CATALOG

and Student Handbook

Effective July 1, 2024

NOORDA COLLEGE
of OSTEOPATHIC MEDICINE

Dear Students:

Congratulations -- you did it! You were accepted to medical school. On behalf of the leadership team, faculty, and staff of the Noorda College of Osteopathic Medicine (Noorda-COM), I am absolutely delighted to welcome you as part of our very special Noorda-COM family.

As you begin your medical school education, we know that at times the journey will be arduous, but we also know that you are amazing individuals who are accustomed to challenging and pushing yourselves. As you push through together, you will find your time at Noorda-COM extremely rewarding and life changing. We at Noorda-COM are committed to providing you with the highest quality educational experience and to care for you individually. At Noorda-COM, you really are at the center of all that we do – your success is our success.

Please recognize that as students at a new institution, you will be a part of shaping Noorda-COM's culture for future generations of medical students. Your efforts in developing competence and confidence should be built on a foundation of caring for one another. Please see yourselves as teammates and begin to develop the habit of supporting those around you in their learning journey. Doing so now will prepare you well for working in teams to support your patients going forward and will enrich your own experience. This really is an amazing cohort and there is so much we can all learn from each other.

Again, congratulations on taking this next step in your medical school journey and for joining the Noorda-COM campus community. I look forward to getting to know you better and seeing you on campus. Let's get to work!

Cheers,
Norman S. Wright, PhD
President & CEO

Table of Contents

This Catalog and Student Handbook is the official bulletin of Noorda College of Osteopathic Medicine (Noorda-COM) and is intended to provide general information. The Catalog contains policies, regulations, procedures, and fee information effective July 1, 2024. Noorda-COM reserves the right to make changes at any time to reflect current board policies, updates to administrative regulations and procedures, amendments by state and/or federal law, and fee changes. Information provided in this document is subject to change without notice and does not constitute a contract between Noorda-COM and a student or an applicant for admission. Noorda-COM is not responsible for any misrepresentation or provisions that may arise as a result of errors in document preparation.

Students are responsible for observing all Noorda-COM policies and regulations, which can be found in the Catalog, Clinical Education Handbook, Policy Library, Microsoft Teams, and Sonis. Only Noorda-COM team members have access to certain documents.

Mission
To empower our students with the essential personal and professional skills needed to be competent, confident, and compassionate osteopathic physicians dedicated to meeting the healthcare challenges of the communities in which they serve.

Vision
Our vision is to become a leader in Osteopathic medical education through innovative, progressive, and effective curricular offerings. We hope to instill values to embrace change, foster cultural awareness, diversity and ethical leadership, and inspire a servant's heart towards caring for all people including the underserved.

Values
Instilling values that foster cultural awareness, ethical leadership, embraces diversity and inspires a servant's heart towards caring for the poor and needy.

Guiding Principles
Noorda-COM centers on a set of guiding principles. These allow for all voices to be heard in our decisions, yet remain grounded in our mission, vision, and values. They are the basis of our curricular, pedagogical, and administrative decisions. We, as an institute, hope to never lose sight of learning and never confuse profit for growth. The work of Noorda-COM centers around the following nine guiding principles:

- People matter most, our students are at the center of all that we do.
- Quality academic programs and excellence in teaching are our priorities.
- Strong moral character, ethical decision-making, and mutual respect are embedded in all that we do.
- Diversity is an essential element of the Noorda-COM experience.
- Technology and innovation are positioned to enhance learning and improve operational efficiency.
- College resources are applied to achieve the highest quality in our students, faculty, and programs.
- Financial decisions are driven by balancing costs with stabilizing student debt.
- Investments in people are made in the form of fair compensation and individual opportunities of growth.
- A culture of service to our community guides our relationships.

Contact Information
Noorda College of Osteopathic Medicine
2162 South 180 East
Provo, Utah 84606
385-378-5201

info@noordacom.org
www.noordacom.org

Admissions | admissions@noordacom.org
Financial Aid | financialaid@noordacom.org
Registrar | registrar@noordacom.org
Student Accounts | studentaccounts@noordacom.org
Student Affairs | studentaffairs@noordacom.org

Administrative offices are open weekdays from 8:30 AM to 4:30 PM. Visitors are strongly encouraged to make appointments before visiting campus to ensure the availability of professional staff and faculty.

Diversity and Inclusion
Noorda-COM is committed to fostering a culture that promotes and celebrates diversity and inclusion. Faculty, staff, and students are essential in meeting the growing concerns about health inequalities, diverse patient populations, and cultural competence. We support, encourage, and facilitate diversity, belonging, and inclusion to ensure that diverse recruitment, appointment, and retention strategies enrich our educational and work environments to make Noorda-COM more attractive to faculty, staff, and students.

Noorda-COM strives to cultivate an aware campus environment where everyone feels valued and respected. It is the goal of Noorda-COM to build an atmosphere that promotes and fosters connection and engagement on our campus, which aims to improve access to quality care for underserved communities. By participating in osteopathic clinical skills laboratory and clerkships students will begin to develop competence in respect, and responsiveness to diverse patient populations in a simulated and clinical setting that focuses on diversity in gender, age, culture, race, religion, disabilities, national origin, socioeconomic status, and sexual orientation palpate a variety of people, genders, and body types to simulate the diversity of patients expected in a practice setting. Classroom and clinical settings with formative feedback enhance the student's educational experience.

Noorda-COM has a dedicated Office of Inclusion, which collaborates with Human Resources and the Committee on Diversity, Equity, and Inclusion (CDEI) to fulfill necessities to the College community. If a member of the Noorda-COM community believes they are the victim of discrimination or harassment, or has information about discrimination in the College community, they may submit the facts of the incident and the names of those involved to the CDEI. The form will provide the CDEI with basic information regarding alleged incidents of protected class discrimination or ethics violations at Noorda-COM. To provide information regarding alleged incidents of sexual or interpersonal misconduct, please contact our Title IX Coordinator. If you need reasonable accommodation for a disability to participate in this process, please notify the CDEI or Office of Inclusion and someone will assist you.

