail Course Remediated
I	Incomplete
AW	Administrative Withdrawal
W	Withdrawal
AU	Audited Course
SP	Satisfactory Progress
UP	Unsatisfactory Progress

The minimum passing grade for numerically scored courses is 70. In Pass/Fail courses, Pass indicates a passing grade. Numeric grades will be used to calculate a grade point average (GPA) based on a 100 point scale and to determine class rank. Credit hours for each course will be accounted for in the calculation of the GPA.

Course Directors will submit a final grade report within seven working days after the end of the course. The grade report includes the numeric grade achieved in the class. The students will have access to an unofficial copy of their transcript at any time. Official grades are reported on the transcript and are used in the class rank calculation. Class rank is determined at the end of every academic year. For the purpose of determining class rank, the calculation will use the actual numeric grade.

A course director may assign a grade of Incomplete (I) if the student's work in a course has been of passing quality but is incomplete due to special circumstances. The course director will establish a deadline for the student to complete the remaining coursework, at which time the grade of Incomplete will be replaced. The time frame for completion of the course will be no more than one year from the date of the end of the course. (Unusual circumstances may qualify as an exception to this time frame and will be assessed on a case-by-case basis). A student who fails to complete all coursework by the deadline will be assigned a failing grade of F.

For a student who repeats an academic year or a portion of the year, the original course grade will appear on the transcript along with the new course grade. For the purposes of GPA, all grades will be included in the calculation. For class rank calculation, a student will be included with their current academic class year which may not correspond to their original matriculating class.

Students who voluntarily withdraw will receive a grade of "W" or "Withdrawal" for each course in which they are enrolled at the time of withdrawal. Students who have an involuntary withdrawal or are dismissed from the College will receive a grade of "AW" or "Administrative Withdrawal" for each course in which they are enrolled at the time of involuntary withdrawal or dismissal.

### Student Grievance Regarding Grades

Students who question a grade calculation or determination on any course assessment instruments (quizzes, examinations, assignments, etc.) have 5 working days after the grade has been posted to submit a grade reconsideration request to the Course Director. No grade reconsideration can be requested after that period.

Students will be notified of grade release by the Course Director and will have 5 working days to dispute the grade to the Course Director in writing. If the dispute is not resolved, the student may file an appeal to the Associate Dean of Academic Affairs. Consideration of an appeal may be granted only based on the provision of substantial evidence of bias or procedural error. Students who wish to dispute the decision of the Associate Dean may submit a final appeal to the Dean/Chief Academic Officer who will review the submission. The decision of the Dean is final.

All appeals must be in writing. The written appeal must state the circumstances surrounding the grade dispute, with specificity and provide supporting evidence.

## STUDENT PROGRESS COMMITTEE

### Purpose

The purpose of the Student Progress Committee (SPC) is to ensure that every student has the skills, knowledge, and judgment to assume the responsibilities of an osteopathic physician. The Committee will monitor student progress and ensure that all students meet the requirements necessary for annual promotion and graduation. The Committee, appointed by the Dean, is composed of faculty members and BCOM administration.

Students may be referred to SPC for failing any didactic course(s) or clinical clerkship(s) within the College's curriculum. They may also be referred to SPC for failing to meet any of the core competencies listed below:

1. Osteopathic Principles and Practice
2. Medical Knowledge
3. Patient Care

4. Interpersonal and Communication Skills
5. Professionalism
6. Practice Based Learning and Improvement
7. Systems Bases Practice

## Student Progress Committee Rules and Procedures

All proceedings are confidential. The meetings are closed to anyone not in the College Community. Only SPC committee members, the Associate Dean for Student Affairs (ex-officio), other ex-officio officials (if any), and the student in question will be allowed to attend the meeting. The student may request up to three witnesses be called to testify in support of their position/case. The student may not be accompanied by legal counsel during this academic hearing.

1. Students will be notified of the time and date of the SPC meeting in writing by email (the official mode of communication at BCOM) or by certified mail (to their address on record) at least three (3) days prior to the meeting.
2. Students will be provided access to any documentation prior to the meeting upon request.
3. If the student feels that one of the committee members is biased, they may request to have this person recused and replaced with another faculty member. The request should be made to the SPC Chair three days prior to the start of the meeting. If one of the regular members of the SPC cannot attend the meeting, an ad hoc member will be appointed for the length of the hearing.
4. The SPC Chair will remind committee members that the hearing is confidential. The proceedings will be recorded in writing by an SPC Committee Member. The academic issue in question will be addressed by the Committee, who may also consider the entirety of the student's academic record. Any previous disciplinary problems may be considered as appropriate.
5. A summary report will be presented to the Committee by the Chair or designee. The Committee may choose to ask questions at this point. The student will not be present for this portion of the hearing.
6. The student will then be invited to join the committee meeting, and the student may then present his or her statements to the committee.
7. Following the presentation of evidence including witness testimony, the Chair will dismiss all attendees other than the committee members. The Committee will deliberate and develop a recommendation addressing the student's academic

deficiency. A majority vote of the Committee is required to approve the recommendation.

8. This recommendation will be forwarded to the Associate Dean for Academic Affairs within 48 hours (2 business days). The recommendation could include any of the following: remediation of the academic deficiency (course), recommendation to allow the student to repeat the academic year (at the student's discretion), or dismissal from BCOM.

Following receipt of the SPC's recommendation, the Associate Dean for Academic Affairs will inform the student of the final decision within two working days. Notification will occur through email (the official form of communication of BCOM) or by certified letter to the current address on record.

## ACADEMIC FAILURE

Students who have not met minimal standards in one or more courses will be required to meet with the Student Progress Committee (SPC). After reviewing all documentation and meeting with the student, the SPC will deliver a recommendation to the Associate Dean for Academic Affairs that reflects one of the following decisions: a student may remediate the course(s), a recommendation may be made to allow the student to repeat the academic year (at the student's discretion), or a recommendation may be made that the student be dismissed from BCOM. The Associate Dean will receive the recommendation from the SPC and make a determination regarding the student's status. The Associate Dean may accept the recommendation of the SPC, modify the recommendation, or make a different determination. Within 2 working days of the receipt of the SPC recommendation, the Associate Dean for Academic Affairs will communicate the decision to the student.

## Remediation Policy

If the decision of the Associate Dean for Academic Affairs is to allow a student to remediate, the matter is referred to the Course Director who will determine the nature of the remediation and is responsible for developing a remediation plan. A maximum of 2 courses may be remediated during a given academic year, upon recommendation of the SPC. Typically, remediation courses occur over a six-week period starting immediately after the end of the academic year. Any single course remediation session is three weeks in length. Remediation of clinical clerkships must be arranged through the Office of Clinical Affairs and the Clerkship Coordinator responsible for the failed clerkship.

Specific details of the course remediation program will be determined by the Course Director. The remediation plan, content, and format will be explained by the Course Director at the start of the remediation process. The format for the remediation will not necessarily follow the format of grading used during the regularly scheduled course. A student must receive a minimum grade of 70% on the remediation plan to successfully remediate the course or clerkship.

Once the course/clerkship remediation has been completed, the Course Director will file the remediated grade with the Registrar. Students who satisfy the requirements of the course remediation, in a numerically graded course or clerkship, will receive a maximum grade of 70% (denoted 70RP on the transcript, indicating a remediated course). Students who fail to satisfy the requirements of the academic remediation plan will retain a failing grade for the course/clerkship and will be referred back to the SPC for reconsideration of the student's status. The final grade for any summer remediation plan must be recorded by the Registrar no later than one calendar week before the start of the fall semester.

### Failure of Remediation

Upon referral back to the SPC for failure of a course remediation, the same rules and procedures for SPC review of the student described above (see the section On Student Progress Committee) will be applied. The SPC will meet with the student, hear the student's statement(s), deliberate, and provide a recommendation to the Associate Dean for Academic Affairs. The SPC recommendation will be one of two available options: a recommendation to allow the student to repeat the academic year (at the student's discretion) or outright dismissal from BCOM. Following receipt of the SPC's recommendation, the Associate Dean will inform the student of the final decision within two working days. Notification will occur through email (the official form of communication of BCOM) or by certified letter to the current address on record.

### Repeat of Academic Year

If the decision of the Associate Dean for Academic Affairs is to offer the student the opportunity to repeat the academic year, the student must notify the Office of Student Affairs of their intention to either accept or decline the opportunity within 15 working days. The decision to either accept or decline the offer of repeating the year is at the sole discretion of the student.

If the student accepts the offer to repeat the year, it is understood that the student must complete the entire curriculum. Additionally, failure of any course in a repeated year will result in the immediate dismissal of the student from the College.

## Dismissal from the COM

If the decision of the Associate Dean for Academic Affairs is dismissal, the student will be notified of the decision in writing and by email. If a student chooses, he/she may appeal the Associate Dean's decision to the Dean/Chief Academic Officer. The written appeal must be submitted to the Office of the Dean/Chief Academic Officer within 15 working days from the issuance of the Associate Dean's letter of dismissal. Only appeals based on deviations from accepted College procedures and policies or failure to provide due process to the student will be entertained. Following receipt of the student's letter of appeal, the Dean/CAO will inform the student of the final decision within two (2) working days.

## ATTENDANCE POLICIES

Medical student education involves many aspects of personal growth that require students to work collaboratively with fellow classmates, other students, staff, and faculty on a regular basis. The nature of the work of a physician requires notification of the appropriate persons when absence is inevitable so that patient care is not compromised. Therefore, BCOM strongly encourages all students to be present for all educational activities

Complete Attendance, Excused Absences and Leave of Absence Policies can be found on the BCOM website, see BCOM Policy 2102 – Attendance Policies.

## COMLEX-USA EXAMS

"The COMLEX-USA series, administered by the National Board of Osteopathic Medical Examiners (NBOME), is an examination sequence with three Levels. While all examination Levels have the same two-dimensional content structure, the depth and emphasis of each Level parallels the educational experiences of the candidate. This progressive nature of the COMLEX-USA examinations ensures the consistency and continuity of the measurement objectives of the osteopathic medical licensing examinations" ([www.nbome.org](http://www.nbome.org))

All BCOM medical students are required to take and pass COMLEX-USA Level 1, Level 2-CE, and Level 2-PE prior to graduation. NBOME will publish examination dates and provide online access to register for the appropriate board level exam. BCOM will work with NBOME to notify students of the availability of the registration website.

## COMLEX-USA Level 1

Students are required to take COMLEX-USA Level 1 as soon as possible following completion of the second year and they must take it no later than June 30th. Students are not allowed to start clerkships until they have completed their first attempt at COMLEX-USA Level 1.

A student who fails COMLEX USA Level I will be required to appear before the Student Progress Committee. The student will be allowed to complete their current clerkship but will be withdrawn from further clerkship activities pending re-examination. The SPC's recommendation will be forwarded to the Assistant Dean for Undergraduate Clinical Education regarding the student's status and eligibility to prepare for re-examination.

Failure of a COMLEX exam constitutes an academic failure and a student will be held accountable as for any other course failure including requirements to appear before the Student Progress Committee. A student who fails any portion of the COMLEX, is permitted by the SPC to remain enrolled in their program of study, and also meets all satisfactory academic progress eligibility standards is considered to be making satisfactory academic progress. A COMLEX failure will require a student to meet with the SPC in order to design an academic plan to prepare for re-examination. The academic plan may include prescribed study plans which could include: returning to the BCOM campus for a prescribed study period during the OMS III academic year or being pulled off rotations until the exam is retaken and/or passed.

## COMLEX Level 2 – CE and Level 2 – PE

Passage of Step 2 Cognitive Evaluation (CE) and Step 2 Performance Evaluation (PE) is required for graduation. Passing scores must be documented prior to receiving their degree (students who are awaiting a score may participate in the graduation ceremony). Initial attempts at Step 2 exams must be scheduled by July 1<sup>st</sup> of the year preceding graduation. Failure to document a passing score will result in a delay in graduation. The PE exam is held in a single exam center located in Conshohocken, Pennsylvania. The student is responsible for all travel expenses related to taking this exam. Multiple attempts on COMLEX-USA Level 2 PE and CE may be allowed, however, as mentioned above, state licensure boards may have limits on the number of times the exam may be repeated to still be eligible for licensure in the state issuing the medical license.

A student who fails COMLEX-USA Level 2 CE and/or PE will be required to appear before the Student Progress Committee. The student will be allowed to complete their current clerkship but will be withdrawn from further clerkship activities pending re-examination. The SPC's recommendation will be forwarded to the Assistant Dean for Undergraduate Clinical Education regarding the student's status and eligibility to prepare for re-examination.



