



STUDENT HANDBOOK



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CONTACT INFORMATION

Mailing Address:

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

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

Additional Contact Information:

BCOM general phone number:
(575) 674 – BCOM (2266)

Important BCOM e-mail address:

Studentaffairs@bcomnm.org
Admissions@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 version 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 available 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 to maintain 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.

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 or 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, the time and location of their clinical rotations, all 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.

Objectives:

- a. BCOM's curriculum will include biomedical and behavioral science material from the latest primary and secondary sources in the medical literature.
 - b. Educational methods and curricular design will incorporate current research on learning skills so that BCOM students have the greatest possibility of professional success and accomplishment.
 - c. Osteopathic principles and practice will be emphasized as central to holistic and contemporary care.
2. BCOM will prepare students to function effectively to address the health needs of the Border, Hispanic and Native American populations.

Objectives:

- a. BCOM will enrich its curriculum with learning experiences particularly germane to the people it serves, including medical and conversational Spanish, migrant and rural health issues and tropical medicine.
- b. Didactic experiences will include cultural perspectives from regional stakeholders, including health care providers from the Border colonias and Native American nations.

3. BCOM will conduct medical research of particular relevance to the area and provide the essential tools for its students to both understand the scientific method and design and conduct biomedical, behavioral and public health research projects.

Objectives:

- a. BCOM faculty will embrace a culture of lifelong learning and investigation and be provided the necessary infrastructure to establish and maintain research and scholarly activity outside of the proscribed curriculum.
 - b. BCOM will collaborate with New Mexico State University (NMSU) and other regional institutions of higher learning and medical care to investigate local health issues and research possible solutions.
 - c. The role of osteopathic practice in health maintenance and management of disease will be scientifically examined.
 - d. Students will incorporate research into their curriculum, which will begin with didactic instruction in research methods and statistics and culminate in a student developed project before graduation.
4. BCOM will be a clinical resource for the delivery of osteopathic medical care to the community.

Objectives:

- a. BCOM will operate faculty-student managed musculoskeletal medicine and generalist clinics, in cooperation with NMSU health services and other health care providers in the region.
 - b. BCOM will provide osteopathic continuing medical education to physicians in the area and be a resource for the clinical application of osteopathic principles and practices in the local health care system.
 - c. Clinical faculty will maintain a clinical practice in the community.
 - d. BCOM will collaborate with institutions of medical education in Chihuahua to introduce osteopathic principles and clinical practice to their students and area residents.
5. 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.

Objectives:

- a. BCOM will collaborate with hospitals and clinics in the region to create new GME programs, particularly in primary care, such that there will be graduate training opportunities for all of its graduates.
- b. BCOM will provide administrative and curricular support to institutions desiring to open new GME programs.
- c. BCOM will provide faculty development resources to physicians in its affiliated GME programs.
- d. GME faculty and residents will have the opportunity and be encouraged to participate in medical student education and enrichment activities.

6. BCOM's students will objectively perform at the highest levels of accomplishment, as measured by standardized testing and other measures of success.

Objectives:

- a. BCOM will continuously monitor student progress via objective performance measurement exams and preparation for COMLEX examinations.
 - b. Didactic support in test-taking and study skills will be provided to all students.
 - c. Students at academic risk will be identified early and receive intervention, tailored to the individual's learning style, such that all students will have every possibility of success.
 - d. Standardized patients and simulation will be used as part of the curriculum to prepare students for clinical skills exams and clinical practice.
 - e. Resources will be available to students for assistance with GME application preparation and strategy.
 - f. BCOM will regularly monitor COMLEX scores, residency placement rates, in-training exam scores during residency, practice location and longevity as measures of student success.
 - g. Students and graduates will be asked to provide regular feedback as to adequacy of the curriculum, effectiveness of faculty and overall performance of the school as related to their career goals. The administration and faculty will meet regularly to review performance data and adjust as necessary.
 - h. Members of the medical community and other regional stakeholders will be regularly polled regarding the performance of BCOM students and graduates, with whom they interact.
 - i. The Chief Academic Officer will issue an annual report and address the community as to overall performance of the school, its graduates and plans for the future.
7. BCOM will increase diversity and retention in the regional physician workforce.

Objectives:

- a. BCOM will establish pathway programs to facilitate the continuous preparation of local students from grade school through high school, college and eventually, osteopathic medical school.
- b. BCOM will liaison with educational institutions in the Native American nations to facilitate the entrance of their students to osteopathic medical school.
- c. BCOM will provide scholarship support to students of need from underserved groups of the region.
- d. BCOM students and faculty will provide limited educational and enrichment activities in the sciences to local schools serving vulnerable populations.
- e. BCOM's admissions and counseling office will maintain a close relationship with career advising offices in area schools.
- f. BCOM will have space available for representatives from the New Mexico and Texas state osteopathic medical associations on campus to facilitate interaction and support of students in career planning and recruitment.
- g. BCOM will maintain a liaison office in Chihuahua to address local interest in the school and osteopathic medical practice.

POLICY AND STATEMENT OF NON-DISCRIMINATION

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.

Evidence of practices inconsistent with this policy should be reported to the Director of Human Resources, 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 BCOM Compliance Coordinator or 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:

- 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 has 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.

"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>

or 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

Accreditation Grievances

Students, faculty, staff or any individual and/or institution can file a complaint related to the COCA accreditation Standards. A copy of the COCA accreditation Standards can be provided to students for review from the Office of Student Affairs. A set of procedures has been established for this process.

Procedures:

1. Any student wishing to file a complaint must do so in writing and submit it to the Associate Dean for Student Affairs. The form is available at the Office of Student Affairs. An elected class representative may file.

2. The Associate Dean for Student Affairs will forward the complaint to 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 student will also be required to provide evidence that the matter was presented through appropriate institutional resolution channels before being submitted to COCA. Each step, effort and action taken by the student and the College must be documented in writing.
5. The Dean/CAO will address the complaint.
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 student, the individual may contact COCA at the address provided:

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

The COCA accreditation standards can be found at the following address:

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

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 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 for Student Affairs who will forward the complaint to the Dean. Forms are available through the Office of Student Affairs. If the complaint is not satisfied through BCOM process, students may report the complaint to:

<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 responsible for all aspects of Admissions, recruitment, retention, financial aid, records, tracking of outcome data, and counseling for medical students. The Office also serves as a center for student life and oversees all 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 reach their full academic and professional potential. The Associate Dean for Student Affairs directs the general functioning of the Office of Admissions as well as the Office of Student Affairs and oversees all personnel in both Departments.

Office of Student Affairs

Tania Arana, Ph.D.

Associate Dean, Admissions and Student Affairs

Associate Professor, Biomedical Sciences

tarana@bcomNM.org

Brett Newcomer, MBA

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Adrian Alba, MA

Director of Admissions

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Courtney Lewis

Admissions Coordinator

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Janet Woolsey

Administrative Assistant

jwoosley@bcomNM.org

OFFICE OF ADMISSIONS

Recruitment

The Office of Admissions is responsible for developing and coordinating all recruitment efforts. The Office also serves as the primary contact for students applying to BCOM. The Mission and Vision are the central points of BCOM and therefore, all recruitment efforts will be driven by the mission and vision.

Goals of the recruitment program:

- 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 serving these rural and medically underserved areas.
- Establish elementary and high school recruitment efforts through onsite visits, service learning projects development by BCOM students and invitations to visit the BCOM campus.
- Develop and maintain close relationships with premedical advisors at New Mexico State University, as well as local, regional and national undergraduate institutions to better serve the BCOM Missions.
- Organize and host events for premedical advisors and faculty who work with premedical students.
- Develop affiliation agreements with the community college systems and work closely with these institutions to promote the osteopathic profession in the region.
- Develop programs aimed at recruiting and creating a diverse student body by targeting outreach efforts on underrepresented minorities.
- BCOM representatives will also attend conferences and career fairs that have emphasis on minority students, particularly the Hispanic and Native American populations.
- Increase BCOM's visibility and promote osteopathic medicine in the Southwest region of the United States and Northern Mexico through education, increased access to healthcare, population-based research, and community service and outreach

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 a high school diploma (or its recognized equivalent) and completion of a baccalaureate degree from an accredited college or university.*

*Students with 75% of coursework completed towards a baccalaureate degree may be considered under special circumstances and must be approved by the dean.

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.

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 or by contacting them:

Association of American Medical Colleges
Medical College Admission Test
2450 N St., NW
Washington, DC 20037
Phone: 202-828-0690
W-mail: 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, applicant can go to 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](https://bcomnm.org/burrell-expedited-admission-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. Application 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 is:

- Overall grade point average (GPA) and SGPA of 3.0 (on a 4.0 scale)
- A minimum MCAT2015 score of 493 or minimum MCAT of 21
- 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 \$75 nonrefundable processing fee, which can be paid 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, or work experience. A letter of recommendations from an *Osteopathic Physician* is recommended.

Information on how to find an osteopathic physician in your community is available at: www.DO-online.com, or from your state osteopathic association.

- **And 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 to inform 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. An application will be considered complete if it includes all of the following:

1. AACOMAS application
2. MCAT score

3. BCOM Supplemental Application
4. All required Letters of Recommendation

The Application Review Committee is responsible for reviewing all completed applications. All applications will be scored using the same criteria in order to follow a standardized review process.

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 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

- Sociodemographics
- Professional experiences
- Applicant's ability and aspiration to fulfill BCOM's mission
- Applicant's commitment to serving in underserved areas.
- Personal experiences with a diverse patient populations, community and volunteer services
- Demonstrated leadership activities
- Personal profile
- Applicant's Personal Statement

The Application Review Committee does a full review of the applications and make a recommendation to the Admissions Committee. The Admissions Committee reviews the applications and the recommendation from the Application Review Committee. 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, to give applicants a chance to meet faculty, staff and 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 of the year of matriculation at BCOM.

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. 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 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.

You should contact one of the following:

World Education Services

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

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

Courier Address:

101W. Pleasant St. Suite
4200 Milwaukee, WI 53212-3963

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

**International Education Research
Foundation, Inc.**
Post Office Box 3665
Culver City, CA 90231-3665
(310) 258-9451
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

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 BCOM curriculum. Decisions about curriculum equivalence between institutions will be decided by the BCOM Curriculum Committee and the Admissions Committee regardless 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 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.

Re-admission Policy

Students who withdraw from BCOM, regardless of the reason, may be considered for readmission upon re-application. 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 re-admission

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 a student that withdrew. Students that have been dismissed from BCOM for any reason and are seeking readmission must contact the Associate Dean for Admissions and Student Affairs to discuss future 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.

Re-admission 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. 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 (at no extra cost to the student) to help the student resume and complete the program. Such reasonable efforts include, but are not limited to, providing a refresher course and allowing the student to retake a pretest, as long as they do not place an undue hardship on the school. 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.

If the program to which the student was admitted is no longer offered, the student must be admitted to the program that is most similar, unless the student requests or agrees to admission to a different program.

For more information, please contact the Office of Student Affairs at bnewcomer@bcomNM.org

Deferral Policy

A deferral will only be considered for accepted students able to demonstrate extenuating or unexpected personal circumstances. Requests for deferment will be considered on a case-by-case basis and must be received in writing no less than 60 days prior to beginning of orientation. Deferments are not available to applicants accepted from the waitlist.

Deferral Request Procedure

1. Write a letter to the Associate Dean for Admissions and Student Affairs explaining the reasons for deferment
2. Sign and notarize an affidavit of responsibilities for the deferment.
3. The initial deposit has been received by BCOM.
4. Provide a written notification of their intent to matriculate for the next academic cycle. This notification must be received by March 1 of the year of matriculation.
5. Documentation of the ability to perform the technical standards should be provided by April 1 of the year of matriculation.
6. All statements on the application and all other personal statements provided as part of the initial application process remain true and valid.
7. The students meets 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 deferment 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. The signed BCOM Minimal Technical Standards Form.
 - b. an 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 transcript 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 June 1st each year while the student is enrolled at BCOM.
7. Students will be asked to present proof of legal residency status.
8. An immunization Status Report including all required vaccinations and immunization:
 - 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: Rubeola, Rubella, Mumps. **A copy of lab results are required.**
 - c) ***Hepatitis B*** – Hep B series completion **AND** Hep B Surface Antibody Titer (IgG) for confirmation of immunity response. **A copy of lab result is required.**
 - d) ***TB*** – A two-step Tuberculin skin test (aka 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 1st test is negative (0mm induration), another PPD is placed on the opposite arm and is read with 72 hours.
In the case of a History of Positive TB Test: students must provide a 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 you received BCG, you must submit a chest X-ray and TB symptom review.
 - e) ***Varicella*** – Proof of TWO (2) doses of Varicella Vaccine **and** Positive Varicella Titer (IgG). **A copy of the lab result is required.**
 - f) ***Influenza*** – Documentation of *Influenza* vaccine (*in season – generally from Sept. 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 the program is modified by decision of the Student Progress Committee.

