1993

College of Osteopathic Medicine Student Handbook

Nova Southeastern University

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OSTEOPATHIC MEDICINE
STUDENT HANDBOOK
1993 - 1994
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### STUDENT ACTIVITIES

**Student Organizations Officially Recognized by the University**

- Southeastern College of Osteopathic Medicine
- Student Council
- Atlas Fraternity
- Christian Medical Society
- Cuban Osteopathic Medical Association
- International Osteopathic Student Organizations
- National Osteopathic Women Physicians' Association (Psi Chapter)
- Phi Sigma Gamma
- Sports Medicine Club
- Student National Medical Association
- Student Osteopathic Medical Association
- Student Associate Auxiliary
- The Undergraduate American Academy of Osteopathy
- The Undergraduate Chapter of American College of Osteopathic Family Physicians
- The Undergraduate Chapter of American College of Osteopathic Pediatricians
- Undergraduate Florida Osteopathic Medical Association
- Association of Military Osteopathic Physicians and Surgeons
- Surgery Club

**CHANGES IN THE STUDENT HANDBOOK**
PREFACE

This handbook is designed to act as a basic guide to the University student. It will serve as an introduction to the University, its policies and standards, and to the community, and will be a source of reference supplemental to the University catalog.

The objective of the University is to offer the finest professional health care science training and education to its students with the purpose of developing competent osteopathic physicians, pharmacists, optometric physicians and physician assistants who can serve in all areas of our region. Toward that end, this handbook will offer a description of University facilities, financial affairs, academic affairs, procedures and policies, student services, student activities and on-campus University services.

POLICY OF NON-DISCRIMINATION

The Southeastern University of the Health Sciences does not discriminate on the basis of age, race, color, national and ethnic origins, physical handicaps, sex, religion, or other disabilities as defined by the American Disabilities Act, in the administration of its employment and educational policies, or student admissions policies administered by the University or any of its Colleges.
ON-CAMPUS UNIVERSITY PERSONNEL

Morton Terry, D.O.
President
Room 1500

The President is chief executive officer of the University. He is responsible for the entire operation of the University and is available for final appeals or decisions.

Arnold Melnick, D.O.
Executive Vice-President and Provost
Room/Ext. 1500

The Executive Vice-President and Provost is the chief administrative and educational officer of the University.

Stan Cohen, Ed.D.
Vice Provost
Room 5901 - Ext. 1133

The Vice Provost assists the Executive Vice President in the administration and supervision of the University. He is responsible for the testing center, counseling services, library, supervising educational development, and provides faculty development for the University.

Daniel Finkelstein, D.O.
Vice-President for Finance
Room 1513

The Vice-President for Finance supervises all financial aspects of the University: accounting, auditing, investments, real estate and University property.

Mr. Fred Lippman, R.Ph.
Vice-President for External Affairs
Room/Ext. 1503

The Vice-President for External Affairs assists the University in dealing with interprofessional relations, assists the President and Executive Vice President in Administrative Affairs such as strategic planning, plant and purchasing, helps supervise research planning and development, and serves as Chairman of University Research Committee.

Harold Laubach, Ph.D.
Associate Dean for Basic Sciences
Room 1333

The Associate Dean is responsible for the operation of all Basic Science education in the University, covering all Colleges.
The Assistant Dean for Admissions and Student Affairs is responsible for the admissions process including recruitment, University visitations, the application process and interviews for all four Colleges consistent with their policies. This office also provides assistance to students from the time they are accepted to the University through matriculation to graduation. The Assistant Dean coordinates the office of Financial Aid and the Registrar.

Students seeking financial aid information should consult with the Director of Student Financial Aid. Loan application forms may be obtained here and all loan applications must be completed by the Director.

Requests for transcripts, letters of good standing and certification of enrollment should be directed here. The Registrar is also responsible for housing assignments and housing assistance.

The office supervises college accounting and manages the University’s financial affairs.

Tuition and fees are collected by this office, as well as student accounts, loan check disbursements and student checks.

The Director is charged with the professional operation and professional standards of our clinical services. He works closely with the Director of Operations for the smooth functioning of the total clinical service.
Mr. Johnathan Rose
Director of Operations
Room/Ext. 1503

The Director supervises all non-professional operations of the University, including personnel, plant, engineering and construction, purchasing, housekeeping, communications and development and business operations of the clinical centers.

Jay Tischenkel, R.Ph.
Director of Institutional Advancement
Room/Ext. 1503

The Director of Institutional Advancement is in charge of all major corporate fund-raising activities, external to the University.

Mr. Morton Layton
Audiovisual
Room/Ext. 2122

This department is responsible for the production and maintenance of all audio-visual equipment and materials.

Mrs. Melba Yandel
Bookstore - Lobby (Terry Building)

The bookstore provides textbooks and supplies to all students, faculty and staff.

Director of Medical Communication
Room/Ext. 1202

This office is responsible for the SENTINEL (official newspaper of the University), all publishing activities of the University and all public relations.

Ms. Janice Gottlieb, M.A., M.L.S.
Librarian
Library (Student Activities Building)

The Librarian is responsible for the operation of the University Library. Students wishing assistance for selections of materials and/or books should contact the Librarian.

Mr. Donald Simmons
Director of Plant and Personnel
Room/Ext. 1509

This office is responsible for employment and management of personnel and supervises operation of our physical facilities.
Mr. Daniel Wirrick  
Chief Engineer  
Room/Ext. 1125

This office handles campus maintenance and construction.

Stacie B. Ruskin  
Director of Development  

The Director of Development coordinates fund raising for the University and its colleges and serves as staff for the Southeastern University Foundation.

Mr. Fred Wilson  
Director of Purchasing and Housekeeping  
Room/Ext. 1128

This office supervises purchasing for the University and is responsible for all housekeeping.

Daniel Jonas, J.D.  
University Legal Counsel  
Room/Ext. 1530

This office is responsible for interpreting and managing all legal issues related to the University.

College of Osteopathic Medicine

Matthew Terry, D.O.  
Dean  
Room/Ext. 1300

The Dean is the chief academic officer of the College of Osteopathic Medicine. Any matters not readily handled by the Associate Deans or their departments should be referred to this office.

Robert A.J. Fernandez, D.O.  
Deputy Dean  
Room/Ext. 1300

The Deputy Dean serves as chief associate of the Dean and substitutes for him in his absence. He is responsible for all phases of examinations given in the College and correlates the educational program. He is the Dean's representative to the Student Promotions and Curriculum Committees.

Howard Neer, D.O.  
Associate Dean for Clinical Affairs  
Room/Ext. 1308

The Associate Dean is responsible for all clinical rotations including student assignment and evaluation. He is the primary interface between the college and the clinical sites.
Steven Zucker, D.M.D.
Associate Dean for Community Affairs
Room/Ext. 1270

The Associate Dean for Community Affairs is Director of the Area Health Education Center (AHEC) Program for SECOM. He maintains liaison with community health centers, cooperating hospitals and other universities and colleges.

Morton T. Smith, D.O.
Associate Dean of Osteopathic Student Affairs
Room/Ext. 1303

The Associate Dean is responsible for all non-academic student affairs including representing the Osteopathic Medical College with all student activity groups. He enforces all student policies of the College.

Dr. Cyril Blavo, D.O.
Assistant Dean for Clinical Sciences
Room/Ext. 1308

The Assistant Dean for Clinical Sciences is the coordinator for clinical sciences instruction offered by the College of Osteopathic Medicine.

College of Optometry

Stewart Abel, O.D.
Dean
Room/Ext. 1400

The Dean is the chief academic officer of the College of Optometry. Any matters not readily handled by the Associate Dean or their departments should be referred to this office.

Howard Purcell, O.D.
Deputy Dean
Room/Ext. 1417

The Deputy Dean serves as chief associate of the Dean and substitutes for him in his absence. The Deputy Dean is also responsible for specific tasks assigned by the Dean.

Lester E. Janoff, O.D.
Associate Dean for Academic Affairs
Room/Ext. 1400

The Associate Dean for Academic Affairs is responsible for the daily operations of the Dean’s office and assists in the educational supervision of the College.
Roland E. Gaudette, O.D.  
Associate Dean for Clinical Education  
Room/Ext. 1400

The Associate Dean for Clinical Education is responsible for developing and evaluating the clinical education program of the College.

Terrence Ingraham, O.D.  
Assistant Dean for Optometric Student Affairs  
Room/Ext. 1417

The Assistant Dean is responsible for all non-academic student affairs including representing the Optometry College with all student activity groups. He enforces all student policies of the College.

College of Pharmacy

Dean  
William Hardigan, Ph.D.  
Room/Ext. 2200

The Dean is the chief academic officer of the College of Pharmacy. Any matters not readily handled by the Associate or Assistant Deans or their department heads should be referred to this office.

Paul Magalian, Ph.D.  
Associate Dean  
Room/Ext. 2200

The Associate Dean is responsible for all administrative matters in the College of Pharmacy and serves in the absence of the Dean.

Scott Swigart, Pharm.D.  
Assistant Dean for Pharmacy Practice  
Room/Ext. 2318

This office handles matters concerning experiential education issues. The Assistant Dean is responsible for the development of the current curriculum in pharmacy practice and practice sites.

Andres Malave, Ph.D.  
Assistant Dean for Pharmaceutical Sciences  
Room/Ext. 2211

This office handles matters concerning all pharmaceutical science issues. The Assistant Dean is responsible for the development of the current curriculum in pharmaceutical sciences.

Dean Arneson, Pharm.D., Ph.D.  
Assistant Dean for Academic Student Affairs  
Room/Ext. 2207

The Assistant Dean is responsible for all student affairs and interfaces with all student pharmacy groups. He administers all students policies of the College.
College of Allied Health

Raul Cuadrado, Dr.P.H.
Dean
Room/Ext. 1201

The Dean is the chief academic officer of the College of Allied Health.

Kay Ericson, P.A. - C.
Director of Physician Assistant Program
Room/Ext. 1208

The Director plans, directs and coordinates the Physician Assistant Program.
CAMPUS

The Southeastern University of the Health Sciences is a complex of four modern buildings designed for educational, administrative and student-related functions. Situated in the heart of North Miami Beach in a quiet residential suburb close to transportation, recreation and housing, the campus offers an ideal environment for students and faculty members alike.

When University officials purchased the Southeastern Medical Center in May, 1991, and renamed it the Morton Terry Building in honor of the founder and President of the University, the Colleges of Osteopathic Medicine and Optometry were moved into the former 224-bed hospital. The building, featuring 154,000 square feet of renovated interior space, also houses the College of Allied Health, the Office of Admissions and Student Affairs, Basic Sciences, Medical Communications, offices for staff, faculty and administrative personnel and research laboratories.

