



STUDENT HANDBOOK

2019-2020 ACADEMIC YEAR

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06/30/2019

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Contact Info

GENERAL INFO

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Fax: (334) 699-2268

Email: info@acom.edu

ADMISSIONS

Director of Admissions

Phone: (334) 699-2266

Email: admissions@acom.edu

STUDENT RECORDS

Registrar & Director of Student Tracking

Phone: (334) 699-2266

Email: registrar@acom.edu

FINANCIAL AID

Director of Financial Aid

Phone: (334) 699-2266

Email: financialaid@acom.edu

STUDENT ACCOUNTS

Bursar

Phone: (334) 699-2266

Email: studentaccounts@acom.edu

COMPLIANCE HOTLINE

Phone: (833) 490-0007

www.lighthouse-services.com/acom

Academic Calendar 2019 – 2020

2019 Fall Term: July 1, 2019 – Dec. 29, 2019	
Non-Standard & Standard OMS IV Rotations Begin	July 1, 2019
Independence Day*	July 4, 2019
Census Date (OMS IV)	July 5, 2019
Student Orientation (OMS I)	July 22-24, 2019
Classes Begin (OMS I)	July 22, 2019
Classes & Standard Rotations Begin (OMS II & III)	July 29, 2019
Census Date (OMS I, II, & III)	Aug. 2, 2019
Labor Day*	Sept. 2, 2019
Constitution Day	Sept. 17, 2019 (observed)
White Coat Ceremony	Sept. 22, 2019
Clerkship Fair Day*	Nov. 1, 2019 (tentative)
Thanksgiving Break*	Nov. 27-30, 2019
Classes and Standard Rotations End	Dec. 15, 2019
Winter Break Begins	Dec. 16, 2019
Non-Standard Rotations End	Dec. 29, 2019
2020 Spring Term: Dec. 30, 2019 – June 30, 2020	
Standard Rotations Begin (OMS III & IV)	Jan. 6, 2020
Census Date (OMS III & IV)	Jan. 10, 2020
Winter Break Ends	Jan. 5, 2020
Classes Begin (OMS I & II)	Jan. 6, 2020
Census Date (OMS I & II)	Jan. 10, 2020
Martin Luther King, Jr. Day*	Jan. 20, 2020
Match Day (OMS IV)	Mar. 20, 2020
Spring Break*	Mar. 30, 2020 – Apr. 5 2020
Hospital Day	Apr. 17, 2020 (tentative)
Standard Rotations End (OMS IV)	May 3, 2020
Non-Standard Rotations Begin	May 4, 2020
DO Day on Capitol Hill	TBD
Memorial Day*	May 25, 2020
Graduation Ceremony and Conferral	May 30, 2020
Classes End (OMS I & II)	May 31, 2020
Non-Standard and Standard OMS III Rotations End	June 28, 2020
<i>*No classes in session</i>	<i>Dates are subject to change.</i>
<i>Note: Rotations may be scheduled during breaks with prior approval from the Associate Dean of Clinical Sciences. Each rotation must begin and end within a single term.</i>	

History Of ACOM

In the early 1990s, leaders in Alabama identified the need for more primary care physicians in the state, and in 2005, after years of coordinating activities to accomplish this goal, formed the Alabama Medical Education Consortium (AMEC), a 501(c) organization to help increase the production of these physicians across the state through the osteopathic medical education system. AMEC conducted a feasibility study which demonstrated that more than 60 percent of osteopathic medical students chose primary care careers as compared to 20 percent of allopathic medical students.

Over the next five years, AMEC built an extensive osteopathic teaching network in Alabama to provide third and fourth year training to medical students and created a Physician Pipeline to recruit Alabama students for enrollment in out-of-state osteopathic colleges. This required developing partnerships with 10 out-of-state colleges of osteopathic medicine, 26 state colleges and all state community colleges. In partnership with out-of-state Colleges of Osteopathic Medicine, AMEC established an educational infrastructure that represented substantial clinical resources to provide clerkship rotations for Alabama students, as well as students from other states, enrolled in their programs.

After careful research and examination, AMEC and the Houston County Health Care Authority, the operator of Southeast Health, then Southeast Alabama Medical Center, determined that it would be feasible for the state to develop its own college of osteopathic medicine to address the shortage of primary care physicians in the state. Thus, the Alabama College of Osteopathic Medicine (ACOM), a non-profit, private institution, was established in May 2010.

ACOM received its Private School licensure from the Alabama Department of Postsecondary Education in December 2011, and provisional accreditation with the ability to recruit students from the Commission on Osteopathic College Accreditation on July 1, 2012. ACOM was built as a free-standing facility in Dothan, Alabama. Construction was completed in May 2013, and the college celebrated its historic grand opening on July 29, 2013. ACOM's inaugural class began classes on August 5, 2013, and graduated in May 2017.

Accreditation and Licensure

Accreditation

The Alabama College of Osteopathic Medicine is incorporated under the laws of the state of Alabama as a nonprofit, 501(3)c corporation. The governing body is the Board of Directors, which holds title to the properties of the College and establishes bylaws for its operation. Responsibility for administration and day-to-day operations is delegated to the President and through the President to the Dean/Senior Vice President of ACOM as the Chief Academic Officer.

The Alabama College of Osteopathic Medicine was granted full accreditation status as of April 24, 2017 by the Commission on Osteopathic College Accreditation (COCA) of the American Osteopathic Association (AOA). Enrolled or prospective students wishing to review the documents describing ACOM's accreditation should submit their requests in writing to the Associate Dean of Students.

“The AOA Commission on Osteopathic College Accreditation (COCA) serves the public by establishing, maintaining and applying accreditation standards and procedures to ensure that academic quality and continuous quality improvement delivered by the colleges of osteopathic medicine (COMs) reflect the evolving practice of osteopathic medicine. The scope of the COCA encompasses the accreditation of the COMs.” The accreditation standards are available at: <https://osteopathic.org/accreditation/standards/> or by using the following contact information:

Director, Division of Predoctoral Education	Phone: (800) 621-1773
American Osteopathic Association	(312) 202-8097
142 East Ontario Street	Fax: (312) 202 8397
Chicago, IL 60611	Email: predoc@osteopathic.org

Licensure

The Alabama College of Osteopathic Medicine is an incorporated, non-profit, private institution under the authority of the Houston County Health Care Authority and the Alabama Department of Postsecondary Education, the licensing agency for private, higher-education programs in the state. ACOM will award the Doctor of Osteopathic Medicine degree by virtue of satisfying accreditation requirements by the Commission on Osteopathic College Accreditation and licensure obligations by the State of Alabama to operate a private institution of higher education. Enrolled or prospective students wishing to review the documents describing ACOM's licensure should submit their requests in writing to the Associate Dean of Students.

Accreditation Complaints Process

Students wishing to file a complaint related to the accreditation standards and procedures should make these complaints in writing to the Associate Dean of Students who will forward the complaint to the Dean. If the complaint is not satisfied through ACOM, students may contact COCA at the address above.

State Complaints Process

Students wishing to file a complaint related to licensure or other issues should make these complaints in writing to the Associate Dean of Students who will forward the complaint to the Dean. If the complaint is not satisfied through ACOM, students may report the complaint to the state authorizing agency using the following instructions:

- The student must submit the complaint in writing by clicking the following link <https://psl.asc.edu/External/Complaints.aspx>
- The student complaint must contain **a detailed description of the claim, including dates, times, and full names of all involved, as well as a timeline of the actions taken by both the student and the school to resolve the matter.**

VA Complaints Process

Any complaint against the school should be routed through the VA GI Bill® Feedback System by going to the following link: <http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government web site at <https://www.benefits.va.gov/gibill>.

MISSION, VISION AND CORE VALUES

Mission

The Alabama College of Osteopathic Medicine will provide quality, learner-centered osteopathic education, research and service, while promoting graduate medical education, with emphasis on patient-centered, team-based primary care to serve the medically underserved areas of Alabama, the Tri-State area and the nation.

Vision

The Alabama College of Osteopathic Medicine will be regionally and nationally recognized for significantly impacting the physician workforce needs and access to quality medical services.

Philosophy of Osteopathic Medicine

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

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

Osteopathic Pledge of Commitment

I pledge to:

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

Osteopathic Physician's Oath

I do hereby affirm my loyalty to the profession I am about to enter. I will be mindful always of my great responsibility to preserve the health and the life of my patients, to retain their confidence and respect both as a physician and a friend who will guard their secrets with scrupulous honor and fidelity, to perform faithfully my professional duties, to employ only

those recognized methods of treatment consistent with good judgment and with my skill and ability, keeping in mind always nature's laws and the body's inherent capacity for recovery.

I will be ever vigilant in aiding the general welfare of the community, sustaining its laws and institutions, not engaging in those practices which will in any way bring shame or discredit upon myself or my profession. I will give no drugs for deadly purposes to any person, though it be asked of me.

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

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

CORE VALUES

InSPIRED

Integrity, Service, Passion, Innovation, Respect, Excellence, Diversity

ACOM CODE OF ETHICS

The Alabama College of Osteopathic Medicine expects all members of our academic community, including faculty, staff, students, and administrators to reflect the Core Values of our College in carrying out our mission through teaching, learning, research, interacting with colleagues, and especially caring for patients. Our core values and their associated behaviors emerged from a collaborative effort by our academic community and they apply to us all. The Core Values describe how we aspire to conduct ourselves in all matters related to and representing the Alabama College of Osteopathic Medicine.

Our Core Values are:

Integrity—We are committed to carrying ourselves in a professional manner with honesty, compassion, and trustworthiness with a dedication to self-improvement in all areas of our daily interactions.

Service—We exercise understanding and empathy toward our patients and colleagues. As faculty, staff, students and alumni, we care for our College, the community of Dothan, the communities of our clinical training sites, and all of the patients and families that members of the ACOM family impact now and in the future.

Passion—We are all colleagues in the process of teaching and learning. We adhere to the principle that everyone is continually learning and that we learn from each other. The utmost commitment to the highest standards of teaching and learning is at the forefront of our educational mission.

Innovation—We take pride in using the most up-to-date methodologies, strategies, resources, facilities, equipment, and technology through evidence-based practice in all areas of our mission.

Respect—We treat all people as we would expect them to treat us. We acknowledge the dignity, humanity, and sense of self of everyone.

Excellence—We understand that we project the image of the Alabama College of Osteopathic Medicine in all that we do as faculty, staff, students, administrators and alumni. We are committed to our brand and our actions being synonymous with excellence.

Diversity—We understand that our colleagues, students and patients come from varied cultural, social, and economic backgrounds. We strive to treat everyone with the same degree of acceptance and deference.

POLICY AND STATEMENT OF NON-DISCRIMINATION

The Alabama College of Osteopathic Medicine does not discriminate on the basis of age, race, color, sex, gender, gender identity, sexual orientation, religion or creed, national or ethnic origin, or disability in its programs, activities, hiring, or the admission of students.

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

Diversity Policy

The Alabama College of Osteopathic Medicine recognizes, values, and affirms that diversity contributes richness to the college and enhances the quality of education. Students, faculty, staff, and administrators are valued for their diversity. ACOM is committed to providing an academic and employment environment in which students and employees are treated with courtesy, respect, and dignity. It is the policy of ACOM that no student or employee shall be excluded from participating in, be denied the benefits of, or be subjected to discrimination in any program sponsored by ACOM.

Those persons who believe they are experiencing discrimination should review the procedures for grievances found in this publication.

ACADEMIC PROGRAM: OSTEOPATHIC MEDICINE

Program Description

In the **Osteopathic Medicine Program**, ACOM students receive a comprehensive medical education leading to the degree of **Doctor of Osteopathic Medicine (D.O.)**. The program consists of 171 credit hours of instruction and is designed to be completed in four years. ACOM students spend their first two years studying an integrated curriculum that includes basic medical sciences, clinical sciences, osteopathic principles and practice, and primary clinical skills. ACOM students receive access to the latest technologies such as patient simulators and simulated patient encounters that incorporate didactic study in physical exam skills, communication skills, cultural competency, spirituality in medicine, medical law, and ethics.

ACOM students will participate in third and fourth year clinical clerkships in one of several regions of the state of Alabama and surrounding states where clinical teaching sites have been established as core clerkship experiences in a variety of medical specialties. With an emphasis on primary care and underserved areas of medicine, ACOM students will gain invaluable experience in a diverse array of clinical settings.

ACOM students will compete nationally for prestigious residency programs in primary care areas, as well as specialties such as surgery, cardiology, psychiatry, emergency medicine, dermatology, and radiology. In addition, ACOM will participate in the establishment of ACGME accredited residency programs in Alabama and the surrounding regions.

Student Tracking and Promotion

ACOM students must accomplish specified milestones to academically progress through the curriculum. The Registrar/Director of Student Tracking monitors and tracks the progress of each student at ACOM. ACOM's Student Progress Committee (SPC) makes a recommendation to the Dean at the end of each academic year to promote each student to the next academic level. (See below table for the minimum requirements to complete each level.)

OMS Level	Requirements for Completion
OMS I	<ul style="list-style-type: none">• Complete and Pass all required OMS I coursework• Complete all required OMS I assessments and evaluations.
OMS II	<ul style="list-style-type: none">• Complete and Pass all required OMS II Coursework• Complete all required OMS II assessments and evaluations.• Complete and Pass COMLEX-USA Level 1
OMS III	<ul style="list-style-type: none">• Complete and Pass all required OMS III clerkships• Complete all required OMS III assessments and evaluations.
OMS IV	<ul style="list-style-type: none">• Complete and Pass all required OMS IV clerkships• Complete all required OMS IV assessments and evaluations.• Complete and Pass COMLEX-USA Level 2-CE• Complete and Pass COMLEX-USA Level 2-PE

ACOM Graduate	<i>Complete the DO degree within 150% of the standard time to achieve the single degree (six years). (If a student is on formal leave and not paying tuition, the time is neutral and not counted toward the time to achieve the degree.)</i>
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Graduation Requirements

A medical student who has fulfilled all the program requirements may be granted the degree Doctor of Osteopathic Medicine provided the medical student:

- Has complied with all the curricular, legal and financial requirements of ACOM;
- Has successfully completed all coursework requirements in no more than six years;
- Attends the ceremony in person;
- Takes the osteopathic oath;
- Has taken and passed COMLEX Level 1, Level 2-CE, and Level 2-PE administered by the National Board of Osteopathic Medical Examiners (NBOME);
- Has demonstrated the ethical, personal and professional qualities deemed necessary for the successful and continued study and practice of osteopathic medicine.

Students whose graduation date is delayed will be allowed to walk across the stage with their matriculating class as long as they will be able to finish their clerkships by the conclusion of that academic year. To walk across the stage they must have passed COMLEX-USA Level 1 and both parts of COMLEX-USA Level 2.

Calculation of Credit Hours

Calculation of credit hours is based on the following formula: One semester credit hour is defined as fifteen (15) clock hours of lecture and a minimum of thirty (30) clock hours of out-of-class work, thirty (30) clock hours of laboratory and a minimum of fifteen (15) clock hours of out-of-class work, or forty-five (45) hours of clinical/externship, or an equivalent amount of student work in a different instructional model.

Preclinical		
Level	Term	Credit Hours
OMS-I	FALL	21
	SPRING	23
OMS-II	FALL	20
	SPRING	21
Preclinical Credit Hours		85
Clinical		
Level	Term	Credit Hours
OMS-III	FALL	21
	SPRING	25
OMS-IV	FALL	24
	SPRING	16
Clinical Credit Hours		86
Total Credit Hours		171

*Table shows standard 4-year enrollment pattern

*Curricular and credit hour requirements are subject to change

Curriculum Overview

The Alabama College of Osteopathic Medicine curriculum is a hybrid model utilizing discipline- and system-based delivery. Initially, the curriculum will present core concept knowledge in the traditional discipline-based manner, which includes a full first semester of basic foundational sciences and anatomy with cadaver dissection. Additional pre-clinical instruction is delivered in a systems-based format concentrating on clinical integration with a patient-centered focus. This curriculum delivery model is complemented by longitudinal instruction in osteopathic principles and practice, high-fidelity patient simulation, primary clinical skills and early standardized patient encounters. This blended model continually reinforces the application of learned knowledge into a clinical framework for long-term retention. The clinical clerkship training will be delivered throughout the State of Alabama and surrounding region at community-based hospitals and clinics utilizing a network of physicians with more than 10 years of osteopathic clinical training experience.

COMLEX-USA EXAMS

The COMLEX-USA series, administered by the National Board of Osteopathic Medical Examiners (NBOME), is an examination sequence with three Levels. While all examination levels have the same two-dimensional content structure, the depth and emphasis of each level parallels the

educational experiences of the candidate. This progressive nature of the COMLEX-USA examinations ensures the consistency and continuity of the measurement objectives of the osteopathic medical licensing examinations (www.nbome.org).

Students must take and pass COMLEX-USA Level 1, COMLEX-USA Level 2-CE and COMLEX-USA Level 2-PE to meet graduation requirements for ACOM. Examination completion date requirements will be provided to the students. Multiple attempts on each exam are allowed; however, please note that many state licensure boards may have limits on the number of exams taken in issuing medical licenses.

PREPARATION FOR COMLEX

ACOM uses the COMSAE Self-Assessment exams produced by the NBOME to track the progress of students in their test-taking abilities and overall comprehension of the curriculum. At the end of the second year of curriculum, the Clinical Integration Course is offered as a preparation course for Boards and OMS III Clerkship training. The COMSAE and/or other assessments will be used to determine readiness for COMLEXUSA Level 1.

COMLEX-USA Level 1

Students are required to take COMLEX-USA Level 1 as soon as possible following completion of the second year and they must take it no later than June 30th (Date TBD each year). This date changes each year based on the score report dates published by the NBOME.

Students who do not pass the COMLEX-USA Level 1 must report to the Associate Dean of Student Services within five days. The Associate Dean or representative will work with the student to develop an individualized plan before re-scheduling the exam. ACOM utilizes a Clinical Reasoning Course taught by ACOM faculty as a preparation course for the retake of the COMLEX-USA Level 1. The course will count for one OMS III elective clerkship (4 credit hours). Students will retake the COMLEX soon after this course is complete. Students may opt to enroll in an approved immersion course in lieu of the Clinical Reasoning Course. If a student fails the COMLEX Level 1 more than 3 times, the student will be referred to SPC for further advice on their academic plan.

COMLEX-USA Level 2-CE

Students must take a pass COMLEX Level 2 CE (Cognitive Evaluation) as a requirement for graduation. Passing scores must be documented no later than March 1 of the year graduating in order to be eligible for graduation. Initial attempts at Level 2 exams must be scheduled by July 1 of the year preceding graduation. It is advised for students to take the exam before November of their OMS IV training. Students must have passed all required COMATs, including OPP, before they can take their COMLEX Level 2 CE.

Students who do not pass COMLEX Level 2 CE must contact the Associate Dean of Student Services within five days. The Associate Dean or representative will work with the student to

develop an individualized plan before re-scheduling the exam. Students may be advised to take an approved immersion course to aid their preparation for retaking the COMLEX Level 2 CE exam.

COMLEX-USA Level 2-PE

Students must take and pass COMLEX Level 2 PE (Performance Evaluation) as a requirement for graduation. Passing scores must be documented no later than March 1 of the year graduating in order to be eligible for graduation. Initial attempts at Level 2 exams must be scheduled by July 1 of the year preceding graduation. It is advised for students to take the exam before November of their OMS IV training and Step 2 Performance Evaluation (PE) is required for graduation. Students should not schedule their COMLEX 2 PE exam before April 1 of their OMS III year. Passing scores must be documented no later than March 1 of the year graduating. Initial attempts at Step 2 exams must be scheduled by July 1 of the year preceding graduation.

Students who do not pass COMLEX Level 2 PE must contact the Associate Dean of Student Services within five days. The Associate Dean or representative will work with the Division of Clinical Sciences to schedule a 2-week Clinical Skills elective at ACOM before allowing the student to reschedule the exam.

POST-CLERKSHIP EXAMS

OMS-III COMAT Exams

COMAT exams may be replaced with SHELF exams through the NBME, during the academic year.

OMS-III students completing core clerkship rotations in Behavioral Medicine, Internal Medicine II, OB/GYN, General Surgery, Pediatrics and Family Medicine will take the COMAT (Comprehensive Osteopathic Medical Achievement Tests) subject examination provided by the National Board of Osteopathic Examiners (NBOME). There are no post-clerkship exams for IM I, selective or elective clerkships. Before beginning clerkships, students will receive instructions from the Division of Clinical Resources on how to download the NBOME browser and run a system check on their computers in order to access COMAT exams.

A mandatory OPP COMAT will be administered by the end of the 3rd year. Students have the option to take the Emergency Medicine COMAT any time prior to taking the COMLEX 2 CE exam by following the instructions below.

COMAT exams are administered online on the last day of the clerkship in accordance with NBOME guidelines. The exams are proctored by the Clinical Site Coordinator or their designee at each core site. Students will receive instructions from the Site Coordinator regarding the time and place to report for the exam. COMAT exams must be taken on the day that they are scheduled. Please note: students must inform both their Site Coordinator and the Clinical

Sciences Coordinator regarding when they would like to take the OPP exam and the Emergency Medicine exam at least two (2) weeks prior to the anticipated exam date.

All required COMATs must be passed, including OPP, before students take their COMLEX Level 2-CE. Students who fail two (2) or more COMATs more than once may be automatically enrolled in an Elective Clinical Reasoning course, which will take place at ACOM.

COMAT examination structure, content outlines and practice exams for each subject can be found at <https://www.nbome.org/exams-assessments/comat/>.

COMBANK 2 has been purchased for your use in preparing for each COMAT. It is strongly recommended that you mine COMBANK by discipline for practice questions, which will greatly help you prepare for each COMAT.

OMS-IV Post-Clerkship Exams

There are no post-clerkship exams for core Emergency Medicine or elective clerkships.