State Authorization
Registered Under the Utah Postsecondary Proprietary School Act (Title 13, Chapter 34, Utah Code).

- Registration under the Utah Postsecondary Proprietary School Act does not mean that the State of Utah supervises, recommends, nor accredits the institution. It is the student's responsibility to determine whether credits, degrees, or certificates from the institution will transfer to other institutions or meet employers' training requirements. This may be done by calling the prospective school or employer.
- The institution is currently not accredited but is actively pursuing accreditation by a regional or national accrediting agency recognized by the United States Department of Education.
- Under UT R152-34-8, Noorda-COM has adopted a fair and equitable refund policy that provides for a three-day cooling off period during which time the accepted student may rescind the contract and receive a refund of all money paid. This cooling off period ends after midnight of the third-business day after the student pays Noorda-COM the acceptance fee as part of the admissions process.

Academic Calendar

NOORDA COLLEGE
of OSTEOPATHIC MEDICINE

Academic Calendar

Fall 2024	
Monday, July 01, 2024	OMS-III & OMS IV Classes Begin
Tuesday, July 16, 2024	OMS-I Orientation and Registration
Monday, July 22, 2024	OMS-I Classes Begin OMS-II Orientation
Tuesday, July 23, 2024	OMS-II Classes Begin
Saturday, July 27, 2024	OMS-I White Coating Ceremony
Monday, September 2, 2024	HOLIDAY: Labor Day - College Closed
Thursday, November 28, 2024	HOLIDAY: Thanksgiving Day - College Closed
Friday, November 29, 2024	HOLIDAY: Thanksgiving Break - College Closed
Saturday, November 30, 2024	OMS-IV Classes End
Sunday, December 1, 2024	OMS-IV Classes Begin
Monday, December 16, 2024	OMS-II Last Day of Classes
Monday, December 18, 2024	OMS-I Last Day of Classes
Tuesday, December 17, 2024	HOLIDAY: OMS-II Student Winter Break Begins
Thursday, December 19, 2024	HOLIDAY: OMS-I Student Winter Break Begins
Tuesday, December 31, 2024	OMS-III Classes End

Spring 2025	
Wednesday, January 1, 2025	OMS-III Classes Begin
Wednesday, January 1, 2025	HOLIDAY: Student Winter Break Ends
Thursday, January 2, 2025	OMS-I Classes Begin
Monday, January 6, 2025	OMS-II Classes Begin
Monday, January 20, 2025	HOLIDAY: Martin Luther King, Jr Day - College Closed
Monday, February 17, 2025	HOLIDAY: President's Day - College Closed
Monday, March 31, 2025	HOLIDAY: Spring Break Begins - College Closed
Friday, April 4, 2025	HOLIDAY: Spring Break Ends - College Closed
Friday, May 23, 2025	OMS-I Last Day of Classes
Monday, May 26, 2025	HOLIDAY: Memorial Day - College Closed
Friday, June 13, 2025	OMS-II Last Day of Classes
Monday, June 30, 2025	OMS-III Classes End

Summer 2025 (optional for OMS-I)	
Tuesday, May 27, 2025	OMS-I Research Class Begins
Friday, July 4, 2025	HOLIDAY: Independence Day - College Closed
Monday, July 7, 2025	OMS-I Last Day of Research Class

College Closed dates do not apply to OMS III-IV
This does not reflect weekly schedules and exams. For specific details see Canvas

COM Admissions

NOORDA COLLEGE
of OSTEOPATHIC MEDICINE

Noorda College of Osteopathic Medicine Admissions

Noorda College of Osteopathic Medicine (Noorda-COM) is a private institution that empowers its students with the essential personal and professional skills needed to be competent, confident, and compassionate osteopathic physicians dedicated to meeting the healthcare challenges of the communities in which they serve. We encourage applications from qualified students who are interested in pursuing a career in osteopathic medicine, regardless of their state of permanent residence.

Academic Requirements

Applicants are required to provide evidence of a solid foundation and demonstrate proficiency in the biological and physical sciences. *A baccalaureate degree earned from a regionally accredited college or university is required.*

The preferred minimum academic requirements for admission to Noorda-COM are the following:

Medical College Admissions Test (MCAT)

A total score of 500 with subsection scores of 125 is preferred. Total scores of 494 and below will not be considered. MCAT scores are required and will not be waived; applications will be placed on hold and will not be reviewed until official MCAT scores are received through AACOMAS. MCAT scores are valid for three years from the original test date. Exams must be taken no later than March 31 of the year of matriculation.

GPA

A minimum cumulative and science GPAs of 3.0 are preferred. We appreciate that an applicant's last 60 credit hours are a meaningful representation of their current ability and, as such, evaluate that as a separate metric.

Prerequisite Coursework

Completion of the following college courses, which may include laboratory work, before matriculation is required. These required courses must be passed with a grade of C or higher and taken for credit at a regionally accredited college or university. Advanced placement credits can fulfill the course requirements if they are accepted for credit by your degree-granting institution. Required courses must be recorded in the Academic History section of the AACOMAS application (see AACOMAS Transcript Entry instructions).

- Eight semester credits of each subject below:
    - Biology/Zoology with lab
    - Inorganic Chemistry with lab
    - Organic Chemistry with lab (Four semester credits can be Biochemistry)
    - Physics with lab
- Six semester credits of each subject below:
    - English Composition and/or Literature
    - Behavioral Sciences[1]
        - Psychology and sociology highly recommended
    - Math/Statistics

    [1] Please see AACOMAS Course Subjects for courses classified as behavioral sciences.

The following courses are not required but are recommended as additional preparation:

- Anatomy*
- Physiology*
- Immunology
- Histology
- Embryology
- Philosophy
- Medical Terminology

* Completion of courses in anatomy and physiology is highly preferred and will give applicants a competitive advantage. Accepted students who have not completed these courses at enrollment will need to complete additional content prior to matriculation.

