



# WEST VIRGINIA SCHOOL OF OSTEOPATHIC MEDICINE

## Student Handbook *2023 - 2024*

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# INTRODUCTION

## HANDBOOK POLICY STATEMENT

The provisions of the 2023 - 2024 WVSOM Student Handbook do not constitute a contract between the West Virginia School of Osteopathic Medicine (WVSOM) and its students. The handbook is distributed to students to inform them of current policies, procedures, activities, and requirements. WVSOM reserves the right to change any provision or requirement at any time.

WVSOM is governed by the WVSOM Board of Governors and has limited oversight by the West Virginia Higher Education Policy Commission. The official policies governing WVSOM can be found at the following locations:

Office of the President

Office of the Vice President for Academic Affairs and Dean

Office of the Associate Dean for Multicultural and Student Affairs

WVSOM Library

<https://www.wvsom.edu/policies>

<http://www.wvhepc.edu/resources/rules-and-policies/>

**James W. Nemitz, Ph.D. President**

**2022**

## MISSION STATEMENT

The mission of the West Virginia School of Osteopathic Medicine (WVSOM) is to educate students from diverse backgrounds as lifelong learners in osteopathic medicine and other complementary health related programs; to support and develop graduate medical education training; to advance scientific knowledge through academic, clinical and basic science research; and to promote patient-centered, evidence-based medicine. WVSOM is dedicated to serve, first and foremost, the state of West Virginia and the health care needs of its residents, emphasizing primary care in rural areas. The WVSOM Mission Statement is Institutional Policy GA-02, which can be found on the WVSOM website at <https://www.wvsom.edu/policies>.

## ACCREDITATION

### Commission on Osteopathic College Accreditation (COCA)

The West Virginia School of Osteopathic Medicine is fully accredited by the Commission on Osteopathic College Accreditation (COCA) of the American Osteopathic Association (AOA). COCA is the only accrediting agency that is recognized by the United States Department of Education (USDE) for accrediting institutions regarding predoctoral education of osteopathic physicians in the United States. The address and phone number of the accrediting agency are:

Secretary, Commission on Osteopathic College Accreditation American Osteopathic Association

142 East Ontario Street Chicago, IL 60611-2864

Phone 312-202-8097

Fax 312-202-8397

[predoc@osteopathic.org](mailto:predoc@osteopathic.org)

The COCA Accreditation Standards are available on line at: <https://osteopathic.org/accreditation/standards/>.

### Higher Learning Commission (HLC)

The West Virginia School of Osteopathic Medicine is accredited by the Higher Learning Commission ([hlcommission.org](http://hlcommission.org)), an institutional accreditation agency recognized by the U.S. Department of Education. The address and phone number of the Higher Learning Commission are:



The Higher Learning Commission  
230 South LaSalle Street, Suite 7-500,  
Chicago, Illinois 60604-1411  
Phone 800-621-7440  
Fax 312-263-7462  
info@hlcommission.org

WVSOM's website with the HLC mark of accreditation is available at <https://www.wvsom.edu/about/accreditation>.

## THE OSTEOPATHIC 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 in 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.

## LEGAL LIMITATIONS ON THE PRACTICE OF MEDICINE

It is contrary to state law and the policy of the West Virginia School of Osteopathic Medicine for any unlicensed person to attempt to engage in professional practice in health care. Professional practice in health care includes such acts as diagnosis, the rendering of medical treatment or advice, the prescription of drugs, and all other activities normally performed by physicians or other licensed health care professionals. Persons enrolled in state approved health care programs may perform certain professional health care functions in the course of training while under the supervision of a licensed physician. Students, therefore, are cautioned to confine such acts to those that are supervised by a licensed physician as part of a WVSOM approved curriculum. NO STUDENT IS AUTHORIZED TO CHARGE, RECEIVE, OR TO COLLECT FOR HIMSELF/HERSELF OR ANY OTHER PERSON ANY FEE OR GRATUITY FOR PROFESSIONAL SERVICE.

It is illegal in the State of West Virginia for a student to use the prefix "Doctor" or "Dr." on the student ID name tag or to otherwise identify him or herself as a doctor or physician.

## NON-DISCRIMINATION

WVSOM is committed to fostering an educational environment that values the development of human potential, cultural and ethnic diversity, and understanding. WVSOM strives to promote equitable and fair treatment in every aspect of campus life for all persons, regardless of race, ethnicity, color, religion, sex (including pregnancy), gender, gender identity, sexual orientation, national origin, age, marital status, veteran or military status, disability, genetic information, or other category that is protected under federal, state, or local anti-discrimination laws unless it fundamentally changes the nature of the educational program or employment.

Students and applicants for admission and/or employment with WVSOM are encouraged to immediately report suspected discrimination or harassment of any kind by submitting a complaint to Office of Human Resources, at [hr@osteo.wvsom.edu](mailto:hr@osteo.wvsom.edu) or (304) 647-6279. The WVSOM discrimination or harassment complaint form is located at <https://my.wvsom.edu>.

## COMPLIANCE WITH MILITARY SELECTIVE SERVICE ACT

State law provides that a male person who has attained the age of eighteen (18) years may not enroll in a state-supported institution of postsecondary education unless he is in compliance with the Military Selective Service Act (50 U.S. Code, Appendix 451, et seq. and the amendments thereto). Also, a male person may not receive a loan, grant, scholarship or other financial assistance for postsecondary higher education funded by state revenue, including federal funds or gifts and grants accepted by this State, or receive a student loan guaranteed by the State unless he is in compliance with the Military Selective Service Act. Military Selective Service Act registration information should be available online, at all U.S. Postal Service facilities, and at some high schools.

## AMERICANS WITH DISABILITIES ACT OF 1990

WVSOM complies with the Americans with Disabilities Act of 1990 (as amended) and Section 504 of the Rehabilitation Act of 1973 in providing services to students with disabilities. WVSOM is dedicated to providing students with appropriate support and services to ensure that they have an accessible and welcoming learning environment. However, with respect to disability, the disability must not be such as would, even with reasonable accommodation, in and of itself preclude the student's effective participation in the WVSOM educational program.

Reasonable accommodations are determined on an individual, case-by-case basis. Students are required to submit current clinical documentation by an appropriate medical care professional and must include the student's name, a diagnosis, and it must detail the functional limitations caused by the diagnosis. The documentation should also outline the treating medical professional's recommended accommodation(s). Additional documentation may be requested as needed to make a determination. Please understand that obtaining documentation from the appropriate medical professional can take time and, therefore, students should plan accordingly. Last-minute submission of documentation may result in delays in the decision-making process.

WVSOM works to maintain privacy; however, information on functional limitations and reasonable accommodations may be shared internally on a need-to-know basis. Any information or material that is released to a third party is done consistent with state and federal law.

Please contact the Associate Dean for Preclinical Education, via email: [adpreclin@osteo.wvsom.edu](mailto:adpreclin@osteo.wvsom.edu) for further information and/or to request accommodations and begin the process of attaining them. To learn more about requesting accommodations, please see the Health & Technical Standards form available at: <https://www.wvsom.edu/admissions/admitted-next-steps>.

## SCHOOL COLORS

Gold and Green are WVSOM's official colors. For most printing purposes, use Pantone Matching System (PMS) 125 gold and PMS 350 green.

## USE OF SCHOOL NAME AND STATIONERY

WVSOM's policy on the Use of College Name and Stationery, Institutional Policy GA-21, is located on the WVSOM website at <https://www.wvsom.edu/policies>.

# EDUCATIONAL COSTS

## ASSESSMENTS AND PAYMENTS

### General

The West Virginia School of Osteopathic Medicine, like all state supported colleges and universities, must operate strictly on a cash basis with all payments and obligations being collected in advance. No financial credit of any type can be extended to any individual. Therefore, an individual is not officially a student until the registration process has been completed by full payment of tuition and fees.

### Payment of Fees

WVSOM's policy on payment of fees, Institutional Policy F-05, is located on the WVSOM website at <https://www.wvsom.edu/policies>.

## FINANCIAL AID

The West Virginia School of Osteopathic Medicine participates in all federal programs for which the school qualifies. The primary federal assistance programs include William D. Ford Federal Direct Unsubsidized Stafford Loans, as well as the William D. Ford Direct Graduate Plus Loan. Campus-based federal aid includes Federal Work Study and Primary Care Loans, all of which are awarded based on financial need.

There are also loan programs available that are specific to West Virginia residency.

Student employment during the summer months may be available. However, limited work-study during the academic year is encouraged because of the heavy scholastic load. For detailed information, please see the Financial Aid Handbook or contact the Financial Aid Office.

## TUITION, FEES & EXPENSES

### Application and Acceptance Fees

Details on applying to WVSOM, including application fees, are available on the Admissions website at <https://www.wvsom.edu/admissions>. Details on the nonrefundable Acceptance Fee that is applied to the student's first year's tuition are available on the Admissions website at <https://www.wvsom.edu/admissions/check-status>.

### Tuition, Fees and Other Expenses

Details on tuition, fees and other expenses can be found on the WVSOM website at <https://www.wvsom.edu/financial-aid/cost>. Additional information concerning expense breakdowns can be found in the Financial Aid Handbook, located under the "Financial Aid Toolkit" header on the WVSOM website at <https://www.wvsom.edu/financial-aid>.

## REFUND OF TUITION AND FEES

WVSOM's policy on the refund of tuition and fees, Institutional Policy F-06, is located on the WVSOM website at <https://www.wvsom.edu/policies>.

## DETERMINATION OF RESIDENCY AND APPEALS

WVSOM's policy on the determination of residency and appeals, Institutional Policy ST-10, is located on the WVSOM website at <https://www.wvsom.edu/policies>.

# STUDENT RIGHT-TO-KNOW

## GRADUATION/COMPLETION RATES

The West Virginia School of Osteopathic Medicine is pleased to provide information regarding our institution's graduation/completion rates. The information is provided in compliance with the Higher Education Act of 1965, as amended, and can be found on the WVSOM website at <https://www.wvsom.edu/about/heoa-disclosures>.

**Questions related to graduation rates should be directed to: Coordinator  
Institutional Research Assessment Educational Development 304-647-  
6424**

## POLICY STATEMENT ON EDUCATION RECORDS

### Privacy Rights of Parents and Students - FERPA and Student Directory Information

The Family Educational Rights and Privacy Act and its implementing regulations (collectively, "FERPA") is a federal law which states that institutions must establish and make available a written institutional policy and a statement of adopted procedures covering the privacy rights of students. FERPA requires institutions to maintain the confidentiality of student education records and sets forth the rights of students and parents concerning student education records, including access, review, disclosure, and challenge of education record content.

A copy of WVSOM's FERPA statement can be found on the website at <http://www.wvsom.edu/students/ferpa>.

# CAMPUS FACILITIES AND SERVICES

## CAMPUS SAFETY

Campus buildings are equipped with automatic fire detection and alarm systems. When first starting classes, students should familiarize themselves with the layout of the lecture rooms and labs; familiarize themselves with the different exit routes; know the location of fire suppression blankets, gas cut-off valves, fire extinguishers and alarm pull stations.

In the event of a fire or an alarm, exit the building in an orderly manner. Help others evacuate the building. Sound the alarm if not already activated. Try to extinguish the fire ONLY as an immediate life-saving measure. Leave firefighting to the fire department.

All student personal injury or vehicle accidents should be reported to the Office for Multicultural and Student Affairs during normal working hours. After hours and weekends, incidents should be reported to the WVSOM Security Department Office (304-647-8911).