TUITION AND FEES

2019/2020 AY Tuition and Fees

Tuition	
2019/2020 AY Standard Tuition Rate	\$52,800 (\$26,400/Fall; \$26,400/Spring)
2019/2020 AY Extended Time Tuition Rate	\$8,800/Term
One-Time	
ACOM Supplemental Application Fee	\$50.00
Acceptance/Matriculation Fee (Deposit)*	\$2000.00
<i>*The \$2,000 Non-Refundable Acceptance Fee (Deposit) is payable by the future student to hold a seat in the class. It is credited towards tuition.</i>	
Miscellaneous	
Late Payment Fee	\$50 per term
Returned Check Fee	\$25
Objective Structured Clinical Exam Remediation Fee	\$50
ID Badge Replacement Fee	\$10.00
Laptop/Tablet/Electronic Device Replacement Fee	TBD – Depreciated value of device will be determined by IS at the time of loss
Due Dates	
19/FA Term	08/31/2019
20/SP Term	01/31/2020

Figures are subject to change

Tuition Charges

ACOM's Board of Directors approves the College's Standard Tuition Rate on an annual basis. All D.O. students enrolling in ACOM courses provided within an academic year are assessed tuition at the prevailing Standard Tuition Rate. The Standard Tuition Rate is billed to students in two equal, flat-rate installments, at the beginning of fall and spring terms. Students are required to pay a minimum of four years (or eight terms) of tuition at the Standard Tuition Rate. Students who have paid the Standard Tuition Rate for eight terms will be assessed the prevailing Extended Time Rate for enrollment in additional terms required for completion of the D.O. degree.

Exceptions

- Students admitted with advanced standing are not required to pay tuition for the portion of the curriculum for which they receive credit upon admission.
- Students enrolling as ACOM Fellows have their minimum tuition payment obligations reduced by one year (or two terms).

Tuition Payments

Online payments may be submitted via the [ACOM Self-Service portal](#). Note: There is a fee to pay online with a debit or credit card. There is no fee to pay with an electronic check using the bank routing and account number.

Paper checks may be submitted in person to the Bursar's Office located within the Student Services/Institutional Effectiveness Suite on the 3rd floor. A locked mail slot is located on the Bursar's door for your convenience. Checks may also be submitted by mail to the address below.

Alabama College of Osteopathic Medicine
ATTN: Bursar — Pam Deal
445 Health Sciences Blvd.
Dothan, AL 36303

Tuition Payment Plan

Students who wish to pay their tuition in four installments per term should contact the Bursar's Office to opt into the payment plan.

Tuition Payment Plan Due Dates					
19/Fall Term			20/Spring Term		
Payment 1	25%	08/31/2019	Payment 1	25%	01/31/2020
Payment 2	25%	09/30/2019	Payment 2	25%	02/28/2020
Payment 3	25%	10/31/2019	Payment 3	25%	03/31/2020
Payment 4	25%	11/30/2019	Payment 4	25%	04/30/2020

Late Payment Fee

If a student's balance due is not paid in full by the due date, a late fee of \$50.00 may be assessed.

Veterans Affairs Delayed Disbursement

Students utilizing VA education benefits shall not be charged a penalty, including assessment of late fees, denial of access to classes, libraries, or other institutional facilities, or be required to borrow additional funds because of the individual's inability to meet their financial obligations due to the delayed disbursement of a payment to be provided by the Department of Veterans Affairs.

Bursar Hold

A Bursar Hold may be placed on the account of a student who owes a past due balance. The hold will prevent the student from registering for the next term, receiving transcripts, viewing grades, or receiving a diploma. Once a past due balance has been paid in full, the hold will be removed.

Returned Checks

Check and ACH payments are periodically returned by the bank for a variety of reasons. When this occurs, the payee must repay the debt along with a penalty, and the Alabama College of Osteopathic Medicine must take steps to minimize the risk of repeated returned payments.

There will be a \$25.00 fee assessed for any returned check. A bursar hold will be placed onto the student account until the returned check and returned check fee have been paid by the designated due date.

Tuition Refund Policy

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

*Medical documentation may be submitted for consideration.

**Calculation will be based on first date of enrollment for the term.

Withdrawal	Percentage Refunded
During first week of term	100%
During second week of term	75%
During third week of term	50%
After third week of term	0%

Veterans Tuition Refund Policy

Students receiving Veterans Education Benefits who fail to complete the program, withdraw or are dismissed for any reason prior to the completion of the program, will be charged for tuition, fees and other charges on a pro rata basis. Charges for the completed portion of the program shall not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges for the full length of the program.

FINANCIAL AID

The administration of financial aid programs at ACOM complements and serves the educational programs of the institution by facilitating student access to medical education. The services

provided by the Office of Financial Aid are necessary for the operation of the college and will be provided through a cooperative relationship with other departments within ACOM. The needs of the student will remain paramount in all decisions.

Financial aid policies, application instructions, and other resources are available on the ACOM website, in the Student Financial Aid Guide, and in the Financial Aid Office. Additional information can be obtained by contacting the Office of Financial Aid at (334) 699-2266 or financialaid@acom.edu.

Office of The Registrar

MISSION AND AREAS OF RESPONSIBILITY

The mission of the Registrar's Office at the Alabama College of Osteopathic Medicine is to provide accurate academic record information to faculty, staff, students, administration and external constituencies. The Registrar's Office collects and disseminates student, course, and academic information through processes that ensure the integrity and security of all academic records, particularly with regards to FERPA, the Family Educational Rights and Privacy Act as set forth by the U.S. Federal Government.

The Office of the Registrar supports teaching and learning at the Alabama College of Osteopathic Medicine by maintaining the integrity of academic policies and student information systems. The Registrar is the steward of student academic records from application to degree conferral in perpetuity. The Office is responsible for recording the academic progress and accomplishments of its students. It is the only office authorized to issue official transcripts. Additionally, the Office of the Registrar coordinates services in the areas of course information, grading, degree progress, certification of enrollment, attendance of students, degrees awarded, and protection and release of academic records.

Name Changes

Name changes should be directed to the Office of the Registrar and will only be recorded when there is sufficient evidence supporting the name change. Students must fill out a [Change of Name and Contact Information Request Form](#) and provide one of the following documents showing the change of name:

- Marriage license,
- Court order,
- Passport,
- Social security card and at least one additional document for identity verification, or
- Driver's license

Changing Contact Information

Each student is responsible for maintaining accurate and up-to-date contact information in their ACOM academic record. A student may update their current and permanent addresses and other contact information by submitting to the Registrar's Office a Change of Name and Contact Information Request form. The form is available in the Registrar's Office and online at <https://www.acom.edu/student-records/>. Students may also submit updates via self-service or by written request via email to the Registrar's Office at registrar@acom.edu using their ACOM issued email account ONLY.

Release of Information Requests

Students desiring to grant their parents and/or spouse permission to view and have access to their academic record may do so by submitting a Release of Information Request form to the Registrar's Office. The form is available in the Registrar's Office and online at <http://www.acomedu.org/registrar/>.

Transcript Requests

Students may view their unofficial transcript on line. Additionally, requests for official transcripts may be placed via self-service through our secure ACOM Portal. Former students may place a request by filling out a Release of Information Request form and submitting it to the Registrar's Office. Forms may be mailed, emailed or faxed to the Registrar's Office, as long as all required sections are completed. Students may elect to pick up requested transcripts. Additional documents may also be included at the student's request.

Enrollment Verification

Prospective and current students seeking verification of enrollment letters for financial aid reasons may submit a written request to the Office of Financial Aid. Prospective and current students seeking a verification of enrollment letter for reasons other than Financial Aid may submit a Release of Information Request form to the Registrar's Office.

Requests For Letters Of Recommendation

Students may request that letters of recommendation be written on their behalf from Faculty and Staff members. Requests must be made in writing and submitted to the Faculty or Staff member in question. All sections of the Release of Information Request form must be completed and the information to be included in the letter must be clearly stated/specified.

Academic Records

The student's permanent academic record may contain the following:

- Name
- Social Security number or numeric identifier
- Chronological summary of ACOM coursework and grades
- Transfer credits, special credits (SC), and credits by examination (CE)
- Degree earned
- Date(s) degree requirements completed and degree conferred

FERPA Policies

ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA

Alabama College of Osteopathic Medicine

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

The right to inspect and review education records within 45 days of the day Alabama College of Osteopathic Medicine receives a request for access.

Students may request to inspect records by completing a Request to Review Education Records form. Completed forms must be sent to the Registrar's office to make pertinent arrangements. The Alabama College of Osteopathic Medicine must provide the records for review within 45 days of receipt of request. ACOM is not required to provide access to records of applicants for admission who are denied acceptance or who, if accepted, do not attend.

The right to request amendment of education records that students believe are inaccurate or misleading.

Students may challenge information in their educational records that they believe to be incorrect, inaccurate, or inappropriate. This challenge must be made in writing and must be submitted to the appropriate records custodian within one year of the term of the records in question. The records custodian must decide within a reasonable period of time as to whether corrective action is warranted and must provide written notification to the student and the Registrar of any corrective action approved. Students who are not provided full resolution sought by their challenge must be referred to the Dean of Student Services, who will inform them of their right to a formal hearing. All requests for a formal hearing must be made in writing to the Dean, and the Dean of Student Services.

The right to provide written consent before ACOM discloses personally identifiable information contained in education records, except to the extent that FERPA authorizes disclosure without consent.

Alabama College of Osteopathic Medicine may disclose, without consent, "directory" information. The College has declared the following information to be "directory": name, address, telephone listing, date and place of birth, major field of study, dates of attendance, degrees and awards received, participation in student activities, photographs, educational institutions attended, enrollment status, anticipated graduation date, class level, residency program matched, and e-mail address. Student social security numbers will be provided as requested in the registration process for the COMLEX and USMLE testing. For this purpose only, the social security number will be considered directory information, subject to disclosure

without prior consent from the student. Students have the right to request that the school refrain from disclosing some or all directory information. This will prevent ACOM however, from printing your name in certain publications (i.e. commencement program) or disclosing directory information requested by third parties including spouses and parents. A student can complete a “Request to Opt Out of Directory Information” form and submit it to the Registrar’s office.

The following exceptions permit disclosure without consent:

1. School officials with legitimate educational interest*;
2. Other schools to which a student is transferring;
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties in connection with financial aid to a student;
5. Organizations conducting certain studies for or on behalf of the school;
6. Accrediting organizations;
7. To comply with a judicial order or lawfully issued subpoena;
8. Appropriate officials in cases of health and safety emergencies;

* “School officials with legitimate educational interest” are those officials who are performing a task specified in his or her position description or by a contract agreement, performing a task related to a student's education, or performing a task related to the discipline of a student. Alabama College of Osteopathic Medicine has determined that the following school officials have legitimate educational interests: counselors, instructors, preceptors, contractors, site directors, site coordinators, administrators, board of directors, professional and clerical staff who directly relate to the administrative tasks of the College, College law enforcement officials, College attorneys, the National Board of Osteopathic Medical Examiners (NBOME), and students who serve on certain College committees.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Alabama College of Osteopathic Medicine to comply with the requirements of FERPA.

Complaints regarding FERPA may be made with the following agency:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW Washington, D.C. 20202-5920

Phone: 1-800-USA-LEARN (1-800-872-5327)

Enrollment Status

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

Insurance Companies
U.S. Dept. of Veterans Affairs (VA)
Federal Student Aid Lenders and Servicers
Mortgage Lenders
Scholarship Providers

A student's enrollment status shall be determined according to the following scale:

Program: Osteopathic Medicine	
Enrollment Status	Credit Hours Per Term
Full-Time	8+ Credit Hours
Three-Quarter-Time	6-7 Credit Hours
Half-Time	4-5 Credit Hours
Less-Than-Half-Time	1-3 Credit Hours

For the purpose of certifying enrollment to the VA, courses that do not span the entire length of a term shall be certified according to the VA's Semester Credit Equivalency Table.

Grading

A letter grade of A, B, C, or F will be assigned to the score for the course by registrar based on the following scale:

A = 90-100% B = 80-89% C = 70-79% F = < 70%

The minimum satisfactory grade for each required course is C.

Letter grades shall be reported on the transcript using the following qualitative grade representation:

Quality of Performance	Grade	Points /Credit HR
Excellent	A	4.0
Good	B	3.0
Satisfactory	C	2.0
Failure	F	0.0
Incomplete	I	0.0
Withdrawal	W	0.0

Grading Guidelines for Preclinical Grading

ASSIGNMENT OF GRADES

The academic status or grading of medical student performance is determined at the end of each course. Grades are determined through averaging scores collected through assignment(s) scores, quiz(s), practical results, and course/system exams. Each course has a syllabus which will explain in detail how the grades are calculated. Students will receive a numeric grade for the course; points will be assigned as described in the syllabus.

Within seven working days after the final course/system/clerkship exam the course/system/clerkship director shall submit a final grade report to the Registrar's Office. The grade report will include the percentage grade achieved in the class.

INCOMPLETE GRADES

A grade of Incomplete (I) may be assigned if the student work in a course is incomplete. The instructor will establish a deadline of not more than one year for the student's completion of remaining coursework, and the grade of Incomplete will be replaced once the student has completed all assigned coursework. A student who fails to complete all coursework by the deadline will be assigned a grade of F.

A student who withdraws prior to the completion of one or more courses will receive a grade of "W" or "Withdrawal" for each course in which they are enrolled at the time of withdrawal. A student who is dismissed prior to the completion of one or more courses will receive a grade of "W" or "Withdrawal" for each course in which they are enrolled at the time of dismissal.

Grading Guidelines for Clinical Clerkships

ASSIGNMENT OF GRADES

A grade for each clerkship will be assigned by the Clerkship Chairs. Details can be found in the clinical syllabus for each clerkship. The elements required for each core clerkship include a post-clerkship COMAT examination, evaluation by the Supervising Physician or Core Site Director, attendance and participation at grand rounds or other conferences, clerkship rotation didactics, case studies, and quizzes or oral exams. Students who do not receive a passing score will be required to remediate certain portions of the clerkship. A letter grade is assigned for each clerkship. **Students must score 70% or higher on each grading element to pass the clerkship.**

GRADING SCALE

The academic status or grading of medical student performance is determined at the end of each semester. Grades are determined through averaging scores collected through assignment(s) scores, quiz(s), practical results, evaluations, and COMAT exams. Each clerkship has a syllabus which will explain in detail how the grades are calculated. Grades shall be assigned to individual students on the basis of the Clerkship Chair's judgment of the student's scholastic achievement using the grading system in the above grading section.

Clerkship Chairs will report a numeric grade to the registrar. A letter grade of A, B, C, or F will be assigned to the score for the course by registrar based on the scale in the above grading section.

INCOMPLETE CLERKSHIPS

A grade of Incomplete (I) may be assigned if the student's didactic work in a clerkship rotation is incomplete. The grade of Incomplete will be replaced once the student has completed all assigned coursework. A student who fails to complete all coursework by the deadline will be assigned a grade of F. The only exceptions are stipulated by the Chair of the Student Progress Committee.

ASSIGNMENT OF THE FINAL GRADE

The final grade for each student will be assigned by the Clerkship Chair. The Clerkship Chairs reserve the right to use their discretion to modify a student's grade based upon stated criteria and/or circumstances in addition to those referenced in this document. Students must score 70% or greater for each required grading element.

GPA

A student's GPA is reflected on their ACOM transcript and, except as noted below, is based upon the letter grades for each course attempted as part of the student's current program of study.

Grades of A, B, C, and F will be factored into the GPA calculation. Grades of I, and W do not affect GPA.

Transfer credits which are accepted toward the student's current program of study will be factored into the GPA calculation. All other transfer credits are excluded.

For a student who repeats a course, the original grade will appear on the transcript along with

the new grade, but only the highest grade will be used to calculate the GPA

Class Rank

Class rank is determined for each cohort of students at the beginning of each academic year, after all grades have been posted for the previous academic year. For the purposes of determining class rank, the calculation will use the actual percentage grade. Percentage grades are not reported on student transcripts.

For example, a percentage score of 87% in a course would appear as a B on the transcript, and the multiplier used to calculate the GPA would be 3.0. However, for determining class rank the actual percentage grade of 87% would be used. Likewise, a grade of 81% percent would be recorded as a B on the transcript, 3.0 would be the multiplier used in the GPA calculation, and 81% would be used for calculating class rank.

For a student who repeats a course, only the highest grade will be used to calculate the GPA.

Student Grievances Regarding Grades

Students who question a grade calculation or determination have 48-hours after the grade has been posted to request grade reconsideration from the course/system director. No exam grade reconsideration can be made after the 48 hours. The decision of the course director is final.

Deferral, Withdrawal and Leave of Absence

Deferment Policy

Accepted students seeking deferment will be considered on a case-by-case basis. A deferment requires extenuating, unexpected personal circumstances. All deferment requests must be received in writing no less than 60 days prior to beginning of orientation. Deferments are not available to applicants accepted from the Wait List.

To be considered, the student must write a letter to the Associate Dean of Student Services explaining the reasons for deferment. Only one request for a one-year deferment will be considered.

Deferment requests should not be made to delay a decision of which medical school to attend. Application to another medical school during the deferment will result in withdrawal of the initial offer of acceptance and loss of the position at the Alabama College of Osteopathic Medicine.

All requirements including the deposit and completion of all matriculation paperwork must be met for a deferment request to be considered.

Deferred Admissions are granted with certain conditions:

- Written confirmation of attendance by March 1 of the year of deferment.
- Ability to perform technical standards will not have changed upon matriculation.
- All statements on your application and all other personal statements provided as part of the application process remain true and valid.
- You will have met all the requirements indicated on your application.

All documents must be addressed to:

Philip Reynolds, PhD

Associate Dean of Student Services

445 Health Sciences Blvd. Dothan, Alabama 36303

Withdrawal Procedures

A student who is considering withdrawing from ACOM should first contact the Associate Dean of Student Services to discuss their situation and determine whether alternatives to withdrawal are available.

Prior to withdrawing from the College, the student should schedule and attend exit interviews with Registrar, Bursar, and Financial Aid Office representatives. A student who withdraws from

ACOM is solely responsible for determining the impact, if any, of withdrawal upon their academic record, charges, and financial aid.

A student who elects to withdraw must submit to the Registrar's Office a Withdrawal Request Form along with any additional documentation that is requested.

Important Information

The official withdrawal date is determined by the Registrar's Office. A student's withdrawal date is the student's last date of attendance at a documented academically related activity.

A student who withdraws prior to the completion of one or more courses will receive a grade of "W" or "Withdrawal" for each course in which they are enrolled at the time of withdrawal.

A student Direct Loan borrower who is graduating, leaving school, or dropping below half-time enrollment is required to complete exit counseling. Please visit <https://studentloans.gov> to complete the U.S. Dept. of Education's online Exit Counseling, and contact the Office of Financial Aid for more information.

If a student withdraws, the student and/or the College may be required to return a portion of any federal financial aid received. If ACOM is required to return unearned aid to any federal Title IV program, the student will be responsible for payment of any balance that becomes due to the College.

A student who owes a balance to ACOM may have a hold placed on their account by the Bursar, and the College may withhold all records pertaining to the student's attendance.

Refunds of tuition are made in accordance with the Tuition Refund Policy. Please contact the Bursar's Office for more information.

Leave of Absence Policy

A leave of absence (LOA) may be granted from ACOM for one of the following reasons: 1) a medical emergency; 2) a financial emergency; 3) maternity/paternity; 4) a call to active military service; 5) pursuit of an academic endeavor other than the regular classroom work, either on campus or at another recognized teaching facility; or 6) administrative leave of absence. Only the Dean can grant a LOA. Only students who are in good standing with ACOM can be granted a LOA without condition.

A LOA in good academic standing is one in which a student is granted a LOA having no failures at the time the LOA is granted. The student must meet personally with the Associate Dean of

Students to discuss the reasons for the leave. The student must then submit a written request for a LOA to the Associate Dean of Student Services who will review the request and make a recommendation to the Dean. The Dean is responsible for approving or not approving a request for a LOA. The student will receive a letter from ACOM outlining any requirements about the students return to campus. LOAs are granted for up to one year. A student may petition the Associate Dean of Students to extend the leave for an additional year.

A LOA, not in good academic standing, is one in which the LOA is granted to a student who has one or more failures on his or her transcript in any one term including the term in which the request for a LOA is made. A student who is granted a LOA not in good academic standing must meet with the Student Progress Committee before he or she is reinstated. The Committee will recommend to the Dean if the student should be readmitted to continue his or her osteopathic medical studies.

The official start date of the LOA will be the student's last date of attendance at a documented academically related activity.

Prior to beginning a LOA from the College, the student should schedule and attend exit interviews with Registrar, Bursar, and Financial Aid Office representatives. A student who takes a LOA from ACOM is solely responsible for determining the impact, if any, of the LOA upon their academic record, charges, and financial aid.

Students seeking to return from a LOA must ensure that all approved terms and conditions of the leave are submitted in writing before reinstatement will be granted. The submission of this paperwork is the responsibility of the student and must be submitted at least 90 days in advance of the academic year during which the applicant wishes to re-enroll, unless otherwise notified. Students returning from an LOA may be subject to the degree requirements in effect at the time of return.

Students granted a medical LOA must have a licensed physician, approved by the Dean, certify in writing that the student's physical and/or mental health is sufficient to continue in their medical education, before they will be allowed to return to ACOM.

Readmission Policy

Students who are dismissed or withdraw from ACOM, regardless of the reason, must apply for readmission. Applicants will be required to complete an ACOM readmission application and meet all rematriculation requirements.

All documents must be submitted at least 90 days in advance of the academic year during which the applicant wishes to re-enroll, unless otherwise notified. Students may be subject to

the degree requirements in effect at the time of readmission.

Veterans Readmission Policy

Under the Higher Education Opportunity Act of 2008 (HEOA), institutions are required to readmit an individual who left school or did not accept an offer of admission in order to perform military service with the U.S. Armed Forces. The following sections explain the eligibility and re-admission requirements of this policy.