While online prerequisite coursework is accepted, in-person coursework and labs are highly preferred. Independent study coursework will not be accepted for required prerequisite courses. Prerequisite coursework completed at a community college is acceptable. Completion of a minimum of 60 science credit hours is highly preferred and will give applicants a competitive advantage.

Substitutions or Waiver of Admissions Requirements

Prerequisite course substitutions or waivers are permitted in some situations. An applicant may request substitution or waiver of undergraduate coursework for Noorda-COM's prerequisites by submitting an Admissions Requirement Substitution/Waiver Request and supporting documentation to the Office of Admissions. Supporting documentation may include the following:

- A faculty letter detailing course content
- A copy of the course description from the college catalog
- A copy of the course syllabus.

Documentation providing the most detail will expedite the review process. Applicants will be notified of decisions upon review of course content. Please note that if a substitution is granted, the substituted course will not be counted toward the fulfillment of any other prerequisite.

Non-Academic Experiences

Non-academic experiences are also considered, as well as a candidate's demonstrated alignment with the mission and values of the College. The Admissions Committee looks for non-academic experiences including but not limited to the following:

- Leadership roles in organizations (e.g., club leadership, teaching assistant, tutor, etc.)
- Involvement in non-healthcare community volunteer or enrichment
- Involvement in research activities
- Commitment to an organization(s) for more than two (2) years
- Participation in a domestic/international humanitarian or medical mission trip
- Work experience in the medical field (e.g., EMT, nurse, medical assistant, CNA, etc.)
- Medical field volunteer experiences (e.g., hospital or hospice volunteer, medical interpreter, Red Cross volunteer, etc.)
- Shadowing of a physician, osteopathic or allopathic (osteopathic preferred)

Residency

We encourage qualified individuals interested in osteopathic medicine to apply, regardless of their current/permanent state of residence. We accept individuals from across the country and aim to build a diverse class to help us meet our mission. At this time, we are not accepting applications from international or DACA students. Candidates must be U.S. citizens or permanent residents to apply.

Applicant Responsibilities

Applicants aspiring to become osteopathic physicians (D.O.) are expected to act professionally in their interactions with the American Association of Colleges of Osteopathic Medicine Application Service (AACOMAS) and with each college of osteopathic medicine. Responsibility, respect, good judgment, professional communication, and cooperation are qualities that are valued by the osteopathic profession, and it is expected that applicants will demonstrate these qualities throughout the application process.

- Applicants are expected to become familiar with admission requirements, follow application procedures, and meet all deadlines at each school to which they apply.
- Applicants are responsible for the collection and timely submission of supplemental applications, letters of recommendation, transcripts, and all applicable fees. All candidates who submit a supplemental application and subsequently complete the application process (submitting all required materials) are considered for admission by the colleges to which they submit a complete application. Applicants are encouraged to review the online application instructions and the colleges' online program pages to determine the standards and processes for the colleges to which they are applying.
- Applicants are responsible for reporting and updating any changes in the initially submitted application (e.g., address, telephone number, academic status, and state of residence).
- Applicants are responsible for responding promptly to all interview invitations and offers of admission (either to accept or to decline).
- Applicants who have made a final decision regarding the medical school they plan to attend have an obligation to promptly withdraw their applications from all other schools.
- Applicants may hold only one acceptance after May 1

Minimum Technical Standards for Admission and Matriculation

The College will not discriminate against disabled individuals who are otherwise qualified while expecting applicants and students to meet certain technical standards as set forth herein. In adopting these standards, the College believes it must keep in mind the ultimate safety of the patients for whom its graduates will eventually care. The standards reflect what the College believes, in its professional and academic judgment, are the minimum expectations of osteopathic medical students (and physicians) necessary for the safe, efficient, and effective delivery of medical care.

A candidate for the Doctor of Osteopathic Medicine degree must have multiple abilities and skills, including observation, communication, motor, conceptual, integrative, quantitative, behavioral, and social. This policy is applicable to all matriculated students who have documented physical, learning, and/or psychological disabilities. Technological compensation can be made for handicaps in some of these areas, but a candidate must be able to perform in a reasonably independent manner.

The development of palpatory skills used for diagnosis and treatment is a significant distinction between the educational programs in osteopathic and allopathic medical schools. Stedman's Medical Dictionary defines palpation as examination with the hands and fingers, touching, feeling, or perceiving by the sense of touch. Palpation in the osteopathic educational context is the use of touch to examine the body. Palpatory skills are used in all areas of osteopathic medical practice and are especially important in the evaluation and treatment of the musculoskeletal system. Active participation in the Osteopathic Clinical Skills Laboratory is an admission, matriculation, and graduation requirement.

The osteopathic medical profession uses a variety of treatment models, and through the skills development process, the student learns the art and skills of manipulative treatment. Psychomotor skills are developed by repeated practice. Reading and observation, although helpful, do not develop the skills required to perform palpatory diagnosis and manipulative treatment. Each student is required to actively participate in all skill development laboratory sessions. These skills are taught by treating and being treated by a cadre of students of all genders and with varying body types to simulate a medical practice setting.

The holder of a Doctor of Osteopathic Medicine degree must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. In order to carry out the activities described below, candidates for the Doctor of Osteopathic Medicine (D.O.) degree must be able to consistently, quickly, and accurately integrate all information received and have the ability to learn, integrate, analyze, and synthesize data.