## CAMPUS SECURITY ACT

Information concerning the West Virginia School of Osteopathic Medicine's (WVSOM) campus crime report is available in the following offices: Office of the Vice President for Finance and Facilities, Office for Multicultural and Student Affairs, and the Office of the Registrar. This information is available for student review during the institutions normal operating hours. This information will be available each year after December 1st. The campus crime report is also available online at <http://ope.ed.gov/security>.

## EMERGENCY GUIDELINES

The Greenbrier County Emergency Dispatch Center should be notified of any emergency situation on the WVSOM campus. The Emergency Dispatch Center's number is 9-911 from an inside phone.

### Campus-Wide Emergency Blue Light Phones

The emergency blue light phones automatically dial 911 when the button is pressed. When you call, give your name, telephone number and location, and the nature and location of the emergency. Don't hang up until the dispatcher ends the conversation. A map showing the location of these phones is available on page 9 of the WVSOM Response Manual found on the WVSOM website at: <https://www.wvsom.edu/safety/emergency-response-manual>.

### Campus Safety Escorts

The West Virginia State Police provide campus security for the WVSOM campus. Officers are on campus 24/7/365 and can provide safety escorts on campus, as requested, by dialing 9-911 or x6219 from a campus phone or by dialing 304-647-8911.

### AEDs on Campus

AEDs are located in buildings throughout campus. In case of an event, instructions located within the case of the device should be followed carefully, and 911 contacted immediately. Following any event when the defibrillator-AED is used, it will be taken out of service and secured until it is turned in to the Safety Compliance Officer along with information for the completion of an incident report.

A map showing the location of these boxes is available on page 8 of the WVSOM Response Manual found on the WVSOM website at: <https://www.wvsom.edu/sites/default/files/policies/erm.pdf>.

### Naloxone One Boxes on Campus

Naloxone One boxes are available in the following locations throughout campus:

1. Robert C. Byrd Clinic
2. Clingman Center
3. Student Center
4. Library
5. Tech Building
6. CEC
7. Main Building 3<sup>rd</sup> Floor (outside MDL room)
8. Alumni Building
9. Main Building 1<sup>st</sup> floor (outside Secret Garden)

## Campus Emergency Procedures

### Types of Emergencies:

- Natural Disasters – Fire, severe windstorms/tornadoes/earthquakes
- Medical Causes – Medical emergencies, first aid
- Industrial Causes – Gas leaks, biological/chemical spills
- Human Causes – Automobile accidents, bomb threats, suspicious packages and mail, robbery/assault, disruptive individuals, armed subjects

### In Case of an Emergency

- Remain calm, use common sense and provide aid. Take time to think before acting
- Always evacuate the building immediately when you hear an audible alarm or see a visible alarm, when directed by authorities or when the building becomes life threatening, e.g., smelling natural gas

If you are in an emergency situation (one that causes you fear, concern or uncertainty for yourself, students, faculty or staff), do not hesitate to dial the emergency number and explain all pertinent information. Each call received at the 911 center will be dispatched.

The WVSOM Emergency Response Manual can be accessed at <https://www.wvsom.edu/safety/emergency-response-manual>.

## CAMPUS USE AND RESTRICTIONS

Institutional Policy PP-03: Campus Use and Restrictions Policy, is located on the WVSOM website at <https://www.wvsom.edu/policies>.

### Weapons

WVSOM is committed to preventing workplace violence and maintaining a safe work environment. No person may carry openly or concealed, possess, or store any firearm or other dangerous weapon on the WVSOM campus or other property owned or controlled by WVSOM, unless such person is a law enforcement officer or official on duty, a member of the armed forces on duty in a declared state of emergency in the area where the WVSOM property is located, or has the express, written permission of the President. This prohibition applies whether or not a person is properly licensed to carry a concealed deadly weapon under state law.

The term “dangerous weapon” includes, but is not limited to, firearms; knives other than folding pocket knives with blades three- and one-half inches long or less, or those being used for food preparation; bladed weapons such as swords, razors or arrows; ammunition; explosives or explosive devices; nunchaku; and throwing devices with sharp or pointed edges.

Violations of this policy will be grounds for administrative action, up to and including expulsion or termination. Persons not authorized under the terms of this policy who are found to be in violation will be considered trespassers and will be asked to leave the premises.

## Tobacco

Recognizing that WVSOM is an example for the surrounding community and nationwide as a leader in health care education and health behaviors, WVSOM prohibits the use of any form of tobacco in buildings, upon the campus or in state vehicles.

## Animals on Campus

No pets of any kind are permitted in campus buildings, any other buildings owned or controlled by WVSOM, or state vehicles. For exceptions, see Institutional Policy PP-03 at <https://www.wvsom.edu/policies>.

Individuals may bring personal animals onto the campus on occasion. Those having personal animals on the WVSOM grounds are responsible for keeping the animal contained at all times and are responsible for appropriately cleaning up any stools left by the animal.

Animals may not be left unattended in personal vehicles for extended periods of time for any reason. In the event that an animal is left unattended in a vehicle, the Lewisburg City Police Department and/or the Humane Society will be called to intervene to insure the safety and welfare of the animal.

## BREASTFEEDING ON CAMPUS

WVSOM strives to provide a family-friendly environment for its students. With this goal in mind and in accordance with state and federal laws, any student may breastfeed or express breastmilk on campus. Many factors contribute to the number of times a mother must lactate, including the number of feedings and the age of the child. Given that the needs of lactating mothers change with time, a flexible approach is encouraged.

The Associate Dean for Multicultural and Student Affairs will work with lactating mothers to provide reasonable measures to support lactating mothers as follows:

- A clean, private area (not a bathroom) with a locking door to breastfeed or express breastmilk.
- A comfortable chair.
- A table to support a breast pump and associated equipment.
- An electrical outlet.
- A sink in the vicinity for washing hands and equipment.

Lactating students may take breaks from non-mandatory class activities as needed to breastfeed or express milk. If a lactation break is required during a mandatory event or scheduled examination period, accommodations may be possible. However, permission must be granted prior to the event. Students are encouraged to contact the Associate Dean for Multicultural and Student Affairs to discuss their needs as it relates to breastfeeding.

## STUDENT IDENTIFICATION / PROXIMITY (PROX) CARD

Each student will be issued a Student Identification/Proximity (“Prox”) Card at the time of matriculation.

### ID Card Usage

Pictures for the Card will be taken as part of the admission interview and campus visit process. The Card must be worn at all times in the plastic case provided. It is especially important that the card visible after hours and on weekends as this will readily identify you as a student of WVSOM for security purposes.

Any administrator, faculty or staff member may require an individual to show their WVSOM ID/Prox Card. In addition, WVSOM Security Officers (WV State Police) have the authority to ask for the Card (if it is not visible) while you are on campus and in any campus facilities.

You may not loan your Prox card to other people, including other students.

## Proximity (Prox) Card Usage

The card also gives you access to the following buildings on campus:

- Library main entry door after “normal” Library work hours.
- Library twenty-four (24) hour study door.
- Interior door between the Library and Quad between 6:00pm and 7:30am.
- Science Building doors, both of the “main” entry doors and the west end door (Prox Card access always required).
- Gross Laboratory door in the Science Building (Prox Card access always required).
- Tiered classroom door between 4:30pm and 7:30am.
- Main Building twenty-four (24) hour study door.
- Founders’ Activity Center door (Prox Card access always required).
- Outside entrance to the 2nd floor of the Quad between 6:00pm and 7:30am.
- Main entrance facing Lee Street between 6:00pm and 7:30am.
- Reserved parking entrance facing Lee Street between 6:00pm and 7:30am.
- East entrance to the Main Building from the Circle between 6:00pm and 7:30am.
- South entrance to the Main Building leading to the Student Clinic between 6:00pm and 7:30am.

There will be a \$25.00 replacement fee for ID/Prox card per occurrence. Please contact the Facilities Department (304-793-6812) immediately if you need a replacement. Cards that are reported lost or stolen will be deactivated in order to render them useless and lessen the possibility of unnecessary egress to your facilities.

## CAMPUS PARKING

Each student must apply for a WVSOM parking permit. The parking permit is to be displayed any time the vehicle is on campus. The decal will be displayed on the back-left hand side of the rear window or upper right-hand side of the front windshield. Please contact the Physical Plant for a replacement.

Parking lots 7, 12, 4 and the back half of 8 only have been designated for students to park on campus. Please observe designated slots such as handicapped, visitors, and those designated for specific individuals. Please do not park on the grass. Violators shall be subject to a \$25.00 fine, vehicular tow-away, and/or prohibited from using a vehicle on campus. Students may also be subject to action under Institutional Policy ST-01.



## CAMPUS STORE

Location: Student Center  
Hours: 8:00am – 4:30pm Monday through Friday  
Telephone: (304) 647-6299 or (304) 647-6354  
1-800-356-7836 Ext. 6299

### Return Policy

Textbook returns are accepted within one (1) business day from date of purchase; original receipt required. Returns will be for Campus Store credit only (no cash or return credit on credit card.) Textbooks must be in the same condition as purchased and must remain in shrink wrap; no returns on software or textbooks with included software, if package has been opened. There are no returns on medical equipment.

### Textbooks

The WVSOM Campus Store has required and recommended textbooks available in new and electronic book, or used condition when possible. Students may special order a text at no extra cost. Turnaround time on special orders is estimated to be two to seven business days, depending on the publisher.

### Merchandise

The Campus Store carries traditional university merchandise such as logo apparel, glassware, frames and various other sundries.

### Medical Equipment

Diagnostic equipment (stethoscopes, blood pressure cuffs, otoscope/ophthalmoscope) may be purchased in the Campus Store at a competitive student rate. (Please note that diagnostic equipment purchased elsewhere, will not be covered under the Welch-Allyn or Littmann student repair policy in conjunction with the WVSOM Campus Store.)

### Book Buyback Program

The WVSOM Campus Store offers an online book buyback. The hyper link can be found at the bottom of the Campus Store webpage, under “Online Buyback.”

The WVSOM Campus Store accepts cash, personal checks (valid address and phone number), MasterCard, Visa, American Express and Discover Card, along with Apple Pay.

## LIBRARY

### Academic School Year Hours of Operation

Monday – Tuesday	7:30am – 10:00pm
Wednesday	7:30am – 10:00pm
Thursday - Friday	7:30am – 10:00pm
Saturday	12:00pm – 10:00pm
Sunday	12:00pm – 10:00pm

### Summer Hours

June and July vary from the above schedule and are determined and distributed via email and posted in the library May of each year.

### Borrowers

Borrowers are WVSOM students, faculty and staff members, MSOPTI residents and preceptors, area physicians, and

allied health professionals. The textbooks may be checked out by students only. The general public may use the two public computers in the main library for internet or database access, but may not check out items.

### Loan Period

The library loans books and audio-visual materials to WVSOM students, area physicians and WVSOM faculty and staff for a period of one month, except for the following: OMT tables for two weeks only, with a \$1.00 per day fine; one-week checkout only textbook section with a \$1.00 per day fine; and the materials in the journal and history section are not allowed to circulate.

### Overdue Notices and Lost Materials

Overdue notices are emailed to the borrower through their WVSOM email account. If the materials are not returned by the date in the overdue notices, or they are lost, the library will send the student a bill for the cost of the materials. If the student does not pay the bill promptly, the library will turn the matter over to the Office of Business Affairs for collection. The library has an automated circulation system which maintains accurate records of the fines and overdue materials. If there is a conflict, the student must contact the Circulation Clerk or Library Director to resolve the matter. All lost books and fines must be taken care of before graduation in order to receive a diploma. All circulating material must be returned to the library before graduation.