Failure of a COMLEX exam constitutes an academic failure and a student will be held accountable as for any other course failure including requirements to appear before the Student Progress Committee. A student who fails any portion of the COMLEX, is permitted by the SPC to remain enrolled in their program of study, and also meets all satisfactory academic progress eligibility standards is considered to be making satisfactory academic progress. A COMLEX failure will require a student to meet with the SPC in order to design an academic plan to prepare for re-examination. The academic plan may include prescribed study plans which could include: returning to the BCOM campus for a prescribed study period during the OMS IV academic year or being pulled off rotations until the exam is retaken and/or passed.

### Multiple COMLEX-USA Exam Failures

Multiple attempts on COMLEX-USA exams may be allowed, however, a third failure of any COMLEX level exam will result in immediate dismissal from BCOM. This policy is based on the fact that many state licensure boards have limits on the number of times national medical board exams may be repeated while still remaining eligible for licensure in the state issuing the medical license. This dismissal may be appealed to the Dean.

## HEALTH AND TECHNICAL STANDARDS

The Burrell College of Osteopathic Medicine (BCOM) seeks candidates who will be able to serve the needs of society and strives to graduate skilled and effective Osteopathic physicians. To achieve this goal, the following principles and technical standards will be applied to candidates for admission and continuing students:

1. Technical Standards refer to criteria that go beyond academic requirements for admission and are essential to meeting the academic requirements of the program.
2. Students, with or without disabilities, applying to and continuing in BCOM will be expected to meet the same requirements.
3. Matriculation and continuation in the College assume a certain level of cognitive and technical skill. Medical students with disabilities will be held to the same fundamental standards as their non-disabled peers. Although not all students should be expected to gain the same level of proficiency with all technical skills, some skills are so essential that mastery must be achieved.
4. Every reasonable attempt will be made to facilitate the progress of students where it does not compromise BCOM standards or interfere with the rights of other students and patients.

Applicants for admission to BCOM and continuing students must possess the capability to complete the entire medical curriculum and achieve the degree. All courses in the curriculum must be completed successfully. In order to acquire the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care, candidates for the DO degree must meet requirements in six areas including: Observation; Communication; Motor; Intellectual, Conceptual, Integrative and Quantitative Abilities; Behavioral and Social Attributes; and General Health.

Technological compensation may be made at the discretion of BCOM for some disabilities in some of these areas but a candidate must meet the essential Technical Standards in such a way that he or she will be able to perform in a reasonably independent manner. The use of a trained intermediary is not acceptable in many clinical situations as it implies that a candidate's judgment must be mediated by someone else's power of selection and observation.

Continuing students in the College are held to the following technical standards:

1. **OBSERVATION:** Students must have the functional ability to observe demonstrations and experiments in the basic sciences and must have sufficient use of the senses necessary to accurately observe and react to a patient at a distance and close at hand.
2. **COMMUNICATION:** Students must be able to relate reasonably to patients and establish sensitive, professional verbal relationships with patients, colleagues, and staff. They are expected to personally communicate the results of the history and examination to the patient and to their colleagues with accuracy, clarity, and efficiency and communicate effectively in oral and written form.
3. **MOTOR:** Students are expected to participate in basic diagnostic and therapeutic maneuvers and procedures, including but not limited to performing a complete physical examination, Osteopathic Manipulation, cardio-pulmonary resuscitation, application of pressure to stop bleeding, and simple general surgical procedures.
4. **INTELLECTUAL, CONCEPTUAL, INTEGRATIVE and QUANTITATIVE ABILITIES:** Students must be able to learn to analyze, synthesize, solve problems, and reach reasonable diagnostic and therapeutic judgments. Students are expected to be able to display good judgment in the assessment and treatment of patients. They must be able to learn to respond with prompt and appropriate action in emergency situations.
5. **BEHAVIORAL AND SOCIAL ATTRIBUTES:** Students are expected to be able to accept criticism and respond with appropriate modification of their behavior. Students also are expected to possess the perseverance, diligence, and consistency necessary to complete the medical school curriculum and enter the independent practice of medicine within a reasonable timeframe. They must demonstrate professional and ethical demeanor and

exhibit interpersonal skills and exemplary behavior in all dealings with peers, faculty, staff, and patients. Compassion, integrity, concern for others, honesty, and law abiding ethical behavior are essential for the successful functioning physician.

6. **GENERAL HEALTH:** The candidate must have sufficient physical stamina to perform strenuous workloads for long periods. They should be free of chronic or reoccurring debilitating diseases that would interfere or preclude successful completion of the curriculum. The candidate must be free of communicable infectious disease, which could be transmitted to patients in the healthcare setting.

In addition to the above requirements, participation in Osteopathic Manipulative Medicine laboratory sessions is a requirement for admission, matriculation, and graduation. The development of manipulative palpatory skills occurs in all 4 years of Burrell College of Osteopathic Medicine's educational experience.

The learning which occurs during the first 2 years requires active participation in all laboratory sessions. During the laboratory sessions of the first 2 years, each student will learn to palpate a variety of people consisting of both genders and different body types to help simulate the diversity of patients expected in a practice setting. Being palpated by other students and faculty helps the student appreciate how palpation feels from their patients' perspective and enables students to provide feedback to their laboratory partners, enhancing their palpatory skills. Students are expected to allow the body regions under study to be accessible for palpation and treatment. Special instruction is given on professional touch and respect of privacy. Without physical contact and direct palpation, skills cannot be developed to the degree necessary to successfully graduate.

### Limitation/Exclusion from Participating in OPP/OMM Lab for Medical Reasons

Any student doctor with a pre-existing health problem that may preclude examination and/or treatment in OPP/OMM lab is required to submit a written request for limitation and/or exclusion to the Department Chair and present appropriate medical documentation. A physician member of the department will review this information on a case-by-case basis and may require additional diagnostic measures. The department member reviewing the case will determine any limitation or exclusion from participation and the student doctor will be notified in writing of the decision.

### OPP/OMM Laboratory Dress Code

The dress requirement in clinical skills training sessions is designed to promote learning by providing optimal access to diagnostic observation and palpatory experience. Wearing inappropriate clothing interferes with a partner's experience of diagnosis and treatment.

Appropriate attire must be clean and includes:

- Gym shorts that are above the knee (no jean shorts, cut-offs, thick-seamed shorts, spandex or short shorts).
- T-shirts - Both sexes will be asked to remove t-shirts while acting as patients while examining thoracic and lumbar spine, ribs, and abdomen. These t-shirts are not to be offensive, political, or religious in nature (as may be determined by faculty).
- Sports bras (not wide t-back styles) or bathing suit tops for women are to be worn under t-shirts. These should allow exposure of the spine and ribs when the t-shirt is removed.
- Student doctors may wear scrubs (or other apparel approved by the Course Director) over the laboratory attire when not in the role of the patient.
- When in the role of the patient, each student is expected to remove her/his shoes (no shoes are permitted on the tables).
- Hats or head coverings (other than for religious purposes) are not permitted in lab.
- Any allowable head coverings are to be removed when they would obscure the immediate area to be examined or treated (e.g., head, neck, upper back). They may be immediately replaced after that portion of clinical skills training.
- Each student doctor must be appropriately attired before class begins.

Students who do not wear the required clothing will be asked to leave the lab and return when they are appropriately clothed. The time between leaving lab and changing into appropriate clothing will be counted as absence from class if excessive.

### Participation in Laboratory Training Sessions

Table assignments for OMM/OPP laboratory training sessions will be made by the OPP Course Director. Partners will be randomly assigned to enable the student to practice palpation and treatment techniques with people of both genders and different body types and sizes, preparing them for a variety of patient care experiences.

Observation, evaluation, and treatment will involve all external body surfaces except the genitalia and breasts. Student doctors are required to fully participate in OMM/OPP labs, which include examination and treatment by randomly selected lab partners which may change multiple times during any one lab session. The body region(s) being examined and/or treated will need to be adequately exposed for observation, palpation and treatment.

Professional conduct is expected at all times. There is no tolerance for inappropriate attitudes, comments, touching or clothing.

Occasionally a student may have a physical problem (such as a previous surgery) which may contraindicate examination and manipulation of a specific anatomic location. Any student who feels manipulation might not be appropriate for a specific region should contact the head of the OMM department before the beginning of the course and present documentation of the problem. A member of the OMM faculty will examine the student during the first week of school. If the problem is confirmed through examination and review of documentation, special arrangements may be arranged. The student is expected to actively participate in all laboratory sessions not directly affected by the problem.

BCOM is committed to ensuring that otherwise qualified disabled students equally enjoy the benefits of an osteopathic professional education. BCOM will attempt to make reasonable accommodations necessary to enable a disabled student who is otherwise qualified to successfully complete the degree requirements in Osteopathic Medicine. BCOM insists that all students meet the minimum essential requirements for the safe, efficient and effective practice of Osteopathic Medicine.

Applicants who may not meet these standards are encouraged to contact the BCOM Admissions Office for clarification.

## Participation in Osteopathic Principles and Practice

This is a requirement for College admissions consideration and graduation. One important distinction between the training in osteopathic and non-osteopathic medical schools is the time spent developing the palpatory skills used for diagnosis and treatment. Osteopathic physicians understand that palpation means examination with the hands and fingers, touching, feeling, or perceiving by the sense of touch. In other words, palpation is the use of touch to examine the body

Palpatory skills are used in all areas of medical practice and are especially important in the evaluation and treatment of the musculoskeletal system. Development of palpatory skills takes place in the first and second year Osteopathic Principles and Practice (OPP) courses. This requires active participation in all laboratory sessions. During those two years, each student will palpate a variety of people, representing both genders and different body types. This simulates the variety of patients seen in practice. Equally important is the experience of being palpated by other students. The experience of being palpated helps the student to understand how palpation feels from the patient's perspective. It also enables students to give important feedback to their partners to help them develop their palpatory skills.

Besides developing palpatory skills, each student will learn the art and skill of manipulative treatment. Again, active participation is required. Each student will treat and be treated by a

variety of students of both genders and different body types over the two years. Only by treating a variety of people will the student be prepared to treat the variety of patients seen in practice. The osteopathic profession uses a variety of treatment models and each student is required to actively participate in skills development with each model. This involves both treating and being treated.

Rarely does a student have a specific physical problem that may contraindicate a specific type of manipulation in a specific location. Any student with a physical problem that contraindicates manipulation is required to contact the head of the OMM course before the beginning of the course and present documentation of the problem. A member of the OMM course will then examine the student. If the problem is confirmed by the examination and review of the documentation, special arrangements will be made concerning the specific problem. Active participation will be required in all laboratory sessions not affected by the problem.

Another important aspect of training is proper dress. To develop the palpatory skills needed to diagnose and treat problems of the musculoskeletal system, it is important to maximize the ability to evaluate tissue texture changes, bony and soft tissue landmarks, tenderness, and range of motion. Required dress for men while being palpated is a pair of sports shorts with an elastic waistband. Women are required to wear a sports bra and a pair of sports shorts with an elastic waistband while being palpated. Clothing appropriate for this training may be purchased at the College Gift Shop. A t-shirt should be worn when not being palpated.

Practice is necessary for the development of psychomotor skills. Reading and observation, although helpful, cannot develop the skills required to do palpatory diagnosis and manipulative treatment. The diversity of the individuals in each class provides a cross section of the different genders and body types seen in practice. Another benefit of working with a variety of people is the development of psychosocial skills required for effective doctor-patient communication.

## Implementation of Health and Technical Standards

The Admissions Committee will evaluate candidates according to the requirements of the Health and Technical Standards through review of records, written statements, and interviews. Candidates will be provided a copy of the Standards as part of the admission materials. Accepted students will be required to sign a statement acknowledging receipt of the Standards.

## BCOM MULTI-SPECIALTY CLINIC

Students are encouraged to spend time in the BCOM Multi-Specialty Clinic working with OMM faculty and OMM/NMM residents from Mountain View Regional Medical Center. As clinic hours are on Monday, Wednesday, and Friday, students who wish to participate will receive excused

absences from any non-mandatory curricular activities. Students will be required to complete an evaluation on Canvas after their experience. This evaluation allows assessment of the value of this experience as well as documentation of participation. Participation will be noted on the student's academic record and may be used as positive reflection of increased student effort in the student's Dean's Letter.

## STUDENT GOVERNMENT ASSOCIATION

The Student Government Association is the official voice for osteopathic medical students at BCOM (BCOM-SGA). BCOM-SGA is open to all medical students at BCOM and welcomes participation from the entire DO student body. SGA is responsible for dispersing funds for student activities; acting as liaison for the DO medical student body; promoting osteopathic medicine; supporting club and classroom activities; and working to improve the quality of life for all BCOM medical students. Students serving as SGA officers, club presidents, student ambassadors, BCOM representatives to national associations, or in any similar position must be in good standing and maintain at least an 80% average in all coursework. An officer who loses eligibility to serve in a leadership role must relinquish their office. Osteopathic medical students are encouraged to develop, organize, and participate in student associations and government organizations, however, students may not hold more than one elected position at the same time. Elections for offices are held each spring for the following academic year. Elections for the first year class will be held by October 15th of their entering year. The BCOM Office of Student Affairs is responsible for providing the support for these associations and organizations. Every student organization is required to have a faculty advisor. The advisor for SGA is the Associate Dean of Students.