Student applicants must meet the following minimum technical standard requirements for admission and matriculation:

- **Communication** – Communicate effectively (in English) with patients and all members of the healthcare team.
- **Motor Function, Strength and Mobility** – Sufficient motor function to execute movements reasonably required to provide general care and emergency treatment to patients. Mobility to attend to emergency codes and to perform such maneuvers as CPR is required. Significant limitations in these areas would negatively impact likelihood to succeed and place patient safety at risk.
- **Observation/Sensory Skills** – Sufficient to observe demonstrations, experiments, and laboratory exercises in the biomedical and clinical sciences. Must have adequate capabilities for proper evaluation and treatment integration to be able to assess asymmetry, range of motion and tissue texture changes. Individuals who are otherwise qualified and who may have significant tactile sensory or proprioception disabilities may require a thorough evaluation.
- **Intellectual, Conceptual, Integrative and Quantitative Abilities** – Must be able to perform cognitive functions in a time- sensitive environment in diverse clinical settings where others may be present. Must be able to draw on their store of knowledge in emergency situations.
- **Behavioral and Social Attributes** – Sufficient personal qualities to effectively and professionally engage in team-based patient care. Promptly complete all responsibilities attendant to the diagnosis and care of patients.

Participation in Osteopathic Clinical Skills Laboratory
By participating in osteopathic clinical skills laboratory, students will palpate a variety of people, genders, and body types to simulate the diversity of patients expected in a practice setting. Peer-to-peer palpation enhances the student's educational experience and provides the opportunity for feedback from a patient's perspective.

The development of palpatory skills needed to diagnose and treat problems of the musculoskeletal system requires dress attire to maximize the ability to evaluate tissue texture changes, bony and soft tissue landmarks, tenderness, and range of motion.

Noorda-COM will attempt to develop creative ways of opening the medical school curriculum to competitive, qualified disabled individuals when possible. In doing so, however, the College must maintain the integrity of its curriculum and preserve those elements deemed essential to the education of an osteopathic physician.

Application Process

Step 1 – American Association of Colleges of Osteopathic Medicine Application Service Application (AACOMAS)

The American Association of Colleges of Osteopathic Medicine Application Service (AACOMAS) is the centralized application service for U.S. osteopathic medical schools. AACOMAS enables applicants to complete one application and submit it with the required information to programs participating in the centralized service.

AACOMAS verifies your coursework for accuracy and sends the application and supplemental materials to the medical colleges you designate in the application. The service reduces the number of initial application forms,

Each year, the AACOMAS application cycle opens in May and is available through April of the following entry year. All application materials, including detailed instructions, can be accessed through the AACOMAS Applicant Help Center.

Applicants must request that official transcripts from all colleges and universities attended be submitted directly from the institution to AACOMAS (see Sending Official Transcripts to AACOMAS instructions). Applicants must

request that all MCAT scores be sent to AACOMAS from AAMC using the online <u>MCAT Score Reporting Service</u>.

Applicants are encouraged to include the scheduled MCAT test dates on the AACOMAS application to indicate their intent to take or retake the exam.

AACOMAS stores all the necessary materials about each applicant and transmits the information in a standardized format to the colleges of osteopathic medicine selected by the applicant. AACOMAS has no participation in the selection process. The applicant will receive from AACOMAS a computer-generated applicant profile with a calculation of GPA and MCAT averages. Noorda-COM also will receive the applicant profile, including the AACOMAS application, letters of recommendation, transcripts, and MCAT scores. Noorda-COM conducts an initial review of the transmitted AACOMAS application, MCAT scores, and academic records to determine which applications will be further evaluated for advancement through the application process.

Applications must be submitted to AACOMAS by the primary application deadline: April 1 at 11:59 p.m. ET.

Step 2 – Noorda College of Osteopathic Medicine Secondary Application

Applicants meeting the minimum initial review criteria will be invited to complete the Noorda College of Osteopathic Medicine Secondary Application. Minimum requirements for each incoming year can be found on the website at <u>www.noordacom.org/admissions</u>.

Step 3 - Interview and Admissions Decisions

Selected applicants are invited to participate in a formal personal interview, either in person or virtually. Applicants are evaluated on the following criteria:
- Communication style
- Professional demeanor
- Ethics, cultural, and/or human sensitivity issues
- Interest in Noorda-COM and the osteopathic profession

After the interview, the Admissions Committee reviews the applicant's file along with associated metrics and then makes decisions regarding candidacy. Applicants are notified via email as soon as a final admission decision has been made.

Required Supplemental Application Materials

Applicants who meet minimum standards and who align with the mission and values of Noorda-COM will be invited to complete a secondary application.

The following supplemental materials are required as part of the secondary application process for the Noorda College of Osteopathic Medicine:
- A completed Noorda College of Osteopathic Medicine Secondary Application. This application will include the submission of a video (preferred) or essay and professional headshot, a signed attestation of minimum technical standards, letters of recommendation, and a secondary application fee (non-refundable, waived for applicants who qualify for AACOMAS Fee Waiver or AAMC Fee Assistance Program).
- Letters of recommendation/evaluation are required from the three following sources:
  1. A healthcare source who is familiar with the applicant's work in healthcare/with patients (preferably an osteopathic physician)
  2. An academic source who is familiar with the applicant's academic work
  3. A character reference who can speak to the applicant's personal attributes and character traits

Note: Letters must be signed and on letterhead and dated within two years prior to application submission. Letters from family members are not accepted.

Applicants who anticipate applying for military scholarships should obtain additional copies of the letters of recommendation written on their behalf, sealed in an envelope to ensure confidentiality, to submit with such scholarship applications. Military scholarship committees require original letters and letters submitted to Noorda-COM will not meet this requirement.

Priority consideration will be given to completed secondary applications submitted on a first-come first-served basis. Secondary applications and all supporting documentation must be received by Noorda-COM by the secondary application deadline: May 1 at 11:59 p.m. MT.

Enrollment Requirements

To secure a seat in the matriculating class at Noorda-COM, all incoming students must complete the following enrollment requirements:

Seat Deposit

Submission of a full seat deposit ($1,250 Acceptance Fee + $750 Enrollment Fee) is required. Payment is credited toward tuition and fees balance upon matriculation. The fees are non-refundable as allowed after the three-day cooling-off period regardless of the reason. Withdrawing prior to matriculation does not negate the no-refund policy.