ELIGIBILITY

This policy applies only to U.S. military veterans seeking readmission to the program which they previously attended; it does not apply to individuals seeking admission to a different program at ACOM.

You are eligible for readmission under this provision if, during your leave, you performed or will perform voluntary or involuntary active duty service in the U.S. Armed Forces, including active duty for training and National Guard or Reserve service under federal (not state) authority, and received a discharge other than dishonorable or bad conduct. In general, the cumulative length of absence and all previous absences for military service (service time only) must not exceed 5 years.

NOTICE REQUIREMENT

If you are planning to take leave for military service, you must provide oral or written notice to the Dean of Students as far in advance as is reasonable under the circumstances. Alternatively, at the time of readmission, you may submit an attestation of military service that necessitated your absence from the school. No notice is required if precluded by military necessity, such as service in operations that are classified or would be compromised by such notice.

You must also provide to the Dean of Students oral or written notice of your intent to return to the school. The notice must be submitted no later than 3 years after the completion of the period of service. If you are recovering from a service-related injury or illness, you must notify the school no later than 2 years after your recovery.

A student who fails to apply for readmission within the designated time limits may not be eligible for readmission.

TUITION AND FEES

For the first academic year in which the student returns, he or she must be readmitted with the

same tuition and fee charges the student was or would have been assessed for the academic year when the student left.

READMISSION REQUIREMENTS

The school must allow the student to re-enroll in the next class or classes in the same program, with the same enrollment status, number of credits, and academic standing as when he or she was last in attendance at ACOM. Students may be subject to the degree requirements in effect at the time of readmission. The student may also request a later date of admission or, if unusual circumstances require it, the institution may admit the student at a later date. If the school determines that the student is not prepared to resume the program where he or she left off, the school must make reasonable efforts at no extra cost to the student to enable the student to resume and complete the program. Such reasonable efforts include, but are not limited to, providing a refresher course and allowing the student to retake a pretest, as long as they do not place an undue hardship on the school. If reasonable efforts are unsuccessful or the school determines that there are no reasonable efforts that the school can take, the school is not required to readmit the student.

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

For more information, please contact the Division of Student Services.

Division of Student Services

The Division of Student Services and Institutional Effectiveness is responsible for recruitment, admissions, retention, financial aid, records, tracking of outcome data, and counseling for medical students. In addition, the Division is a center of campus life and oversees all student activities, student government functions, student clubs, student representative program and all other non-academic student life issues. The Division is committed to creating an environment that is conducive to learning so that all ACOM medical students fully reach their academic potential. The Division is directed by the Associate Dean of Students overseeing qualified personnel including an Executive Director of Enrollment Management, Director of Admissions, Director of Financial Aid, and Registrar housed in the Division. Academic and Financial Aid counselors are available for ACOM medical students.

Academic Advising

The faculty advisor is an important part of the overall academic advising program provided for student physicians at ACOM and the advising relationship with the student provides support, mentorship and role modeling that can benefit them not only during their medical school years, but in their residency and subsequent career.

OMS I students will be assigned their faculty advisor during fall orientation, and this will be an ideal time for the advisor to make initial contact with his or her advisees. Faculty are also encouraged to meet with their OMS II advisees during the first month of school. Monthly contact is suggested, but should not be less than once per semester, and can be initiated by the faculty advisor or the student.

Advisors will work closely with the Center for Academic and Career Excellence to collectively provide assistance and support to formulate a strategy for improving academic and personal performance.

Center for Excellence in Academic and Career Services

The mission of the ACOM Center for Excellence in Academic and Career Services is to help ensure that ACOM students are academically successful. The services are free and individualized for each student who participates.

The Center for Excellence in Academic and Career Services staff includes:

- **Fred L. Helms Ed.D.**, Assistant Dean for Academic and Career Support
- **Jaishree P. Patel**, Pharm.D., Director of Career Support Services
- **Kim Chosie**, LPC-S, Director of Academic Support Services
- **Melanie Elmore**, MBA, Coordinator of ERAS and MSPE

The Assistant Dean oversees the Academic and Career Support program. He also assists in providing individual academic counseling to students, as well as classroom presentations on academic and board preparation issues. He counsels every OMS-2 student individually on board preparation and does classes on preparation strategies in the final semester before COMLEX. He is on the Academic Planning and Evaluation Committee for Curriculum and acts as a liaison with students and faculty. He also directs the wellness and mental health committees and programs. The Assistant Dean also serves as co-course director for the Foundations of Modern Healthcare course and helps lead classes in professionalism, medical ethics, learning and type, and success on boards, etc.

The Director of Academic Support assists students by providing strategies for medical school learning, effective study skills, and test preparation. These are available for all students and include classroom sessions on specific strategies as well as one-on-one assessment and individualized learning/study strategies. There are classes and individual counseling in stress management, test anxiety, personal health issues (mental, physical, and emotional), and time management. Academic Support also works with at-risk students providing individual assessments, personal coaching, small-group classes, and learning forums. OMS-2 students are also met with individually to assess board preparation plans and approaches. She provides classroom presentations and instruction in the Foundations of Modern Healthcare course.

The Director of Career Support is responsible for the Careers in Medicine curriculum. For OMS 1 & OMS 2 students, they will begin developing their CV and 4-year plan throughout the Foundations of Modern Healthcare courses. These students will also learn how to choose a specialty and what it takes to be competitive. OMS 3 students are required to complete the Careers in Medicine monthly series lecture and corresponding assignments regarding how to choose a career, how to achieve match success, interview skills, VSAS, MSPE, ERAS, etc. OMS 4 students are counseled on residency issues and how to obtain auditions and interviews. The Career Development Team works with OMS 4 students to help assess and maximize their chance of match success. The Director of Career Support is instrumental in the Match Week activities as well.

The Coordinator for ERAS and MSPE works with the Deans on the MSPE and counseling students on MSPE and ERAS issues. She participates in the Careers in Medicine lectures for OMS 3 students regarding ERAS, VSAS, non-VSAS, and MSPE as well. She is available to assist students as they prepare for residency application issues.

Instruments used in academic support assessment

- LASSI: Learning and Study Strategies Inventory. This test gives an indication of students' current study skills and methods. It also assesses personal traits such as motivation, test anxiety and attitude toward college.

- VAK: Visual, Auditory, Kinesthetic test. This gives an indication of the student's preferred learning style
- SSI: Study Skills Inventory – This test assesses more specific study methods
- MBTI: Myers Briggs Type Indicator. This instrument gives an interpretation of personality traits that can be pertinent to learning, particularly pertaining to how different personality types assimilate and integrate knowledge

Referral

Any student may self-refer themselves to Academic Support Services

Course directors may identify students who may be academically “at risk”. At risk students will be required to meet with the Director of Academic Support Services for intervention.

Plans

- All students complete LASSI and MBTI surveys
- VAK is given to students as they meet with the director of academic support for individualized support
- After each set of exams, students with poor academic performance are identified for more intervention
- The selected students are required to meet regularly with Director of Academic Support for study help that include:
 - Taking the additional Study Skills Inventory (SSI)
 - Hold one on one session with Director of Academic Support to discuss the LASSI, VAK and SSI scores and receive strategy guide and instructions on how to improve in specific areas
 - Attend presentations on topics such as time management, test taking strategies, SQRRR method of study and stress management
 - Attend a presentation on concept mapping (all students are invited and the presentation is recorded and posted on the learning management system SEAMed for later viewing.
 - Attend topic specific presentations such as use of online anatomy sites for self-testing. This presentation is delivered by the medical librarian
 - Attend additional Q&A review sessions

The Assistant Dean of Academic and Career Support monitors and reports progress to the APECCs Committee.

ACOM believes that clear academic expectations and carefully monitored performance will result in the graduation of the highest quality osteopathic physicians. Therefore, ACOM provides the means to carefully monitor the growth of each student and to promptly assist if any academic or personal difficulties arise.

The primary tools for academic monitoring and advising are the Division of Student Services, Faculty Advisors, Course Directors, the Director of Academic Support, and the Student Progress Committee.

SGA / Clubs / Organizations

Student Government Association

The ACOM Student Government Association (SGA) is the official voice for osteopathic medical students. ACOM SGA is open to all medical students at ACOM and welcomes proposals and participation from the entire body. The SGA will work in conjunction with ACOM and the Southeast Health accounting department to determine club funding for student activities; acting as liaison for the medical student body; promoting osteopathic medicine; supporting club and classroom activities; and working to improve the quality of life for all ACOM medical students. Students serving as SGA officers, club officers, class representatives or student ambassadors at national meetings or in any similar position must maintain an overall GPA of 2.5 or higher in their coursework. An officer whose overall grade average falls below 2.5 will have to resign. Osteopathic medical students are encouraged to develop, organize and participate in student associations and government organizations; additionally, an OMS-I or OMS-II that meets the criteria may hold two Executive Board positions of different organizations as long as they do not hold the title of president in both. Elections for offices are held each spring for the following year. The ACOM Division of Student Services is responsible for providing the support for these associations or organizations. Every student organization is required to have a faculty advisor. The advisor for SGA is the Associate Dean of Student Services.

Registration of Medical Student Organizations

In an effort to encourage a formal, organized system of student activities, the ACOM has adopted processes and policies concerning the registration of student organizations. The registration process is designed to permit students to create a formal organization which is intended to fulfill a common purpose, 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, and it does not directly or indirectly imply the approval of the organization or its activities by ACOM. Organizations must secure registration forms from the Division of Student Services annually which includes the securing of an ACOM advisor, in order to take advantage of the privileges accorded registered student organizations by the ACOM.

Once student organizations receive official recognition, the organizations must retain ACOM support through the following criteria:

- Completion of a registration form to begin in January each academic year.
- Participation in SGA activities.
- Leadership and advisement of a full-time faculty or staff member.
- Approval of organization activities and events through the Division of Student Services.
- Contribution to and support of the philosophy and mission of ACOM.
- Participation in the annual leadership conference.
- Completion of successful semester evaluation.
- Completion of all necessary forms (available at the Division of Student Services).
- Completion of a service project that benefits the local community.
- Maintain a membership of at least 5% of the total student population, to include OMS-I and OMS-II.
- Meet at least two times per semester.
- Hold at least one fundraising event per year.
- Submit an end of semester report.
- Election of a minimum of four Executive Board officers, two of which must hold the title of president and treasurer.
- Appointment of one individual on the Executive Board to serve as the TOUCH Point coordinator.
- Election of new Executive Board officers will be held at the beginning March with a deadline decided by the SGA Vice President

Student Sponsored Events

Any on-campus or off-campus event conducted by either a student club or the SGA must be approved by the Associate Dean of Student Services. This includes but is not limited to all talks, seminars, exhibits, fundraisers, workshops, and courses. The appropriate forms are available in the Division of Student Services.

Merchandise and ACOM Logo Policy

All ACOM student organizations must have approval from the Associate Dean of Student Services before producing organizational merchandise or distributing information to the campus community and/or the public at large. This is to ensure that all appropriate procedures and style guidelines are followed by student organizations. Approval forms may be obtained from the Division of Student Services. Any ACOM student organization that produces merchandise which violates this policy may have the merchandise confiscated and will have to replace the merchandise at the organization's own expense.

ACOM Code of Ethics

The Alabama College of Osteopathic Medicine expects all members of our academic community, including faculty, staff, students, and administrators to reflect the Core Values of our College in carrying out our mission through teaching, learning, research, interacting with colleagues, and especially caring for patients. Our core values and their associated behaviors emerged from a collaborative effort by our academic community and they apply to us all. The Core Values describe how we aspire to conduct ourselves in all matters related to and representing the Alabama College of Osteopathic Medicine.

Our Core Values are:

Integrity—We are committed to carrying ourselves in a professional manner with honesty, compassion, and trustworthiness with a dedication to self-improvement in all areas of our daily interactions.

Service—We exercise understanding and empathy toward our patients and colleagues. As faculty, staff, students and alumni, we care for our College, the community of Dothan, the communities of our clinical training sites, and all of the patients and families that members of the ACOM family impact now and in the future.

Passion—We are all colleagues in the process of teaching and learning. We adhere to the principle that everyone is continually learning and that we learn from each other. The utmost commitment to the highest standards of teaching and learning is at the forefront of our educational mission.

Innovation—We take pride in using the most up-to-date methodologies, strategies, resources, facilities, equipment, and technology through evidence-based practice in all areas of our mission.

Respect—We treat all people as we would expect them to treat us. We acknowledge the dignity, humanity, and sense of self of everyone.

Excellence—We understand that we project the image of the Alabama College of Osteopathic Medicine in all that we do as faculty, staff, students, administrators and alumni. We are committed to our brand and our actions being synonymous with excellence.

Diversity—We understand that our colleagues, students and patients come from varied cultural, social, and economic backgrounds. We strive to treat everyone with the same degree of acceptance and deference.

ACOM Honor Code

Students are required to sign upon matriculation and abide by the following statements throughout their education at the Alabama College of Osteopathic Medicine.

As a student of the Alabama College of Osteopathic Medicine, I accept the responsibility for my conduct and expect the highest standards of myself. I will also support others in upholding these standards. This Code is actively applied at all times while I am a student at ACOM, including all interactions in the communities that I serve and/or live.

I commit to the following:

Honesty and Integrity

- I will demonstrate truthfulness in academic and clinical activities, including examinations, evaluations, and any other representation of my work.
- I will be truthful in all interactions with patients, peers, faculty, staff, and administration.
- I will always be honest in the collection, interpretation, and reporting of data pertinent to academic work of patient care.
- I will be honest, accurate and accountable in all documentation in the academic and clinical setting.

Respect for others

- I will demonstrate the highest standards of ethical and professional behavior in the academic setting.
- I will not discriminate on the basis of age, race, color, sex, gender, gender identity, sexual orientation, religion or creed, national or ethnic origin, or disability.
- I will display and expect non-discriminatory behavior toward and from my supervisors, my peers, and staff with whom I work.
- I will protect patient confidentiality and uphold the dignity of all.
- I will never talk about patients outside of the confidential medical setting verbally or through social media, even if I do not use names, knowing that I represent ACOM and all medical students by such actions.
- I will demonstrate respect for patients through appropriate language and behavior, including that which is non-threatening and non-judgmental.

Reliability and Responsibility

- I will acknowledge my strengths as well as my limitations, offering assistance when I am able and seeking assistance when necessary.
- I will not be under the influence of alcohol or other drugs while performing academic or clinical responsibilities.
- I will not exhibit alcohol-related misconduct including addiction in order to maintain my competencies and skills.

- I will not use illicit drugs or misuse prescription drugs in order to maintain my competencies and skills.

Commitment to Self-Improvement

- I will continue to strive for knowledge, skills and competence.
- I will assess my own progress and identify areas for improvement and issues for continued learning.
- I will demonstrate a willingness to share in the learning process with peers, faculty, and staff to promote the student-teacher relationship
- I will seek assistance from colleagues or professionals for any problems that adversely affect my education

Representation of the Alabama College of Osteopathic Medicine

- I will adhere to all local, county, state and federal laws.
- I will represent myself with dignity through my word and deed in all interactions in the academic and clinical settings, as well as in the communities that we serve.
- I will positively represent myself and ACOM to the best of my abilities in any public forum including social media.
- I will promptly and truthfully disclose any arrests, whether guilty or not, or disciplinary action taken against me during my training at ACOM.

I, _____, choosing to enter the Doctor of Osteopathic Medicine degree program at the Alabama College of Osteopathic Medicine commit myself to the ACOM Code of Ethics and Student Code of Professional Conduct described above, in preparation for a future in medicine.

AOA CODE OF ETHICS

The AOA's Code of Ethics provides guidance on medical ethics and professional responsibilities

Areas of focus include interacting with patients, engaging in professional relationships and conducting research.

The American Osteopathic Association (AOA) Code of Ethics is a document that applies to all physicians who practice osteopathically throughout the continuum of their careers, from enrollment in osteopathic medical college/school through post graduate training and the practice of osteopathic medicine. It embodies principles that serve as a guide to the prudent physician. It seeks to transcend the economic, political, and religious biases, when dealing with patients, fellow physicians, and society. It is flexible in nature in order to permit the AOA to consider all circumstances, both anticipated and unanticipated. The physician/patient relationship and the professionalism of the physician are the basis for this document.

The AOA has formulated this Code to guide its member physicians in their professional lives. The standards presented are designed to address the osteopathic and allopathic physician's ethical and professional responsibilities to patients, to society, to the AOA, to others involved in health care and to self.

Further, the AOA has adopted the position that physicians should play a major role in the development and instruction of medical ethics.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 17. From time to time, industry may provide some AOA members with gifts as an inducement to use their products or services. Members who use these products and services as a result of these gifts, rather than simply for the betterment of their patients and the

improvement of the care rendered in their practices, shall be considered to have acted in an unethical manner

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

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

Consensual Relationships Policy

Consensual relationships between student and faculty are not allowed. Consensual relationships between students and staff members who are in a position of authority or who have access to student or testing information are not allowed. Sexual activity is not permitted in the clinical settings. Consensual relationships between students and patients are not allowed.

General Behavior Policies

ACOM does not accept responsibility for loss of personal property due to theft, fire or vandalism. Students are encouraged to research and purchase renter's insurance. Students should also be aware if their property is covered under their parents' or guardians' homeowner's policy. All students are encouraged by the Security Services Department to properly secure their property while on campus.

All students are required to acquire an ACOM Student ID Card. All students are required to have a valid form of photo ID on them at all times while on campus (including ACOM ID and license). If a faculty member, staff member, or security officer asks a student to present an ID, the student must present identification immediately. Failing to provide, or refusal to provide requested identification can result in disciplinary action.

Students must comply with all requirements of the Drug Free Campus and Workplace Policy.

Use of any tobacco product is prohibited ANYWHERE on the ACOM campus, inside or outside, including the apartment buildings and property.

All types of guns, ammunition, explosives (including firecrackers and other fireworks and other

flammable materials) or any other potentially dangerous weapons or paraphernalia, concealed or visible (including bladed items over three inches long), or potentially dangerous and unauthorized recreational equipment (such as archery equipment or paintball guns) are prohibited on campus. The potentially dangerous weapons will be removed from ACOM property. Anyone wishing to temporarily store weapons on campus must apply for such arrangements for storage with the Chief of Security before these items are brought on campus property. Hunting is not permitted on the campus or surrounding property owned by Southeast Health or ACOM.

Any form of abuse of any person or property on the campus will result in immediate action including payment of damages, fines, and possible removal from campus housing and/or suspension. Abuse / Harassment / Intimidation / Stalking / Vandalism of any person or property on campus will result in immediate action including but not limited to: prosecution by local authorities, payment of damages, fines, possible removal from campus housing, suspension, or expulsion. Sexual Harassment is addressed within "Sexual Harassment Policy."

Falsely reporting fires, bomb threats or other emergencies (either to ACOM personnel or local 911/police force dispatch personnel), falsely setting fire alarms and the non-emergency use of emergency equipment will result in immediate administrative action leading to possible suspension from ACOM and prosecution through state and federal laws. Tampering or damaging smoke detectors is subject to possible suspension.

Unauthorized entry into another student's room, faculty or staff offices, or any other campus facility is considered a serious violation and will result in immediate disciplinary action. This includes unauthorized entry into any facility outside of designated hours.

Theft of ACOM property or of someone's personal property is against the law. Penalties may include campus sanctions as well as civil prosecution.

Giving false testimony to an investigating staff member or to a member of any of a judicial committee, attempting to intimidate or coerce witnesses, or seeking revenge against anyone due to their role in a disciplinary procedure will result in appropriate disciplinary action.

Giving false names or identification to any inquiring ACOM staff person will result in disciplinary sanctions.

Harassment of another person, whether physical or verbal, is not tolerated and will be stopped, including possible removal of the offender from the College (see "Sexual Harassment Policy" and other definitions of harassment).

A student's behavior is not only a reflection of his/her own choices, but is also a strong

reflection upon the caliber of students enrolled within the ACOM community. ACOM reserves the right to discipline students who commit certain off-campus violations of College policies.

The falsification of College documents of any kind is prohibited.

ACOM respects an individual's right to express themselves uniquely and strongly, however, when instances of complaints regarding reported or witnessed "foul" or "offensive" language or insinuations are filed with or by ACOM administrators, the Division of Student Services will treat each case individually in order to address the appropriateness of the material in question and whether it contributes to or subtracts from the mission of the College.

All of the above stated offences may be dealt with on a case-by-case basis and according to the determinations of the seriousness of each incident may result with sanctions ranging from a simple warning to the ultimate expulsion of the student or students from the institution.

GRIEVANCE POLICY

Grievances regarding accreditation or licensure standards are treated separately through appropriate mechanisms described above in the Student Handbook. Non-accreditation grievances will be accepted through the Office of the Associate Dean of Student Services. Student grievances against any ACOM faculty, staff, administrator, preceptor or core site personnel should be communicated through the Office of the Associate Dean of Student Services or the Office of Compliance. A student may opt to ask an advisor, mentor, or fellow student to accompany them to the appropriate office to submit a grievance. In addition, anonymous reporting services are available through the Office of Compliance.

A grievance may be filed against a student for a breach in professionalism by a student, staff, faculty, administrator, preceptor or core site personnel. Grievances submitted against a student should be submitted formally in writing through the Associate Dean of Student Services or representative of the Office of Compliance. The appropriate ACOM representative will investigate the grievance and determine the appropriate course of action, whether the case should go before the Student Progress Committee or handled administratively. The student's academic progress may or may not be interrupted while the investigation is conducted. ACOM reserves the right to recommend remediations or other solutions to appropriately address the academic or professional deficits. Students may be placed on Disciplinary Warning, Disciplinary Probation, Disciplinary Suspension, or Dismissal as described above, which may alter their Academic Standing status with ACOM.

INVESTIGATIONS

All investigations regarding student conduct, violations of policies, filed grievances, and other student matters will be administered by the office of the Associate Dean of Student Services in conjunction with the Office of Compliance when appropriate.

All matters related to violations of any federal, state, and local laws, regulations, or guidance shall be investigated by the Office of Compliance.