## Registration of Medical Student Organizations

In an effort to encourage a formal, organized system of student activities, BCOM has adopted processes and policies concerning the registration of student organizations. The registration process is designed to permit students to create a formal organization which is intended to fulfill a common purpose.

Organizations should provide opportunities for leadership and program implementation and foster individual student growth and development.

Students who are interested in forming an organization must obtain registration forms and instructions from the Office of Student Affairs. The steps involved in completing the registration are listed below:

1. Identify a minimum of five fellow BCOM students who are interested in forming the organization.
2. Secure a BCOM faculty or staff member to serve as an advisor.
3. Complete the registration form, including a charter and by-laws.
4. Submit the completed registration form to the Office of Student Affairs.
5. Receive approval (or guidance for application revisions) from the Office of Student Affairs.





## Foundations in Biomedical Science Program



Revised July 2017

## CONTACT INFORMATION

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Mailing Address:

Burrell College of Osteopathic Medicine  
Foundations in Biomedical Science Program  
Office of Graduate Education  
3501 Arrowhead Drive  
Las Cruces, NM 88001

Additional Contact Information:

Office of Graduate Education  
Dr. Nancy Minugh-Purvis  
Associate Dean, Graduate Education  
(575) 674 – 2313

For additional information, please visit our website at [FBMS](#)

## PROGRAM DESCRIPTION

BCOM's Foundations in Biomedical Science (FBMS) program is a 2 semester, 10 month, graduate curriculum taught by BCOM medical school faculty. The program is committed to providing students aspiring to gain access to medical school the opportunity to enhance their academic record and prove themselves capable of success in a graduate level curriculum of comparable rigor to medical school. As such, the FBMS program is designed as a student-centered, broad-based educational medical preparatory program.

Students in the FBMS program take seven graduate-level science courses covering content in anatomy, biochemistry, cell biology/microanatomy, embryology, human life history, microbiology, physiology, and pharmacology. In addition, students take a two-semester course in ethics and professionalism. MCAT preparatory materials and instruction are provided as part of the program.

## ACCREDITATION

The Foundations in Biomedical Science program is a non-degree, non-credential granting graduate level program and is not currently regionally accredited.

## OFFICE OF GRADUATE EDUCATION

The Office of Graduate Education oversees the day to day functioning of the FBMS program. In coordination with the offices of Admissions, Student Affairs, the Registrar, and Medical Education, the Office of Graduate Education is responsible for admissions, recruitment, retention, curriculum development and delivery, academic records, tracking of outcome data, and counseling of graduate students in the Foundations of Biomedical Science program. The environment created through BCOM promotes learning and support for FBMS students to reach their full academic and professional potential.

### Office of Graduate Education Contact Information

**Nancy Minugh-Purvis, Ph.D.**

Associate Dean, Graduate Education

Professor, Anatomy and Cell Biology

[nminugh@bcomnm.org](mailto:nminugh@bcomnm.org)

## FBMS ADMISSIONS

### Recruitment

The Office of Graduate Education, together with BCOM's Office of Admissions is responsible for developing and coordinating all Foundations in Biomedical Science program recruitment and admissions efforts. Both offices serve as primary contacts for candidates applying to BCOM's FBMS program. The BCOM FBMS admissions process has been designed to identify characteristics that are aligned with the BCOM Mission, as it is anticipated that program students may ultimately gain admission to the BCOM Doctor of Osteopathic Medicine program.

### Recruiting Goals

- Recruit students from the Borderplex region consisting of Las Cruces, NM, El Paso, TX, New Mexico, Southern Arizona, the Native American Nations, and surrounding regions who are committed to becoming healthcare professionals serving these rural and medically underserved areas.
- Identify students seeking to enhance their medical school application credentials, who show promise of benefitting from BCOM's Foundations in Biomedical Science program
- Develop programs aimed at recruiting and creating a diverse student body through targeted outreach to underrepresented minorities.
- FBMS representatives will also participate in professional organizations and attend conferences and career fairs that have emphasis on minority students, particularly the Hispanic and Native American populations.

### Admissions Requirements

All applicants must have completed a baccalaureate degree from an accredited college or university. Students must have fulfilled all graduation requirements for a baccalaureate degree by the date of matriculation.

## Required Prerequisite Coursework

- |  |                  |
|--|------------------|
| • 2 BIOLOGY courses with labs*                     | 8 semester hours |
| • 2 GENERAL/INORGANIC CHEMISTRY courses with labs* | 8 semester hours |
| • 2 ORGANIC CHEMISTRY courses with labs*           | 8 semester hours |
| • 2 PHYSICS courses with labs*                     | 8 semester hours |
| • 2 ENGLISH courses                                | 6 semester hours |

\*Laboratory credits are required with science courses without exception. No grade below a “C-” will be considered as fulfilling the requirements.

The following recommended additional coursework is also considered: biological sciences, biochemistry, cell biology, genetics, human anatomy, physiology, immunology, microbiology, neurosciences and behavioral sciences.

FBMS does not consider alternative educational experiences at the present time.

All applicants must submit official transcripts from all institutions of higher learning attended.

## Standardized Test Scores

All candidates must submit a standardized test score. This may be the Medical College Admission Test (MCAT) or Graduate Record Exam (GRE). The Dental Admissions Test (DAT) or Pharmacy College Admissions Test (PCAT) or Optometry Admissions Test (OAT) are also accepted.

## ADMISSIONS PROCESS

### Application

Applicants must complete and submit the FBMS online application, available through the website: <https://bcomnm.org/foundations-in-biomedical-science-program-application/>  
Applicants must also submit a \$50.00 application fee.

### Supporting Materials

Along with the application form, fee, transcript(s), and standardized test scores, applicants must submit a current resume or CV along with the required letters of recommendation. These materials should be sent to the Office of Admissions, ATTN: Foundations in Biomedical Science program via U.S. mail. Letters of recommendation may also be submitted through such agencies as Interfolio and VirtualEvals at [fbms@bcomnm.org](mailto:fbms@bcomnm.org)

Letters sent via postal service must be sent from the letter writer directly to BCOM at the following address:

**Office of Admissions**

**Attn: Foundations in Biomedical Science Program**

**Burrell College of Osteopathic Medicine**

**3501 Arrowhead Drive**

**Las Cruces, NM 88001**

The following letters of recommendation are required:

- One letter from a character reference.
- Two academic letters written by college science professors who have instructed the applicant in science courses.
- One academic letter written by a college professor who instructed the applicant in a non-science course.

**Letters must be on letterhead and must include the writer's academic credentials (if applicable) and a signature.** Students are responsible for informing their letter writers of these requirements when requesting recommendations.

## Application Review

Once BCOM has received the application form, the Foundations in Biomedical Science Admissions Committee undertakes an initial review of the application. Students who show promise of successfully completing and benefitting from the program are granted a phone interview, conducted by two or more members of the FBMS Admissions Committee. Following the phone interview, the FBMS Admissions Committee conducts a final review and makes a decision to admit or deny acceptance to the program.

Application review considers both academic and non-academic factors, including attributes that have been identified as representing characteristics of an individual who shows promise of eventually becoming a good healthcare professional. Non-academic factors considered in admissions decisions include:

- Sociodemographics
- Professional experiences
- Applicant's ability and aspiration to fulfill BCOM's Mission
- Applicant's commitment to serving in underserved areas

- Demonstrated leadership activities
- Personal profile
- Applicant's Personal Statement

No acceptance will be offered to applicants until all required information and documents are received. All final transcripts must be on file **prior** to matriculation.

*Note: Discovery of intentional misrepresentation or omission of any information used in the application process or omission of information relative to academic records or test records after admission or matriculation can result in BCOM rescinding the admission offer or dismissal. Matriculation may be denied to applicants who have failed to maintain a good record of academic performance and/or personal conduct between the time of their acceptance and matriculation at BCOM. BCOM reserves the right to deny admission to any applicant for any reason it deems sufficient.*

## Foreign Coursework

Transcripts submitted from institutions outside the United States of America (U.S.) or Canada must be evaluated for U.S. equivalency by one of the evaluation services listed below. An official report must be sent from the service directly to the BCOM Office of Graduate Education. The student should retain a copy of the report for personal reference. The report should contain a course-by-course evaluation, including a listing of courses, subject codes, semester hours, and grades on the AACOMAS scale. The FBMS application will not be complete without the aforementioned equivalency evaluation report. Unofficial copies of any equivalency evaluation report will not be accepted.

Potential applicants should contact one of the following:

### **World Education Services**

P.O. Box 5087  
New York, NY 10274-5087  
(212) 966 - 6311  
[www.wes.org](http://www.wes.org)  
Courier Address:  
64 Beaver St, #146  
New York, NY 1000

### **Educational Credential Evaluators, Inc.**

P.O. Box 514070  
Milwaukee, WI 53203-3470  
(414) 289 - 3400  
[www.ece.org](http://www.ece.org)  
Courier Address:  
101W. Pleasant St. Suite  
4200 Milwaukee, WI 53212-396

**Josef Silny & Assistants, Inc.**  
**International Educational Consultants**  
 7101 SW 102 Avenue  
 Miami, FL 33173  
 (305) 273 - 1616  
[www.jsilny.com](http://www.jsilny.com)

**International Education Research**  
**Foundation, Inc.**  
 Post Office Box 3665  
 Culver City, CA 90231-3665  
 (310) 258 - 9451  
[www.ierf.org](http://www.ierf.org)

**American Association of Collegiate Registrars and Admissions Officers (AACRAO)**  
**Foreign Education Credential Services**  
 One Dupont Circle, NW, Suite 520  
 Washington, DC 20036-1135  
 (202) 296 - 3359  
[www.aacrao.org/credential/individual.cfm](http://www.aacrao.org/credential/individual.cfm)

## Transfer Requirements

The Foundations in Biomedical Science program does not accept transfer students at this time.

## Deferral Policy

The FBMS program does not grant admission deferrals. Students who decline an offer of admission and who wish to attend in a subsequent academic year are required to reapply to the program.

## MATRICULATION INFORMATION

In addition to meeting the requirements and submitting the documentation outlined in the 'Matriculation Information' section of the first part of this Handbook, FBMS students must remit a non-refundable deposit of seven hundred and fifty dollars (\$750) to confirm acceptance prior to May 1st or one thousand five hundred dollars (\$1,500) after May 1st which will be credited against the first semester's tuition and fee charges.

## Registration

Upon completion of all matriculation requirements, applicants will be considered ready for registration. Subsequently, they will be registered by the Registrar. No student will be registered earlier than one week before classes begin. Because the curriculum is fixed and courses proceed in a prescribed sequence, enrollment will be considered continuous and full-time for the entire program unless the student notifies the Department of Student Affairs in



writing of his or her intent to withdraw from classes or if the program is modified by decision of the Student Progress Committee.

## TUITION AND FEES

Tuition and Fees for the academic year are posted on the BCOM website. Students are invoiced for tuition and fees for each semester approximately 60 days prior to the beginning of each semester. Tuition and Fees must be paid by the set deadline as directed in the invoice. Late payment or failure to provide certification for loans or make necessary arrangements to pay tuition will result in student being removed from class.

### 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 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.

Following the cooling off period, but prior to the beginning of instruction, a student may withdraw from enrollment and BCOM shall be entitled to retain no more than \$100 or 5% in tuition and fees, whichever is less, as registration charges.

A student who cancels, withdraws (voluntarily or involuntarily), is suspended, or is dismissed will receive a refund of tuition charged for the term based on the following schedule:

<b>Period</b>	<b>Percentage Refunded</b>	<b>Fall Date</b>	<b>Spring Date</b>
1 <sup>st</sup> Day of Class	100%	08/14/2017	01/08/2018
After 1 <sup>st</sup> Day; Within 2 Weeks of Term	90%	08/27/2017	01/21/2018
After 2 Weeks; Within 4.75 Weeks of Term	50%	09/16/2017	02/10/2018
After 4.75 Weeks; Within 9.5 Weeks of Term	25%	10/18/2017	03/14/2018
After 9.5 Weeks	0%	10/19/2017	03/15/2018

Note: Dismissals are considered an involuntary withdrawal by BCOM.

Any exceptions to this refund policy may only be granted by the Dean/CAO.