### Renewals

Any book may be renewed twice, as long as there is no request for it. This is also a suggested method of avoiding fines. Renewals may be requested over the phone, by email or by the student after creating an account on encore, the library's public access catalog.

### Internet Services

Two public computers with internet access are located near the entrance of the library. Eleven networked computers are available in the 24/7 study area as well.

### Printing/Copying Stations

Printing/copying stations are located throughout the campus to address student needs. Currently, locations include: The Library 24 hour study area, Student Center, and the Technology Building.

### Fines

A charge of 10 cents per day will be assessed on overdue books; the one-week checkout textbooks and OMT tables accrue a one dollar per day fine when overdue.

### Reserve Books

Reserve books are placed on reserve by the faculty and library staff and can be used in the library for a three-hour period. Students must check out reserve items at the circulation desk. Students are reminded they must return the item back to the circulation desk; any item that is passed on to another student is the responsibility of the student whose name the item is checked out under.

### Security

A book detection system is located at the entrance to the library which must be passed through upon leaving the Library. No library items may be taken to the 24/7 study area unless they are checked out at the library circulation desk. Backpacks and briefcases may be checked as an added security measure. Students who remove materials from the library without proper authority will be reported to the appropriate associate dean.

### Reference Services

Reference services offered include answering factual questions, securing interlibrary loans, resource and database instruction, and performing searches. Reference questions may be submitted in person, by email or by phone.

## INFORMATION TECHNOLOGY

### Institutional Policy GA-31

WVSOM's policy on information technology, Institutional Policy GA-31, is located on the WVSOM website at <https://www.wvsom.edu/it>.

### Websites

WVSOM maintains a public web site <http://www.wvsom.edu> and an intranet site reserved for authorized users <https://my.wvsom.edu>. Students are able to locate their most frequently used applications from the intranet site including access to Banner Self-Service for financial aid, grade and account information. The IT Department maintains a web page for a variety of technology subjects at <https://www.wvsom.edu/it>.

### IT Help Desk

The WVSOM IT Department Help Desk assists students with technology issues including laptop hardware, software, email, mobile devices and network account problems. The IT Help Desk can be contacted by email at [helpdesk@osteo.wvsom.edu](mailto:helpdesk@osteo.wvsom.edu) or by phone at (304)647-6246. Help Desk on campus hours are from 8 am to 4:30 pm in the Technology Building. The IT Department has contracted services for after-hours support Monday to Friday beginning at 4:15 pm to 8:15 am the following day. Weekend support becomes available Friday at 4:15 pm to 8:15 am Monday. The contracted technical support service is available by calling the IT Help Desk phone which will forward to the contracted service during these timeframes.

### Student Laptops

WVSOM's policy on student laptops is included in Institutional Policy GA-31, and is located on the WVSOM website at <https://www.wvsom.edu/policies>.

### Student Printing

The IT Department provisions specific network printers across campus for students to print academically-related material. Each student is allotted a base number of 8,000 copies within an academic year for printing. Once a student has exceeded this amount, the Office of Business Affairs will invoice the student for the overage. The student print count information is based on the individual student account used to log into the network when printing. A student may inquire with the IT Help Desk to review their print count information throughout the academic year.

### Network Access

WVSOM's policy on network access is located on the WVSOM website at <https://www.wvsom.edu/it/get-connected>.

### Email Information

WVSOM's policy on email is located on the WVSOM website at <https://www.wvsom.edu/it/email>.

### Security

WVSOM's policy on security is located on the WVSOM website at <https://www.wvsom.edu/it/security>.

# ACADEMICS

## CANCELED CLASS POLICY

WVSOM's policy on canceling classes, Institutional Policy E-07, is located on the WVSOM website at <https://www.wvsom.edu/policies>.

## ATTENDANCE

WVSOM's policy on attendance, Institutional Policy E-09, and its associated procedure, are located on the WVSOM website at <https://www.wvsom.edu/policies>.

## STUDENT ACADEMIC INTEGRITY

The preservation of academic integrity on a campus shall be the concern of all those who function within its community. Admission to the West Virginia School of Osteopathic Medicine (WVSOM) implies an agreement between student and institution. The institution provides the opportunity to partake of its programs and privileges. The student agrees to comply with the policies and rules of WVSOM to protect those programs and privileges.

Institutional Policy ST-01: Academic and Professional Standards discusses offenses that constitute student academic misconduct as well as the sanctions that may be leveled against a student who is found to be in violation. Institutional Policy ST-01, is located on the WVSOM website at <https://www.wvsom.edu/policies>.

# ACADEMIC RIGHTS AND RESPONSIBILITIES

## STUDENT COMPLAINTS

WVSOM's Institutional Policy ST-16: Student Complaints provides a process for the receipt, adjudication, and resolution of student complaints related to (i) accreditation standards and procedures set by the American Osteopathic Association (AOA) Commission on Osteopathic College Accreditation (COCA) and (ii) matters not covered by a specific WVSOM policy. This policy and its accompanying Procedure for Institutional Policy ST-16: Student Complaints are located on the WVSOM website at <https://www.wvsom.edu/policies>.

## GENERAL DEFINITIONS

**Student** - For the purposes of WVSOM, the definition is further defined as "A person who has met all requirements for admission to WVSOM and has matriculated." Each student accepted to WVSOM agrees to abide by the regulations of this Institution and the State of West Virginia.

**Faculty** - Those people so designated by the President of WVSOM. Such professional personnel as librarians and teachers involved in off-campus training may be designated as faculty members.

**Year 1** – First year of the Patient Presentation Curriculum (PPC), plus Clinical Skills I (CS I), Osteopathic Principles and Practices I (OPP I), Early Clinical Encounters (ECEs) and Interprofessional Education (IPE).

**Year 2** – Year two of the PPC plus Clinical Skills II (CS II), OPP II, Basic Life Support (BLS), IPE and Objective Structured Clinical Evaluation (OSCEs).

**Clinical Rotations** - Years 3 and 4 clinical training.

**Discipline** - A discrete body of scientific or medical knowledge.

**Courses** - A course is a series of lectures and/or laboratories, a clinical rotation, or a prep track.

**Course Director** - The Course Director is the faculty member responsible for planning and management of a course.

**Course Grade** - A course grade is the grade awarded for material taught and examined in a single course. All must be 70% or higher for the student to be in good standing. The authority to assign a grade to a student at the end of a first or second year course or system is vested in the Associate Dean for Preclinical Education. The authority to assign a grade to a student at the end of each clinical rotation is vested in the Associate Dean for Predoctoral Clinical Education.

**Promotion** - Promotion from one year to the next is not automatic but comes on the recommendation of the Student Promotions Committee, which reviews all student records at the end of each Year, or as necessary within a Year.

**Repeat** - Repeating all of an academic year is one of a number of official sanctions that can be imposed by the Associate Dean for Preclinical Education or Associate Dean for Predoctoral Clinical Education on a student whose failures in a year are considered severe enough to exceed the possibility of remediation.

**Withdrawal** - Withdrawal is leaving school before completion of the medical education/training program. This action may be initiated by either the student or the Vice President for Academic Affairs and Dean.

## FULL TIME STUDENT STATUS

WVSOM's policy on full time student status, Institutional Policy E-04, is located on the WVSOM website at <https://www.wvsom.edu/policies>.

## AUDIT OF CLASSES

WVSOM's policy on auditing classes, Institutional Policy DO-20, is located on the WVSOM website at <https://www.wvsom.edu/policies>.

## CURRICULUM

The WVSOM curriculum is carefully constructed to thoroughly prepare its graduates for practice in any setting. However, the WVSOM educational program is tailored to train physicians for practicing primary care medicine in rural settings.

The four-year program at WVSOM emphasizes basic and clinical sciences, training in hospital and primary care clinical settings and extensive training in diagnostic skills including early clinical experiences. Students are prepared for the challenges of rural practice through family medicine clerkships. The common thread of osteopathic medical principles and practices ties together all elements of WVSOM's curriculum.

### Year 1 Patient Presentation Curriculum (PPC)

The PPC is based on the most common ways that patients present to a physician. These presentations provide the framework for the curricular structure. The Year 1 curriculum will begin with a foundation course to provide basic mechanisms needed to understand the subsequent patient presentations and treatments. Year 1 continues with relatively uncomplicated presentations organized by organ systems. Early clinical experiences are emphasized from the first week of instruction through the Clinical Skills, Osteopathic Principles and Practice and Early Clinical Exposure courses. Also, in the first year all students receive instruction important to WVSOM's mission of training primary care physicians for rural medical practice, including a focus on the special health care needs in West Virginia.

### Year 2 PPC

Year 2 of the PPC continues the presentation of basic clinical science and biomedical science foundations needed for the diagnosis and treatment of disease. Second year presentations will become progressively more complex and incorporate previous presentations to form a spiral curriculum that reinforces and builds on previous learning. Students will continue to develop their clinical and osteopathic skills in lab courses.

For a description of courses and the number of credit hours for each, please see the course catalog.

## PERMISSION TO EXAMINE/TREAT AND INFORMED CONSENT DURING CLINICAL SKILLS AND OPP LABS

1. Students should obtain permission from their peer when examining/treating or participating in peer to peer learning.
2. Students should obtain informed consent as instructed by their supervising physicians when treating patients.
3. Faculty are responsible for modeling best practices of permission to examine/treat and informed consent.
4. The curriculum and appropriate course syllabi will include guidance for students on obtaining permission to examine/treat and informed consent.

## EXAMINATION POLICY

WVSOM's policy on examinations, Institutional Policy DO-05, is located on the WVSOM website at <https://www.wvsom.edu/policies>.

## STUDENT FEEDBACK POLICY

### Collection of Student Feedback

WVSOM's policy on the collection of student feedback, Institutional Policy DO-07 and its associated procedure, are located on the WVSOM website at <https://www.wvsom.edu/policies>.

## WVSOM'S RURAL HEALTH INITIATIVE PROGRAM\*

The mission of the Rural Health Initiative (RHI) Program is to enhance the rural primary care curriculum at the West Virginia School of Osteopathic Medicine in order to produce graduates uniquely qualified to practice medicine in underserved communities of West Virginia.

WVSOM students selected for the RHI program receive multiple benefits from participating in this unique program. Benefits include: participation in unique rural experiences during 3<sup>rd</sup> & 4<sup>th</sup> years, financial support, and connection with rural West Virginia physicians who serve as mentors.

While all medical students at WVSOM complete rural rotations in WV during their clinical years, participation in the RHI program takes rural clinical exposure to a higher level of engagement.

To learn more about WVSOM's RHI Program please email us at [ruralhealthinitiative@osteo.wvsom.edu](mailto:ruralhealthinitiative@osteo.wvsom.edu).

\*This program is being presented with financial assistance as a grant from the West Virginia Higher Education Policy Commission.

## YEAR 3 AND 4 CLINICAL ROTATIONS

The current Year 3 and 4 rotations can be found in the manuals on the website at <https://www.wvsom.edu/academics/clinical-education-manual>.

## CLINICAL ROTATIONS PROGRAM AND CURRICULUM

### Student Involvement on Clinical Rotations

A student of the West Virginia School of Osteopathic Medicine is not a licensed physician and, therefore, is not legally and ethically permitted to practice medicine. A student may be involved in assisting in the care of a patient, but only at the direction and supervision of a licensed physician. The physician is responsible for the medical care of the patient and for countersigning all orders, progress notes, etc., written by the student.