The former Administration Building now serves as the base for the College of Pharmacy. A completely renovated, three-level structure, the building contains faculty and administrative offices, pharmacy laboratories, a model community pharmacy dispensary used to provide clinical training for pharmacy students, the school’s Drug Information Center, which provides needed information on drugs and medications to health care professionals in the community and a student computer laboratory.

The three-level Education Building, completed in 1982, boasts two fully-equipped amphitheater-style lecture rooms housed in the eastern wing. A large open student commons area dominates the lobby level. The second floor is the site of two new classrooms. Two state-of-the-art multi-purpose laboratories, four preparation rooms used for research and student lockers comprise the third floor.

The Student Activities Building, completed in 1988, offers a broad array of recreational and student activities. The building houses the university’s expanded 12,000-square-foot library, which features a wide selection of medical books and professional journals. It is the home of HARVEY, a computerized mannequin capable of simulating all normal and abnormal cardiac sounds. Designed to address the needs of a diverse student population, the building also features a 500-seat auditorium equipped with an advanced multi-media sound and light system; partition walls to transform the space into three separate classrooms; an Osteopathic Manipulative Medicine Laboratory; student cafeteria; lounge and gymnasium.
The Administrative Offices of the University are open from 8:30 a.m. to 5:00 p.m., Monday through Friday. The library maintains its own hours (see below).

After 5:00 p.m., osteopathic medical and optometry students will have access to the Gross Anatomy laboratory on the first floor of the Pharmacy Building by key, which will be issued to each osteopathic medical and optometry student during registration.

Bookstore

The University maintains a well-supplied bookstore which is located in the lobby of the Terry Building. The bookstore is operated by the University as a service to the students, faculty and staff. The hours of operation are normally 9:00 a.m. to 4:10 p.m., Monday - Friday.

The Bookstore sells (or will order) required texts, reference books, medical equipment, class rings, stationery supplies, gifts, wearing apparel, novelty items and sundries. Students wishing to charge purchases may do so by using Visa or Master Card charge cards.

Library

The University Library is located on the fourth floor of the Student Activities Building. It contains both card and computerized catalogues of holdings, over 11,000 book titles, 580 active journals, more than 600 audio and video tapes, and a current file of pamphlets and news clippings, as well as the Harvey cardiac simulation monitor. Two coin-operated duplicating machines are available for Library patrons. By observing all the rules and regulations, students can derive the utmost benefit by using the Library for learning, study and research. Guides to serials and new books are provided near the Library entrance.

**LIBRARY HOURS**

**WEEKDAYS:** 8:00 a.m. to 11:00 p.m.
Monday through Friday

**WEEKENDS:** 10:00 a.m. to 10:00 p.m.
Saturday and Sunday

**HOLIDAY AND VACATION HOURS WILL BE POSTED**
Library Rules and Regulations

1. For Library access, students and staff must show SEUHS identification. Guests must show picture identification, such as a driver's license or other university identification.

2. Smoking is prohibited.

3. No food or beverages are permitted in the library.

4. The library telephone is not to be used for personal calls; public phones are available.

5. Silence must be maintained for the benefit of others.

6. Library furnishings must not be removed, moved about or mishandled.

7. The library staff will not be responsible for personal items or books left unattended.

Circulation Policy

1. Students and staff who wish to borrow library materials must show SEUHS identification.

2. Students and staff in good standing may borrow books and library materials for specified periods of time.

3. Circulating books must be returned in person to a member of the library staff.

4. Library materials will not be renewed by telephone.

5. Reserve books, video tapes, and class notes must be requested and checked out at the circulation desk.

6. Time period for reserve materials is three hours unless otherwise designated by the librarian.

7. Reserve materials may be renewed hourly as long as there is no request for it by another person.

8. No periodicals, reserve, or reference material will leave the library at any time unless authorized by the librarian or designee.

9. Library materials are expected to be returned on or before the time due.

10. Repeated overdues may cause revocation of library privileges.

11. Cost of replacing lost library materials will be charged to the patron.
Learning Resources (Computer) Laboratory

The University Learning Resources Laboratory is located on the first floor of the Pharmacy Building. It contains five printers and 21 computers equipped with Windows®, Microsoft Excel®, and Wordperfect®. Computer-assisted instruction programs are also available. The Laboratory operates under the auspices of the University Library.

LABORATORY HOURS

WEEKDAYS: 5:00 P.M. to 9:00 P.M.
            Monday through Friday

WEEKENDS: 9:00 A.M. to 1:00 P.M.
            Saturday

Learning Resources (Computer) Laboratory Rules and Regulations

1. SEUHS identification is required for admittance.
2. Smoking is prohibited.
3. No food or beverages are permitted in the Laboratory.
4. Laboratory staff will not be responsible for personal items, books, or disks left unattended.
5. Patrons must surrender identification to the technician on duty and sign the register in order to use computer and software.
6. Computer usage is to be for the purpose of:
   a.) completion of classroom and computer assignments
   b.) computer-assisted instruction
7. If user is waiting, patron use of computer is limited to one hour.
8. Computer time may be reserved up to three days in advance. Computer will then be held for 10 minutes past the hour.
9. If computer has not been reserved, usage is first come, first served.
10. Scheduled classes have priority for use. Professors must sign up to reserve the Laboratory at least three days in advance.
11. Files created by students should not be stored on the computer’s hard drives, the computers will be periodically checked and files not belonging on the hard drives will be erased.
Student Lounges and Recreation Rooms

Students who wish to relax may utilize any of the several lounges and recreational areas that are provided on the third floor of the Student Activities Center. Students are invited to use these during their free hours.

Students have always shown responsibility for general cleanliness and preventing damage to the area. The Administration hopes this precedent will continue in the future.

Mailbox and Message Center

Mailboxes for intra-school memos and notices can be found in the lounge area. Students are responsible for checking their mailboxes daily. Official communications delivered to the student mailbox are assumed to be seen within 24 hours. Post-Graduate Pharm.D. students do not have mailboxes.

FINANCIAL AFFAIRS

University Fees and Expenses

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Activities Fee (all students)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Graduation Fee (Seniors only)</td>
<td>$200.00</td>
</tr>
<tr>
<td>Graduation Fee (B.S./Vision Science)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Lost Key Fee:</td>
<td>$10.00</td>
</tr>
<tr>
<td>(or cost of lock replacement)</td>
<td></td>
</tr>
<tr>
<td>I.D. Replacement:</td>
<td>$5.00</td>
</tr>
<tr>
<td>Diploma Replacement:</td>
<td>$25.00</td>
</tr>
<tr>
<td>Official Transcripts:</td>
<td>$1.00</td>
</tr>
</tbody>
</table>

Late Registration

Students who have completed one full year at the University and who cannot satisfy their financial obligations by the first day of class are considered late registrants.

The following will apply:

1. Recipients of Armed Forces scholarships shall be allowed up to two months of grace without penalty.

2. When confirmation of guaranteed loans has been received, but checks are delayed, credit will be extended for three months. Interest will be assessed at 1% per month during the delinquent period, except for those cases confirmed by divisions of the Armed Forces of the United States of America.
Tuition Refund Policy - Voluntary Withdrawals

Students who wish to withdraw must submit a written request for voluntary withdrawal to the Dean, who will evaluate the student’s request. After completing the required withdrawal form(s) and obtaining the Dean’s approval, an eligible student may receive partial refund of the annual tuition, according to the following formula:

- First three (3) class days: 70%
- Fourth or fifth class day: 60%
- Sixth or seventh class day: 40%
- Eighth, ninth or tenth class day: 20%
- After the tenth class day: 0%

NO REFUNDS WILL BE MADE THEREAFTER.

Tuition refunds are based on total tuition charged, exclusive of fees, not necessarily on amount paid. Students will not be given refunds for portions of tuition paid by financial aid funds. Instead, the respective financial aid programs will be credited in accordance with Federal regulations, which establish the following requirements for recipients of Title IV student assistance funds (Guaranteed Student Loans and Auxiliary Loan Program).

The regulation requires that if the student has received a financial aid overage to assist with related, but indirect educational costs, i.e., living expenses, books, supplies, transportation and/or personal expenses, this must be prorated for the period the student attended the institution. The student must then refund the difference (between the actual overage and prorated amount) to the institution for restoration to the appropriate Title IV account.

Failure to comply with these requirements could jeopardize future receipt of Title IV student assistance funds at any institution of higher education the student may subsequently attend.

A refund due the student will be mailed to the student’s permanent home address as soon as the withdrawal has been approved by the Dean of the respective College. The tuition refund policy is subject to change at the discretion of the University Board of Trustees.

Florida Residency

Students are advised that the University does not make the determination of Florida residency in order to qualify for reduced tuition. It is the student’s obligation to comply with all State requests for documentation, and if the reduced tuition is not approved by the State, then the student is liable for the full tuition.
STUDENT FINANCIAL AID

A student's eligibility for financial aid depends on how much the student and the student's family can pay toward the educational costs. Figuring out how much a student and family should pay is a process called need analysis. The need analysis is performed for everyone who applies for aid.

The University utilizes a federally approved service to perform need analysis; all aid applicants must submit a need analysis form to the service for analysis. The servicing agency utilizes a standardized methodology to generate a report based on the information the student provides. The Financial Aid Director reviews the report and determines the student's ability to contribute toward the costs of education.

The University attempts to obtain assistance for students who do not have sufficient resources to pay for the costs of a health professions education. However, the student and the student's family have the primary responsibility for education and living expenses. All aid should be viewed as supplementary to the efforts of the student and the family.

The Student Financial Aid office is an important source of information on all financial aspects of the student's education, including budget and debt management as well as financial aid. Counselors are available Monday through Friday, 8:30 a.m. to 5:00 p.m. Appointments are accepted, but not necessary.

Short-Term Emergency Loans

The University has limited small loans available on a short term basis to help meet unexpected financial emergencies. When approved, disbursement is made by check within one week of receipt of the student's application. Applications can be secured from the Office of Student Financial Aid located in Room 1101.

ALL FINANCIAL OBLIGATIONS MUST BE SATISFIED PRIOR TO OR AT THE TIME OF REGISTRATION.
ATTENDANCE, DRESS CODE AND CONDUCT

Attendance

ATTENDANCE AT ALL SCHEDULED INSTRUCTIONAL PERIODS IS MANDATORY. Failure to fulfill this requirement is considered in the evaluation of a student's academic performance and professional attitude and may result in a failing grade for the course. Students shall report to the office of the individual college's "Office of Student Affairs" in writing the reasons for all absences within 24 hours of each occurrence.

Students whose reasons are unacceptable will be subject to disciplinary action. In the event of an emergency absence, request for an excused absence must be made to the individual Office of Student Affairs for a decision.