COMPLIANCE HOTLINE

Phone: (833) 490-0007

www.lighthouse-services.com/acom

ACADEMIC STANDING

Academic Standing is a classification used as a measure of a student's academic achievement relative to their degree requirements, including, but not limited to, professionalism standards. This classification determines their eligibility to proceed in their academic plan and allows or restricts certain participation levels in extra-curricular activities. The academic standing will change only by recommendation of Student Progress Committee or other administrative decision resulting from final decision by the Dean of the College. The standard of proof of "more likely than not" (as opposed to "beyond a reasonable doubt") is used in all proceedings regarding decisions related to academic or disciplinary actions. Academic Standing is reported along with certain requests for academic records.

GOOD STANDING

A student is capable of adequately discharging all responsibilities of an osteopathic medical student based on their current training level.

ACTIONS REGARDING ACADEMIC STANDARDS

Academic Notice: A student under an academic notice may still be considered in **Good Standing**. The status of *Academic Notice* is assigned for the following reasons:

1. Student's cumulative GPA falls below 3.0. Student will remain on *Academic Notice* until 3.0 is achieved.

Students under Academic Notice will be required to meet with their advisor and academic support more frequently. Other requirements may be imposed on an individual basis.

Academic Warning: A student under an academic warning may still be considered in **Good Standing**. The status of *Academic Warning* is assigned for the following reasons:

1. Student's cumulative GPA falls below 2.5. Student will remain on Warning until 2.5 is achieved.
2. Students may remain under Academic Warning for the duration of their education, unless otherwise stipulated.

Students under the Academic Warning status will have the following stipulations unless otherwise approved. Other stipulations may be considered under recommendations of the Student Progress Committee or administration.

1. Regular meetings with Academic Support and/or Advisor.
2. Ineligibility for student officer positions, including resignation from current office positions.
3. Restricted student travel.
4. Close monitoring by the Student Progress Committee each semester.

Academic Probation: A student may be placed on probationary status by the actions of the Student Progress Committee. *Academic Probation* applies to students who have demonstrated a marginal level of performance to the degree that any additional academic deficiencies, as indicated by the SPC, will make the student liable for dismissal. The duration and conditions of Academic Probation will be specified by the SPC. The student may still be considered in Good Standing in order to continue their academic and/or clinical training. Any period of *Academic Probation* is reported on the Medical Student Performance Evaluation and licensing applications as required.

The status of Academic Probation is assigned for the following reasons:

1. Student's cumulative GPA falls below 2.0. Student will remain on probation until 2.0 is attained.
2. Student's professional behavior in the academic or clinical setting warrants a failure or formal resolution. Examples include, but not limited to, repeated dress code violations, tardiness, absences, failure to complete assignments, inappropriate interactions or behaviors with students, faculty, preceptors, staff or patients. Interpretation of these behaviors is at the discretion of the Student Progress Committee and/or administration.
3. Student has had a course/system failure, even if the course failure has been resolved through remediation or repeating the course/system. In OMS I and II, the student will remain on Academic Probation until the all requirements of OMS I and II are met. Additional failures during this probation period will result in further consideration by the Student Progress Committee.

Academic Suspension: Student withdrawn from courses or clerkships mainly for academic reasons including, but not limited to, failure of one or more courses/clerkships, COMLEX failure, COMSAE failure, or waiting to repeat coursework. Student will not be allowed to participate in College functions. Student's access to ACOM facilities/services while suspension is in place will be at the discretion of administration. Student is eligible to return upon satisfying terms of suspension. Student will not be in *Good Standing* during the suspension.

Academic Dismissal: Student permanently withdrawn without eligibility to return due to consistent poor academic performance. Student must return all ACOM technology equipment, ACOM identification, and complete a final checkout procedure in Student Services. Student will not be in good standing following Academic Dismissal.

HONOR CODE VIOLATIONS/PROFESSIONALISM

Disciplinary Warning: A student under a Disciplinary Warning may still be considered in *Good Standing*. The status of *Disciplinary Warning* is assigned for the following reasons:

1. Minor infractions of professionalism such as dress code violations, repeated attendance issues, punctuality, classroom etiquette, etc. The Warning may include stipulations

including ineligibility for student officer positions and other extra-curricular activities. Repeated warnings may instigate further SPC processes. Student may still be considered in *Good Standing* in order to continue their academic and/or clinical training.

2. First offenses for breaches of professionalism or Honor Code. Repeated breaches may result in further SPC processes and change in Academic Standing.

Disciplinary Probation: Student breaks the high standard of professionalism described in, but not limited to, ACOM's Code of Ethics or ACOM Honor Code. Disciplinary probation prohibits eligibility for office in clubs/organizations and/or other extracurricular activities not directly related to degree requirements. The period of probation is recommended by the SPC to the Dean, or by administration, and may include specific stipulations for the status to be removed. Student may still be considered *in Good Standing* in order to continue their academic and/or clinical training.

Disciplinary Suspension: Student withdrawn from courses/clerkships mainly for disciplinary reasons including, but not limited to, significant unprofessional behavior, repeated unprofessional behavior, failure to meet terms of probation, or other disciplinary decisions determined by the SPC or administration. Students will not be allowed to participate in College functions. Student may/or may not be allowed access to ACOM facilities/services while suspension is in place. Student is eligible to return upon satisfying terms of suspension. Student will not be in *Good Standing* during the suspension.

Disciplinary Dismissal: Student withdrawn without eligibility to return due to gross/severe/repeated/illegal conduct or professional behavior. Student must return all ACOM technology equipment, ACOM identification, and complete a final checkout procedure in Student Services. Student will not be in good standing following Disciplinary Dismissal.

STUDENT PROGRESS COMMITTEE

PURPOSE: The purpose of the Student Progress Committee (SPC) is to ensure that every graduate of ACOM has the skills, knowledge, and judgment to assume the responsibilities of an osteopathic physician. The Committee will monitor student progress and ensure that all students meet the requirements necessary for promotion and graduation. The Committee is composed of faculty members appointed by the Dean. Please note that cases involving sexual harassment are dealt with through a separate mechanism described in the section entitled “Harassment Policies and Procedures”.

REFERRAL PROCESS

Students may be referred to SPC for failing to meet any of the core competencies listed below:

- Osteopathic Principles and Practice
- Medical Knowledge
- Patient Care
- Interpersonal and Communication Skills
- Professionalism
- Practice Based Learning and Improvement
- Systems Based Practice

The policies and procedure for the SPC are below:

Policy and Procedure

All proceedings are confidential. The meetings are closed to anyone not in the College community. Only invited witnesses, course directors, ex officio members, the committee members, and student in question will be allowed to attend the meeting.

- Students will be provided a summary report prior to the meeting.
- A summary report will be presented to the committee.
- The student may then present his or her statements to the committee. The committee will ask questions regarding the issue.
- Following the presentation of the evidence, the committee will deliberate and vote on a course of action regarding the student. This action will serve as a recommendation to the Dean. A majority vote will rule.
- Following receipt of the SPC’s recommendation, the Dean will provide a final decision to the student.

DEAN'S ACTIONS

The Dean of ACOM will review the SPC's recommendation and affirm, amend, or reverse the recommendation and notify the student and the SPC Chair in writing of the decision.

APPEAL PROCESS

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

Appeals Board

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

ACADEMIC DECISIONS

At the completion of each academic term/course, students who have not met minimal standards to receive a passing grade (minimum of a C) in a course will be required to meet with the SPC. After reviewing all documentation and meeting with the student, the SPC will deliver a recommendation to the Dean with one of the following decisions:

- Develop an academic plan to remediate the course/clerkship, in which case a grade will not be assigned by the registrar. A grade of C (70%) will be assigned by the registrar once the remediation plan has been completed, reviewed and confirmed by the SPC, and affirmed by the Dean.
- Repeat the course/clerkship. A grade of "F" will be assigned to the first attempted course. The grade received upon repeat will stand as the repeated grade and used in GPA calculations.
- Repeat the academic year or semester. The SPC reserves the right to recommend the repeat of an entire academic year if the student has consistently shown marginal performance during that academic year.
- Dismissal from ACOM

Course/Clerkship Directors determine if the requirements of the remediation plan satisfies the requirements of the course or clerkship. If unsatisfactory, the result will remain an “F” for the course/clerkship, which will refer the student back to SPC and their recommendation reviewed. Students’ academic standing may be changed as described above.

ACADEMIC DECISION OUTCOMES

It is important to note that decisions may not be the same for every student due to special circumstances, academic history, and/or the ability of a student to recognize their own shortcomings, which is of utmost importance as a physician. Ultimately, these decision outcomes rely on the educational expertise of the faculty membership of the Student Progress Committee and the authority and rights granted to the Dean/Chief Academic Officer for the final decision.

ADMINISTRATIVE DECISIONS

The Administration of ACOM reserves the right to take egregious breaches of the ACOM Code of Ethics or the ACOM Honor Code and investigate, assimilate, and decide on a course of action. A student may be placed on a temporary leave of absence until the matter is resolved. Administrative decisions may result in a Warning, Probation, Suspension, or Dismissal as described in the Disciplinary Sections above. In addition, Administrative Decisions may result in a loss of privileges, remediation plans, medical (either physical or emotional) clearance, mandatory drug testing, physician health programs, and/or counseling including long-term rehabilitation programs, or other courses of action. Students may request an Appeals Board Hearing following Administrative Decisions (see above).

Requirements for Psychiatric Consultation, Drug Testing, or Medical Evaluation/Treatment

Students may be subjected to drug testing at any time during their training at ACOM. The ability to think clearly and behave professionally in the academic and clinical settings are paramount to the safety and health of colleagues and patients. If at any time suspicious behavior is observed or reported, immediate drug testing may be ordered. Failure to respond to these requirements in a timely manner may result in suspension or dismissal from ACOM.

Medical or psychiatric consultation, evaluation, and treatment may be required to meet the technical standards of ACOM. The confidentiality of the physician/patient relationship shall be preserved, and no report shall be made by the consulting physician without the consent of the affected student. However, the student’s ability to continue as an ACOM student may only be

satisfied through a completed evaluation by a physician, psychiatrist, or psychologist appointed by ACOM. The student may be asked to have their provider sign off on the Technical Standards in order to be qualified to return to training.

ACOM reserves the right to refer a medical student to the Alabama Physician Health Program for evaluation and treatment before returning to the academic or clinical setting. Failure to meet all requirements of this program may result in dismissal from ACOM. All costs associated with this program are the responsibility of the student.

Withdrawal or Leave of Absence

The College and the student, by the act of matriculation, recognize that circumstances (e.g. health, family emergency, etc.) may arise that may require a student to take a leave of absence or cause the College to require the student to withdraw. These circumstances will be evaluated by the College administration, and any student may be considered for readmission/continued enrollment upon meeting certain conditions required by the College administration.

Arrests, Illegal Behavior, and Background Checks

A background check is mandatory prior to matriculation and will be required again during enrollment. A background check is required to assure the applicant is not a risk to fellow students, faculty, staff, or patients and to assure the applicant or student has the appropriate insight and judgment to become a physician professional with ethical behaviors.

ACOM students have periodic background checks performed during the four years of training. ACOM recognizes that students may be arrested for a minor offense such as a traffic violation. Students are not required to report speeding tickets, citations, or other minor events. Students are required to report DUI arrests that result in incarceration of any type, arrests for theft, arrests for assault, or other illegal behavior. **Current or accepted students involved in an arrest for any illegal behavior (whether guilty or not guilty) while at ACOM must report that to the Associate Dean of Student Services within the next business day, but not greater than 48 hours from the time of the incident.** Students who do not report are considered as acting in an unprofessional and/or unethical manner. Being advised by a third party to withhold this information from ACOM is not an acceptable excuse to not meet this requirement. Failure to report such activity may result in dismissal from ACOM. Such reports will be reviewed by the Associate Dean of Student Services and/or the Office of Compliance.

An administrative action and possible dismissal will result if a student has not reported arrests, lies or omits information on a background check, or lies or omits information about an illegal action that is then found on the background check.

Drug Free Campus and Workplace Policy

ACOM promotes a safe, healthy, and productive learning and working environment free from the influences of drugs and alcohol and to ensure the safety and welfare of students, faculty, and patients cared for by ACOM representatives. ACOM policy requires students to be free from illicit drug use and free from addiction.

This policy, while in place to ensure safety of students, faculty, and patients, does not preclude criminal action by means of other institutional policies and/or state and federal law.

Any student, faculty member, or other ACOM staff may be required to submit to drug and/or alcohol testing and/or psychiatric evaluation based upon what the faculty and administration consider to be reasonable suspicion, including, but not limited to:

- Direct observation of drug or alcohol use or possession;
- Physical symptoms related to the influence of drugs or alcohol;
- Abnormal or erratic behavior that is disruptive or a risk to others;
- Arrest or conviction of a drug or alcohol related offense on- or off-campus;
- Documented information from a credible source submitting a complaint;
- Evidence that a previous drug or alcohol test was tampered with; or
- Possession of drug paraphernalia.

Testing will be done by order of any member of ACOM administration and will be performed at a qualified designated laboratory site or clinical provider designated or approved by the College. In general, the site will carry a forensic certified testing program certified by the College of American Pathologists for testing.

Drug screening is performed on one or two occasions during enrollment at ACOM and may also be done by order without notice from the any member of ACOM administration.

Positive Drug Screen or Arrests for Illegal Drug Usage or Sales

Students who test positive on a drug screen, demonstrate illegal or disruptive actions related to drug or alcohol use, demonstrate abnormal or erratic behavior that is disruptive or a risk to others and who test positive for drugs or are known to be consuming alcohol, have an arrest for drug paraphernalia or other illegal use of drugs, or demonstrated dependence to alcohol will be subject to an administrative action.

Self-Identification for Drug or Alcohol Dependence

Self-identification as a substance abuser will result in the student being assisted in obtaining an ACOM administration-approved treatment program. The cost of treatment is the responsibility of the student. Monitoring of successful completion will be the responsibility of the Associate Dean for Student Services and/or Associate Dean for Clinical Sciences. The student treatment

records will be held in confidence except where required by the State Board of Medicine or under subpoena.

Please refer to the ACOM Security and Fire Safety Report for additional information. The report is available from the Student Services Office or online at <https://www.acom.edu/consumer-information/>

Overview of Policy Elements

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

Standards of Conduct

A. Employees

Unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by any employee of the Alabama College of Osteopathic Medicine while he or she is at work for the College or at another site where the employee is carrying out assigned duties, is prohibited. The term "controlled substance" refers to any chemical substance whose distribution and/or use is controlled or prohibited by some law or statute, or whose distribution and/or use is permitted by a prescription issued by a

licensed practitioner. In order to ensure that all employees are working in a safe, productive environment, the possession, distribution, or consumption of alcoholic beverages is not permitted on the work site or on other College property, unless such occurs in the course of an authorized business or special College function which includes alcoholic beverages or where consumption was otherwise approved by the College. By extension, no employee may report to work while under the influence of alcohol. Consistent with the Drug-Free Campus and Workplace Policy, and as required by the Drug-Free Work Place Act of 1988, faculty and staff will, as a condition of employment, abide by the Drug-Free Campus and Workplace Policy and notify their supervisor within five days if they are convicted of violating any criminal drug statute as a result of any activity occurring at the Alabama College of Osteopathic Medicine work place or while engaged in work activities of the College. The term conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence, or both, by any judicial body charged with the responsibility to determine violations of federal or state criminal drug statutes. When the Department of Human Resources receives notice of such a conviction, it will coordinate efforts to comply with the reporting requirements of the Drug-Free Workplace Act of 1988. Violation of the Drug-Free Campus and Workplace Policy shall result in the prompt imposition of sanctions. These sanctions may range from a reprimand, to required satisfactory participation in counseling or rehabilitation programs, to termination of employment. Any necessary sanctions taken against faculty, administrators, or staff will be carried out in accordance with policies and procedures published in appropriate College personnel handbooks.

B. Students

Unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by any student of the Alabama College of Osteopathic Medicine while he or she is on College property or involved in College activities, is prohibited. The College will take disciplinary action against a student, group of students, or student organization for any violation of this policy. A student or student organization may also be disciplined for, and is deemed in violation of the Code of Ethics and Honor for, the unlawful possession or consumption on campus of alcoholic beverages, public drunkenness, or violation of state or local laws regarding alcohol use or possession.

Any disciplinary actions to be taken and the disciplinary procedures to be applied for the fair adjudication of the alleged violations will be in accordance with policies and procedures published in the Student Handbook.

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

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

federal laws regarding underage drinking and the possession, use, and sale of illegal drugs and alcohol and are strictly enforced by the College.

A. Federal Drug Offenses and Penalties Title 21, USC § 841 et. seq.

- § 841(b)(1)(A) Distribution of 1 kilogram or more of a mixture or substance containing a detectable amount of heroin; 5 kilograms or more containing coca or cocaine; 100 grams or more of PCP; 10 grams or more of LSD; 1,000 kilograms of marijuana; or 50 grams or more of amphetamine is a federal crime punishable by not less than 10 years in prison nor more than life in prison; and if death or serious bodily injury results, not less than 20 years and not more than a \$4 million fine.
- § 841(b)(1)(B) In the case of distribution of 1,000 kilograms or more of marijuana; or 1,000 or more plants of marijuana; or 10 kilograms or more of hashish; or one kilogram of hashish oil, one is guilty of a felony and if convicted may be sentenced to not less than 5 years in prison and fined not less than \$250,000 and not more than \$4 million.
- § 841(b)(1)(D) If one is found with a quantity of marijuana less than 50 kilograms, one is guilty of a felony and sentenced to not more than 20 years and fined not to exceed \$1 million.
- § 844 It is unlawful for any person to knowingly or intentionally possess a controlled substance unless such substance was obtained directly, or pursuant to a valid prescription. If convicted of possession, one may be sentenced to not more than 1 year and not less than a \$1,000 or more than a \$100,000 fine.
- § 845 Distribution of controlled substances to persons under 21 years of age may be punishable by twice the above sentences, as may distribution within 1,000 feet of a school, college, or university.
- § 848(b) If one is the head of a "drug ring" of 5 or more persons engaged in a criminal enterprise involving the manufacture, acquisition, transportation, distribution, or sale of illegal substances, one may be sentenced to life in prison.
- § 853(a) All of the above include the possibility of forfeiture of property derived from or used in the distribution of illegal drugs, or used in the manufacture of such drugs.

B. State of Alabama Offenses and Penalties- Code of Alabama 1975

- § 13A-12-202(c) Criminal solicitation to commit a controlled substance crime is punishable to the same extent as the controlled substance crime solicited.
- § 13A-12-203(c) Attempt to commit a controlled substance crime is punishable to the same extent as the controlled substance crime itself.
- § 13A-12-204(c) Criminal conspiracy to commit a controlled substance crime is punishable the same as the controlled substance crime itself.
- § 13A-12-211 The unlawful distribution of controlled substances, whether sold, furnished, given away, manufactured, delivered, or distributed, is a Class B felony.
- § 13A-12-212 The unlawful possession or receipt of controlled substances is a Class C felony.

- § 13A-12-213 Unlawful possession of marijuana in the first-degree results where one possesses marijuana for other than personal use or has been previously convicted of marijuana possession in the second-degree, and is a Class C felony.
- § 13A-12-214 Unlawful possession of marijuana in the second-degree results where one possesses marijuana for personal use only, and is punishable as a Class A misdemeanor.
- § 13A-12-215 The sale of controlled substances by one over 18 years of age to one under 18 years of age is a Class A felony with no eligibility of suspended sentence or probation.
- § 13A-12-231 One who knowingly sells, manufactures, delivers, or brings into this state cannabis (in any of its forms), cocaine, heroin, morphine, opium, methaqualone, hydromorphine, amphetamine, phencyclidine, lysergic acid diethylamide, methamphetamine, or LSD shall be guilty of a Class A felony, may be fined up to \$500,000, and sentenced for up to life in prison without parole.
- § 13A-12-233 One who engages in a criminal enterprise, in connection with 5 or more persons, to traffic in illegal drugs shall be sentenced to no less than 25 years and no more than life, without eligibility for parole, and fined up to \$500,000. For a second such conviction, a mandatory life imprisonment is required with a fine of not less than \$150,000 or more than \$1 million.
- § 13A-12-250 An additional penalty of 5 years imprisonment is tacked on for the above violation which occurs within a 3-mile radius of a school, college, or university campus (or housing project; see § 13A-12-270).
- § 13A-12-260 Use, possession, delivery, or sale of drug paraphernalia is a crime punishable as a Class C misdemeanor for possession, a Class C felony for sale, and a Class B felony for sale to one under 18 years of age by one over 18 years of age.

C. Sentences of Imprisonment in the State of Alabama

- § 13A-5-6 Sentences for felonies shall be for a definite term of imprisonment, which includes hard labor, within the following limitations:
 - For a Class A felony, for life or not more than 99 years or less than 10 years.
 - For a Class B felony, not more than 20 years or less than 2 years.
 - For a Class C felony, not more than 10 years or less than 1 year and a day.
- § 13A-5-7 Sentences for misdemeanors shall be for a definite term of imprisonment in the county jail or of hard labor for the county, within the following limitations:
 - For a Class A misdemeanor, not more than 1 year.
 - For a Class B misdemeanor, not more than 6 months.
 - For a Class C misdemeanor, not more than 3 months.