Transcripts

All incoming students are required to request official transcripts to be sent to transcripts@noordacom.org from all institutions where coursework and/or degrees were listed as in progress/pending at the time of application. Transcripts should be sent after the posting of final grades and/or the conferral of degree(s). Acceptance is conditional until all official transcripts are received from institutions where a degree was earned, or prerequisite coursework was completed.

Transcripts must be on file prior to matriculation. All required coursework must be completed with a C or higher and degrees completed by July 15 of the matriculation year. Transcripts must be submitted electronically to transcripts@noordacom.org. If an institution does not send transcripts electronically, transcripts may be mailed to:

> Noorda College of Osteopathic Medicine
> Attn: Transcripts
> 2162 S 180 E
> Provo, UT 84606

Automobile Insurance
All Noorda-COM students are required to submit proof of personal auto insurance after matriculation. Students may seek an Auto Insurance exemption if they do not have a personal mode of transportation by contacting the Department of Clinical Education.

Misrepresentations in the Admissions Process
Discovery following admission or matriculation of intentional misrepresentation or omission of any information used in the application process or omission of information relative to scholastic records, test records, or meeting the tenants of the technical standards will subject the student to dismissal. Matriculation will be denied to applicants who have failed to maintain a good record of scholastic performance and/or personal conduct between the time of their acceptance and their matriculation at the College. The College reserves the right to deny admission to any applicant for any reason the College deems sufficient.

Deferral
Applicants who are accepted to Noorda-COM are expected to matriculate into the cohort for which they apply and are accepted.

Requests for deferment will be reviewed on a case-by-case basis. Circumstances for which a deferral may be granted include, but are not limited to:

- Serious illness of the applicant or immediate family member
- Personal or family hardship
- Meaningful educational opportunity
- Completion of military service

Applicants requesting a deferment must complete the <u>Admissions Deferral Request Form</u> prior to June 1 of the matriculation year.

The request must include an explanation of the reason for the deferral and any additional information or documentation to support the request. The Director of Admissions will consult with the Admissions Committee for consideration of each request. All decisions made by the Admissions Committee are final.

Deferment may be granted for the period of one academic year. Requests for extension must be submitted in writing to the Office of Admissions and will be evaluated on a case-by-case basis. The Director of Admissions will consult with the Assistant Dean of Admissions and the Dean for consideration of extension requests. All decisions made by the Dean are final. Under no circumstances will a second extension be granted.

If a deferral request is granted, applying to another medical school during the deferment period will result in the recission of the initial offer of acceptance at the Noorda-COM.

A full deposit of the acceptance and matriculation fees is required within 30 days of approval of deferment. The full deposit will be applied toward tuition and fees at the time of matriculation. Per Noorda-COM policies and the catalog, these fees are not refundable.

Those approved for deferral will not be required to reapply through AACOMAS or submit a new secondary application; however, they will be required to complete all enrollment requirements, which include but are not limited to completing a background check and drug screen and submitting immunization records for verification, prior to matriculation.

Readmission
Students who withdrew from the College of their own volition may request readmission consideration by submitting a written request to the Dean at least eight weeks before the start of the academic year the student wishes to return. If the student was in good academic standing at the time of withdrawal and no more than two years have passed since last enrolled, the Dean may elect to approve/disapprove the request for readmission without a formal recommendation from the Admissions Committee.

If the student was not in good academic standing at the time of withdrawal and/or it has been longer than two years since last enrolled, the student must reapply. A new AACOMAS application and Noorda College of Osteopathic Medicine Secondary Application must be submitted in addition to the request for readmission. Once the applications and all supplemental documents have been received by the Office of Admissions, the application will be reviewed for potential interview selection. If the applicant is selected for an interview and receives a recommendation to readmit from the Admissions Committee, the Dean will review the application for a final decision.

Transfer Admissions
Students enrolled at a medical school accredited by the American Osteopathic Association Commission on Osteopathic College Accreditation (AOA-COCA) or the Liaison Committee on Medical Education (LCME) may be considered for transfer admission into the beginning of the second or third year of medical studies at Noorda College of Osteopathic Medicine (Noorda-COM) upon completion of the equivalent level of medical education as currently structured at Noorda-COM and provided that a vacancy exists. The last two years of education must be

completed at Noorda-COM. LCME-enrolled transfer students must successfully complete all OMM/OPP competencies before graduation from the COM. Transfer or admissions with advanced standing is at the discretion of the Dean.

Eligibility Guidelines
- Applicants who previously applied to Noorda-COM but were denied admission are not eligible for transfer.
- Applicants must be in good academic standing at the medical school they are currently attending (or previously attended in the event of a withdrawal) and be eligible for continued enrollment or readmission.
- Applicants who have been dismissed by another osteopathic medical school are not eligible for transfer.
- Applicants must present a valid and compelling reason for transfer.
- Applicants interested in transferring to Noorda-COM as a third-year medical student must have passed COMLEX Level 1.
- Applicants from international institutions or other health professions programs are not eligible for transfer admission. Such individuals must apply through AACOMAS for admission as a first-year student.

Application Requirements

Students interested in transferring to Noorda-COM must submit the following items to the Office of Admissions for consideration by April 1:
- Noorda-COM Transfer Interest Form and supporting documentation
- A personal statement presenting valid and compelling reasons for admission by transfer
- Unofficial transcripts from all previously attended colleges/universities
- Unofficial scores for all MCAT exams taken
- Unofficial scores for all COMLEX exams taken (if applicable)
- A copy of the catalog from the medical school at which the applicant is currently enrolled (or previously enrolled in the case of a withdrawal)
- Any documentation, in addition to the catalog, which may be needed to demonstrate satisfactory completion of the equivalent curricular content at Noorda-COM, including course syllabi for courses in clinical skills, OPP, and OMM