1. Excused Absences
   a. Illness

The University must be notified as soon as possible of all absences due to illness, or at the latest, on return to school. For unusual or prolonged illness, the appropriate Office of Student Affairs must be notified as soon as possible. These absences will be evaluated on an individual basis by the Dean.

   b. Special Circumstances

Unusual circumstances resulting in absences, e.g., death in the immediate family, must be cleared with the appropriate Student Affairs Office on an individual basis, preferably before the student is absent from class.

2. Unexcused Absences

Absences not falling into the first category are unexcused absences. The Administration realizes that special circumstances may arise on rare occasions leading to an unexcused absence. However, unexcused absences are neither a right nor an entitlement of the student.

Unexcused absence or absences may result in a written reprimand from the Dean with a copy in the student's permanent file, plus a loss of 10 percentage points in the course or failure in the course.

Each laboratory, assignment or examination missed must be made up at the discretion and convenience of the instructor.

If, in the judgement of the Dean, a pattern of absences appears to surface, action may be taken, up to and including failure in the courses involved or dismissal from school.
3. Clinical Rotations

Attendance while on clinical rotations follows different procedures and they are noted in the policy and procedures Clinical Rotation Handbook or Clerkship/Externship Manual distributed prior to your going on rotations.

4. Tardiness

Promptness is another trait a proper health care practitioner must display. Additionally, tardiness in class both disturbs the lecturer and other members of the class and is thus markedly inconsiderate and rude.

University class hours are from 8:10 a.m. to 10:00 p.m. daily, Monday through Friday. Class schedules are issued from time to time as an aid to faculty and students, but the administration reserves the right to make changes, assign Saturday hours or deviate from published schedules without notice.

Classes begin at 10 minutes after the hour. Any student not seated in his/her assigned seat by the time class begins will be marked absent. Classes finish on the hour. If the student arrives within 20 minutes after the start of class, the absence will be reduced to half absence. Two incidents of tardiness are equivalent to one full absence. Students will await the instructor's arrival until at least 20 minutes after the specified starting time, unless notified otherwise by an authorized person.

5. Religious Holidays

Absences for major religious and ethnic holidays may be excused at the discretion of the Associate Dean for Osteopathic Student Affairs. Students are required to obtain approval for their absences one week prior to the holiday.

Dress Code

1. Students must maintain a neat and clean appearance befitting students attending professional school. Therefore, attire should convey a professional appearance whenever the student is on University grounds and in classes or laboratory or on an experiential rotation or program.

2. All students must have two short, white consultation jackets with their names and appropriate college designation embroidered over or on the left breast pocket. A white jacket is to be worn daily over the prescribed attire.
3. Identification badges will be issued through the registrar’s office and must be worn at all times when the student is on campus or clinical rotation.

4. Professional attire for men includes trousers, shoes and socks, shirt, necktie and white consultation jacket. Professional attire for women includes: dresses of appropriate length, or slacks, skirts with blouses and white consultation jacket and shoes.

5. Students may not wear the following:
   a.) shorts
   b.) cut-offs
   c.) mini-skirts (higher than mid-thigh)
   d.) dungarees
   e.) see-through clothing or halter-tops
   f.) sandals, thongs, flip-flops or sneakers
   g.) t-shirts (as the outer shirt)
   h.) jogging or exercise clothing

These guidelines apply from 8:00 A.M. - 5:00 P.M., Monday through Friday and at all times in the Terry Building.

6. Students inappropriately dressed or groomed may be requested to leave the campus. In this circumstance an unexcused absence will be recorded until the student returns properly attired. Questionable or disputed cases of dress or grooming shall be presented to the Dean, whose decision shall be final. Repeated violations will be considered improper professional behavior and may result in disciplinary action. When a class requires special dress (such as the wearing of scrubs in anatomy lab) it will be the only exception to the dress code allowed during that time.

**Conduct**

Students are expected to conduct themselves in a responsible manner which will reflect credit upon themselves and the University, in terms of morality, honor, truth and good citizenship, and to abide by the regulations of the University.

Furthermore, students are expected to conduct themselves in a professionally ethical fashion and to maintain and observe high standards of conduct so that the integrity of the University may be preserved. A student should avoid impropriety and should avoid even the appearance of impropriety in all activities.
ACADEMIC HONOR

Because complete confidence in the honor and integrity of health care practitioners is essential, students are held to the high standards of intellectual integrity befitting the learned profession they are entering. While students have an obligation to assist fellow students in meeting common goals of their education, dishonest acts will subject the student to immediate disciplinary actions up to, and including, expulsion from the College. Such acts include any attempt to pass examinations by improper means, to present work not performed by the student or to aid or abet any dishonest act.

Academic dishonesty is considered a serious academic offense by the faculty and administration of this University. Cheating, plagiarism or deceptions of any matter and material will not be tolerated. Examples include copying answers from another student’s test paper; using notes or answers during a test without approval of the instructor; sending another student to take your examination; submitting a paper without proper citations for another’s ideas or quotes. These are only several examples of academic dishonesty and students are required to acquaint themselves with the specific course requirements and regulations of the University.

Instructors have the authority to give a failing grade for the test and/or course to students who demonstrate academic dishonesty. Administration department heads and the Dean may enforce additional penalties ranging up to expulsion from the program.

Student Ethics and Relations Committee

The proper practice of health care requires the practitioner to maintain a high standard of professional ethics and personal integrity. The student who becomes a member of the health care field acknowledges his/her responsibility to uphold these standards. In order to preserve the environment where professional integrity is expected, a code of ethics and a Student Ethics and Relations Council have been established in each of the colleges. The student-elected councils perform the following responsibilities:

1. Encourage proper student conduct and ethics.
2. Settle disputed matters among students before they escalate or cause fractionation of the student body or University community.
3. Improve morale and foster cohesiveness in all relations between students, faculty and administration.
Requirements for Graduation

Students are not awarded their degrees upon the completion of any prescribed number of courses or upon passing a prescribed number of examinations. Degrees are awarded when the faculty believes the students have attained sufficient maturity of thought and proficiency. If a student fails to graduate, he/she does not fail in any one subject but is judged by the faculty to be unqualified for the practice of the health profession as a whole.

For the College of Osteopathic Medicine

In order to be eligible for the degree of Doctor of Osteopathy, each student shall:

a. Be at least 21 years of age.

b. Be of good moral character.

c. Have satisfactorily completed the program of study required for the degree.

d. Have satisfactorily discharged all financial and library obligations.

e. Have taken Part I and II of the National Board examinations.

f. Have been a student in an accredited osteopathic college for at least four academic years.

g. Attend in person the commencement program at which time the degree is conferred.

The University reserves the right, and the student, by his/her act of matriculation, concedes to the University, or to the appropriate College, the right to require his/her withdrawal at any time the University or College deems it necessary to safeguard its standards of scholarship, conduct, professional behavior and compliance with regulations or for such other reasons as are deemed appropriate.

Leave of Absence

A student desiring a voluntary leave of absence must submit a written request to the Dean. The Dean will then determine whether or not the leave of absence is to be granted and the conditions under which the student may return to school.
Withdrawal from the University

Students wishing to withdraw should meet with their respective advisor and the Dean. Withdrawal procedures should be followed including completion of the withdrawal forms. Students withdrawing from the University may lose the privilege of re-entering at a certain time, since the numbers admitted to classes are limited. Tuition refunds will follow the procedures previously outlined. Failure to officially withdraw will result in failure in all courses for that semester and automatic dismissal from the University.

Acceptance of Professional Fees

The activities of students are not to be construed as the practice of medicine, optometry, pharmacy and allied health. It is a violation of law and contrary to the policy of this University for any unlicensed person to attempt to engage in the professional practice of health care.

Students who are licensed may engage in that professional work to the extent provided by law.

Due to the intensity of the academic program in the College of Osteopathic Medicine, outside employment during regular school terms is strongly discouraged.

The University does have a work-study program for students who qualify. For more information, contact the Financial Aid Office.

Social Events

A student or group of students may not officially represent the University, on or off campus, at any time without prior authorization in written form. All events sponsored by student body groups must receive prior approval from the University Office of Student Affairs and faculty advisors affiliated with the group. A specific room will be assigned for the function. No announcements can be posted unless authorization is given by the University Office of Student Affairs.

Transcripts

Transcripts of a student’s academic record may be requested by the student through the Registrar’s Office. A student’s academic record can only be released upon authorization of the student. Students requesting transcripts may do so in person or by writing to the Registrar’s Office. Include in the request the full name, social security number, date of birth, and indicate the name and address to whom the transcript is to be sent. If the grades for the current term are needed, clearly indicate that the transcript request is to be held for grades. There is a $1.00 charge for each transcript sent.
Definitions:

For the purposes of this policy, Southeastern University of the Health Sciences, has used the following definitions of terms.

**Student** - Any person who attends or has attended the University.

**Education Records** - Any record (in handwriting, print, tapes, film, or other medium) maintained by the University or an agent of the University which is directly related to a student, except:

1. A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute.

2. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.

3. Records maintained by the Health Clinic if the records are used only for treatment of a student and made available only to those persons providing the treatment.

4. Alumni records which contain information about a student after he or she is no longer in attendance at the University and the records do not relate to the person as a student.

Annual Notification

Students will be notified of their Federal Educational Rights and Protection Act (hereinafter FERPA) rights annually by publication in the Student Handbook.

**THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act of 1974 places certain limitations on the disclosure of personally identifiable information maintained by the University with respect to students and limits access to educational records, including the right to access, the right to obtain copies, the right to seek correction of such records through informal and formal internal procedures and the right to place a statement in such educational records explaining any information which he or she believes to be inaccurate or misleading.

The University has adopted a policy with respect to its student educational records consistent with the requirements of the Family Educational Rights and Privacy Act and the regulations promulgated under the act.

The University adheres to all provisions, as prescribed by the American Disability Act.
Procedure to Inspect Educational Records

Students may inspect and review their Education Records upon request to the appropriate record custodian.

Students should submit to the record custodian or an appropriate University staff person a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The record custodian or an appropriate University staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the record which relates to him or her.

Right of University to Refuse Access

The University reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student’s parents.
2. Letters and statements of recommendation for which the student has waived his or her right of access.
3. Records connected with an application to attend the University or a component unit of the University if that application was denied.
4. Those records which are excluded from the FERPA definition of Education Records.

Refusal to Provide Copies

The University reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in any of the following situations:

1. The student lives within commuting distance of the University.
2. The student has an unpaid financial obligation to the University.
3. There is an unresolved disciplinary action against the student.

Fees for Copies of Records

The fee for copies will be $1.00 per page.
Types, Locations and Custodians of Official Education Records

Type: Admission Records  
Location: Admissions Office  
Custodian: Assistant Dean Marla Frohlinger

Type: Cumulative Academic Records  
Location: Registrar's Office  
Custodian: Mrs. Mary Smith

Type: Health Records  
Location: University Health Services Office  
Custodian: Myron Howell, D.O.