D. A Summary of State and Local Alcoholic Beverage Laws

a. Drinking Age

§ 28-1-5 The legal age in Alabama for consumption or purchase of alcoholic beverages is twenty-one (21) years.

b. Minors Purchasing

§28-3A-25(19) Minors purchasing or attempting to purchase alcoholic beverages are subject to a fine of not less than \$200 and not more than \$1,000, and, at the discretion of the judge, up to three (3) months at hard labor or imprisonment. A minor's fraudulent misrepresentation of age or use of a fake or false identification in the process of illegally obtaining or purchasing alcoholic beverages will be considered in sentencing.

c. Dram Shop

§ 6-5-71 An individual may be liable for damages under civil law for selling alcohol, giving alcohol, or otherwise causing someone to become intoxicated, who later is injured or causes another to be injured.

d. Driving Under the Influence (DUI)

- § 32-5A-191(a) A person shall not drive or be in actual physical control of any vehicle while: there is 0.08 percent or more by weight of alcohol in his or her blood, or under the influence of alcohol, or under the influence of any controlled substance or any other substance which impairs his ability to drive safely, or under the combined influence of alcohol and a controlled substance to a degree which renders him or her incapable of safely driving, or under the influence of any substance which impairs the mental or physical faculties of such person to a degree which renders him or her incapable of safely driving.
- § 32-5A-191(b) A person under 21 years of age shall not drive or be in actual control of a vehicle if there is 0.02 percentage or more by weight of alcohol in his or her blood. Many are under the impression that a person may be arrested only for having over 0.08 percent blood alcohol content, but the fact is that one may be arrested for substantially less content. Boating while under the influence is also illegal.
- See § 32-5A-191.3 An individual must submit to a blood alcohol test or his license will be suspended.
- See § 32-5-192 When convicted of DUI, a person may be jailed for not more than 1 year and fined not less than \$250 or more than \$1,000 for a first conviction. On a second conviction for DUI within a 5-year period, a person may be fined up to \$5,100 and jailed for up to 1 year with a mandatory 48-hour sentence. On a third conviction within a 5-year period, a person will serve at least a mandatory 60 day sentence or up to a year, and will be fined at least \$2,000 with a \$10,000 maximum fine.

e. Public Intoxication

§ 13A-11-10 A person commits the crime of public intoxication if he appears in a public place under the influence of alcohol, narcotics or other drug to the degree

that he endangers himself or another person or property, or by boisterous and offensive conduct annoys another person in his vicinity.

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

Substance abuse and drug dependency are problems of staggering proportions in our society today. They are the leading causes of preventable illness, disability, and death in the U.S. and are estimated to afflict 25.5 million Americans. This number increases dramatically when one considers the harm done to the families of substance abusers as well as to those injured or killed by intoxicated drivers or in drug related work accidents. Alcoholism may develop in anyone. It tends to appear first between the ages of 20 and 40 and also to be more prevalent in persons with a family history of alcoholism.

A. Alcohol

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

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

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

B. Marijuana (Cannabis)

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

difficulty managing current stresses and responsibilities, as well as making appropriate plans for the future. Pregnant women who use marijuana may be at a higher risk for giving birth to children with developmental or birth defects.

C. Hallucinogens

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

D. Cocaine

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

E. Amphetamines and Other Stimulants

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

F. Narcotics, Including Heroin

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

G. Sedatives and Tranquilizers

The barbiturates and the benzodiazepines are two of the most commonly used classes of sedatives. The barbiturates (such as Phenobarbital, Seconal, and Amytal) are highly addictive and can be fatal if taken in excess. Although they still have medical uses, they have largely been replaced by the benzodiazepines, used for relief of anxiety and to promote sleep. The benzodiazepines include such drugs as Valium, Librium, Ativan, Xanax, Dalmane, Halcion, and Restoril. While safe and effective at moderate doses for short periods of time (weeks), all the benzodiazepines have a potential for physical and psychological dependence if used at higher doses for longer periods of time. Frequently the benzodiazepines are abused by adults who become dependent on them because of their anti-anxiety effects. Other tranquilizers which may be abused include methaqualone (Quaaludes), Doriden, and Equanil. Intoxication may result from benzodiazepine use and resembles alcoholic drunkenness.

Drowsiness, slurred speech, unsteady gait, and lack of coordination are common signs. The effects of the benzodiazepines (and the barbiturates and other sedatives) add to those of alcohol; taken together, they can lead to coma and even death.

Withdrawal from benzodiazepines resembles alcohol withdrawal and is most apparent if the drugs are stopped abruptly. Withdrawal takes place within hours to days of stopping the drug. Once a person is addicted to benzodiazepines, a physician should supervise the plan for gradually stopping them, to minimize the serious effects of withdrawal.

College Disciplinary Sanctions for Controlled Substance Users and Alcohol Abusers

Various disciplinary procedures are applicable to faculty, staff, and students. Violations of the standard of conduct will be dealt with on a case-by-case basis, with the imposition of discipline appropriate to the severity of the violation. For each group in the College community, there are certain common sanctions that can be applied in an appropriate case. These common sanctions include letters of reprimand, probation, and severance of ties with the College through expulsion or termination.

Normally, opportunity for referral to an appropriate rehabilitation program occurs, if the violation is a first offense. Referral for prosecution undoubtedly will occur only for the most serious violations. Students who violate any provision of the College's Drug- Free Campus and Workplace Policy will be held accountable for their behavior and will be subject to appropriate disciplinary action, consistent with local, state, and federal law, and the provisions of the Code of Ethics and Honor found in the Student Handbook. Such action may include mandatory counseling, a reprimand and warning, loss of privileges, disciplinary probation, community service, restitution, attendance at alcohol and substance abuse classes, suspension, expulsion, and/or referral to the proper law enforcement authorities for prosecution. Employees who violate this policy will be held accountable for their behavior and will be subject to appropriate disciplinary action, consistent with policies and procedures published in appropriate College personnel handbooks and with local, state and federal law. Such action may include mandatory counseling, mandatory participation in an appropriate rehabilitation program, a warning, a reprimand, strict probation, unpaid suspension from employment, termination of employment, and/or referral to the proper law enforcement authorities for prosecution. All disciplinary procedures and appeals currently applicable to students and all categories of employees will continue to be available for violations of this policy.

Evaluation

The College must conduct a biennial review of the Drug-Free Campus and Workplace Policy to determine its effectiveness, identify and implement necessary changes, and ensure that sanctions developed are enforced consistently. During each review, the following factors, at a minimum, must be examined:

- a. the number of drug and alcohol-related violations
- b. the number of drug and alcohol-related fatalities
- c. the number of incidents of violence
- d. the number and type of sanctions imposed by the College
- e. the number of students involved in classes and counseling sessions
- f. the outcomes of treatment, assessed at pre-scribed follow-up intervals

Distribution

Annually, the Department of Human Resources will distribute the Drug Free Campus and Workplace policy and other drug and alcohol abuse prevention materials to all students and employees of the Alabama College of Osteopathic Medicine.

MENTAL AND PHYSICAL HEALTH RESOURCES

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

The Division of Student Services along with the Center for Excellence in Academic and Career Support work closely with faculty advisors to recognize individual student health and wellness issues. ACOM has four resources available for students for confidential mental health and personal support.

STUDENT AND EMPLOYEE ASSISTANCE PROGRAM

ACOM provides a student assistance program that is completely confidential and allows students an opportunity to privately discuss their issues/concerns with a Licensed Professional Counselor. The first 3 sessions are free, and additional sessions are covered by most insurance plans, including ACOM's health insurance. Students are entitled to one free legal consultation and one free financial consultation as well.

Contact Information:

Andrea Godfrey, LPC

334-701-3307

This Provider has also identified mental health providers at most of our core clinical training sites that she can refer a student during OMS III and OMS IV training.

WELLCONNECT STUDENT PROGRAM

Since 1991, WellConnect by Student Resource Services has provided coaching and counseling services to colleges and universities wishing to retain more students, reduce legal and liability risks, support accreditation, and provide students with the support they need to be successful. The WellConnect by SRS Program is specifically designed to help students progress toward their ultimate goal of graduation, as well as to contribute directly to the persistence, retention and graduation goals of the institution.

WellConnect Scope of Service

- A 24/7/365 Service Toll free line for in-the-moment support or referrals
- 5 Face-to-Face or telephone counseling sessions per distinct and separate issue per eligible individual student per year; and/or assessment, short term counseling
- Financial/Budget and Debt Consultations
- Referrals for Legal Consultations
- Provide Wellness Student/Work/Life Resources and Referrals
- Wellconnectbysrs.com website and mental health screens

- Student Orientations – unlimited webinars

Contact Information:

WellConnect Student Program

24-hour Service 1-866-640-4777

CARECONNECT (ONLY ACOM CHP STUDENT INSURANCE HOLDERS)

With CareConnect from CHP Student Health, students have 24/7 access to professional assistance to help manage personal concerns, emotional issues, transition and adjustment concerns, academic stress, career development, and the demands of daily and family obligations.

- 24/7/365 telephone access-answered by licensed clinical professionals
- One-tap hotline access to care via CHP Student Health Mobile APP
- Referral to Clinical Provider or Emergency Departments for medical problems

CareConnect Scope of Service

- Drug Abuse
- Alcohol-Related Concerns
- Transition and/or Adjustment Issues
- Stress Related to Coursework, Careers
- Cultural Diversity Issues
- Eating Disorders and/or Body Concerns
- Anger Management Issues
- Suicidal or Homicidal Ideations
- Relationship Problems

Contact Information:

CareConnect CHP Student Health

1-888-857-5462 or

CHP Mobile App

ALABAMA DEPARTMENT OF PUBLIC HEALTH/NATIONAL SUICIDE PREVENTION LIFELINE

ACOM is supported by grant funding by the Alabama Department of Public Health in a Mental Health and Wellness Initiative with training for faculty/staff/students on recognizing suicidal ideation. The following Suicide Prevention Lifeline is available 24 hours a day.

Contact Information:

National Suicide Prevention Lifeline

1-800-273-TALK (8255)

PHYSICAL HEALTH CARE SUPPORT

ACOM encourages incoming students to establish primary care providers in the Dothan area early in their education. In addition, students are encouraged to establish providers as soon as possible when moving to their core site training areas in the OMS III year. ACOM recommends the following confidential resource for physical healthcare services in the Dothan area because of its proximity to ACOM facility.

AllSouth Urgent Care East

1052 Ross Clark Circle
 Dothan, AL 36303
 (334) 699-3600

Hours:
Monday - Friday: 8 a.m. - 6 p.m.

Urgent care services are recommended if a primary care provider has not been established.

In addition, those students who carry ACOM’s CHP health insurance through CIGNA are directed to a list of providers that are searchable on the CHP website.

<https://consolidatedhealthplan.com/group/607/home>

For example, searching “primary care provider” in Dothan, AL results in 16 pages of providers similar to the following:

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Find out more about the doctors and services listed in the Cigna directory and read important notices and disclosures for your state. https://hcpdirectory.cigna.com/assets/docs/hcpdirectory/disclaimer.html?WT.mc_id=PDF_DIR_Disclaimer&WT.z_dir=co+HDC001

Internal Medicine	Hospital Affiliations	Participates in:	Participates in:
<p>Purvis, Alan W, MD US Hwy 84 E Dothan , AL 36302 (334) 793-8111</p> <p>Participates in: OAP, OAPC, PPO</p> <p>Hospital Affiliations Flowers Hospital, Southeast Alabama Medical Center</p> <p>Group Practice Houston County Healthcare Authority, Pulmonary Associates Pa</p> <p>Heersink, Juanita, MD 1206 Columbia Hwy Dothan , AL 36301 (334) 677-5986</p> <p>Participates in: OAP, OAPC, PPO</p>	<p>Flowers Hospital, Southeast Alabama Medical Center</p> <p>Group Practice Houston Medical Group, Inc, Wiregrass Clinic Llc</p> <p>Nallamothu, Ravindranath C, MD 1206 Columbia Hwy Dothan , AL 36301 (334) 677-5986</p> <p>Participates in: OAP, OAPC, PPO</p> <p>Hospital Affiliations Southeast Alabama Medical Center</p> <p>Group Practice Houston County Healthcare Authority</p> <p>Paladugu, Srikanth, MBBS 1206 Columbia Hwy Dothan , AL 36301 (334) 677-5986</p>	<p>OAP, OAPC, PPO</p> <p>Hospital Affiliations Southeast Alabama Medical Center</p> <p>Group Practice Houston County Healthcare Authority</p> <p>Skandhan, Amith, MD 1206 Columbia Hwy Dothan , AL 36301 (334) 677-5986</p> <p>Participates in: OAP, OAPC, PPO</p> <p>Hospital Affiliations Southeast Alabama Medical Center</p> <p>Group Practice Houston County Healthcare Authority</p> <p>Tosto, Sebastian T Jr., MD 1206 Columbia Hwy Dothan , AL 36301 (334) 793-8087</p>	<p>OAP, OAPC, PPO</p> <p>Hospital Affiliations Southeast Alabama Medical Center</p> <p>Group Practice Houston Medical Group, Inc</p> <p>Guruprakash, Ganjur H, MD 207 Haven Dr Dothan , AL 36301 (334) 793-3319</p> <p>Participates in: OAP, OAPC, PPO</p> <p>Hospital Affiliations Flowers Hospital, Medical Center Barbour, Southeast Alabama Medical Center</p> <p>Group Practice Dothan Hypertension Nephrology Associates</p> <p>Osunsanya, Olawale M, MD 207 Haven Dr</p>

Helplines and Other Drug and Alcohol Abuse Prevention Resources

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

SAMHSA National Helpline	(800)-662-HELP
Suicide Prevention Lifeline	(800) 273-TALK
Alabama Dept. of Mental Health	https://mh.alabama.gov/
Alcoholics Anonymous	https://www.aa.org/pages/en_US/need-help-with-a-drinking-problem
American Council for Drug Education (ACDE)	http://www.datia.org/education/978-american-council-for-drug-education-acde.html
Center for Substance Abuse Treatment (CSAT)	https://www.samhsa.gov/about-us/who-we-are/offices-centers/csat
Narcotics Anonymous	http://www.na.org/
College Drinking: Changing the Culture	http://www.collegedrinkingprevention.gov/
Partnership for a Drug-Free Community	http://www.partnershipforadrug-freecommunity.org/

LOCAL TREATMENT CENTERS

SPECTRACARE

Wiregrass Mental Health System
104 Prevatt Road
Dothan, Alabama 36302
(334) 794-0731

THE HAVEN

905 John D. Odom Road
Dothan, Alabama 36303
(334) 702-1814

CLERKSHIP ROTATION POLICIES

PARTICIPATION IN DIRECT PATIENT CARE ACTIVITIES

Student participation in all direct patient care activities within clinical settings is governed by the Scope of Participation guidelines (see Appendix C). Students may only participate in activities within clinical settings under the express approval of ACOM. All such direct patient care activities are scheduled as formal clerkship rotations. Students may not be involved in direct patient care activities without approval from ACOM. Liability insurance only covers students participating in approved clinical activities.

APPEARANCE

School officials, hospital administration, and preceptors are the final arbiters of appropriate student appearance. If a student's appearance is not appropriate, students may be immediately removed from clinical duties and asked to correct the problem before continuing with clinical duties. The following rules apply at all times while the student is participating in clerkship activities:

- Professional appearance refers to grooming and hygiene:
 - Conservative hair styles,
 - Conservative make-up and jewelry
 - Neatly trimmed moustaches and beards
 - No perfume, cologne, or scented body sprays
 - Bathe/shower, brush teeth prior to start of each day
 - Any visible tattoo must be reviewed by a preceptor or Medical Education Director for approval
 - Permitted visible piercings:
 - Single nose piercing
 - Single earring in each ear, no gauges
- Professional attire includes:
 - For men: dress shirt, dress pants, tie, closed toe dress shoes and socks
 - For women: dress or skirt not more than 3 inches above the knee, or dress slacks, conservative dress blouse or shirt, closed toe dress shoes and socks
 - Clean, pressed white coat
- A white student clinic jacket displaying the ACOM patch and an ACOM name badge is required at all times by all students when in a clinical environment.
- Some facilities may require students to wear or display their site specific name badge or ID in addition to that required by the school.
- For activities where an institution requires “scrubs” or other alternative or protective attire, the alternative attire will be provided by the institution, remain the institution's property, and remain at the institution at all times. Scrubs are **not** to be worn away from or traveling to and from the clinical training site and are to be returned to the training site upon completion of the clerkship.

- The above requirements apply from the first day of the clerkship to the end of the clerkship, unless the preceptor *specifically* requests deviation from the above.
- If an affiliated hospital or clinical site has a dress code that differs from ACOM's standards, the student will follow the dress code of the training facility.

CHANGE OF ADDRESS

It is important for students to notify their Regional Coordinator and the Registrar's office of any changes in contact information. Failure to promptly report a change in mailing address, telephone number, or other contact information can result in failure to receive important information required to successfully complete clerkship rotations. **It is the responsibility of the student to provide current and timely contact information.**

LIABILITY INSURANCE

The College provides liability insurance coverage for students on approved clerkship rotations, while they are directly under the supervision of the assigned preceptor or designee. The College's liability coverage does not apply to unsupervised student clinical activity. Any clerkship not officially scheduled through the Clinical Resources Division and approved by the Clinical Sciences Division will not be recognized for official credit toward graduation requirements.

PERSONAL INSURANCE

Students are required to have personal health insurance while on clerkship rotations. Students may be asked to show evidence to the clinical training site that health insurance is in place.

PROPERTY OF OTHERS

Students will not take temporary or permanent possession of hospital or preceptor property (books, journals, food, scrubs, etc.) without the owner's expressed permission. Such items should be returned at the completion of the clerkship rotation.

NEEDLE-STICK AND BLOOD-BORNE PATHOGEN EXPOSURE

If a student experiences a needle stick, puncture wound, accident, or sharp injury, or is otherwise exposed to bodily fluids of a patient while on a clerkship rotation, the student should:

1. **Immediately** wash the area, scrubbing skin with soap and water.
2. For exposures to eyes, mouth, and/or other mucous membranes, rinse with running water, normal saline, or sterile eye wash for at least ten minutes. For eye exposure, hold the eye open for irrigation.

3. **Immediately** report the incident to the attending physician or other appropriate supervising physician. See the charge nurse for assistance obtaining contact information for house supervisors or attending physicians.
4. **Immediately report to the appropriate personnel and follow the post-exposure protocol as designated by the core site. This information can quickly be found in E*Value.**
 - a. Prompt evaluation and treatment is essential. Post-exposure prophylaxis and other treatment may be indicated and should be started ideally within an hour of exposure.
 - b. You will present yourself to the facility's emergency room as a patient for purposes of consent to treat and billing. Your health insurance will be the primary form of insurance used for any such incident(s).
5. **Contact your Regional Coordinator and the ACOM NeedleStick Coordinator. Fill out the [NeedleStick Incident Report](#) within 4 hours of the incident.**

Students should also consult the [Needle-Stick Policies & Procedures libguide](#), which provides helpful information regarding site-specific protocols. Students may also access the [CDC guide for Post-Exposure Prophylaxis \(PEP\)](#) as needed.

ELIGIBILITY FOR CLERKSHIPS

1. Only OMS-III or OMS-IV students will be allowed on clerkship rotations. To be eligible to begin clerkship rotations, students must successfully complete the entire course of study for year two be in *Good Standing*. To be eligible to begin 4th year clerkships, students must successfully complete all components of 3rd year clerkships and have achieved a passing COMLEX 1 score. In a special circumstance, such as an incomplete grade, the student may begin 4th year clerkships, but a hold will be placed on the student record until all third year requirements are met, which may hinder subsequent registration.
2. Students who have not passed Level I by the start of Period 1 of each Academic Year may still begin their clerkship rotation; however, they will be required to take a clinical reasoning elective beginning in Period 2. Students will not be allowed to resume clerkship rotations until they have achieved a passing score.
3. Students must have current training in Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), OSHA, HIPAA, Universal Precautions and sterile technique. Attendance is **mandatory** at any clerkship rotation site at which these sessions are required.
4. Students are responsible to keep a copy of BLS and ACLS certification cards and present to training sites upon request. It is the responsibility of the student to recertify in these areas before the certification expiration date. Students are encouraged to locate and register for recertification courses three months in advance of the expiration date to ensure that certification is not interrupted. Many core hospitals and other clerkship rotation sites routinely offer recertification classes, often free of charge to students.

5. Students must have personal health insurance and provide proof of insurance to clinical sites when requested.
6. The following documentation is required by most clinical training sites. **Students must provide ACOM with these documents by April 15 of their OMS-II year.**
 - a. Required immunizations and titers demonstrating immunity:
 - Immunizations:
 - Hepatitis B series
 - MMR booster
 - Tdap booster
 - Varicella Booster
 - Quantitative Serum Titers to prove immunity:
 - Varicella IgG titer
 - Measles IgG titer
 - Mumps IgG titer
 - Rubella IgG titer
 - Hepatitis B Surface Antibody titer

If documentation of the above immunizations and titers is not current and on file ACOM before clerkship rotations begin, **the student will not be allowed to begin clerkship rotations. It is, therefore, important for students to comply with the April 15 deadline for submission of immunization and titer documentation so that discrepancies can be cleared prior to the student's first scheduled clerkship. If a student has an insufficient titer result, the subsequent vaccination and follow-up titer is on the student. Southeast Health's Wellness Clinic will work with students, but students are responsible for costs incurred.**

- b. Many clerkship sites require an annual influenza vaccination, usually in fall of each year. Students are strongly encouraged to obtain the influenza vaccination and keep documentation on hand to provide to clerkship sites upon request.
- c. An annual 2-step PPD test for tuberculosis must be current and on file with ACOM by April 15 of each year; a chest radiography is required every year if the PPD test is considered positive.
- d. Updated Certified Background Check: The Certified Background report submitted for admission to ACOM will **not** meet this requirement. An updated report must be completed and on file with ACOM by April 15 of the OMS-II year.
- e. Ten-Panel Chain of Custody Drug Screen: The drug screen completed for admission to ACOM will not meet this requirement. A new ten-panel chain of custody drug screen must be completed between February 1st and April 1st and on file with ACOM by April 15 of the OMS-II year.
- f. Students will receive instructions from the Division of Clinical Sciences regarding procedures to obtain an updated criminal background check and ten-panel chain of custody drug screen.
- g. **CastleBranch.com** will be responsible for tracking and interpreting results for conducted background checks and drug tests, in addition to reports of physical examinations and immunizations submitted by ACOM students.
7. Students must complete all Leaving the Nest modules and CITI Training before the assigned deadline. Failure to meet this deadline means the student may not start the OMS-III year on time.