A student may not administer therapy or medication until a licensed physician has seen the patient and has confirmed the diagnosis. Before treatment is administered, the student's orders on the chart must be countersigned. Because of legal ramifications, any violation of this policy should be reported immediately to the Associate Dean of Predoctoral Clinical Education of the West Virginia School of Osteopathic Medicine.

Before starting any research or scholarly activity project, a student must receive approval from the Office of Research and Sponsored Programs and their Statewide Campus Regional Assistant Dean.

### Rotation Site Selections

Year 3 required rotations will be assigned to students in the Statewide Campus System following the Site Selection assignment process. Under no condition are students to contact prospective sites for the purpose of recruiting such sites to participate in the WVSOM Clinical Education Program. Students must not contact facilities for priority consideration. STATEWIDE CAMPUS PERSONNEL WILL DO ALL CONTACTING AND PAPERWORK REGARDING REQUIRED CLINICAL ROTATIONS.

Year 4 Students are given more flexibility regarding selection of electives. However, all sites and trainers must be approved by their Statewide Campus Office. STUDENTS WILL DO ALL CONTACTING AND INITIAL PAPERWORK REGARDING ELECTIVES/SELECTIVES for rotations that are beyond the borders of the statewide campus, in

consultation with their Statewide Campus Office. Rotations will be placed on the student's online schedule if it fulfills a graduation requirement and the appropriate legal documentation has been obtained. Students may never start a rotation until it is posted to their online schedule.

## Health and Hospitalization Insurance

**Institutional Policy ST-05**, Student Health Insurance, requires that all students have personal health insurance continuously from matriculation through graduation. In order to ensure that students have coverage at appropriate levels, WVSOM works with *HSA Consulting, Inc.* to make available an insurance plan for students. Students must either be enrolled in the **WVSOM Student Health Insurance Plan** or have an **approved waiver** with health insurance coverage that meets the requirements set forth by WVSOM. Year 1 and Year 2 students who do not maintain continuous student health insurance coverage will not be permitted to attend class until satisfactory proof of coverage is provided. Year 3 and Year 4 students who do not maintain continuous student health insurance coverage will not be permitted to begin any rotation until satisfactory proof of coverage is provided.

## Contagious Diseases

Students will be required to provide evidence of successful immunizations against certain diseases, and other reports may be required. Students must complete this requirement before matriculation. **Institutional Policy ST-06**: Proof of Inoculations/Health Form and its accompanying procedure are located at <https://www.wvsom.edu/policies>.

## Student Liability

Students are covered under the West Virginia Professional Liability insurance policy only if the student's participation in the rotation has been officially approved by the Clinical Education Office. This applies to required, selective, and elective rotations in the continental USA, Hawaii, and Alaska. No insurance coverage is provided outside of these designated areas.

## Student Evaluation by Rotation Site Physician

The supervising physician (preceptor/attending physician) is responsible for forwarding the evaluation of a student to the appropriate WVSOM Statewide Campus office. All preceptors may provide input to the supervising physician, who will submit a composite evaluation form to WVSOM. In a case of multiple preceptors (MDs and/or DOs), preceptors should be listed on the designated page of the grade form with their updated information. The student will be evaluated to determine if progress toward a satisfactory performance level is being achieved.

Evaluations should consider the student with respect to other students at the same level of training. Specific documentation for recording failing performance must accompany the evaluation.

## Requirements for Completion of the Clinical Years at WVSOM

1. A passing grade for all required, elective, and selective rotations must be received to fulfill the requirements for graduation.
2. In the event of illness or a grade of incomplete in any rotation, the available vacation time may be utilized to make up the missed time and to complete the required rotation as designated by the Clinical Education Office and/or Student Promotions Committee and the Dean.
3. In the event of a failure in any rotation, the Student Promotions Committee, after a review of the circumstances, may recommend to the Dean that the Clinical Education Office allow the student to use vacation weeks to repeat the failed rotation, perhaps allowing completion of the degree requirements prior to the May commencement ceremony.
4. All students must complete 12 weeks of clinical rotations at a rural site. Eight (8) weeks must be at West Virginia sites; the other 4 weeks may be in West Virginia or in another state that will meet the requirements of being rural. Students based at Berkeley Medical Center may meet requirements in a different approved configuration.



5. All students must complete a Stookey (OMT) rotation requirement in both Year 3 and Year 4.

## **CLINICAL ROTATIONS INJURY PROCEDURE**

For full procedures, including responding to needle stick, blood and body fluid exposure, please see the Clinical Education Manual, found at <https://www.wvsom.edu/academics/clinical-education-manual>.

## **GRADING POLICIES AND PROCEDURES – CLINICAL ROTATIONS**

WVSOM's policy on grading for clinical rotations, Institutional Policy DO-13, is located on the WVSOM website at <https://www.wvsom.edu/policies>.

### **Attendance on Rotations**

WVSOM's policies on attendance on rotations, Institutional Policies DO-09 and DO-13, are located on the WVSOM website at <https://www.wvsom.edu/policies>.

### **Performance on Rotations**

WVSOM's policy on performance on rotations, Institutional Policy DO-13, is located on the WVSOM website at <https://www.wvsom.edu/policies>.

### **Longitudinal Review of Clinical Performance Categories**

WVSOM's policy on the longitudinal review of clinical performance categories, Institutional Policy DO-13, is located on the WVSOM website at <https://www.wvsom.edu/policies>.

## **GRADING SCALE**

WVSOM's policy on the grading scale, Institutional Policy DO-04, is located on the WVSOM website at <https://www.wvsom.edu/policies>.

# REGISTRAR'S PROCEDURE ON GRADE REPORTING

## FIRST YEAR SCHEDULE

The WVSOM Registrar's Office will report all Year 1 course grades to Year 1 students usually within five (5) working days after being received from the Associate Dean for Preclinical Education.

A grade point average (GPA) calculation will be done quarterly and will be available electronically through BANNER Self Service.

Class rank for Year 1 students will be calculated twice during the academic year, with the first determination being made at the conclusion of the first semester and the second determination at the end of the second semester. Reporting of class rank information to Year 1 students may take longer than 10 working days if grades have not been submitted to the Registrar's Office in a timely manner. This information will be available on BANNER Self Service.

## SECOND YEAR SCHEDULE

The WVSOM Registrar's Office will report all final Year 2 course grades to Year 2 students usually within five (5) working days after being received from the Associate Dean for Preclinical Education.

A grade point average (GPA) calculation, cumulative course/system grades, and class rank will be completed.

Reporting of cumulative course/system grades, class rank, and a GPA calculation to Year 2 students may take longer than 10 working days if grades have not been submitted to the Registrar's office in a timely manner. This information will be available on BANNER Self Service.

## THIRD & FOURTH YEAR SCHEDULE

The WVSOM Registrar's Office will report clinical rotation grades, a cumulative grade point average (GPA) calculation, and class rank to all Year 3 and Year 4 students quarterly. This information will be available on BANNER SelfService.

## REPORTING PROCEDURE FOR FINAL GRADES

The Registrar will report grades to the students within a reasonable time, usually 20 working days after the end of the course, or in the case of clinical rotations within a reasonable time after receipt from the Postdoctoral Clinical Education Office.

No permanent grade will be changed after it has been recorded by the Registrar, except to correct clerical errors or as the direct result of a grade appeal. Requests for correction of clerical errors must be initiated within 30 calendar days after the student receives the grade. The request should be submitted in writing to the Registrar's Office.

## REGISTRAR'S PROCEDURE ON STUDENT CLASS STANDING

Class standing will be designated in regard to position in the class related to numerical standing (i.e., first, seventh, tenth) and will be recorded on the student's transcript, and/or in official correspondence.

## TRANSCRIPTS/DIPLOMA/NATIONAL BOARD RESULTS (COMLEX-USA LEVEL 1 & COMLEX-USA LEVEL 2)

A student/graduate may request academic transcripts or copy of diploma by utilizing a request form issued by the Registrar's Office and available on the WVSOM website. Requests will not be accepted by telephone or email. The first copy of a transcript/diploma is free. Thereafter a charge of \$6.00 will be assessed for each transcript/diploma copy, and payment must accompany the request. An official transcript or diploma copy will be mailed directly to the persons/agencies requiring these documents.

# ADDITIONAL ACADEMIC AND STUDENT POLICIES

## ACADEMICALLY AT RISK

WVSOM's policy on academically at risk status, Institutional Policy DO-08, is located on the WVSOM website at <https://www.wvsom.edu/policies>.

## REMEDIATION

WVSOM's policy on remediation, Institutional Policy DO-09, is located on the WVSOM website at <https://www.wvsom.edu/policies>.

## DISMISSAL

WVSOM's policy on dismissal, Institutional Policy DO-11, is located on the WVSOM website at <https://www.wvsom.edu/policies>.

## LEAVE OF ABSENCE

WVSOM's policy on leaves of absence, Institutional Policy DO-10, is located on the WVSOM website at <https://www.wvsom.edu/policies>.

## WITHDRAWAL

WVSOM's policy on withdrawals, Institutional Policy DO-38, is located on the WVSOM website at <https://www.wvsom.edu/policies>.

## PROMOTION REQUIREMENT NATIONAL BOARD EXAMINATION – PASSAGE OF COMLEX

WVSOM's policy on the Promotion Requirement, National Board Examination – Passage of COMLEX, Institutional Policy DO-14, is located on the WVSOM website at <https://www.wvsom.edu/policies>.

## GRADUATION REQUIREMENTS

WVSOM's policy on graduation requirements, Institutional Policy DO-12, is located on the WVSOM website at <https://www.wvsom.edu/policies>.

## WVSOM STUDENTS WITH MILITARY AFFILIATIONS

Definition: WVSOM students with military affiliations include HPSP scholarship students, Reserve-Guard obligation students, etc.

1. WVSOM students with military obligations specific to the Army will be encouraged to complete the DCC portion of their military training in the summer prior to matriculation at WVSOM by the admissions office.

2. Students as defined above will be encouraged by the Military Faculty Advisor to join the Association of Military Osteopathic Physicians and Surgeons (AMOPS) Student Organization as defined in the Student Handbook (Link).
3. Students as defined above will be assigned to the designated AMOPS WVSOM Military Faculty Advisor, regardless of participation in AMOPS, which is voluntary.
4. Students as defined above are required to self-identify per the definitions above through the submission of military personnel documentation and orders to the Military Faculty Advisor and to submit any substantive change in assignment including any email requests to register for activities outside of WVSOM within 24 hours of receipt to the WVSOM Military Faculty Advisor.
5. The WVSOM Military Faculty Advisor will assist students with timely application and registration for required military activities providing the student with the greatest opportunity to schedule these activities with the student's and WVSOM's preferred choice and verification of documentation submitted.
6. The WVSOM Military Faculty Advisor will assist students requiring Military Training Leadership Courses to pursue these with the greatest diligence:
  - a. between the first and second year at WVSOM as stated in #5 above. If these dates are denied by the military for whatever reason, the student's next step will be,
  - b. to apply for dates that coincide within the first two blocks of the Year 3 schedule. This time may be coded as the Year 3 Elective requirement or Vacation at the student's preference.
  - c. The last choice for training dates should be the time period that includes Year 3 orientation, whether on campus or in the student's region. It is recognized that even with timely application and attention to process as described in #5 that the student's assigned date for training is at the mercy of the military branch involved. In all cases, the Associate Dean for Predoctoral Clinical Education and the Statewide Campus staff involved will insure a make-up plan for any mandatory activities missed due to any required military activity.
7. Students whose orders require the service of one weekend a month duty during Years 3 and 4 must have submitted those orders to the WVSOM Military Faculty Advisor as outlined above. The Associate Dean for Predoctoral Clinical Education will use this documentation to assign the student to a Base Site within a reasonable amount of travel time to the assigned military duty location. This will allow adequate time to access the site on a Friday afternoon and return to the clinical duty site on Sunday. This Base Site assignment will occur after the Hometown Site

Selection and the approved Dire Circumstances Selection have been completed but prior to the General Site Selection.