TUITION AND FEES

Tuition and Fees for Academic Year 2016-2017

Yearly Fees	
Tuition for academic year 2016 – 2017 (subject to yearly change)	\$46,650.00
Student Fees	\$1,390.00
One-time Fees	
BCOM Secondary/Supplemental Fee	\$75.00
Non-Refundable Acceptance/Matriculation Fee*	\$3000.00
<i>*The \$3,000 Non-Refundable Acceptance Fee serves to hold a seat in the class. It is credited towards tuition.</i>	
Computer with e-books and software (including Kaplan and Firecracker)	\$1,900.00
Miscellaneous Fees	
Late Payment Fee (if applicable)	\$250.00 per term
Lost ID Badge	\$10.00
Official Transcripts	\$15.00 per copy

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 and/or clinical rotation.

Tuition Refund Policy

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:

Period	Percentage Refunded
During first week of term	75%

During second week of term	50%
During third week of term	25%
After third week of term	0%

Note: the non-refundable \$3000.00 deposit as well as all fees will not be refunded to students. Dismissals is considered by BCOM an involuntary withdrawal.

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 for Student Affairs.
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:
 1. Registrar
 2. Financial Aid
 3. Office of Finance
 4. Library Resources
 5. Information Systems
 6. 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 who can provide the Financial Aid Handbook.

The Director of Financial Aid is responsible for providing qualified students the appropriate documentation and counseling to secure available financial assistance. You can get more information by contacting the director of financial at 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.

Eligibility

GPA

Students are expected to make continuous and successful progress toward the requirements for graduation throughout the curriculum. Students must pass all required courses and earn a grade point average of 70.0% or higher to maintain financial aid eligibility. Grades, reported as percentages, will be factored into the GPA calculation. Grades of P (Pass), I (Incomplete), AW (Administrative Withdrawal), and W (Withdrawal) do not affect GPA.

Time Frame

Students must complete the D.O. program within a time-frame no longer than 150% (6 years) of the published length of the program (4 years).

Pace

Students are required to complete 66.67% of all attempted credit hours.

The calculation is made as follows: $\text{Earned credit hours} / \text{attempted credit hours} = \text{completion rate}$

Numeric grades greater than 70% are counted as hours attempted and earned. Grades of F (Numeric Score less than 70%), I, AW, and W, are counted as hours attempted but not as hours earned.

If it is determined that a student is not on pace to successfully complete all required coursework within the allowed timeframe, he or she will receive no additional student aid at BCOM.

EVALUATION PROCESS

Annual 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.

Appeals

Students who fail to demonstrate SAP may request reinstatement of eligibility by submitting a SAP appeal to the Director of Financial Aid. The complete appeal will consist of:

1. a SAP Appeal Form,
2. a written statement which describes the student's mitigating circumstances,
3. supporting documentation, and
4. an academic plan approved by the SPC.

Note: Incomplete appeals are not accepted nor reviewed.

The statement must be typed and signed by the student, and it must clearly describe how mitigating circumstances had a direct and adverse impact on the student's academic performance. The statement must also note that the circumstances which led to unsatisfactory academic performance have improved and will not prevent the student from making SAP by the next evaluation. The statement should be concise, but long enough to adequately address the student's mitigating circumstances; there is no school-defined standard as to length.

Examples of mitigating circumstances and acceptable supporting documentation include but are not limited to:

- Serious Illness (student or close family member) - statement from physician
- Death of a close family member - statement from a minister, family member, or unbiased third party, and a copy of the death certificate or obituary
- Disruptive personal issues - statement from an attorney, counselor, minister, or unbiased third party, court documents, etc.

Appeals will be reviewed within 14 business days from the date of receipt. Each student will receive written notification of the decision from the Office of Financial Aid.

Academic Plans

If a student fails to make SAP, the Student Progress Committee will work with the student to create a written academic plan that is designed to help the student improve his/her performance. Once established, the plan must be submitted by the student to the Office of Financial Aid as component of the SAP Appeal.

Financial Aid Probation

If an appeal is approved, the student will be placed on financial aid probation and have eligibility for relevant financial aid reinstated for one term. During the probationary period, the student must adhere to the requirements specified in the academic plan approved for them by the Student Progress Committee. A student who fails to adhere to the requirements specified in the plan or fails to achieve the minimum SAP eligibility standards by the end of the probationary period is considered ineligible to receive additional student aid disbursements at BCOM.

In some instances, it may be mathematically impossible for a student who is on financial aid probation and in compliance with all requirements of his/her academic plan to achieve the minimum SAP standards by the conclusion of one term. The mathematical impossibility may be related to GPA, pace, or both. If at the end of a probationary period, the student has met all requirements of the academic plan but is still not meeting the minimum SAP standards, he/she will be eligible to receive aid for the next term. Progress will be reviewed at the end of each subsequent term until the student has either achieved SAP or violated the terms of the academic plan and become ineligible to receive additional student aid at BCOM.

Regaining Eligibility

Any student who has become ineligible to receive student aid due to a low GPA or completion rate may regain eligibility once they meet the qualitative and quantitative SAP standards listed in this policy.

Repeat Coursework

A student may receive aid for repeating a previously passed course only once with prior approval from the Student Progress Committee. Repeated courses are counted as credits attempted and earned/unearned, but only the highest grade earned is used to calculate GPA.

Remedial Coursework

Noncredit remedial courses have no impact on GPA or pace.

Transfer Credits

Transfer credits which are accepted by the registrar toward the student's current program of study will be included in GPA and counted as both attempted and earned/unearned hours when determining SAP. All other transfer credits are excluded.

COMLEX Failures

A student who fails any portion of the COMLEX and is permitted by the SPC to remain enrolled in their program of study, and who also meets all satisfactory academic progress eligibility standards is considered to be making SAP.

Private Loan Policy

This policy applies to all students who have utilized private loans in support of their educational related expenses who then withdraw, take an unapproved leave of absence, are suspended, or dismissed from BCOM.

Private loans are awarded to a student under the assumption that the student will attend the 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 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 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.

LEAVE OF ABSENCE FOR FINANCIAL AID RECIPIENTS

A leave of absence (LOA) may be designated as either approved or unapproved. An LOA that does not meet all of the conditions for an approved LOA is designated as unapproved and considered a withdrawal.

An approved LOA is treated as a temporary interruption in a student's education instead of being counted as a withdrawal.

For an LOA to qualify as an approved LOA:

- The school must have a formal written policy regarding leaves of absence requiring that all requests for leaves of absence be submitted in writing and include the reason for the student's request;
- The student must follow the school's policy in requesting the LOA;
- There must be a reasonable expectation that the student will return from the LOA;
- The school must approve the student's request for an LOA in accordance with the school's policy;
- The institution may not assess the student any additional institutional charges, the student's need may not increase, and therefore, the student is not eligible for any additional student aid;
- The LOA, together with any additional leaves of absence, must not exceed a total of 180 days in any 12-month period. This 12-month period begins on the first day of the student's initial LOA;
- A student returning from an LOA must resume training at the same point in the academic program that he or she began the LOA. If a student returns early, the days the student spends in class before the course reaches the point at which the student began his or her LOA must be counted in the 180 days maximum for an approved leave of absence. In addition, a student returning from an LOA must complete the term to be eligible to receive a second or subsequent disbursement.

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.

Because of the stringent criteria that must be met, BCOM can grant LOAs that meet the Department of Education's criteria for an approved 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 their eligibility for student aid.

OFFICE OF THE REGISTRAR

The Office of the Registrar provides all administrators, faculty, staff, students and necessary external constituent accurate academic records. The Office of the Registrar has the responsibility to ensure integrity of the student information system and enforce academic policy set forth by the College. The Office of the Registrar supports teaching and learning at BCOM by assembling and disseminate all information related to the curricula and academic information, including course calendar, course numbers, student grades, academic progress, enrollment, degrees awarded, protection and release of

academic records. The Office of the Registrar is also responsible to comply 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)

Annual Notification of Rights under FERPA Burrell College of Osteopathic Medicine (July 1, 2016)

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

1. 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 Registrar's office to make pertinent arrangements. The 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.
2. The right to request amendment of education records that students believe are inaccurate or misleading, or otherwise in violation of the student's privacy rights under FERPA. Students may challenge information in their educational records that they believe are 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 a reasonable period of time 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 are not provided full resolution sought by their 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.
3. 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 understand a school official to be those officials who are performing a task 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 includes counselors, instructors, preceptors, contractors, administrators, 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, 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 record without a student's prior written consent to:

- Officials of 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 enforce 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)
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding (§99.31(a)(13));
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her (§99.31(a)(14))

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 e-mail address. Students have the right to request that BCOM refrain from disclosing some or all directory information. This will prevent BCOM, however, from printing your name in certain publications (i.e. commencement program) or disclosing directory information requested by third parties including spouses and parents. A student can complete a "Request to Prevent Disclosure of Directory Information" form and submit to the Registrar's office.

4. 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 obtain from the Office of Student Affairs.

Release of Information Request

Students desiring to grant their parents and/or spouse 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

A student that needs a name changes should be directed to the Office of the Registrar. The change will only be recorded when there is sufficient 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.

Changing the Contact Information

BCOM students are responsible for maintaining accurate and up-to-date contact information in their academic record. A student may update their current and permanent addresses and other contact information by submitting 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

Student (prospective or current requiring verification of enrollment letters for financial aid reasons may submit a written request to the Office of Financial Aid. Prospective and current 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. Dept. of Veterans Affairs
 - Federal Student Aid Lenders and Servicers
 - Mortgage Lenders

- Scholarship Providers

The nature of the BCOM curriculum is such that all students will be enrolled as full-time students. Only in very 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 course-load status.

Transcripts Request

Students requiring official transcripts may submit a written request to the Office of the Registrar. Additional documents may also be included at the student's request.

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 & 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.

Student Tracking and Promotion

Academic monitoring and advising are provided to students through a team-based approach. The

Student Progress Committee, the Office of Evaluation, Learning and Assessment, the Office of Student Affairs, the 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 at the end of each semester makes a recommendation to the Dean to promote or not each student to the next academic level. The academic levels and the minimum requirements to complete each level are listed in the Table below.

Osteopathic Medical Student (OMS) Level	Requirements for Completion
OMS I	<ul style="list-style-type: none"> • Complete and Pass all required OMS I coursework • Complete all required OMS I assessments and evaluations
OMS II	<ul style="list-style-type: none"> • Complete and Pass all required OMS II coursework • Complete all required OMS II assessments and evaluations • Complete COMLEX 1(1st attempt)
OMS III	<ul style="list-style-type: none"> • Complete and Pass all required OMS III clerkships • Complete all required OMS III assessments and evaluations • Complete and Pass COMLEX 1 (if not passed during OMS II)
OMS IV	<ul style="list-style-type: none"> • Complete and Pass all required OMS IV clerkships • Complete all required OMS IV assessments and evaluations • Complete and Pass COMLEX 2-CE • Complete and Pass COMLEX 2-PE
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 were achieved to document the student's progress from matriculation to graduation. The Associate Dean for Student Affairs 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 Doctor of Osteopathic Medicine provided the medical student:

1. Has complied with all the curricular, legal and financial requirements of BCOM;
2. Has successfully completed all coursework requirements in no more than six years.
3. Attends, in person, the ceremony at which time the degree is conferred;
4. Has taken and passed COMLEX Level 1, Level 2-CE, and Level 2-PE administered by the National Board of Osteopathic Medical Examiners (NBOME);
5. Has demonstrated the ethical, personal and professional qualities deemed necessary for the

successful and continued study and practice of osteopathic medicine.

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 their clerkships before December 31 of the graduation year. To walk across the stage they must have passed COMLEX Level 1 and both Level 2-CE and Level 2-PE.