Type: Financial Records  
Location: Finance Office  
Custodian: Mr. Jeffrey Schneider

Type: Cumulative Records  
Location: Dean’s Office  
Custodian: Respective Dean

Disclosure of Education Records

The University will disclose information from Education Records only with written consent of the student. No consent is needed for the following:

1. To school officials who have a legitimate educational interest in the record.

A school official is:

A person employed by the University in an administrative, supervisory, academic, research or support staff position.

A person elected to the Board of Trustees.

A person employed by or under contract to the University to perform a special task, such as the attorney or auditor.

A school official has a legitimate educational interest if the official is:

Performing a task that is specified in his or her position description or by a contract agreement.

Performing a task related to a student’s education.

Performing a task related to the discipline of a student.

Providing a service or benefit relating to the student or student’s family, such as health care, counseling, job placement or financial aid.
2. To officials of another school, upon request, in which a student seeks or intends to enroll.

3. To certain Officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state and federally supported education programs.

4. In connection with a student’s request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.

5. If required by a state law requiring disclosure that was adopted before November 19, 1974.

6. To organizations conducting certain studies for or on behalf of the university.

7. To accrediting organizations to carry out their functions.

8. To parents of an eligible student who claim the student as a dependent for income tax purposes.

9. To comply with a judicial order or a lawfully issued subpoena.

10. To appropriate parties in a health or safety emergency.

Record of Requests for Disclosure

The University will maintain a record of all requests for and/or disclosure of information from a student's Education Records. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible student.

Directory Information

The University designates the following items as Directory Information: Student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph. The University may disclose any of those items without prior written consent, unless notified in writing to the contrary. Forms may be obtained by the University Office of Admissions/Student Affairs.
Correction of Education Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. Students must ask appropriate officials of the University to amend a record. In so doing, the students should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of his or her privacy or other rights.

2. The University may comply with the request or it may decide not to comply. If it decides not to comply, the University will notify the student of the decision and will advise him/her of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student’s rights.

3. Upon request, the University will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.

4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student’s Education Records. The student may be assisted by one or more individuals, including an attorney.

5. The University will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

6. If the University decides that the challenged information is not accurate, misleading, or in violation of the student’s right of privacy, it will notify the student of the right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

Visits to Other Institutions

Students may not visit, in an official or presumed official capacity as a professional school student, any health-related institution (hospital, pharmacy, practitioner’s office, clinic, etc.) or any health school without express permission of the Dean’s Office. Visits to relatives or friends who are hospitalized are permitted, provided they are within visiting hours and all hospital rules are observed.
Motor Vehicle and Parking Regulations

The University does not guarantee parking spaces for students, but we do provide a limited number of parking spaces on a first-come, first-served basis. Students may park in any unassigned parking space on the University parking lots. Students are expected to respect the private parking spaces of our neighbors.

All vehicles are parked at owner's risk. The University assumes no risk for articles left in vehicles, or for any loss by theft or damage which may be caused to any vehicle on University property. A bicycle rack is provided at the north side of the Education Building. Bicycles are not to be placed anywhere else on school property.

SEXUAL HARASSMENT POLICY

It is the policy of the Southeastern University of the Health Sciences, in keeping with efforts to establish an environment in which the dignity and worth of all members of the institutional community are respected, that sexual harassment of students and employees is unacceptable conduct and will not be tolerated. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when that behavior falls within the definition outlined below.

Definition:

Sexual harassment of employees and students at Southeastern University of the Health Sciences is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.

2. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive work or educational environment.

Rules Governing the Conduct of Faculty and Administration:

Part I Sexual Favors as basis for actions affecting an individual's welfare as a student or employee.

No member of the faculty shall behave toward another institutional employee or students in any of the following ways: make or threaten to make submission to or rejection of request for sexual favors a basis for decisions affecting an individual's welfare as an employee or student.
Part II  Flagrant or repeated sexual advances, requests for sexual favors, and physical contacts harmful to another’s work or study performance or to the work or study environment.

No member of the faculty shall behave toward another institutional employee or student in any of the following ways:

In a work- or learning-related setting: make sexual advances, requests for sexual favors, or physical contacts commonly understood to be of a sexual nature, if

a. the conduct is unwanted by the person(s) to whom it is directed, and

b. the person knew that the conduct was unwanted, and because of its flagrant or repetitious nature, the conduct either

(1) seriously interfered with work or learning performance of the person(s) to whom the conduct was directed, or

(2) makes the institution’s work or learning environment intimidating or hostile, or demeaning.

Part III  Repeated demeaning verbal and other expressive behavior in non-instructional settings that is harmful to another’s work or study performance or the work or study environment.

No member of the faculty shall in a non-instructional but work- or learning-related setting:

1. Repeatedly address or direct sexual gestures, or sexually explicit comments concerning a specific person(s) to an institutional employee(s) or student(s) if the gestures or comments are commonly considered by people of a specific sex or sexual preference to be demeaning to that sex or sexual preference.

2. Display visual materials, alter visual materials displayed by others, or make statements, if

a. the intent of the person is to interfere with the work or study performance of an employee or student or to make the work or study environment hostile, intimidating, or demeaning to persons of a particular sex or sexual preference and
Demeaning verbal and other expressive behavior in instructional settings.

Discipline of faculty members because of expressive behavior in an instructional setting shall be governed by the following definition and rules:

1. Definitions for Purposes of Part IV:
   a. An "instructional setting" is a situation in which a member of the faculty is communicating with a student(s) concerning matters the faculty member is responsible for teaching the student(s). These situations include, but are not limited to, such communication in a classroom, in a laboratory, during a field trip, or in a faculty member’s office; advising and counseling situations are not included.
   b. Expressive behavior related to subject matter.

"Expressive behavior" is conducted in an instructional setting through which a faculty member seeks to communicate with students. It includes, but is not limited to, the use of visual materials, oral or written statement, and assignments of visual or written materials.

2. Protected Expressive Behavior
   a. A faculty member’s selection of instructional materials shall not be a basis for discipline unless an authorized hearing body finds that the faculty member’s claim that the materials are germane to the subject of the course is clearly unreasonable.
   b. The person engaging in such conduct has previously been asked not to engage in such conduct or conduct of substantially the same kind, and
c. In addition, a faculty member is subject to discipline if, in addressing a student(s) in an instructional setting, he or she repeatedly uses sexual gestures, sexually explicit comments, or gender-related epithets to refer to a student(s) in the course.

Part V. Demeaning Verbal and Other Expressed Behavior of students versus students. This is also subject to disciplinary action.

Consensual Relationships

Consenting intimate relationships between faculty and student, or between supervisor and employee, while not expressly forbidden, are generally deemed very unwise. Codes of ethics for most professional associations forbid professional-client intimate relationships. The professor-student relationship is one of professional and client. The respect and trust accorded a professor by a student, as well as the power exercised by the professor in giving praise or blame, grades, recommendations for further study and future employment, etc., greatly diminish the student's actual freedom of choice should favors of an intimate nature be included among the professor's other, legitimate demands. Therefore, faculty are warned against the possible costs of even an apparently consenting relationship, in regard to the academic efforts of both faculty member and student. A faculty member who enters into an intimate relationship with a student (or a supervisor with an employee) where a professional power differential exists, must realize that, if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to prove immunity on grounds of mutual consent.

Since a once-consenting relationship turned sour may result in a later allegation of sexual harassment, it is important that immunity due to previous consent will not be allowed.

The Sexual Harassment Committee

The committee has been charged by the administration of Southeastern University to provide an avenue by which students, faculty, and staff can address violations of the University's policy on sexual harassment.

The Committee will consist of four individuals appointed by the Executive Vice President: their function will be to (1) investigate all allegations of sexual harassment that involve students, faculty and staff; (2) report those findings to the Executive Vice President for disposition of the case; and (3) act as advocates and conduits for the resolution of the case.
Reporting Allegations of Sexual Harassment

Instances of sexual harassment are to be reported to an investigating member of the Committee (Stan Cohen, Ed.D; Joel Spike, D.O; Barbara Sterry, M.B.A.; Dan Shaw, Ph.D.) for the purpose of the follow-up investigation and disposition.

1. The individual or individuals reporting the alleged incident must identify him/herself and be willing to identify the alleged perpetrator. Anonymous reports will not be cause for administrative action.

2. A log of contacts shall be maintained by the investigator for the purpose of documenting contacts with the principals involved in the case. In addition to the log of contacts, a contact sheet will be maintained which documents the content of the meeting, to include individuals present and disposition of the meeting.

3. The investigator (Committee member) will attempt to determine within a reasonable time frame (within three working days) the validity of the complaint and ascertain the parties who are involved in this incident. The investigator is charged with providing the full Committee with adequate information to make a judgement on whether to continue to proceed with this case internally or to forward the case to an outside body i.e. local police, etc.

4. If the charges are found to be valid and a harassment has occurred, all parties are to be put on notice that an administrative resolution will be enforced.

5. Administration (the Executive Vice President’s Office) will be informed of the harassment, the extent, individuals involved, and will be provided with adequate information so that administrative action can take place in a timely fashion to the satisfaction of all parties.

Guidelines for Investigating Allegations of Sexual Harassment

Formal and informal complaints related to allegations of sexual harassment should be followed up within 24-48 hours.

1. Interview of Complainant

This interview should focus on gaining factual information which will assist in determining whether or not an investigation should be instituted. When possible two committee members should be involved in the initial interview of parties as well as any witnesses of the incident.
2. Documentation

All interviews, telephone calls, or any other administrative activities should be carefully documented in the case of a formal proceeding.

3. Record Keeping

All records of investigations related to sexual harassment shall remain in the locked possession of the investigating committee member until a disposition has been reached. Once a case has been resolved the records then become the confidential files of the Executive Vice President and his designee.

4. Reporting of Findings

The committee will report findings of any investigation (formal or informal) to the Vice President or his designee. The findings may take two forms:

a. no violation of institutional sexual harassment policies

b. suspected or "probable cause" violation of institutional policy.

All parties involved are to be notified of the disposition of the case; if the complainant is dissatisfied with the decision he/she is to be informed of additional internal or external appeal routes.

Suggestions for Sanctions or Disciplinary Actions

Violations of policies on sexual harassment may lead to a variety of sanctions. Included in the list of possible disciplinary actions are written or oral reprimands, suspension (for employees, with or without pay), termination, or referral to the criminal justice system for possible sexual assault violation.

HEALTH AFFAIRS

Health Insurance

Because the University is concerned for the health and welfare of its students, a program of Student Health Insurance is required. The student has exclusive responsibility for his/her own medical bills. The University assumes no responsibility to seek reductions or waivers.

The Office of University Student Affairs will provide information regarding health insurance policies.

