

2015-2016 Student Handbook

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College of
Osteopathic
Medicine

**Pacific Northwest
University** of Health Sciences

COLLEGE OF OSTEOPATHIC MEDICINE (COM) LETTER FROM THE DEAN

Dear Students,

Pacific Northwest University of Health Sciences College of Osteopathic Medicine became the second medical school in the state of Washington, and the first new medical school in the state in sixty years when it admitted its inaugural class in August of 2008. The faculty, staff, and administration are committed to educating students for careers in osteopathic medicine, with an emphasis on practicing generalist medicine in rural and medically underserved areas of the Northwest.

PNWU-COM is accredited by the American Osteopathic Association's Commission on Osteopathic College Accreditation. Our four-year curriculum leads to the degree of Doctor of Osteopathic Medicine (DO), and successfully prepares our graduates for postdoctoral specialty training upon graduation.

The Student Handbook is a compendium of procedures and guidelines that provide the framework for our high expectations for academic performance, conduct, behavior, and professionalism as a medical student at PNWU.

It is your responsibility to familiarize yourself with this handbook. Content appearing herein serves as a reference for decisions pertaining to all aspects of student involvement at the College of Osteopathic Medicine and at the University.

Please avail yourselves of the extensive resources that are available to you in support of your medical education. The learned faculty, the dedicated staff, and the experienced administration stand steadfast in their commitment to provide the educational environment, experiences, and preparation that will allow you to be successful in your medical career.

Sincerely,



Thomas A. Scandalis, DO
Dean & Chief Academic Officer



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THE OSTEOPATHIC PHYSICIAN'S OATH

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

I will be ever vigilant in aiding the general welfare of the community, sustaining its laws and institutions, not engaging in those practices which will in any way bring shame or discredit upon myself or my profession. I will give no drugs for deadly purposes to any person, though it be asked of me. I will endeavor to work in accord with my colleagues in a spirit of progressive cooperation, and never by word or by act cast imputations upon them or their rightful practices.

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

PNWU-COM MISSION, PROGRAM GOALS, AND OBJECTIVES

MISSION

Pacific Northwest University of Health Sciences College of Osteopathic Medicine educates and trains students to become health care professionals with osteopathic values, and conducts research to provide quality care to communities of the Pacific Northwest, particularly rural and medically underserved populations.

PROGRAM GOALS AND OBJECTIVES

- A. Teaching Goal: Provide a learner-centered curriculum that prepares students for graduate medical education and osteopathic clinical service primarily in rural and medically underserved areas of the Northwest. In order to achieve this goal, PNWU-COM has set the following program objectives:
 1. Provide medical practice learning and training experiences in rural, medically underserved, and Northwest locations.
 2. Educate students to be culturally competent, caring physicians using a learner-centered curriculum model based on the National Board of Osteopathic Medical Examiners Fundamental Osteopathic Medical Competency Domains.
 3. Continually appraise and improve the educational program through analysis of student learning outcomes and curriculum assessment.
 4. Recruit qualified faculty and provide opportunities for faculty to develop in their areas of expertise.

- B. Research Goal: Contribute to the advancement of knowledge through research and scholarly activities. In order to achieve this goal, PNWU-COM has set the following program objectives:
1. Recruit inquiry-minded faculty and students.
 2. Encourage participation in scholarly activity and a vibrant research agenda that addresses the health care issues impacting the communities we serve (especially in the fields of basic biomedical sciences, clinical medicine, and osteopathic manipulative medicine).
 3. Provide financial resources to support scholarly activity and research capacity development.
 4. Translate research about health care into clinical practice to increase access, improve quality, and reduce costs (especially within osteopathic clinical practice).
- C. Service Goal: Collaborate with communities for the betterment of the health, education, and well-being of those communities. In order to achieve this goal, PNWU-COM has set the following program objectives:
1. Support and participate in community service and public health initiatives and programs, particularly those that provide opportunity for osteopathic clinical services.
 2. Allocate time and expertise of faculty, staff, and administration to ensure an efficient and effective level of service.
 3. Participate in local, state, regional, national, and international professional organizations.
- D. Graduate Medical Education (GME) Training Goal: Facilitate development of GME opportunities in rural and medically underserved communities, particularly in the Northwest. In order to achieve this goal, PNWU-COM has set the following program objectives:
1. Develop GME training (residencies and fellowships) in the Northwest.
 2. Emphasize residencies in generalist medicine.
 3. Promote rural residencies.
- E. Student Achievement Goal: Academically prepare students for graduate medical education (GME). In order to achieve this goal, PNWU-COM has set the following program objectives:
1. Train students in entrustable professional activities (EPA) and core competencies.

NOTICE OF NONDISCRIMINATION

PNWU is an equal opportunity employer and makes employment and student application decisions on the basis of merit. PNWU strives to have the best available student and individual

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in every position. The University shall not discriminate against faculty, staff, volunteers, students, or applicants on the basis of race, ethnicity, color, sex, gender, religion, national origin, age, disabilities, sexual orientation, marital status, or any other characteristic protected by law for any reason including recruitment, selection and promotion.

PNWU is also committed to compliance with the requirements of Title IX and, in accordance with those requirements, has adopted a policy of nondiscrimination on the basis of sex in its educational programs or activities including admission to those programs or employment in those programs. Refer to the section on Sexual and Other Misconduct in the 2015-2016 Student Catalog for more information on Title IX.

DIVERSITY STATEMENT

Pacific Northwest University of Health Sciences recognizes that diversity enriches the educational experience.

PNWU students, faculty, staff, administrators and volunteers are valued for their diversity as reflected by our nondiscrimination policy:

The University shall not discriminate against faculty, staff, volunteers, students, or applicants on the basis of race, ethnicity, color, sex, gender, religion, national origin, age, disabilities, sexual orientation, marital status, or any other characteristic protected by law for any reason including recruitment, selection and promotion.

PNWU is committed to facilitating an environment where persons can work together in an atmosphere free of all forms of abusive communication. PNWU acknowledges the individual right of expression within the bounds of courtesy, tolerance, and respect.

PNWU creates and supports a campus community that educates future healthcare professionals who value and appreciate the importance of diversity. PNWU strives to improve the quality of life of faculty, staff, and students by developing and implementing policies and programs that support diversity. PNWU hopes to help students learn about different cultures in society, understand diversity, and be able to work with others from varied backgrounds.

ACADEMIC CALENDAR

This is an overview; a day-by-day schedule will be available to each student.

	2015-2016
Summer Term Begins	June 1, 2015
Summer Remediation	June 1-26, 2015
Last Day to Withdraw with a Partial Refund	June 19, 2015
Required Clinical Orientation for Third-Year Students at Regional Site	During the week of June 29-July 3, 2015
Summer Remediation Grades Due	July 1, 2015
Clinical Rotations begin for Third-Year Students	July 6, 2015
Summer Term Ends	August 9, 2015
Summer Grades Due	August 18, 2015
Faculty Orientation	August 4, 2015
Fall Term Begins	August 10, 2015
Required Orientation for First-Year Students	August 11-14, 2015
Required White Coat Ceremony	August 15, 2015
First Day of Classes for First-Year Students	August 17, 2015
Last Day to Withdraw with a Partial Refund	August 28, 2015
Last Day to Withdraw with a Partial Refund for First-Year Students	September 4, 2015
Labor Day (No Classes)	September 7, 2015
Constitution Day	September 17, 2015
Mid-Term for Fall Term	October 16, 2015
Veterans Day (No Classes)	November 11, 2015
Thanksgiving Break (No Classes)	November 25-27, 2015
Fall Term Ends	December 18, 2015
Fall Term Grades Due	December 31, 2015
Spring Term Begins	January 4, 2016
First Day of Classes for First-Year Students	January 11, 2016
Last Day to Withdraw with a Partial Refund	January 22, 2016
Last Day to Withdraw with a Partial Refund for First-Year Students	January 29, 2016
Martin Luther King Day (No Classes)	January 18, 2016
Presidents' Day (No Classes)	February 15, 2016
DO Day on the Hill, Olympia WA	February 23, 2016
Mid-Term for Spring Term	March 11, 2016
Spring Recess (No Classes)	March 14-18, 2016
Spring Term Ends	May 20, 2016
Required Commencement Ceremony	May 21, 2016
Memorial Day (No Classes)	May 30, 2016
Spring Term Grades Due	June 1, 2016
Summer Remediation	May 23-June 24, 2016
Summer Remediation Grades Due	June 29, 2016

GENERAL

STUDENT CATALOG LINKS

Please refer to the [Student Catalog](#) for all student related policies. The Student Handbook is only for procedural information.

Children in Learning Environment	Financial Aid
Psychiatric or Medical Assessment	Copyright policy
Student Publications/Media	Requesting a letter of recommendation
Relations/Requests for Donations	Letter of Recommendation Request form
Official mailing address	Research
Notification of emergency contact	Student Complaints of Accreditation
Leave of Absence	Standards
Withdrawal from school	Complaints regarding program integrity
Reimbursement of funds upon withdrawal	Minimal Technical Standards
Criminal Background Check	Medical History & Immunizations
Drug Screen	Re-Admission Policy & Procedures
Timely Warning	Military Re-Admission
Disclosure of Crimes of Violence & Non-forcible sex offenses	Academics
Information regarding registered sex offenders	Grades
Technology Services	Honors
Laptops	Grade Posting
Electronic Communications	Academic Due Process – Grade Appeal
Use of University Equipment, Supplies & Assets	Transcripts, Diplomas, and Records
Lecture Capture	FERPA
Curriculum	Graduation Requirements
PNWU-COM Educational Objectives	Requirements for Practice
PNWU-COM Educational Outcomes	
Credit hour definition	
Doctor of Osteopathic Medicine Requirements	

PNWU GENERAL CONTACT INFORMATION

Office	Email	Phone
Associate Dean of Academic Affairs	ejones@pnwu.edu	509.249.7799
Assistant Dean of Clinical Education	ejones@pnwu.edu	509.249.7846
Rotations	rotations@pnwu.edu	
Evaluations	evaluations@pnwu.edu	
Assessment Coordinators	assessmentcoordinators@pnwu.edu	
COM Office of the Dean	vkoch@pnwu.edu	509.249.7803

Enrollment Services	registrar@pnwu.edu admission@pnwu.edu	509.249.7888
Facilities	facilities@pnwu.edu	509.249.7707
Financial Aid	finaid@pnwu.edu	509.249.7888
Human Resources	hr@pnwu.edu	509.249.7810
Immunizations	immunizations@pnwu.edu	
Library	library@pnwu.edu	509.249.7745
President's Office	president@pnwu.edu	509.249.7720
Security	security@pnwu.edu 8:00 a.m. – 5:00 p.m. After 5:00 p.m. 24/7 emergencies cell phone	 509.249.7727 509.823.3346 509.834.9592
Student Affairs	studentaffairs@pnwu.edu	509.249.7754
Technology Services	help@pnwu.edu	509.249.7777

ACADEMIC AFFAIRS

Academic Affairs is responsible for providing academic support to the faculty and students of the COM. Academic Affairs, through the Learning Skills Specialist, is responsible for responding to the academic needs and development of students. Academic Affairs will also advise and assist students with the formation of an annual Individualized Learning Plan (ILP) and development of a student portfolio based on evidenced achievement of the PNWU-COM educational objectives, and on students' reflection on their own progress.

ENROLLMENT SERVICES

Enrollment Services acts as the primary agent for the recruitment, admission applications, academic records, and financial aid. The office is located in Butler-Haney Hall, room 420 and is staff Monday through Friday from 8 a.m. to 5 p.m.

Student may submit letters of recommendation for applicants to Enrollment Services in person or via email.

Enrollment Services collects all matriculation documentation which must be completed prior to orientation. The matriculation documents and requirements will be listed on the New Student web page of PNWU.edu.

STUDENT AFFAIRS

Student Affairs is responsible for all aspects of nonacademic life at Pacific Northwest University of Health Sciences including; student-run campus activities, student services, campus organizations, Student Government Association, and nonacademic records. Student Affairs is committed to helping students find the answers they need and advocating for them in the process.

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Student Affairs supports the well-being of students in addition to extracurricular growth and development. There are a variety of resources and services that students have available to them through Student Affairs. The office is located in Butler-Haney Hall, room 317, and is open Monday through Friday from 8 a.m. to 5 p.m.

TECHNOLOGY SERVICES

Technology Services is made up of the Instructional Technology Department, which focuses on the technology directly related to the educational process, and the Information Technology Services Department, which supports the University computing infrastructure and end user computing devices. The help desk office is located in Butler-Haney Hall, 105.

ACCOMMODATION

Students may find that they have disabilities that diminish academic performance. PNWU can make reasonable accommodations for students with documented disabilities who are otherwise qualified for admission and can meet the minimal technical standards as stated in this handbook. Students with disabilities are encouraged to contact Student Affairs as early as possible. Requests for accommodations must be made in writing to Student Affairs. All accommodation requests and documentation is reviewed by a standing accommodation committee that will provide final recommendations.

Requests for reasonable accommodations must be submitted on an annual basis. The [Reasonable Accommodation Request Form](#) can be found on the [forms page](#).

REQUIRED DOCUMENTATION

Any PNWU student who supplies Student Affairs with appropriate documentation of a disability is eligible on a case-by-case basis for reasonable accommodations, such as auxiliary aids, adjustments in academic examination time limits and locations, and various kinds of support services. Students with disabilities should contact Student Affairs in BHH 317.

In order to review and ultimately accommodate known and suspected disabilities, Student Affairs should be provided with documentation of the disability by an appropriate professional. Such documentation should include:

- Diagnostic statement identifying the disability
- Description of the diagnostic criteria and/or diagnostic tests used;
- Description of the functional impact of the disability
- Information regarding relevant treatments, medications, assistive devices and /or services currently prescribed
- Recommendation for adjustments, adaptive devices, assistive devices, and support services and
- The credentials of the diagnosing professional

Students without documentation who suspect a disability should contact Student Affairs immediately.

DEADLINE/TIMING OF REQUEST

Students who submit a request at the start of an academic year should allow 6 to 8 weeks for processing. Requests submitted after the start of an academic year may require additional time for processing. Emergent requests will be handled on a case by case basis but must go through full processing for an official accommodation.

COUNSELING SERVICES

Confidential on-campus and off-campus counseling services are available through Student Affairs. PNWU has two main providers who meet with students' on-campus. To contact the providers directly, please see our [Counseling Services](#) web page.

The Student Assistance Program is also available to PNWU students. The purpose of the Student Assistance Program (SAP) is to provide the student, spouse or domestic partner, and dependent members of his/her family with an opportunity to confidentially discuss problems and concerns that may be affecting their lives. Within this confidential program, students are given resources designed to help with specific problems.

The counselor is there to assess the problem and help you to resolve it. Sometimes this can be done the first time you meet. Under the SAP, you or your dependent family member may meet with the counselor at no charge, to assess your needs, develop a plan of action, and, if needed, provide you with problem-solving referrals.

Use of the SAP is confidential. No one at PNWU will know that you or any members of your family are using the program. Only information specifically authorized by you (the student) or your family member through a signed release of information may be shared by anyone.

Call the Northwest Employee Assistance Program, 509.575.4313 or 800.321.3498, to schedule an appointment without delay and without charge. No shows for appointments will be charged at the going rate. At the time you make the appointment, please identify yourself as a STUDENT of PNWU. The receptionist will ask your name and a general description of the problem you want to discuss. This helps them determine the right counselor for you.

Students are asked to schedule appointments at times which do not conflict with their classes or rotations. However, you may request permission from Student Affairs for an excused absence in order to meet with a SAP counselor during scheduled activities. Such requests will be handled on a case-by-case basis and should be made as far in advance as possible. These services are available regardless of geographic location. Northwest Employee Assistance Program will connect you with a counselor within the regional site.

Students are always welcome to stop by Student Affairs to discuss counseling options or questions in person. All inquiries will be kept confidential.

WELLNESS COMMITTEE

The Wellness Committee is a small group of staff and administration who meets as needed to address sensitive student mental and/or physical wellness issues. This committee is extremely conscious about confidentiality. If a student wishes to bring something to the attention of the Wellness Committee, he/she can do so by contacting Student Affairs. The Wellness Committee has the authority to make a recommendation to the dean concerning whether a student should continue in the program.

FRAGRANCE FREE ENVIRONMENT

Given that chemically sensitive individuals may react to different products with varying degrees of severity, it is very difficult to ensure a consistently comfortable and accommodating environment. To minimize reactions by students, faculty, staff and others on campus, PNWU requests that all persons remain free of chemical-based scented products and do not bring them to campus. This includes, but is not limited to scented, colognes, hairsprays, hand lotions, body lotions, air fresheners, or candles.

HIPAA TRAINING

New students will complete an on-line HIPAA training prior to matriculation and upload the certificate of completion to E*Value. Second-year students will complete the on-line HIPAA training again prior to starting clinical rotations and [upload the certificate of completion to E*Value](#).