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 BCOM coursework and grades
 - Transfer credits, special credits (SC), and credits by examination (CE)
 - Degree earned
 - Date(s) degree requirements completed and degree conferred

Students receive their grades electronically. Any student wishing to receive a printed copy of his/her grades must submit a written request to the Registrar.

To receive due consideration, any challenge regarding the accuracy of a student's academic record must be submitted in writing by that student to the Registrar within one year of the term in question.

The student may obtain or have forwarded to designated parties copies of his/her academic transcript by submitting a written request to the Office of the Registrar. The College cannot transmit any transcripts electronically (FAX). The cost of each transcript is \$15.00. 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

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(s) 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:

Recorded Grade	Explanation
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 48-hours after the grade has been posted to submit a

grade reconsideration request to the course director. No grade reconsideration can be requested after the 48-hour time 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. If 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. 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 grades are released by the course director. 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 graduate of BCOM 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. Please note that cases involving sexual harassment are dealt with through a separate mechanism described in the section entitled "Harassment Policies and Procedures".

Referral Process

Students may be referred to SPC for failing any didactic course during 1st and 2nd curricular years. 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

Failure to meet core academic competencies (1, 2, 3, 6, and 7) is reported by course/clerkship directors as a result of a student not passing coursework or clerkship requirements. Professionalism and interpersonal communication skills (competencies 4 and 5) are assessed and documented through

defined curricular instruments. Any insufficiencies in these areas will be addressed by the SPC and may be referred to the Associate Dean for Student Affairs and/or the Honor Committee.

Student Progress Committee Rules and Regulations

1. 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.
2. Students will be notified of the time and date of the SPC meeting in writing by certified mail (to their address of record) at least five days prior to the meeting.
3. Students will be provided access to any documentation prior to the meeting upon request.
4. 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.
5. 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.
6. 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.
7. The student will then be invited to join the Committee meeting, and the student may then present his or her statements to the committee.
8. 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 recommended plan of action addressing the student's academic deficiency. A majority vote of the Committee must approve the recommended plan of action. This plan will serve as a recommendation to the Associate Dean for Academic Affairs.
9. Recommendation to the Associate Dean for Academic Affairs could include any of the following: remediation of the academic deficiency, dismissal with recommendation to repeat the academic year; dismissal from BCOM. After the Committee is finished deliberating it will forward its recommendation to the Associate Dean for Academic Affairs within 24 hours (1 business day) of their conclusions.
10. 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) and by certified letter to the current address of record.

Student Progress Committee Appeal Procedures

1. SPC receives report from either course directors (regarding academic issues) or Dean of Students (regarding discipline issues)
2. Within three business days, SPC will schedule a meeting with the student
3. Student meets with SPC. SPC reviews all materials and listens to statement by the student, and any called witnesses (course directors, faculty, students, etc...)
4. SPC makes a recommendation to the Dean
5. Dean affirms, amends or reverses the recommendation
6. Dean's office will deliver the decision to the student within three business days.
7. Student may accept or appeal the decision. If accepted, the student will adhere to any requirements of the decision.

Dean's Actions

The Dean of BCOM will review the SPC's recommendation and affirm, amend, or reverse the recommendation within three working days and notify the student and the SPC Chair in writing of the decision.

A student wishing to appeal the Dean's decision must submit a letter to the Appeals Board within 3 working days of receiving notification of that decision. The student's status will remain unchanged until the appeal process is finalized.

The Appeals Board will be composed of the three administrators/faculty appointed by the Dean. The Appeals Board will review all written information pertaining to the case. The charge of the Appeals Board is to determine if BCOM policies and procedures relating to the case were followed or that no gross misapplication of fact occurred. They will meet with the student but not with witnesses or complainants. The decision of the board will be forwarded in writing by the chair to the Dean who will forward it to the student by certified mail to his or her last official address or hand delivered with receipt. All decisions of the Appeals Board will be final and binding. No further option for appeal will be considered.

Final Decisions

Academic Decisions

1. Assign the failing grade earned by the student, or assign a grade of "0%" or "failure" for cases in which no grade is earned, in the course, in which case the SPC will recommend one of the following:
 - a. Repeat the course/clerkship
 - b. Repeat the academic year
 - c. Dismissal from BCOM
2. Develop an academic plan to remediate the course. The earned failing grade will be replaced with a "70%" (denoted 70R, to note a remediated grade) once the remediation plan has been

completed, reviewed and confirmed by the SPC, and affirmed by the Dean. The following remediation plans may be recommended by SPC in consultation with the course director:

- a. Enroll in an off-campus course to strengthen course content and complete and pass a BCOM remediation exam after completion of the course
- b. Complete and pass a remediation exam given by the course director in the summer following the academic year

Additional requirements may be added to the academic plan based on minimal core competencies that need to be met by the student. Failure to satisfy the requirements of the academic plan may result in a failing grade for the course, which will refer the student back to SPC and their recommendation options in item 1, above.

Disciplinary Decisions

1. Develop a course of action for a student to satisfy the minimum core competency that was not met. The student's academic progress will not be interrupted.
2. Dismiss from BCOM

In all decisions by the Student Progress Committee and the Dean, the burden of proof lies with the SPC and Dean to meet a standard for an official decision on each issue based on the balance of probabilities.

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). 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, repeat the academic year or 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 5 working days of the receipt of the SPC recommendations, the Associate Dean will communicate one of the following outcomes to the student: Course remediation; Repeat of the entire academic year; Dismissal from the BCOM.

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. The remediation plan may not be appealed.

If the student is successful in remediating the failed course, the failing grade will be replaced with a "70RP". Once the remediation plan has been completed, the Course Director will file the remediated

grade with the Registrar. Specifics of remediation plans 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.

When a student remediates a course during years 1 and 2 the highest grade a student may earn is a 70% (denoted 70RP on the transcript, indicating a remediated course). A maximum of 2 courses may be remediated during a given academic year, upon recommendation of the SPC. 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.

Students who fail to satisfy the requirements of the academic remediation plan will retain a failing grade for the course. A student that fails to successfully remediate the failed course will be referred back to the SPC for reconsideration of the student's status. See *Student Progress Committee* section for more information on the SPC policies and procedures, Dean's actions, and the appeal process.

Repeat of Academic Year

If the decision of the Associate Dean for Academic Affairs is for a student to repeat the academic year, the student must make an appointment to meet with the Associate Dean for Student Affairs to arrange the next year's schedule.

Dismissal

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 to appeal the Associate Dean's decision, a written request for appeal must be submitted to the Dean/Chief Academic Officer within 15 working days from the issuance of the Associate Dean's letter of dismissal.

Calculation of Credit Hours

Calculation of credit hours is based on the following formula: One semester credit hour is defined as one hour, on average, of Classroom Faculty Contact time per week of the 19-week semester. One Classroom Faculty Contact hour is defined as one lecture hour, or two laboratory hours, or two hours of other out-of-the-classroom time with a faculty member. Course credit hours are determined by adding the total lecture hours and total lab hours in each course, and dividing the total by the number of weeks in a semester to yield a credit hour value. Credit hour calculation are rounded to the nearest 0.5 hours to determine the credit hours of any given course. Clinical clerkship hours are assigned a set value of 4.0 credit hours per month-long clerkship block.

ATTENDANCE POLICIES

Medical Student education involves many aspects of personal growth that requires 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 that 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. Students are responsible for all curricular activities and content, regardless of student attendance. Specific course attendance requirements will be addressed in each course syllabus and enforced at the discretion of each course director; these may include requirements for mandatory attendance. Any student having excessive absences from curricular activities or laboratories may be deemed in violation of the Professionalism Core Competency and may be referred to SPC for disciplinary action, up to and including dismissal from BCOM.

Excused Absence

BCOM Administration and faculty realize that various circumstances, emergent or otherwise, will require that members of our community need to 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 is defined as any absence approved by the Associate Dean for Student Affairs and Course Director(s). Any student anticipating absence from a required activity must submit a written request to the Office of Student Affairs prior to the start of the session in question, and the Office of Student Affairs will consult with the course director as to the propriety of the excused absence. A request for an excused absence does not guarantee that an excused absence will be granted.

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

1. Appointments for medical care that cannot be rescheduled at another time
2. Medical illness or family emergency
3. Scholarly presentation at an academically relevant national meeting with previous approval
4. Running for or holding national office in a professionally relevant national organization
5. Religious observances
6. Residency interviews

Several of the categories of excused absence mentioned will require submission of additional information as detailed below:

Excused Absences for Personal or Family Members Medical Care – Medical students are strongly encouraged to promote and maintain their own health and well-being. Whenever possible, students should schedule non-emergent healthcare appointments during times that do not conflict with required

curricular activities. In the event an appointment must be scheduled during a required curricular activity, students must request permission through the Office of Student Affairs, who will consult with the Course Director. Requests must be submitted at least 48 hours in advance to be considered. With the student's well-being in mind, it is essential for any student who misses a required class because of illness to notify the Office of Student Affairs as soon as possible and must provide documentation from a health care provider on the day of the illness.

Religious Observances – BCOM recognizes and respects the significance of student spiritual and religious beliefs and practices. While the College calendar can only include certain religious observances recognized as U.S. federal holidays, the College wants to accommodate students' religious needs reasonably within the requirements of the academic schedule. There shall be no adverse or prejudicial effect resulting to any student requesting excused absences for religious observances. Professional judgement may be exercised by course directors and the Associate Dean of Student Affairs in cases where there is an excess of absences is being requested. As stated above, it is the student's responsibility to make sure all required academic work missed as part of an excused absence be completed to the satisfaction of the course director.

Residency Interviews – During third and fourth year clinical clerkships, students may be granted one day excused absence for residency interviews per two weeks of each clinical rotation. Prior to submitting such requests to the Office of Student Affairs or the Assistant Dean for Preclinical Education, students should not schedule interviews during required clerkship events and should discuss any requests with the Clerkship Director. Regardless of absences for interviews, students must complete the requirements of the rotation by the last day of the rotation. Any deviation from this policy must be approved by the Clerkship Director and the Assistant Dean for Clinical Education.

First- and second-year students need to notify the appropriate course director or the Associate Dean for Student Affairs prior to the event, if possible; third- and fourth-year students need to notify the Assistant Dean for Undergraduate Clinical Education in writing. An unexcused absence from a clerkship can result in the immediate end to that clerkship and a directive to immediately return to campus for a meeting with the Assistant Dean for Undergraduate Clinical Education.

As professionals, students are expected to adhere to the BCOM attendance policy with diligence. Excused absences should not be requested for the following: weddings, vacations, birthdays, non-family special events, etc. Medical school marks the beginning of a student's medical career, and as such students should understand the priority of a practicing physician.

The Course Director will meet with the student to arrange an appropriate time and time frame to remediate any missed time/assignments. Failure to remediate any missed time/assignments will result in no points being earned for that graded activity. The Course Director is responsible for ensuring that the grading policy is uniformly applied within the course.

Policy Details

Excused absence requests are submitted through the Office of Student Affairs. Students should obtain

an excused absence request through the Office of Student Affairs by completing the Absence Request Form and return it to the Office of Student Affairs. Requests will be reviewed by the Associate Dean for Student Affairs who will consult with the appropriate Course Director(s) as needed. A decision on the request will be forwarded to the student within 3 working days of the submission.

For emergent absences, students should inform the Office of Student Affairs as soon as possible. All other requests should be made in person or by email. Any required sessions, academic assignments, clinical work, etc. that are missed must be fulfilled to the satisfaction of the Course Director. If missed work related to an excused absence cannot be made up before the end of the course, the student will be assigned a grade of "Incomplete" until the work is completed. If the student is unable to complete the missed work within a 1 year timeframe the grade will be converted to "Fail". A grade of "Fail" would require the student to repeat the course.* Failure to comply with this policy will be considered unprofessional behavior.

** A course failure could require a complete repeat of the academic year.*

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.

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 short answer, essay, oral, multiple-choice, or any other format at the Course Director's discretion.

Course examinations are given periodically during the academic semester. Requests for excused absences for exams must be made in writing to the Associate Dean for Student Affairs. Students who miss an exam must meet with the Associate Dean for Student Affairs who after consultation with the Course Director, will inform the student of the decision. If the decision is made that the absence is unexcused, a grade of zero (0%) will be recorded for the exam.