Prior to receipt of diploma, students must be free from any outstanding medical financial responsibilities with any of our affiliated hospitals.
Health Care

Ambulatory medical and optometric care is made available during regular business hours for the University family. When a student or a member of his/her immediate family (parents, spouses, children and dependents) needs to see a doctor, he/she may make an appointment with the University Health Service. For those unable to make appointments in advance, hours will be posted. These hours may be changed from time to time and changes will be posted. For urgent situations which do not meet the above, contact the University Health Service at 949-4000 extension 5110.

When needed, written prescriptions will be issued by the University Health Service. Sample medication will be dispensed only in limited cases when available.

Consultation with specialists, when needed, will be arranged by the University Health Service and such specialty care will be the student's financial responsibility. Direct visits to specialists without referral by University Health Service are strongly discouraged.

Examinations

1. A complete physical examination and a comprehensive eye examination, consistent with the standard University form, are required of every student prior to or upon entrance to the University.

2. The student may have these done by his personal physician or by his personal eye doctor (optometrist, ophthalmologist). Forms will be distributed by the Office of Admissions and Student Affairs to each matriculant as part of the admissions package.

3. Students may substitute for either or both of these forms a signed request for the examinations to be done after matriculation, through the University Health Service.

4. Arrangements will be made and appointments issued to the students in as timely a manner as possible. Appointments, once made, are an obligation and must be kept!

5. Reports of the two examinations (whether done privately or by the University) will be filed in the students' personal files which must remain the University clinic for all students at SECOM.

6. Any follow-up recommended in the examinations will be the financial responsibility of the student, except where the needed services fall into the categories provided by the University Health Service. However, the University Health Service will press for the completion of any recommendations and correction of any problems.
Immunization Requirements

The following immunization procedures are required of all students at Southeastern University:

Basic Immunizations

Every student is required to have had a shot for the following immunizations prior to matriculating at Southeastern University: diphtheria-pertussis-tetanus (or diphtheria-tetanus), measles-mumps-rubella, and poliomyelitis. A written memorandum of the immunization given and the date, signed by a physician, must be filed with the Admissions office on the day of registration at the latest.

Hepatitis B Vaccine

Since every student at Southeastern University can be potentially exposed to this deadly virus, and since many rotation sites require it of personnel, we will administer and require Hepatitis B Vaccine for every entering student during the first year. The cost of this vaccine will be supported through the Student Activities Fee.

Tuberculosis

Because of the resurgence of Tuberculosis and the possible exposure of students, Southeastern University will require and provide a yearly tuberculosis test for every student in the University. This, too, will be supported by the Student Activities Fee.

Arrangements

The University Health Service will schedule appointments for students for the tuberculosis testing and for the Hepatitis B Vaccine. Because both of these require preparation, any student who does not keep a scheduled vaccination appointment will be required to pay for the immunization personally.
In addition, the University has adopted the following AIDS policy:

Southeastern University of the Health Sciences recognizes its responsibilities for the health and welfare of its students, faculty and staff, as well as its responsibility to patients suffering from AIDS or harboring the Human Immunodeficiency Virus (HIV). SEUHS does not subscribe to compulsory HIV testing either as a screening device or in individual cases. As an institution of medical learning, SEUHS provides each student/faculty/staff person knowledge to understand the AIDS problem including AIDS testing, treatment and counseling by community services. SEUHS provides an annual seminar to all students, faculty and staff. The University recommends universal precautions in all laboratory and clinical settings. SEUHS reserves the right to alter this policy as new information on AIDS becomes available.

The following guidelines should be used:

1. Students suspecting HIV exposure must file an incident report with the University.

2. Students should consult their physician for HIV testing or treatment immediately following exposure.

Counseling and Psychiatry Services

First year students are encouraged to participate in student peer counseling groups. Students are assigned to a group and a counselor prior to the start of classes. Discussions concerning academic, financial and social difficulties will be held on a monthly basis.

Any student needing additional counseling is encouraged to seek professional help. Contact Daniel Shaw, Ph.D. (Telephone extension: 1139) who serves as faculty advisor to student peer counselors or your faculty advisor or administration for referrals.

Counseling services are available from 5:00 P.M. - 7:00 P.M. on some weekdays with Nova University interns by appointment only.
Southeastern University of the Health Sciences is deeply concerned about the issue of substance abuse and its effect on faculty, students, staff, and employees. In addition, the University, as a recipient of Federal funding, is required, under the Drug-Free Workplace Act of 1988, to establish policies and procedures to discourage the illegal use of drugs, including alcohol, and encourage a healthy, drug-free educational and work environment.

Southeastern University of the Health Sciences believes that prevention is the key to reaching these goals. As a result, the University has developed a prevention program that encompasses exploration of attitudes and education concerning substance abuse prevention and wellness issues. The University also provides specific protocols to assist in identification, intervention and assistance for all people associated with the school who have drug related problems. In addition, as a training center for health care professionals, SEUHS accepts its responsibility to educate and assist the community, through our faculty, and students, in the battle against drug abuse and addiction.

The University advocates the disease concept of addiction and strives to assist all students and other personnel with issues associated with chemical dependency. The University’s Drug Abuse Prevention and Education Task Force as well as the College of Osteopathic Medicine’s Division of Addiction Medicine can provide general information and education, as well as intervention and assistance in this area.

Although the University wants to help its students, faculty, and staff, this assistance cannot be provided unless the impaired person is identified. Therefore, this first step rests with the individual or his or her classmates, teachers, associates, co-workers, family and friends.

If questions arise, they can be answered, confidentially, by contacting Joel Spike, D.O., Chairman of the Department of Behavioral Medicine and Director of the Student Impairment Program at his office (room 1322 - Terry Building) or 24 hours a day at 305-964-5257.

Legal Consequence of Drug Use

The unlawful manufacture, distribution, dispensation, sale, possession, or use of any illegal drug are all subject to varying degrees of legal sanctions under various federal, state and/or local statutes. This may also be true of the inappropriate use of legal prescription drugs. A comprehensive listing of ALL federal penalties is available in DRUGS OF ABUSE, 1989 Edition published by the U.S. Department of Justice, Drug Enforcement Administration.
Between 1991 and the present a number of changes have been made in the "DUI" Laws. The two major changes involve the ability of a police office to take the intoxicated driver's license "on the spot". In addition, as of January 1, 1994, "the legal limit" for blood alcohol level has been reduced from 0.1% to 0.08%.

The definition of "under the influence" applies to alcohol, any and all controlled substances, and other psychoactive drugs that may impair driving. A police officer can stop any person who appears to be driving under the influence. Intoxication can be determined in the following manner:

1. Testing of urine and/or blood, when carried out in an appropriate manner.
2. Breath-o-lizer test for blood alcohol concentration.
3. Use of road-side sobriety test, with or without videotaping.
4. Any significant loss of psychomotor or cognitive impairment.

In Florida, permission for testing is considered to be implied when a person obtains a driver's license. Specimens of urine or blood are used for evaluation. If the driver is unable to provide a urine specimen, a blood sample may be used. Blood samples may be obtained by an approved, licensed physician, registered nurse, or laboratory technologist or technician. If death or severe injury has occurred as a result of an accident, "the law enforcement officer may use reasonable force to obtain blood." In addition, any driver that, in the opinion of the arresting officer, appears to have an impaired ability to drive, may be arrested.

In the case of alcohol, breath tests may be used instead of urine or blood tests. A blood alcohol level of less than 0.05% shall be considered NOT under the influence of alcohol, however, a level of 0.1% is not considered as being diagnostic although impairment may occur. The above testing can be carried out either at the request of the police officer or the driver.

Based upon the new 1994 standards, a 180 lb. man would be considered legally intoxicated after having 4 drinks (12 oz. beer, 5 oz. wine or 1 oz. proof liquor.) within a period of one hour. A 120 lb. woman requires only a little over 2 drinks to reach this blood alcohol level.

The second major change allows a law enforcement officer to suspend the driving privileges of a person who has been arrested by taking his or her driver's license at the time of arrest. The officer will issue a seven day temporary permit if that driver is otherwise eligible for driving.
Penalties for Conviction

All drivers convicted of driving while intoxicated will be required to attend and complete a court appointed substance abuse course (DUI School). The Court may also require the driver to obtain an evaluation for drug dependency and/or treatment at a Court approved treatment facility. The driver will be responsible for payment for the above.

Driver with blood alcohol level of 0.1% (0.08% after 1/1/94) or higher or impairment due to other scheduled or illicit substances:

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<tr>
<th>Penalties 1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
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<tbody>
<tr>
<td>B.A.L. between .08% and .2%</td>
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<tr>
<td>Fine</td>
<td>$250 - $500</td>
<td>$500 - $1000</td>
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<td>Prison</td>
<td>up to 6 months</td>
<td>up to 9 months</td>
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<tr>
<td>B.A.L. of .2% and above</td>
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<tr>
<td>Fine</td>
<td>$500 - $1000</td>
<td>$1000 - $2000</td>
</tr>
<tr>
<td>Prison</td>
<td>up to 9 months</td>
<td>up to 12 months</td>
</tr>
</tbody>
</table>

Damage to property or another person......misdemeanor
Fourth offense..........................third degree felony
Serious injury............................third degree felony
Death....................................DUI manslaughter
(2nd degree felony)

POSESSION OF OPEN ALCOHOL CONTAINER
IN A MOTOR VEHICLE IS PROHIBITED.

Any opened container must be locked in a non-passenger (trunk, glove box, etc.) space. Although not a criminal charge, carrying an open container is considered a moving traffic violation. Individual counties or cities may provide more stringent rules and punishments.

DRUG FREE WORKPLACE AWARENESS PROGRAM

Since prevention and education are the keys to the battle against drug abuse, Southeastern University of the Health Sciences has established the following drug-free awareness program. The University will make a good faith effort to continue to maintain a drug-free workplace through the implementation of this program.

The program is designed to inform all students of:
1. The dangers of drug abuse in the workplace
2. the University’s policy concerning maintenance of a drug-free workplace
3. the penalties that may be imposed for deviation from the policies, especially concerning the sale of illicit drugs, either on or off campus
4. the availability of the University’s intervention and assistance program

ALL STUDENTS, as a condition of enrollment in the University, MUST AGREE to abide by its DRUG FREE WORKPLACE POLICY.
Drug Use Prohibition

The Southeastern University of the Health Sciences prohibits the unlawful manufacture, distribution, dispensation, sale, possession, or use of any illegal drug or inappropriate use of prescription or over-the-counter drugs or alcohol by its students either on or off campus. In addition, the consumption of alcoholic beverages on campus, or the use of alcohol by persons under twenty-one, at any time, is strictly prohibited.

Any student who violates this prohibition will be subject to action by the University. Students identified as being drug dependent or addicted will be REQUIRED to participate and successfully complete a treatment program administered by the University’s impairment program. Those licensed under the various Professional Practice Acts that appear to be suffering from addictive disease (including alcoholism) or from other forms of impairment will be confidentially referred to the appropriate division of the Physicians Recovery Network (PRN). Other action will be determined on an individual basis but may include, though not limited to, reprimand, suspension, or dismissal.