The HIPAA Basics course discusses the confidentiality of medical information as required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Focusing on HIPAA's Privacy Rule and Security Rule, the course includes coverage of the 2009 amendments to HIPAA under the Health Information Technology for Economic and Clinical Health (HITECH) Act, including the new breach notification regulations.

Besides introducing the federal rules governing medical confidentiality, the course explains each staff member's obligations to ensure the privacy and security of health care information, and their potential liability for HIPAA violations.

The HIPAA Basics course covers definitions, rules, and requirements, as well as HIPAA mandated content (e.g., safe computing skills such as password management). It will also provide staff the background and awareness to identify, avoid, prevent, and respond to security and privacy breaches.

TITLE IX TRAINING

Each student is required to participate in Title IX training each year. The first time students will complete the *Think About It: Graduate Students* through the CampusClarity website and print a certificate which they will upload to E*Value. Each subsequent year students will complete a refresher course and [upload the certificate to E*Value](#).

- An email from CampusClarity will be sent with a link to the training course, username, and password
- *Think About It: Graduate Students* provides sexual assault and sexual harassment training carefully tailored to the unique needs of graduate students

Graduate students should play an important part in any campus's prevention efforts. But their unique role as student professionals who act as students, teachers, and researchers calls for unique Title IX and Campus SaVE Act training. *Think About It: Graduate Students* recognizes graduate students' singular position on campus and gives them the tools and skills to help them support their fellow students.

Best practices and federal guidelines call for training that prepares students to intervene in high-risk situations. *Think About It: Graduate Students* uses life-like interactions and innovative content to develop students' bystander knowledge of safe and positive intervention strategies. *Think About It: Graduate Students* recognizes graduate students' greater age and sophistication with targeted content that has been refined by focus groups to speak to graduate students' unique experiences and role on campus.

STUDENT/PATIENT/FACULTY/PRECEPTOR RELATIONSHIPS

The relationship between a student and faculty/preceptor or patients must always be kept on a professional basis. A student may not date or become intimately involved with faculty/preceptor or a patient. Concerns involving these issues should begin with contacting Student Affairs or the Title IX Coordinator.

STUDENT GOVERNMENT ASSOCIATION AND ORGANIZATIONS

The [PNWU Student Government Association \(SGA\)](#) is the official voice for students. PNWU SGA is open to all PNWU students and welcomes proposals and participation from the entire student body. SGA is responsible for dispersing funds for student activities; acting as a liaison for the student body; promoting health care professions; supporting club and classroom activities; and working to improve the quality of life for all PNWU students. Student Affairs is responsible for providing the support for the association. Every student organization is required to have a faculty advisor.

Students serving as SGA executive or class officers, club officers, and PNWU representatives at national meetings or in any similar position must maintain good academic standing. The criteria for determining academic standing are based on our policies for alert, warning, and probation. Please see the [Academic Standing](#) section of the student catalog for details. If a student holding SGA executive, class, or club office is placed on alert he/she must immediately meet with Student Affairs to determine if their involvement is preventing successful completion of academic obligations. It will be at the discretion of Student Affairs to determine if a student should continue in that position. If a student is placed on warning or probation, he/she must immediately resign from their SGA executive, class, or club office. This is not viewed as disciplinary, but rather as a supportive effort to help the student be successful at reaching his/her academic goals.

Elections for SGA officers are held each spring for the following year. Students are required to fill out an [SGA Intent to Run Form](#) to run for an SGA office. Submissions must be received at least two weeks prior to the elections of the club and/or SGA office in which you intend to run for. Specific timelines will be communicated by the SGA executive vice president. Students on warning or probation are not eligible to run for SGA executive, class, or club offices. Students must receive written approval to run for all offices through Student Affairs.

REGISTRATION OF STUDENT ORGANIZATIONS

The registration process is designed to permit students to create a formal organization which is intended to fulfill a common purpose, to provide opportunities for student interaction through participation in managing the affairs of the group and implementation of activities/programs, and to foster individual student growth and development through responsible involvement in co-curricular activities.

Registration of a student organization results from compliance with the criteria and conditions stated below. It does not directly or indirectly imply the approval of the organizations or its activities by PNWU. Organizations obtain and [complete the forms](#) from Student Affairs annually which includes the securing of a PNWU advisor and creation of a club constitution in order to take advantage of the privileges accorded registered student organizations by PNWU. Organizations may choose designation of either SGA sponsored or non-sponsored status. SGA sponsorship allows organizations to request funding and support from the SGA, but necessitates additional annual requirements, listed below. Approval of registration for both SGA sponsored and non-sponsored organizations will be by Student Affairs and the SGA.

CRITERIA FOR REGISTRATION OF STUDENT ORGANIZATIONS

In order to maintain accurate information on and accountability of student organizations, Student Affairs has developed the New Student Organization Registration form. All student organizations must submit the completed form and supporting documents in order to be considered and awarded the privilege of a registered organization. This form is available in Student Affairs and on the Forms page of PNWU.edu.

Privileges of registration include (*applies to **both** SGA sponsored and non-sponsored organizations*):

- Use of campus bulletin boards (all material **MUST** be approved by SGA, Student Affairs, and Communications as well as kept on file with SGA);
- Use of inter-campus mail services;
- Solicitation of membership on campus under the organization's name;
- Solicitation of funds on campus under the organization's name;
- Use of certain PNWU facilities for meetings or activities after the academic needs of PNWU have been met;
- Use of meeting space with availability determined by Student Affairs;
- Receipt of relevant publications and inclusion in mailings by Student Affairs;
- Inclusion of the organization's activities in the PNWU Event calendar;

- All student organizations must be registered with Student Affairs and the SGA, have an approved Faculty Advisor, and be approved by the appropriate dean.

Once student organizations receive official recognition, the organizations must retain PNWU support through the following annual criteria (*applies to **both** SGA sponsored and non-sponsored organizations*):

- Completion of a registration form each academic year
- Participation in the SGA
- Leadership and advisement of an approved faculty member
- Approval of organizational activities and events through Student Affairs
- Cooperation with PNWU policies and procedures
- Contribution to and support of the philosophy and mission of PNWU
- Participation in PNWU leadership conferences and meetings
- Completion of all necessary forms (available from Student Affairs)
(*Applies **ONLY** to SGA sponsored organizations; must be completed per academic year*)
- Completion of a service project that benefits the local Central Washington community
- Completion of a service project that benefits the PNWU community
- Completion of a fundraiser

ANNUAL REGISTRATION (RE-REGISTRATION)

- A registered student organization may continue its registration from one academic year to the next by completing the [Student Organization Renewal Request](#) form. This form must be submitted to the SGA Executive Council within the first four weeks of the fall term. Failure to re-register will result in the expiration of that organization's registration status. Such an organization will be considered as a "new" organization if it attempts to register after this date. Notice of the club's status is forwarded to Student Affairs.
- Organizations may keep current SGA sponsored or non-sponsored status, or are permitted to change status upon annual re-registration. This designation must be noted on re-registration form submitted to the SGA Executive Council.
- Organizations may go from non-sponsored to sponsored status mid-year, but sponsored clubs must wait until the next re-registration period to change their status to non-sponsored.
- In addition to meeting the criteria for registration, each organization that is re-registering must also submit a club constitution and roster of the organization and report of any awards or accomplishments of the organization during the past academic year. The SGA executive vice president will notify students of the deadline for student organization renewal request forms, club constitutions and updated club roster and award information at the end of the spring term.
- Approval of re-registration will be made by Student Affairs and the SGA.

STUDENT EVENT REQUESTS

There are many opportunities at PNWU to be involved with student events. Any student organized event, whether it is held on the PNWU campus or off-campus in the surrounding community must be approved by Student Affairs. This includes, but is not limited to any club

or SGA meeting, event, presentation, seminar, exhibit, fundraiser, guest-speaker, workshop, certification course, volunteer experience, etc. Students must submit a [COM Student Event Request Form](#) for all student organized events.

After student events have been completed, students are required to fill out the Event Summary Form (need to update form and add link) within 48 hours after each event to assist in data collection and reporting activities throughout the year. The SGA executive vice president will distribute additional instructions regarding the Event Summary Form at the beginning of the fall semester.

Room Reservations

All room reservation requests must be made by first submitting a [COM-Student Event Request form](#). Rooms may be reserved through Student Affairs for the following:

- Student Event Requests
- SGA Club Meetings
- Tutoring or Recitation Sessions
- SGA Executive Council Meetings
- SGA Events

Students cannot reserve rooms for individual or group study. Please see the Study Space Guidelines for details (link).

Scheduling a Club Meeting

All club meetings must be scheduled using the [COM-Student Event Request Form](#). Requests should be submitted at least one week in advance if possible to ensure room availability. Due to the many events happening on the PNWU campus that require use of meeting spaces, last minute requests are not guaranteed.

Student Event Request Process

Please submit event [requests](#) with at least seven business days advance notice to ensure room availability and adequate time for processing. Last minute event requests are not guaranteed to be approved.

Alcohol Approval

Alcohol may only be served at events with prior permission from the University president. If you are requesting to serve alcohol at your event, you will need to fill out an [Alcohol Approval Application](#) with your Event Request form. **Please allow at least 2-3 weeks for processing.** Your event request will not be able to be processed until you turn in all materials that are required on the application.

Flyers or promotional materials

If you will be using flyers or promotional materials for your event, please email a PDF file format of your flyer to studentaffairs@pnwu.edu and pnwudisplays@pnwu.edu for approval before distributing. If you would like to use the PNWU logo on any flyers or event materials

(fundraising items, etc.) you must have it approved by Communications and have written approval sent to Student Affairs before your event request can be processed. Once flyers have been approved, students must bring all copies to Student Affairs to be stamped as approved before hanging. Flyers are only permitted on approved bulletin boards and are not permitted to be taped onto painted walls. It is the clubs responsibility to remove all posted materials within at least 48 hours following the event.

Donations

All donations must be approved by Advancement. Once your student event request has been approved, email Wendell Snodgrass at wsnodgrass@pnwu.edu to receive written approval of your fundraising items. Student Affairs must receive this written approval before your event request can be processed.

Facilities Requests

Upon receipt of notification from Student Affairs that your event has been approved, you will be provided an event form to request any special facilities services for your event (extra garbage cans, table set-up, opening the wall of the BHH auditorium, etc.). The event form must be turned in to the facilities department at least two weeks prior to your event date. Once the facilities department receives your completed event form, they will contact you to confirm your request and let you know if any portion of your request is not approved.

Information Technology

Any specific technology and or media equipment that you need for your event should be arranged by emailing help@pnwu.edu as soon as you have received your event request approval from Student Affairs.

Security

Contact security at security@pnwu.edu if your event involves any of the following:

- Members of the community or visitors from outside of the PNWU campus
- Reserving the BHH field or BHH parking lot
- If your event requires extra security in general

If you have any questions regarding your student event request, please contact Student Affairs at 509.249.7754 or email studentaffairs@pwnu.edu.

SGA FUND REQUESTS

All SGA fund requests are processed by Student Affairs. Members requesting reimbursement from their clubs are required to fill out the SGA Funds Request Form. This form must be signed by the person submitting the request, the club treasurer, and by the SGA executive treasurer, who will give the final approval. Once all signatures have been obtained, the SGA executive treasurer will submit forms to Student Affairs to be processed. Reimbursement requests must be received prior to 1:00 p.m. on Monday in order to be processed by Friday of that same week. Reimbursement requests received after Monday at 1:00pm will be processed

the Friday of the following week. Reimbursements are direct deposited to the students' account on file with PNWU. If the reimbursement amount is less than \$30 students will be issued their reimbursement in cash from Student Affairs. Reimbursement requests including all receipts must be turned in within 60 days of the original purchase. Requests for the fall term must be turned in one week prior to the last day of the term. Requests for the spring term must be turned in two weeks after the last day of the spring term, but no later than June 15.

Student Fundraisers

All student fundraisers must be submitted to Student Affairs for approval by using the [COM-Student Event Request](#) form. Once the fundraiser has been approved, students are responsible for turning in all monies earned to Student Affairs to be distributed into their individual club accounts. An SGA Fundraiser Deposit Form (need to create link as this is a new form) must be turned in with all monies raised within two weeks of the original date of the fundraising event. All club treasurers are responsible for tracking their individual club funds, and can check on any discrepancies with the SGA executive treasurer and Student Affairs.

PROFESSIONALISM

Professionalism is the basis of medicine's contract with society. It demands placing the interests of patients above those of the physician, setting and maintaining standards of competence and integrity, and providing expert advice to society on matters of health. The principles and responsibilities of medical professionalism must be clearly understood by both the profession and society. A set of professional responsibilities includes, but is not limited to a commitment to:

- Clinical competence
- Honesty with patients
- Patient confidentiality
- Maintaining appropriate relations with patients
- Improving quality of and access to care
- A just distribution of finite resources
- Scientific knowledge
- Maintaining trust by managing conflicts of interest

As members of a profession, physicians should be respectful of one another and participate in the processes of self-regulation, including remediation and discipline of members who have failed to meet professional standards. The profession should also define and organize the educational and standard-setting process for current and future members. Physicians have both individual and collective obligations to participate in these processes. These obligations include engaging in internal assessment and accepting external scrutiny of all aspects of professional performance.

Examples of student conduct which violate professional standards and may lead to disciplinary action by the University include, but are not limited to:

- Intentionally interfering with classes, research, administration, patient care, movement of other people, or any school function;

- Showing a lack of respect towards other students, patients, faculty, staff, administration, or other school personnel;
- Failure to complete assignments, attend required classes, shadowing or rotations;
- Failure to resolve conflicts in a reasonable manner or disrespecting diversity;
- Being mentally or constitutionally unable to follow the directions provided by faculty, staff, administration, or other school personnel;
- Academic dishonesty, including cheating, plagiarism, attempting to pass examinations by improper means, or assisting another student in such an act or simply tolerating it in others;
- Intentionally providing false information to the school or officers of the school, altering records, or refusing to comply with the directions of school officials;
- Intentional damage or theft of any school property or property of any school employee, fellow students, or visitor;
- Practicing or appearing to practice medicine without a license (such as engaging in clinical activity without the direct supervision of a licensed physician) or accepting any form of reimbursement, payment, or gift for performance of clinical duties;
- Sexual or physical harassment of any other student, employee, or visitor to the school;
- The use, distribution, sale, or possession of illicit drugs or non-prescribed substances; and
- Any intentional action in violation of local, state, or federal law or being indicted by a local, state, or federal court system for a felony.

STUDENT BOARD OF ETHICS AND PROFESSIONALISM

The [PNWU-COM Student Board of Ethics and Professionalism](#) (Student Board) is charged with investigating reported ethical or professional misconduct complaints relating to:

- Dress code violations
- Study space issues
- Social mediation involving school activities (e.g. small group participating equality)
- Issues relating to inappropriate dissemination of material among students
- Review issues of proper and ethical use of new technologies not yet defined in the student handbook (e.g. iPad photos, screen shots, recording lectures, etc.)
- Personal hygiene

Board Membership and Selection Process

The board will consist of seven (7) students; {2 first years; 3 second years; 1 third year, and 1 fourth year student}, and one (1) faculty advisor. The student selection process will involve students selecting two (2) other students who he/she feels would be a good representative from their class to sit on the Student Board of Ethics and Professionalism. Of these nominees, the top 10% will go through a faculty review and approval process via the Faculty Executive Council. If approved, each student who desires to sit on the Student Board of Ethics and Professionalism will have the opportunity to complete a short-answer inquiry form focused on their capacity to serve on the board, at which point Student Affairs will finalize the selections.

Each appointed board member will have the opportunity to serve a one-year term with the opportunity to resign at the conclusion of the fall semester. It is a requirement that anyone participating in the Student Board to sign a confidentiality agreement to ensure that the Student Board is bound by the highest of standards and preserve the integrity of the Student Board's purpose.

Filing a Concern/Issue/Complaint

An electronically submitted complaint (via JotForm) will be made available on the [Student Affairs](#) page at PNWU.edu. Forms submitted will be reviewed by Student Affairs for review and authentication. If the submission qualifies for a student hearing, it will be forwarded to the Student Board. If the issue needs to be referred to another process, (e.g. federal regulations, etc.), it will be done at that time. The Student Board will meet monthly to review appropriate submissions.

Deliberation and Decisions:

The Student Board will not have the power to mandate that a student present him/herself, but should a student choose not to appear the student may have the opportunity to write a one page document explaining his/her position. After there is a factual understanding, an effort should be made to make a clear stance on the issue described in the request process. At this point it is the duty of the Student Board to recommend one or more of the following actions:

- Dismiss the case
- Verbal warning would occur with facilitation by Student Affairs
- Public or private apology
- Recommend a learning opportunity
- Refer to Student Affairs

GENERAL DRESS

Students will, during regular business hours (Monday - Friday, 8:00 a.m. - 5:00 p.m.), year around, be dressed appropriately with awareness to personal hygiene, cleanliness, professional demeanor, and professional dress. Modest professional apparel, or scrubs (top and bottom), will be required for all activities in PNWU buildings. In the case of special events, students must adhere to professional dress.