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

1. Personal illness or other health issue (student needs to be examined personally by a health care provider and secure the necessary medical documentation).
2. Substantiated family emergency, such as significant illness of immediate family member/death in family.
3. Pre-approved attendance at osteopathic national meetings (AOA, ACOFP, AAO etc.) (See E. below) [Student will need to provide verification of attendance.].
4. Religious exemptions (requests must be made at the beginning of the semester).

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

1. Not feeling prepared for the examination;
2. Non-emergency travel plans, regardless of when these plans were made;
3. Not having read an email announcement of a rescheduled examination;
4. Appointment at a time that conflicts with the examination.

Absence from Standardized Patient Encounters

Clinical encounter experiences utilizing standardized patients will be administered to train and/or assess competency of a student's clinical medical knowledge, skills, and professionalism. In the case of an excused absence, the standardized patient encounter must be made up by the student in a timely manner determined by the Course Director. The student is responsible for the knowledge/skill acquired during the missed session. In the case of an unexcused absence from a standardized patient encounter, the student will receive a grade of zero (0%) for the activity. A fee may be charged to cover the additional expense of a standardized patient exam.

Leave of Absence

A leave of absence may be granted from BCOM based on one of the following reasons:

1. a medical emergency;
2. a financial emergency;
3. maternity;
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 may be considered on a case-by-case basis.

Before requesting a leave of absence the student must meet personally with the Associate Dean for Student Affairs to discuss the reasons for the leave, and ramifications of the decision. If the student decides to proceed with the request, a written request for the leave of absence must be submitted to the Office of the Dean, who will consider the request upon its merits. A Leave of Absence is generally granted for up to one year. A leave of absence for academic endeavors may be granted for up to three years. A student may petition the Dean, through the Office of Student Affairs to extend the leave for no more than one additional year.

A student **in good academic standing** is one who has no academic failures on their record. Such a student who is granted a leave of absence will receive a letter from BCOM outlining any requirements about the student's return to campus. A student **not in good academic standing** is one who has one or more academic failure(s) on their record. Such a student may be granted a leave of absence to allow the student time to deal with the issue(s) that created their academic difficulty (e.g. personal serious medical issue, parent with a chronic mortal medical condition). A student not in good academic standing who requests a leave of absence must meet with the Student Progress Committee. The outcome of the SPC meeting will be transmitted to the Dean as a recommendation for their consideration related to the leave of absence. Such a student who is granted a leave of absence will receive a letter from BCOM outlining any

requirements about the student's return to campus.

Before a student's leave of absence can begin, he or she must go through BCOM's prescribed checkout procedure. The student must also meet with the Office of Financial Services to discuss how the leave will affect their financial aid status eligibility. The official date of the Leave of Absence will be the date of completion of the checkout procedure. Any tuition refunds or outstanding balances will be based on this date. Forms for this check out 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 are submitted in writing before reinstatement will be granted. The submission of this paperwork is the responsibility of the student and must be submitted 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 re-admission.

Students granted a medical leave of absence must have a licensed physician, approved by the College, certify in writing that the student's physical and/or mental health is sufficient to resume their medical education, before being allowed to return to BCOM.

COMLEX 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).

All BCOM medical students are required to take and pass COMLEX Level I, 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 Level 1

Students are required to take COMLEX USA Level I 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 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 and is permitted by the SPC to remain enrolled in their program of study, and who 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 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 proscribed study period during the OMS III academic year; 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 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 II 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 and still be eligible for licensure in the state issuing the medical license.

A student who fails COMLEX Level II 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 and is permitted by the SPC to remain enrolled in their program of study, and who 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 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 proscribed study period during the OMS IV academic year; being pulled off rotations until the exam is retaken and/or passed.

Multiple COMLEX Exam Failures

Multiple attempts on COMLEX 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 and

the student still be eligible for licensure in the state issuing the medical license. This dismissal may be appealed to the Dean.

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 a student's 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 Affordability 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 88003.

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 Campus Health Center

Contact information: (575) 646-1512

Academic Year Hours

Monday-Friday	Walk-In Clinic:	7:30am - 11:30am
		1:00pm - 4:00pm

General Care, Womens' Health, Physicals and Immunization

By Appointment: 7:30am - 4:00pm

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

7:30am - 4:30pm

Summer & Interim Hours

Monday-Friday 7:30am - 11:30am
1:00pm - 4:00pm

For more detailed information on the NMSU Campus Health Center, please see: <http://chc.nmsu.edu/>

Behavioral Health Services

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.

General counseling services are 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.

NMSU Family Resource Center

Appointments can be made by calling: (575) 646-2065.

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

More serious behavioral health issues, including clinical psychiatry and substance abuse treatment, is offered for BCOM students through Mesilla Valley Hospital and Epoch. 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

Mesilla Valley Hospital is a private, free-standing psychiatric hospital in Las Cruces, New Mexico that provides mental health and drug & alcohol addiction services for adolescents, adults, and seniors.

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)
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Suicidal and Homicidal Behaviors and Self-Harming Behaviors	Bipolar Disorder, Anxiety Disorders
Alcohol and Drug Addiction	Schizophrenia, 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.

For more information, contact the Assessment & Referral Department anytime at 575-382-3500 or 800-877-3500 or by visiting <http://mesillavalleyhospital.com/>.

Mesilla Valley Hospital

For appointments call: (575) 382-3500 or 1-800-877-3500

Students can call 24 hours a day, seven days a week.

EPOCH

Epoch Behavioral Healthcare, Inc. (EBHC) assists in access to affordable and professional mental health treatment. Their provider network works with children, families, and adults in Southern New Mexico, Albuquerque and the El Paso metro area. Persons suffering from a wide range of problems such as depression, anxiety, schizophrenia, bipolar disorder, substance abuse, family, child, or marital problems, can call to schedule an appointment with one of their licensed independent practitioners. They can help you decide which provider is best for you and schedule an initial appointment at one of their convenient locations.

The services provided by EBHC independent practitioners include:

Psychiatric Evaluations	Psychotherapy	Supervised Therapeutic Visitations	Psychological Evaluations
Individual Therapy for children,	Brief Solution-Focused Counseling	TelePsychiatry	Suboxone Services

adolescents, adults and geriatrics			
Group Counseling and Skills Training Classes	Treatment Planning Services	Psychotropic Medication Management	Discharge Planning Services
Couples and Marriage Counseling	Psychological Testing		

EBHC physicians work with local hospitals and providers to coordinate inpatient treatment when a higher level of care is needed. Privileges are currently held by these providers at the following facilities:

- University Behavioral Health (El Paso)
- Memorial Medical Center (Las Cruces)
- Peak Behavioral Health (Santa Teresa)
- Gerald Champion Regional Medical Center (Alamogordo)

EBHC services are provided through a BCOM student's personal health insurance plan. More information about EBHC can be found at: <http://www.myebhc.com/ebhchome.html>.

Epoch Behavioral Health Center

For appointments call: 1-855-469-3242

***** 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 *****

General counseling services:

NMSU Family Resource Center: 575-646-2065

Clinical behavioral health services, including Psychiatry and Substance Abuse Treatment:

Mesilla Valley Hospital: (800) 877-3500

EPOCH Behavioral Health Care, Inc.: (855) 469-3242

Mesilla Valley Hospital

3751 Del Rey Blvd.
Las Cruces, NM 88012

EPOCH Corporate Office and Clinic

118 S Water Street
Las Cruces NM 88001

EPOCH Satellite Clinics

1120 New York Ave
Alamogordo NM 88310

2015 Wyoming Ave NE
Albuquerque NM 87102

100 S Kentucky Ave
Roswell NM 880

3502 McNutt Road
Sunland Park NM 88008 (El Paso area)

600 S Gold Ave
Deming NM 88030

All locations, appointments and telehealth services are accessed through EBHC's central number: (855) 469-3242.

When calling, please advise the receptionist that you are a BCOM student, for priority attention.

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.

Principles:

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 certain 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, 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, provide Osteopathic Manipulation, cardio-pulmonary resuscitation, application of pressure to stop bleeding, and perform 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, 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 session 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 change 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, 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,

touch 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.

SPECIAL ENVIRONMENTS

Introduction

Medical and pharmaceutical education occurs in a special environment in which all students must participate in order to satisfactorily complete the course of instruction. Classrooms, laboratories, and clinical 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 believe they are allergic or sensitive to certain chemicals used in some of the teaching environments, and the pregnant student.

Sensitivity to Chemicals

It is recognized that hypersensitivity to chemicals in the teaching environment will be a rare event. However, it is also recognized that students may believe that they are allergic or sensitive to certain chemicals. When students indicate to a professor that they are allergic or sensitive to certain chemicals in the teaching environment, the following actions will be taken:

1. The student will be directed to the Office of Student affairs, which will inform the student of the following options:
 - a. The student may wish, at the student's expense, to be medically evaluated. The Office of

- Student affairs will assist in identifying a Board Certified Allergist and may, upon request from the student, assist the student in obtaining an appointment at the earliest possible opportunity.
- b. If the student wishes to reduce exposure to the chemicals in question, this may be accomplished by wearing extra clothing and gloves. Students should also consider wearing an appropriate mask.
 2. The student, after being evaluated, will be given three (3) working days in which to make a decision. During this period, if the student decides not to attend the class in question, the absences will not be counted. The student will, however, be held responsible for the material covered during the absences. After three (3) working days, if the student has not made a decision in writing to the Associate Dean for Student Affairs, any further absence from courses will be counted against his/her attendance record, which could result in consideration for dismissal from BCOM.

Pregnancy

The pregnant student should notify the Office of Student Affairs of her pregnancy so the appropriate deans can be notified. It is recognized that students may become pregnant prior to or during their course of study at BCOM. This poses special problems concerning exposure to chemical agents in the teaching environment because possible effects of many agents on fetal development are unknown. BCOM does not know and cannot determine the potential risk of the teaching environment 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. If a student advises the professor that she is (or may be) pregnant, the following actions will be taken:

The student will be directed to the Office of Student Affairs for information to enable her to make an informed decision regarding the following options:

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

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 the 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 gender 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.

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") and Section 504 of the Rehabilitation Act of 1973 (Section 504) he/she should contact the BCOM Associate Dean for Student Affairs. 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.

Osteopathic Medical Students with Disabilities

BCOM is committed to ensuring that otherwise qualified disabled students equally enjoy the benefits of an osteopathic professional education. 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, or interfere with the rights of other students, or negatively affect the student's ability to adequately deliver patient care. Extra time will not be provided for graded activities other than comprehensive course exams.

Affiliate organizations, where the clinical and practical portion of the BCOM curriculum is delivered, expect our students to perform their duties in a timely manner as such ability is a critical and essential part of both the BCOM curriculum and of the practice of medicine. However, BCOM provides reasonable and appropriate accommodations in compliance with the Americans with Disabilities Act for students with documented disabilities who demonstrate a need for accommodation in clinical scenarios including clerkships and the clinical performance exam. For specifics, refer to the ADA or the Office of Student Affairs. BCOM will make the determination regarding whether or not to grant an accommodation based on the individual circumstances.

Request for Accommodation(s)

Students are financially responsible for all requisite testing and documentation related to diagnosis and documentation of a learning disability requiring accommodation.

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 for Student Affairs. (guidelines for proper documentation are set forth below);
2. The BCOM Associate Dean for Student Affairs will forward the information to the Accommodations Committee, who will make a determination regarding the request;
3. The Committee will forward their recommendation to Dean for final 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)

A. 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.

B. 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 reevaluation will be required. Medical students must submit their evaluation and supporting documents thirty-days prior to matriculation.

C. 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.

D. 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.

E. 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 or 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.

F. Process for Receiving Reasonable Accommodations

All documentation related to the student's disability and accommodations shall be confidentially maintained by the Associate Dean for Student Affairs. Upon receipt of the documentation, the Associate Dean for Student Affairs 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 for Student Affairs. The Associate Dean for 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 Student Affairs or 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 the New Mexico Health Exchange (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:

1. ***Diphtheria/Tetanus/Pertussis*** – TDAP booster dose within the last 10 years.
2. ***Measles, Mumps, and Rubella*** – Two doses after 1978 **OR** titers for each disease: Rubeola, Rubella, Mumps. **A copy of lab results are required.**
3. ***Hepatitis B*** – Hep B series completion **AND** Hep B Surface Antibody Titer (IgG) for confirmation of immunity response. **A copy of lab result is required.**
4. ***TB*** – A two-step Tuberculin skin test (aka 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 1st test is negative (0mm induration), another PPD is placed on the opposite arm and is read with 72 hours.