### Important Information for Dropping or Withdrawal after Registration

- “Dropping” and “withdrawing” are distinct actions. Due to the integrated nature of the FBMS curriculum, full-time attendance is essential for student success. Thus, dropping a course during the first two weeks of either term will disqualify a student from continuing in the program. Dropping courses results in the courses being removed from the student’s academic record without a “W” appearing on the transcript. Neither the courses nor any grades will be present on the transcript. It is the responsibility of the student to be aware of all drop/withdrawal period deadlines/dates and the financial responsibilities and repercussions they entail. Students who drop out of the FBMS program and wish to re-matriculate must reapply to the program during the cycle prior to the academic year for which they seek re-enrollment.
- FBMS students who withdraw from the program or any individual course will receive a grade of "W" ("Withdrawal") for each course in which they are enrolled at the time of withdrawal prior to completion of 60% of the course.
- FBMS students who withdraw from the program or any individual course after 60% of course is completed will receive a grade of “WP” (“Withdrawal Passing”) or “WF”

("Withdrawal Failing") for any course in which they are enrolled at the time of withdrawal, based upon their numeric grade average in each course at the time of withdrawal. Course averages of 70% or greater will be recorded as a grade of "WP" and those less than 70% as a "WF."

- FBMS students who are dismissed from the college for a professionalism issue will receive a grade of "F" or "Failure" for each course in which they are enrolled at the time of dismissal.
- FBMS students who are dismissed from the college for academic performance issues will receive the earned course grade.
- FBMS students who withdraw from all courses within a term may be required to return a portion of any financial aid received. Contact the Office of Financial Aid for more information.

## FINANCIAL AID PROGRAM

BCOM's FBMS program is a non-degree, non-credential-granting graduate level program and, as such, is not Title IV eligible. Private loans may be available. Please consult with the Office of Financial Aid.

## SATISFACTORY ACADEMIC PROGRESS STANDARDS

BCOM's academic progress requirements for completion of the FBMS program consist of completion of all courses in the curriculum with a final grade average in each course of 70% (C-) or better.

## EVALUATION PROCESS

### Financial Aid Review

The Office of Financial Aid (OFA) is responsible for reviewing the progress of students at the end of each academic semester in order to determine Satisfactory Academic Progress (SAP) standing. Any student who is found to not be making SAP by the OFA may lose eligibility to receive student aid. Students who are not making SAP will receive written notification from the Office of Financial Aid.

### Enrollment Status

The nature of the BCOM FBMS curriculum is such that all students will matriculate as full-time students. Only in very special circumstances, and decided on a case-by-case basis, will any

matriculated FBMS student be allowed to continue in the curriculum at a less than a full course-load status.

## ACADEMIC POLICIES AND PROCEDURES

### Academic Standards

The primary mission of BCOM's FBMS curriculum is to provide potential medical school applicants with a rich, challenging curriculum delivered at the level of rigor typical of a first year medical course of study.

### Grades

The academic status or grading of FBMS student performance is reported at the end of each course by the Course Directors. Grades are determined through averaging scores collected through assignment scores, quizzes, practical results, course exams, and any other evaluation criteria outlined in the course syllabus. Grades are recorded for individual students by the Registrar and reported on the transcript using the following qualitative grade representation:

Recorded Grade	Numerical Range	Grade Points
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D	66-69	1.0
F	≤65	0
IP	In Progress	
I	Incomplete	
W	Withdrawal	
WP	Withdraw Passing	
WF	Withdraw Failing	
AW	Administrative Withdrawal	
AU	Audited Course	
NC	No Credit	

The minimum passing grade for numerically scored courses is “C-“. For more information on grades and grade assignment in BCOM’s FBMS Program not listed here, please reference BCOM’s online catalog at [www.bcomnm.org](http://www.bcomnm.org). The minimum passing numeric average in program courses is a 70% or a letter grade of “C-“.

Course Directors will submit a final grade report within seven working days after the end of the course. The grade report includes the numeric grade achieved in the class. Students will have access to an unofficial copy of their transcript at any time. Official grades are reported on the transcript.

### Incomplete Policy

A Course Director may assign a grade of Incomplete (“I”) if the student's work in a course has been of passing quality but is incomplete due to special circumstances. In such cases, the course director will establish a deadline for the student to complete the remaining coursework at which time the grade of Incomplete will be replaced. The time frame for completion of the course will be no more than one year from the date of the end of the course. (Unusual circumstances may qualify as an exception to this time frame and will be assessed on a case-by-case basis). A student who fails to complete all coursework by the deadline will be assigned a failing grade of “F.”

- Students who withdraw from the program or any individual course will receive a grade of "W" ("Withdrawal") for each course in which they are enrolled at the time of withdrawal prior to completion of 60% of the course.
- Students who withdraw from the program or any individual course after 60% of the course is completed will receive a grade of “WP” (“Withdrawal Passing”) or “WF” (“Withdrawal Failing”) for any course in which they are enrolled at the time of withdrawal, based upon their numeric grade average in each course at the time of withdrawal. Course averages of 70% or greater will be recorded as a grade of “WP” and those less than 70% as a “WF.”
- Students who are dismissed from the college for a professionalism issue will receive a grade of "F" or "Failure" for each course in which they are enrolled at the time of dismissal.
- Students who are dismissed from the college for academic performance issues will receive the earned course grade.

## STUDENT PROGRESS

Student progress is monitored throughout the FBMS year by the Office of Graduate Education. Students have access to grades electronically as they progress through courses and will meet several times during each semester with the Associate Dean for Graduate Education to discuss their progress and standing in the program. FBMS students failing any major (systems) course examination will be referred to the Office of Medical Education for mandatory counseling. FBMS students at risk for failure in any course as of the 8th week of term will be reviewed by an ad hoc Student Progress Committee of faculty, which will make a recommendation as to whether a student would benefit from continuance in the program. Students at risk of failure in a course will be informed of the Committee's recommendation in writing and will be counseled as to possible ramifications of an academic failure for future study at BCOM or elsewhere by the Associate Dean for Graduate Education.

### Program Completion

Students completing all 36 credit hours of the FBMS program with a grade of "C-" (70%) or higher will meet the requirements for successful program completion. This will be indicated on the final student transcript. In addition, students successfully completing the program will receive an official letter of program completion from the College.

### Policy on Academic Failure

Students enrolled in the FBMS program must complete and satisfactorily pass all Fall semester courses with an average of 70% (C-) or higher in order to matriculate into the Spring semester of the program.

### Repeat Coursework

FBMS students are not permitted to rematriculate into the FBMS program in a subsequent year for the purpose of retaking a previously passed course.

### Course Remediation

FBMS students completing up to two courses with a grade of "D" during the spring semester only are eligible to attempt remediation at the conclusion of the academic year. Grades of "F" are not eligible for remediation. Remediation requirements are developed on a course-by-course basis by the Course Director(s) in collaboration with the Office of Graduate Education. Remediation must be completed no later than the start of the next academic year. Students who successfully remediate a course will have the grade of "D" replaced by a passing grade of

“C-” on the official academic transcript. No grade higher than a “C-” will be awarded for remediated courses. If a student does not succeed in passing a remediation examination, the original grade recorded on the official transcript will remain unchanged.

## Dismissal

FBMS students who withdraw from any Fall semester course or who do not pass all of the Fall semester courses will be dismissed from the program. Students who withdraw from any Spring semester course or who receive a grade of “D” or “F” in more than two Spring semester courses are not eligible for course remediation and will be dismissed from the program.

## ACADEMIC ADVISING

At the beginning of the academic year, FBMS students are assigned a faculty advisor. The Office of Graduate Education is responsible for making these assignments. The faculty advisors provide students with academic guidance during their year in the program regarding their academic progress; admission application to the BCOM DO program; and considerations of alternative healthcare professional careers as appropriate. Students are expected to meet with their advisors on a regular basis.

All FBMS students are strongly encouraged to seek the guidance of BCOM’s Academic Support Program provided by the Office of Medical Education. Any FBMS students failing any major (systems) course examination will be referred to the Office of Medical Education for mandatory counseling.

## ATTENDANCE POLICIES

FBMS is a fast-moving, intensive curriculum that demands students’ active participation in all classroom activities and meetings. Students are expected to attend all classes and scheduled program activities. Refer to the general Student Handbook section above for more information on official College attendance policies.

## EMPLOYMENT WHILE IN THE FBMS PROGRAM

FBMS is a full-time endeavor and students should not attempt employment while matriculated in the program. Appropriate financial planning should be done in consultation with the Financial Aid Office.

## CAREER COUNSELING

During the course of the FBMS year or thereafter, some program participants may decide to pursue a career path other than medicine. Career counseling in alternative healthcare fields is provided by the Office of Graduate Education. Resources regarding a variety of healthcare professions are available on the FBMS Canvas site, in the BCOM Library, and direct advising is provided by the Associate Dean for Graduate Education to students on an individual basis. Students who choose to apply to academic programs in healthcare professions other than medicine are assisted in that process by the Office of Graduate Education.

## STUDENT GOVERNMENT ASSOCIATION

The FBMS Student Government Association is the official voice for graduate students in BCOM's Foundations in Biomedical Science program (FBMS-SGA). FBMS-SGA is open to all FBMS students at BCOM and welcomes participation from the entire FBMS student body. FBMS-SGA is responsible for dispersing funds for student activities; acting as liaison for the FBMS graduate student body; supporting club and classroom activities; and working to improve the quality of life for all BCOM FBMS students. Students serving as FBMS-SGA officers, club presidents, student ambassadors, BCOM representatives to national associations, or in any similar position must be in good standing and maintain at least a 75% average in all coursework. An officer who loses eligibility to serve in a leadership role must relinquish their office. FBMS students are encouraged to develop, organize and participate in student associations and government organizations, however, students may not hold more than one elected position at the same time. Elections for offices are held early in the Fall of the academic year. The BCOM Office of Student Affairs is responsible for providing the support for these associations and organizations. Every student organization is required to have a faculty advisor. The advisor for FBMS-SGA is the Associate Dean of Students.

## Student Sponsored Events

Any on-campus or off-campus event conducted by either a student club or organization, including requests for financial support, must first be approved by the Associate Dean for Graduate Education, 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, community service events, and courses. The appropriate request forms can be obtained from the Office of Student Affairs.





## **COURSE CATALOG**

### **Doctor of Osteopathic Medicine Program**



June 2017

## COURSE OFFERINGS

### BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

The Burrell College of Osteopathic Medicine's Doctor of Osteopathic Medicine Program has a committed faculty; established affiliations with medical centers, hospitals, and health care systems; and a mission to educate the finest osteopathic physicians possible. BCOM's state-of-the-art curriculum is designed to fulfill the COM's Mission of training students who are culturally aware, humble, and ready to enter graduate medical training (residency) with an emphasis on patient-centered care.

The courses offered address the design of the applications-based curriculum, which centers on integration of medical knowledge and clinical skills. Course offerings emphasize knowledge acquisition, problem solving through critical analysis and thought, patient-centered focus, professional demeanor, inter-professional collaboration (the concept of the medical team), and guide the student's development of an osteopathic approach to clinical practice. The basic biomedical sciences are integrated and correlated with clinical information and methodology to produce a skilled and solicitous osteopathic physician.

### LAYOUT OF THE BCOM CURRICULUM

The primary mission of BCOM's medical curriculum is to produce osteopathic physicians who will reflect excellence in their practice and provide quality, patient-centered care. The curriculum integrates foundational biomedical and clinical knowledge, instills the principles and philosophy of osteopathic medicine, and teaches and nurtures the necessary skills graduates require to enter and succeed in any field of graduate medical education. BCOM's clinical training curriculum is community-based in core hospitals and clinics, and provides for student education under the preceptorship of credentialed medical educator faculty.

BCOM's curriculum employs an integrated, systems-based, application-oriented approach, and is designed to ensure graduates possess the knowledge, skills and competencies necessary to be successful osteopathic physicians. This is accomplished using several educational approaches, including:

- Traditional lectures
- Interactive integrative sessions (using electronic response systems)
- Laboratory and skills instruction
- Active learning utilizing adult and interactive techniques
- Team-based learning
- Large & small group sessions

- Directed study assignments
- Clinical case presentations

This variety of pedagogical approaches emphasizes individual student responsibility, and promotes an intellectual curiosity in students. The specific learning formats foster comprehension and application of knowledge, competency in osteopathic philosophy, development of clinical skills, and the stimulation of critical thinking and problem-solving skills.

The systems-based courses offered in the first curricular year emphasize basic biomedical science, with clinical correlates emphasizing the relevance of this information. Basic courses in osteopathic manipulative technique and clinical medicine and skills, including medical informatics, ethics, and medical Spanish are presented concomitantly.