Students on clinical rotations are expected to use good judgment and if there is a question as to the appropriateness of dress, the student should ask the preceptor.

Short white lab coats with PNWU logo and any required badge are expected to be worn unless specifically instructed otherwise by the hospital or preceptor. Alterations in this dress code are subject to the discretion of individual physicians/institutions/facility.

EMPLOYMENT

A health professions curriculum content and time required for completion is such that any outside employment by the student is strongly discouraged.

CONFERENCE ATTENDANCE

Participation at conferences is limited to students in leadership positions and presenters at approved conferences. Students on academic alert, warning or probation or who have professional conduct violations may be denied the privilege to attend. Students are encouraged to consider the impact of their attendance at such meetings on their academic success before requesting to attend. First year students who are approved to attend conferences will be eligible in the spring semester. Students must request permission to attend by completing a [Time Away Request](#) a minimum of three weeks in advance of the conference. Submissions will be evaluated by Student Affairs and the appropriate dean(s). Conference attendance will be considered for officers of the club (president, vice president, secretary, treasurer and national liaison) and officer elect, as long as the student is in good academic standing. Conference attendance approval will be considered for students making presentations at a conference. Student Affairs reserves the right to require the submission of documentation with requests (i.e. proof of accepted abstract).

PNWU promotes all our students learning to be advocates for our profession. Becoming aware of Health Policy Issues, concerns and functions is important to develop skills for advocating.

STATE DO DAY ON THE HILL

PNWU and the [Student Osteopathic Medical Association \(SOMA\)](#) in partnership with [Washington Osteopathic Medical Association \(WOMA\)](#) supports attendance at the annual DO Day in Olympia, WA. Excused absences are given to students in good standing. To be approved, students are to complete an application provided from WOMA, which may be obtained from Student Affairs, in addition to a Time Away Request. Once approved, students must attend a Health Policy workshop prior to attending DO Day in Olympia. Detailed information regarding the scheduled workshop will be communicated by Student Affairs in coordination with the SOMA chapter president.

NATIONAL DO DAY ON THE HILL

PNWU and the Student Osteopathic Medical Association (SOMA) supports attendance at DO Day on the Hill in Washington, DC each spring. AACOM works closely with SOMA at PNWU to provide training on current health policy issues prior to the event. Details regarding the cost of attendance and costs covered will be provided to students by the SOMA chapter president once the information is available from the AOA.

Students interested in attending the National DO Day on the Hill event must submit their interest to the SOMA chapter president, be in good standing, and attend all mandatory meetings. Students interested in attending will need to submit a [Time Away Request](#) as soon as possible and will receive written approval from Student Affairs.

WITHDRAWAL FROM SCHOOL

All requests for withdrawal are initiated in Student Affairs. Students who discontinue their education at PNWU for any reason are required to complete an exit form provided by Student Affairs. The dean and the chief academic officer (or their designees) will meet to review the request to assure administrative procedures are followed and an academic plan considered. The dean will make the final decision to grant a request and will notify the student of the decision in writing. Failure to complete an exit form for any type of leave or withdrawal and obtain the proper signatures will result in a hold being placed on all academic records. If a student chooses to withdraw from the University he/she automatically waives the right to an appeal of any disciplinary action or dismissal decision previously made by the Student Progress Committee and/or the dean. Guaranteed re-admission, based on withdrawal reason, may be voided upon failure to provide documentation in a timely manner.

For the [full policy](#), please refer to the 2015 – 2016 Student Catalog.

ITEMS TO BE RETURNED UPON WITHDRAWAL

A student withdrawing from PNWU will meet with Student Affairs and begin the withdrawal process which includes meeting with several departments on campus. Each department will collect PNWU materials and equipment or provide the student information pertaining to the withdrawal. Questions regarding withdrawal from PNWU should be directed to Student Affairs in person or at studentaffairs@pnwu.edu.

Students must return all PNWU materials and equipment upon withdrawal. This list includes but is not limited to:

- ID Badge
- Parking Permit
- Locker Key
- Lab Coat
- Scrubs
- iPads
- Books (texts and workbooks from the current term)
- Stethoscope
- Welch-Allyn Diagnostic Kit
- Sphygmomanometer and Cuff

REPLACEMENT OF PNWU ISSUED EQUIPMENT

Submit a written request for replacement of PNWU issued equipment to Student Affairs. If replacement is approved Finance will be notified to charge the student for the replacement equipment. Once the cost is paid by the student Purchasing will be notified to order the equipment.

LAPTOPS

Students are required to have a laptop that meets the minimum hardware, and software, requirements detailed on the [Technology Services](#) webpage. Laptop purchases are the responsibility of each student. Financial aid is available to cover the purchase cost of a laptop once during the student's educational program. Technology Services will provide limited software support and consulting for student owned computing devices, details of the support provided can be found on the Technology Services webpage.

LECTURE CAPTURE

PNWU-COM uses a lecture capture system to record lectures, including Case-based Integrated Learning (CIL). This system allows PNWU to record and make accessible lectures and other audio and video recordings to students in a secure environment through the University's Learning Management System (LMS). Because PNWU may be recording in the classroom, student questions and/or comments may be recorded.

Students may watch recordings online, or download them for off-line viewing on their computers, smartphones, or media players. These recordings are copyrighted by the University. Posting them to another website, including YouTube, Facebook, or any other site without written permission may result in disciplinary action and possible civil prosecution.

MOODLE - Learning Management System

[Moodle](#) is the learning management system used by PNWU. Students locate course items such as syllabus, schedule, learning objectives, and lecture and lab materials within Moodle. Additional usages include orientation, library resources, and student resources.

E*Value

[E*Value](#) is utilized in all four years of the curriculum. This platform is used for scheduling and evaluating of students' site visits during the first and second year in addition to their clinical clerkships. Student immunizations & certifications and their MyFolio is located within E*Value.

MyFolio

MyFolio is found under My Profile in E*Value. The MyFolio is used to collect information for your MSPE letter, accreditation data, portfolio, and independent learning plan (ILP). Use the left side menu to access folders for the different types of data.

Immunization Upload

Beginning with the Class of 2019 students will upload their immunization records for review by a PNWU nurse. Instructions are emailed to the incoming students as they are given access to E*Value.

PROGRESSIQ

The ProgressIQ system is an academic advising tool used to track a student's progress towards meeting the program learning objectives. The student will use ProgressIQ to monitor their course activity grades.

SECURITY

Security staff is available to assist with

- car lock outs, a waiver must be signed
- jump start of dead batteries
- flat tires
- taking reports on building issues, leaks, damage, etc.

Emergency Notification System

Security will send out timely warnings via the emergency notification system (ENS). At time of matriculation students provide an emergency notification number for voice and text messages. This number needs to be updated to ensure timely warnings.

Fire Drill

In the case of a fire drill or fire emergency the gathering location is the sports field southwest of Butler-Haney Hall and the parking lot south of Cadwell Student Center.

Parking

Student parking will be in area designated by PNWU Student Parking signs. Parking is faculty staff designated parking is allowed between 5 p.m. and 7:30 a.m. on business days and on weekends and holidays. Parking permits must be displayed and if you often switch vehicles a second permit may be issued.

Lost and Found

Lost and found is located in the Office of Security in Butler-Haney Hall.

Identification Badge

Identification badges are required to be worn or carried at all times while on campus or on rotations. The badge allows access to University buildings at all hours. If lost or stolen notify security immediately so that access can be deactivated.

STUDENT LIABILITY INSURANCE

PNWU students are covered with liability insurance only if the students are participating in an officially approved clinical experience or rotation. If a student is aware of a potential legal liability situation, the associate dean of academic affairs or designee must be notified immediately. Progression of any legal liability action is to be detailed in writing by the student and regularly sent to the associate dean of academic affairs or designee.

STUDENT EXPOSURE RISKS

There is no known evidence of adverse outcomes to persons who participate in labs and PNWU follows many precautions to limit exposures. These include, but are not limited to, OSHA recommended barrier protection such as a respirator, air quality sampling, and use of Monoethanolamine.

Student disclosure of pregnancy status to program personnel is strictly voluntary. While the College does not require that a pregnant student disclose her pregnancy, the College encourages any student who is pregnant, or may become pregnant, to discuss with her advisor and professor their attendance in labs. More importantly students should discuss their pregnancy, potential risks and limitations with their physician. If a physician indicates that it is in their best interest not to participate in lab, the student must contact Student Affairs to request an official/formal accommodation as soon as possible.

BLOOD BORNE PATHOGEN EXPOSURE AND POST-EXPOSURE PROPHYLAXIS

1. GENERAL: The Blood Borne Pathogen (BBP) policy includes 3 components:
 - a. Education.
 - b. Immediate post-mishap evaluation of exposure risk, as outlined by current Center for Disease Control and Prevention (CDC&P) guidance and recommendations.
 - c. Appropriate follow-up. The goals of this policy are to insure the immediate cleansing of the exposure site, reporting of the incident, and when indicated, immediate appropriate post-exposure prophylactic treatment be started using CDC&P guidelines within two hours or less of the exposure and that appropriate laboratory work-up, counseling, and follow-up be provided.
2. EDUCATION: All PNWU first- and second-year students will attend a two-hour block of instruction on HIV/AIDS and a one-hour block on Universal Precautions annually that will address CDC&P current relevant universal exposure precautions, the post-exposure reporting process, prophylactic treatment of BBP and other transmitted disease as indicated.
3. BBP/HIV/AIDS EXPOSURE: All students with medical education-related BBP/HIV/AIDS exposure through another person's blood or body fluids—by injury caused by a sharp object or exposure to mucous membranes/skin—will take the following steps immediately:
 - a. PERFORM BASIC FIRST AID: IMMEDIATELY clean the wound and skin with soap and running water. Flush any mucous membranes or eyes with copious amounts of water or normal saline for several minutes. Blood should be allowed to flow freely from the wound. Blood should not be squeezed or “milked” from the wound.
 - b. IMMEDIATELY NOTIFY your preceptor or instructor. Any PNWU students with medical education-related BBP/HIV/AIDS exposure will be immediately released from his/her preceptorship/rotation or course to go to the nearest hospital Emergency Room (ER).
 - c. If on rotations NOTIFY the regional dean's office of the incident.
 - d. The goals of the student reporting to the ER for BBP/HIV/AIDS exposure are:
 - 1) To help the student assess whether the exposure is low or high risk using the most current CDC&P guidelines.

- 2) To start post-exposure prophylactic medication within two hours if the incident is a high risk. High-risk exposure is typically defined as significant blood or bodily fluid exposure of a source person with any of the following: known HIV/AIDS and/or symptoms of AIDS, multiple blood transfusions 1978-1985, IV drug user, multiple sexual partners, or homosexual activity.
 - 3) Counseling the student on medication side effects and clarifying the benefit/risk ratio of their use.
 - 4) Check baseline labs: HIV/AIDS antibody testing, complete blood count, renal and hepatic chemistry profile, and hepatitis evaluation.
- e. The assistant dean of clinical education shall be a point of contact for any problem that may arise during clinical rotations. During first- and second-year, students should contact Academic Affairs.
 - f. The student shall report for follow-up to the regional dean. The regional dean shall, at a minimum, be responsible for:
 - 1) Ensuring HIV/AIDS antibody testing is done at 6 weeks, 12 weeks, and 6 months and results checked.
 - 2) Writing prescriptions for the 4-week drug regimen if needed.
 - 3) Repeating complete blood count and renal and hepatic chemistry profiles at two weeks.
 - 4) Monitoring potential pancreatic toxicity by ordering weekly complete blood counts and chemistry profiles.
 - g. The student is responsible for any costs incurred by these procedures and should ensure that their medical insurance provides coverage for such situations.

STUDENT WRITTEN GRIEVANCES

If at any time any student feels that he or she has been wrongly treated by a member of the University, the student may present a written grievance to the appropriate official. A student's grievance concerning a faculty member should be made to the faculty member's department chair or division chief. A grievance concerning a staff member should be made to the staff member's immediate supervisor or to the chief academic officer. A grievance concerning another student should be made to Student Affairs or appropriate dean. After a written grievance is received, a response to the grievance will be issued within 10 business days. Any grievance, after response by the appropriate official, may be appealed to the president. For questions and delivery of any grievance, please send them to:

Pacific Northwest University of Health Sciences
Student Affairs
111 University Parkway, Ste. 202
Yakima, WA 98901
509.249.7724

PNWU will maintain records of the receipt, adjudication, and resolution of written grievances.

LIBRARY

The library is located on the first floor of Butler-Haney Hall. The library provides reference and research services, interlibrary loan and document delivery, and library instruction. Your PNWU ID serves as your library card. Refer to the [library website](#) for a complete description of resources, services, and hours. You can access most of the library's online resources from off campus by logging in with your PNWU network username (not email address) and password.

Reference books and other resources specific to the clinical years, such as point-of-care decision support tools, are also available online. For books that are not available online, the library provides free mailing of books from its print collection to students doing clinical rotations. To better prepare them for clinical practice, second-year students complete a mandatory library resources review.

The library is a designated quiet study area. A portion of the library is open 24/7 for quiet, individual study.

Library assistant positions are open to PNWU students, and applications are only accepted when a position is actively posted. This usually occurs in late summer or early fall. Positions are posted on the bulletin boards in the library.

RESEARCH

PNWU encourages basic science, clinical, and curriculum research. Every effort will be undertaken to encourage and assist students and faculty in the development and funding for research programs which are of interest to PNWU faculty and students.

LEARNING RESOURCES

Academic Affairs is responsible for providing [academic support](#) to the faculty and students of the COM. Academic Affairs, through the learning skills specialist, is responsible for responding to the academic needs and development of students. Academic Affairs will also advise and assist students with the formation of an annual individualized learning plan (ILP) and development of a student portfolio based on evidenced achievement of the PNWU-COM educational objectives, and on students' reflection on their own progress.

ACADEMIC SKILL DEVELOPMENT

[Academic skill development](#) is available for any student who would like help improving study strategies or test-taking skills. Assistance is available in several areas including; identification of learning preferences, becoming active learners, note-taking, memorization techniques, using resource materials, studying for tests, reducing test anxiety, effectively using a tutor, and studying in small groups. The learning skills specialist will oversee delivery of many of these services, which may be provided by the learning skills specialist, faculty, or students. Throughout the year, a variety of seminars/workshops may be offered to students. Students may be offered sessions on study strategies, test-taking, preparing for boards, becoming an effective tutor, etc.

LEARN. CARE. COMMUNITY.

TUTORING AND RECITATION

PNWU provides tutorial services for students requesting such services. Academic Affairs strives to accommodate all tutorial assistance requests, and priority will be given to students who demonstrate need based on their academic performance. Although students often form study groups and partners on their own, Academic Affairs coordinates a [formal tutoring and recitation program](#). With the assistance of and recommendations from the faculty, peer tutors and recitation leaders are identified and made available to students who want help. The tutoring program provides the student with the opportunity to be assigned a near-peer or peer tutor at no cost. Students may contact the [learning skills specialist](#) to apply for tutoring services.

ACADEMIC ADVISEMENT

Each student is assigned a faculty advisor through Academic Affairs. The faculty advisor will be a faculty member whose responsibility is to monitor the progress of student advisees, to help the student locate academic resources, and to be available for any personal or academic support that is needed by the student. The student is responsible for contacting their faculty advisor on an agreed upon timeline. Students are also encouraged to identify a clinical faculty mentor to provide input for residency planning.

STUDENT PORTFOLIOS

Portfolio development is facilitated by Academic Affairs and is embedded within the existing four-year curriculum. The development of the [student portfolio](#) represents a framework of achievement of learning outcomes relative to the PNWU-COM educational objectives and outcomes and is designed to showcase student learning and provide the context for student reflection upon growth as an emerging physician. The submission of an effectively developed competency-based portfolio is a PNWU-COM graduation requirement.

FINANCIAL AID

The Financial Aid Office updates [PNWU.edu](#) with resources on funding, scholarship, cost of attendance, and other information. Email notices will be sent with time sensitive information or notices.

Award Notices

Each year the student must complete a Free Application for Federal Student Aid (FAFSA) at [fafsa.ed.gov](#). The information is used to determine the student's eligibility for federal student loans. Once eligibility is determined an award notice is placed in the student's BHH mailbox for first- and second-year students and mailed to third- and fourth-year students.

Review the award notice information and return the form with your acceptance, adjustment, or declination of the award. Any aid source (scholarships, grants, etc.) not listed on the award notice must be reported to Financial Aid. Financial aid information may be viewed on Self-Service, navigate to the Finance tab and select the financial aid hyperlink.