In the case of a History of Positive TB Test: students must provide a 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 you received BCG, you must submit a chest X-ray and TB symptom review.

5. ***Varicella*** – Proof of TWO (2) doses of Varicella Vaccine and Positive Varicella Titer (IgG). **A copy of the lab result is required.**
6. ***Influenza*** – Documentation of *Influenza* vaccine (*in season – generally from Sept. through March.*)

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

1. Complete Immunization status report documenting all required immunization and vaccination.
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 are sent to the incoming students prior to matriculation.

Acquired Immunodeficiency Syndrome (AIDS)

The following guidelines, recommended by the American College Health Association, are based on facts derived from the best currently available medical knowledge about Acquired Immunodeficiency Syndrome. 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. The BCOM Occupational Health and Safety Committee will be responsible for disseminating the latest information on AIDS and AIDS prevention to the campus community. The Occupational Health and Safety Committee will serve as an information and review committee to evaluate AIDS-related situations on a case-by-case basis and continue to update the Institutional AIDS policy as necessary.

1. 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. And thus, students, faculty, or staff who have AIDS, ARC, or a positive HIV antibody test will not have restricted access to facilities or activities.
2. 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, or staff are encouraged to inform the appropriate campus authority (e.g. students inform the Associate Dean for Student Affairs, 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.

1. 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 Privacy and Portability Act (HIPPA) and will be punishable under federal law. No documentation of AIDS-related information will be entered in academic records without the individual's consent.
2. 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 current scientific information regarding AIDS and AIDS prevention.
3. 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, medical students are assigned an academic advisor. The Office of Learning, Evaluations and Outcome is responsible for making these assignments. The faculty advisors provide medical students with academic guidance during the first two years of medical school. Students will meet with their advisors on a regular basis. During clerkship rotations, advising will be coordinated through the clinical hubs.

Academic Support Program

Goals

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

- Identify students who are in need of supplemental academic support
- Improve student performance by giving them strategies for study and test preparation.
- To 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, as well as 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, as well as 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.). This assessments will provide students an insight into their current study skills and approaches. They will also assesses 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 may benefit from additional academic support. Students, so-identified, may be required to meet with the Assistant Dean of Learning, Evaluations and Outcome.

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 for Student Affairs.

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, program implementation, and to 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. The organization must 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 either 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 requests 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 that BCOM's 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 US federal jurisdiction.

1. Professional Conduct

Establishing and maintaining the highest standards of honor and personal integrity during osteopathic medical school are critical to the training of physicians. It is the responsibility of BCOM, and every member of the BCOM community, to actively model and support the highest level of professional, ethical, and intellectual integrity.

A. Respect for Patients

Students will take the utmost care to ensure patient respect and confidentiality. BCOM osteopathic medical students will demonstrate respect for patients through appropriate language and behavior, including that which is non-threatening and non-judgmental. Patient privacy and modesty should be respected as much as possible during history taking, physical examinations, and any other contact, to maintain professional relationships with the patients and their families. It is also important that students be truthful and not intentionally mislead or give false information. With this in mind, students should avoid disclosing information to a patient that only the patient's physician should reveal. Students should always consult more experienced members of the medical team regarding patient care, or as requested by the patient. Although osteopathic medical students see patients in clinical settings, students must remember that they are not licensed to practice medicine. Students must never introduce themselves as, or allow patients to carry the mistaken impression, that they are licensed physicians rather than osteopathic medical students.

B. Respect for Faculty, Staff, Colleagues, Hospital Personnel, and Community

Students must exhibit respect for BCOM faculty, staff, colleagues and others, including hospital personnel, guests and members of the general public. This respect should be demonstrated by punctuality, prompt execution of reasonable instructions, and deference to their teachers and those responsible for patient care and student education. In addition, students should make every effort to maintain an even disposition, display a judicious use of others' time, and handle private information in a mature manner and with confidentiality. Students should express views in a calm, respectful and professional manner when in disagreement with another individual, understanding that a mutual agreement will not always be reached. Disagreements should never be voiced in the presence of patients and should be carried out in private as soon as time permits.

C. Respect for Self

Students should realize that diversity amongst its members serves to enrich the medical profession. Therefore, students will nurture a strong personal ethic, belief system and firm moral character at all times. With the understanding that conflicts may exist or arise between personal beliefs and their practice of medicine, students are encouraged to be proactive in order to resolve these situations.

D. Respect for Proper Documentation

The written medical record is vital in communicating important patient information to the healthcare team; it is also a legal document and available for patient review. As such, it is crucial that BCOM students recognize the value of the patient's medical information, and manifest this through the accurate chronicling of all pertinent patient data.

Written medical documents, including electronic correspondence pertaining to patients and their care, must be legible, truthful, complete and accurate to the best of the student's knowledge and abilities. To avoid an accidental breach of confidentiality, students will not discuss patient care in common areas. Appropriate medical and/or personal information about patients should only be shared with health professionals directly involved in the patient's care, or for educational purposes. Any communication of patient information in the course of educational presentations will always be void of any patient identifying information and with the permission of the attending physician(s). The student should be aware that disclosing any amount of patient information, even though primary identifying information is omitted, may still compromise the confidentiality and privacy of the patient. This includes sharing information in any public format (conversation in public areas, social media posts, sharing information with friends and Assistants, etc.).

E. Respect for Laws, Policies and Regulations

Laws, policies and regulations at the College, local, state and federal levels benefit the community and are not to be disregarded or violated. Although matters under the jurisdiction of local, state, or federal laws lie outside the limits of the BCOM Code of Ethics and Honor, however violations of such policies and regulations may result in civil liability to the student, as well as college disciplinary action.

2. Academic Integrity

The goal of the BCOM faculty is to foster a spirit of honesty and a high standard of integrity. Therefore, BCOM students are responsible for proper conduct and integrity in all academic and clinical work. Students are obligated to develop their medical knowledge and skills to the best of their ability, realizing that their skill and competence will be fully relied on by those future patients who will entrust their health and their lives to their care.

A. Examinations

1. Students must demonstrate honor and integrity during examinations

2. Examinations are meant to measure individual achievement. Cheating during examinations is unethical and is defined as doing any of the following without authorization:
 - Looking at another student's exam paper or work during an examination.
 - Revealing test information to another student that might provide an unfair advantage to that student.
 - Referring to notes or textual matter during an examination, unless approved by faculty.
 - Violating any other policy of examinations.
3. During examinations, students have an obligation to maintain a non-disruptive atmosphere.
4. Students will not communicate specific information regarding an examination to a classmate who has not yet completed that examination during that academic year.
5. As a function of logging in to the online exam software, students provided an affirmation that their conduct was in accordance with the Code of Ethics and Honor.

The attempt of any medical student to present work taken in part or in whole from another source, as their own is regarded by the faculty and administration as a very serious offense and renders the offender liable to disciplinary action up to and including dismissal to the college. Dishonesty of any kind on any graded activity, including, but not limited to, examinations, written assignments, unauthorized possession of examination questions, the use of unauthorized notes during an examination, obtaining information during an examination from another medical student, assisting others to violate honesty, altering grade records, or illegally entering a faculty or administrative office without permission, represent violations of academic integrity.

B. Other Academic Work

1. Offering the work of another as one's own without proper acknowledgement is plagiarism; therefore, any medical student who fails to give credit for quotations or essentially identical material taken from any published work printed or online (books, journals, encyclopedias, other reference works, etc.) or from the themes, reports, or writings of anyone other than themselves, has committed plagiarism. Medical students should become familiar with any standing policies differing from these general expectations as per their academic department and/or school.
2. In deference to the scientists, doctors, and patients who have shared their knowledge and experience for the betterment of medical learning, students have a responsibility to not intentionally misrepresent the work of others nor claim it as our own.
3. During medical training, students will be provided with communal instructional material that will greatly aid their learning. Students should make every effort to protect and preserve these resources for the use of future peers and classmates. A

disregard, intentional or unintentional, for the proper care of these educational resources will be deemed a violation of the Code of Ethics and Honor and may be subject to disciplinary action.

3. Social Behavior

BCOM student behavior and speech should demonstrate respect for all individuals and the diversity of their college and surrounding community. Students should avoid disparaging remarks or actions with regard to a person's age, race, color, sex, gender, sexual orientation, religion, creed, national or ethnic origin, or disability. Students will strive to create an environment that fosters mutual learning, dialogue, and respect while avoiding verbal, written or physical behavior that could create a hostile or intimidating learning environment. Since BCOM students' actions reflect upon the College, students should adhere to the standards of Professional Conduct while on campus, and especially while representing the College in any off campus venue. Students should be aware that their behavior in any environment is reflective of the College and thus students should consider themselves as representing the college at all times.

4. Professional Standards in Social Media

The Burrell College of Osteopathic Medicine recognizes that online social networking has become an increasingly important means of facilitating communication. A social networking site is a space on the internet where users can create a profile and connect that profile to others (whether it be individuals or entities) to establish a personal or professional network. Examples include, but are not limited to, email, Facebook, MySpace, LinkedIn, Twitter, Instagram, Pinterest, and Snapchat. Blogs are also a form of social media that provide commentary or serve as a personal on-line diary.

While social networking has provided unique opportunities to interact, it has also created a forum for potential issues for future osteopathic physicians. As professionals bound by social contracts and professional obligations, medical students must be cognizant of the public nature of social networking forums and the permanent nature of postings thereon. Even though these sites offer immense potential to bolster communication with friends and colleagues, they are also a forum for lapses of professionalism and professional behavior that may be freely visible by many people, despite the impression of privacy these sites portray.

Unprofessional postings include, but not limited to: profanity; discriminatory statements; material condoning substance abuse; disparaging classmates, faculty, or BCOM; sexually suggestive material; and breaches of patient confidentiality. The student should realize that these posts are in a public forum and may be traceable to them as individuals. As such, future employment and medical licensure may be affected by inappropriate use of social media.

A. Potential Consequences of unethical online behavior

The permanence and written nature of online postings cause them to be subject to higher levels of scrutiny than many other forms of communication. Therefore, the postings within social networking sites are subject to the same standards of professionalism as any other personal or professional interaction, and will be treated as if made in a public forum.

The use of social networking sites or weblogs can also have legal ramifications. Comments made regarding the care of patients, or that portray a professional colleague in an unprofessional manner, may be used in court as evidence of a variety of claims (including libel, slander, defamation of character, negligence, etc.) or in other disciplinary proceedings (e.g. State Medical Licensing Boards). Libel, slander, and other forms of defamation refer, generally, to the communication (written, oral, tangible, etc.) of a false statement about a person that injures their reputation. Other potential consequences include the revocation of a residency selection, or sanctions by a professional licensing board.

Also, the statements and photos posted within these sites are potentially viewable by program directors or future employers. It is not uncommon for program directors to search for the social networking profiles of potential residents and to use the discovered information as a factor in their selection process. Individuals have been denied residencies and other employment opportunities as a result of what is found on social networking sites.

With respect to confidentiality, the Health Insurance Portability and Accountability Act (HIPAA) applies to social networking sites, and violators may be subject to legal and civil prosecution, and workplace discipline, as with other HIPAA violations.

In addition, cyber stalking and other inappropriate postings can be considered forms of sexual harassment. Improprieties expressed online related to personal relationships with other medical students are governed by BCOM sexual harassment policies. Please refer to the professionalism guidelines adhered to by BCOM in this Student Handbook and Academic Catalog, which can also be found on the BCOM website.

Best Practice Guidelines for Online Social Networking:

1. The lines between public and private, as well as personal and professional, communication and information are often blurred in online social networks. By identifying oneself as a BCOM student, perceptions about BCOM and its faculty staff and students, may influence those who have access to your social network profile or weblog. All content associated with online postings should be consistent with the expectation of professionalism and with BCOM's values and professional standards.