Following a preliminary screening, invited transfer student applicants must submit the following for review by the Admissions Committee by May 1:
- Noorda-COM secondary application, which includes attestation of meeting the Noorda-COM Minimum Technical Standards and submission of a short video response, two letters of recommendation (optional), and the secondary application fee
- Supporting Documentation
  - A letter of evaluation and support from the Dean at the current/previous medical school
  - Official transcripts from all previously attended colleges/universities
  - Official scores for all MCAT exams taken
  - Official scores for all COMLEX exams taken (if applicable)

Procedures and Deadlines

Only applications that are complete and received by the advertised deadline will be considered. No exceptions or deadline extensions will be approved. Incomplete applications will be withdrawn from consideration.
1. Transfer student applicants must complete the Noorda-COM Transfer Interest Form and provide the required supporting documentation for consideration by April 1 of the year of the proposed matriculation.
2. The Office of Admissions reviews the Transfer Interest Form and the required supporting documentation for completeness.
3. The Dean determines whether a vacancy exists in the cohort into which the applicant wishes to transfer.
4. If a vacancy exists, the Admissions Committee reviews the submitted information for minimum admission qualifiers. If a vacancy does not exist, the Admissions Office will notify the applicant.

5. The applicant's curricular content from the current/previous medical school is reviewed by the Admissions Committee to ensure content fulfills the minimum curriculum requirements of Noorda-COM and to determine transfer credit equivalencies.
6. If approved by the Admissions Committee, the transfer student applicant completes a Noorda-COM secondary application. The deadline for receipt of all required secondary application materials and supporting documentation is May 1 of the year of the proposed matriculation.
7. If appropriate for transfer consideration, the transfer student applicant is invited for a personal interview.
8. Interviewer feedback and the applicant file are forwarded to the Admissions Committee for consideration.
9. If the Admissions Committee recommends transfer admission, the applicant's file is forwarded to the COM Dean for final approval. Transfer credit accepted for COM is posted to the Noorda-COM transcript as a semester credit value summary with a transfer GPA, however, transfer credit may not be utilized for the determination of graduation honors.
10. Applicants who submit a completed application for transfer admission will receive written notification of the decision rendered by the Dean.

Criminal Background Check and Drug Screen

Students are required to undergo a background check and drug screen prior to matriculation, towards the completion of their second year, and towards end of third year, at their own expense. These screenings must be performed by a certifying organization retained by Noorda-COM in order to satisfy federal and state requirements for individuals participating in clinical activities involving patient care, including clinical clerkships and early clinical experiences.

Noorda-COM partners with local, regional, and national clinical affiliates in order to fulfill the curricular requirements necessary to graduate. The COM must submit documentation to the liability insurance carrier for the student to be covered with medical malpractice coverage. Students, upon graduation, will apply for a training license at the initiation of graduate medical education.

As such, if an applicant has any criminal charges that would impact their ability to receive an osteopathic training medical license under the State of Utah Department of Commerce Division of Occupational and Professional Licensing and therefore the inability to meet the State of Utah qualifications for a graduate medical education training license, they may be denied acceptance into the COM.

Charges that were later dismissed and motor vehicle offenses such as driving while impaired or intoxicated must be disclosed; however, minor traffic offenses such as parking or speeding violations need not be listed unless they resulted in a misdemeanor charge/conviction.

Drug Screen

Prior to matriculation, all students matriculating into Noorda-COM will have a drug screening performed at their own expense. Students will be required to undergo an additional drug screening towards the completion of the second year prior to promotion to third year and clinical clerkships. The drug screening will be performed by a certifying organization retained by Noorda College of Osteopathic Medicine. The purpose of the drug screening is to satisfy federal and state requirements for individuals participating in clinical activities involving patient care, including clinical clerkships and early clinical experiences. A positive drug screening may result in denial of acceptance into the COM.

Criminal Background Check & Drug Screen for OMS III and OMS IV

To ensure patients' safety while being treated by students in the Clinical Education Program, background checks and drug screening are required prior to matriculation of their third year. Students are required to complete their background check and their drug screening in a timely manner to give the program coordinator or associated hospital sufficient time to review before the start of their clinical clerkship. A background check typically takes 3-5 normal business days to complete, and the turnaround time of the drug screening results is determined by a variety

of factors. Background checks are conducted by Universal, a firm specializing in background checks for healthcare workers. Drug screenings are also conducted by Universal. Students are responsible for placing orders online through Exxat for these services.

Students who are taking a prescription medication that would show on the urine drug screen should be aware of the process to manage the situation.

1. Lab results will be sent to the Medical Review Officer (MRO) at Cynergy.
2. Cynergy's MRO will then make three attempts for three days to reach out to the student and request documentation to support the prescribed medication.
3. Once Cynergy's MRO speaks to the student and confirms, or three attempts were made, the result will be reported to Universal/Exxat within 5-7 business days.

If the MRO is unsuccessful in contacting the student, the drug screening will be disapproved on Exxat. The student is responsible for reaching out directly to the Medical Review Officer Administrative Coordinator, at 1-844-730-7996.

Many clinical sites may require a drug screening and background check within 12 months of a rotation start date. A student may have to repeat this process prior to OMS IV year at their own expense.

Immunizations and Health Requirements
Students who project themselves as future healthcare workers must protect their health and the health of future patients. All students at Noorda-COM must be vaccinated in accordance with the College's guidelines in order to pursue the clinical education aspects of the curriculum. Healthcare facilities (hospitals, clinics, offices) require all contributing to patient care to be appropriately immunized to minimize patient risk. Students are expected to be knowledgeable of the current CDC guidelines for healthcare workers found on their website, www.cdc.gov.

In addition, all students are required to maintain personal health insurance, auto insurance, and current, updated immunizations. Noorda-COM students must upload all required documents, including proof of personal health insurance, auto insurance, and immunizations to Exxat. Students are responsible for monitoring the status of their own vaccinations and updating them prior to expiration dates. Students who fail to meet these guidelines may jeopardize their eligibility for participation in clinical education and/or continued enrollment.

Students are required to maintain current documentation throughout medical school. Students will receive notification at four weeks and two weeks before their required documents expire. It is the student's responsibility to update the documents before they expire.