Disbursement

Financial aid has a different timeline than the academic calendar for [disbursements](#). Before the beginning of each term, the Financial Aid Office needs to know students are enrolled and attending on the first day of the term. If a third- or fourth-year student opts for vacation time at the beginning of the term or no rotation is scheduled the disbursement date of their student loan(s) will be delayed until rotation begins or until a rotation is scheduled.

Budget Revisions

If a student's actual [cost of attendance exceeds the estimate](#), a request for a budget adjust may be submitted. Documentation of the actual expenses must be included with the request. Budget questions or concerns may be discussed with Financial Aid for details on assistance available.

Emergency Loans

A small emergency loan fund has been donated by the Washington Osteopathic Medical Association (WOMA) to assist students with unexpected expenses. An Emergency Loan Request form is submitted to Financial Aid for review and will be granted if funds are available. Expenses that qualify as costs of attendance may be used to adjust the financial aid budget, possibly increasing federal student loan eligibility.

The emergency loan must be repaid to make the funds available for future use by PNWU students.

Veterans

If you have served in one or more branches of the US military, you may be eligible for education benefits provided by the Department of Veterans Affairs. Students wanting to use veterans' benefits must provide documentation of their eligibility to Financial Aid. This may be submitted in person at BHH 420 or emailed to finaid@pnwu.edu. If you are not sure if you are eligible visit our [Veterans](#) page.

Each term the student wants to receive benefits an email must be sent to finaid@pnwu.edu authorizing the certification of enrollment and tuition costs.

Self-Service

Checklist

The Checklist on the Home tab of [Self-Service](#) lists any requirements or documents the student must complete such as immunizations, health insurance, required surveys, etc. The Checklist should be monitored to ensure timely completion of requirements.

Academic Plan

The Academic Plan on the Register tab of Self-Service tracks the student's progress in meeting degree requirements. Monitoring the Academic Plan becomes essential at the end of

the third-year through the fourth-year to ensure planned and completed rotations are tracked towards timely completion of degree requirements.

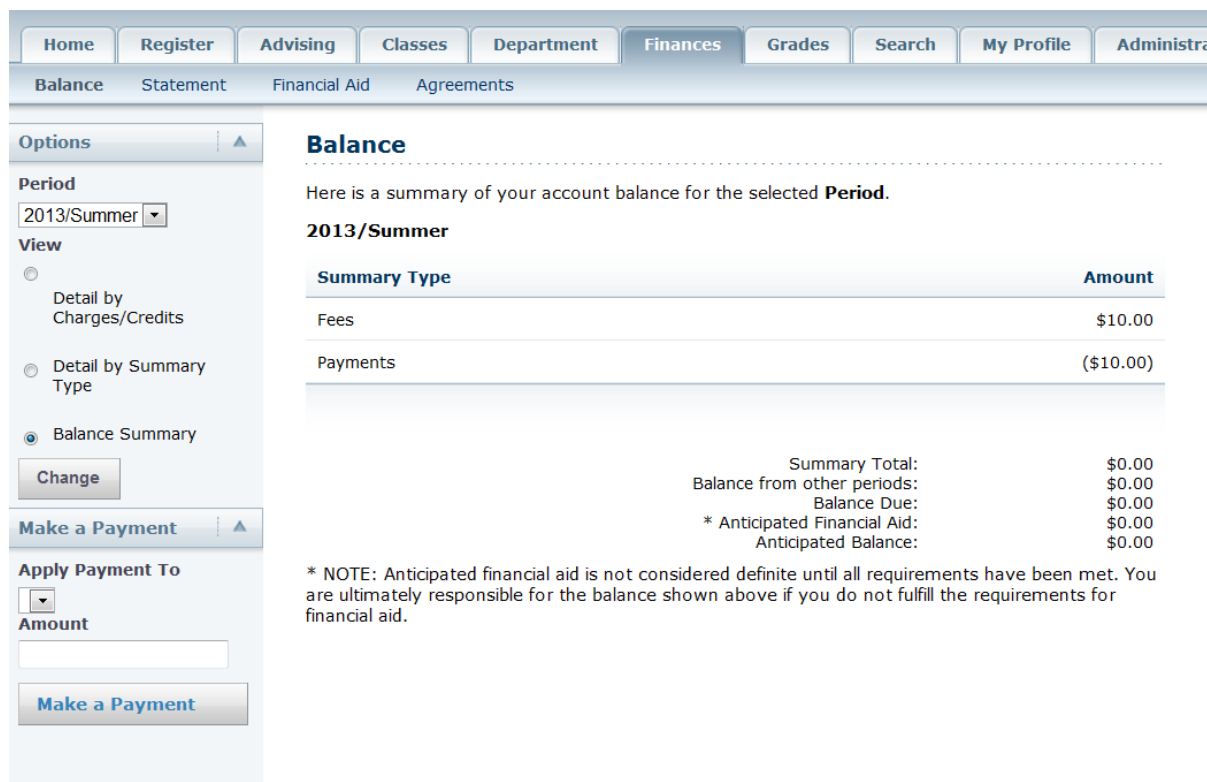
Schedule

The Schedule in text view on the Classes tab of Self-Service lists the student's courses for the selected term. A daily course schedule will be available on the Moodle course page and in Outlook. The Schedule in PowerCAMPUS will assist the student in determining which lab section to attend (01 = Group A, 02 = Group B for example).

Make a Payment

Please pay your tuition balance online in [PowerCAMPUS Self-Service](#) and choose the Bank Account option. (There is a 2.5% bank service charge for using your Debit/Credit Card, but no fee for using your bank account.)

- Log into Self-Service in PowerCAMPUS software
 - PNWU website > Technology Resources > Account Management > Self-Service/PowerCAMPUS
- Navigate to the **"Finances"** tab
- Click on the **"Balance"** hyperlink
- Select the **"Period"** (semester) you want to pay for and the **"View"** of what you want to see (usually "Balance Summary")
- On the lower left side, enter a dollar figure in the **"Amount"** field, click **"Make a Payment"**
 - Don't worry about the "Apply Payment To" field. The drop-down menu is blank.



Home Register Advising Classes Department **Finances** Grades Search My Profile Administration

Balance Statement Financial Aid Agreements

Options

Period
2013/Summer

View

Detail by Charges/Credits

Detail by Summary Type

Balance Summary

Change

Make a Payment

Apply Payment To

Amount

Make a Payment

Balance

Here is a summary of your account balance for the selected **Period**.

2013/Summer

Summary Type	Amount
Fees	\$10.00
Payments	(\$10.00)
Summary Total:	\$0.00
Balance from other periods:	\$0.00
Balance Due:	\$0.00
* Anticipated Financial Aid:	\$0.00
Anticipated Balance:	\$0.00

* NOTE: Anticipated financial aid is not considered definite until all requirements have been met. You are ultimately responsible for the balance shown above if you do not fulfill the requirements for financial aid.

A pop-up window will appear to guide you through the payment process.

- Option 1 is **Debit Card or Credit Card**—the bank will charge a 2.5% service fee for this option.
- Option 2 is **Bank Account** information. There is NO FEE for this option.

Statement

The Statement on the Finances tab of Self-Service allows the student to view and print a student account statement as needed.

Financial Aid

The Financial Aid on the Finances tab of Self-Service allows the student to monitor any missing documents, the budget, award, and anticipated disbursements.

Grade Report and Transcript

The official grade reports, unofficial transcript, and request a transcript are all found on the Grades tab of Self-Service.

My Profile

The My Profile tab allows a student to find their student ID, PNWU email address, updated personal information, addresses, and phone numbers. Students must maintain their addresses and phone numbers at all times.

STUDENT NAME CHANGE

Students may update their academic record with an official name change. Complete the [Name Change Request](#) form and provide legal documentation of the name change (e.g., certified copy of marriage certificate, divorce decree, or court order) to registrar@pnwu.edu.

ENROLLMENT VERIFICATION

An Enrollment Verification may be requested through the [National Student Clearinghouse](#), or a request for a letter of enrollment verification may be emailed to Enrollment Services at registrar@pnwu.edu. Please include contact name and address.

MILITARY REIMBURSEMENT

Students eligible for military reimbursement of allowed expenses may submit the reimbursement form and receipts or documentation of the expense to Enrollment Services.

RELEASE OF INFORMATION

Educational records are protected under the Family Educational Rights and Privacy Act (FERPA), see the Student [Catalog](#) for details. Only information, not considered directory information, specifically authorized by you (the student) on a [Release of Information form](#) may be shared with anyone not authorized under FERPA. Contact Enrollment Services, if you have questions about FERPA, directory information, nondisclosure requests, or release of information.

ACADEMIC STANDING

Satisfactory academic progress occurs when the student passes all required courses, completes 67 percent of their cumulative attempted credits, completes their degree within 150 percent of their four-year program, passes the Comprehensive Osteopathic Medical Licensing Examinations (COMLEX-USA Level 1, Level 2CE, Level 2PE), and maintains the standards of ethical, moral, personal and professional conduct required for continued study of osteopathic medicine. A student who is not making academic progress is not eligible for federal Title IV financial aid.

The academic progress of each student is monitored and evaluated at the end of each term by the Student Progress Committee. A student failing to meet one or more of the standards of progress at the end of summer or fall term may be placed on Warning. Failure of two courses in a single academic year will result in an automatic dismissal without the opportunity for remediation. While on Warning, the student may receive financial aid for spring term. At the end of spring term, the student must be in good standing or may appeal to be put on a Probation status.

A student must be in good academic standing at the end of the spring term of the second year in order to participate in clinical rotations. No student may advance a year at PNWU with a failing or incomplete grade in any required course.

- Course withdrawals and repeats are only allowed as part of a Probationary Academic Plan as approved by the Student Progress Committee.
- Transfer credits are currently not accepted by PNWU.

Students may access their grade report from the PowerCAMPUS Self-Service system at the close of every academic term. Their Academic Standing status will be reported on the grade report. The student will receive a letter of Academic Standing if he/she is placed on Alert, Warning, or Probation status.

1. **Alert:**

First Year Students: occurs automatically when a student's mid-term grade is failing.

Second Year Students: occurs automatically when a student's mid-term grade is failing or fails a course that ends before the end of term.

Third and Fourth Year Students: occurs upon failure of a Comprehensive Osteopathic Medical Achievement Test (COMAT) exam. Also occurs upon failure to complete logs, evaluations, and rotation exams within 60 days of the last day of the rotation.

2. **Warning:**

Occurs automatically at the end of fall term when a student does not meet academic progress or fails the first attempt of any level of COMLEX-USA board exam. The Student Progress Committee may also assign warning to a student who has not maintained professional and/or ethical conduct.

3. **Probation:**

Occurs if the Student Progress Committee assigns this status to a student who has successfully appealed to be reinstated after not achieving academic progress at the end of the academic year, or has not maintained professional and/or ethical conduct.

A student on warning or probation status may not participate in PNWU-sponsored extracurricular events or organizations, is not eligible for PNWU sanctioned travel, and may not run for or hold the position of executive, class, or club officer. At the discretion of the Student Progress Committee, warning or probation status may include additional restrictions from activities the committee deems detrimental to academic performance. Since academic grades are only one criterion for warning or probation status, the Student Progress Committee may recommend warning or probation status regardless of a student's academic performance.

The imposed academic standing will be in effect until the student is in good academic standing. Good academic standing is regained by successful summer remediation of a failed course (years one and two) or successfully passing or removing the deficiency (years three or four). In the event a student is placed on warning or probation status for a nonacademic reason, removal of the status will be at the discretion of the Student Progress Committee, and may potentially remain in place until graduation.

Academic alert and warning shall have no effect on a student's financial aid and will not appear on the transcript. Probation status may affect a student's eligibility for financial aid and will not appear on the transcript. Please refer to the Financial Aid policies for more information.

GUIDELINES REGARDING STUDENT MISCONDUCT

These guidelines are advisory and are not a contract. They do not bind PNWU and may change with 1) approval of the dean, 2) notice to the chairperson of the Student Progress Committee, and 3) general notice to the students of PNWU.

Filing of a Complaint of Professional or Personal Misconduct

If an individual has violated PNWU policy regarding professional and/or ethical conduct, a complaint should be filed with the chairperson of the Student Progress Committee. The complaint should be filed within 30 calendar days of the incident. The committee will review the complaint and may schedule a meeting with the student and complainant(s).

Notice to Appear Before the Student Progress Committee

If a meeting is warranted, a Notice to Appear before the Student Progress Committee will be delivered or sent to the student. The failure of addressee to accept mail or maintain a deliverable address with Student Affairs may result in immediate disciplinary action.

Appearance Before the Student Progress Committee

Student Progress Committee meetings with students are private and confidential including, but not limited to, the names of participants, proceedings, discussion, minutes, and findings. The following are prohibited in all Student Progress Committee meetings unless otherwise authorized in writing by the dean and Student Progress Committee chairperson: 1) electronic recording of the meeting, except for official minutes; 2) legal counsel; and 3) uninvited individuals.

In the meeting(s) the student will be given reasonable opportunity to address the allegation(s) against him/her. The committee will review all submitted documents and may interview all persons reported as having knowledge of the incident. The committee may have more than one meeting with the student in order to address the concerns of the committee and give the student an opportunity to fully respond to the questions and allegations.

Committee Findings

The findings of the committee may take one of four forms:

1. **No Action**

2. **Warning**

Serves as a warning that any future behavior/situations inconsistent with the professional behavior outlined in the Catalog or deemed inappropriate by the Student Progress Committee may result in his/her immediate dismissal from PNWU. Any student put on Warning status will remain so for the stated time.

3. **Probation**

The student's continued enrollment at PNWU is based upon a successful appeal of a dismissal decision and of the student fulfilling certain obligations as set forth by the Student Progress Committee.

4. Dismissal

The Student Progress Committee will make a recommendation to the associate dean for academic affairs who will notify the student of the final decision. The student may appeal the decision to the dean if the student does not believe due process was properly followed, or if new and relevant information has not been presented. The Office of the Dean must be notified in writing of the intent to appeal within ten calendar days of receipt of notice of disciplinary action.

APPEAL

If a student is considered by the Student Progress Committee due to their lack of academic progress, the student will be notified when the Student Progress Committee will meet. The student will have the opportunity to present to the committee any mitigating circumstances which directly contributed to the poor academic performance. The student may choose one of the following:

- a) Appear in person to make a personal statement (three to five min.) and answer any questions by the committee;
- b) Provide a written statement (one page double spaced) that will be read by the chairperson to the committee; or
- c) Provide no explanation at all.

The Student Progress Committee will make a recommendation to the associate dean for academic affairs who will notify the student of the final decision. Students who wish to appeal a decision based on extenuating circumstances must submit a detailed letter to the dean within five business days after receiving the dismissal notice. The decision of the dean is final.

REMEDICATION

Remediation of a single failed course will occur following the spring term according to the University calendar. All students who fail a course will be invited to meet with the Student Progress Committee to discuss their academic situation. Failure of a second course in a single academic year will result in an automatic dismissal without the opportunity for remediation. Failure of a course remediation will also result in an automatic dismissal. Students who wish to appeal a decision based on extenuating circumstances must submit a detailed letter to the dean within five (5) business days after receiving the dismissal notice. The decision of the dean is final. See the Academic Standing section for the Student Progress Committee review and appeal section.

The associate dean for academic affairs oversees the remediation process, in consultation with the course director for the failed course and the learning skills specialist. Students must remediate a failed course and complete all course work prior to promotion to the next year and taking a COMLEX-USA board exam.

A failing grade will be designated as incomplete (I) until such time as the course has been remediated. Successful remediation will result in a change from incomplete (I) to pass (P) on the transcript.

The percentage grade recorded from the remediated course in no case can be greater than a 70 percent, and will be the grade used to determine the student's class ranking at the end of second-year. Unsuccessful remediation will result in a change from incomplete (I) to fail (F) on the transcript.

Remediation of a Rotation

A failed core rotation must be repeated, which may occur at another regional site. The repeated rotation will be at the student's expense and scheduled at the discretion of the regional dean and assistant dean for clinical education. Failure of an elective rotation requires remediation by repeating the rotation. No student may be promoted to the next year or approved for graduation with a failing or incomplete grade in any course.

Remediation of COMLEX-USA Level 1

Remediation after first failure of COMLEX-USA Level 1 will require the student to take time away from rotations. The student may need to return to the Yakima campus of PNWU for a structured board review at the end of their current rotation. Students may need to remain in the Yakima area until completion of the review with proof of the required Comprehensive Osteopathic Self-Assessment Examination (COMSAE) score. The decision for the student to return to clinical rotations at a regional site must be mutually agreed upon by the assistant dean of clinical education and the regional dean.

Remediation after second failure of COMLEX-USA Level 1 will require the student to take time away from rotations at the end of their current rotation. The board preparation coordinator and learning skills specialist will recommend a written individualized remediation plan to the Student Progress Committee which could include:

- COMLEX Boot Camp or other similar program
- Remediation of some on-campus pre-clinical courses
- Studying under the direction of the board preparation coordinator and learning skills specialist which may require a return to Yakima

Failure to pass COMLEX-USA Level 1 on the third attempt may result in dismissal.