2. Unprofessional online postings by others on your page may reflect poorly on you. Please monitor others' postings on your profile and strive to ensure that the content would not be viewed as unprofessional. It may be useful to block postings from individuals who post unprofessional content.
3. Help monitor your peers by alerting classmates to unprofessional, inappropriate, or potentially offensive comments made online to avoid future indiscretions and refer them to this document.
4. Always avoid giving medical advice as this could represent the illegal practice of medicine without a license, and result in a violation of HIPAA that may cause damage and endanger others. Make sure that medical opinions are differentiated from medical fact, and that as a medical student you are not licensed to practice medicine.
5. Due to continuous changes in social networking sites, close monitoring and attention to privacy settings of social networks is vital to protecting the privacy and security of the account owner. Settings should be restricted so that only individuals authorized to access personal profiles may see this information. Also, no identification numbers or demographic information which might allow recognition of an individual should be shared online.
6. It is the responsibility of the student to make sure that photos posted online, even those posted on other individuals sites, are appropriate and are not professionally compromising. As a general rule it is wise to remove any personally identifying or inappropriate photos and to refrain from "tagging" photos of classmates or other individuals affiliated with the college unless you have explicit permission from them to do so. Privacy or account settings may allow the blocking of photo "tagging" with personal information.
7. Online discussions of specific patients should be strictly avoided, even if all identifying information is excluded. It is possible, especially in the rural and small town environments of New Mexico and surrounding areas, that someone could recognize the patient referred to in the post based on the context.
8. Under no circumstances should photos of patients/cadavers or photos depicting the body parts of patients/cadavers be displayed online. Remember, even if permission is provided, such photos may be downloadable and forwarded by others. The actions of others could lead to legal or professional consequences for the individual who originally posted the image.
9. Do not have interactions with patients on social networking sites. This provides an opportunity for a dual relationship, which may damage the doctor-patient relationship and may have legal consequences.

10. Do not infringe upon another's copyrighted or trademarked materials. The posting of any content, including photos or other media, is an acknowledgement of ownership and legal rights to use these items.

11. Refrain from accessing social networking sites while in class, at work, or in clinical work areas.

Violations of professionalism in social media will be reported to the Code of Ethics and Honor Committee.

5. Student Rights and Responsibilities

Students will be given the greatest possible degree of self-determination commensurate with their conduct and influenced by the consequences of their actions, in accordance with the stated mission of the Burrell College of Osteopathic Medicine.

Students are required to maintain high standards of private and public conduct on campus and at BCOM-sponsored events at all times. Violation of generally-accepted rules of social behavior whether or not governed by specific BCOM policy, may subject a student to disciplinary action. Claims of ignorance of commonly accepted social norms or specific regulations will not be accepted as an excuse for violations.

All BCOM employees and students reserve the right to file a grievance against any BCOM student, staff, faculty, or administrator with the Office of Student Affairs with due process observed. Any student who presents a clear and present threat or danger to other members of the College community, or who impedes the academic process, will be subject to appropriate administrative action up to and including dismissal. Pending a hearing by the appropriate authority, the accused will be suspended (placed on leave) on an interim basis pending completion of an investigation. Specific information regarding any academic disciplinary action will be maintained as confidential in compliance with FERPA regulations. Any behavior involving any type of criminal misconduct must be reported to the legal authorities.

Students have certain guaranteed rights as well as responsibilities at BCOM. Invoking these rights requires students to have knowledge and understanding of the Code of Student Rights and Conduct. The rights of a student may vary according to the student's circumstances (individual status, residential, nonresidential, etc.). Each student will have the following rights and responsibilities:

- To enjoy and promote the freedom of an open and unprejudiced campus life experience without regard to age, race, color, sex, gender, sexual orientation, religion, creed, national or ethnic origin, or disability.
- To attend classes and receive instruction in courses while fulfilling their academic obligations to the best of their abilities and resources; to access facilities, buildings and grounds

designated for student use while being cognizant of and abiding by the policies of BCOM and the laws of all appropriate legal jurisdictions (city, county, state, etc.).

- To have access to one's financial, academic and/or disciplinary files in accordance with FERPA regulations; and to be responsive to official BCOM communications regarding financial obligation, academic action, or other administrative requirements.
- To adhere to the policies and protocols described in the Student Handbook and Course Catalog, and to acknowledge awareness of their contents.
- To participate in the course and curriculum assessment through participation in the faculty and course evaluation process by honestly completing evaluation instruments during the designated times.
- To interact with faculty and administrators in a professionally appropriate manner, including the seeking of advice and mentorship and responding to their requests when asked to do so.
- To expect the campus and its facilities to be maintained to a level of cleanliness and safety which promotes an atmosphere of learning, and to use campus facilities in such a way as to promote the upkeep of a clean and safe campus.
- To regularly review the Student Handbook, and be cognizant of any changes to current BCOM policies, rules and regulations which might occur.
- To understand and abide by the BCOM traffic and parking policies, and to register any and all vehicles(s) driven to campus with Office of Students Affairs.
- To receive and acknowledge all official BCOM communications by regularly checking e-mail, and regularly maintaining the BCOM-provided e-mailbox to ensure sufficient space to accept new e-mails.
- To expect an environment free from any form of discrimination, harassment or prejudicial behavior, and to follow appropriate procedures to report grievances of any such behavior.
- To be represented in Student Government Association (SGA), to voice opinions and ideas to SGA members, and to vote in campus wide elections.
- To join and participate in student organizations for which the student is eligible, and which correspond with the student's interests and abilities.
- To participate in intramural activities and cultural events according to the policies governing each event, and to be attentive for public information concerning programmed activities, and participate in events of interest and abilities;

- To benefit from BCOM-provided student affairs at no or reasonable charge, and to being aware, and making use, of necessary or desired services.
- To expect from, and reciprocate to, all members of the BCOM community, a mature and professional bearing of citizenship in all social and academic environments on or off campus.
- To expect from, and manifest to, all College peers a consistently high standard of personal, academic, and social integrity.

6. Academic Environment

The College considers both the didactic and clinical aspects of learning to be equally important in the education process. Thus, we strive to create, in all educational settings, environments conducive to optimal learning. The following are policies and recommendations designed to enhance and guarantee such an experience for our medical students:

Distractions in the Classroom Setting:

Professionalism is expected of students at all times during their matriculation at the Burrell College of Osteopathic Medicine. No place is this expectation higher than during scheduled educational activities. Regarding the use of electronic devices during class, such use should not in any way distract the student or fellow classmates from participating fully in the educational content. Examples of non-professional conduct involving use of electronic devices in the classroom include, but are not limited to: use of mobile phones/devices (phones should be turned off unless an exception is granted for potential emergency notification); or the use of computers for non-class activities (social networking, accessing game sites, watching movies, etc.). Inappropriate use of electronic devices may create distractions for the user, and for those seated around them. Students are encouraged to respect the right of their classmates to study and learn in a conducive environment.

Additionally, small children might become distractions within the classroom environment, and as such are not allowed in the lecture halls or teaching labs during class periods. Students in violation of this policy will be asked to leave the classroom. In exceptional circumstances which require supervision of a child during regular classroom sessions, a student may be allowed to access learning activities from a seminar or conference room equipped with teleconferencing capabilities. Permission must be granted by the Office of Student Affairs in advance (with as much advance time as possible), in this eventuality.

Academic Freedom

Students of BCOM are both citizens and members of the academic community. As citizens, students should enjoy the same rights and responsibilities that other citizens of the BCOM community enjoy. As members of the academic community, students are subject to all privileges

and obligations entrusted to them by virtue of this membership. Faculty members and administrative officials should ensure that institutional authority and power is not employed to inhibit the academic, intellectual, and personal development of students which is often fostered by exercising these rights. (Adapted from the 1992 American Association of University Professor's statement on Student Rights and Freedom).

Honor Code Violations and Accountability

The BCOM Code of Ethics and Honor helps maintain integrity and accountability within the BCOM community. BCOM students will act in accordance with the Code, and should expect their peers to do the same. Students should act with honor and uprightness, serve as examples to their classmates, and maintain an attitude which lifts the level of mutual integrity amongst their classmates. Actions not in accordance with the aforementioned standards constitute a violation of this Code.

A. Self-Reflection

If there is concern that academic or social conduct represents a violation of the Honor Code, a student is obligated to report such behavior by contacting the Office of Student Affairs, and following the procedures for reporting violations to the Student Progress Committee.

B. Interactions with Others

If there is concern that a peer's academic or social conduct is in violation of the Code of Ethics and Honor, a student should privately confront the offending individual. It is sometimes difficult to challenge the behavior of a fellow community member. However, it is the responsibility of each student address the issue and support the Code. Failure to do so may be determined to be a violation of the Code.

As confrontation is often a matter between two individuals or parties, discretion and respect for privacy will be exercised when initiating a dialogue to address concerns. It is essential that these steps involve respectful communication and interchange. Each party should attempt to achieve mutual understanding. If the parties determine that no violation has occurred, the matter is dropped. If the parties determine that a violation of the Code has occurred, it is the obligation of the offending party to self-report his/her behavior to the Office of Student Affairs and follow ensuing instructions as to any further reporting requirements.

In the event that mutual understanding is not reached during the initial dialogue, it is the obligation of the offending party to self-report his/her behavior to the Office of Student Affairs for resolution by an appropriate third-party. If the offending party neglects to report his/her actions, the challenging party must contact the Office of Student Affairs and follow the procedures for reporting a violation of the Code of Ethics and Honor.

In the rare cases where the challenging party believes that his/her personal safety may be at risk, he/she may ask a member of the Office of Student Affairs to initiate or assist in the dialogue.

C. Role of the Faculty

In cases of suspected code violations by a student, members of the faculty will follow the same procedures as outlined above.

7. Ratification of the Code OF ETHICS AND HONOR

Members of the SGA may ratify this Code by a two-thirds majority vote and approval of the Associate Dean for Student Affairs, with final approval residing with the Dean of BCOM. All incoming classes will be subject to this Code and will sign the pledge annually.

8. Amending the Code of Ethics and Honor

This Code may be amended through an annual proposal and voting process as written in the Student Handbook. Amendments to the Code will be accepted by a three-quarters majority vote of the SGA and approval of the Associate Dean for Student Affairs, with final approval residing with the Dean of BCOM

9. The Pledge

Membership in the Burrell College of Osteopathic Medicine community is dependent on our commitment to the Code of Ethics and Honor, and confirmed by our signing the Honor Pledge card, which states: "I hereby accept the Burrell College of Osteopathic Medicine Code of Ethics and Honor, realizing that it is my duty to uphold the Code and the concepts of personal and collective responsibility upon which it is based."

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 by its employees. BCOM will take immediate and appropriate action to prevent and to correct behavior that violates this policy. Likewise, students are strictly prohibited from engaging in harassing behavior directed at BCOM's employees, its 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 Policy Statement

It is the policy of the Burrell College of Osteopathic Medicine to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination based on sex in the College's Programs and Activities. Title IX and its implementing regulations also prohibit retaliation for asserting claims of sex discrimination.

BCOM has designated the Compliance Coordinator as the institutional Title IX officer, responsible for overseeing compliance with Title IX rules and regulations. The Compliance Coordinator should be contacted regarding any Title IX inquiries, including complaints of sex discrimination or any other concerns involving Title IX issues.

It is the responsibility of the Title IX coordinator to coordinate dissemination of information regarding Title IX education and training programs. These programs serve to:

1. assist members of the College community in understanding that sex discrimination and sexual harassment are prohibited by this policy;
2. ensure that investigators are trained to respond to and investigate complaints of sex discrimination and sexual harassment;
3. ensure that employees and students are aware of the procedures for reporting and addressing complaints of sex discrimination and sexual harassment; and
4. outline the protocol for implementation of the Complaint Resolution Procedures or to designate appropriate persons for implementing the Complaint Resolution Procedures.

The College

When the College is aware that a member of the College community may have been subjected to or affected by conduct that violates this policy, the College will take prompt action, including a review of the matter and, if necessary, an investigation and appropriate steps to stop and remedy the sex discrimination or sexual harassment. The College will act in accordance with its Complaint Resolution Procedures and all pertinent federal guidelines.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical contact of a sexual nature. It may refer to behavior that is personally offensive or debilitating to morale and/or interferes with academic or work effectiveness. It frequently (though not necessarily) occurs as an abuse of authority where the parties are in an unequal power relationship. Sexual harassment may take different forms.

One specific form is the demand for sexual favors. However, other forms of harassment can include:

Verbal: Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, implied or explicit threats, and offensive or obscene language.

Non-Verbal: Sexually suggestive objects, graffiti, cartoons, posters, calendars, writings, pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, stalking, staring and making obscene gestures.

Physical: Unwanted or unwelcome physical contact, including touching, pinching, grabbing, holding, hugging, kissing, brushing the body, assault and rape.