8. The Military Faculty Advisor and the Office of the Assistant Dean for GME will work to advise students regarding military residency rotations, timelines for residency applications and the military match process.

## GRADUATION INFORMATION

The WVSOM commencement shall take place no sooner than two weeks after the end of the academic calendar for 4<sup>th</sup> year students and is to be scheduled one year in advance. WVSOM's policy on graduation dates, Institutional Policy GA-20, is located on the WVSOM website at <https://www.wvsom.edu/policies>.

Each graduating class wears the academic regalia approved by the institution. This attire and graduation announcements shall be purchased through the campus store. WVSOM's policy on academic regalia, Institutional Policy DO-28, is located on the WVSOM website at <https://www.wvsom.edu/policies>.

WVSOM also has a policy regarding hooding at the graduation ceremony. WVSOM's policy on hooding, Institutional Policy DO-29, is located on the WVSOM website at <https://www.wvsom.edu/policies>.

Those graduating with honors shall be limited to those graduates in the top ten (10) percent of the class.

## APPLYING FOR RESIDENCY PROGRAMS THROUGH ERAS

The Electronic Residency Application Service (ERAS) is an independent, web-based service that transmits applications and supporting documents from students and medical schools to residency programs via the internet. The applicant (a Year 4 student) completes an electronic residency application used to apply to multiple residency programs through a website called MyERAS. The applicant's osteopathic school of graduation scans and attaches supporting documents for the application through a program known as the Dean's Workstation (DWS). These materials are then transmitted via the internet to the sites the applicant has selected for application.

At WVSOM, the ERAS Dean's Workstation (DWS) is administered by the Office of Graduate Medical Education. This should not be confused with the Office of the Academic Dean. All questions pertaining to residency applications or the ERAS application process should be directed to the GME Office.

ERAS opens for use by osteopathic students in June. Applicants must have an electronic token in order to register for and use ERAS. Tokens are distributed by the GME Office in June to Year 3 medical students. Additional information about applying to programs through ERAS can be found on their website: <http://www.aamc.org/eras>.

ERAS applications require the following supporting documents: personal statement, board scores, transcripts, MSPE (Medical Student Performance Evaluation), letters of recommendation (up to four are allowed per program), and a photograph. Specific requirements for preparing and submitting each of these supporting documents for ERAS are outlined below in bold.

The WVSOM Office of Graduate Medical Education has collected and created many resources for medical students during their third and fourth year on the GME website: <https://www.wvsom.edu/academics/gme>.

## MEDICAL STUDENT PERFORMANCE EVALUATION (MSPE)

The Medical Student Performance Evaluation (MSPE), *formerly known as the Dean's Letter of Evaluation*, is a standardized component of the residency application process. It is one of the measures used by residency program directors to evaluate a candidate's application for a position.

The main purpose of the MSPE is to document the student's progress in the medical school curriculum. It is important to remember that the MSPE is NOT a letter of recommendation. Rather, it is a letter of evaluation, objectively and honestly summarizing the student's progress and participation in their medical school education.

In a sense, you write your own MSPE through your academic record, your involvement in extracurricular activities, your participation in research projects, your awards and scholarships, and your performance during clinical rotations. The MSPE may also be used to provide comparative information regarding a student's performance in relation to

their peers. Using the Nationally approved and recommended template, the following objective measures are cited in the MSPE: class standing by quintile, comparison of students' grades to their peers, preceptor comments from clinical rotations (both positive and negative), comments from the Statewide Campus Regional Assistant Dean, noteworthy characteristics, professionalism performance, disciplinary actions, and the completion of the core competencies.

The Office of the Dean will send notice of when students will submit an MSPE request form to the Office of the Dean.

The deadline for returning the MSPE request will be the last Friday in July. MSPE requests turned in after this date cannot be guaranteed for the first day of release by ERAS. MSPEs will be completed in the order in which the request was received.

A draft copy of the MSPE will be sent to the student for review and comment. The student will have five (5) business days to respond. Failure to respond will result in the student's MSPE being uploaded to ERAS as per the draft. The MSPE request form is available at: <https://www.wvsom.edu/academics/gme/mspe>.

# OSTEOPATHIC GRADUATE MEDICAL EDUCATION

## RESIDENCY PROGRAMS

A residency is defined as a formal, full-time training period in a designated medical specialty of not less than one year in a facility approved by the Accreditation Council for Graduate Medical Education (ACGME). Specialty training varies in length depending on the specialty.

A certificate is awarded upon completion of an ACGME-approved residency program. Residency training is undertaken with the intention of becoming board certified in a particular specialty.

The West Virginia School of Osteopathic Medicine serves as the academic center and central member of the Mountain State Osteopathic Postdoctoral Training Institutions, Inc., or MSOPTI. Information about the consortium's affiliated training sites may be found on the website: <https://msopti.wvsom.edu>. The consortium builds on the school's mission to prepare primary care physicians for practice in rural and underserved areas in West Virginia and the region. MSOPTI serves as an educational resource and graduate medical education consultation resource to its member ACGME accredited institutions.

Student rotations are available at all MSOPTI member institutions. MSOPTI educational programming is designed to provide medical students, interns, and residents with an array of learning opportunities that will facilitate the trainee's ability to become a life-long learner. WVSOM's Office of Graduate Medical Education offers counseling and support to students throughout the application and match processes for all postdoctoral training programs.



## RESEARCH AND SCHOLARLY ACTIVITY

Students may participate in WVSOM-affiliated research and scholarly activity (R&SA) projects starting in the summer between their 1st and 2nd year, and throughout the rest of their medical school. R&SA is typically extracurricular, though some elective credit may be available in the student's 3rd or 4th years (see the Clinical Education Manual for more information).

Students must have approval from their appropriate Academic Associate or Assistant Dean to participate in both extracurricular and for credit R&SA, and the Office of Research and Sponsored Programs (ORSP) must have documentation that all appropriate certifications and trainings have been completed by the student prior to the student's involvement. Information on available resources and the approval process for R&SA is available on the WVSOM ORSP webpages (<https://www.wvsom.edu/research/students>).

# STUDENT LIFE

## STUDENT DRESS CODE

All students are expected to dress in a manner that demonstrates respect to other students, faculty, administration, patients, standardized patients, and guests to the school. These guidelines are designed to communicate cultural sensitivity, address concerns of infection control, and to demonstrate professionalism.

Professional attire and appearance are important components for developing trust and confidence with patients which is essential to the treatment relationship.

### Year 1 and 2

During the first two years of the curriculum, students spend most of their time in lectures and other activities that do not require patient interaction. Students are permitted to dress comfortably for those activities while also adhering to the following general standards:

1. Students are expected to observe proper hygiene.
2. Should not wear clothing that is provocative or distracting in a learning environment.
3. Students should not wear clothing that is insensitive or offensive to members of a diverse institutional community or community in which they are training.
4. Students should avoid wearing perfumes or colognes (may precipitate allergies or sensitivities).
5. Hats are not to be worn inside a building or classroom (with the exception of head coverings worn for religious purposes).
6. Students shall wear the type of clothing requested by instructors as appropriate for labs.
7. In educational settings where patients or standardized patients are present, students are required to adhere to the standards listed below for years three and four.

For Clinical Skills and OPP laboratory courses, fingernails should be kept to less than a ¼ inch in length. Personal fragrant products (fragrances, perfumes, colognes, aftershaves, lotions or other similar products) should not be worn. Each laboratory course has specific dress code requirements. Students should refer to each laboratory course syllabi for details and any additional requirements.

### Year 3 and 4

Students shall dress appropriately for all rotations, classes, laboratories, and other educational settings where patients are present and adhere to the following standards for professional attire and appearance:

#### *Professional Attire:*

1. Clean white coat in accordance with WVSOM Institutional Policy ST-12. WVSOM's policy on white coats, Institutional Policy ST-12, is located on the WVSOM website at <https://www.wvsom.edu/policies>.
2. Identification badge is to be worn at all times.
3. Women: skirts of medium length or tailored slacks. Shoes must be closed toe, comfortable, clean, in good repair and permit easy/quick movement.
4. Men: tailored slacks, collared shirt. Shoes must be comfortable, clean and in good repair and worn with socks.
5. Reasonable alterations in dress may be indicated by individual physicians on whose service the students are being trained. (For example, some preceptors may require men to wear a dress shirt and necktie; some preceptors may allow clean scrubs with the white coat as professional attire.)

#### *Scrub suits on hospital rotations:*

1. On services where scrub suits are required these will be provided. They are the property of the hospital and are not to be defaced, altered or removed from the hospital.
2. These are to be worn in specified areas only.

3. Scrub suits are not to be worn in public places outside of the hospital.
4. If a scrub suit must be worn in public areas outside the designated hospital areas, it must be clean and then covered with a clean, white lab coat. Shoe covers, masks and hair covers must be removed before leaving the clinic area.

#### *Hair Maintenance:*

1. Hair should be neat and clean.
2. Beards/mustaches must be neatly trimmed.
3. Shoulder length hair must be secured to avoid interference with patients and work.

#### *Jewelry:*

1. Keep jewelry at a minimum in order to decrease the potential for cross infection.
2. The following are permitted: a watch; up to four (4) rings; two (2) small earrings per ear (large earrings are distracting and may be pulled through the ear); modest neck chains.

#### *Prohibited items:*

The following items are specifically prohibited in clinical situations including student labs, shadowing, or while on rotations:

1. Denim jeans.
2. Shorts.
3. Sandals or open toed shoes, higher heeled or canvas shoes (blood or needles may penetrate the fabric).
4. Midriff tops, tee shirts, halters or translucent or transparent tops; tops with plunging necklines, low slung pants or skirts that expose the midsection, tank tops or sweatshirts.
5. Buttons or large pins (could interfere with function, transmit disease or be grabbed by the patient).
6. Long and/or artificial finger nails.
7. Visible body art/tattoos that could be perceived to be offensive; these should be covered.
8. Visible body piercings other than traditional earrings on the earlobes or a single stud nasal pierce.

## **STANDARDIZATION OF STUDENT CLINICAL LAB COAT AND IDENTIFICATION BADGE**

WVSOM's policy on the standardization of student clinical lab coat and identification badge, Institutional Policy ST-12, is located on the WVSOM website at <https://www.wvsom.edu/policies>.

## **HOUSING - Year 1 and 2**

There is no on-campus housing available for students. However, there are many homes in nearby neighborhoods and downtown Lewisburg that are available for rent, and are within walking distance of the campus. To find affordable apartments and homes for rent, students can utilize popular home search websites or visit the WVSOM class Facebook pages. In case of any difficulty, students can contact Multicultural and Student Affairs for assistance. It is advised that students use their own judgment when evaluating a prospective rental unit or landlord/owner. WVSOM Students are encouraged to familiarize themselves with the Fair Housing Act, which can be found on the Housing and Urban Development website.

More details about housing during preclinical years can be found at this webpage:

<https://www.wvsom.edu/students/housing> .

## **ROTATION HOUSING**

Most students move out of their housing at the end of the two years of preclinical training and relocate. Students will secure housing in the area of their assigned Statewide Campus location while completing Years 3 and 4. To accommodate those students who have moved out of their housing in the Lewisburg area but who must return to perform clinical rotations in the area, WVSOM maintains housing in Lewisburg at minimal cost to the student.