2016-2017 Course Map (Curricular Year 1), Class of 2020

Wk27 Course Map (Continued) Year 2, Class of 2020																																																																					
O r i e n t a t i o n	Wk0	Wk1	Wk2	Wk3	Wk4	Wk5	Wk6	Wk7	Wk8	Wk9	Wk10	Wk11	Wk12	Wk13	Wk14	Wk15	Wk16	Wk17	Wk18	Wk19	Wk20	Wk21	Wk22	Wk23	Wk24	Wk25	Wk26	Wk27	Wk28	Wk29	Wk30	Wk31	Wk32	Wk33	Wk34	Wk35	Wk36	Wk37	Wk38	Wk39	Wk40																												
	M2P Molecules to People Intro to the Patient (OMS114, 4.5 cr hr)					IHL I Immuno-Heme- Lymph System I (OMS124, 3.0 cr hr)					MSK I Musculo- Skeletal System I (OMS135, 4.0 cr hr)					CV I Cardiovascular System I (OMS143, 3.0 cr hr)					RESP I Respiratory System I (OMS154, 3.5 cr hr)					W	I	n	t	e	r	REN I Renal System I (OMS214, 2.5 cr hr)					GI I Gastro-Intestinal System I (OMS224, 3.0 cr hr)					ENDO-REPRO I Endocrine Reproductive System I (OMS234, 4.0 cr hr)					NS I Neuroscience System I (OMS245, 5.5 cr hr)					PBD Pathologic Basis of Disease (OMS253, 3.0 cr hr)																	
	OCSR I Osteopathic Clinical Skills & Reasoning I (OMS113, 2.0 cr hr)										OCSR II Osteopathic Clinical Skills & Reasoning II (OMS213, 2.5 cr hr)										B	I	r	e	a	k	OCSR II Osteopathic Clinical Skills & Reasoning II (OMS213, 2.5 cr hr)										OCSR II Osteopathic Clinical Skills & Reasoning II (OMS213, 2.5 cr hr)										OCSR II Osteopathic Clinical Skills & Reasoning II (OMS213, 2.5 cr hr)										OCSR II Osteopathic Clinical Skills & Reasoning II (OMS213, 2.5 cr hr)												
	OMM I Osteopathic Manipulative Medicine I (OMS112, 2.0 cr hr)										OMM I Osteopathic Manipulative Medicine I (OMS112, 2.0 cr hr)										OMM II Osteopathic Manipulative Medicine II (OMS112, 2.0 cr hr)										OMM II Osteopathic Manipulative Medicine II (OMS112, 2.0 cr hr)										OMM II Osteopathic Manipulative Medicine II (OMS112, 2.0 cr hr)										OMM II Osteopathic Manipulative Medicine II (OMS112, 2.0 cr hr)										OMM II Osteopathic Manipulative Medicine II (OMS112, 2.0 cr hr)								
POP HLTH I Population Health I (OMS111, 2.0 cr hr)										POP HLTH I Population Health I (OMS111, 2.0 cr hr)										POP HLTH II Population Health II (OMS112, 2.0 cr hr)										POP HLTH II Population Health II (OMS112, 2.0 cr hr)										POP HLTH II Population Health II (OMS112, 2.0 cr hr)										POP HLTH II Population Health II (OMS112, 2.0 cr hr)										POP HLTH II Population Health II (OMS112, 2.0 cr hr)									

The systems-based courses offered in the second curricular year emphasize the pathophysiologic and pharmacologic aspects of the basic biomedical sciences, and provide a foundational education in clinical medicine and disease.

Clerkships are broken into “course” blocks of four (4) weeks, with Block One consisting of a required two-week preparatory course; “Introduction to Clerkship Experiences”. A total of 17 clerkship blocks must be completed over the 23 calendar blocks of curricular years three and four. All required core rotations should be completed prior to sitting for the national Osteopathic Board examinations (COMLEX-USA Level 2 CE and PE), and before beginning the fourth curricular year. Students should schedule Board exams no earlier than June 15<sup>th</sup> (of the 3<sup>rd</sup> academic year), nor later than August 15<sup>th</sup> (of the 4<sup>th</sup> academic year). During the third year, one block is designated as a required Board-preparation study block, and one block is designated as a required vacation month.

2018-2019 Course Map (Curricular Year 3), Class of 2020

During the fourth curricular year, students will complete their required elective clerkships, a *minimum* of three “audition” or sub-internship rotations (clerkships at sites where the student is interested in applying for residency), and up to four non-clinical rotations\*. All independent course/clerkship experiences must be verified and approved by the Division of Clinical Affairs before credit will be given. During the fourth year, one block is designated as a required vacation month.



number of faculty-student instructional hours in a course, and dividing this figure by 19 (weeks in the semester).

Instructional hours are defined as hours of instructional time, whether in the classroom, laboratory, preceptored clinical experience (shadowing), etc., using the following multipliers:

<b>Instructional Format</b>	<b>Contact Hours</b>	<b>Instruction Hours</b>
Classroom instruction (lecture, seminar, etc.)	1	1
Examinations	1	1
Laboratory instruction (skills, practical knowledge)	2	1
Laboratory Practical Examinations	2	1
Clinical shadowing (preceptor faculty-mentored)	2	1
Research (faculty-mentored)	2	1
Internship (faculty-mentored advanced instruction)	2	1
Independent Study (faculty-mentored)	2	1

Course credit hours are determined by adding the total instructional hours in each course, and dividing the total by the number of weeks in a semester to yield a course credit hour value. The calculation is as follows:

$$\text{course credit hours} = \frac{\text{total instructional hours in the course}}{19}$$

Credit hour calculations are rounded to the nearest 0.5 hours to assign specific credit hour values to any given course. An example of a credit hour calculation for the Renal System I Course (1<sup>st</sup> year course) is given below:

Session Title	Discipline	Hours	Time
Course Intro/Overview of Renal Structure and Function	Physiology	1:00	1:00
Introduction to Urogenital System	Anatomy	2:00	2:00
Development of Urogenital System	Embryology	1:00	1:00
Microanatomy of the Urinary System	Histology	1:30	1:30
Glomerular Function	Physiology	2:00	2:00
Mechanisms of Tubular Reabsorption and Secretion	Physiology	3:00	3:00
Clearance	Physiology	1:00	1:00
GFR and Clearance Problem Solving	Physiology	2:00	2:00
Urea Cycle	Biochemistry	1:00	1:00
Regulation of K, Ca, Phosphate, and Mg	Physiology	1:00	1:00
Introduction to Enterobacteriaceae	Microbiology	2:00	2:00
Antibiotics Resistance TBL	Microbiology	2:00	2:00
Exam		4:00	4:00
Urine Concentration and Dilution	Physiology	2:00	2:00
Renal Transport of Organic Solutes	Physiology	2:00	2:00
Renal Regulation of Blood Pressure and Volume	Physiology	2:00	2:00
Renal Blood Flow and Tubuloglomerular Feedback	Physiology	1:00	1:00
Metabolic Alkalosis and Acidosis and Gluconeogenesis	Biochemistry	1:00	1:00
Renal Biochemistry	Biochemistry	1:00	1:00
Diuretics MOA	Pharmacology	1:00	1:00
Kidney Under Pressure	Physiology	2:00	2:00
Immunopharmacology and Antirejection Drugs	Pharmacology	1:00	1:00

Immune Mechanisms of Renal Disease	Immunology	1:00	1:00
Acid Base Regulation in the Kidney	Biochemistry	2:00	2:00
Exam		4:00	4:00
<b>Totals</b>		<b>43:30</b>	<b>43:30</b>

$$\text{course credit hours} = \frac{43.5\text{hrs}}{19} = 2.3^*$$

\*This rounds to **2.5 credit hours** for the Renal System I Course

Clinical clerkship hours are assigned a set value of 4.0 credit hours per clerkship block based on the following estimates and calculations.

Students are expected to spend a minimum of 40 hours per week in clerkship activities. Approximately one-half of clerkship hours are spent with the clerkship preceptor (20hours per week). Clerkship hours are imputed instructional time equivalents similar to laboratory teaching hours. That is, two (2) hours with the preceptor equals one (1) hour instructional time. Clerkship blocks are four [4] weeks in length. Thus:

$$\text{clerkship credit hours} = \frac{40\text{hrs/wk.} \cdot 0.5 \cdot 4\text{wks}}{19} = \frac{80\text{hrs}}{19} = 4.2^*$$

\*This rounds to rounds to 4.0 credit hours



## LISTING OF COURSES

### CURRICULUM YEAR ONE

#### **Basic Cardiac Care, Resuscitation, and Prehospital Care (OM5003)**

**Course Offered: OM Year 1, Semester 1**

2.0 Credit Hours

##### **Course Description**

This course is comprised of the American Heart Association's training program in Basic Life Support, and includes certification in cardio-pulmonary resuscitation (CPR). The course will be taken independently by the student during the summer prior to matriculation in the Doctor of Osteopathic Medicine program, however, the demonstration of CPR skills will occur at BCOM, commencing during Orientation week. Basic techniques of prehospital first aid, trauma/medical response and resuscitation will be reviewed, and an overview of the prehospital care system will be presented.

#### **Molecules to People (OM5114)**

**Course Offered: OM Year 1, Semester 1**

4.5 Credit Hours

##### **Course Description**

The Molecules to People course is an intensive trans-disciplinary course which incorporates the foundational aspects of cell biology, molecular biology, biochemistry, embryology, and histology. The course is presented using lecture, interactive clinical correlation, and assigned self-study. The main objective of the course is to promote knowledge and comprehension of the biochemical, molecular and cellular processes which form the basis of normal structure and function. The course will also promote an understanding of how defects and changes in these processes adversely affect normal structure and function and create disease. The course is presented in levels of organization: commencing with molecular components forming subcellular structures; subcellular structures organized into cells; and cells and cell products forming tissues. Course topics will progress from basic to more complex organizational components and processes, beginning with molecular building blocks, moving to basic cell structure and mechanisms, progressing to genetics and development, advancing to tissue organization, and finally molecular/cellular dysfunction leading to pathologies.

**Immunology/Hematology/Lymphatics I (OM5124)****Course Offered: OM Year 1**

3.0 Credit Hours

**Course Description**

The Immunology/Hematology/Lymphatics I System Course is an integrated multidisciplinary course emphasizing fundamental knowledge necessary to understand the normal function of hematopoiesis, hemostasis and the immune system. It is designed to provide the student with an overview of the system, including the aberrant processes that lead to hematopathology and immunopathogenesis. An understanding of the complex processes that mediate hemostasis, produce blood components and cells and coordinate immune responses is essential to the practicing physician.

**Musculoskeletal System I (OM5135)****Course Offered: OM Year 1**

4.0 Credit Hours

**Course Description**

The Musculoskeletal System I Course is an intensive multidisciplinary course which enables the student to obtain the requisite knowledge of normal structure and function of the musculoskeletal system, as well as the foundational biomedical science that underlies disorders associated with skeletal muscle, bone, joints, and peripheral nerves. The course utilizes lectures and laboratories (employing human cadaveric prosections, virtual anatomy, radiography and medical imaging), reading assignments, and interactive learning sessions.

**Cardiovascular System I (OM5143)****Course Offered: OM Year 1**

3.0 Credit Hours

**Course Description**

The Cardiovascular System is an intensive, multidisciplinary course structured with the goal of enabling the student to obtain the requisite knowledge necessary to understand the normal structure and function of the cardiovascular system. It is designed to provide the student with an overview of the cardiovascular system, including the biomedical

science that underlies disorders of the heart and circulatory system. The structural content of this Course utilizes lectures, human cadaver dissection, reading assignments, assigned student study, and integrative clinical sessions. This Course addresses three of the seven core competencies of the osteopathic profession (medical knowledge, interpersonal and communication skills, and professionalism).

### **Respiratory System I (OM5154)**

**Course Offered: OM Year 1**

3.5 Credit Hours

#### **Course Description**

The Respiratory System I course is designed to present the foundational knowledge relating to respiratory structure and function, including pulmonary anatomy, respiratory histology, perfusion & ventilation, gas transport, mechanism of breathing, acid/base balance, and pulmonary defense mechanisms. Topics will be presented separately, and subsequently integrated through the use of clinical case vignettes to allow the student to gain a complete understanding of respiratory function.

### **Renal System I (OM5214)**

**Course Offered: OM Year 1**

2.5 Credit Hours

#### **Course Description**

The Renal System I course presents the basics of kidney structure and function, including renal histology, ultrafiltration and reabsorption, glomerular filtration, control of glomerular blood flow, acid/base balance, water resorption, and urine production. The conducting and storage structures of the urinary system, including the ureter, urinary bladder, and urethra, will also be examined, and their structure and function discussed. By the conclusion of the course, the student will be able to relate how the kidney functions to control blood flow, blood filtration, and urine production. The student will also be able to identify common renal dysfunctions based on laboratory findings.