8. Students are required to attend all hospital and clinic orientations assigned to them by their core site coordinator. Know well, these orientations will be before the official start of the OMS-III year.

Some clinical training sites may require documentation in addition to that listed above. Students should pay close attention to clerkship requirements when applying for placement at non-ACOM sites.

Students must adhere to and complete facility-specific orientation and/or training requirements at each clerkship site, even if repetitive of requirements met at ACOM or previous clerkship sites. For example, students may be required to attend HIPAA training at each of their training sites.

ADDITIONAL BACKGROUND CHECK INFORMATION

A background check is mandatory prior to matriculation and will be required again during enrollment. A background check is required to assure the applicant is not a risk to fellow students, faculty, staff, or patients and to assure the applicant or student has the appropriate insight and judgment to become a physician professional with ethical behaviors.

Additional background checks may be required based on regulatory decisions of ACOM or the clinical training sites where ACOM students are trained.

ACOM recognizes that students may be arrested for a minor offense such as a traffic violation. Students are not required to report speeding tickets, citations, or other minor events. Students are required to report DUI arrests that result in incarceration of any type, arrests for theft, arrests for assault, OIG or GSA notifications, or other illegal behavior. Current or accepted students involved in an arrest, official government notification, sanction, or other illegal behavior (whether guilty or not guilty) while at ACOM must report that to the Associate Dean of Student Services within the next business day, but not greater than 48 hours from the time of the incident. Students who do not report are considered as acting in an unprofessional and/or unethical manner. Being advised by a third party to withhold this information from ACOM is not an acceptable excuse to not meet this requirement.

Failure to report such activity may result in dismissal from ACOM. Students who do not report notifications of violations by OIG or GSA will force ACOM to submit a report to those bodies disclosing the student's failure to notify timely. Such reports will be reviewed by the Associate Dean of Student Services and will be considered as to whether the student needs to be referred to the Student Progress Committee, or it may be determined that no action is required.

An SPC hearing and possible dismissal will result if a student has not reported arrests, has not reported official government notifications or sanctions, lies or omits information on a

background check, or lies or omits information about an illegal action that is then found on the background check.

CORE SITE ASSIGNMENTS

Students attend a Clerkship Fair during the Fall semester of their OMS-II year to obtain information about each core site within ACOM's network. In January of their OMS-II year, students rank all core sites in order of preference. Using a complex algorithm through ACOM's clerkship rotation management software, ACOM assigns each student to a core site, based to the extent possible on the students' ranked preferences. The Associate Dean of Student Services will conduct any trading period he deems appropriate following core site assignments. After this trading period ends, students may not alter their core site assignment.

REGISTERING FOR CLERKSHIP ROTATIONS

For all core clerkship rotations during the OMS-III year, students will work closely with their Core Site Coordinator to obtain the best possible schedule to help students reach their goals. Students must register in E*Value for each clerkship rotation. The deadline to have this registration completed is no later than 28 days prior to the anticipated start date of the clerkship rotation. The Core Site Coordinator will review and certify the registration no later than 21 days before the anticipated start date of the clerkship rotation. Once certified, the student will automatically receive an email from E*Value. If the rotation is approved, the Core Site Coordinator will add preceptor information and any additional information students should need for the rotation. If the rotation is denied, or if a student does not submit the request within the appropriate time frame, the student must fill out an electronic Drop/Add form that will be automatically sent to the appropriate ACOM staff member(s). After this form is received, the appropriate Regional Coordinator will work with the appropriate Core Site Coordinator and student to locate an alternative clerkship rotation.

For all non-core clerkship rotations during the OMS-III and OMS-IV years, students will be responsible for working closely with their Core Site Coordinator, Regional Coordinator, and Student Credentialing Coordinator to create and maintain their Student Tracker. If students want to do an In-Network rotation, they will work with their Core Site Coordinator and follow the same process listed in the paragraph above. If students want to do an Out of Network (OON) Rotation, they must submit an OON Request. Once that request has been approved, students must register in E*Value for their desired clerkship rotation. This registration must be completed no later than 28 days prior to the anticipated start date of the clerkship rotation. The Student Credentialing Coordinator will review and certify the registration no later than 14 days before the anticipated start date of the clerkship rotation. If the rotation is approved, the Student Credentialing Coordinator will add preceptor information and any additional information students should need for the rotation. If the rotation is denied, or if a student does not submit the request within the appropriate time frame, the student must fill out an electronic Drop/Add form that will be automatically sent to the appropriate ACOM staff

member(s). After this form is received, the appropriate ACOM staff member will work with the student to locate an alternative clerkship rotation.

Once a clerkship rotation has started, students have a three (3) day Drop/Add period. During this period, students must double check that they are registered for the correct clerkship rotation for the correct dates. Changing this information after the three (3) day Drop/Add period may affect Financial Aid.

HOURS OF DUTY

Each clinical training site sets its own schedule. Night call, weekend coverage, and holiday assignments are at the discretion of the training site.

- Clerkships begin at 7:00 a.m. on the first Monday of the clerkship block and end at 7:00 p.m. on Friday evening 26 days later. Deviation from these hours is at the **discretion of the supervising physician preceptor**. Students may not take call or remain on service after 7:00 p.m. on the last Friday of the clerkship. If the supervising physician deviates from the clerkship plan and alters student hours or has planned numerous "days off" such as his/her personal vacation, it is the student's responsibility to contact the core site coordinator or clerkship chair for advice and counsel.
 - A typical workweek is 60 – 72 hours per week. **The workweek shall be limited to a minimum of 45 hours and a maximum of 80 hours, averaged over the four-week period of the clerkship. Students may not "compress" their clerkship schedule, working extra hours some weeks in order to complete the clerkship in less than four weeks.**
 - The maximum duration of any work period will be 24 hours and must be followed by a minimum of 12 hours off duty. No student shall be required to be on call or perform night duty after a day shift more than once every three days.
 - Students shall be given a minimum of two days off every 14 days. This requirement may be met by giving a student every other weekend off, but this is **at the discretion of the supervising physician**.
 - Departure prior to the scheduled departure date will be considered an unexcused absence and may result in failure of the clerkship, unless approved by the supervising physician and the clerkship chair.
 - On the final weekend of the rotation, the student must be given adequate time to travel to the next clerkship rotation site. It is intended that Saturday and Sunday are all travel days, and that all student assignments are completed by the final Friday of the clerkship rotation.
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ATTENDANCE

- **One hundred percent attendance** is expected at all clinical clerkships. Any absence during scheduled clerkship work hours, for any reason, must be arranged with and excused by the preceptor **and** reported to the regional coordinator **in advance**. The student must report the absence to their regional coordinator **in advance**. If on a core clerkship, the student must also notify the Site Coordinator.
 - **Students must log at least one "Case Log" into their Competency Portfolio in E*Value by Thursday each week of a rotation period in order demonstrate attendance on the clerkship rotation for that week.**
 - **Any** absence during clerkship work hours must be made up by the student in accordance to a plan pre-approved by the preceptor.
 - Extended absences will not be excused for travel to elective clerkships and/or medical mission work. Students will use the weekend between clerkships for travel time to the next clerkship. If a student needs additional time to travel to a geographically distant clerkship, this should be discussed with the supervising physician of the current clerkship and the student's regional coordinator as soon as the need is known.
 - An absence from a clerkship will be excused only under extreme circumstances. Students cannot be absent from any clerkship experience without permission from the supervising physician. Absence from a clerkship in excess of three days **or any** unexcused absence will be reviewed by the Associate Dean of Clinical Sciences and may result in repetition or failure of the clerkship.
 - The student may be excused, with **prior approval** from the student's regional coordinator, for COMLEX USA examinations. One day of excused absence is allowed for COMLEX Level 1 CE and COMLEX Level 2 CE. Students are encouraged to schedule the NBOME/COMLEX exam at a testing center in close proximity to their training site. One day of excused absence is allowed for the COMLEX Level 2 PE exam. These absences **must** be as a written request in advance to the student's regional coordinator. Students should discuss with the supervising physician on the first day of the affected clerkship their need for release time for testing. Students wishing to take additional time for licensure exam study or review, may be approved to do so by the Associate Dean of Student Services, but will be required to take a leave of absence and make up the time prior to graduation.
 - Should a student receive a notice for **Jury Duty**, he/she may obtain a letter from the Clinical Resources Division describing a clinical student's duties and obligations and verifying the status of "full time student," which should suffice for excusal from jury duty, but does not excuse the student from jury duty; only a judicial official has the authority to excuse the student from serving on a jury. The Clinical Resources Division will work with the student individually to ensure that such requests are provided in a timely and accurate manner.
 - ACOM maintains, and the student must recognize, that fulfillment of the academic program is top priority and that it is the student's responsibility to fulfill all course and clerkship rotation requirements.
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- ACOM does not specifically allow time off for the USMLE exam or for interviews for postdoctoral positions. With approval from the supervising physician, time missed may be made up by taking night call or weekend call.
- If a personal health problem or family medical problem prevents a student from meeting the assigned responsibilities, the student should immediately contact their regional coordinator. A written physician's note must be presented to all involved parties for any absence exceeding 24 hours. All lost time is expected to be made up with night or weekend duty, at the direction of the supervising physician or Site Director.
- Dishonesty to a preceptor or the school (such as portraying oneself as "ill" when that is not the case) is inappropriate behavior. Should a student decide to take time away from a clerkship for reasons other than those listed above or be found to be dishonestly portraying his/her reason for being away from a clerkship, the "unexcused absence" policy will apply. In addition, the circumstances regarding the absence may be referred to the Student Progress Committee. Violations of student conduct can result in adverse consequences up to and including suspension and/or dismissal. Refer to the Student Handbook regarding standards of conduct and the Student Progress Committee.

CLINICAL EXPERIENCES BEYOND DIRECT PATIENT CARE

It is important for students to observe and participate in clinical experiences such as tumor board, journal club, or hospital committees in order to understand and appreciate the full spectrum of activities in which physicians are involved. Students are expected to participate in as many clinical experiences as are approved by the preceptor.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

Students will abide by the rules established by HIPAA with a focus on maintaining privacy of Protected Health Information (PHI). This includes prohibition of discussing patient information in an inappropriate manner or setting.

Grading Guidelines for Clinical Clerkships

ASSIGNMENT OF GRADES

A grade for each clerkship rotation will be assigned by the appropriate Clerkship Chair. Details can be found in the syllabus for each clerkship rotation. The elements required for each core clerkship rotation include a COMAT examination, evaluation by the Supervising Physician or Medical Education Director, attendance and participation at grand rounds or other conferences, clerkship rotation didactics, case studies, and quizzes or oral exams. **Students must score 70% or higher on each grading element to pass the clerkship rotation.** Students who do not receive a passing score will be required to remediate certain portions of the clerkship rotation. The final grade will be assigned and approved within 14 days of the completion of the clerkship rotation.

GRADING SCALE

The academic status or grading of medical student performance is determined at the end of each semester. Grades are determined through averaging scores collected through assignment(s) scores, quiz(s), practical results, evaluations, and COMAT exams. Each clerkship rotation has a syllabus which will explain in detail how the grades are calculated. Grades shall be assigned to individual students on the basis of the Clerkship Chair's judgment of the student's scholastic achievement using the grading system below:

Quality of Performance	Grade
Excellent	A
Satisfactory	C
Failure	F

Other Grading Symbols	Grade
Incomplete	I
Withdrawal	W

Clerkship Chairs will report a numeric grade to the registrar. A letter grade of A, B, C, or F will be assigned to the score for the course by registrar based on the following scale:

A = 90-100% B = 80-89% C = 70-79% F = < 70%

The minimum satisfactory grade for each element of a core clerkship rotation is C. Grades of A, B, C, and F will be factored into the GPA calculation. Grades of I and W will not affect GPA.

INCOMPLETE CLERKSHIP ROTATIONS

A grade of Incomplete (I) may be assigned if the student's didactic work in a clerkship rotation is incomplete or if the student will be required to take a remediation exam. The grade of Incomplete will be replaced once the student has completed all assigned coursework or

remediation. A student who fails to complete all coursework will be assigned a grade of F by the Clerkship Chair. The only exceptions are stipulated by the Chair of the Student Progress Committee.

ASSIGNMENT OF THE FINAL GRADE

The final grade for each student will be assigned by the Clerkship Chair. The Clerkship Chairs reserve the right to use their discretion to modify a student's grade based upon stated criteria and/or circumstances in addition to those referenced in this document. Students must score 70% or greater for each required grading element.

FAILURE OF A CLERKSHIP

A student who fails a clerkship rotation will be required to repeat and pass that clerkship prior to graduation. This may result in the student not being able to graduate as scheduled. Any student who fails a clerkship rotation will be referred to the Student Progress Committee.

GRADE APPEALS

Questions regarding a clerkship rotation grade are to be directed to the Clerkship Chair only. Students are **never** to contact the supervising physician who evaluated them.

Students have 48 hours after the grade is posted to their official transcript to dispute a grade. Students receive a notification from E*Value when a preceptor submits an evaluation of them. It is the student's responsibility to review these evaluations. If a student wishes to dispute any information found within the evaluation, this request must be submitted via email to the appropriate Clerkship Chair within 48 of the initial E*Value notification.

HEALTH AND TECHNICAL STANDARDS

The Health and Technical Standards described below are signed by each matriculating student, whereby agreeing to the standards set forth. During the course of study at ACOM, students who are not meeting the technical standards described may be asked to have a clinical provider designated or approved by ACOM to evaluate the physical and/or mental status of a student. This evaluation will help to determine if the student has met the technical standards through recovery and/or treatment process. The student may be placed on an administrative leave of absence until such documentation is provided.

HEALTH AND TECHNICAL STANDARDS

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

Principles:

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

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

Entering and continuing students in the College are held to the following technical standards.

1. **OBSERVATION**: Students must have the functional ability to observe demonstrations and experiments in the basic sciences and must have sufficient use of the senses necessary to accurately observe and react to a patient at a distance and close at hand.
2. **COMMUNICATION**: Students must be able to relate reasonably to patients and establish sensitive, professional verbal relationships with patients, colleagues and staff. They are expected to personally communicate the results of the history and examination to the patient and to their colleagues with accuracy, clarity, efficiency and communicate effectively in oral and written form.
3. **MOTOR**: Students are expected to participate in basic diagnostic and therapeutic maneuvers and procedures, including but not limited to; performing a complete physical examination, provide Osteopathic Manipulation, cardio-pulmonary resuscitation, application of pressure to stop bleeding, and perform the general procedures of a physician.
4. **INTELLECTUAL, CONCEPTUAL, INTEGRATIVE and QUANTITATIVE ABILITIES**: Students must be able to learn to analyze, synthesize, solve problems, and reach reasonable diagnostic and therapeutic judgments. Students are expected to be able to display good judgment in the assessment and treatment of patients. They must be able to learn to respond with prompt and appropriate action in emergency situations.
5. **BEHAVIORAL AND SOCIAL ATTRIBUTES**: Students are expected to be able to accept criticism and respond with appropriate modification of their behavior. Students also are expected to possess the perseverance, diligence, and consistency necessary to complete the medical school curriculum and enter the independent practice of medicine within a reasonable timeframe. They must demonstrate professional and ethical demeanor, exhibit inter-personal skills and exemplary behavior in all dealings with peers, faculty, staff and patients. Compassion, integrity, concern for others, honesty and law abiding ethical behavior are essential for the successful functioning physician.
6. **GENERAL HEALTH**: The candidate must have sufficient physical stamina to perform strenuous workloads for long periods. They should be free of chronic or reoccurring debilitating diseases that would interfere or preclude successful completion of the curriculum. The candidate must be free of communicable infectious disease which could be transmitted to patients in the healthcare setting.

IMPLEMENTATION OF HEALTH AND TECHNICAL STANDARDS

The Admissions Committee will evaluate candidates according to the requirements of the Health and Technical Standards through review of available records, written statements and interviews. Candidates will be provided a copy of the Standards as part of the admission materials. Applicants who may not meet these standards are encouraged to contact the ACOM Admissions Office for clarification. Accepted students will be required to sign a statement acknowledging receipt of the Standards.

Technological compensation may be made at the discretion of ACOM for some disabilities in certain of these areas, but a candidate or continuing student must meet the essential technical

standards in such a way that he or she will be able to perform in a reasonably independent manner. The use of a trained intermediary is not acceptable in many clinical situations as it implies that a candidate's judgment must be mediated by someone else's power of selection and observation.

STUDENTS WITH DISABILITIES

ACOM does not discriminate, for purpose of admission to ACOM or access to and treatment in ACOM's programs or activities, on the basis of disability. Facilities are accessible to all students and every effort is made to accommodate the needs of the students with disabilities attending ACOM. ACOM will also provide reasonable accommodations to students with properly documented disabilities. If a student with a disability has any issue or question about his/her disability, the Americans with Disabilities Act ("ADA") and/or Section 504 of the Rehabilitation Act of 1973 (Section 504) he/she should contact the ACOM Associate Dean of Students. There are occasional quizzes administered in courses and extra time will not be granted for these quizzes for students with disabilities.

The affiliate organizations, such as hospitals, that administer the clinical and practical portion of the ACOM curriculum, expect our students to perform their duties in a timely manner as such ability is a critical and essential part of the ACOM curriculum and of the practice of medicine in general. Therefore, extra time will generally not be granted to students in clinical scenarios including clerkships and the clinical performance exam. Similarly, the use of trained intermediaries will generally not be approved in clinical situations. ACOM will make a determination regarding whether or not to grant an accommodation based on the individual circumstances.

DOCUMENTATION GUIDELINES

Students requesting accommodations or services from ACOM because of a disability are required to submit documentation to determine eligibility for those accommodations or services in accordance with Section 504 and/or the ADA. A diagnosis of a disability does not necessarily qualify a student for academic accommodations under the law. To establish that a student is covered under Section 504 and the ADA, the documentation must indicate that the disability substantially limits some major life activity, including learning.

The following guidelines are provided in the interest of assuring that documentation of a disability is complete and supports the student's request for accommodations. ACOM will determine eligibility and appropriate services, case by case, based on the quality, recency and completeness of the documentation submitted. The following requirements provide students, schools, and professional diagnosticians with a common understanding of the components of documentation that are necessary to validate the existence of a disability, the impact on the

individual's educational performance, and the need for academic accommodations for the purpose of the ADA and Section 504. (10/05)

A. A Qualified Professional Must Conduct the Evaluation

The assessment must be administered by a trained and qualified (i.e., certified and/or licensed) professional who has had direct experience with adolescents and adults with disabilities. The accommodations committee will document and approve the provider.

B. Documentation Must be Current

Reasonable accommodations are based on the current impact of the disability on academic performance. In most cases this means that a diagnostic evaluation should be age appropriate and relevant to the student's learning environment, and show the student's current level of functioning. If documentation does not address the individual's current level of functioning a reevaluation may be required. Medical students must submit their evaluation and supporting documents thirty-days prior to matriculation.

C. Documentation Must Include a Specific Diagnosis

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

D. Documentation Must be Comprehensive

The documentation must include a summary containing relevant historical information, instructional interventions, related services, and age of initial diagnosis. The documentation must also include objective data regarding aptitude, achievement and information processing. Test scores (standard scores, percentiles, and grade equivalents) must also be included in the documentation.

E. Recommendations for Accommodations

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

F. Process for Receiving Reasonable Accommodations

All documentation related to the student's disability and accommodations shall be maintained by the Associate Dean of Students. Upon receipt of the documentation, the Associate Dean of Students will meet with the student, either in person or by telephone, to discuss and make arrangements for accommodations for the upcoming semester. If a problem arises concerning the reasonable accommodations, the student should contact the Associate Dean of Students.

1. The ACOM Associate Dean of Students will forward the information to the Accommodations Committee who will make a determination regarding the request;
2. The Committee will forward their recommendation to Dean's Cabinet for final discussion and decision by the Dean.
3. Appropriate faculty and administrators will develop an accommodations plan to be followed by ACOM faculty and the student.

Students who fail in the curriculum or who are suspended or dismissed may not claim failure due to disability if they have not previously identified the disability and requested reasonable accommodations in advance of the curricular failure.

GRIEVANCE PROCEDURE FOR STUDENT WITH DISABILITIES

All grievances concerning any aspect of the services or accommodations provided to a student with a disability or related to any issue related to Section 504 and/or the ADA, should be taken to the ACOM accommodations grievance committee submitted through the Associate Dean of Students. Members of the ACOM grievance committee will be appointed by the Dean. The decision of the grievance committee is final.

PARTICIPATION IN OSTEOPATHIC PRINCIPLES AND PRACTICES (OPP)

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

Student doctors are required to fully participate in OPP labs, which include examination and technique demonstration by randomly selected lab partners, which may change multiple times during a lab session. This observation, evaluation and technique demonstration will involve all external body surfaces except the genitalia and breasts. Students are expected to allow the body regions under study to be accessible for palpation and the learning of osteopathic techniques. The body region(s) being examined and/or treated will need to be adequately exposed for observation, palpation and treatment.

The development of manipulative palpatory skills occurs in all 4 years of Alabama College of Osteopathic Medicine's educational experience. Palpatory skills are used in all areas of medical practice and are especially important in the evaluation and treatment of the musculoskeletal system. Development of palpatory skills takes place in the first and second year Osteopathic Principles and Practice (OPP) courses. This requires active participation in all laboratory sessions. During the two years, each student will palpate a variety of people, representing both genders and different body types. This simulates the variety of patients seen in practice. Equally important is the experience of being palpated by other students. The experience of being palpated helps the student to understand how palpation feels from the patient's perspective. It also enables students to give important feedback to their partners to help them develop their palpatory skills. Special instruction is given on consent, professional touch, and respect of privacy. Without physical contact and direct palpation, skills cannot be developed to the degree necessary to successfully graduate.