Housing for year 4 students is afforded to those in the Rural Health Initiative (RHI) Program.

Arrangements must be made in advance through the appropriate Statewide Campus Dean. Reservations are based on a first come, first served basis with priority given to students on required rotations. No accommodations are made for transient use.

## CHILD CARE RESOURCES

The Office for Multicultural and Student Affairs maintains a listing of child care resources to assist students. This page is a compilation of resources that students may find helpful, including information on breastfeeding on campus and links to Mountain Heart, the West Virginia Department of Health and Human Resources and the Office of Nutrition Services at the West Virginia Bureau for Public Health. The webpage is located at: <https://www.wvsom.edu/students/child-care-resources>. These listings do not represent an endorsement of these offerings. The links are provided solely as a service to our students.

## STUDENT MAIL

All official WVSOM correspondence will be sent to the student's WVSOM email account. It is the student's responsibility to check their WVSOM email account in a timely manner (usually at least every 2 business days). Failure to receive correspondence due to noncompliance with the above is the responsibility of the student.

Students must make arrangements for all personal mail to be delivered to their home or local address, as WVSOM will not assume responsibility for receipt or forwarding of any U.S. mail. WVSOM's policy on mail, Institutional Policy ST-04, is located on the WVSOM website at: <https://www.wvsom.edu/policies>.

During the last two years of enrollment, students are asked to provide a home or local address for the receipt of school – related mail. Other mail delivered to WVSOM for the student may be forwarded, or the student may be notified to come to the school to pick it up.

# STUDENT HEALTH AND SAFETY

## PROOF OF INOCULATIONS/HEALTH FORM

WVSOM's policy on proof of inoculations/health form, Institutional Policy ST-06, is located on the WVSOM website at <https://www.wvsom.edu/policies>.

## STUDENT HEALTH INSURANCE

Personal hospitalization/health insurance is required for all students. WVSOM's policy on health insurance, Institutional Policy ST-05, is located on the WVSOM website at <https://www.wvsom.edu/policies>.

## STUDENT HEALTH SERVICES

Student Health Services are available at the Robert C. Byrd Clinic, which is located next to WVSOM at 1464 Jefferson St N, Lewisburg, WV 24901, and phone number 304-645-3220. Students should identify themselves as a WVSOM student before making an appointment because they **can only be scheduled with non-faculty physicians/nurse practitioners for health services**.

The health service fee, a part of the student's total tuition and fee schedule, pays for the student's clinical co-pay for health care services rendered by the physicians and staff of the Robert C. Byrd Clinic (RCBC). The health service fee will not be applied to:

- health insurance policy deductibles;
- health care rendered off site (hospital, laboratory service, radiology fees, etc.);
- health care services provided by entities at the RCBC facility not owned by RCBC, which currently include Mako Lab and radiology services; or
- any services or procedures specifically excluded by the student's health insurance policy.

## STUDENT MENTAL HEALTH SERVICES

WVSOM provides confidential resources for behavioral healthcare services to students 24 hours per day, 7 days a week through the WVSOM ASPIRE office and a partnership with Seneca Health Services, Inc.

During regular business hours, students can contact or visit the ASPIRE office which is staffed by a licensed psychologist and three learning specialists/licensed counselors (<https://www.wvsom.edu/students/aspire>) at:

Main Building,  
Quad A-419 (304)  
647-6324  
[aspire@osteo.wvsom.edu](mailto:aspire@osteo.wvsom.edu)

Students have 24/7/365 access to psychological counseling services provided by WellConnect. Students are entitled to up to 5 counseling sessions per incident after which they will be referred to a local healthcare provider if additional support is needed.

To access WellConnect:

Call 866-640-4777 or visit [WellConnectForYou.com](https://www.wellconnectforyou.com) (school code WVSOM)

Students may contact Seneca Health Services, Inc. (<http://www.shsinc.org/>), a professionally staffed behavioral health center, for available services, including crisis assistance services that are available 24 hours per day, 7 days a week, each day of the year. Seneca's crisis line telephone number is 304-497-0500.

Students also have access to a variety of campus, local and national behavioral health resources which are listed on

the Student Behavioral Health page on the WVSOM website (<https://www.wvsom.edu/students/health-resources>). Students will need to log in to view the content.

Additionally, a non-faculty psychiatrist is on staff at the Robert C. Byrd Clinic located on the WVSOM campus.

WVSOM's policy on student mental health, Institutional Policy ST-08, is located on the WVSOM website at <https://www.wvsom.edu/policies>. Students in the third and fourth year are provided with mental and physical health resources within the regions where they are having clinical rotations.

## HEALTH AND WELLNESS PROGRAM

WVSOM offers a wide range of health and wellness services to students to promote their well-being. These services include ASPIRE (offers free and confidential services including: academic support and intervention and private counseling services), 24/7/365 access to WellConnect (a virtual student counseling and support service), community engagement opportunities, and a fitness facility. The mental and physical health and well-being of students are vital to the success of WVSOM and are necessary to maintain safety and high standards of education and healthcare. WVSOM is committed to fostering health and wellness in the educational environment and ensuring accreditation standards and procedures related to health and wellness, as set by the American Osteopathic Association Commission on Osteopathic College Accreditation, are met.

This commitment will be accomplished through the WVSOM Wellness Committee. The Associate Dean for Multicultural and Student Affairs serves as the administrator responsible for overseeing the WVSOM Wellness Committee. The Assistant Dean for Student Affairs in conjunction with the WVSOM Wellness Committee develops plans, procedures, and regulations necessary to carry out the school's program and evaluate the operations of the institution at regular intervals to assure their conformity with this objective.

All current students are eligible to use the WVSOM Founders Activities Center in accordance with policies and procedures specific to the Founders Activities Center. The Founders Activities Center has a full-size gymnasium, indoor running track, free weights, and state-of-the-art aerobic and cardio machines.

Additionally, WVSOM has a parade ground for outdoor activities and the WVSOM Park that are all available at no charge. The park is open to the public.

All students and their guests are expected to use common courtesy at all times when using WVSOM facilities. This includes proper disposal of all trash, proper attire, acceptable language, and conformity with WVSOM policies and practices. Use of the WVSOM recreational and fitness facilities is a privilege, not a right, and may be restricted or terminated for failure to abide by appropriate policies and procedures.

Additionally, the Lewisburg community offers other wellness activities including: yoga, Pilates, and martial arts, as well as swimming at the new Greenbrier Valley Aquatic Center.

## PEER MENTOR PROGRAM

Prior to arriving on campus for the fall semester, Year 1 students are introduced to the Peer Mentor Program. Year 1 students are each assigned a Year 2 student (OMSII). Year 2 students make themselves available to the new students to answer questions and generally assist them in making the transition to medical school. Students report that this early connection with a Year 2 student is helpful in working through the feelings of fear and anxiety common among Year 1 medical students. This connection is expected to continue until the senior mentor graduates.

## ALCOHOL AND DRUGS

WVSOM's policy on drugs, alcohol, testing and treatment, Institutional Policy GA-08, is located on the WVSOM website at <https://www.wvsom.edu/policies>.

Additionally, the WVSOM Drug Awareness and Prevention Program is available on the WVSOM website at: <https://www.wvsom.edu/students/drug-free-schools>.

## ANTIHAZING

Student Policy ST-07: Antihazing, is a direct result of the requirements of West Virginia Code §§ 18-16-1, et seq., known as the Anti-hazing Law. Section 4 of the Act requires institutions of higher education to adopt a policy and appropriate penalties for violations, in addition to the criminal penalties contained therein. No student shall individually, or by joining with one or more other persons, engage in any act of hazing involving another member of the institutional community. WVSOM's policy on antihazing, Institutional Policy ST-07, is located on the WVSOM website at <https://www.wvsom.edu/policies>.

## SEXUAL HARASSMENT

The West Virginia School of Osteopathic Medicine does not discriminate on the basis of sex in the education program or activity that it operates. WVSOM, as a recipient of federal financial assistance, is required by Title IX of the Education Amendments of 1972 ("Title IX") and 34 C.F.R. § 106 ("Title IX regulations") not to discriminate in such a manner. The requirement not to discriminate in WVSOM's education programs or activities extends to admission and employment, and inquiries about the application of Title IX and the Title IX regulations to WVSOM may be referred to WVSOM's Title IX Coordinator or the Assistant Secretary, Office of Civil Rights, U.S. Department of Education, or both.

WVSOM's policy on Title IX, Sexual Harassment and Discrimination, Institutional Policy GA-14, is located on the WVSOM website at <https://www.wvsom.edu/policies>.

WVSOM has designated and authorized Dr. Dawn Roberts, Associate Dean for Multicultural and Student Affairs, as Title IX Coordinator to coordinate WVSOM's efforts to comply with its responsibilities under Title IX, 34 C.F.R. § 106, and other federal and state sex discrimination and sexual harassment laws. The Title IX Coordinator's contact information is as follows:

Campus office address: Room SC101E Student Center  
E-mail address: [droberts@osteowvsom.edu](mailto:droberts@osteowvsom.edu)  
Title IX report/complaint email address: [TitleIX@osteowvsom.edu](mailto:TitleIX@osteowvsom.edu)  
Office telephone number: (304) 647-6591

Additional information on Title IX is available on the WVSOM website at <https://www.wvsom.edu/title-ix>.

## STUDENT CONDUCT AND PROFESSIONALISM

Students are to demonstrate ethical, personal, and professional qualities deemed necessary for the continued study and practice of Osteopathic Medicine as a requirement for graduation from WVSOM. As such, the monitoring of student professionalism is a necessary part of the educational process. Students are expected to maintain communications with WVSOM employees. This includes checking WVSOM email at least once every 48 hours, as one's WVSOM email account is the primary mode of communication. Institutional policy describes the responsibilities and procedures that govern this process.

WVSOM's policy on the Academic and Professional Standards, Institutional Policy ST-01, is located on the WVSOM website at <https://www.wvsom.edu/policies>.

## INSTITUTIONAL POLICIES NOT DISCUSSED ABOVE

Students are responsible for adhering to all institutional policies. Those not outlined in this handbook can be accessed on the institutional policy page available on the website at <https://www.wvsom.edu/policies>.

# STUDENT FACILITIES

## STUDENT STUDY AREAS

Campus study areas are reviewed on a yearly basis. Determinations regarding usage for quiet or group study areas are made each year in conjunction with student leadership. For further information, a current listing of available spaces and the regulations governing their use, visit the student section of the WVSOM website at: <https://www.wvsom.edu/students/study-space>.

## AVAILABLE RECREATIONAL FACILITIES

The Student Center located in the center of campus, has a recreational room. The recreational room includes two pool tables, a ping-pong table, foosball table, vintage video games, Extra supplies for the game tables may be available from the Office for Multicultural and Student Affairs. Students are reminded that no one should be sitting/leaning on the game tables.

The Founders Activity Center is located at the south end of campus and includes a gymnasium, a weight room, a cardio exercise room with treadmills, elliptical machines, recumbent bikes, and rowing machines. Locker rooms with showers are also available. The use of the gymnasium for intramural play must be scheduled through the Office for Multicultural and Student Affairs. No outside groups will be allowed to use these facilities and students are reminded that they may bring guests, but on a limited basis of up to three people.

Students also enjoy the use of the parade field directly behind the main building for intramurals and informal activities, as arranged through the Office for Multicultural and Student Affairs. The park across from the main building on Lee Street may also be used by students.