Remediation of COMLEX-USA Level 2CE

Remediation after first failure of COMLEX-USA Level 2CE will require the student to complete online courses and obtain a required score on the Level 2CE Comprehensive Osteopathic Self-Assessment Examination (COMSAE). The student must submit their COMSAE score to the learning skills specialist or their designee prior to their COMLEX-USA Level 2CE test date.

Remediation after second failure of the COMLEX-USA Level 2CE will require the student to take time away from rotations at the end of their current rotation. The assistant dean of clinical education, learning skills specialist, and regional dean will meet to recommend a written individualized remediation plan which could include:

- COMLEX Boot Camp or other similar program
- Studying under the direction of either the regional dean or learning skills specialist

Failure to pass COMLEX-USA Level 2CE on the third attempt may result in dismissal.

Remediation of COMLEX-USA Level 2PE

Remediation after a first failure of COMLEX-USA Level 2PE will be an individualized remediation plan designed by the board preparation coordinator and learning skills specialist.

Remediation after a second failure of COMLEX-USA Level 2PE will require the student to take time away from rotations at the end of their current rotation. The assistant dean of clinical education, learning skills specialist, and board preparation coordinator will meet to recommend an individualized study plan.

Failure to pass COMLEX-USA Level 2PE on the third attempt may result in dismissal.

STUDENT PROGRESS COMMITTEE

The Student Progress Committee is comprised of faculty and staff members who evaluate student performance. This committee reviews all transcripts, records, and reports to determine if the student has fulfilled all academic requirements, has maintained the standards of ethical, moral, personal and professional conduct required for the continued study and is considered mentally and emotionally fit to be a health care provider. The Student Progress Committee certifies the student's eligibility for promotion to the succeeding year and graduation.

PROMOTION AND MATRICULATION

At the end of each academic term, the Student Progress Committee will evaluate student performance. This committee reviews all transcripts, records, and reports to determine if the student:

- Has fulfilled all academic requirements
- Has maintained the standards of ethical, moral, personal, and professional conduct required
- Is considered mentally and emotionally fit to become a health care provider

The COM, upon the recommendation of the Student Progress Committee and action of the associate dean for academic affairs, reserves the right to require at any time that a student be placed on warning or be dismissed who has failed to maintain satisfactory academic progress as specified in the Catalog. Warning or dismissal may also be required by the COM for any student who: 1) fails to maintain ethical, moral, personal, or professional conduct, 2) fails to abide by College policies, rules and regulations, 3) fails to fulfill legal or financial obligations, or 4) is considered mentally or emotionally unfit or impaired.

Students are considered for promotion one academic year at a time. Eligibility for promotion to the next successive academic year or to start clinical rotations is determined by the student's successful completion of the appropriate academic, professional, and financial requirements of the University. The Student Progress Committee also considers reports concerning attendance, conduct, and potential professional attributes. Students with failures or incompletes are not eligible for promotion.

At a faculty meeting preceding commencement, the Student Progress Committee certifies and reports to the faculty the names of those students eligible for graduation, contingent upon the successful completion of all academic, professional, and financial requirements of the University. The faculty will entertain a motion to approve the candidates and submit the list to the dean for submission to the president and ultimately to the PNWU Board of Trustees for approval.

Filing of a Complaint of Professional or Personal Misconduct

If an individual has violated PNWU policy regarding professional and/or ethical conduct, a complaint should be filed with the chairperson of the Student Progress Committee. The complaint should be filed within 30 calendar days of the incident. The committee will review the complaint and may schedule a meeting with the student and complainant(s).

APPEAL PROCESS

Notice to Appear Before the Student Progress Committee

If a meeting is warranted, a Notice to Appear before the Student Progress Committee will be delivered or sent to the student. The failure of addressee to accept mail or maintain a deliverable address with Student Affairs may result in immediate disciplinary action.

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Student Progress Committee meetings with students are private and confidential including, but not limited to, the names of participants, proceedings, discussion, minutes, and findings. The following are prohibited in all Student Progress Committee meetings unless otherwise authorized in writing by the dean and Student Progress Committee chairperson: (1) electronic recording of the meeting, except for official minutes, (2) legal counsel, and (3) uninvited individuals.

In the meeting(s) the student will be given reasonable opportunity to address the allegation(s) against him/her. The committee will review all submitted documents and may interview all persons reported as having knowledge of the incident. The committee may have more than one meeting with the student in order to address the concerns of the committee and give the student an opportunity to fully respond to the questions and allegations.

Committee Findings

The findings of the committee may take one of four forms:

1. **No Action**

2. **Warning**

Serves as a warning that any future behavior/situations inconsistent with the professional behavior outlined in the Catalog or deemed inappropriate by the Student Progress Committee may result in his/her immediate dismissal from PNWU. Any student put on Warning status will remain so for the stated time.

3. **Probation**

The student's continued enrollment at PNWU is based upon a successful appeal of a dismissal decision and of the student fulfilling certain obligations as set forth by the Student Progress Committee.

4. **Dismissal**

The Student Progress Committee will make a recommendation to the associate dean for academic affairs who will notify the student of the final decision. The student may appeal the decision to the dean if the student does not believe due process was properly followed, or if new and contributing information is relevant that has not been presented. The Office of the Dean must be notified in writing of the intent to appeal within 10 calendar days of receipt of notice of disciplinary action.

PRE-CLINICAL EDUCATION

ATTENDANCE

Attendance at labs, small group discussions, CILs, guest presentations and other interactive sessions as published in the course syllabus is mandatory. Failure to attend designated mandatory activities will result in consequences as described in the course syllabus.

Attendance at lectures is recommended. Students must obtain an excused absence from Student Affairs to be excused from any of the mandatory attendance learning activities stated above for first- and second-year. Students are responsible for the work they have missed.

EXCUSED ABSENCES

Students must submit a request to Student Affairs for any absence they wish to have excused. Students must maintain prior approval for absences. Requests will be handled on a case-by-case basis. Once approved, Student Affairs will notify the appropriate staff and faculty. Once a formal notification has been sent out, it is the responsibility of the student to work with the course director(s) and assessment coordinators to schedule any make-up exams, quizzes, course work, etc. It is also the responsibility of the student to provide any documentation to substantiate their absence if requested by Student Affairs. Failure to do so will result in the retraction of the excused absence and could result in a loss of points for any missed coursework.

Requesting a Planned Absence

Students must submit the [Time Away Request form](#) at least three weeks in advance.

Examples of planned excused absences include, but are not limited to:

- Wedding (of first degree family only)
- Medical appointment
- Legal appointment
- Conference attendance
- Presenting at a conference

Absence requests for weddings of first degree family members must be submitted at least one month in advance. Requests for medical appointments must be submitted as far in advance as possible.

Requesting an Emergent Absence

Situations arise that may cause hardship or prevent students from planning ahead. If this is the case, please contact Student Affairs as soon as possible via email at studentaffairs@pnwu.edu or phone at 509.249.7754.

Examples of emergent excused absences include, but are not limited to:

- Personal illness
- Serious and/or sudden illness, or death of a family member

A doctors note may be required to substantiate a student's illness on exam days or if an illness extends beyond two consecutive days.

If for any reason students are concerned about the implications their absence(s) might have on their coursework, they should speak with Student Affairs as soon as possible to discuss options and to learn of resources that may be available.

FITNESS REIMBURSEMENT

PNWU is committed to encouraging our students to be physically active. In an effort to encourage physical fitness in our students, Student Affairs will reimburse first and second year students up to \$20 per month toward a gym/fitness center membership, league/club membership dues, or physical exercise classes such as yoga, dance, etc. Students are required to turn in receipts showing fees and applicable months of participation. Reimbursement for the fall term (August-December) occurs in January and reimbursement for the spring term (January-May) occurs in June. The allowed reimbursement cannot exceed the actual cost. Any outstanding balance on the student's account will be deducted from the reimbursement.

To request your fitness reimbursement, use the: [Fitness Reimbursement Form](#)

Acceptable Forms of Documentation

Students are able to attach receipts or proof of payment to the fitness reimbursement form. Acceptable forms of proof of payment include original receipts, copies or photos of receipts, and/or copies of bank statements showing automatic deductions. The following information must be listed on the receipt:

- Student Name
- Name of gym or fitness center
- Date and amount of payment

When do I turn in my Fitness Reimbursement?

Student Affairs will send a reminder email near the end of each semester to encourage students to request their fitness reimbursements for the appropriate term. [Reimbursement requests](#) are due mid-December for fall term and mid-May for spring term.

Am I able to submit receipts from multiple fitness centers?

Students are allowed to submit receipts from multiple fitness centers; however, Student Affairs will only reimburse a maximum of \$20 per month.

Are spouses, significant others, or family members eligible for Fitness Reimbursements?

Fitness reimbursements are only available for PNWU students and do not apply to spouses, significant others, or family members who are not PNWU students.

If you are not sure if your gym membership or fitness activity would qualify for reimbursement, or if you have any questions regarding your fitness reimbursement, please contact Student Affairs at studentaffairs@pnwu.edu.

CERTIFICATIONS

Students are required to maintain current ACLS/BLS and HIPAA certification during all rotations. Certifications are stored in E*Value for credentialing purposes for clinical experiences and rotations.

ACLS/BLS CERTIFICATION

This training is completed at the end of the second year. Students will receive a certificate after success completion and required to upload the certificate to E*Value.

HIPAA CERTIFICATION

On-line HIPAA training is required prior to matriculation. New students will receive an email from LawRoom with instructions to complete the training. Once completed the student will save the certificate and upload to the E*Value MyFolio section.

EXAMINATIONS AND OTHER ASSESSMENTS

There are two terms in an academic year for the first two years of training. Students are evaluated on the basis of their performance on assignments, as well as on their achievements on regularly scheduled written and practical examinations. The results of the examinations, along with reports concerning attendance, conduct, and potential professional attributes, are considered by the Student Progress Committee as they determine eligibility for promotion or graduation.

EXAM GUIDELINES FOR OMS I & II**Assessment Requirements:**

- Electronic testing software (SofTest) is required to be pre-loaded and registered on the student's testing device.

- The assessment files must be already downloaded to the testing device prior to entering the assessment room.
- Students are required to ensure that their testing device is working. If the testing device is not working, the student must request a loaner laptop for the assessment from the IT Help Desk.

Promptness:

- Exam start time will be defined by <http://www.time.gov/>, not by watches or other devices.
- Arrive in designated room and be seated at least 5 minutes before the scheduled start time of the exam. Students must be in their seat with the testing device turned on and ready to start by the scheduled assessment time. The student should wait for instructions from the proctor to begin the exam.
- Students who arrive late will be granted entrance. No additional time will be granted to complete the assessment.

Materials:

- Permitted
 - The only items permitted within the exam room are two writing instruments, computer, and earplugs unless granted permission by Student Affairs.
 - Noise-cancelling headphones are allowed, but they must be approved by IT in advance of an examination session.
 - Scratch paper is provided by the proctor. Students will receive scratch paper once the proctor has confirmed that all students have begun the exam.
- Prohibited
 - It is highly suggested to place all backpacks, bags of any sort, outerwear, headwear, books, notebooks, cell phones and electronic devices of any kind in student lockers. Any students who bring prohibited item(s) into the assessment room will be directed to Student Affairs.
 - Food and beverages are prohibited during exams unless authorized through Student Affairs.

During the Exam:

- Talking is not allowed during examinations. Neither proctors nor faculty members who are present in the room are allowed to answer questions about the exam content. Proctors will provide assistance on the exam structure such as locating an image.
- Students who have electronic malfunctions are required to raise their hand and will be assisted by a proctor.
- Students are permitted to take restroom breaks if the exam time exceeds two hours. Students must sign out and exit the rear of the room.
- Students are responsible to verify that completed exams are uploaded prior to leaving the exam room. If a student leaves the exam room without uploading the exam file, the student will receive a zero for the assessment.

- Students are prohibited to re-enter an exam room after finishing an assessment until all students have finished.

After the Exam:

- Students must submit all scratch paper to the proctor. Students are required to write their first and last name on used scratch paper.
- Students must verify their exam upload to proctors prior to leaving the exam room.

Make-up Assessments:

- Students are required to request and receive an excused absence from Student Affairs prior to notifying Academic Affairs to schedule a make-up assessment. All assessments must be made up within ten business days of the scheduled assessment unless an extension was authorized through Student Affairs.
- Students who do not attend their scheduled make-ups must request and receive an excused absence from Student Affairs to re-schedule. Students who miss their scheduled make-ups and are not granted an excused absence will receive a zero for that assessment. Students may appeal with the associate dean of academic affairs. Make-up quizzes will be scheduled in advanced on the student's Outlook calendar. Students must pre-schedule their make-up quiz with the assessment coordinators.

Make-up exams will be scheduled with the Academic Affairs Office. Students are required to [email assessment coordinators](#) to request a scheduled make-up exam. Students will be informed of the date and time of the retake exam by the assessment coordinator.

FACILITIES AND STUDY SPACE

Students should report any facilities problems (leaky faucets, icy sidewalks, spilled liquids, full garbage, etc.) to facilities@pnwu.edu or 509.249.7707. Be aware there are deer, birds, and coyotes living in the surrounding area, they are our neighbors.

Garden

The student garden has several raised beds which are tended by interested students and staff. Join the PNWU Community Garden Facebook page to be notified of needs and harvest.

Lockers

Lockers are available in in each building on-campus. The use of lockers is highly encouraged to reduce student risk of theft. PNWU is not responsible for items which are left unattended.

Students request a locker from Facilities by completed the [Locker Request form](#). Lockers must be cleaned out at the end of spring term and second-year students must return the key to Facilities.

Mailboxes

Each first- and second-year student is assigned a mailbox in BHH. The mailbox is used for on-campus mail, the student is responsible for checking their mailbox on a regular basis.

First-year students will be notified early in the fall term to obtain their mailbox key from Facilities. At the end of spring term mailboxes should be cleaned out and second-year students must return the key to Facilities.

Recycling

Recycling containers are available throughout campus for paper and plastic material. Used batteries can be turned in to the IT Help Desk.

Study Space

Study space is available on campus. The SGA has worked with PNWU to designate specific areas of campus as quiet, individual, or group study space. Each study space area has a designation near the door with the type of study allowed and the number of available seats.

Study space preference will be given to groups of two or more, while individuals may utilize cubicle space. Books and/or personal items are not to be left unattended for more than 30 minutes. If you need to temporarily leave your study space, you must place a piece of paper in plain sight, or write on a whiteboard stating your name and intended time of return, which cannot exceed 30 minutes. If a student has not returned by the time stated or has failed to leave said information, other students may remove the personal belonging and place them in a corner of the room to give to the student upon return.

All items must be removed and white boards erased at the end of each day. Personal items and books may be placed in assigned lockers or shared book cases. The student assumes responsibility for any damage or theft of personal property left unattended in a study room, cubicle, or shared bookcase.

Furniture and appliances in study spaces are property of PNWU and should not be moved or altered in any way. Please keep noise to a minimum. Dress code is observed in study space Monday through Friday between the hours of 8 a.m. and 5 p.m. Campus study space is a privilege and can be revoked based on violations mentioned above.

Concerns regarding study space should be directed towards your SGA class president. Concerns will then be brought to the SGA Executive Council and Student Affairs.

NATIONAL BOARD OF OSTEOPATHIC MEDICAL EXAMINERS – COMLEX-USA

At appropriate times delineated by the National Board of Osteopathic Medical Examiners (NBOME), PNWU-COM will provide a list of students who meet the qualifications to schedule and access the Comprehensive Osteopathic Medical Licensing Examination (COMLEX-USA) Level 1, Level 2 CE, and Level 2 PE exams. It is the student's responsibility to schedule and complete the required examinations. No student will be allowed to graduate without passing COMLEX-USA Levels 1, 2 CE, and 2 PE.

COMLEX-USA Level 1

PNWU-COM requires second-year students to participate in a COMLEX-USA Level 1 board preparation course, CLIN 604. The board preparation coordinator will establish a required score to achieve on the Comprehensive Osteopathic Medical Self-Assessment Examination (COMSAE) for student to be allowed to take Level 1. Any deviation from the required COMSAE score must be with prior approval by the dean of the COM. Students must submit their initial COMSAE score at least one month prior to their Level 1 test date. Additionally, those not achieving this criterion by June 10 will not be permitted to start clinical rotations in July. Students will not matriculate to the clinical training site until they meet the proxy exam score requirement. Upon meeting the proxy exam score requirement and approval from the board preparation coordinator, students will be allowed to take Level 1 and matriculate to the regional site for clinical rotations at the discretion of the regional dean. It is recommended that students take Level 1 prior to starting rotations, students must pass Level 1 by January 1 of their third-year.