**Gastrointestinal System I (OM5224)****Course Offered: OM Year 1**

2.5 Credit Hours

**Course Description**

The Gastrointestinal (GI) System Course is an intensive multidisciplinary 4 week course, designed to provide requisite knowledge necessary to understand the normal structure and function of the entire GI and hepatobiliary system. The entire course will provide the students with an in-depth knowledge of normal structure and function of GI tract and hepatobiliary system; regulation of mechanical and chemical digestive processes of the GI tract and the accessory organs of digestion; the nervous and hormonal mechanisms regulating control of secretion in the digestive organs; absorption and elimination of food. Students will then be able to describe the mechanisms contributing to absorption of nutrients into the body and apply their basic medical science knowledge to clinical problem-solving. This GI Course addresses three of the seven core competencies of the osteopathic profession (medical knowledge, interpersonal and communication skills, and professionalism).

**Endocrine and Reproductive Systems I (OM5234)****Course Offered: OM Year 1**

4.0 Credit Hours

**Course Description**

The Endocrine/ Reproductive System I is designed to teach the basic principles of hormone secretion and action related to the major endocrine structures and reproductive and systemic tissues. Students are expected to be familiar with the structure and function of the major endocrine glands and the action of the major hormones secreted. This course will focus on the anatomy, histology and physiology of endocrine and reproductive systems as a basis for understanding the pathological conditions resulting from endocrine dysfunction. Upon completion, students should be able to use the basic principles of endocrine and reproductive physiology in clinical applications and to fulfill medicinal knowledge competencies. Material which has been previously covered will be integrated into the coursework and used to build the framework needed to be a competent osteopathic physician.

**Neuroscience System I (OM5245)****Course Offered: OM Year 1**

6.0 Credit Hours

**Course Description**

The Neuroscience System presents the student with an intense consideration of the Central Nervous System (Brain and Spinal Cord) and Head and Neck anatomy. The Neuroanatomy portion of this course addresses the following topics in integrated fashion: Neuroanatomy, Neurophysiology, Neurohistology, Neuroembryology and Neuroradiology. The study of Neuroanatomy and Head and Neck anatomy are bridged by the cranial nerves which begin in the central nervous system and distribute throughout the head and neck. Although concepts in this course are presented utilizing traditional/clinical lectures, human cadaver/brain dissection laboratories and reading assignments, these concepts are reinforced by numerous clinically-based lectures, assigned student study, and integrative clinical sessions which emphasize the importance of integrating basic neuroanatomical knowledge with the clinical symptoms presented by a neurological deficit.

**Pathologic Basis of Disease I (OM5253)****Course Offered: OM Year 1**

3.0 Credit Hours

**Courses Description**

This is an intense short course designed to impart and stimulate adult learning strategies, acquisition of introductory knowledge, understanding, and application of the basic tenets of human pathophysiology. Pathology is the study of disease and disease processes, and the basic science of clinical medicine. It is foundational to the development of the cognitive process and rationale for diagnosis. A fundamental course goal is to place information into a clinical context. Pathology is intrinsically transdisciplinary, and includes mechanisms of health and disease, which will be illustrated through clinical vignettes, case studies, and interactive sessions.

**Osteopathic Clinical Skills and Reasoning I & II (OM5113 & 5213 series)**

**Offered: OM Year 1, 2 Semester series**

2.0 Credit Hours; 3.0 Credit Hours

**Course Description**

Principles of Medical Practice I & II are the first two courses in a four course series which teaches basic clinical skills & medicine. These courses are taught over the two semesters of curricular year one, and are coordinated with the concurrently presented systems courses. The courses are designed to provide the knowledge and educational experiences that will allow the student to develop active learning skills, acquire medical and social knowledge, develop the skills needed to complete a comprehensive or focused medical history and physical examination, practice documentation skills, and demonstrate competency in the clinical application of basic medical procedures.

The courses content is divided into several areas, including: History and Physical Exam Skills, Basic Medical Procedures, Doctor-Patient Relationship, Ethics, Community Medicine, and Standardized Patient experiences. In the second semester, the course will include a component dedicated to interprofessional education and will involve outside of class coursework and shadowing.

**Osteopathic Manipulative Medicine I & II (OM5112 & 5212 series)**

**Offered: OM Year 1, 2 Semester series**

2.0 Credit Hours; 2.0 Credit Hours

**Course Description**

The "Osteopathic Manipulative Medicine I & II" courses are designed to provide the student with a fundamental understanding of the principles and philosophies of osteopathic medicine. This understanding will allow students to build a foundation of osteopathic knowledge and prepare them to offer their patients an integrated approach to medical care. The courses emphasize diagnosis and treatment using current anatomic, biomechanical, and physiologic principles and provide a foundation for continued education and development within Osteopathic Medicine.

**Population Health I & II (OM5111 & OM5211 series)****Offered: OM Year 1, 2 Semester series**

2.0 Credit Hours; 2.0 Credit Hours

**Course Description**

A series of two competency-based courses that foster information literacy, evidence-based practice, cultural awareness, communications with colleagues and patients, and assist student doctors in accessing, evaluating, and presenting medical information. The course series is also designed to examine medical ethics, and issues related to the ethics of medical decision-making. Designated assigned study and clinical integration sessions introduce standards, resources, and strategies that are then applied by small groups in developing and presenting clinical cases in student-led sessions.

The course series is also designed to examine medical ethics, and issues related to the ethics of medical decision-making. The ethics portion of the curriculum is a competency-based sequence of cases that apply ethical principles to medical practice, healthcare policy, and biomedical research. Ethical cases will be discussed and assessed (quizzes and discussions of representative cases); and board-style questions on ethics topics will be included in the examinations. The course series, which spans two semesters, strengthens independent and collaborative learning and contributes to the quality and safety of healthcare in the future.

**Medical Student Research and Creative Scholarship, Repeatable (OM 8194)****Offered: OM Year 1, Year 2, Year 3, Year 4**

0.0 Credit Hours

**Course Description**

This course provides students the opportunity to develop a research project in an area of medically-relevant research, including population/public health, medical education, clinical studies, or basic biomedical science. Both prospective research such as conventional wet lab bench work, as well as retrospective research, including but not limited to, case studies, literature reviews, and oral histories will be explored. Students will gain experience on how to engage in independent studies, work collaboratively with other students, and learn modern approaches and techniques used in research design, implementation, analysis, and dissemination. Students will work under the supervision of a BCOM faculty advisor to gain an understanding of research intent and design, design

implementation, and communicate/present their findings.

This course requires continuous enrollment until completion of their scholarly project, which is completed as OM 8194.

### **Medical Student Research and Creative Scholarship (OM 8194)**

**Offered: OM Year 1, Summer Session**

4.0 Credit Hours

#### **Course Description**

This course helps medical students understand the principles of research, how to apply those principles, and the iterative process of writing research results. The course is the culmination of the multi-semester course OM 8190, and requires project submission, in manuscript or oral presentation format, to the advisor and research committee once the study is completed. Students must fulfill the research requirement during their tenure at BCOM. Completion of this course is required for the D.O. degree.



## LISTING OF COURSES

### CURRICULUM YEAR TWO

#### **Introduction to Pharmacology (OM6122)**

**Course Offered: OM Year 2, 2 Semester course**

3.0 Credit Hours

##### **Courses Description**

The “Basics of Pharmacology” course will focus on the general principles of pharmacology: including pharmacodynamics, pharmacokinetics, drug biotransformation, and clinical drug trials. Also included in the course is a basic review of autonomic pharmacology and subsequent introduction to the drugs that act on the autonomic nervous system. A project on some aspect of pharmacology will be required, which may focus on a drug or class of drugs, or some other assigned topic.

#### **Renal System II (OM6124)**

**Course Offered: OM Year 2**

3.0 Credit Hours

##### **Courses Description**

The Renal System II course contains a brief review of renal medical physiology, followed by pathophysiology and pathologic entities of the renal system, with clinically-focused topics discussed during the final week. Broad topics to be emphasized include the wide spectrum of physiologic functions of the human kidney, pathologic renal entities (e.g., glomerulopathy, glomerulonephritis, tubulointerstitial disorders, infections, toxic and ischemic insults, vascular disease and neoplasms), drugs used in the treatment of hypertension, and clinical aspects of the above-mentioned disorders. Key aspects of clinical laboratory test ordering and data utilization in the diagnosis and monitoring of kidney and urinary tract disease are discussed.

**Cardiovascular System II (OM6134)****Course Offered: OM Year 2**

3.5 Credit Hours

**Course Description**

The Cardiovascular System II course is an intensive multidisciplinary course structured with the goal of enabling the student to obtain the requisite knowledge necessary to understand the pathophysiology, pharmacology, and clinical medicine of the cardiovascular system. After completion of the course, each student will be able to recognize the presenting signs and symptoms of various cardiovascular diseases and be able to ascertain and differentiate the various entities involved in cardiac health and disease, with an eye to the treatment of various cardiovascular disorders. Various aspects of evaluating cardiac patients will be presented, with special emphasis on interpretation of EKGs.

**Respiratory System II (OM6143)****Course Offered: OM Year 2**

3.5 Credit Hours

**Course Description**

The Respiratory System II course will concentrate on the pathology, pathophysiology, diagnosis and treatment of major disorders of the lungs, and the relationship multisystem diseases have with the pulmonary system. Student activities will concentrate on the fundamental obstructive, restrictive, and infectious diseases. Pulmonary emergencies and primary and secondary malignancies will be presented, with an emphasis on diagnostic techniques and treatment methodologies.

**Immuno-Heme Lymph System II (OM6153)****Course Offered: OM Year 2**

3.5 Credit Hours

**Course Description**

This course is designed to provide the student with a comprehensive overview of hematology and hematopathology. All blood cell lines will be discussed in the context of the pathophysiology and pathology of both non-neoplastic and neoplastic diseases. This

material will be integrated into clinical applications and used to build the clinical framework needed to successfully synthesize and integrate this information during year 3 and year 4 clinical rotations. Specifically, the course will begin with sessions on hematopoiesis, followed by discussions of red cell disorders and the clinical work-up of anemia. Common diagnostic tests and their interpretation will be integrated into this initial content. Information regarding white cell disorders then will be presented, including non-neoplastic disorders and neoplastic disorders such as leukemias, non-Hodgkin lymphomas, and Hodgkin lymphoma. An in-depth treatment of bleeding and hypercoagulable disorders will be provided. In addition, students will be exposed to concepts related to solid organs of the hematologic/lymphatic system, the spleen and thymus, transfusion medicine, the molecular biology of red cells, and pertinent pharmacologic information related to the treatment of anemia and the use of pharmacologic agents aimed at modulating the immune system, coagulation, fibrinolysis, and neoplastic diseases.

### **Gastrointestinal System II (OM6164)**

**Course Offered: OM Year 2**

3.0 Credit Hours

#### **Course Description**

The course covers the gastrointestinal system, including the hepatobiliary and pancreatic systems. After a review of microbiology and normal physiologic principles and processes, the initial two weeks are devoted to a thorough study of gastrointestinal pathology and pharmacology. Clinicopathological correlations are emphasized. The remainder of the course is devoted to the application of the integrated pathophysiological principles in clinical settings under the guidance of appropriate clinical faculty. Material that has been previously covered is integrated into clinical application and used to build the clinical framework needed to be a competent osteopathic physician. Emphasis is placed on understanding the pathophysiology and the ability to correlate and use basic principles in the management of gastrointestinal disorders. Clinical discussions and lectures focus on disease states the students will encounter throughout their careers.

**Osteopathic Manipulative Medicine III & IV (OM6112 & OM6212 series)**

**Offered: OM Year 2, 2 Semester series**

2.0 Credit Hours; 1.5 Credit Hours

**Course Description**

The “Osteopathic Manipulative Medicine III & IV” courses are extensions of the OMM I & OMM II courses, and are designed to ensure a student’s fundamental understanding of the principles and philosophies of osteopathic medicine, and to carry these forward to a deeper appreciation of the applications of OMM in clinical medicine. This understanding will allow students to build a foundation of osteopathic knowledge and prepare them to offer their patients an integrated approach to medical care. The courses emphasize diagnosis and treatment using current anatomic, biomechanical, and physiologic principles and provide a foundation for continued education and development within Osteopathic Medicine.

The OMM course faculty works in conjunction with other departments to complement and integrate the anatomical and physiologic knowledge received within the systems courses.

**Osteopathic Clinical Skills & Reasoning III & IV (OM6113 & OM6213 series)**

**Offered: OM Year 2, 2 Semester series**

2.0 Credit Hours; 2.0 Credit Hours

**Course Description**

Osteopathic Clinical Skills & Reasoning III & IV are the 3<sup>rd</sup> and 4<sup>th</sup> parts of a four-part clinical medicine course that will be taught during the four semesters and will be coordinated with the systems courses. The course is designed to provide the knowledge and educational experiences that will allow the student to develop active learning skills, acquire medical and social knowledge, develop the skills needed to complete a comprehensive or focused history physical examination, practice documentation skills, and demonstrate competency and the clinical application of basic medical procedures. The course content will be divided into several areas which include: History and Physical Exam; Basic Medical Procedures; Doctor-Patient Relationship; Ethics; Community Medicine; and Standardized Patient experiences.