While sexual harassment usually involves members of the opposite sex, it also includes same sex harassment (i.e., males harassing males and females harassing females). Sexual harassment may be subtle or overt. Some behavior that is appropriate in a social setting is not appropriate in the workplace or in an academic environment. Regardless of the form it takes, verbal, non- verbal or physical, sexual harassment is inherently destructive, insulting and demeaning to the recipient and will not be tolerated at BCOM.

Examples of unlawful sexual harassment include:

1. Submission to this conduct is explicitly or implicitly made a term or condition of an individual's employment or academic success;
2. Submission to or rejection of this conduct is used as the basis for an employment or academic decision; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive work environment.

COMPLAINT RESOLUTION PROCEDURES

Making a Complaint

Students and Other Persons:

Students who wish to report sex discrimination or sexual harassment should file a complaint with the Assistant Title IX coordinator. Complaints regarding such behavior should be made as soon as possible in order to best assist with the resolution process.

Students and other persons may also file a complaint with the United States Department of Education's Office for Civil Rights by visiting the link provided below or by calling 1-800-421-3481: www2.ed.gov/about/offices/list/ocr/complaintintro.html

Content of the Complaint

So that BCOM has sufficient information to investigate a complaint, the complaint should include:

1. the date(s) and time(s) of the alleged conduct;
2. the names of all person(s) involved in the alleged conduct, including possible witnesses;
3. all details outlining what happened;
4. all contact information for the complainant so that BCOM may follow up appropriately.

Conduct that Constitutes a Crime

Any person who wishes to make a complaint of sex discrimination or sexual harassment that also constitutes a crime, including sexual violence, is encouraged to make a complaint to local law enforcement. If requested, BCOM will assist the complainant in notifying the appropriate law enforcement authorities. In the event of an emergency, 911 should be contacted immediately.

Special Guidance Concerning Complaints of Sexual Violence

If a student is the victim of sexual violence, they should not blame themselves. Sexual violence is never the victim's fault. BCOM recommends immediately going to the emergency room of a local hospital and contacting local law enforcement in addition to making a prompt complaint under this policy. Students in this situation should feel able to call the Office of Student Affairs at any time, day or night. Everything possible should be done to preserve evidence by making certain that the crime scene is not disturbed. Victims of sexual violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape examination is completed. Clothes should not be changed. When seeking medical attention, the student should make sure to take a full change of clothing, including shoes for use after the medical examination.

Once a complaint of sexual violence is made, the complainant has several options such as, but not limited to:

- contacting parents or a relative
- contacting the Office of Student Affairs
 - seeking legal advice
 - seeking personal counseling (always recommended)
 - pursuing legal action against the perpetrator
 - pursuing disciplinary action
 - requesting that no further action be taken

Retaliation

It is a violation of this policy to retaliate against any member of the BCOM Community who reports or assists in making a complaint of discrimination or harassment or who participates in the investigation of a complaint in any way. Persons who believe they have been retaliated against in violation of this policy should make a complaint in the manner set forth in this section.

Protecting the Complainant

Pending final outcome of an investigation in accordance with the Complaint Resolution Procedures, BCOM will take steps to protect the complainant from further discrimination or harassment, including retaliation. This may include allowing the complainant to change his or her academic situation if options to do so are reasonably available.

1. **Timing of Complaints:** BCOM encourages persons to make complaints of sex discrimination and sexual harassment as soon as possible because late reporting may limit BCOM's ability to investigate and respond to the alleged conduct complained of.
2. **Investigation and Confidentiality:** All complaints of sex discrimination and sexual harassment will be promptly and thoroughly investigated in accordance with the Complaint Resolution Procedures, and BCOM will take disciplinary action where appropriate. BCOM will make reasonable and appropriate efforts to preserve an individual's privacy and protect the confidentiality of information when investigating and resolving a complaint. However, because of laws relating to reporting and other state and federal laws, BCOM cannot guarantee confidentiality to those who make complaints. In the event a complainant requests confidentiality or asks that a complaint not be investigated, BCOM will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or a request not to pursue an investigation. If a complainant insists that his or her name not be disclosed to the alleged perpetrator, BCOM's ability to respond may be limited. BCOM reserves the right to initiate an investigation despite a complainant's request for confidentiality in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the BCOM Community.
3. **Resolution:** If a complaint of sex discrimination or sexual harassment is found to be substantiated, BCOM will take appropriate corrective and remedial action. Students, faculty, and employees found to be in violation of this policy will be subject to discipline up to and including written reprimand, suspension, demotion, termination, or expulsion. Affiliates and program participants may be removed from BCOM programs and/or prevented from returning to campus. Remedial steps may also

include counseling for the complainant, academic, work, or living accommodations for the complainant, separation of the parties, and training for the respondent and other persons.

4. **Bad Faith Complaints:** While BCOM encourages all good faith complaints of sex discrimination and sexual harassment, BCOM also has the responsibility to balance the rights of all parties. Therefore, if any part of the investigation process reveals that a complaint was knowingly false, the complaint will be dismissed and the person who filed the knowingly false complaint may be subject to disciplinary action.

Academic Freedom

While BCOM is committed to the principles of free inquiry and free expression, sex discrimination and sexual harassment are neither legally protected expression nor the proper exercise of academic freedom.

Education

Because BCOM recognizes sex discrimination and sexual harassment as important issues, it offers educational programming to a variety of groups such as: campus personnel, incoming students participating in orientation, and members of student organizations. To learn more about education resources, please contact the Title IX coordinator.

Title IX Complaint Resolution Procedures

The following complaint resolution procedures are the exclusive means of resolving complaints alleging violations of the Title IX: Non-Discrimination and Anti-Harassment Policy. To the extent there are any inconsistencies between these complaint resolution procedures and other BCOM grievance, complaint, or discipline procedures, these complaint resolution procedures will control the resolution of complaints alleging violations of the Title IX: Non-Discrimination and Anti-Harassment Policy.

General Principles

For purposes of these complaint resolution procedures, "investigating officer" means the Title IX coordinator or his/her designee. The investigating officer shall have responsibility for administering these complaint resolution procedures.

The investigating officer shall discharge his or her obligations under these complaint resolution procedures fairly and impartially. If the investigating officer determines that he or she cannot apply these procedures fairly and impartially because of the identity of a complainant, respondent, or witness, or due to any other conflict of interest, the investigating officer shall designate another appropriate individual to administer these procedures.

Commencement of the Investigation

Once a complaint is made, the investigating officer will commence an investigation of it as soon as practicable, but no later than seven (7) days after the complaint is made. The purpose of the investigation is to first determine whether it is more likely than not that the alleged behavior occurred and, if so, whether it constitutes sex discrimination or sexual harassment. During the course of the investigation, the investigating officer may receive counsel from BCOM administrators, BCOM's attorneys or other parties as needed.

Although unlikely, in certain circumstances, the investigating officer may commence an investigation even if the complainant requests that the matter not be pursued. In such a circumstance, the investigating officer will take all reasonable steps to investigate and respond to the matter in a manner that is informed by the complainant's articulated concerns.

Content of the Investigation

During the investigation, the complainant will have the opportunity to describe his or her allegations and present supporting witnesses and/or any other evidence. The respondent will have the opportunity to respond to the allegations and present supporting witnesses or other evidence. The investigating officer will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

Non-Attorney Support Person for Cases Involving Students

During the investigation process, both a student complainant and a student respondent may ask a non-attorney support person from the BCOM community to accompany him or her to meetings with the investigating officer. The support person must be an administrator, faculty member or fellow student. In cases involving multiple student complainants or student respondents, the non-attorney support person cannot be another complainant or respondent. The non-attorney support person does not serve as an advocate on behalf of the complainant or respondent, and he or she must agree to maintain the confidentiality of the process. Non-student complainants, and non-student respondents, are not entitled to have a support person present during the investigatory process.

Interim Measures

At any time during the investigation, the investigating officer may determine that interim remedies or protections for the parties involved or witnesses are appropriate. These interim remedies may include separating the parties, placing limitations on contact between the parties, suspension, or making alternative class-placement or workplace arrangements. Failure to comply with the terms of these interim remedies or protections may constitute a separate violation of the Title IX: Non-Discrimination and Anti-

Harassment Policy.

Pending Criminal Investigation

Some instances of sexual harassment or sexual violence may also constitute criminal conduct. In such instances, the complainant is also encouraged to file a report with the appropriate law enforcement authorities and, if requested, BCOM will assist the complainant in doing so. The pendency of a criminal investigation, however, does not relieve BCOM of its responsibilities under Title IX. Therefore, to the extent doing so does not interfere with any criminal investigation, BCOM will proceed with its own investigation and resolution of the complaint.

Resolution

At the conclusion of the investigation, the investigating officer will prepare a written report. The written report will explain the scope of the investigation, identify findings of fact, and state whether any allegations in the complaint were found to be substantiated by a preponderance of the evidence.

If the written report determines that sex discrimination or sexual harassment occurred, the investigating officer shall set forth in an addendum to the written report those steps necessary to maintain an environment free from discrimination and harassment and to protect the safety and well-being of the complainant and other members of the BCOM community. Such actions will also include reasonable steps to correct the effects of such conduct on the complainant and others and to prevent the recurrence of discrimination, harassment, and retaliation. Examples of such action include: no-contact orders, classroom reassignment, the provision of counseling or other support services, training, and discipline for the perpetrator, including up to termination, expulsion or other appropriate institutional sanctions.

The complainant and the respondent will receive a copy of the written report and any addendum within three (3) days of its completion. If necessary, the version of the addendum provided to the complainant and/or respondent will be redacted to ensure that information concerning any remedial and/or disciplinary measures is disclosed in a manner consistent with Title IX, the Family Educational Rights and Privacy Act ("FERPA"), and the Clery Act, as explained by the April 4, 2011 Dear Colleague Letter issued by the U.S. Department of Education, available at:

<http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201104.pdf>

The written report of the investigating officer shall be final subject only to the right of appeal set forth below.

SPECIAL PROCEDURE CONCERNING COMPLAINTS AGAINST COLLEGE ADMINISTRATORS

If a complaint involves alleged conduct on the part of the College CEO or dean, the BCOM Board of Trustees will designate the investigating officer. Based on the information gathered by the investigation, Board of Trustees will prepare and issue the written report determining the complaint. The determination of the Board of Trustees is final and not subject to appeal.

Informal Resolution

Informal means of resolution, such as mediation, may be used in lieu of the formal investigation and determination procedure. However, informal means may only be used with the complainant's voluntary cooperation and the involvement of the Title IX coordinator. The complainant, however, will not be required to work out the problem directly with the respondent. Moreover, the complainant may terminate any such informal means at any time. In any event, informal means, even on a voluntary basis, will not be used to resolve complaints alleging any form of sexual assault.

Timing of the Investigation

BCOM will make every attempt to conclude its investigation and resolution of the complaint within sixty (60) calendar days of receiving it. Both the complainant and the respondent will be given periodic updates regarding the status of the investigation. If either the complainant or respondent needs additional time to prepare or to gather their witnesses or information, they shall notify the investigating officer in writing explaining how much additional time is needed and why it is needed. The investigating officer shall respond to any such request within three (3) days.

Rights of the Parties

During the investigation and resolution of a complaint, the complainant and respondent shall have equal rights. They include:

- Equal opportunity to identify and have considered witnesses and other relevant evidence
- Similar and timely access to all information considered by the investigating officer
- Equal opportunity to review any statements or evidence provided by the other party
- Equal access to review and comment upon any information independently developed by the investigating officer

APPEALS

Grounds of Appeal

The complainant or respondent may appeal the determination of a complaint only on the following grounds:

- The decision was contrary to the substantial weight of the evidence;
- There is a substantial likelihood that newly discovered information, not available at the time evidence was presented to the investigating officer, would result in a different decision;
- Bias or prejudice on the part of the investigating officer; or
- The punishment or the corrective action imposed is disproportionate to the offense.

Method of Appeal

Appeals must be filed with the dean within ten (10) days of receipt of the written report determining the

outcome of the complaint. The appeal must be in writing and contain the following:

- Name of the complainant;
- Name of the respondent;
- A statement of the determination of the complaint, including corrective action if any;
- A detailed statement of the basis for the appeal including the specific facts, circumstances, and argument in support of it, and
- Requested action, if any.