Besides developing palpatory skills, each student will learn the art and skill of manipulative treatment. Again, active participation is required. Each student will participate in demonstration of osteopathic techniques by a variety of students of both genders and different body types over the two years. Only by this experience will the student be prepared to treat the variety of patients seen in practice. The osteopathic profession uses a variety of treatment models and each student is required to actively participate in skills development with each model. This involves both demonstrating and being demonstrated upon.

Practice is necessary for the development of psychomotor skills. Reading and observation, although helpful, cannot develop the skills required to do palpatory diagnosis and manipulative treatment.

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

PARTICIPATION IN LABORATORY TRAINING SESSIONS

Simulation activities and labs include simulated clinical scenarios, simulated task training, standardized patient scenarios/cases, debriefings, and/or discussions. Simulation mannequins are to be used with respect and be treated as if they were live patients. Any participants in simulation activities and labs at ACOM are expected to maintain confidentiality and may be required to sign a confidentiality agreement. Participants are obligated to report any violations of confidentiality to the ACOM Simulation Center faculty and/or staff.

PARTICIPATION IN OPP OR PRIMARY CLINICAL SKILLS (PCS) LAB AFFECTED BY MEDICAL CONCERNS

Occasionally a student may have an acute or pre-existing health problem (disability), such as a previous surgery, which may affect participation and contraindicate examination and demonstration of a technique of a specific anatomic location. Any student who feels their acute or pre-existing health problem could affect their participation are required to follow the steps outlined in the Students with Disabilities section.

DRESS CODE

All ACOM students are expected to wear appropriate attire at all times with respect to personal hygiene, cleanliness and professional demeanor. Students should not wear clothing that may be provocative or distracting to other members of the ACOM community. Students who come to school dressed inappropriately will be asked to leave the campus, change clothes and return in appropriate attire. Any absence from class or an exam because of the student's lack of judgment will be considered an unexcused absence. The dress code is enforced between the hours of 7:30 am– 5:30 pm on Monday through Friday.

Classroom Attire

Business Casual or Clean scrubs are acceptable for most classroom and campus events.

ACOM Business Casual (the minimum dress standards when representing ACOM at a conference or public forum):

Men:

- Long pants (khakis, slacks) and shirts with collars (golf shirt, button down)

Women:

- Long pants or skirts not more than 3 inches above the knee paired with conservative (no visible cleavage) dress blouses or tops.
- Conservative dresses with no visible cleavage not more than 3 inches above the knee.

Everyone:

- No T-shirts or tank tops
- No shorts
- No hats
- No denim

Professional Dress (Guest Lecturers, All patient encounters-SIM, FOSCE, OSCE and Clerkships)

Men:

- Dress shirt, dress pants, tie, closed toe dress shoes and dress socks.
- Mustaches and beards must be neatly trimmed.

Women:

- Dress or skirt not more than 3 inches above the knee, or dress slacks, conservative dress blouse or shirt, closed toe dress shoes

Everyone:

- Clean, pressed white coat
- No cloth shoes
- No perfume, cologne, or scented body sprays
- Conservative hair styles
- Conservative make-up and jewelry
- Any visible tattoo must be reviewed by a Primary Clinical Skills Course Director
- Permitted visible piercings (single nose piercing, single earring in each ear, no gauges)

OPP and PCS Laboratory Dress Code

The dress requirement in OPP and PCS skills training sessions is designed to promote learning by providing optimal access to diagnostic observation and palpatory experience. Wearing inappropriate clothing interferes with a partner's experience of learning and demonstrating the various skills taught.

Appropriate attire must be clean and includes:

- Any ACOM T-shirt with designated ACOM exercise shorts available for purchase in the ACOM Bistro. Long sleeve ACOM T-shirts and/or sweats are acceptable to be worn over required T-shirt and shorts in cold weather, but must be removed when the covered part of the body is being examined. (Long sleeve shirts/leggings may be worn under the required ACOM T-shirt and shorts to accommodate religious practices).
 - Sports bras (not wide T-back styles) are to be worn under T-shirts by female students. These should allow adequate exposure of the spine and ribs when the T-shirt is removed while maintaining modest breast coverage.
 - T-shirts - both sexes will be asked to remove T-shirts while acting as patients when examining thoracic and lumbar spine, ribs and abdomen.
 - Each student is expected to remove her/his shoes during labs.
 - Hats or head coverings (other than for religious purposes) are not permitted in lab.
 - Any allowable head or extremity coverings are to be removed when they would obscure the immediate area to be examined or treated (e.g., head, neck, upper back, fibular
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head). They may be immediately replaced after that portion of OPP and PCS skills training.

- Each student must be appropriately attired before class begins. Students who do not wear the required clothing will be asked to leave the lab and return when they are appropriately clothed. The time between leaving lab and changing into appropriate clothing will be counted as an absence from class if excessive and students will be penalized as if they had been tardy for lab.
- Those skill sessions requiring professional dress will be identified and communicated with the student body. Professional attire should accommodate positional changes to include demonstration and performance of osteopathic manipulation techniques, specifically be aware of neckline and hemline.

SPECIAL ENVIRONMENTS

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

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

STUDENTS WHO BELIEVE THEY ARE SENSITIVE TO CHEMICALS

Students may believe that they are allergic or sensitive to certain chemicals. When students indicate to a staff or faculty that they are allergic or sensitive to certain chemicals in the teaching environment, the following actions will be taken:

1. The student will be directed to the Division of Student Services which will inform the student of the following options:
 - a. The student may wish, at the student's expense, to be medically evaluated. The Division of Student Services will assist in identifying a Board-Certified Allergist and may, upon request from the student, assist the student in obtaining an appointment at the earliest possible opportunity.

- b. If the student wishes to reduce exposure to the chemicals in question, this may be accomplished by wearing extra clothing and gloves.
Students should also consider wearing an appropriate mask.
2. The student, after being evaluated, will be given three (3) working days in which to make a decision. During this 3-day period, if the student decides not to attend the event where the exposure could occur, the absences will not be counted. The student will, however, be held responsible for the material covered during the absences. After three (3) working days, if the student has not made a decision in writing to the Associate Dean of Student Services, any further absence from courses will be counted against his/her attendance record, which could result in consideration for dismissal from ACOM.

THE PREGNANT STUDENT

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

The student will be directed to the Division of Student Services for information to enable her to make an informed decision regarding the following options.

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

ELIGIBILITY FOR CLERKSHIP AND/OR CLINICAL EXPERIENCES

1. Only OMS-III or OMS-IV students will be allowed on clerkship rotations. To be eligible to begin clerkship rotations, students must successfully complete the entire course of study for year two be in *Good Standing*. To be eligible to begin 4th year clerkships, students must successfully complete all components of 3rd year clerkships and have achieved a passing COMLEX 1 score. In a special circumstance, such as an incomplete grade, the student may begin 4th year clerkships, but a hold will be placed on the student record until all third year requirements are met, which may hinder subsequent registration.
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2. Students who have not passed Level I by the start of Period 1 of each Academic Year may still begin their clerkship rotation; however, they will be required to take a clinical reasoning elective beginning in Period 2. Students will not be allowed to resume clerkship rotations until they have achieved a passing score.
 3. Students must have current training in Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), OSHA, HIPAA, Universal Precautions and sterile technique. Attendance is **mandatory** at any clerkship rotation site at which these sessions are required.
 4. Students are responsible to keep a copy of BLS and ACLS certification cards and present to training sites upon request. It is the responsibility of the student to recertify in these areas before the certification expiration date. Students are encouraged to locate and register for recertification courses three months in advance of the expiration date to ensure that certification is not interrupted. Many core hospitals and other clerkship rotation sites routinely offer recertification classes, often free of charge to students.
 5. Students must have personal health insurance and provide proof of insurance to clinical sites when requested.
 6. The following documentation is required by most clinical training sites. **Students must provide ACOM with these documents by April 15 of their OMS-II year.**
 - a. Required immunizations and titers demonstrating immunity:
 - i. Immunizations:
 1. Hepatitis B series
 2. MMR booster
 3. Tdap booster
 4. Varicella Booster
 - ii. Quantitative Serum Titers to prove immunity:
 1. Varicella IgG titer
 2. Measles IgG titer
 3. Mumps IgG titer
 4. Rubella IgG titer
 5. Hepatitis B Surface Antibody titer
 - b. Many clerkship sites require an annual influenza vaccination, usually in fall of each year. Students are strongly encouraged to obtain the influenza vaccination and keep documentation on hand to provide to clerkship sites upon request.
- If documentation of the above immunizations and titers is not current and on file ACOM before clerkship rotations begin, **the student will not be allowed to begin clerkship rotations. It is, therefore, important for students to comply with the April 15 deadline for submission of immunization and titer documentation so that discrepancies can be cleared prior to the student's first scheduled clerkship. If a student has an insufficient titer result, the subsequent vaccination and follow-up titer is on the student. Southeast Health's Wellness Clinic will work with students, but students are responsible for costs incurred.**

- c. An annual 2-step PPD test for tuberculosis must be current and on file with ACOM by April 15 of each year; a chest radiography is required every year if the PPD test is considered positive.
 - d. Updated Certified Background Check: The Certified Background report submitted for admission to ACOM will **not** meet this requirement. An updated report must be completed and on file with ACOM by April 15 of the OMS-II year.
 - e. Ten-Panel Chain of Custody Drug Screen: The drug screen completed for admission to ACOM will not meet this requirement. A new ten-panel chain of custody drug screen must be completed between February 1st and April 1st and on file with ACOM by April 15 of the OMS-II year.
 - f. Students will receive instructions from the Division of Clinical Sciences regarding procedures to obtain an updated criminal background check and ten-panel chain of custody drug screen.
 - g. **CastleBranch.com** will be responsible for tracking and interpreting results for conducted background checks and drug tests, in addition to reports of physical examinations and immunizations submitted by ACOM students.
7. Students must complete all Leaving the Nest modules and CITI Training before the assigned deadline. Failure to meet this deadline means the student may not start the OMS-III year on time.
 8. Students are required to attend all hospital and clinic orientations assigned to them by their core site coordinator. Know well, these orientations will be before the official start of the OMS-III year.

Some clinical training sites may require documentation in addition to that listed above. Students should pay close attention to clerkship requirements when applying for placement at non-ACOM sites.

Students must adhere to and complete facility-specific orientation and/or training requirements at each clerkship site, even if repetitive of requirements met at ACOM or previous clerkship sites. For example, students may be required to attend HIPAA training at each of their training sites.

**** The affiliated hospitals and clinics who accept our students in clinical programs have their own requirements for proof of immunity over which ACOM has no control. This is not a requirement that can be negotiated by ACOM or by the student.***

ACQUIRED IMMUNODEFICIENCY SYNDROME (AIDS)

The following guidelines, recommended by the American College Health Association, are based on facts derived from the best currently available medical knowledge about Acquired Immunodeficiency Syndrome. The College reserves the right to revise this statement based on further advanced information on AIDS. Because ACOM is an educational institution, its main response to AIDS will be educational in nature. The ACOM Health and Safety Committee will be

responsible for disseminating the latest information on AIDS and AIDS prevention to the campus community. The Health and Safety Committee will serve as AIDS information and review committee to evaluate AIDS related situations on a case- by-case basis and continue to update the AIDS policy as necessary.

1. There is no medical justification for restricting the access of persons with AIDS, AIDS Related Complex (ARC), or a positive HIV antibody test to campus facilities or activities.
2. Most students, faculty, or staff who have AIDS, ARC, or a positive HIV antibody test will not have restricted access to facilities or activities.
3. Consideration of existence of AIDS, ARC, or a positive HIV antibody test will not be part of the initial admission decision to the institution.

Students, faculty, or staff are encouraged to inform campus authorities (i.e. students inform the Associate Dean of Student Services; faculty/staff inform their supervisory Dean) if they have AIDS, ARC, or a positive HIV antibody test so the College can meet the needs of the individual. All medical information will be handled by ACOM authorities in a strictly confidential manner.

1. No specific or detailed information concerning complaints or diagnosis will be provided to faculty, administrators, or parents, without the expressed written permission of the individual. No recording of AIDS-related information will be entered in ACOM records without the individual's consent.
 2. An effort will be made by the Health and Safety Committee and other College personnel to provide educational measures whereby the ACOM population at large may learn facts about AIDS and AIDS prevention.
 3. While the above guidelines should prove applicable in most AIDS-related cases, ACOM reserves the right to apply or disregard these guidelines on a case-by-case basis.
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ATTENDANCE EXPECTATIONS

ACOM recognizes that professional development occurs in the classroom, laboratory, and clinical environments. Students develop the skills to interact professionally with their colleagues, with the faculty and medical specialists, and develop a dutiful attitude, which is integral to success to enter a medical residency program and subsequent medical practice. The administration and faculty of ACOM embrace the belief that the culture of medicine requires the core values of Integrity, Service, Passion, Innovation, Respect, Excellence, and Diversity, which are crucial to the environment of medical learning whether in the classroom or in the clinical setting.

Students are responsible for all the material presented in all academic events. ACOM strongly encourages students to attend all lectures. While course directors are not required by the institution to take attendance, many courses have individualized attendance requirements. Detailed information regarding attendance is provided in each course syllabus and may require mandatory attendance for certain event types.

Any student having excessive absences from lecture, laboratories, or other event types may be in violation of the professionalism core competency and will be referred to SPC for disciplinary action, which may include DISMISSAL from ACOM.

Excused absences

With the student's well-being in mind, it is essential for any student who misses class because of illness to notify the Division of Student Services as soon as possible and provide documentation from a health care provider on the day of the illness.

A student may request an excused absence from class for personal, emergency, civic, professional, or health-related reasons. First- and second-year students need to notify the appropriate course director and the Associate Dean of Students prior to the event, if possible; Third- and fourth-year students need to notify their Site Coordinator and the Associate Dean of Clinical Resources in writing. Details regarding unexcused absences can be found in each clerkship syllabus.

As professionals, students are expected to adhere to the ACOM excused absence policy with diligence. Excused absences should not be requested for the following: weddings, vacations, birthdays, non-family special events, religious holidays, etc.

Absence from Examinations

Course examinations are given periodically during the academic semester. Requests for excused absences for exams must be made in writing to the Associate Dean of Students. Students who miss an exam must meet with the Associate Dean of Students who at that point will decide if the absence is *excused* or *unexcused*. If the absence is unexcused then the student receives a 0% on that exam. Exams for students with excused absences will be given at the discretion of the course director.

Absence from Standardized Patient Encounters

A clinical encounter exam utilizing standardized patients related to competency of preclinical medical knowledge, skills, and professionalism is administered to all first and second-year medical students. These exams use paid actors. A student who misses a scheduled encounter with a paid patient actor will be charged a \$50.00 remediation fee. This fee will be charged regardless of the reason for the absence.

Ceasing Attendance

Any student who, without notice, ceases to attend a course(s) in which attendance is required will be reported to the Associate Dean of Students who will coordinate efforts to determine the student's enrollment status. The student will be administratively withdrawn within 14 days from the student's last date of attendance unless it can be determined that the student will result attendance in the course(s).

Tardiness

Tardiness is defined as reporting to a class or other educational activity after the time at which it is scheduled to begin. Tardiness is disruptive to other students who arrived on time and are engaged in academic activities. Tardiness to a mandatory event may result in grade reduction.

Any student with excessive tardiness may be in violation of the professionalism core competency and will be referred to SPC for disciplinary action, which may include DISMISSAL from ACOM.

Make Up Work

Students who miss any required exams, laboratory exercises, clinical experiences, or other mandatory course activities must make up those academic requirements as determined by the Course Director.

Information/Technology Policies

Email Accounts

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

Internet Usage

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

Unacceptable uses of the Internet:

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

Cell Phone Usage

Cell phone usage should be kept to a minimum. It should never interfere with class. Use of cell phones while in class is prohibited.

The use of cell phone cameras is also prohibited during class. Any usage must be with the consent of individuals involved.

Copyright Infringement Policy

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

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

Students who engage in unauthorized peer-to-peer file sharing, illegal downloading, or other unauthorized distribution of copyrighted materials using ACOM’s information technology system are in violation of the institution’s honor code and may be subject to college-imposed sanctions for misconduct, including expulsion.

In compliance with the requirement to publicize legal alternatives to illegal downloading or otherwise acquiring copyrighted material under 34 CFR 668.14(b)(30), ACOM directs network users to a website maintained by Educause for a comprehensive list of legal downloading resources. Although these sites are deemed legal alternatives for acquiring copyrighted material, ACOM does not guarantee access to these sites using College resources.

Eating and Drinking in Classrooms

To maintain a safe and clean environment, no eating, drinking, smoking or use of tobacco products will be permitted in any laboratory environment. Food and drink are allowed in TBL center. Drinks in spill-proof containers are allowed in auditorium.

Title IX Policy and Statement of Non-Discrimination

The Alabama College of Osteopathic Medicine does not discriminate on the basis of age, race, color, sex, gender, gender identity, sexual orientation, religion or creed, national or ethnic origin, or disability in its programs, activities, hiring, or the admission of students.

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

It is the policy of the Alabama College of Osteopathic Medicine to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination based on sex in the College's programs and activities.

ACOM's Division of Student Services and Institutional Effectiveness oversees the institution's compliance with Title IX of the Education Amendments of 1972. ACOM administration, faculty, staff, campus security, and other support services to ensure that policies and programs foster a campus community free of illegal gender discrimination and from all forms of violence, including sexual misconduct (examples of which can include acts of sexual assault, domestic violence, dating violence, and stalking).

Title IX and its implementing regulations also prohibit retaliation for asserting claims of sex discrimination. ACOM has designated Ashley Nelson to coordinate its compliance with Title IX and to receive inquiries regarding Title IX, including complaints of sex discrimination, sex-based harassment or sexual misconduct. The Title IX Coordinator may be contacted as follows:

Ashley Nelson
Title IX Coordinator
445 Health Sciences Blvd.
Dothan, AL 36303
Tel: (334) 305-1009
Email: anelson@acom.edu OR titleIXcoordinator@acom.edu

COMPLIANCE HOTLINE

Phone: (833) 490-0007

www.lighthouse-services.com/acom

Complaints and inquiries regarding compliance with the sex discrimination provisions of Title IX may also be directed to the Assistant Secretary for Civil Rights, Department of Education, Washington D.C.

Evidence of practices inconsistent with other elements of this policy should be reported to the Associate Dean of Student Services, who is the designated coordinator of ACOM's non-discrimination program.

Harassment Policy

ACOM is committed to maintaining study and work environments that are free from discriminatory harassment based on age, race, color, sex, gender, gender identity, sexual orientation, religion or creed, national or ethnic origin, or disability.

Sexual and Other Discriminatory Harassment

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

Title IX Policy Statement

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Ashley Nelson
Title IX Coordinator
445 Health Sciences Blvd.
Dothan, AL 36303
Tel: (334) 305-1009
Email: anelson@acom.edu OR titleIXcoordinator@acom.edu

COMPLIANCE HOTLINE

Phone: (833) 490-0007

www.lighthouse-services.com/acom

It is the responsibility of the Title IX coordinator to coordinate dissemination of information and education and training programs to: (1) assist members of the College community in understanding that sex discrimination and sexual harassment are prohibited by the policy; (2) ensure that investigators are trained to respond to and investigate complaints of sex discrimination and sexual harassment; (3) ensure that employees and students are aware of the procedures for reporting and addressing complaints of sex discrimination and sexual harassment; and (4) to implement the Complaint Resolution Procedures or to designate appropriate persons for implementing the Complaint Resolution Procedures.

ADMINISTRATORS, DEANS, DEPARTMENT CHAIRS, AND OTHER MANAGERS

It is the responsibility of administrators, deans, department chairs and other managers (i.e., those that formally supervise other employees) to:

- Inform employees under their direction or supervision of this policy
- Work with the Title IX coordinator to implement education and training programs for employees and students
- Implement any corrective actions that are imposed as a result of findings of a violation of this policy

ALL EMPLOYEES

It is the responsibility of all employees to review this policy and comply with it.

STUDENTS

It is the responsibility of all students to review this policy and comply with it.

THE COLLEGE

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

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical contact of a sexual nature. This conduct constitutes unlawful sexual harassment when:

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

Sexual harassment refers to behavior that is not welcome, is personally offensive, is debilitating to morale and interferes with academic or work effectiveness. It frequently (though not necessarily) occurs as an abuse of authority where the parties are in an unequal power relationship. Sexual harassment may take different forms.

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

- Verbal: Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, implied or explicit threats, and offensive or obscene language.
- Non-Verbal: Sexually suggestive objects, graffiti, cartoons, posters, calendars, writings, pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, stalking, staring and making obscene gestures.
- Physical: Unwanted or unwelcome physical contact, including touching, pinching, grabbing, holding, hugging, kissing, brushing the body, assault and rape.

While sexual harassment usually involves members of the opposite sex, it also includes "same sex harassment," (*i.e.*, males harassing males and females harassing females).

Sexual harassment may be subtle or overt. Some behavior that is appropriate in a social setting is not appropriate in the workplace or in an academic environment. Regardless of the form it takes, verbal, non-verbal or physical, sexual harassment is inherently destructive, insulting and demeaning to the recipient and will not be tolerated at ACOM.

Complaint Resolution Procedures

MAKING A COMPLAINT

Employees: All ACOM employees have a duty to report sex discrimination and sexual harassment to the Title IX Coordinator.

Students and Other Persons: Students who wish to report sex discrimination or sexual harassment should file a complaint with the Associate Dean for Student Services/Title IX coordinator.

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

CONTENT OF THE COMPLAINT

So that ACOM has sufficient information to investigate a complaint, the complaint should include: (1) the date(s) and time(s) of the alleged conduct; (2) the names of all person(s) involved in the alleged conduct, including possible witnesses; (3) all details outlining what happened; and (4) contact information for the complainant so that ACOM may follow up appropriately.

CONDUCT THAT CONSTITUTES A CRIME

Any person who wishes to make a complaint of sex discrimination or sexual harassment that also constitutes a crime—including sexual violence—is encouraged to make a complaint to local law enforcement. If requested, ACOM will assist the complainant in notifying the appropriate law enforcement authorities.

In the event of an emergency, please contact 911.