Required Immunizations

After documenting the required immunizations for matriculation, the following are required to be updated annually for current students:
- Tuberculosis Testing (QFT)
- Influenza immunization

Students must upload all immunizations and required documents on Exxat. Students will be personally responsible to keep all immunizations current during their time at Noorda-COM.

Vaccine Exemptions

Please see the Admissions Policy – all exemptions must be requested prior to matriculation.

Questions
Any questions can be directed to the Department of Clinical Education clined@noordacom.org

How to Submit Required Health Information

Students must upload all immunizations and required documents on Exxat and are personally responsible to keep all immunizations current. Any questions can be referred to studenthealth@noordacom.org

Policy Violations

Once a student has an expired document, they will be considered non-compliant. The student will be notified by email the first business day after expiration.

Non-Compliant Status During the First and Second Year of Medical School

For the first offense, the student will be placed on probation and will be considered not in good standing with the College. The student will have 14 days to upload the required documentation. If the required documentation has not been uploaded the student will be placed on suspension and placed on a "Required Document Hold" status that will commence on the following Friday at 3:00 pm. This action automatically restricts access to academic content, labs, testing, transcripts, student travel, etc. If a student is on a Required Document Hold status longer than five business days, they will be referred to Student Promotion Committee (SPC) for further disciplinary action.

For the second offense, the student will be immediately placed on suspension and considered not in good standing with the College. The student will be placed on a "Required Document Hold" status that will commence on the Friday at 3:00 PM following the date of the expired document. This action automatically restricts access to academic content, labs, testing, transcripts, student travel, etc. If a student is on a Required Document Hold status longer than five business days, they will be referred to SPC for further disciplinary action. For the third offense, an incident report will immediately be filed, and the student will be required to meet with SPC for further disciplinary action.

Non-Compliant Status During the Third and Fourth Year of Medical School

A student with expired documentation will not be allowed to start their clerkship until the appropriate documentation is updated. The documentation must be uploaded to Exxat by 3:00 PM the Friday prior to the start of week two for any third-year clerkship or week one of any fourth-year rotation. Failure to update the documentation will result in a Required Document Hold and the student will be considered not in good standing with the College and will not be allowed to start their clerkship. Failure to upload the document within five business days will result in referral to SPC for further disciplinary action. Any extenuating circumstances should be communicated directly to the Student Health Coordinator at studenthealth@noordacom.org.

Students shall only use Noorda-COM accounts that have been authorized for their own use to upload the required documentation. Sharing of passwords or logins is strictly prohibited.

College of Osteopathic Medicine Medicine

General Information

NOORDA COLLEGE
of OSTEOPATHIC MEDICINE

Osteopathic Medicine General Information

What is Osteopathic Medicine?
Osteopathy is a philosophy of medicine that places the focus on the patient in any field of medicine the physician wishes to pursue.

Physicians trained in Osteopathic Principles and Practice are taught to focus on normal structure and function and recognize how a patient's body, mind and spirit are interconnected in support of the body's inherent ability toward health and self-healing. Osteopathic physicians help their patients develop attitudes and lifestyles that don't just fight illness but help prevent it. They do this by optimizing the anatomical alignment and removing restrictions to normal nerve conduction, arterial, venous, and lymphatic flow, allowing the body to tap into its innate self-healing ability to maximize the health of the individual.

What is a D.O.?
Osteopathic physicians (D.O.s) and allopathic physicians (M.D.s) are the two physician medical practitioners recognized by the Federation of State Medical Boards who are licensed to prescribe medications and perform surgery. All physicians – D.O.s and M.D.s – must pass a three-part medical board examination to meet licensing requirements to practice medicine.

Osteopathic physicians attend medical schools in the United States completing a four-year curriculum. Following graduation, osteopathic physicians accomplish residency training through programs accredited by the American Council for Graduate Medical Education (ACGME). D.O.'s can choose to practice in any medical or surgical specialty, with training typically ranging from three to seven years.

Osteopathic Principles
Osteopathic Philosophy embraces the idea of the unity of structure (anatomy) and function (physiology). There are four main principles of osteopathic medicine:

- The body is a unit, and the person represents a combination of body, mind and spirit.
- The body is capable of self-regulation, self-healing and health maintenance.
- Structure and function are reciprocally interrelated.
- Rational treatment is based on an understanding of these principles: body unity, self-regulation, and the interrelationship of structure and function.

Osteopathic Manipulative Treatment (OMT)
Osteopathic physicians are trained to use their hands to diagnose, treat and prevent illness and injury. OMT is an additional skill in the osteopathic physician's toolbox used to contribute to caring for their patients. Through OMT, D.O.'s manually engages patients' joints and soft tissues through a variety of techniques including stretching, gentle pressure, and resistance. OMT has the potential to ease pain, promote healing and increase overall mobility for patients of all ages. Where appropriate, it can complement, minimize, or reduce the need for drugs or surgery.

Osteopathic Core Competencies
We educate our students in the evaluation and management of frequently occurring, complex, concurrent, and ill-defined problems across a wide variety of acute and chronic presentations in simulated and direct patient encounters. The delivery of our curriculum is accomplished through a blended educational environment via interactive video content, small groups, immersive experiences, and targeted live lectures.

The expectations for progressive competency in performance are:

- Application of **Medical Knowledge**, through biomedical sciences and **Osteopathic Principles and Practices,** in the diagnosis and intervention of common medical conditions in the course of Patient Care.
- Effective **Interpersonal and Communication Skills** incorporating knowledge, behaviors, critical thinking and decision-making skills related to:
- Medical history and physical examination

- Osteopathic structural exam
  - Application of osteopathic manipulative medicine
- Outlining a differential diagnosis for presenting complaints
  - Devising an evidence-based, cost-effective diagnostic approach
  - Appropriate interpretation of diagnostic studies
- Discriminating between available therapeutic modalities
- Understanding **Practice-Based Learning and Improvement (PBLI)**, the impact of epidemiology, evidenced based medicine, best clinical practices, clinical guidelines, and the delivery of quality health care on **PBLI**.
- Appropriate use of technology to support patient education and disease prevention.
- **Professionalism** in upholding the highest moral and ethical standards in interactions with members of the health care team and with patients.
- Awareness of and responsiveness to **Systems-Based Practices** in the context of the health care systems including the critical role of physicians within the health care system and identifying system resources to maximize the health of the individual and the community.