The appellant may request a meeting with the dean, but the decision to grant a meeting is within the dean's discretion. However, if a meeting is granted, then the other party will be granted a similar opportunity.

Resolution of the Appeal

The dean will resolve the appeal within fifteen (15) days of receiving it and may take any and all actions that he/she determines to be in the interest of a fair and just decision. The decision of the dean is final. The dean shall issue a short and plain, written statement of the resolution of the appeal. The written statement shall be provided to the complainant, respondent, and the Title IX coordinator within three (3) days of the resolution.

Documentation

Throughout all stages of the investigation, resolution, and appeal, the investigating officer, the Title IX coordinator, and the dean as the case may be, are responsible for maintaining documentation of the investigation and appeal, including documentation of all proceedings conducted under these complaint resolution procedures, which may include written findings of fact, transcripts, and audio recordings.

Other Discrimination Harassment

Other discriminatory harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of age, race, color, sex, gender, sexual orientation, religion or creed, national or ethnic origin, or disability, when such conduct (1) has the purpose or effect of creating an intimidating, hostile or offensive work or academic environment; (2) has the purpose or effect of unreasonably interfering with an individual's work or academic performance; or (3) otherwise adversely affects an individual's employment or academic opportunities.

Examples of discriminatory harassing conduct include, but are not limited to, using epithets, slurs, negative stereotyping, threatening, intimidating or hostile acts or words, or showing, exhibiting or creating written or graphic material that denigrates or shows aversion or hostility toward an individual or group because of race, color, religion, national origin, pregnancy, age, military status, or disability.

All students must avoid any action or conduct that might be viewed as discriminatory harassment

(whether sexual or other). Approval of, participation in or acquiescence in conduct constituting such harassment is a violation of this policy. Note: Individuals may be disciplined for behavior which is not so severe as to independently constitute unlawful harassment, but which is nonetheless offensive.

Hazing

No person shall engage, encourage, aid, or assist another person in hazing on or off any school, college, university, or other educational premises. Further, no person shall knowingly permit, encourage, aid, assist or fail to report any person in engaged in hazing.

(a) Hazing is defined as follows:

- (1) Any willful action taken or situation created, whether on or off any school, college, university, or other educational premises, which recklessly or intentionally endangers the mental or physical health of any student, or
- (2) Any willful act on or off any school, college, university, or other educational premises by any person alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim, or to do or seriously offer, threaten, or attempt to do physical violence to any student of any such educational institution or any assault upon any such students made for the purpose of committing any of the acts, or producing any of the results to such student as defined in this section.
- (3) The term hazing as defined in this section does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization. The term hazing does not include corporal punishment administered by officials or employees of public schools when in accordance with policies adopted by local boards of education.

(b) No person shall engage in what is commonly known and recognized as hazing, or encourage, aid, or assist any other person thus offending.

(c) No person shall knowingly permit, encourage, aid, or assist any person in committing the offense of hazing, or willfully acquiesce in the commission of such offense, or fail to report promptly his knowledge or any reasonable information within his knowledge of the presence and practice of hazing in this state to the chief executive officer of the appropriate school, college, university, or other educational institution in this state. Any act of omission or commission shall be deemed hazing under the provisions of this section.

All forms of hazing on the part of any individual, group of individuals or organizations are subject to civil and College disciplinary action. No initiation or other activity shall be undertaken which endangers the health and safety of an individual, or demands an individual to engage in conduct of an unbecoming or humiliating nature, or in any way detracts from an individual's academic pursuits.

For purposes of this policy and College disciplinary action, BCOM defines hazing to include any action

taken or situation created, wherever it occurs, which induces mental or physical discomfort, embarrassment, harassment, or ridicule. Such actions including paddling, creation of excessive fatigue, physical or psychological shock, wearing apparel which is conspicuous and not in good taste, public ridicule of students, buffoonery, morally degrading or humiliating games or events, work sessions which interfere with regulations or policies of BCOM or the laws of the State of New Mexico.

Complaint and Reporting Procedure

Students have the responsibility to bring any form of harassment or hazing that they experience or observe to the immediate attention of BCOM. They need not complain first to the offending person. All complaints or reports should be directed to the BCOM Associate Dean for Student Affairs. A prompt, thorough, and fair investigation will be conducted based on the individual's statement of what has occurred. In an effort to protect the individual who reports or complains of harassment, to encourage prompt reporting, and to protect the accused' interests during the pending investigation, access to information related to the investigation will be maintained on a strict "need to know" basis and all individuals involved in an investigation will be instructed not to discuss the matters in question outside of the investigation. BCOM will retain confidential documentation of all allegations and investigations and will take appropriate actions.

SEX OFFENSE PREVENTION PROGRAM AND PROCEDURES

Education and Information

All forms of sexual assault are violations of federal and state laws and in violation of the BCOM Code of Conduct as outlined in this Handbook. Information on registered sex offenders may be obtained through the Office of Security. BCOM will offer educational programs to promote awareness of rape, acquaintance rape, and related sex offenses and their prevention each year at orientation.

Prevention literature and contact information for local agencies is available in the Office of Student affairs. Students are encouraged to contact the Associate Dean for Student Affairs with any additional concerns or requests for information. The Student Government Association will work with faculty and staff to generate and disseminate periodic educational literature and informational sessions on all forms of harassment prevention and reporting mechanisms.

Students may access surrounding county Sexual Offender Registries at: <http://www.icrimewatch.net/index.php?AgencyID=54317>

Disciplinary Action

BCOM will cooperate with lawful investigatory processes related to criminal investigations. In addition, allegations of sexual offenses brought against a student will be handled pursuant to the BCOM's Sexual Harassment policy and procedures. The College may impose disciplinary action against a student even in the absence of a criminal report, arrest or conviction. Sanctions may include, but are not limited to, disciplinary probation, suspension or expulsion. The BCOM Office of Student affairs may, upon request

or out of concern for safety, make adjustments to a student's academic or living situation.

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 revealing clothing that may make a classmate, a member of the faculty, a patient or any other person feel uncomfortable. BCOM students need to show proper judgment about what attire to wear for a given educational activity.

1. Students should not wear clothing that may be provocative or distracting to other members of the BCOM community. Students who come to school dressed unprofessionally will be asked to leave the campus, change clothes and return in appropriate attire. Repeated violations will be considered unprofessional behavior and may result in disciplinary action. Any absence from class or an exam because of the student's lack of judgment on proper attire will be considered an *unexcused* absence.
2. While not an exhaustive list, tube tops, tank tops, flip-flops, excessive body piercing and shorts, are examples of inappropriate dress and will not be accepted. Dresses or skirts can be no shorter than three fingers above the knee.
3. Clean scrubs are allowed in the classrooms as long as the student has not worn them in any environment where exposure to body tissue, blood, or other body fluids were present.
4. 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 judgment and match the appropriate clothing for the event.
5. Some courses with a laboratory component, for example Osteopathic Medicine, Gross Anatomy, and Clinical Skills have different dress code requirements. The student must refer to the syllabus for each course for details on the required attire.
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 skirt or slacks, or 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. The use of personal fragrances and perfumes are 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.

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 renter's 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 nonprescription narcotics on campus grounds, in BCOM buildings or at BCOM activities (see "Policy on Alcohol and Other Drugs").
4. Use of any tobacco product is prohibited ANYWHERE 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 Alcohol and Other Drugs").
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, payment of damages, fines, possible removal from campus housing, suspension, or expulsion. Sexual Harassment is addressed within "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 or damaging smoke detectors is subject to possible suspension.

9. 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.
10. Theft of BCOM property or of someone's personal property is against the law. Penalties may include campus sanctions as well as civil prosecution.
11. Giving false testimony to an investigating staff member or to a member of any of a 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.
12. Giving false names or identification to any inquiring BCOM staff person will result in disciplinary sanctions.
13. 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).
14. 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.
15. 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.
16. Any student who has not completed registration properly in an appropriate amount of time or who 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.
17. The falsification of College documents of any kind is prohibited.
18. 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 treat each case individually in order to address the appropriateness of the 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 may result with sanctions ranging from a simple warning to the ultimate expulsion of the student or students from the institution.

Eating and Drinking in the Classrooms

To maintain a safe and clean environment, no eating, drinking, smoking or use of tobacco products will be permitted in any classroom, laboratory or auditorium. Student violators will be referred to the Associate Dean for Student Affairs for disciplinary action.

DRUG FREE CAMPUS AND WORKPLACE POLICY

I. 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 consequence 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, or 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.

II. Standards of Conduct

Unlawful manufacturing, distribution, dispensation, possession, or use of a controlled substance by any student of BCOM on College property or involved in 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.

III. 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.

A. 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.

B. State of New Mexico Offenses and Penalties Code

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

A. 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.

B. A person who violates this section with respect to:

(1) 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;

(2) 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

(3) 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.

C. 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:

(1) synthetic cannabinoids;

(2) any of the substances listed in Paragraphs (20) through (25) of Subsection C of Section 30-31-6 NMSA 1978; or

(3) 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 (1) or (2) of this subsection.

D. 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.

E. 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.

F. 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:

(1) 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;

(2) 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;

(3) 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;

(4) 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

(5) 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.

IV. Health Risks Associated with Use of Controlled Substances and Abuse of Alcohol

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 also to be more prevalent in persons with a family history of alcoholism.

A. 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.

B. 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 stresses 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.

C. Hallucinogens

This category includes drugs such as lysergic acid diethylamine (LSD, also known as "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 experiences of the "bad trip" without taking any more of the drug. Psychosis and impaired thinking may result after long-term use.

D. Cocaine

The use of cocaine, an illegal stimulant drug, has risen dramatically in the United States. Other names for this drug are code, C., lady, and snow. Cocaine is a white powder that is snorted, injected into veins, or smoked freebase or 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 symptoms such as depression, anxiety, and confusion. Pregnant women using cocaine have increased risk of miscarriages and still-births. Newborns addicted to cocaine are irritable, unresponsive, prone to have malformed kidneys and genitals, and to have 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.

E. 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 smokable 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 use.

F. 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 the 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 ensue. 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.

G. Sedatives and Tranquilizers

The barbiturates and the benzodiazepines are two of the most commonly used classes of sedatives. The barbiturates (such as 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 to promote 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.

V. Drug or Alcohol Counseling, Treatment, and Rehabilitation Programs Available to Students

A. 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.

B. Local Treatment Centers

Mesilla Valley Hospital and EPOCH, both located in Las Cruces, NM, offer drug and alcohol addiction treatment programs, please visit <http://mesillavalleyhospital.com/programs/chemical-dependency-detoxification/> or <http://myebhc.com/> for more information.

C. 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, and community-based organizations, and 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/

VI. 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 the 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 law, 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, and 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. A grievance is a complaint arising out of 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. Grievances made against an employee of BCOM or other individual(s) not part of the student body will be forwarded to the appropriate supervisor or administrator. The grievance policy ensures that concerns are promptly dealt with and resolutions reached in a fair and just manner. BCOM's grievance procedure enables the BCOM community including administrators, faculty, staff, visitors, or students to bring complaints and problems regarding BCOM students to the attention of BCOM administration. These incidents may include, but not be limited to, cheating, unprofessional behavior, dress code violations, excessive unexcused absences, disruptive behavior, harassment of any type, intimidation, offensive language, etc. 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:

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

1. An incident report will be completed by the complainant and Associate Dean of Student Affairs to include:
 - a. the date
 - a. location
 - b. individuals involved
 - c. summary
 - d. efforts to settle the matter informally
 - e. remedy sought
2. Associate Dean will investigate formal grievance and record any additional findings.

3. Associate Dean will notify student within three business days of complaint and set a meeting
4. Student will sign the reporting form acknowledging an understanding of the complaint
5. Student will be allowed to make a summary statement regarding the complaint
6. Associate Dean of Student Affairs makes one of two decisions:
 - a. Resolves the issue/conflict with the student and complainant resulting in a course of action that may be required of the student
 - b. Defer the decision to Student Progress Committee
7. Student and Associate Dean of Student Affairs will sign the form acknowledging the decision.
8. If the student is not satisfied with the decision, the student has the option of having the case heard by the SPC.

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

Email Accounts

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

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 institution's 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 the BCOM. BCOM IDs are used for identification, to check out library books, to obtain admission to most campus activities, entrance into BCOM facilities, and are useful 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 ID's. A possible fine of \$25.00 will be assessed to any student not in possession of their BCOM ID upon request by BCOM personnel.