**Population Health III & IV (OM6111 & OM6211 series)****Offered: OM Year 2, 2 Semester series**

2.0 Credit Hours; 1.5 Credit Hours

**Course Description**

A series of two competency-based courses that continue the focus of the first two courses in the series. As in the HD/HP I & II courses, this course series continues to foster information literacy, evidence-based practice, cultural awareness, communications with colleagues and patients, and assist student doctors in accessing, evaluating, and presenting medical information. The course series is also designed to examine medical ethics, and issues related to the ethics of medical decision-making. Designated assigned study and clinical integration sessions introduce standards, resources, and strategies that are then applied by small groups in developing and presenting clinical cases in student-led sessions.

The course series is also designed to examine medical ethics, and issues related to the ethics of medical decision-making. The ethics portion of the curriculum is a competency-based sequence of cases that apply ethical principles to medical practice, healthcare policy, and biomedical research. Ethical cases will be discussed and assessed (quizzes and discussions of representative cases); and board-style questions on ethics topics will be included in the examinations. The course series, which spans two semesters, strengthens independent and collaborative learning and contributes to the quality and safety of healthcare in the future.

**Endocrine/Reproductive System II (OM 6214)****Course Offered: OM Year 2**

4.0 Credit Hours

**Course Description**

The Endocrine/Reproductive System II course reviews the basic principles of endocrine hormone signaling, storage, secretion and action, and female and male health-related reproductive issues.

Abnormalities in normal endocrine physiology are discussed through pathophysiologic correlations and clinical discussions. The endocrine portion of the course will emphasize the hypothalamic (pituitary) complex, thyroid, parathyroid, adrenal, and endocrine

functions of the pancreas. Students are expected to be familiar with the hypofunctioning or hyperfunctioning of key endocrine glands, the structure, secretion and action of endocrine hormones (peptide, steroid and thyroid hormones), and the major clinical endocrine disorders related thereto. Pharmacology as it relates to hormone secretion and action will be discussed. Emphasis will be placed on understanding the pathophysiology of each endocrine gland with the intent to use the general principles of endocrine pathophysiology and pharmacology to effectively diagnose, manage and care for patients with endocrine disorders.

The reproductive portion of the course will emphasize female and male health-related reproductive issues, with a primary focus on the female system. Following a review of normal reproductive physiology, the pathophysiology of the female genital tract and breast is presented. The approach to the gynecologic patient, including examination and diagnostic procedures is discussed. All phases of pregnancy, including antepartum care, labor, delivery and post-partum care, are reviewed along with complications and procedures performed during each phase of pregnancy. Infectious and neoplastic pathology of the male genital tract is discussed. Pharmacology as it relates to both female and male reproductive systems will be integrated throughout the course. Clinical correlations focus on the pathology that students will encounter on clinical rotations and throughout their medical career.

## **Musculoskeletal System II (OM6223)**

**Course Offered: OM Year 2**

4.0 Credit Hours

### **Course Description**

The Musculoskeletal System II course is scheduled to deliver pertinent topics of diseases of the musculoskeletal system in a multidisciplinary format. Students are expected to be fluent in the language of neuromuscular physiology, which is reviewed at the beginning of the course. Pathological concepts of disease presentation, diagnosis, and therapy will be discussed for bone, cartilage, joints, soft tissue, nerve, and skin diseases. There will be a strong emphasis on rheumatologic disorders, neoplasia, infectious and inflammatory skin disorders. Anti-inflammatory and neuromuscular pharmacology will be integrated into the therapy of these disorders.

**Neuroscience System II (OM6233)****Course Offered: OM Year 2**

2.5 Credit Hours

**Course Description**

This course is designed to use the neuroanatomy and neurophysiology basic science information presented in Year 1 to underpin a comprehensive overview of neuropathology, including both non-neoplastic and neoplastic diseases. Neuroanatomy, neurophysiology, clinical neurology, and neurosurgical applications are integrated to build the clinical framework necessary to succeed during year 3 and year 4 clinical rotations. Relevant and necessary neurohistology, neuroembryology, and neuroradiology are discussed. Course content will be supplied by faculty in the Departments of Biomedical Sciences and Specialty Medicine as well as by content experts from the medical community.

**Psychiatry/Psychology System (OM6242)****Course Offered: OM Year 2**

1.5 Credit Hours

**Course Description**

The Psychiatry System is structured to expose students to psychiatric and behavioral medical issues commonly seen in practice. The psychiatric component of the course will focus on mental health disorders, such as depression, bipolar disorder, mania, psychosis, anxiety, and drug abuse. Symptoms of these disorders will be explored in detail with a heavy emphasis on the available pharmacologic treatments. The behavioral component will explore issues related to human development, end of life, and abnormal behavior such as paraphilias and eating disorders.

**Introduction to Pediatric Medicine (OM6252)****Course Offered: OM Year 2**

3.5 Credit Hours

**Course Description**

The "Introduction to Pediatric Medicine" course will present the basics of pediatric medicine, with a focus on the important differences between the adult and the pediatric

patient. The course will introduce common health problems effecting pediatric patients, spanning the period from birth to adolescence. Topics focus on health promotion, disease prevention, physical examination of the pediatric patient, and specific pediatric problems. Also included are topics such as immunization/vaccination, and common medications used in pediatric practice.

### **Pathophysiologic Overview of Medicine (OM6265)**

**Course Offered: OM Year 2**

6.0 Credit Hours

#### **Course Description**

The “Pathophysiologic Overview of Medicine” course consists of a representation and review of the curricular content as a preparation for Level 1 COMLEX USA Board exam. The course is presented by visiting faculty with discipline-specific expertise from medical schools around the nation, and will provide structured instruction, interactive learning of high-yield topics, and additional study tips. The course is a required component of the curriculum, and will help prepare students for the Board Exams through review of key biomedical and medical concepts, and through self-assessment (practice exams). The course is designed to help students recognize their areas of strength, and identify topical areas which require improvement.



## LISTING OF COURSES

### CURRICULUM YEAR THREE

#### **Introduction to Clinical Experiences (OM7102)**

**Course Offered: OM Year 3, Semester 1**

2.0 Credit Hours

##### **Course Description**

##### **Core Competencies**

The Introduction to Clinical Experiences course is a two-week course taken at the beginning of the third year immediately prior to entering the clinical clerkships. The ICE course is designed to introduce rising third year students to clinical rotations. The course includes a combination of lecture and small group sessions, as well as procedure labs, simulation cases, small group tutorials, and competency assessments. Students are exposed to important concepts associated with clinical practice and provided opportunities to understand concepts related to professionalism, clinical knowledge, systems based practice and lifelong learning.

#### **Family Medicine I & II (OM7114 & OM7124 series)**

**Course Offered: OM Year 3**

4.0 Credit Hours; 4.0 Credit Hours

##### **Course Description**

The Family Medicine clerkship consists of two blocks of Family Medicine. This primary care specialty provides first contact, ongoing, and preventive care to all patients regardless of age, gender, culture, care setting, or type of problem. Family Medicine clinical experiences allow students to understand how context influences the diagnostic process and management decisions. Students learn the fundamentals of an approach to the evaluation and management of frequently occurring, complex, concurrent, and ill-defined problems across a wide variety of acute and chronic presentations. Family Medicine clerkships across the country provide a wide variety of educational experiences, due to the breadth of care provided by family physicians. In a positive sense, this breadth gives clerkship directors the autonomy to address regional variation in prevalence of diseases, supplement areas of need in their medical schools' curriculum, and infuse

content with their faculty's preferences.

### **General Surgery I & II (OM7134 - OM7144 series)**

**Course Offered: OM Year 3**

4.0 Credit Hours; 4.0 Credit Hours

#### **Course Description**

The Surgery Clerkship consists of eight weeks of surgery, which will usually be divided into four weeks of general surgery and four weeks of a surgical subspecialty. Students will be expected to take call as assigned by their preceptor. General surgery should include exposure to a variety of surgical topics and experiences, including minor outpatient surgery, gastrointestinal (abdominal surgery), hernia repair, breast, endocrine, and trauma. Exposure to the topics will be through reading, hospital lectures, seminars and meetings, and hands-on experiences such as performing H&P's, participating in surgical rounds, writing daily progress notes, participating in surgeries, attending all surgical conferences, and performing tasks as assigned by the preceptor.

The service should be organized to provide the maximum degree of practical clinical exposure and learning in the areas of diagnosis, management and therapy in surgery, which is consistent with a third and fourth year osteopathic medical student's level of knowledge. Opportunities for learning such as lectures, reading, consults and history and physical examination (H&P) review will be available.

### **Internal Medicine I & II (OM7154 & OM7164 series)**

**Course Offered: OM Year 3**

4.0 Credit Hours; 4.0 Credit Hours

#### **Course Description**

The Internal Medicine Clerkship consists of two blocks of Internal Medicine, which will be divided into one month of general medicine and one month of a medicine subspecialty. The Internal Medicine Clerkship serves as a focal point of the third-year education. It is the backbone of training in medicine and students will experience the breadth and diversity of disease during this rotation. Students will learn both the science and the art of medicine and how the two complement each other. Students will expand their history and physical diagnosis skills, develop the ability to prioritize patient problems and generate a differential diagnosis, and implement patient management strategies and

observe their effects. Internal Medicine involves problem- solving, finding all the pieces of the puzzle and putting them together in a way that makes a coherent picture. It is also an opportunity to view the patient as a whole, to understand how a disease impacts not only on the patient's health, but also on his or her emotional and social well-being.

### **Obstetrics/ Gynecology (OM7174)**

**Course Offered: OM Year 3**

4.0 Credit Hours

#### **Course Description**

The Obstetrics & Gynecology (OB/GYN) Clerkship consists of one block of OB/GYN. Not all students will have the opportunity to experience all of the learning objectives in the OB/GYN curriculum, but are still responsible for the information and self-directed learning. Learning is an active process that requires student involvement; we encourage a collaborative learning atmosphere and whenever possible, opportunities to acquire the basic core of cognitive knowledge, clinical experience and practical skills in women's health should be provided. However, the extent of student participation is at the discretion of the clinical faculty and comfort level of the patient. While the faculty can stimulate and enlighten, the primary responsibility for learning rests upon the student. For many students, the OB/GYN clerkship is the final exposure during their medical school career to comprehensive care for women.

A gynecological evaluation is an important part of primary health care and preventive medicine for women. A gynecological assessment should be a part of every woman's general medical history and physical examination. Certain questions must be asked of every woman, whereas other questions are specific to particular problems. To accomplish the purpose of the examination, optimal communication must be achieved between patient and physician.

### **Pediatrics (OM7184)**

**Course Offered: OM Year 3**

4.0 Credit Hours

#### **Course Description**

The Pediatric Clerkship consists of one block of pediatrics which will include exposure to several different patients ranging from infant to adolescent age. A major difference

between pediatrics and adult medicine is that children are minors and, in most jurisdictions, cannot make decisions for themselves. The issues of guardianship, privacy, legal responsibility and informed consent must always be considered in every pediatric procedure. In particular, each student must recognize that pediatrics poses unique challenges to professional conduct and attitudes. The patient constantly changes as growth and development proceed. The patient's ability to participate actively in the clinical interaction progresses, as does his or her knowledge, experience and concerns. The adolescent presents specific challenges, including such issues as privacy, risk-taking behaviors, confidentiality and personal involvement with health. The role of parents in the clinical interaction, and their knowledge, experience, and concerns also develop and change as an individual child grows and as subsequent children are born. The way a physician communicates can have a lasting effect in how parents, children and adolescents handle situations and interact with the physician. Cultural, ethnic and socioeconomic factors also affect personal and family traits and behaviors, with varying effects on child rearing practices. Recognition of and respect for difference are important, yet the student must be alert for the child or adolescent at risk in different family environments, given that the physician's primary obligation is to promote the best interest of the patient. A student must demonstrate communication skills with patients and families that convey respect, integrity, flexibility, sensitivity, and compassion.

## **Psychiatry (OM7194)**

### **Course Offered: OM Year 3**

4.0 Credit Hours

### **Course Description**

The Psychiatry Clerkship consists of one block of Psychiatry, which will include exposure to several different disorders and patients. Ethical principles must be applied clinically. During this rotation, students will acquire professional characteristics most effectively through contact with their preceptor and their patients. This will include being exposed to the preceptor's well-developed interpersonal skills that help facilitate communication. It is important to demonstrate attitudes, behaviors, and beliefs that promote the patients best interest. It is expected that students have exposure and/or learn about different disorders and circumstance pertaining specifically to child, adolescent, and the geriatric population. Students may not have the opportunity to experience and work with patients who have the listed disorders, but are still responsible for the information through self-directed learning from psychiatric and general medical literature.