Illegal Activity

Illegal drug related activity, within or beyond the University grounds, will not be tolerated. Any drug related criminal act that comes to the attention of the University, whether on or off campus will be thoroughly investigated. If confirmed, the offender will be subject to disciplinary action up to and including dismissal. In addition, the University is legally obligated to report the activity to the appropriate federal, state or local authorities including the various licensing boards and agencies if indicated. Conviction of a drug-related activity that violates federal, state or local law must be reported within five days. Students should report such incidents to Dr. Spike, Chairman of the Impaired Students Committee.

Impaired Students

Intervention Protocol

1. The Impaired Student Program (ISP) of Southeastern University of the Health Sciences is designed to provide students with assistance in dealing with one of the most severe disabling diseases known to medical science. The program is designed to identify and treat students suffering from substance (including alcohol) abuse or addiction in a compassionate, non-punitive manner in keeping with the spirit of the tenets of the healing arts. In addition, the program is available to evaluate students having other problems resulting in academic, professional, interpersonal or intrapsychic impairment.

2. All students in all classes will be informed of the availability of the Impaired Students Program.
a. A description of the Program is listed below. The Program Director, Joel Z. Spike, D.O., can be reached at the Terry Building Room 1322 or at telephone number 305-964-5257.

b. The ISP will be discussed during Freshman Orientation.

c. Presentations by the Program Director and/or other appropriate speakers will be made each year to all classes when possible.

d. Faculty, staff, administration, and clinical supervisors will be informed of the existence of the program.

3. Goals of Intervention Include:

a. Offering help, not punishment, to the impaired student.

b. Identification of students who:

   (1) Exhibit unusual or inappropriate behavior
       (a) Erratic behavior
       (b) Changes in personality
       (c) Embarrassing behavior

   (2) Demonstrate changes in academic performance.

   (3) Have excessive absences from lectures, laboratory sessions, or clinical assignments.

   (4) Appear late repeatedly for any of the above assignments.

   (5) Are observed to appear to be intoxicated.

   (6) Present themselves for counseling.

   (7) Display repeated, unexplained illnesses or accidents.

   (8) Have major, unexplained relationship/family problems.

   (9) Have legal problems, including D.U.I.'s.

   (10) Are of potential danger to themselves or others.

   (11) Appear to have significant inability to cope with stress.
c. Assisting the student in knowing he/she is not alone.
d. Providing a supportive atmosphere in which the problem can be discussed clearly and rationally.

4. Initial Information may come from:
   a. The student (self-reported)
   b. Faculty/clinical supervisors
   c. Spouse or "Significant Other"
   d. Peers
   e. Administration

5. All cases reported to the Program Director, Dr. Spike, will be investigated to obtain collaborating documentation.
   a. Intervention will be carried out only after initial reports are confirmed.
   b. Anonymity will be maintained for both the student and the reporting source.
   c. Intervention will be carried out if "probable cause" can be confirmed. This will protect the suspected abusing student from harassment and the reporting person from abuse.

6. Intervention Technique
   a. Self-disclosure will be strongly encouraged.
      (1) Students may contact the Director at any time night or day.
      (2) If suspected addictive behavior is noted by a number of people, it is appropriate to discuss these issues with the potentially impaired person, encouraging that person to self-disclose prior to the behavior being reported to the Director of the ISP.
      (3) Absolute anonymity will be maintained.
   b. In order to provide maximum protection to the student, initial intervention will be carried out by the Director, Dr. Spike.
(1) Dr. Spike will be provided with an up-to-date list of addresses and phone numbers of all students, thus avoiding the need to contact school staff to obtain specific contact numbers.

(2) The student will be contacted personally by the Director, indicating that he believes that a potential problem may exist.

(3) An appointment will be made and must be kept by the student within 24 hours of this initial contact.
   (a) All interventions will be carried out at Dr. Spike's private office, 3595 Sheridan Street, Hollywood. Phone: (305) 964-5257.
   (b) If necessary, the student may be instructed to miss a scheduled class, provided no examinations are at this time.
   (c) Evening appointments will be provided whenever possible.

(4) Urine and/or blood samples may be required at the Director's discretion.

(5) If this procedure is followed, the Director, Dr. Spike, will be the only person who will know the actual identity of the person being evaluated.

(6) Failure to comply with this protocol will result in confrontation by the entire ISC.

c. Secondary Intervention

(1) Anonymity from school administration will still be maintained.

(2) The entire Impaired Student Committee (ISC) will be involved.

(3) Additional resources, including peers, spouses, and other family members may be involved.

(4) All other protocols, as stated above, will apply.
d. Tertiary Intervention

If all other attempts fail, the suspected dysfunctional student will be reported to administration who, if the student is confirmed as impaired, will have the option to take whatever action it deems necessary. The ability of ISC to intercede will be greatly reduced under these conditions.

Treatment Protocol

1. The goal of treatment is to assist the student who is disabled due to drug or alcohol abuse or dependency to return to full function physically, psychologically and academically.

(a) The Committee will take appropriate action rapidly.

(1) In most cases, the Director will refer to the student BY NUMBER ONLY when discussing the case with Committee members.

(a) This will assure anonymity.

(b) The same technique will be used when discussing Committee issues with the administration.

(c) Only the Director will know the actual names of students who are following the recommendations of the Committee.

(2) An individualized treatment plan will be developed by the Committee within 48 hours of diagnosis.

(a) Actual treatment will be initiated within 72 hours.

(b) Consideration will be given to the use of all treatment modalities on both an inpatient and outpatient basis.

(3) Every attempt will be made to set up a treatment plan that will allow the student to stay in school without interruption.
(4) If inpatient treatment is necessary, the student will be assured that he/she will have every opportunity to continue his/her education without prejudice.

(a) Administration will be briefed on a "need-to-know" basis.

(b) The ISC will act as the student's advocate.

(c) The student will be allowed to return to his/her studies as soon as possible.

(5) If inpatient treatment, especially lasting more than 28 days, is considered necessary, it is understood that the student's ability to continue with his/her class may not be possible.

(6) The student will be allowed to continue his/her education at the earliest possible date.

b. Student involvement in the various self-help related to his/her treatment.

(1) Outpatient therapy

(2) Urine/blood tests

(3) Inpatient therapy

2. Types of Treatment

a. All forms of treatment available to physicians, physician assistants, pharmacists and optometrists licensed in the State of Florida through the respective professional or governmental organizations will be open to our enrolled students.

Physicians: Through the FMA/FOMA Impairment Program

Pharmacists: FPA Impairment Program

Optometrists: The Florida Department of Professional Regulation Impairment Program

Physician Assistants: Physicians Recovery Network
b. Student involvement in the various self-help programs will be used as an integral part of treatment.

(1) Alcoholics Anonymous: 305-642-2805
(2) Narcotics Anonymous: 305-949-8809
(3) Alanon (for "significant others" or close family members): 305-642-2805

c. Inpatient, short-term, therapeutic community programs.

(1) Duration of treatment: 28-56 days.

(2) Specific programs approved by the FMA/FOMA Impairment Program or other professional group. In addition, programs may be approved by the ISC.

(3) Financial issues will be determined prior to admission.

d. Inpatient, long-term programs: 3-6 months.

(1) These programs will be used on a limited basis.

e. Outpatient supervision and psychotherapy will be used in conjunction with the self-help approach.

(1) All outpatient care will be supervised by a qualified, approved therapist.

(2) Dr. Spike may act as Supervisor at the request of the student.

(3) Otherwise, a supervisor may be selected from a list of "approved" therapists.

(4) The student may select a therapist not on the list with the approval of the Committee.

   (a) Therapy must be on at least a weekly basis.

   (b) Students will be expected to make appropriate financial arrangements for this treatment.
f. Drug-testing may be carried out at any time during treatment.

(1) Testing will be carried out on a random basis.

(2) The student’s name will not appear on laboratory work in order to maintain anonymity.

g. Chemotherapy will be used where indicated.

3. Aftercare and supervision will continue for a period of two years:

a. Continued involvement on a regular basis in self-help groups (A.A., N.A., etc.) will be required.

b. Regular contact with the Supervisor will continue.

c. The student will continue to remain in contact with the ISC.

d. Random drug-testing may be requested.

4. Since, as with other chronic diseases, continued treatment does not guarantee continued remission, students suffering exacerbations while in treatment will not be subject to punitive action, and the student will receive full benefit of the Program.

a. Failure to follow the prescribed course of treatment will result in a report to the administration.

b. Drug-dealing will not be tolerated.

c. The ISC will no longer be able to protect the student.

d. The possibility of punitive action at this point, including expulsion, is up to the administration.

5. Successful treatment will be judged by:

a. Abstinence.

b. Successful return to all aspects of life.
MISCELLANEOUS INFORMATION

National Board Examinations

For the College of Osteopathic Medicine

All students must take Parts I and II of the examinations of the National Board of Osteopathic Medical Examiners. Part I should be taken in the spring of the sophomore year and Part II in the spring of the senior year. Information is obtainable in the Registrar’s Office.

Student Mail Boxes and Lockers

Students are requested to receive their personal mail at home. Student mail boxes are provided only for campus correspondence. They are located in the student lounge in the Student Activities Building.

Please note that all University correspondence will be deposited in these mailboxes. They should be checked EVERY DAY.

Student lockers are located across from the laboratories on the third floor of the Education Building. Both the lockers and mailboxes will be assigned at the beginning of each academic year by the Office of the Registrar.

Notices, Messages, Posters

Students may post notices on the bulletin boards located in the cafeteria, the student lounge and other locations.

Other boards are provided for University business only. Students are prohibited from posting, altering or removing notices or messages from these boards.

No notices, announcements, posters or any other papers may be posted anywhere, including doors, windows and elevators, except on bulletin boards provided for that purpose.

Extra Curricular Activities

All extra-curricular activities by University-recognized organizations, on campus and off campus, must be approved in advance by the University Student Affairs office and must be listed in order to avoid conflicting functions. Requests for permission for speakers, student meetings and other activities on campus should be made on forms provided by the Office of Student Affairs at least two weeks in advance. Activities must be approved by the Office of Student Affairs before a room can be assigned by the Coordinator of Educational Support and no meeting announcements may be made until approval is made.
Identification Badges

Identification badges must be worn by students at all times while on campus. I.D. badges are not transferable.

I.D. badges are issued through the Office of the Registrar and pictures are taken in the Audio-Visual Department. These badges are given to the student at no charge except for replacement.

Pre-Professional Credentials

All students must confirm that all academic records from other institutions, prior to and after matriculation at the University, are complete and authenticated by official transcripts sent directly from antecedent institutions to the University Admissions Office. No student may matriculate into the University without meeting this requirement; in limited situations extension may be granted by the Assistant Dean for Admissions and/or the Dean of the respective College.