## Founders Activity Center Guidelines

- Persons who have been issued PROX cards for entry to the Activity Center shall be referred to as Members.
- No children of Members may be in the facility unless accompanied by the Member.
- No Member's children under the age of 18, even if accompanied by the Member, may be in the exercise room or weight room.
- Members may not lend pass cards to others. Failure to comply with this rule may terminate privilege of use and is viewed as unprofessional.
- Members may bring a guest to the center. Groups of guests are not permitted.
- Enter and leave only by the front doors - be sure they close and lock behind you.
- Never prop any outside doors open.
- No tobacco is to be used in the building.
- Profanity or vulgarity will not be tolerated.
- No street shoes are allowed beyond the lobby and locker rooms. Only non-marring shoe soles shall be used in the gym area. Shoes with mud, grass, etc., on them should be taken off before entering the building.
- Padlocks or combination locks are only to be used on lockers when you are in the facility working out. No one may claim a locker and keep articles there from one visit to another.
- Wipe down machines after use with the towels and disinfectant provided – do not spray disinfectant directly on electronic components.
- Weight plates and barbells must be put back on the racks after they are used. Do not leave plates on the machines.
- Do not leave clothes at the center. Articles left over 24 hours may be discarded.
- The last person leaving a room (including the gym) at the center should turn off lights, fans, radios, and



TVs.

- Notify the Office for Multicultural and Student Affairs should you encounter unsafe or unsanitary conditions, or misuse of the facility.

## NON-RESERVED AREAS

Those areas which may be used by students individually or in “unofficial” small groups without filing an Institutional Facilities Reservation form or working through the Office for Multicultural and Student Affairs are:

- The vending lunch room on the first floor of the main building.
- The 24-hour study rooms located in the back part of the Library.
- C106, Student Study Area
- The OCS Laboratory unless being used for classes or special meetings.
- The OCS Classroom unless being used for classes or special meetings.
- The gymnasium in the Founders’ Activity Center, except when it has been reserved for special purposes (intramurals).
- The main building Classroom 2 and the technology building, except when being used for classes or special meetings.
- Note: Students are not to use any other conference rooms or office space without express permission of the person in charge of that designated area. Meetings of recognized/unrecognized school organizations must continue to schedule meetings by reserving rooms in advance through the normal process.

## STUDENT ORGANIZATIONS

The WVSOM academic program provides students with the foundation of knowledge and skills needed by the osteopathic physician. However, the college also recognizes the importance of extracurricular involvement. Campus student organizations can enhance the medical school experience and better prepare the student physician for eventual practice in a community setting. All student organizations operate with the assistance of the Director for Multicultural and Student Affairs. Community service projects calling for student volunteers are often incorporated into the academic year schedule. In addition, organizations listed below offer students the opportunity to gear extracurricular activities to their special interests.

Guidelines for establishing new, officially-recognized student organizations may be obtained in the Office for Multicultural and Student Affairs. The guidelines also explain how student organizations function within the institution.

### AMERICAN COLLEGE OF OSTEOPATHIC FAMILY PHYSICIANS (ACFP)

The American College of Osteopathic Family Physicians (ACFP) Student Chapter is an affiliate of the American College of Osteopathic Family Physicians, the largest college of the American Osteopathic Association. The founders felt that progress and advancement of the general practitioner were basic and essential for the health care needs of a community, and they were committed to the concept of excellence in education. It is in accordance with these principles that the Student Chapter encourages participation by WVSOM students in programs designed to promote and encourage the training of family physicians.

### AMERICAN COLLEGE OF OSTEOPATHIC NEUROLOGISTS AND PSYCHIATRISTS (ACN-ACONP)

The purpose of the Student Chapter of ACN-ACONP is to educate osteopathic student physicians on the medical sciences which deal with the neuromuscular system, as well as disorders of the psyche of organic and functional nature. The goals of this organization are to provide students with activities to get involved with the community and host guest speakers to inform students of opportunities in neurology and psychiatry. We are also here to serve as an advocate for mental health and to promote mental health awareness within the community.

### AMERICAN COLLEGE OF OSTEOPATHIC OBSTETRICIANS & GYNECOLOGISTS (ACCOG)

The purpose of the Student Chapter of ACCOOG is to educate future osteopathic physicians on issues of women's reproductive health. This organization will host lectures and professional guidance for students toward OB/GYN residencies and fellowships. The organization will promote women's health in the community by raising awareness in areas such as fetal alcohol syndrome, birth control options, breast, uterine and ovarian cancers, and the importance of obstetrical care.

### AMERICAN COLLEGE OF OSTEOPATHIC SURGEONS (ACOS)

The American College of Osteopathic Surgeons (ACOS) is a student member section of the American College of Osteopathic Surgeons. The purpose of the organization is to stress the understanding of osteopathic principles in relationship to disease in the practice of surgery, help promote the education in the field of surgery, and expand the interactions of WVSOM students with surgical professionals. All interested students enrolled in WVSOM are eligible to be members.

### AMERICAN GERIATRICS SOCIETY – WVSOM CHAPTER

The objectives of the club are to develop interest in Osteopathic Geriatric Medicine among students of WVSOM and to encourage the establishment or expansion of residency programs in geriatric medicine. The club promotes a better understanding of Osteopathic Geriatric Medicine in the general public through education and community

service with an emphasis on Geriatric care in rural areas.

## **AMERICAN OSTEOPATHIC COLLEGE OF PHYSICAL MEDICINE AND REHABILITATION (AOCPMR)**

Physical Medicine & Rehabilitation, PM&R, became one of twenty-four (24) official medical specialties in 1947. PM&R physicians, *physiatrists*, specialize in the care of patients with neuromusculoskeletal disorders, aiming to reduce pain and improve function in their patients. The Student Chapter of PMR desires to serve as advocates for the community by continuing to educate its members as lifelong learners in osteopathic medicine.

## **ASIAN PACIFIC AMERICAN MEDICAL STUDENT ASSOCIATION (APAMSA)**

The Asian Pacific American Medical Students Association (APAMSA) is a national organization of medical and pre-medical students committed to addressing the unique health challenges of Asian and Pacific Islander American (APIA) communities. APAMSA serves as a forum for student leaders to engage these health issues and develop initiatives and projects addressing those needs. The local, regional, and national activities of APAMSA aim to promote the health of the APIA community and help healthcare workers understand how to care for APIA patients in a culturally sensitive manner. Finally, APAMSA provides an important venue for medical students to meet, exchange experiences, and develop personally and professionally through leadership and service.

## **ASSOCIATION OF MILITARY OSTEOPATHIC PHYSICIANS AND SURGEONS (AMOPS)**

The WVSOM chapter of AMOPS was established in recognition of the unique position that osteopathic physicians occupy within the United States Armed Forces. The primary goals of WVSOM AMOPS are: to provide information concerning the practice of osteopathic medicine within the Armed Forces; to provide information concerning rotations, internships, residencies, and careers in the US armed forces; to provide support to local armed forces and deployed family members; to encourage active Health Professional Scholarship Program (HPSP) students to maintain the highest personal, professional and military standards; and to take an active role in the Lewisburg community by participating in community service and working in collaboration with other WVSOM clubs/organizations.

## **AMERICAN MEDICAL WOMEN'S ASSOCIATION (AMWA)**

The American Medical Women's Association (AMWA) has been committed to the advancement of women in medicine. Although the number of women choosing careers in medicine has grown substantially, there has not been a commensurate rise in the women to senior leadership positions. AMWA's work helps address this gender gap in leadership, through advocacy, mentorship and sponsorship, leadership development, research, constituency building, and policy reform – with a goal for institutional and cultural transformation in gender equity and career parity.

AMWA's Mission is to advance women in medicine, advocate for equity, and ensure excellence in health care. Vision, to create a healthier world where women physicians achieve equity in the medical profession and realize their full potential. Values: Mentorship, Equity, Diversity, Integrity & Inclusion, and Collaboration.

## **CHRISTIAN MEDICAL AND DENTAL ASSOCIATION (CMDA)**

The Christian Medical Dental Association is a national professional organization of physicians, dentists, medical and dental students, who have banded together to serve Christ through their professions. CMDA helps its members wrestle with the increasing ethical problems in the professions, enhance the quality of care given to the whole person, and interact with other members of the healing professions who face common problems.

CMDA lives with the conviction that medicine is an avenue of ministry. For this reason, a local chapter was organized at WVSOM and hopes to be of such service to the school, students, and community.

## **DOCARE**

DOCare is an organization which promotes diversity and cultural sensitivity on campus and in the Lewisburg community through education and community service while promoting Global Outreach. Additionally, DO Care is a support group for any WVSOM student who considers him/herself a minority or a member of a group which is underrepresented in the medical profession. DO Care is affiliated with Power of a Nickel Medical Association. Power of a Nickel provides quality healthcare and health education for underserved and medically needy persons in partnered communities globally. Membership in DO Care is open to all WVSOM students.

## **JEWISH OSTEOPATHIC MEDICAL ASSOCIATION (JOMA)**

The mission of Jewish Medical Student Association is to develop knowledge, understanding, and acceptance of the Jewish life and culture among students and faculty. JOMA works toward achieving these goals by creating opportunities for people of all backgrounds, races, and cultures to come together and share educational and social experiences. JOMA also encourages religious diversity among members.

## **LATINO MEDICAL STUDENT ASSOCIATION (LMSA)**

LMSA aims its advocacy in providing education, outreach, and service to members of the Latinx and Hispanic Communities regionally, nationally and beyond. In addition, this organization serves to use its support from students of all backgrounds to provide collaboration and mentorship for pre-medical and medical students

## **MEDICAL MUSLIM STUDENT ASSOCIATION (MMSA)**

The purpose of the Medical Muslim Student Association (MMSA) is to provide a system of spiritual support, social activity, fellowship, and advocacy for Muslim students and non-Muslim students with an interest in Islam. MMSA will focus on developing the relationship between Islam and medicine, through various interfaith activities. The MMSA places a particular emphasis on using the unique cultural perspective of its members to interact with populations in a way that both complements and enhances the work of other service organizations.

## **MEDICAL STUDENT PRIDE ALLIANCE (MSPA)**

The WVSOM MSPA, Medical Student Pride Alliance will act as an activist and social organization committed to empowering sexual and gender minority medical students and allies, increasing the number of physicians trained in LGBTQ+ inclusive healthcare, and addressing the unique needs of LGBTQ+ communities through research, advocacy, and service. MSPA is affiliated with the Medical Student Pride Alliance national organization, which will allow networking and sharing of resources with medical students around the country.

## **MEDICAL STUDENTS FOR CHOICE (MSFC)**

Medical Students for Choice (MSFC) is a nationally known non-profit organization that includes medical students and residents throughout the United States and Canada. The WVSOM chapter of MSFC is committed to ensuring that osteopathic medical students and physicians are trained to provide women patients a range of reproductive healthcare choices. WVSOM MSFC sponsors guest lectures and workshops to WVSOM students and faculty on women's reproductive health care. The club works to enhance the curriculum and residency programs to include reproductive health.

## **PATHOLOGY**

The WVSOM Pathology Club was established to promote the practices and principles of osteopathic medicine in the field of pathology. The Club exists to promote a fundamental understanding of disease processes as well as to establish a knowledge base in today's modern clinical laboratory in order to better serve, diagnose, and treat our

patients. The WVSOM Pathology Club follows the standards of the American Osteopathic College of Pathologists.

## **RESEARCH**

The mission of the WVSOM Research Club is to complement WVSOM's own Mission Statement, to advance scientific knowledge through academic, clinical, and basic science research; and to promote patient-centered, evidence-based medicine. The Club will work directly with the Office of Research and Sponsored Programs (ORSP) and the WVSOM faculty to facilitate student participation, as well as, interest in the ongoing research-related endeavors carried out by the WVSOM faculty.