**Osteopathic Manipulative Medicine V (OM7112)****Offered: OM Year 3, 2 Semester course**

2.0 Credit Hours

**Course Description**

This course builds upon the foundation of the principles and philosophies of osteopathic medicine established during the OMM I-IV courses. It will expand the student's osteopathic knowledge-base through the application of new and previously learned techniques into specific disease examples. The format will include interactive discussion of patient cases with the integration of osteopathic principles and practices. This course will include integration of the clinical exam with osteopathic diagnosis and treatment skills. This course is a two credit course and the grading is pass/fail. It will be documented on the student's transcript. The course will require three (3) on-campus sessions, scheduled throughout the academic year, for students to benefit from face-to-face interactions, and to receive hands-on instruction, with OMM Faculty.

**Elective\* Rotation I (OM7200)****Course Offered: OM Year 3**

4.0 Credit Hours

**Course Description**

This course name and description serves as a placeholder in the catalog until specific Elective Clerkships have been identified and been assigned course numbers. (e.g. upon identification by a student, the course "Medicine Clerkship – Cardiology" will be created with an appropriate Course Number and Credit Hour designation. [OM7124, 4.0 cr. hrs])

\*Elective clerkships refer to clerkships which may be taken at any location, within or separate from the BCOM system of affiliated clerkship sites, with the appropriate approval and credentialing by the BCOM Office of Clinical Affairs.

## LISTING OF COURSES

### CURRICULUM YEAR FOUR

#### **Primary Care Required Elective<sup>s</sup> (OM8104)**

**Course Offered: OM Year 4**

4.0 Credit Hours; 4.0 Credit Hours

##### **Course Description**

The Rural/Underserved Primary care consists of one four-week block of either Internal Medicine, Family Medicine or Pediatrics in the outpatient setting. The purpose of this rotation is to give the student the opportunity the experience the challenges and rewards of delivering healthcare in an underserved setting. While some students may be in rural locations, others may be placed in safety-net clinics that provide services to uninsured and underinsured patients. Regardless of location, the student will gain greater understanding of social determinants of health, vulnerable populations and the importance of primary care access.

#### **Emergency Medicine Required Elective<sup>s</sup> (OM8114)**

**Course Offered: OM Year 4**

4.0 Credit Hours; 4.0 Credit Hours

##### **Course Description**

This clerkship provides experience in caring for patients who present to the Emergency Department with a variety of acute and subacute problems. The emphasis is on learning to stabilize and correctly triage critically ill and injured patients, as well as common emergent conditions. The Emergency Medicine rotation is designed to introduce students to the principles of acute care medicine, and provide students an opportunity to evaluate patients as well as formulate effective testing and treatment strategies. Active participation in patient care and procedural skills is emphasized. The course consists of experiences in patient care, assigned readings from emergency medicine references, weekly case reviews and a final evaluation.

**Surgery Required Elective<sup>s</sup> (OM8124)****Course Offered: OM Year 4**

4.0 Credit Hours; 4.0 Credit Hours

**Course Description**

The Surgery Required Elective course is a four (4) week block that provides additional opportunities for the student to develop a deeper understanding of surgery, and further develop the basic surgical skills necessary to every physician. Critical surgical thinking, knowledge of surgical principles, and appropriate management of surgical problems is essential in the practice of surgery, as well as in the care of patients who present in the clinic, hospital ward, or emergency department. Students are expected to do work-ups on the patients who present with acute surgical issues, and will follow patients as they are admitted to the surgical service. Students will work both in the inpatient service and the outpatient clinic will participate in team rounds, in clinics, and in the operating room.

**Osteopathic Manipulative Medicine VI (OM8112)****Offered: OM Year 4, 2 Semester course**

4.0 Credit Hours

**Course Description**

This course builds upon the foundation of the principles and philosophies of osteopathic medicine established during the first three years of OMM courses. It will expand the student's osteopathic-knowledge base through the application of new and previously learned techniques into specific disease examples. The format will include presentations of patient cases with the integration of osteopathic principles and practices. Each module will consist of a PowerPoint case presentation and a five question quiz. The quiz will be completed on Canvas and 4/5 questions must be correct for the student to receive credit for the module. A total of five modules must be successfully completed to receive credit for the course. This course is a four credit course and the grading is pass/fail. It will be documented on the student's transcript.

**Elective Rotation\* II (OM8100)****Course Offered: OM Year 4**

4.0 Credit Hours

**Course Description**

This course name and description serves as a placeholder in the catalog until specific Year Four (4) Elective Clerkships have been identified and been assigned course numbers. (e.g. upon identification by a student, the course “Medicine Clerkship – Endocrinology” will be created with an appropriate Course Number and Credit Hour designation. [OM8144, 4.0 cr. hrs.]

**Elective Rotation Opportunities (not all inclusive)**

Advanced Anatomy (non-clinical)  
 Advanced Histology (non-clinical)  
 Allergy/Immunology  
 Allergy Research  
 Alternative Medicine  
 Alzheimer’s/Dementia  
 Anesthesiology  
 Business in Medicine (non-clinical)  
 Cardiology  
 Critical Care Medicine/ICU  
 Critical Care Medicine, Neurology  
 Critical Care Medicine, Online  
 Critical Care Medicine, Pediatric  
 Critical Care Medicine, Rural  
 Dermatology  
 Dermatology, Pathology



Disaster Medicine  
Emergency Medicine  
Emergency Medicine, Pediatric  
Emergency Medicine, EMS  
Emergency Medicine, Toxicology  
Endocrinology  
Family Medicine  
Family Medicine, Rural  
Gastroenterology  
Genomic Research  
Geriatrics  
Gynecology  
Gynecology Oncology  
Healthcare Quality Improvement  
Hematology  
Hematology/Oncology  
Hospice/Palliative Care  
Hospice/Palliative Care Research  
Infectious Disease  
Integrative Medicine  
Internal Medicine  
Internal Medicine, Cardiology  
Internal Medicine, Rural  
International Medicine  
Maternal/Fetal Medicine

Military Medicine

Nephrology

Neurology

Nutrition

Obstetrics and Gynecology

Obstetrics and Gynecology, Rural

Oncology

Ophthalmology

Osteopathic Manipulative Medicine

Osteopathic Manipulative Medicine, International

Pain Management

Pathology

Pathology, Anatomical

Pathology, Blood Banking

Pathology, Clinical

Pathology, Forensic

Pathology, Hematology

Pediatrics

Pediatrics, Rural

Pediatrics, Anesthesiology

Pediatrics, Cardiology

Pediatrics, Dermatology

Pediatrics, Endocrinology

Pediatrics, Gastroenterology

Pediatrics, Gynecology

Pediatrics, Hematology-Oncology

Pediatrics, Infectious Disease

Pediatrics, Intensive Care

Pediatrics, Internal Medicine

Pediatrics, Neonatology

Pediatrics, Nephrology

Pediatrics, Neurology

Pediatrics, Oncology Research

Pediatrics, Pathology

Pediatrics, Psychiatric

Pediatrics, Pulmonology

Pediatrics, Sports Medicine

Pediatrics, Urology

Perioperative Care

Pharmacology

Physical Medicine and Rehabilitation

Psychiatry

Psychopathology

Public Health/ Epidemiology

Pulmonology

Radiology

Radiology, Diagnostic

Radiology, Interventional

Radiology, Neurological

Research (clinical or non-clinical, focus in any medical/biomedical discipline)

Sports Medicine  
Surgery  
Surgery, Rural  
Surgery, Bariatric  
Surgery, ENT  
Surgery, Neurosurgery  
Surgery, Oculoplastic  
Surgery, Oral  
Surgery, Orthopedic  
Surgery, Orthopedic/Spine  
Surgery, Orthopedic/Trauma  
Surgery, Pediatric  
Surgery, Plastic  
Surgery, Podiatry  
Surgery, Thoracic  
Surgery, Transplant  
Surgery, Trauma  
Trauma  
Urgent Care  
Urology

§Required elective clerkships refer to required rotations in specific medical disciplines, but which may be completed at any site, within or separate from the BCOM system of affiliated clerkship sites, with the appropriate approval and credentialing by the BCOM Office of Clinical Affairs.

\* Elective clerkships refer to clerkships which may be taken at any location, within or separate from the BCOM system of affiliated clerkship sites, with the appropriate approval and credentialing by the BCOM Office of Clinical Affairs.



## **COURSE CATALOG**

### **Foundations in Biomedical Science Program**



June 2017

## COURSE OFFERINGS

### FOUNDATIONS IN BIOMEDICAL SCIENCE PROGRAM

BCOM's Foundations in Biomedical Science program affords those holding an undergraduate degree the opportunity to confirm their academic aptitude at the level necessary for success in medical school. The fulltime FBMS course load, which parallels and reflects the rigor of the first year of medical school, allows students to enhance their academic record and strengthen their medical school application.

Courses are taught by the medical school faculty, and emphasize knowledge acquisition, problem solving through critical analysis and thought, professional demeanor, and inter-professional collaboration to guide the students' development.

Individual course descriptions as listed in the Foundations in Biomedical Science Course Catalog are:

#### Fall Semester

##### **Function of Human Systems I (FB 5127)**

This course examines the biochemical, physiological, and other aspects of functioning in the human skeletal, muscular, immune, lymphatic, cardiovascular, and respiratory systems. 8 credit hours.

##### **Human Life History I (FB 5111)**

Together with Human Life History II, this course examines the biology of humans through various stages of the life cycle, including pre- and post-natal development, maturity, and ageing. Genetic principles of inheritance are presented, laying the groundwork for understanding the transmission of genetically based disorders. Online modules relating to the life history of body systems are presented in both English and Spanish to introduce and familiarize students with Spanish medical terminology. 2 credit hours.

##### **Medical Ethics and Professionalism I (FB 5141)**

In a seminar format, students discuss readings related to a variety of current controversial issues confronting medical and healthcare professionals. This course also includes an historical overview of the medical profession, looking at the evolving role of physicians in American society over time. 1 credit hour.

### **MCAT Preparatory I (4110)**

Students are introduced to study skills and test taking strategies essential to preparing for the Medical College Admissions Test. This course provides students with both face-to-face instruction as well as extensive online resources, a combination that provides students with personal guidance in developing their approach to MCAT study while providing the flexibility to accommodate individual schedules and pacing to optimize study and practice drills. 0 credit hours.

### **Structure of the Human Body I (FB 5139)**

This course examines the structural organization of the human body, from the microscopic to the gross level. The anatomy of the cells, tissues, and organs comprising the skeletal, muscular, immune, lymphatic, cardiovascular, and respiratory systems, are presented in a systems-based as well as regional context in order to give students an appreciation for the integrated structure of the human body. 7 credit hours.

## **Spring Semester**

### **Function of Human Systems II (FB 5225)**

A continuation of Function of Human Systems I, examining the functioning of the renal, gastrointestinal, genitourinary, and endocrine systems. 6 credit hours. Prerequisite: Function of Human Systems I.

### **Human Life History II (FB 5211)**

A continuation of Human Life History I, examining growth, maturational and ageing processes in the renal, gastrointestinal, endocrine, and reproductive systems. 2 credit hours. Prerequisite: Human Life History I.

### **Medical Ethics and Professionalism II (FB 5241)**

This course, a continuation of Medical Ethics and Professionalism I, examines a sampling of different perceptions of medical professionals in a variety of cultural groups comprising US society. The course also includes a mandatory community service project, through which students gain exposure to some of the specific regional healthcare needs of southern New Mexico, but also have the opportunity to develop solutions to specific healthcare shortfalls/problems confronting the region. 1 credit hour. Prerequisite: Medical Ethics and Professionalism I.

**MCAT Preparatory II (FB 4220)**

A continuation of MCAT Preparatory I, this course focuses on final preparation for the MCAT. Face-to-face instruction in select challenging topics in different sections of the MCAT and repeated practice testing are emphasized in order to build student skills, familiarity, and confidence prior to attempting the formal examination. 0 credit hours. Prerequisite: MCAT Preparatory I

**Structure of the Human Body II (FB 5236)**

A continuation of Structure of the Human Body I, examining the renal, gastrointestinal, genitourinary, and endocrine systems as well as a further integration of regional human anatomy from microscopic to gross levels. 4 credit hours. Prerequisite: Structure of the Human Body I.

**The Biological Basis of Human Behavior (FB 5255)**

This intensive course examines the structural and functional foundations of human behavior, from the cellular, biochemical, and basic reflex levels of the nervous system to integrated complex human behaviors. 5 credit hours. Prerequisites: Function of Human Systems II, Human Life History II, Structure of the Human Body II.