USMLE

The United States Medical Licensing Examination (USMLE) is optional for students. Review the USMLE and National Board of Medical Examiners (NBME) [website](#) for additional information and resources.

After logging into the NBME website print the NBME Certification of Identification and Authorization Form

- ❖ Complete student portion of the form as well as attach photo.
- ❖ Submit the completed form to Enrollment Services for PNWU seal and Registrar signature.
- ❖ Enrollment Services will verify your enrollment on the NBME website.

CLINICAL EDUCATION

Osteopathic medical students in years three and four are assigned to regional sites established by PNWU. The clinical experiences occur primarily within hospital sites for inpatient, in ambulatory family practice sites, in geriatric acute care facilities, and in rural and critical access hospitals for the medically underserved care experience. Didactic and online curriculum for the educational program is provided by PNWU and/or by the regional site. In addition, clinical rotations are assigned and program assessment is managed through the main PNWU campus in conjunction with the regional dean and regional site administrator at each site. PNWU will remain the main point of contact for each site regarding educational programs for students.

The assistant dean of clinical education is responsible for supervising and directing the clinical education of PNWU students. To fulfill this role, the assistant dean of clinical education may delegate appropriate authority to members of the Clinical Education Team and/or the regional dean.

The student may be required to attend conferences and presentations, write papers, present cases, and participate in other appropriate activities. The assistant dean of clinical education or designee has the authority and responsibility to enforce the academic policy of the College at each clinical site.

This Student Handbook contains most of the information needed regarding process and procedures during years three and four. The PNWU regional site administrator and clinical clerkship coordinators are available to assist with questions not answered by this manual or by the [Student Catalog](#). If they are unable to provide the answer, they will assist the student in getting questions answered. A list of regional contacts is available on the [PNWU website](#):

REGIONAL SITE PLACEMENT

PNWU third- and fourth-year curriculum delivery occurs through the regional sites located in a five state target area of, Alaska, Idaho, Montana, Oregon, and Washington. In the second year of the curriculum, students will be designated to a regional site. Regional site placement procedures are designed to support the mission of PNWU-COM to recruit students to meet the health care workforce needs of the rural and medically underserved in the Pacific Northwest.

In the admission process, preference is given to students from within the Pacific Northwest region, rural, or medically underserved areas. It is the goal of regional site placement to return students to areas within the Pacific Northwest region where they have significant ties as much as possible. In this process, students from outside the Pacific Northwest region may be placed in regional sites that strengthen PNWU-COM's program rather than areas of their preference.

The finalized site selection policy detailing the guidelines and procedures for the academic year will be made available by Student Affairs. It is the intention of Student Affairs to work with the second-year class in order to complete the site selection process within the fall term.

Students will complete appropriate paperwork, (signed contracts) and the official list will be posted by Student Affairs. At the end of this period, the site selection process will be considered complete.

Any appeal based on documented extenuating circumstances must be submitted in writing to the assistant dean of clinical education for consideration. Changes will be processed by Clinical Education.

CLINICAL ORIENTATION

Each year students will receive an orientation to their region by their regional dean and regional site administrator. Student must be in their regional site the week prior to third-year clinical rotations beginning in July. Notification with specific location(s), date(s) and time(s) will be sent by the region in early spring, see the Academic Calendar for scheduled dates.

ADJUNCT CLINICAL FACULTY

All core rotations are assigned to adjunct clinical faculty (ACF) preceptors who are licensed physicians. Interprofessional learning experiences may occur with other health professionals during the rotation (ARNP, NP, chief resident, naturopaths, etc.) with primary oversight by the ACF preceptor. The ACF preceptor is responsible for the end of rotation evaluation of the student. For more information about ACF requirements, contact the regional site administrator.

IMMUNIZATIONS

Student immunization records are found on E*Value. Students and regional site administrators have access to these records. Students should also be aware that immunization records are required for third- and fourth-year rotations and should be prepared to present these records when requested. **Note:** Rotation sites may require additional vaccinations or titers. The student is responsible for any additional cost and is required to comply. At the end of second-year students must submit their annual tuberculosis test documentation before May 1 so that regional site credentialing can be completed for July rotations.

All immunizations are submitted to Enrollment Services for upload to E*Value and review by a clinician.

DRUG SCREENING

If a student needs a current drug screen (if the drug screen on file during their first-year does not suffice), the student will contact the regional site administrator in the region where the rotation takes place for setting up the drug screen. Once the drug screen results are available, the student will provide the results to Enrollment Services to upload to E*Value.

If the regional site administrator needs assistance in setting up a drug screen or locating a facility for the drug screen, the regional site administrator will contact the student's assigned clinical clerkship coordinator. The clinical clerkship coordinator will contact Enrollment Services to initiate the drug screen. Once the drug screen has been completed, Enrollment Services will upload the drug screen results to E*Value.

Procedures for PNWU initiated drug screenings:

- Enrollment Services sends an email notification to the student to schedule drug screening
- Student will click on link to schedule 10-Panel Drug Screen
- Student will purchase 10-Panel Drug Screen.
- TalentWise will email student instructions to generate an Occupational Health Services (OHS) Passport
 - ❖ The passport provides testing instructions and directions to the lab.
 - ❖ The student should receive the email within 2 hours of purchasing the drug screen.

Any findings in the drug screen report will be given to Student Affairs for submission to the Wellness Committee.

CRIMINAL BACKGROUND CHECK

A criminal background check (CBC) is completed by the student prior to matriculation and again prior to the start of clinical rotations. If a rotation is requiring an updated CBC the student will work with the regional site administrator, clinical clerkship coordinator, or by emailing registrar@pnwu.edu.

Student will receive an e-mail asking them to log into ApplicationStation.com to provide information, authorization and payment for the CBC. The student will assume the cost of the CBC.

The CBC search may include, but not be limited to, sources such as the following: Social Security Number Trace, Washington State Patrol Criminal Background check, Criminal Histories Background check, Nationwide Wants & Warrants, HHS/OIG list of excluded individuals, GSA list of Parties Excluded from Federal Programs, Consumer report information related to character, general reputation and credit that may be subject to the Fair Credit Reporting Act, Sex Offender Background check, Anti-Terrorism, USA PATRIOT Act Sanctions

ATTENDANCE

1. Attendance is mandatory on **all** clinical rotations.
2. The regional dean/regional site administrator must be notified **prior to any anticipated absence** and immediately for an absence due to illness.
3. Any absence requires permission from the preceptor and the regional dean.
 - a. Students must provide clear reasons pertaining to the absence.
 - b. Students are required to make up missed work with their preceptor.
4. Any absence greater than two (2) consecutive days requires a Time Away Request submitted through E*Value (this is a different process from the form submitted for first and second year students).
5. Unexcused absences will result in failure of the clinical rotation.

ATTENDANCE POLICY FOR PROFESSIONAL CONFERENCES

Attendance at AOA-sponsored national meetings, osteopathic divisional society meetings, and AOA/osteopathic specialty meetings is permitted with prior approval. If the conference is 2 days or less no formal time away is required and should be arranged between the preceptor and the student. If a student wishes to attend a conference greater than 2 days the student must submit a conference request through E*Value at least 30 days prior to the conference.

Core rotation conference attendance – No student is allowed to go to a conference during core rotations unless the student holds a national office and attendance at the conference is a requirement of the office. If a student on a core rotation is invited to participate in a conference with their preceptor, it will be considered part of the rotation and a conference request is not required. Conference attendance **shall not** interfere with rotation requirements.

NOTE: Some preceptors are not supportive of students attending conference during rotations. Therefore, the student must receive permission from the preceptor and reach an agreement regarding how the missed time will be made up. Students **should not** make travel/accommodation arrangements until after PNWU and the preceptor have approved.

If attendance at a professional meeting conflicts with an end of rotation examination (COMAT), the student shall be granted a make-up examination.

A conference request may be denied if the student has an academic standing of alert, warning or probation, or if the student has professional conduct violations.

HOLIDAYS

Holidays are at the discretion of the preceptor, hospital, or clinic facility where the student is rotating. There are NO designated holidays approved by PNWU during clinical rotations.

PROFESSIONALISM EMPHASIS FOR CLINICAL EDUCATION

Students must show professionalism in all actions during rotations and outside activities. Professionalism includes but is not limited to:

- Maintain professional appearance consistent with expectations of the rotation site, wear appropriate ID and lab coat displaying PNWU logo
- Be punctual – responsive, prompt and available when called upon
- Be motivated to learn – be self-initiated, flexible, and able to adapt
- Demonstrate a cooperative attitude and be receptive to feedback
- Respect and observe organization's policies and guidelines
- Observe patient confidentiality policies – follow HIPAA policies
- Communicate orally and in writing in a concise, clear, and organized manner
- Maintain appropriate and ethical boundaries with patients and members of healthcare team
- Treat all staff and patients with respect and courtesy
- Engage in self-learning – set appropriate priorities and complete tasks
- Demonstrate consistent effort and professional growth during the rotation

COMMUNICATION

While on rotations, student communication with PNWU faculty and staff becomes more technology-reliant (email and phone). To aid with communication, students comply with the following communication guidelines.

- PNWU email is the official form of communication used by PNWU. Use PNWU email exclusively for email communication with PNWU faculty, staff, and administrators. PNWU personnel may not respond to other email addresses used (i.e., Hotmail, Gmail, etc.). Check PNWU email in-box daily.
- Cell phone – store important numbers in personal cell phone for easy access.

- Staff cannot talk with a spouse or significant other, family members, or other students regarding student schedules or clinical education unless the student completes a [Release of Information form](#)
- Address, cell phone, and all pertinent information needs to be current, and updated immediately on Self-Service whenever a change occurs.

Weekly Tips

Weekly tips are sent out every Monday to third- and fourth-year students with just-in-time announcements, deadlines, reminders, and answers to questions received recently from students. The weekly tips are stored on Moodle for reference.

- [3rd & 4th Year Clinical Rotations Resources > Clinical Rotations Weekly Tips](#)

CONCERNS REGARDING STUDENT PROGRESS AND PERFORMANCE

If there is a concern about a student's progress or performance the regional dean should be contacted by the concerned person. If the regional dean is not available, the assistant dean of clinical education at PNWU should be contacted. All reports will be thoroughly investigated and appropriate action taken. Examples of concerns may include, but are not limited to:

- Poor communication skills
- Deficient clinical skills
- Poor academic performance
- Unexcused absenteeism
- Medical or psychological illness
- Suspected substance abuse
- Suspected illegal behavior
- Suspected physical, sexual, or emotional abuse
- Issues with ancillary support staff
- Failure to complete rotation requirements

The assistant dean of clinical education with the Clinical Education Team and Student Affairs has the authority to initiate a student's removal from clinical rotations or to authorize a student's immediate medical leave.

If the assistant dean of clinical education or his/her designee determines that a student may constitute a threat to himself/herself or to fellow students, staff, or patients, the student may be suspended or placed on leave effective immediately. Once placed on leave or suspended, the student is no longer permitted to participate in any clinical activities.

Refer to [Student Catalog for Academic Standing Policy](#) regarding incomplete requirements.

COMLEX-USA LEVEL 2CE AND 2PE

Students may request time away from rotations one day prior to and one day after the examination. No requests for travel will be granted during a two week clinical rotation.

Scheduling

It is recommended that Level 2CE and Level 2PE be scheduled for the summer after third-year with successful completion by January of fourth-year.

COMLEX-USA Level 2CE

The board preparation coordinator for COMLEX-USA Level 2CE will make access to online courses available to all students for COMLEX-USA Level 2CE preparation. Additionally, he/she will establish a required score each year which must be achieved on the Comprehensive Osteopathic Self-Assessment Examination (COMSAE) for students to be allowed to take COMLEX-USA Level 2CE. Any deviation from the required COMSAE score must be with prior approval by the dean of the COM. Students must submit their initial COMSAE score to the board preparation coordinator or their designee at least one month prior to their COMLEX-USA Level 2CE test date.

Observed Structured Clinical Examination (OSCE)

All students are required to participate in and successfully complete CLIN 701 Clinical Skills III, the Observed Structured Clinical Examination (OSCE) by the end of the third-year. Students are required to take the OSCE prior to the Level 2PE exam, it is recommended that the Level 2PE be schedule at least two months after the OSCE. The OSCE is offered at PNWU and dates will be provided to the student on the CLIN 701 Moodle page, under Student Resources.

Students will be notified how to sign up for OSCE sessions. Students are informed during their second year on campus that the OSCE is a requirement before sitting for the COMLEX Level 2 examination.

The OSCE will be scheduled in E*Value. A reminder email is sent out a week ahead of the scheduled OSCE with information regarding what needs to occur prior to arriving on campus for the scheduled OSCE. Students must communicate with the regional site administrator for rotation scheduling purposes.

COMLEX-USA Level 2PE

Level 2 PE should be scheduled timely as dates fill up fast. It is best to take the exam before residency interviews occur so that a passing score is received and can be provided along with the residency application.

MOODLE

Third-year core clerkship Moodle pages

The third-year core clerkship Moodle pages provide the course requirements for all of the core rotations: syllabi, must see cases (also known as PxDx learning objectives/case logs),

readings, and resources to study for board review. These materials may be found on PNWU.edu or E*Value, and Moodle brings all of the rotation resources to one location.

Third and fourth-year clinical rotation resources

This is a Moodle page for resources to use during third- and four-year rotations; weekly tips, forms, links to resources such as ERAS, VSAS, Self-Service, and orientation materials.

DIDACTICS

Students will attend didactics sessions weekly and attendance will be the responsibility of the regional dean or regional site administrator. Participation will be reflected in the regional dean review of the student. Each region will provide students with the didactic schedule and topics to be covered.

Student Clinical Presentation

PNWU students must demonstrate a mature ability to present clinical cases effectively. To promote this learning objective, third-year and fourth-year students will present cases on a regular basis. Students should be presenting patients regularly to their preceptors on rotations. In addition, students will present cases to their regional dean during didactics. These presentations can be done with the various case formats. The student is also required to record one formal presentation in their third-year that is at least 20 minutes in length.

Recording of a presentation can be done using Vidyo or Tegrity or any other recording means. The regional dean and/or regional site administrator can assist with ensuring the presentation is recorded appropriately. This presentation must be done during didactics during the students third-year and the regional dean will provide feedback to the student as well as submit an evaluation on E*Value through an on-the-fly evaluation. Students can review their completed evaluation on E*Value. The student presentation should be stored by the student for future use and may be included in the portfolio.

ROTATION EXPECTATIONS

Minimum Attendance/Training Hours

The schedule for a clinical rotation will be determined by the preceptor and should not exceed 80 contact hours in a week. One credit hour is awarded for each rotation week. All rotations must be a minimum of two credit hours (two consecutive weeks). It is expected that students are in a period of training that parallels the schedule of their preceptor. Rotations officially begin on a Monday and end on the last Sunday of the rotation.

General Guidelines:

1. A shift may vary in length.
2. A work week must not exceed a maximum of 80 hours.
3. Some rotations may include weekday hours while others may involve evenings, weekends, and call.

4. The maximum duration of a work day is 36 hours and should be followed by a minimum of 12 hours off duty.

Night call is encouraged. Students may be required to be available evenings and weekends at the discretion of their preceptor. Students should not be required to take call more than every third night and should be given an average of one day off in seven (7) during a rotation.

Students shall not work unsupervised. If a preceptor is out of the office for more than two days, and the student is not assigned to a substitute preceptor or given an assignment, the student is required to contact the regional dean. The regional dean will assign the student other clinical duties or assignments.

Report for Rotation

It is the responsibility of each student to be present on the commencement of each rotation. If an orientation is required at a clinical rotation site, the student shall participate and follow the protocols established by that rotation.

End of Service

The student is not allowed to leave the designated clinical rotation prior to the scheduled departure date without approval of the preceptor and the regional dean. Departures prior to the scheduled departure date without prior consent will be considered an unexcused absence.

NOTE: The student should be prepared to remain on their rotation through Sunday. If a preceptor requires the student to be available on the weekend, the student must comply. The student does not dictate weekends off or the need to have the last weekend off to move to the next rotation.

Medical Records/Charting

The responsibility given to students for medical records varies among hospitals and clinics. Some sites allow students to write full progress notes and orders directly into the patient's chart. When this is allowed, notes must be immediately co-signed by the supervising physician and that physician must follow with his/her physician note.

Student notes alone cannot serve as the physician's notes. Billing must be directly related to the physician's notes. Some hospitals and clinics have separate pages in charts set aside for student progress notes while others have an electronic process. Students may be required to learn to use various types of electronic medical records depending upon the site. Notes are usually written in the subjective, objective, assessment, and plan (SOAP) format. If dictation or computerized entry is allowed by the student at a particular hospital or clinic, the resulting notes must also be reviewed and approved by the supervising physician. The student is responsible for obtaining charting instructions from the supervising physician or rotation coordinator.