## **SIGMA SIGMA PHI – NU CHAPTER (SSP)**

Sigma Sigma Phi is a national honorary osteopathic service fraternity. Objectives of the WVSOM Nu Chapter are to promote good fellowship and unity among various chapters of the national organization, continue betterment of WVSOM and the fraternity as a whole, advance a higher scholastic standing at WVSOM, promote community service as an important part of osteopathy, and perpetuate and advance osteopathic medicine. The fraternity is a non-profit organization which provides many community services through various fund-raising events. Membership is open to all students and is based upon academic standing and service.

## **STUDENT ADVOCATE ASSOCIATION (SAA)**

The Student Advocate Association (SAA) exists to create support and a spirit of unity and loyalty among the student body and their families, provides support to WVSOM and the WVSOM SGA, and helps prepare members as spouses of future osteopathic physicians and members of the National Auxiliary to the American Osteopathic Association. Full membership is open to spouses of students and associate membership is available to interested members of the WVSOM family.

## **STUDENT AMERICAN ACADEMY OF OSTEOPATHY (SAAO)**

Organized under the auspices of the American Academy of Osteopathy, the SAAO's goal is to enhance the understanding of osteopathic principles and techniques, help members attain maximum efficiency in osteopathic structural diagnosis and Osteopathic Manipulative Treatment (OMT), and foster a clear concept of the clinical applications of osteopathic procedures. SAAO is dedicated to serve the health care needs of the community by continuing medical education for its members. Membership is open to all WVSOM students.

## **STUDENT ASSOCIATION OF THE AMERICAN COLLEGE OF OSTEOPATHIC PEDIATRICIANS (SAACOP)**

The WVSOM Student Chapter is an affiliate of the American College of Osteopathic Pediatricians. The purpose of the organization is to encourage and promote the training of osteopathic pediatricians, increase the awareness of pediatric issues in the WVSOM population throughout the community by expanding the interactions of WVSOM students with pediatric professionals. All interested students enrolled in WVSOM are eligible to be members.

## **STUDENT CHAPTER OF THE AMERICAN COLLEGE OF OSTEOPATHIC EMERGENCY PHYSICIANS (SCACOEP)**

The goal of the SCACOEP is to inform and educate our members in the field of emergency medicine: training, advocacy, and clinical opportunities, as well as establish a network of connections between our members and practicing EM physicians. We want to provide our members with the information and access to skills training necessary to perform well in the emergent/acute clinical setting.

## **STUDENT CHAPTER OF THE AMERICAN OSTEOPATHIC ACADEMY OF SPORTS MEDICINE (SC-AOASM)**

"Sports medicine is a branch of the healing arts which utilizes a holistic, comprehensive approach to the prevention, diagnosis, and management of sport and exercise-related injuries, disorders, dysfunctions and disease processes." (AOASM)

The SC-AOASM works to integrate the WVSOM community with the community at large. This is done by giving medical students the opportunity to involve themselves with sports-related activities in the surrounding communities. Such activities include physical exams for athletic teams, serving as trainers for football and basketball teams, and anatomy seminars. These activities serve to enhance medical training for the student while fostering positive community involvement. The WVSOM chapter organizes and hosts intramural sporting events and tournaments for students, faculty and staff.

## **STUDENT NATIONAL MEDICAL ASSOCIATION (SNMA)**

The purpose of the Student National Medical Association is to create an atmosphere wherein professional excellence and moral principles can find the fullest expression; to promote the dissemination of information relative to minority issues in the field of medical education; to take the necessary and proper steps to eradicate practices in the field of health profession education that compromises the goal of providing quality education to minorities and women; to promote the development of workable programs of legislative policies for the provision of enhanced access to better healthcare; to promote the sponsorship of programs for minority youth to encourage their entrance into the health professions; to promote increases in the levels of minority student recruitment, admissions, and retention in schools training health professionals; and to encourage and promote the development of minority faculty in order to increase the presence of minority mentors and biomedical researchers in academic health centers.

## **STUDENT OSTEOPATHIC INTERNAL MEDICINE ASSOCIATION (SOIMA)**

The purpose of the Student Osteopathic Internal Medicine Association is to represent those students who aspire to be osteopathic internists. SOIMA works to provide WVSOM students with an early exposure to the field of internal medicine, stressing the understanding of osteopathic principles in relationship to disease in the practice of internal medicine and its subspecialties. Through affiliation with the American College of Osteopathic Internists, the highest educational, moral and ethical standards in the teaching and practice of internal medicine are maintained.

## **STUDENT OSTEOPATHIC MEDICAL ASSOCIATION (SOMA)**

The Student Osteopathic Medical Association (SOMA) is an independent, national, student-governed organization claiming membership in the osteopathic colleges throughout the United States. The primary objective of the national organization is to promote the osteopathic profession and to obtain benefits for its student members regarding insurance, publications, scholarships and various study organizations.

At WVSOM, the SOMA chapter takes an active part in the public relations of the osteopathic profession within the state. The chapter conducts service projects which provide the student members with valuable medical experience.

## **WILDERNESS MEDICINE**

The Wilderness Medicine Club serves to bring members of the WVSOM community together who share an interest in the outdoors and its connection to providing quality medical care in limited resource (wilderness) settings. The Club strives to improve medical education in the recognition, treatment, and prevention of wilderness medical emergencies, as well as to increase the exposure of wilderness and outdoor activities to the WVSOM community in both a social and educational manner.

# ADDITIONAL LEADERSHIP OPPORTUNITIES

## COUNCIL OF CLUB PRESIDENTS

Once a month all organization presidents (including the vice president and treasurer for the student government association and presidents of the Year 1 and Year 2 classes) meet to discuss problems and plans associated with the organizations.

## THE STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) maintains communications among all members of the student body and acts as the sole official representative for the entire student body to the faculty, administration, fellow professionals and the public at large. For information on the current SGA Officers as well as a link to the SGA Constitution and By-Laws, please visit: <https://www.wvsom.edu/students/sga>.

## HONOR SOCIETIES

### PSI SIGMA ALPHA

Psi Sigma Alpha is a National Osteopathic Scholastic Honor Society. Membership is based solely upon scholastic achievement and members comprise the top 15% of each class. Members are selected at the conclusion of their didactic training (Phase II) and full membership is awarded during senior week by the presentation of honorary medallions which may be worn during graduation ceremonies.

### GOLD HUMANISM HONOR SOCIETY (GHHS)

Gold Humanism Society Members and Leaders are chosen by their peers in year 3 based on their compassionate care and humanistic approach towards patients. GHHS reinforces and supports the importance of the human connection in healthcare, which is essential for the health of patients and clinicians.

## STUDENT REPRESENTATION - AOA RELATED COMMITTEES

There is student representation by appointment on AOA committees. Students who wish to become involved in AOA related activities should become members of the Student Osteopathic Medical Association (SOMA) – this group serves as a conduit for student interaction with the AOA. Additionally, students who are active in the WVSOM Student Government Association may be selected by the Council of Osteopathic Student Government Presidents to participate in functions related to the AOA.

To explore the information about the various committees of the AOA, students are encouraged to visit the AOA web site.

Meetings of the West Virginia Society of Osteopathic Medicine, Inc. are held twice yearly, and students are invited to attend.

## STUDENT REPRESENTATION ON WVSOM COMMITTEES

Students are represented on committees which deal directly with the educational program and operation of the School. Examples of these are the Curriculum Committee and Financial Aid Committee.

Additionally, two students are selected each year by the SGA senate to serve on the Residency Appeals Committee.

A student member is elected by the student body to serve on the WVSOM Institutional Board of Governors. Students are also invited to serve on the Diversity, Equity and Inclusion Committee.



# STUDENT TRAVEL

## Preclinical Years

WVSOM students in leadership positions (i.e., SGA, class leadership, club leadership) and in good academic standing who are required to attend conferences required by national affiliations (i.e., COSGP, SOMA, AAOA, SNMA, etc.) and depend on WVSOM funding for travel expenses, shall adhere to the following guidelines:

1. Be a current elected member of the leadership team of SGA, class leadership, club leadership;
2. Hold an elected position that is required to travel, i.e., President, Vice President, National Liaison;
3. Be in good academic standing approved by the Office of Preclinical Education and the Dean.
4. Student organization leadership may be required to complete fundraising requirements. Please see the Student Organization Handbook.

Once travel has been approved, the student will make travel arrangements through the Office for Multicultural and Student Affairs as travel expenses must be paid by WVSOM credit card/pcard. If the student is presenting research, they are responsible to contact the Office of Student Research for potential travel coverage.

## Predoctoral Years

Year 3 students may be allowed to attend one meeting during their third year. However, students will not be able to attend meetings during core required rotations unless the attending preceptor is also attending the meeting. Students may not attend meetings during any two-week rotation.

Year 4 students may attend one meeting during their fourth year as long as it is not during a required rotation (unless the preceptor is also attending the meeting) or during a two-week rotation. Year 4 students may attend a second meeting, if there is a valid reason, with permission of the Associate Dean for Predoctoral Clinical Education and the preceptor.

All Year 3 and Year 4 student travel must be approved by the Associate Dean for Predoctoral Clinical Education. A student conference request form

([https://my.wvsom.edu/Visitors/FileServer.cfm/\\_pdf/SWC/Conference\\_Leave\\_Request.pdf](https://my.wvsom.edu/Visitors/FileServer.cfm/_pdf/SWC/Conference_Leave_Request.pdf)) must be filed and approved prior to making travel arrangements (login to mywvsom required).

All Year 3 and Year 4 required activities must be made up time missed for time. Arrangements for make-up must be made and approved by the preceptor/Director of Medical Education and the appropriate Regional Assistant Dean at least THREE WEEKS prior to attending any meeting.

Once travel has been approved for students in leadership positions per the above guidelines, the student will make travel arrangements through the Office of Multicultural and Student Affairs as travel expenses must be paid by WVSOM credit card/pcard.



# POST-GRADUATION SERVICES

## CONTINUING MEDICAL EDUCATION

WVSOM is accredited by the American Osteopathic Association to sponsor Continuing Medical Education Seminars for Category 1-A Credit. Every three years, all licensed Osteopathic Physicians are required by the AOA to complete at least 120 hours of approved continuing medical education study. WVSOM develops continuing medical education programs on a regular basis. Our programs are designed specifically to update physicians on a variety of current medical topics. Information on WVSOM CME offerings is available through the Office of Continuing Medical Education. WVSOM continues to receive three-year accreditation for its exemplary programs.

## ALUMNI

The Office of Alumni Relations maintains current information on all graduates and coordinates special events and meetings for alumni, such as the annual Alumni Weekend, Mid-Winter Osteopathic Update, and the Summer Seminar. The Office of Alumni Relations also serves as the administrative office for the WVSOM Alumni Association, Inc., a 501(c)(3) organization. The WVSOM Alumni Association, Inc. supports WVSOM faculty, staff, students and alumni in various ways. Student support includes purchasing students' first white coat, awarding student scholarships, the donation of the Alumni Tower for the Student Center, and many more projects.

Procedure Title: 2023 - 2024 WVSOM Student Handbook

Effective Date: \_\_\_\_\_ Time: 5:00 p.m.

**APPROVED BY:**

Approving Administrator – Vice President for Academic Affairs and Dean:

\_\_\_\_\_ Date: \_\_\_\_\_

Vice President for Legal & Governmental Affairs and General Counsel:

\_\_\_\_\_ Date: \_\_\_\_\_