Telephone Calls

A student will not be called from class for a telephone call except in cases of extreme emergency. Other urgent messages may be left with the telephone operator. Outgoing calls made by students should be made from pay phones located in the student lounge or at various other locations throughout the College. Use of the University office phones is not permitted under any circumstances.

Lost and Found

Lost and Found Services are administered by the Library personnel.

Housing

Students must secure their own accommodations. If you are looking for a house, apartment, condominium or roommate, contact the Office of the Registrar. The University does have some housing facilities with a two-block radius from the school. These homes are well maintained, convenient and reasonably priced; however, they are limited in number.

Alcohol on Campus

This is a dry campus. No alcoholic beverages are allowed.

Firearms

The possession, storage, or use of firearms or other weapons, ammunition, fireworks, explosives, air pistols, rifles or knives is strictly prohibited on University property. Such action can be considered cause for disciplinary action. Infraction of these regulations will result in immediate suspension or expulsion of the violators.
Food in the Lecture Halls

FOOD, BEVERAGES AND TOBACCO ARE NOT PERMITTED IN THE LECTURE HALLS, LABORATORIES OR UNIVERSITY CLINICS. NO SMOKING IS PERMITTED INSIDE ANY UNIVERSITY BUILDING.

Name, Address and Telephone Changes

All students must notify the Registrar’s Office immediately of any change in name, address or telephone number. Contact with the last provided address will be considered adequate notice for all communications. Forms are available in the Registrar’s Office for this purpose. The University cannot be responsible for undelivered mail or messages.

Notary Public Services

Notary public services are located in the Registrar’s Office and the Admissions Office. For this service, provided the business is school-related, there will be no charge.

Photocopying

Two coin-operated machines are available for student use in the library. Students are not to use any of the other photocopiers in the University. Sanctioned use of non-coin operated machines for special projects may be arranged. Please contact the University Office of Student Affairs when questions arise concerning such matters.

Pictures and Recordings

No one may take pictures in classrooms or laboratories without prior permission of the instructor. Absolutely no pictures may be taken in the Anatomy laboratories. Students wishing to record lectures should obtain permission from the instructor.

Responsibility for School Property

Students will be held responsible for damage to University property caused by their negligence or willful act, and may be subject to disciplinary action, dismissal and/or prosecution by law. Students must pay for damages within 15 days after receipt of invoice. The University is not responsible for personal possessions under any circumstances.
ACADEMIC AFFAIRS

Faculty Advisors

Prior to the start of classes, every new student is assigned to a faculty advisor for academic counseling. Incoming students meet with their advisors during orientation. They are also encouraged to meet periodically with their advisors to review classwork in order to avoid any academic problems.

Student Advisors

Each incoming student is also assigned a student advisor. The role of the student advisor is to inform our entering students about life in the program. Matriculants meet with their student advisors during orientation and are encouraged to meet throughout the year.

Grading System

At the end of each course, the instructor submits to the Office of the Dean a grade for each student. Percentage grades are used except in certain designated courses in which Pass (P) or Fail (F) is employed.

Grades will be issued for clinical rotations as well as didactic courses.

Grading

Grading for all University students will be based on the following:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 - 100 = A</td>
<td></td>
</tr>
<tr>
<td>80 - 89 = B</td>
<td></td>
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<tr>
<td>70 - 79 = C</td>
<td></td>
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<tr>
<td>Below 70 = F</td>
<td></td>
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<tr>
<td>Incomplete = I (must be removed following the semester in which it is recorded.)</td>
<td></td>
</tr>
<tr>
<td>Withdrawal = W</td>
<td></td>
</tr>
<tr>
<td>Audit = AU</td>
<td></td>
</tr>
<tr>
<td>Pass = P</td>
<td></td>
</tr>
<tr>
<td>Fail = F</td>
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</table>

Grading System

In the College of Osteopathic Medicine, a student will receive a passing grade by achieving a raw score of at least 70% or by scoring above minus 1.5 standard deviations (-1.5\( \bar{X} \)) from the mean.
Withdrawal From a Course

Freshman Year: A student may withdraw from a course up to ten school days following the second set of block examinations, with prior consultation and approval of the advisor and the Dean. A grade of "W" will appear on the student’s transcript and it will not affect the grade point average. There are, however, no provisions for withdrawing after the stated deadline and once the deadline has passed, the student's earned grade will be recorded. (Exceptions may be made, at the discretion of the Dean, in the event that a student can demonstrate extraordinary non-academic or personal problems.)

Sophomore Year: Because of the nature of the curriculum in the sophomore year (i.e. blocked courses and courses of varying length), a student may withdraw from a course or courses only after consultation with and approval by the Dean.

Re-Examinations

If a student fails one or more courses, he/she is allowed one opportunity to take a re-examination in each failed course as long as the failures do not comprise 25% or more of the total course load the student is carrying at that time. For freshman course failures, re-examinations will be administered toward the end of the summer just prior to the start of the new academic year. For sophomore course failures, re-examinations will be held during the week just prior to the start of scheduled clinical rotations, which is July 1st. Specific re-examination times and dates will be distributed toward the end of the spring semester. If the re-examination is passed, the student will be promoted and will progress to the next academic year. If the re-examination is failed, the student will repeat that failed course in its entirety.

In the event that a student has failures in multiple courses totalling 25% or more of his/her total course load (as calculated by total contact hours), the student will not be given the opportunity to attempt re-examinations and will repeat the entire year or may be dismissed from the College of Osteopathic Medicine at the discretion of the Dean based on recommendations from the Student Progress Committee. In the event that a student is repeating the entire academic year, he/she has the right to appeal to the Dean to waive certain courses. This is done on a case-by-case basis and the Dean will generally waive those courses in which a student has received a grade of 80% or above indicating that mastery of the material has been achieved. The Dean, however, is not obligated to waive any course, regardless of the grade, if he believes that it is academically in the best interest of a student to repeat it.
Students repeating a course, multiple courses, or an entire year are placed on academic probation. As such, they are not permitted re-examinations and any course failures may result in dismissal from the College of Osteopathic Medicine.

In the event that a student has failures in multiple courses totaling 50% or more of his/her total course load (as calculated by total contact hours), the student will not be given the opportunity to attempt re-examinations and will be automatically dismissed from the College of Osteopathic Medicine. The student may re-apply for admission and will be considered for such if he/she can present adequate evidence that the conditions and/or factors which caused the prior poor academic performance have changed significantly so that there is a reasonable expectation that the applicant can perform satisfactorily if permitted to resume his/her studies. Re-admission will be solely at the discretion of the Dean. The student’s prior academic record will remain part of his/her overall academic record, but none of the prior grades will be calculated in the new grade point average.

Transcript Notations

Failing grades will be included in calculating the grade point average for that semester and the cumulative grade point average to that point. If a course is failed and subsequently passed on re-examination, a grade of 70% (the highest possible grade on re-examination) will be recorded with notation on the transcript (a single asterisk) that the course was passed by re-examination. The re-examination grade of 70 will be used to calculate all grade point averages. In the event that a course and the re-examination are failed, and that course is subsequently repeated and passed, it will be noted on the transcript (a double asterisk) that the course was repeated. Both the initial (failure) grade and the subsequent (passed) grade will be used in calculating all future grade point averages.

Academic Progress

Promotion is to be defined as progression from one academic year to the next. The Student Progress Committee recommends to the Dean that a student be promoted to the next academic year if the student has maintained satisfactory academic progress, with a grade point average of 70% or better.

Freshman courses are considered to be prerequisites for sophomore courses. This means that no sophomore courses may be taken until all freshman courses are satisfactorily completed. This includes students on the Alternate Education Program. Because of this, a student repeating a freshman course or courses will not be allowed to take any sophomore courses at the same time and will, therefore, lose one academic year. This may result in the student spending an entire year taking only one or several courses.

Similarly, classroom courses are considered to be prerequisites for clinical rotations. As such, no student with an incomplete or a failing grade in any classroom course or courses will be allowed to proceed with clinical rotations.
Because clinical rotations are a critical part of a student's medical education, students are expected to receive passing grades in all of these experiences. A student failing one rotation during the junior year (a core rotation), will have the opportunity to remediate that rotation using his/her vacation month in the senior year. A student failing a senior rotation must remediate that rotation during the month of June following the commencement exercises. In this case, the student will be allowed to participate in the graduation ceremonies but will not receive his/her diploma until the rotation is satisfactorily remediated. If a student fails a rotation of greater than one month (i.e. a 3-month Internal Medicine rotation or a 3-month rural clinic rotation), an individual decision will be made by the Dean in conjunction with the Associate Dean for Clinical Affairs. Options include, but are not limited to, repeating the rotation on a month-by-month basis using vacation and elective time, repeating the entire year, or dismissal from the College of Osteopathic Medicine.

Students will generally have the opportunity to remediate only one clinical rotation. A second failed rotation will result in the student's dismissal from the College of Osteopathic Medicine. Because of the subjectivity involved in clinical evaluation, the Dean reserves the right to modify this policy in the event that there is strong evidence that the failure was the result of a personality conflict between the student and the attending faculty member or if the failure was in any other way not justified. The Dean's decision in such matters is final.

Alternate Education Program

In addition to the standard course of study offered in the College of Osteopathic Medicine, a special Alternate Education Program is available to those students for whom it is desirable to reduce the total course load during years one and two of their programs. This is accomplished by equally spreading the first academic year over two calendar years. The exact schedule is tailored to the individual student's needs and is designed by the student's Alternate Education Program advisor and approved by the Dean.

Students in the Alternate Education Program are subject to the same promotion, probation and re-examination policies as those students on the standard program and, as such, are held to identical standards. If, for example, a student on the Alternate Education Program fails 25% or more of the total course load that he/she is carrying at that time, re-examinations will not be allowed and the student will repeat the entire year or will be dismissed from the College at the discretion of the Dean based on recommendations from the Student Progress Committee. Failures equaling or exceeding 50% of the total course load will result in the student's being automatically dismissed from the College of Osteopathic Medicine.

Students must request entry into the Alternate Education Program within ten school days of completion of the second set of block examinations during the first semester of their freshman year. Entry into this program is voluntary.
Alternate Education Program students will be ranked in that class with which they graduate. To assist these students financially, administration allows a reduction of one-half of the tuition for the second year of this program. This permits Alternate Education Program students to receive five years of education for the equivalent of four and one half years of tuition.

As the Chief Academic Officer of the College of Osteopathic Medicine, the Dean reserves the right to revise or modify any of these policies, at any time, if he feels it is in the best interest of a student or the College to do so.