NOTE: The student should be aware of the HIPAA policy of the institution of their rotation and is responsible for knowing proper procedure and must sign and date all entries on the medical record by name and educational status (e.g. John Doe, OMSIII).

Supervision of Students

A student on clinical rotations must be supervised during patient care. Supervision involves a licensed physician to:

- Be physically located in the facility where patient treatment is rendered
- Grant authorization of services provided by the student
- Examine all patients seen by the student
- Witness procedures when performed by the student
- Assure that the documentation in the patient's medical record is appropriate

Performing Patient Care Activities

Student involvement in patient care is permitted when authorized by the assigned adjunct clinical faculty/preceptor responsible for supervising that student. Students may not perform any medical treatment or procedures without appropriate supervision. The adjunct clinical faculty/preceptor (or provider designated by the adjunct clinical faculty/preceptor) must be present for any treatment, procedure, or invasive exam. Students are not to take the place of qualified staff. Students may not write patient care orders independently and all such orders must be reviewed and approved by the adjunct clinical faculty/preceptor. Students may not accept payment or remuneration for services.

REGIONAL DEAN EVALUATION OF STUDENT

The regional dean has oversight of the curriculum delivery at the regional sites. There are several ways in which the regional dean evaluates the student. This includes:

1. Day to day observation of the student's performance and interactions with other students, staff, and attending physicians.
2. Review and critique of case presentations to ensure progression in presentation and differential diagnosis.
3. Review of rotation evaluations.
4. Conduct reviews to discuss the student's overall performance, professionalism, and career planning.
5. Regional dean is responsible for evaluating the student three times in the third-year and two times in the fourth-year. This is required. Students are assigned "Regional Dean Review" coursework in E*Value's Learning Modules section and complete their own self-assessment. Once submitted, the regional dean then reviews the student comments and completes the regional dean section.

CREDENTIALING FOR ROTATIONS

Hospitals and clinics require credentialing documents prior to a student participating on a rotation: letter of good standing, liability insurance, criminal background reports, immunization

records, and certificates. The regional site administrator will provide the credentialing documents for core rotations and elective rotations in their region.

It is imperative for students to submit updated documents as soon as they are received or by the due date, whichever is earlier. At the end of second-year students must submit their annual tuberculosis test documentation before May 1 so that regional site credentialing can be completed for July rotations. Credentialing documents go out June 1 any incomplete records may result in delayed starting rotations.

Non-regional rotations will require credentialing documents as part of the application or upon approval of the rotation. The clinical clerkship coordinator assigned to the student will provide a letter of good standing, liability insurance, criminal background reports, immunization records, and certificates upon request. Students can also provide some of this information from E*Value when they submit an application.

SCHEDULING CLINICAL ROTATIONS

The required core clinical rotations at each regional site will be scheduled by the regional site administrator in conjunction with the regional dean. If a student requests a rotation with a particular physician, there is no guarantee the request will be honored. All physicians who oversee rotations must be credentialed with PNWU-COM. Students cannot schedule rotations within the PNWU-COM regions on their own. This interferes with the arrangements that the region has with the preceptors. Please contact the regional site administrator to schedule rotations in any of the PNWU-COM states of service.

Required Core Rotations

Required core rotations will be scheduled at the student's assigned PNWU regional site. The assigned regional site will remain the same for the duration of the third and fourth year, and the assigned regional dean will maintain responsibility for the student during both years.

Core rotations occurring within one hour or 50 miles one way from the address where didactics are held will be scheduled. In the event that a core rotation is unavailable and occurs more than 50 miles or more than one hour driving distance from where didactics are held, a housing allowance will be provided by PNWU. It should be understood that a student may be required to rotate outside of their region for any unavailable core rotations.

Housing arrangements must be coordinated through the regional site administrator who will obtain approval from the appropriate PNWU administrator prior to the start of a rotation. There may also be a gas stipend available should a student decide to drive to/from the rotation site that is 50 miles one way or one hour driving distance from didactics. It is a conflict of interest to arrange for housing with a PNWU faculty, staff, preceptors, or other affiliated University personnel. Please refer to the Student Catalog for the full policy.

Service learning projects may be required at specific rotations during the third year. These projects can and should be included as part of residency applications and the student

portfolio.

Class of 2016 Scheduling Checklist – Four-Week Core Rotation Model



Pacific Northwest University of Health Sciences
 College of Osteopathic Medicine
 Rotation Graduation Requirement Checklist
 Class of 2016 – four week core rotation schedule

Required Rotations
 (NEED TO BE DONE WITH ADJUNCT CLINICAL FACULTY)
 IF A ROTATION IS NOT AVAILABE AT THE REGIONAL
 SITE, PNWU WILL PLACE YOU IN A ROTATION AT ANOTHER SITE

Elective Rotations
 CAN BE DONE ANYWHERE – WITH PNWU APPROVAL
 Use as preview of residency programs

Course #	Core Rotations	# of Weeks	Done	Elective Rotations	# of Weeks	Done
FM 701 & 702	Family Medicine	8		Elective –Internal Medicine	8	
IM 701 & 702	Internal Medicine	8		Elective - Surgery	8	
SURG 701 & 702	Surgery	8		Unrestricted	4	
PED 701 & 702	Pediatrics	8		Unrestricted	4	
OPP 701	OMM	4		Unrestricted	4	
OBGYN 701	Women’s Health	4		Unrestricted	4	
BEHSC 701	Behavioral Medicine	4		Unrestricted	4	
EM 701	Emergency Medicine	4				
Total		48		Total	36	

Other academic graduation requirements: Refer to Catalog and Clerkship Manual for most up-to-date graduation requirements

Completion of Regional Dean Reviews	Portfolio	CLIN 701 – Clinical Skills III (OSCE)
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Rotation requirements include:

All Faculty Evaluations of Student received and passing	Passing COMAT– end of rotation (required core)	Logs submitted for each rotation
Student Evaluation of ALL Preceptors	Student Evaluation of ALL Rotations	Clinical presentations – 1, Regional Dean Evaluation of recorded formal presentation

Revised: 5/19/2014 L:\Enrollment Services\Student Records\Management\Graduation\2016

Class of 2016 Scheduling Checklist – Six-Week Core Rotation Model



Pacific Northwest University of Health Sciences
 College of Osteopathic Medicine
 Rotation Graduation Requirement Checklist
 Class of 2016 – Six week core rotation schedule

Required Rotations
 (NEED TO BE DONE WITH ADJUNCT CLINICAL FACULTY)
 IF A ROTATION IS NOT AVAILABE AT THE REGIONAL
 SITE, PNWU WILL PLACE YOU IN A ROTATION AT ANOTHER SITE

Elective Rotations
 CAN BE DONE ANYWHERE – WITH PNWU APPROVAL
 Use as preview of residency programs

Course #	Core Rotations	# of Weeks	Done	Elective Rotations	# of Weeks	Done
FM 701	Family Medicine	6		Elective - Surgery	10	
IM 701	Internal Medicine	6		Elective – Internal Medicine	10	
SURG 701	Surgery	6		Unrestricted	4	
PED 701	Pediatrics	6		Unrestricted	4	
OBGYN 701	Women’s Health	6		Unrestricted	4	
BEHSC 701	Behavioral Medicine	4		Unrestricted	4	
OPP 701	OMM	4				
FM 702, IM 702, PED 702, OBGYN 701S	Elective –Primary Care	6				
EM 701	Emergency Medicine	4				
Total		48		Total	36	

Other academic graduation requirements: Refer to Catalog and Student Manual for most up-to-date graduation requirements

Completion of Regional Dean Review	Portfolio	CLIN 701 – Clinical Skills III (OSCE)
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Rotation requirements include:

All Faculty Evaluations of Student received and passing	Passing COMAT– end of rotation (required core)	Logs submitted for each rotation
Student Evaluation of ALL Preceptors	Student Evaluation of ALL Rotations	Clinical presentations – 1, Regional Dean evaluation of recorded formal presentation

Revised: 5/19/2014 L:\Enrollment Services\Student Records\Management\Graduation\2016

Class of 2017 Scheduling Checklist



Pacific Northwest University of Health Sciences
 College of Osteopathic Medicine
 Rotation Graduation Requirement Checklist
 Class of 2017

Required Rotations
 (NEED TO BE DONE WITH ADJUNCT CLINICAL FACULTY)
 IF A ROTATION IS NOT AVAILABE AT THE REGIONAL
 SITE, PNWU WILL PLACE YOU IN A ROTATION AT ANOTHER SITE

Elective Rotations
 CAN BE DONE ANYWHERE – WITH PNWU APPROVAL
 Use as preview of residency programs

Course #	Core Rotations	Credits (as defined in Student Catalog)	Done	Elective Rotations	Credits (as defined in Student Catalog)	Done
FM 701/702	Family Medicine	6		Elective - Surgery	10	
IM 701/702	Internal Medicine	6		Elective – Internal Medicine	10	
SURG 701/702	Surgery	6		Elective - Unrestricted	16	
PED 701/702	Pediatrics	6				
OBGYN 701/702	Women's Health	6				
BEHSC 701	Behavioral Medicine	4				
OPP 701	OMM	4				
EM 701	Emergency Medicine	4				
Elective – Primary Care	FM, IM, PED, OBGYN	6				
	Total credits/weeks	48		Total credits/weeks	36	

Other academic graduation requirements: Refer to Student Catalog and Student Handbook for most up-to-date graduation requirements

Portfolio <ul style="list-style-type: none"> Completion of Regional Dean Review Recorded formal clinical presentations, evaluated by Regional Dean by end of OMS3 year 	CLIN 701 – Clinical Skills III (OSCE)
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Rotation requirements include:

All Faculty Evaluations of Student received and passing	Passing COMAT– end of rotation (required core)	Logs (PxDx) submitted for each rotation
Student Evaluation of ALL Preceptors	Student Evaluation of ALL Rotations	

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NOTE: Additional weeks called Primary Care Elective (PCE) are assigned by the regional dean and a decision is made in conjunction with the student to provide additional rotation experience in the specialties of choice.)

- The PCE can be any combination of FM 702, IM 702, PED 702 or OBGYN 701
- Each PCE must be at least 2 weeks in duration and no more than 6 weeks total
- PCE rotations must not exceed a total of 6 weeks
- Students are expected to log a minimum of ONE objective a day while on the PCE rotation.
 - Objectives are the same as the objectives for the core (701 course)
 - 2 weeks = 10 objectives
 - 4 weeks = 20 objectives
 - 6 weeks = 30 objectives

There are no prerequisites for the PCE rotation (can be done before a core rotation)

* PCE rotation does not count towards honors and requires a separate evaluation from the preceptor. IM PCE will not count towards the required IM electives.

Time Away from Rotation

Time Away from Rotation includes vacation, interviews, conferences, board exam study, personal time, and when fourth-year students are unofficially done with rotations. Students will be allowed up to four-weeks of time away in the third year. In the fourth year, the amount of Time Away is contingent upon meeting rotation graduation requirements and may be more than four-weeks. Time away is requested by the student through E*Value in consultation with the regional site administrator (third-year) or clinical coordinator (fourth-year). Travel arrangements should not be secured until approval is given by PNWU, including appropriate regional staff. Instructions for completing the time away in E*Value can be found in Moodle.

In consideration of student wellness, PNWU strongly encourages time away be taken each year. Consecutive breaks of more than four-weeks are not recommended. Time away in the third year must be taken before or after a core rotation and can be one- to four-weeks in duration. Time away in the third year should be coordinated with the regional site administrator as it cannot occur during or interfere with a core rotation.

Financial aid may be affected by breaks from rotations. Anytime a student is not attending or considered less than half-time enrolled for more than 30 days student loan repayment may be affected. Taking time away at the end of the fourth year may affect student loans repayment date. Please contact Financial Aid, finaid@pnwu.edu, if the time away planned is more than 30 days.

Elective Rotations

Elective rotations can be done anywhere with PNWU Approval. Audition rotations or sub-internship (usually called Sub-I for a fourth-year student rotation) rotations for residency programs are typically scheduled July through January. An Elective Request Form (ERF) is required for ALL elective rotations. The ERF is submitted through E*Value and instructions are available on Moodle.

Required Elective Rotation Schedule must include

- 10 weeks in Internal Medicine Subspecialties (electives with course beginning with IM)
- 10 weeks in Surgical Subspecialties (electives with course beginning with SURG)

Course Substitution

If a student wants to request a non-IM or non-SURG designated rotation count toward the required IM or SURG elective the student must submit an ERF in E*Value and in the comments section explain why the change should occur (example: OBGYN 702 when the rotation is mostly surgical). However, if the ERF is already approved the request and explanation can be emailed to the appropriate clinical clerkship coordinator for consideration. The clinical clerkship coordinator will provide documentation to the assistant dean of clinical education for final approval. ELEC 703 cannot be counted toward the IM or SURG required elective – it is only counted as an undefined elective.

PNWU-COM administration will review logs from the rotation to assure appropriateness of the request and determine if the request is approved.

The student will be required to record PxDx objectives to reflect the actual cases and experience for the rotation. If the objectives do not reflect the number of SURG or IM related objectives logged, then the course will NOT be counted toward the graduation requirement requested on the ERF and revert to an elective for credit. Following are the minimum objectives by weeks:

- 2 weeks = minimum of 10 objectives
- 3 weeks = minimum of 15 objectives
- 4 weeks = minimum of 20 objectives
- 5 weeks = minimum of 25 objectives
- 6 weeks = minimum of 30 objectives

The clinical clerkship coordinator will forward the decision to the student. The approval will be submitted to Enrollment Services to update the student's academic record.

Unrestricted Elective Rotations

Each student is required to complete 16 weeks of unrestricted elective rotations. These may be a combination of two, three, or four-week rotations (or longer). These electives must be approved by the assistant dean of clinical education or his/her designee. If there is no current syllabus, the student is required to submit goals and objectives on the Elective Request Form (ERF) submitted through E*Value for approval. Students should not take more than three unrestricted electives in the same subspecialty. A broad exposure regarding electives typically fares better in residency applications.

Note: Students should refer to the Rotation Graduation Requirements Checklist to help them as they plan their fourth year.

Available Elective Rotations and Prerequisites

Some elective rotations have required prerequisites. The prerequisite course must be scheduled to be completed prior to scheduling the elective rotation. If a prerequisite course is not passed the elective rotation must be canceled or scheduled after the prerequisite is passed.

Each regional site has developed elective rotations. Refer to the [Elective Rotation Course Summary List](#) on Moodle for a complete list of which electives are offered in each region.

If an elective is canceled or changed an ERF must be submitted with details. Cancellations and changes should be submitted 60 days before the rotation start date to give the preceptor and rotation site time to fill the rotation.

Military Rotations

PNWU will work individually with each student who has a military obligation to meet the requirements of PNWU and the military service branch. Students will work with their regional site administrator who may reach out to other regional site administrators with military rotations in their region.

HPSP students are authorized to do their Active Duty Tour (ADT) as one of the core rotations with permission from the regional dean and scheduling through their regional site administrator. Core rotations not as an ADT may be approved only under special circumstances during the third-year at the expense of the student.

International Rotation

Students may participate in an international rotation as an unrestricted fourth-year elective. No international rotations will be approved until core rotations are complete – with the exception of Emergency Medicine as this is a fourth-year core rotation. The International Travel Form is submitted as part of the Elective Request Form. International rotation electives will be granted on an individual basis.

In order to meet the rotation graduation requirements for international rotations, the physician/preceptor must be trained in the American, European, or Australian system or vetted by the AAMC or BIOMEA. These rotations are considered unrestricted electives. It is difficult to confirm board certification internationally so international rotations will not be approved for required electives in internal medicine and surgery. Refer to syllabus located on the PNWU website http://www.pnwu.edu/assets/PDFs/Rotation_Syllabi/GLOBAL-HEALTH-ELECTIVE-ELEC-703-Syllabus for complete information about international rotations.

International rotations will be approved by the director of global health.

International rotations will only count as an “International/Global Health Elective” (Course ELEC 703), and will not count toward any other rotations needed to meet rotation graduation requirements. Refer to the link below, which will provide the ELEC 703 syllabus, to confirm the international rotation meets the guidelines given by PNWU.

Visiting Student Application Service (VSAS)

VSAS is a standardized, online application for fourth-year clinical away rotations. Access to the site and information can be obtained by visiting the VSAS website. [Resources](#) include answers to [frequently asked questions](#), tutorials, and online documents.

PNWU will provide student access to VSAS in the fall of their third-year. An email from VSAS will be sent with login instructions.