SPECIAL GUIDANCE CONCERNING COMPLAINTS OF SEXUAL VIOLENCE

If you are the victim of sexual violence, do not blame yourself. Sexual violence is never the victim's fault. The ACOM recommends that you immediately go to the emergency room of a local hospital and contact local law enforcement, in addition to making a prompt complaint under this policy. You also should do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Victims of sexual violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape examination is completed. Clothes should not be changed. When necessary, seek

immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.

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

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

VENDORS, CONTRACTORS, AND THIRD PARTIES

This policy applies to the conduct of vendors, contractors, and third parties. Persons who believe they have been discriminated against or harassed in violation of this policy should make a complaint in the manner set forth in this section.

RETALIATION

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

PROTECTING THE COMPLAINANT

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

Timing of Complaints: ACOM encourages persons to make complaints of sex discrimination and sexual harassment as soon as possible because late reporting may limit ACOM's ability to investigate and respond to the conduct complained of.

Investigation and Confidentiality: All complaints of sex discrimination and sexual harassment will be promptly and thoroughly investigated in accordance with the Complaint Resolution Procedures, and ACOM will take disciplinary action where appropriate. ACOM will make reasonable and appropriate efforts to preserve an individual's privacy and protect the

confidentiality of information when investigating and resolving a complaint. However, because of laws relating to reporting and other state and federal laws, ACOM cannot guarantee confidentiality to those who make complaints. In the event a complainant requests confidentiality or asks that a complaint not be investigated, the ACOM will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a complainant insists that his or her name not be disclosed to the alleged perpetrator, ACOM's ability to respond may be limited. ACOM reserves the right to initiate an investigation despite a complainant's request for confidentiality in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the ACOM Community.

Resolution: If a complaint of sex discrimination or sexual harassment is found to be substantiated, ACOM will take appropriate corrective and remedial action. Students, faculty, and employees found to be in violation of this policy will be subject to discipline up to and including written reprimand, suspension, demotion, termination, or expulsion. Affiliates and program participants may be removed from ACOM programs and/or prevented from returning to campus. Remedial steps may also include counseling for the complainant, academic, work, or living accommodations for the complainant, separation of the parties, and training for the respondent and other persons.

Bad Faith Complaints: While ACOM encourages all good faith complaints of sex discrimination and sexual harassment, ACOM has the responsibility to balance the rights of all parties. Therefore, if ACOM's investigation reveals that a complaint was knowingly false, the complaint will be dismissed and the person who filed the knowingly false complaint may be subject to discipline.

ACADEMIC FREEDOM

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

EDUCATION

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

TITLE IX Complaint Resolution Procedures

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

GENERAL PRINCIPLES

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

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

INVESTIGATION AND RESOLUTION OF THE COMPLAINT

Commencement of the Investigation

Once a complaint is made, the investigating officer will commence an investigation of it as soon as practicable, but not later than seven (7) days after the complaint is made. The purpose of the investigation is to determine whether it is more likely than not that the alleged behavior occurred and, if so, whether it constitutes sex discrimination or sexual harassment. During the course of the investigation, the investigating officer may receive counsel from ACOM administrators, ACOM’s attorneys or other parties as needed.

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

Content of the Investigation

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

Non-Attorney Support Person for Cases Involving Students

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

Interim Measures

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

Pending Criminal Investigation

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

Resolution

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

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

The complainant and the respondent will receive a copy of the written report and any addendum within three (3) days of its completion. If necessary, the version of the addendum provided to the complainant and/or respondent will be redacted to ensure that information concerning any remedial and/or disciplinary measures is disclosed in a manner consistent with Title IX, the Family Educational Rights and Privacy Act ("FERPA"), and the Clery Act, as explained by the April 4, 2011 Dear Colleague Letter issued by the U.S. Department of Education, available at <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201104.pdf>.

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

Special Procedure Concerning Complaints Against College Administrators

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

INFORMAL RESOLUTION

Informal means of resolution, such as mediation, may be used in lieu of the formal investigation and determination procedure. However, informal means may only be used with the complainant's voluntary cooperation and the involvement of the Title IX coordinator. The complainant, however, will not be required to work out the problem directly with the

respondent. Moreover, the complainant may terminate any such informal means at any time. In any event, informal means, even on a voluntary basis, will not be used to resolve complaints alleging any form of sexual assault.

TIMING OF THE INVESTIGATION

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

Rights of the Parties

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

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

APPEALS

Grounds of Appeal

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

The decision was contrary to the substantial weight of the evidence;

There is a substantial likelihood that newly discovered information, not available at the time evidence was presented to the investigating officer, would result in a different decision;

Bias or prejudice on the part of the investigating officer; or

The punishment or the corrective action imposed is disproportionate to the offense.

METHOD OF APPEAL

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

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

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

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

RESOLUTION OF THE APPEAL

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

DOCUMENTATION

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

Other Discriminatory Harassment

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

Examples of discriminatory harassing conduct include, but are not limited to, using epithets,

slurs, negative stereotyping, threatening, intimidating or hostile acts or words, or showing, exhibiting or creating written or graphic material that denigrates or shows aversion or hostility toward an individual or group because of race, color, religion, national origin, pregnancy, age, military status, or disability.

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

Hazing

Alabama Code [16-1-23](#) (1981) states that no person shall engage, encourage, aid, or assist another person in hazing on or off any school, college, university, or other educational premises. Further, no person shall knowingly permit, encourage, aid, assist or fail to report any person in engaged in hazing.

Hazing is defined as follows:

- Any willful action taken or situation created, whether on or off any school, college, university, or other educational premises, which recklessly or intentionally endangers the mental or physical health of any student, or
- Any willful act on or off any school, college, university, or other educational premises by any person alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim, or to do or seriously offer, threaten, or attempt to do physical violence to any student of any such educational institution or any assault upon any such students made for the purpose of committing any of the acts, or producing any of the results to such student as defined in this section.

The term hazing as defined in this section does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization. The term hazing does not include corporal punishment administered by officials or employees of public schools when in accordance with policies adopted by local boards of education.

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

No person shall knowingly permit, encourage, aid, or assist any person in committing the

offense of hazing, or willfully acquiesce in the commission of such offense, or fail to report promptly his knowledge or any reasonable information within his knowledge of the presence and practice of hazing in this state to the chief executive officer of the appropriate school, college, university, or other educational institution in this state. Any act of omission or commission shall be deemed hazing under the provisions of this section.

Any person who shall commit the offense of hazing shall be guilty of a Class C misdemeanor as defined by Title 13A.

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

For purposes of this policy and College disciplinary action, ACOM defines *hazing* to include any action taken or situation created, wherever it occurs, which induces mental or physical discomfort, embarrassment, harassment, or ridicule. Such actions including paddling, creation of excessive fatigue, physical or psychological shock, wearing apparel which is conspicuous and not in good taste, public ridicule of students, buffoonery, morally degrading or humiliating games or events, and work sessions which interfere with regulations or policies of ACOM or the laws of the State of Alabama.

COMPLAINT AND REPORTING PROCEDURE

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

Sex Offence Prevention Program

Education and Information

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

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

Students may access surrounding county Sexual Offender Registries at:

Alabama: Houston, Henry and Geneva Counties:

<http://app.alea.gov/Community/wfSexOffenderSearch.aspx#1>

Florida: Jackson and Holmes Counties: <http://offender.fdle.state.fl.us/offender//homepage.do>

Georgia: Seminole and Decatur Counties:

http://gbi.georgia.gov/00/channel_modifieddate/0,2096,67862954_87983024,00.html

Disciplinary Action

ACOM will cooperate with lawful investigatory processes related to criminal investigations. In addition, allegations of sexual offenses brought against a student will be handled pursuant to the ACOM's Sexual Harassment policy and procedures. The College may impose disciplinary action against a student even in the absence of a criminal report, arrest or conviction. Sanctions may include, but are not limited to, disciplinary probation, suspension or expulsion. The ACOM Division of Student Services may, upon request or out of concern for safety, make adjustments to a student's academic or living situation.

The Security Services Department

Campus Safety Operations

The ACOM Security Services Department is committed to the safety and well-being of the campus community. The Department is staffed and operational 24 hours a day, 7 days a week. Through our office on the first floor of the ACOM building, we coordinate campus patrols, monitor security cameras, arrange escort services to and from parking or housing areas, and address calls for assistance. We work closely with the Dothan Police Department, the Houston County Sheriff's Department, and other neighborhood partners to safeguard the campus.

The Department is staffed by approximately four full-time security representatives and one security supervisor who are hired and provided with professional training by Southeast Health's Security Services Department. Additional personnel may be requested from Southeast Health as needed. These representatives are not certified and do not have arrest authority. Their primary responsibilities include but are not limited to:

providing general security services;

- maintaining crime and fire logs;
- conducting crime awareness and prevention programs;
- reporting and investigating alleged criminal incidents;
- monitoring security cameras;
- controlling access to the ACOM building;
- providing escort services to and from parking or housing areas;
- assisting with special events;
- responding to emergencies or requests for assistance;
- serving as a liaison to local law enforcement officials; and
- assisting students, employees, and visitors as needed.

Interagency Cooperation

ACOM's Security Services Department coordinates campus safety planning, training, and operations with local law enforcement agencies, Southeast Health Security Services Department, and security representatives from regional college campuses. This network of cooperation ensures that the campus is prepared to prevent and respond to potential threats to the safety of the campus community. In the event of an emergency or other situation requiring the assistance of law enforcement officials, the Department will contact the Dothan Police Department and/or the Houston County Sheriff's Office. There is no written

memorandum of understanding between the Department and any outside law enforcement agency.

Jurisdiction

The Security Services Department's area of jurisdiction is limited to the property owned and operated by the Alabama College of Osteopathic Medicine. ACOM neither owns nor operates any off-campus student housing or off-campus student organization facilities. ACOM's security personnel are not authorized and have no responsibility for the security policies, procedures, or safety of off-campus locations.

Summerfield Square, the on-campus student housing community, is owned and operated by Corvias Campus Living, LLC, and does not fall under the jurisdiction of ACOM's security personnel. However, under a cooperation agreement between ACOM and Corvias, the Security Services Department conducts certain basic security activities at Summerfield Square. These activities are limited to:

- conducting random drive-through patrols of the parking areas adjacent to the apartment buildings;
- providing, upon request, security escort service between ACOM and the apartment buildings; and
- monitoring outdoor security call boxes (Blue Light Phones).

Therefore, in case of a criminal, fire, or medical emergency at Summerfield Square, a person should request immediate assistance by dialing 911.

Physical Security And Access To Facilities

ACOM takes pride in maintaining a safe but open campus. To balance the benefits of an open campus with the safety needs of an institution, a variety of security measures have been implemented.

Security representatives occupy campus posts 24 hours a day, 7 days a week. Designated buildings require a valid ACOM ID for entry. Card readers, alarm monitoring systems, emergency call boxes (Blue Light Phones), and 24-hour recorded video cameras support our efforts by providing direct feeds to security officials.

The campus is closed to the general public. However, visitors are welcome and, as with all students and employees, are expected to obey all laws and institutional policies and procedures related to the use of ACOM facilities. All campus guests are required to sign in and obtain a visitor's badge at the ACOM security desk and must adhere to the Access Control Policy at all

times.

ACOM is committed to providing a safe and secure campus through the maintenance of facilities in mitigating unsafe physical conditions. These departments also work to ensure that safety and security are accounted for during project planning and implementation. Security and Facilities Department personnel regularly patrol the campus and report malfunctioning lights, locks, call boxes, or other unsafe physical conditions to the appropriate parties for remediation. All members of the ACOM community are encouraged to report any malfunction or unsafe facilities condition to the Security or Facilities Departments.

The College has instituted safety and security procedures and services, but the personal safety of each individual who enters the campus is his or her responsibility.

Failure to take precautions or maintain an awareness of the environment and surroundings may result in increased risk. ACOM will continue to develop and implement security measures, but these measures cannot succeed without the support of faculty, staff, students, and visitors.

Other Campus Safety Policies

For more information on ACOM campus safety and security, please review the ACOM Security and Fire Safety Report. The report is available in the Student Services Office and online at <http://www.acomedu.org/admissions/consumer-information/>.

Holidays

Official ACOM Holidays (Offices closed/no classes): In addition to the mid semester break which varies from year to year; ACOM is closed on the following days: Labor Day, Thanksgiving Day and the following Friday, Christmas Day; New Year's Day; Martin Luther King Day, Memorial Day, Fourth of July, and all related shut-downs as approved by the Dean.

Inclement Weather

Campus closure due to inclement weather is announced on local radio and TV stations and posted on the ACOM website. Email notifications will also be sent to student email accounts. For more information, please refer to the ACOM Security and Fire Safety Report.

Campus Facilities

The Alabama College of Osteopathic Medicine is housed in a 110,000-square-foot facility consisting of three floors with state-of-the-art-technology. The first floor is designed with two large auditoriums with seating capacity of 216 students each. An additional classroom with a seating capacity of 80 is also available for break-out sessions or smaller group presentations. The Division of Student Services is also located on the first floor and is designed for interview sessions with incoming applicants, prospective students, and visitors. The second floor incorporates teaching facilities for gross anatomy and osteopathic principles and practice with locker room space for students. In addition, 39 faculty offices encircle 16 observation exam rooms with patient waiting areas, conference rooms, and a faculty lounge. The third floor houses the Dean's Office, President's Office, Division of Clinical Resources, Division of Institutional Effectiveness, Center for Excellence for Academic and Career Support, a 11,000-square-foot Team Based Learning Center, a 4,000-square-foot Center for Research, and 18 small-group conference rooms for students. Additionally, the campus features a 3,000-square-foot, stand-alone Center for Simulation to provide dedicated space for immersive simulation training.

STUDENT LOUNGE

Incorporated into the first floor plan is a student lounge with audio/visual and recreational equipment for student use. Vending and food services are available.

LEARNING RESOURCE CENTER

The Learning Resource Center is located on the first floor of the ACOM facility. In addition to 6 study rooms, individual cubicles, and copy and printing capabilities, the Learning Resource Center houses an electronic library with technology support to provide a state-of-the-art medical learning environment for ACOM students.

BISTRO AND GIFT SHOP

A gift shop is located near the main entrance of the ACOM facility showcasing merchandise bearing the ACOM logo and name for students and visitors, general educational supplies for students, and a bistro serving breakfast and lunch every day.

ACOM PERSONNEL

ADMINISTRATION

Richard O. Sutton, III, FACHE, President
James C. Jones, DO, FACEP, Interim Dean
Melanie Elmore, MBA, Coordinator for ERAS and MSPE
Dianne Ellison, Senior Executive Assistant, Office of the Dean
Angela Franklin, Administrative Secretary, Office of the Dean

DIVISIONS

ANATOMICAL SCIENCES, MOLECULAR MEDICINE, RESEARCH & GRADUATE STUDIES

James D. Foster, PhD, Associate Dean of Anatomical Sciences, Molecular Medicine, Research & Graduate Studies

Melinda Carter, MD, PhD, Associate Professor of Anatomy
Christina Kennedy, PhD, Associate Professor of Physiology
Jonathan R. Brown, PhD, Associate Professor of Microbiology & Immunology
Michael Ibiwoye, MD, DTM&H, MPH, PhD, Assistant Professor of Anatomy
Eric Johnson, PhD, Associate Professor of Anatomy
Chante Richardson, PhD, Associate Professor of Biochemistry
Audrey Vasauskas, PhD, Associate Professor of Physiology
Gordon MacGregor, PhD, MBA, Associate Professor of Pharmacology
Mark J. Hernandez, PhD, Associate Professor of Biomedical Sciences
Thomas McNary, PhD, Assistant Professor of Anatomy
Adam Morrow, PhD, Assistant Professor of Biochemistry
Rebekah Morrow, PhD, Assistant Professor of Microbiology & Immunology
Wayne Parker, PharmD, Assistant Professor of Pharmacology
Caleb Hamilton, PhD, Assistant Professor of Biomedical Sciences
Caitlin Patterson, LPN, Anatomy/Research Lab Assistant
Starla Meighan, PhD, Assistant Professor of Anatomy

Krissy Travers, MBA, Director of Willed Body Program & Coordinator of Anatomy and Research Labs
Casey Knight Cornell, Anatomy and Research Lab Assistant
Jill Blount, Executive Assistant to Anatomical Sciences, Molecular Medicine, Research & Graduate Studies
Emily Snyder, Grant/Research Lab Assistant

CLINICAL RESOURCES

Wil E. Baker, PhD, Associate Dean of Clinical Resources
Cheryl Gibson, Director of Clerkship Resources Management
Kathy Whitehead, Affiliation Agreement Coordinator
Christina Jackson, Executive Assistant to Clinical Resources
Twyla Williams, Preceptor Credentialing Coordinator

CLINICAL SCIENCES

Stephen Miller, DO, MPH, FACOFP, Associate Dean of Clinical Sciences

S. Dennis Baker, PhD, Assistant Dean of Faculty Enrichment
Richard Thacker, DO, FACOI, Assistant Dean of Clinical Sciences and Clinical Resources, Assistant Professor of Internal Medicine
Joseph D. Baker, II, DO, Associate Professor of Family Medicine and Geriatrics, Chair of Family Medicine
Praful Patel, MD, Chair of OB/Gyn, General Surgery & Trauma
Health Parker, DO, Chair of Pediatrics
Jeffrey Johns, DO, Chair of Osteopathic Principles & Practice
Sebastian Alston, MD, Professor of Pathology
Kim Schoeffel, DO, Professor of Pediatrics
James Lyons, MD, Associate Professor of Pathology & Family Medicine
John Giannini, MD, Associate Professor of Internal Medicine and Faculty Director of SIM Lab
Tom Tosto, MD, Associate Professor of Internal Medicine
Ronda Carter, MD, Assistant Professor of Family Medicine
Martin Clemmons, DO, Assistant Professor of Internal Medicine
Lauren Clemmons, DO, Assistant Professor of Family Medicine and Osteopathic Principles and Practice
Jesse Basford, MD, Assistant Professor of Family Medicine and Emergency Medicine
John Biery, Jr., DO, Assistant Professor of Family Medicine, Osteopathic Principles and Practice, and Sports Medicine
Melinda Ledbetter, PA, Instructor of Primary Clinical Skills
Robin Fischer, MSN, MEd, Np-C, Instructor of Primary Clinical Skills
Renee Woodham, LPN, Director of the Clinical Competency Center
Lisa Ennis, MS, MA, Director of Learning Resources, Professor of Library & Information Sciences
Nicole Mitchell, MLIS, MA, Information Technology Librarian, Associate Professor of Library & Information Sciences
Susie White, MA, Instructor, Information Technology Librarian
Michelle Miller, Senior Library Associate
Priscilla Mixon, Clerkship System Analyst
Kimberly Cummings, LPN, Credentialing Coordinator
Amanda Gant, Clinical Sciences Coordinator
April Zorn, PES and SIM Activities Manager
Danielle Ferguson, Coordinator of Simulation & Standardized Patient Program
Sherry Barfield, Continuing Medical Education (CME) Coordinator
Katelyn Abraham, Primary Clinical Skills and Curriculum Coordinator
Justin Bonds, Simulation Technology Specialist
Jessica Welch, LPN, Student Credentialing Coordinator & SP/CSE Program Educator
Dianne Walker, Simulation Curriculum Coordinator
Leigh Kincer, Regional Clerkship Coordinator for Central Region
Lisa Pitman, Regional Clerkship Coordinator for Northern Region
Brenda Coxwell, Regional Clerkship Coordinator for Southeast Region
Becky Jordan, Regional Clerkship Coordinator for Southern Region

STUDENT SERVICES & INSTITUTIONAL EFFECTIVENESS

Philip D. Reynolds, PhD, Associate Dean of Student Services & Institutional Effectiveness
Bob Willis, MS, Executive Director of Enrollment Management
Audrey Bawcum, Director of Student Life & Alumni Affairs
Travis O. Cobb, MBA, Director of Financial Aid
Maria A. Crase, Director of Assessment & Curriculum Delivery
Linda Goodson, RN, Director of Admissions and Enrollment

Fred Helms, EdD, Assistant Dean of Academic and Career Support Services
Jaishree Patel, PharmD, Director of Career Development
Kim Chosie, LPCS, CAP, Director of Academic Support
Sarah Senn, MA, Director of Communications & Marketing
Kim Johnson, Communications & Marketing Coordinator
Ashley Outlaw, Enrollment Marketing Specialist
Saimara Soto, Registrar and Director of Student Tracking
Emmanuel Segui, Institutional Data Analyst
Yasmine Hill, Assistant Registrar
Tina Skipper, Financial Aid Administrator
Deanna Averett, Curriculum and Assessment Coordinator & Database Manager for Systems Based Courses
Karen Loftin, Accreditation & Program Evaluation Coordinator
Nicole E. Wallace, Executive Assistant for Student Services
Catherine Jackson, Administrative Secretary for Student Services
Jennifer Myhand, Administrative Secretary for Student Services

COMPLIANCE

Josh Burrill, ESQ, Institutional Compliance Officer
Ashley Nelson, Title IX Coordinator and Policy and Procedure Analyst
Katelyn Flynn, Compliance Analyst

ACCOUNTING / BURSAR

Melissa Cazenave, Accounting Manager
Pam Deal, Bursar
Debra Hurst, Accounts Payable Coordinator

FACILITIES

Jeremy Bess, Facilities Manager
John Hamm, Facilities Coordinator
Bart Gilmore, Facilities Coordinator

INFORMATION SYSTEMS

John Abraham, MBA, Director of Information Systems
Jason Steele, Infrastructure Manager
Stephen Dansby, Infrastructure Engineer
Robert Wileman, Senior Database Systems Analyst
Michael Kelly, Systems Analyst
Alex Davis, Infrastructure Systems Analyst II
Nick Nolen, Infrastructure Systems Analyst II
Sherri Ham, Simulation Systems Analyst
James Echols, Systems Analyst
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SECURITY

Walter R. Majors, Security Supervisor

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