**ACADEMIC PROBATION**

The Student Progress Committee will make recommendations to the Dean when a student is not making satisfactory progress towards meeting degree requirements. The Dean may then place the student on academic probation. This will be recorded on the official transcript. The Dean will then notify the student of this action. A student who is on academic probation will be restricted from holding office in any student or college-sponsored organization. The College and University offices of Student Affairs will be so notified. Other activities may be restricted by the Dean.

Failure to bring the GPA up to a satisfactory level and to remove failure grades within the academic year may result in dismissal.

**Student Appeals**

A student may submit a written request for a re-hearing on the actions of the Dean within five school days of receipt of notification. The Dean will then interview the student and render a decision in a timely fashion. If the decision is not satisfactory to the student, he/she may then appeal the action to the Provost by submitting a letter to the Provost within five school days of the receipt of the notification of the Dean’s action. Again, the student will be interviewed and will be notified of the Provost’s action in a timely fashion. A final appeal is available to the University President. This should be done in writing within five school days of the previous decision. The decision of the President is final.

**APPEAL PROCESS SUMMARY**

- President
- Provost
- Dean

**President’s List**

Students within the top 5% of their class are placed on the President’s List for that semester. A letter of commendation is sent from the President to the student and the honor is recorded on the student’s official transcript.
Dean's List

Students within the next 10% of their class are placed on the Dean's List for that semester. A letter of commendation is sent from the Dean to the student and the honor is recorded on the student's official transcript.

Graduation with Honors

Students with a GPA in the upper 5% of their class will receive a diploma inscribed with HIGHEST HONORS. Students in the next 10% of their class will receive a diploma inscribed with HONORS.

Student Progress Committee

The academic progress of each student is under the supervision of the Student Progress Committee and the Dean. The Student Progress Committee meets as soon as possible after the end of each semester and at other times designated by the Dean. At these times, the grades and records for selected students are presented to the Committee.

The Student Progress Committee recommends to the Dean actions relative to the academic progress and status of individual students.

Academic Promotion

Promotion is defined as progression from one academic year to the next. A student will be promoted to the next year if the student has maintained satisfactory academic progress.

Students whose academic performance is unsatisfactory may be placed into the Alternate Educational Program. The Alternate Education Program is specifically designed for those students who are having academic difficulties and are in jeopardy of failing or of being dismissed.

Students placed on the Alternate Educational Program are automatically on academic probation. As such, any failures may result in dismissal.
Transcript Notations

Failing grades will be included in calculating the GPA for that semester and the cumulative GPA to that point. If the student is permitted to take a re-examination and passes that re-examination, a grade of 70 (the highest possible grade on re-examination) will be entered on the transcript, along with a single asterisk (*) used to indicate that this was a grade received on re-examination. The re-examination grade (70) will be used to calculate all further GPAs.

When a student repeats a course, the new grade will be entered on the transcript, along with a double (**) asterisk used to indicate that it was a repeated course. The most recent grade replaces the previous grade in calculating subsequent GPAs.

Grade Disputes

Grade disputes should be directed to the course instructor. If unresolved, the dispute is forwarded to the course director for review. If necessary, a review will be conducted by the Assistant/Associate Dean and finally the Dean.

Policy on Returning Examinations

In order that they may be a learning experience as well as a means of evaluation, all examinations will be returned or made available to the students for review no later than one week after the examination.

Academic Standing

Each student’s academic achievement is reviewed each semester and a transcript is compiled by the Registrar. A copy of this transcript is sent to the student, appropriate Dean’s Office, Student Promotions Committee and Financial Aid Office where applicable.

The transcript includes:

1. Grades earned.
2. Deficiencies (Incompletes, Failures, Probation, etc.).
3. Semester GPA and cumulative GPA.
4. Honors (President’s List, Dean’s List, etc.)
5. Withdrawals.
STUDENT ACTIVITIES

Student Organizations Officially Recognized by the University

A variety of organizations are available in which students may participate.

University

University Student Government

The University Student Government is recognized by the University Administration as the official student voice on all university issues. The student members of the organization are the President and Vice President of each of the College’s Student Councils.

Southeastern College of Osteopathic Medicine

Student Council

Student Council is the official voice for all students. The organization is open to all students in the College and welcomes proposals and participation from the entire student body.

The responsibilities of Student Council include: collecting and expressing student opinion, dispensing funds for student activities, acting as a liaison for the student body, promoting osteopathic medicine, supporting club and class activities, and working to improve the quality of life for all students at SECOM.

Four voting representatives are elected from each class. In the spring of each year, Student Council Officers - President, Vice President, Secretary and Treasurer - are nominated from this pool of representatives.

The Student Council President is SECOM’s representative on the Council of Student Council Presidents (CSCP). CSCP is an organization composed of the student government presidents from each of the osteopathic medical schools. CSCP is the official student voice for students with the American Osteopathic Association (AOA), the American Osteopathic Hospital Association (AOHA), and the American Association of Colleges of Osteopathic Medicine (AACOM). Additionally, CSCP stays in close communication with local, state and national legislators to lobby for student issues.

Atlas Fraternity

The Atlas Fraternity has been in existence since 1898 and is nationally recognized throughout the osteopathic profession. Through the years, it has functioned as a social and service organization for both community and osteopathic medicine. SECOM’s branch is the Vomer Chapter of Atlas.
Christian Medical Society

The Christian Medical Society is a national organization which began in 1931. SECOM's chapter is composed of osteopathic medical students who are committed to living out their faith throughout the profession. Benefits of the club include seminars, journals and newsletters.

Cuban Osteopathic Medical Association

The Cuban Osteopathic Medical Association was created to increase the awareness of Osteopathic Medicine in the Hispanic Community; to promote Osteopathic Medical Health Care in the Spanish speaking population; to promote improved understanding by Osteopathic Students of Hispanic populations and to provide opportunities for growth for student osteopathic physicians. Membership in COMA shall be open to all students and physicians interested in presenting and expanding Osteopathic Medical concepts and views to the Hispanic Community.

International Osteopathic Student Organization

The functions of this club are to assist the student in adapting to a new environment, to educate the student body on cultural differences and language barriers and to promote Osteopathic Medicine to the various cultures in our community and to those of the world at large.

National Osteopathic Women Physicians' Association (Psi Chapter)

N.O.W.P.A., Psi Chapter, is a professional organization composed of female students of SECOM. The purpose and objective of the organization is to further the study of Osteopathic Medicine as a philosophy, a science, and an art. N.O.W.P.A. endeavors to maintain a high standard of ethics among all osteopathic students, to elevate the moral, intellectual and social conditions of men and women, and to promote loyalty and charity among members. All female students are eligible to become members and are welcome to join.

Phi Sigma Gamma

Phi Sigma Gamma is a national professional fraternity for men. The fraternity was originally founded in 1910 in Chicago and presently has chapters in most osteopathic medical colleges. The IOTA Chapter was chartered in March of 1986.

Sports Medicine Club

The object of this organization is to promote and advance the discipline of Sports Medicine and to instruct students who are interested in Sports Medicine and structural relationships to health and disease.
Student National Medical Association

The Student National Medical Association (SNMA) was created to produce sensitive, qualified physicians to serve minority and indigent communities. SNMA focuses on (1) providing its members with avenues which help foster an obligation to practice medicine within minority communities, (2) instituting programs for the dissemination of health care information and the empowerment of minority communities and, (3) serving the fraternal need of the minority medical student.

Student Osteopathic Medical Association

The Student Osteopathic Medical Association (SOMA) is one of the largest student groups on campus, representing over 90% of SECOM’s student body. SOMA’s national affiliations with similar groups at other schools provide the largest network for information exchange and interaction available today.

Membership in SOMA brings many benefits including free subscriptions to Student Doctor and Medical Student, discount prices on diagnostic equipment, the Preceptorship Program, SOMA Scholarships, life insurance programs and more. Locally, SOMA is involved in the school, hospital and citizen communities through various service projects and socials.

Student Associate Auxiliary

The SAA was specifically organized for the spouses of the students at SECOM and is chartered by the Auxiliary to the American Osteopathic Association (AAOA). The primary objective of the SAA is to further the goals of the College and the osteopathic profession and to promote fellowship, good-will and unity within the school.

To accomplish these goals, the SAA plans social, cultural, and charitable activities on a regular basis for the benefit of the students, their spouses, the College and the Community.

The Undergraduate American Academy of Osteopathy

The Undergraduate American Academy of Osteopathy (UAAO) is a professional organization dedicated to serving osteopathic medical students. It is SECOM’s extension of the American Academy of Osteopathy, a national association established in 1937. The Academy maintains the goal of developing the science and art of total health care, with an emphasis on palpatory diagnosis and the use of osteopathic manipulative treatment.

The UAAO involves students in many activities and offers numerous benefits. Members receive a 30% discount on certain textbooks, and may buy treatment tables at reduced rates. They also sponsor well-known speakers from all over the country. Membership in UAAO also allows students to receive the AAO publications and to attend the Annual Convocation, both at reduced prices.
Undergraduate Chapter of American College of Osteopathic Family Physicians

The Undergraduate Chapter of the ACOFP has been organized for all students in the College. Its objective is to advance the study of Family Practice in the field of Osteopathic Medicine and Surgery.

The organization works toward the preservation of the concept of Family Practice and the continued existence of the role of the Family Practitioner in the total picture of osteopathic medical services in the community. The chapter recognizes the fact that the Family Practitioner is the backbone of modern medical practice.

The Florida Society of the ACOFP is the state division of the national organization and maintains a direct liaison with the SECOM chapter. While the overall objectives are similar, this group addresses and responds to those issues and problems unique to the osteopathic general practitioner in Florida.

Membership in this organization entitles students to benefits such as seminars, educational programs and financial support to various general practice conferences.

Undergraduate Chapter, American College of Osteopathic Pediatricians

This organization is open to all students interested in osteopathic pediatrics. Seminars and educational programs will be presented.

Undergraduate Florida Osteopathic Medical Association

The undergraduate Florida Osteopathic Medical Association (FOMA) is the student division of the state osteopathic association. It is open to all osteopathic students and deals with those medical and political issues unique to the state of Florida. Benefits include invitations to a variety of conferences and educational programs as well as financial support to these programs and several scholarships.

AMOPS (Association of Military Osteopathic Physicians and Surgeons)

The student chapter of this national organization is open to all university students receiving military scholarships or who have an interest in military or public health service. They have monthly luncheon meetings as well as meetings with speakers and various social events throughout the year. The chapter serves as liaison between on campus military students and those on rotations or military alumni.

Surgery Club

Those osteopathic medical students interested in surgery or its sub-specialties are welcomed. This club sponsors guest lectures and discussions among its membership. A number of social events are planned throughout the year.
CHANGES IN THE STUDENT HANDBOOK

Changes may be made in the contents of this student handbook at any time by University Administration. Adequate notice will be given to all students of any anticipated changes, whenever possible.

This Student Handbook supersedes all previous handbooks and previous directives where they may be in conflict.