Student Responsibilities Regarding VSAS

- Login and provide contact information and the dates you have or will finish core rotations.
- Browse for electives by keyword, specialty, institution name, state, and/or rotation start month.
- Review the host institutions for specific requirements and dates.
- Upload documents required by specific host institutions; photo, CV, immunization records, host specific records.
 - Immunization records can be accessed in E*Value.
 - Request official transcripts for VSAS in Self-Service. PNWU will upload the transcript to VSAS.
- Apply for electives in order of preference; start month, specialty, host institution
 - Pay VSAS fees and submit your requests
- Accept or decline offers before offers expires
 - Withdraw pending applications, or drop accepted offers, if necessary.
 - If you accept an offer or drop and accepted offer you will need to submit an ERF for that rotation.
 - Watch your emails for notice of unavailable rotations or scheduling conflicts.
- The appropriate clinical clerkship coordinator is available to assist the student with questions about VSAS and rotations in general

REQUIREMENTS FOR COMPLETION OF ROTATION

1. Completion of Px Dx Learning Objectives/Must See Cases (completed by direct patient care, observation, or reading/module)
2. Evaluation completed and submitted by preceptor
3. Final evaluations of rotation and preceptor completed and submitted by student (tracked in E*Value)
4. Rotation exam (COMAT) for core rotations must be passed. Students are notified how to access grade once grade is available.

The student will receive an incomplete until all of the above requirements are met.

Clinical Competencies

In the clinical setting students assume the responsibility for obtaining knowledge from assignments and experiences rather than from lectures and laboratories. Although preceptors will direct learning, the preceptor's first obligation is to patient care. Students must be self-motivated learners and develop the skills for life-long learning in order to become and remain competent physicians.

During the rotation students must learn the objectives outlined for that rotation located in each syllabus. Each syllabus is available on the [PNWU website](#). Students are responsible for assignments (including but not limited to logs, readings, modules, presentations, COMAT, and preceptor directed learning). These assignments will prepare the student for the end of rotation examinations (COMAT), and the COMLEX II (CE and PE).

Students must conduct literature research as assigned by the preceptor. In addition, all “must see” cases for core rotations, as listed in each syllabus, must be completed in PxDx (E*Value).

PxDx Learning Objectives/Must See Cases

The must see cases located on the clerkship Moodle pages under each core rotation course are used to meet rotation requirements. Must see cases may also be used for study or additional reference. Students are required to log clinical activity in E*Value PxDx for every rotation (with the exception of ELEC 702) and the students are required to log daily during rotations. Logs for all rotations must be completed before a grade will be assigned, and logs that are incomplete 60 days after the end of the rotation will result in an academic alert. The regional dean will review logs during the regional dean review with students.

Mid-Rotation Review

Students are encouraged to obtain a mid-rotation review with their preceptor during their core rotations. This review is for the student to obtain feedback at mid-point allowing the student the opportunity to improve before the end of the rotation. The mid-rotation review form is available on [Moodle](#) and is for the personal use of the student and a tool to encourage feedback from the preceptor at the mid-point of the rotation.

Comprehensive Osteopathic Medical Achievement Tests (COMAT)

COMAT subject examinations must be taken at the end of the core rotation. COMAT exams are provided online by the NBOME.

The following rotations require an end of rotation examination:

- Family Medicine
- Internal Medicine
- Pediatrics
- Surgery
- Obstetrics/Gynecology
- Osteopathic Principles & Practice
- Behavioral Medicine

PNWU-COM osteopathic medical students are expected to attend all patient centered care opportunities during the entire rotation and are not granted days away from rotation in order to prepare for their rotation examination (COMAT). The expectation is the student will prepare for these examinations each day of the rotation through the direct patient care experiences supervised by the preceptors and will use any other assignments, including the online modules provided by PNWU, to reinforce this learning experience when direct patient care is not available (evenings, weekends or during “downtime” during the day), but not as a substitute for patient encounters. Students shall not ask the preceptors for extra time away for study and preceptors are asked to continue to provide patient care opportunities for the students through the last day of the rotation. (Reminder: Block rotations begin on Mondays and end on Sundays so completion of COMAT exam prior to Sunday does not conclude the rotation.)

NOTE: Exams are scheduled in conjunction with didactics and students are expected to be available as scheduled. An excused absence must be preapproved by the regional dean. Students must bring their own laptop or iPad with them for each exam.

Below is the Grading chart used to determine Pass, Marginal Pass, and Fail.

Percentile	Standard Deviation	Standard Score	Grade
1 – 7	-2.33 to -1.48	77 – 85	Fail
8 – 17	-1.34 to 0.95	86 – 90	Marginal Pass
18 – 99	-0.92 to 2.33	91 – 123	Pass

To access the score report:

- Log into your student account at NBOME
- Click on the COMAT tab
- You will be able to view/print a copy of your COMAT scores.

Failure of a COMAT Rotation Exam

The passing grade on the COMAT examination is a standard score of 86 or above as provided by NBOME. A student who has failed the required COMAT examination must remediate by repeating the examination at their own expense within 60 days of the end of the rotation, providing the clinical performance of the student was adequate. A student who fails a COMAT examination will also receive a letter of Academic Standing indicating they are on alert status. (See Academic Standing in the Student Catalog for details.)

If the student fails the examination a second time, the student will meet with the assistant dean of clinical education or designee for an individualized learning plan.

If a student fails the COMAT exam a third time, the student will be given a grade of incomplete (I) until the student repeats the rotation and successfully completes the COMAT.

Prometric Center

NBOME is implementing a new process in July, 2015 to allow COMAT exams to be taken at Prometric Centers. Students will be informed of the process once finalized.

Student Evaluation of Rotation & Preceptor

The student will evaluate both the clinical rotation and the preceptor using the evaluation forms in E*Value. These evaluations will reflect the student's observations regarding the quality of training received on each rotation. The student's grade will be reported as incomplete until these evaluations are completed on E*Value. Evaluations that are incomplete 60 days after the end of rotation will result in an academic alert. It should be noted that student evaluations of the preceptor are shared in a composite evaluation format once 3 or more students rotate with a preceptor. Therefore, comments should be limited and pertain to the rotation and education. Should a student have a comment about a preceptor, office staff,

etc., share it with the regional dean or PNWU under a different format because the student evaluation of the rotation should not be used to express unfavorable feelings but as a tool to share with the preceptor to help him/her improve the educational experience.

Preceptor Evaluation of Student

The student's final evaluation will be signed by the preceptor of record (the assigned attending physician listed in E*Value - this does not include residents) and it is recommended to be reviewed with the student by the preceptor at the end of each rotation. The preceptor of record is encouraged to get feedback from others who have worked with the student. The assistant dean of clinical education or his/her designee will review all clinical evaluations for third- and fourth-year students during the academic year.

FOURTH YEAR

Advancing to Fourth-Year Status

Students should have completed 44 weeks of rotations by June. Students are expected to have successfully completed their third-year core rotations before beginning fourth-year electives.

Any student who has delinquent student requirements over 60 days will not be promoted to fourth-year. If a student has requirements more than 60 days old, the letter of good standing may be rescinded and the upcoming rotation may be canceled. This may affect financial aid. Refer to Student Catalog for Grading, Academic Standing, Withdrawal, Leave of Absence, and Financial Aid Policies.

Fourth-Year Clinical Rotations

Students are responsible for setting up their fourth-year rotations. If the rotation is in the PNWU-COM five-state region (AK, ID, MT, OR, WA), the student MUST contact the regional site administrator in that region. That regional site administrator will set up the rotation(s) because he/she has the schedule for all students within that region. The regional site administrator is the person who will advise students regarding rotation availability or if the student may make direct contact with a preceptor in that region.

Elective Rotation Scheduling within the PNWU Region:

1. Student contacts the regional site administrator at his/her original core site to indicate desire to do a rotation in another core site.
2. The student contacts the site administrator at the desired rotation site to see if the preceptor is available for that rotation.
3. If the preceptor is actively teaching for that region, the receiving site administrator will make contact and schedule the rotation.
4. If the preceptor is not active in the site, the student may be given permission by the receiving regional site administrator to arrange the rotation.
5. An ERF should be submitted for all elective rotations 60 days prior to rotation start date.

Elective Rotation Scheduling outside the PNWU Region:

1. For fourth-year elective rotations outside the PNWU five-state region, the student should schedule the rotation on his/her own. Students may only conduct clinical rotations in approved states. A list of approved states is kept current on the [Moodle](#).
2. If a student chooses to do an elective at a hospital where AOA or ACGME accredited post-graduate programs exist, he/she must make the rotation arrangements.
3. Military students arrange rotations required by the military. However, in some cases military rotation assistance is available and preferred (Boise and Puyallup).
4. Any additional credentialing paperwork required by a hospital for a rotation outside a PNWU regional site should be submitted by the student unless the hospital requests that PNWU provide information directly. If that is the case students are to contact their assigned clinical clerkship coordinator for assistance.
5. An ERF should be submitted for all elective rotations 60 days prior to rotation start date.

Residency Audition Rotations

Students are encouraged to begin researching sites of interest for audition rotations during their core rotations (December of the third-year).

Students may be required to apply for elective rotations using VSAS by the host institution. This is applicable to fourth-year rotations only.

RESIDENCY APPLICATIONS AND PROCESS

Reviewing and comparing residency programs

[AOA Opportunities](#)

[FREIDA](#)

ERAS

Electronic Residency Application Service (ERAS) is a service that transmits the MyERAS application and supporting documentation from applicants and PNWU to residency program directors.

Students will be emailed an ERAS token in the spring of their third-year to register for their MyERAS account. If a student has not received their ERAS token after the official opening date for the season, they should contact Student Affairs.

The [MyERAS Guide](#) is available online to assist students with the details of their MyERAS account and residency applications. Student Affairs is also available to assist with any ERAS or residency program application questions.

Applications can be certified and submitted to DO residencies beginning July 15, 2016 and to MD residencies beginning September 15, 2016.

Please reference the [ERAS Timeline for USMG Residency Applicants](#) for a full list of deadlines for the 2016 ERAS season.

The 2015-16 Fees:

Base Fee 1-10	\$97
Applications 11-20	\$11
Applications 21-30	\$16
Applications > 30	\$26

USMLE Transcript Fee	\$80
COMLEX-USA Transcript Fee	\$80

ERAS Letters of Recommendation

ERAS allows students to submit four letters of recommendation per program. Students will need to provide their letter of recommendation author with an “ERAS Letter Request Form” in order for the author to be able to upload the letter to the ERAS Letter of Recommendation Portal (LoRP).

Letters of Recommendation for ERAS must be entered into students’ MyERAS profiles before their letter of recommendation authors are able to upload the students’ letters to ERAS. Students will be able to print the “ERAS Letter Request Form” after they have entered all pertinent letter and author information into their ERAS profiles. Guidelines for students to give to their letter of recommendation authors/preceptors to assist them in writing letters of recommendation for ERAS are also available on Moodle (add link).

Photograph

A photograph is required and can only be uploaded by the applicant, beginning this year. After the official ERAS opening date of the season, Student Affairs will send out an email link where students can access and download their white coat photos to be used for ERAS. If students have questions or are having issues downloading their white coat photos, they should contact studentaffairs@pnwu.edu.

MSPE

The Medical Student Performance Evaluation (MSPE), formerly known as the Dean’s Letter, is a component of the overall residency application. The MSPE serves to highlight all of the achievements and activities that a student has worked towards during their time in medical school. The MSPE is developed through Student Affairs in conjunction with each individual student. During the end of the third year, students will begin receiving regular communication from Student Affairs regarding their role in drafting the MSPE letter. At the end of each academic year, students will be required to complete the MSPE and Accreditation folder within MyFolio in E*Value. The information provided will be used to generate each student’s MSPE letter.

Student Affairs will work with each student on a one-on-one basis in order to review the first portion of the letter and ensure accuracy. Data regarding course honors, class rank, leaves of absence, etc. will be provided by the registrar's office. The MSPE letter will also include several appendices, including, but not limited to the summative comments from preceptor evaluations, COMAT scores, and core competency domain averages. Each letter will be reviewed by the associate dean of student affairs. Once a final draft is ready, the chief academic officer will review each letter, draft a final paragraph based on the student's achievements, academic standing, preceptor evaluation forms, and adherence to rotation objectives.

Student Affairs will upload each MSPE letter to ERAS once finalized. Strong communication between students and Student Affairs is critical to the MSPE process.

Transcript

To submit an official transcript request students will need to log in to Self-service and click on the "grades" tab at the top, and then click on "Request Transcript". Fill in all of the * = Required fields as they are mandatory.

If the transcript request is for ERAS, enter "ERAS" in any of the required fields to ensure the request is sent directly to ERAS. The first transcript request for ERAS is free (Students will still need to input credit card information to process the request, and the amount will be credited back to their account) and any additional requests are \$10. If students would like their requests delayed for any reason (waiting for updated grades, etc.) then specific instructions should be listed in the "Reason for Request" box. To check the status of your transcript request, please email registrar @pnwu.edu. Usually transcripts are uploaded within two business days after submission of a transcript request.

ERAS Frequently Asked Questions

Please utilize the AAMC [Applicant FAQ](#) section on their website. Student Affairs has also created an ERAS FAQ's document which is also available on Moodle. Please email studentaffairs@pnwu.edu with any additional ERAS related questions.

Residency Match

You must register for each match service. Once you have registered with the match service you will submit what is called a "Rank Order List" to the match program(s) in which you are interested. There is an algorithmic program that matches programs and applicants based on this list, as well as the "Rank Order List" submitted by each program.

Please see the following resource for more information on match registration for more information on specific dates and logistics for participating:

[AOA/National Match Service](#)

[NRMP](#)

[Military](#)

[Specialty Matches - SF](#)

Results from both the NMS and NRMP will be made available to Student Affairs several hours before they are made available to participants. Student Affairs will be in communication with those students who have not matched in order to provide support moving forward.

GRADUATION

The graduation activities and ceremony are a celebration for you, your family, and the PNWU community of your achievement. The graduation page on PNWU.edu will give specifics on schedule of events, vendors for announcements, regalia, diploma frames, and photos along with required forms, surveys, hotels, and frequently asked questions.

The graduating class president will be reaching out to the graduates to nominate hooders, determine class awards and gifts, and be the class representative to the graduation committee. Questions may be directed to Enrollment Services or Advancement.

Application

A graduation application must be completed to designate the student's intention to graduate and collect information for use in graduation activity preparation.

Requirements

Participation requires the student has or plans to complete the following:

- Completed all first and second year course requirements; and
- Completed 88 credits of clinical rotations by March 1st, prior to May graduation ceremony;
- Passed COMLEX Level 2CE by May 1, prior to May graduation ceremony;
- Has a plan to complete all required rotations by December 31 of graduation year;
- Complete the Federal Student Loan Exit Counseling for those who are a student loan borrower;
- Complete the AACOM Graduating Student Survey;
- Complete the PNWU Graduate Exit Student Survey;
- Attend mandatory student exit sessions on-campus prior to graduation; and
- Complete Graduation Application for the May graduation ceremony by March 20, 2016.

Academic Plan and Transcript Review

Students have access to their Academic Plan and Transcript in Self-Service. Both documents should be reviewed frequently during the fourth-year to ensure degree requirements are met, rotation grades are being submitted, and that any rotation schedule changes are reflected.

If student has not taken allotted time off thereby ending rotations early this may impact federal student loan repayment timeline. The last day of rotations is reported to the loan servicers and will start the repayment timeline.

Diploma

The week after the graduation ceremony diplomas are printed, after all degree and graduation requirements are completed, and mailed to the diploma address the student indicated on the graduation application.

Diploma Replacement/Duplicate Request

A replacement or duplicate diploma may be requested by paying the \$25 fee on Self-Service and completing the [request form](#). The subsequent diploma will have replacement or duplicate printed in the lower right corner to designate that it is not the original diploma.

LICENSURE FOR RESIDENCY

The residency program will instruct the student on paperwork needed to obtain temporary licensure in their state. PNWU cannot certify your graduation until all graduation requirements are met. Please review the graduation requirements page on PNWU.edu and monitor your Checklist on Self-Service for the status of all requirements.

Request official transcripts in Self-Service and add a comment if you want the transcript printed and mailed after the degree has been posted. Submit all degree verification requests and documents to registrar@pnwu.edu or Enrollment Services, 111 University Parkway, Ste 202, Yakima WA 98901

DISCLAIMER

The Student Handbook represents information and requirements which may be altered from time to time by the University at its sole discretion. The provisions of the Student Handbook do not constitute a contract. The University reserves the right to change any provision or requirement at any time. The University complies with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. All inquiries regarding the Student Handbook should be directed to Enrollment Services at info@pnwu.edu or 509.249.7888.

The Student Handbook is the responsibility of Enrollment Services. Any recommendations for additions, deletions, or changes in the Catalog must be submitted in writing to the appropriate dean. Final approval must be granted by the president of the University. Most of the forms, policies and procedures referred to throughout this catalog are available on the University website, PNWU.edu.

STATEMENT OF CERTIFICATION

This handbook is certified to be true and correct in content and procedure as of the date of publication.

Thomas A. Scandalis, DO – College of Osteopathic Medicine Dean and Chief Academic Officer

Pacific Northwest University of Health Sciences is an equal opportunity institution.