Competencies for Graduation
In addition, Noorda College of Osteopathic Medicine's curriculum prepares students for graduate medical education. Graduates meet the following minimal competencies:

COMPETENCY 1: Osteopathic Philosophy and Osteopathic Manipulative Medicine
Graduates are expected to demonstrate and apply knowledge of accepted standards in Osteopathic Manipulative Treatment (OMT). The education goal is to train a skilled and competent osteopathic practitioner who remains dedicated to lifelong learning and to practice habits consistent with osteopathic principles and practices.

COMPETENCY 2: Medical Knowledge
Graduates are expected to demonstrate and apply knowledge of accepted standards of clinical medicine in their respective specialty area, remain current with new developments in medicine, and participate in life-long learning activities, including research.

COMPETENCY 3: Patient Care
Graduates must demonstrate the ability to effectively treat patients, provide medical care that incorporates osteopathic principles and practices, empathy, awareness of behavioral issues, preventive medicine, and health promotion.

COMPETENCY 4: Interpersonal and Communication Skills
Graduates are expected to demonstrate interpersonal and communication skills that enable them to establish and maintain professional relationships with patients, families and other members of health care teams.

COMPETENCY 5: Professionalism
Graduates are expected to uphold the Osteopathic Oath in the conduct of their professional activities that promote advocacy of patient welfare, adherence to ethical principles, collaboration with health professionals, life-long learning, and sensitivity to diverse patient populations. Graduates should be cognizant of their own physical and mental health in order to effectively care for patients.

COMPETENCY 6: Practice-Based Learning and Improvement
Graduates must demonstrate the ability to critically evaluate their methods of clinical practice, integrate evidence-based medicine into patient care, show an understanding of research methods, and improve patient care practices.

COMPETENCY 7: Systems-Based Practice
Graduates are expected to demonstrate an understanding of health-care delivery systems, provide effective and qualitative patient care with the system, and practice cost-effective medicine.

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.

AOA Code of Ethics

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

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

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

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

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

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

Section 5. A physician shall practice in accordance with the body of systematized and scientific knowledge related to the healing arts. A physician shall maintain competence in such systematized and scientific knowledge through study and clinical applications.

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

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

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

Section 9. A physician should not hesitate to seek consultation whenever she/he believes it advisable for the care of the patient.

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

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

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

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

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

Section 15. It is considered sexual misconduct for a physician to have sexual contact with any current patient whom the physician has interviewed and/or upon whom a medical or surgical procedure has been performed.

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

Section 17. From time to time, industry may provide some AOA members with gifts as an inducement to use their products or services. Members who use these products and services as a result of these gifts, rather than simply for the betterment of their patients and the improvement of the care rendered in their practices, shall be considered to have acted in an unethical manner. (Approved July 2003)

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

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

College of Osteopathic Medicine
Program of Study

NOORDA COLLEGE
of OSTEOPATHIC MEDICINE

General Overview

The curriculum of the Doctor of Osteopathy program at the Noorda College of Osteopathic Medicine is structured to provide medical students with the interpersonal and professional skills necessary to be competent, confident, compassionate clinicians. Osteopathic principles and philosophy are integrated across the continuum of the four-year curriculum. The blended curricular model utilizes multiple modalities to develop the student's acumen in the proficiencies necessary to meet the Core Entrustable Professional Activities required of physicians. This ensures students will be ready for their first day as a physician in a graduate medical education training program.

Curriculum Philosophy

The curriculum design breaks down key medical concepts into manageable chunks, each addressing a single learning objective with incorporated clinically relevant examples, simulations and experiences. These content modules are designed for students to study together in small groups with application exercises to stimulate active learning and assess their understanding of the material. This allows the COM to provide timely feedback to both students and faculty so that we can tailor both individual study recommendations and group instruction.

The foundations of anatomy, physiology, biochemistry, epidemiology, genetics, microbiology, immunology, pathology, pharmacology, medical ethics, medical jurisprudence, osteopathic principles and practices, and the clinical disciplines of internal medicine, pediatrics, family medicine, surgery, OB/GYN (women's health), and psychiatry (behavioral health), as well as many sub-specialties are incorporated into clinical presentations and boards-style assessments and reinforcement covering common presentations encountered in day-to-day practice. Interprofessional education, health-care policy, medical informatics, professionalism, nutrition, lifestyle management, diversity and inclusion, and health and wellness are also integrated across the curriculum.

The patient-centered curriculum prepares students to analyze and integrate medical information in a format used by medical practitioners. The curriculum approach integrates the basic and clinical sciences from the first day of medical school and includes opportunities for clinical experiences early in the student's education. This allows graduates from Noorda College of Osteopathic Medicine to become meaningful members of health care teams early in their educational process.

Teaching Methods

A variety of teaching and learning methods are used across the continuum of the curriculum. These methods include curated instruction delivered to small groups based in on-campus learning pods, with bi-weekly in-person faculty focus sessions, laboratory exercises, small-group discussions, specialized workshops, the use of standardized patients, task trainers and patient simulators.

Curriculum
Curriculum Design and Management

During preclinical years, students work in small groups in on-campus learning pods covering learning objectives developed into short videos created by faculty. At the end of each video or series of videos, a medical board-style question or an active learning exercise is presented on the material. Students are provided with references in the video segments and are encouraged to continue with self-directed learning. Should students have questions, faculty are available in person or via "on-call" chat.

Students are provided with individualized performance metrics based on assessment performance. Faculty are provided with cohort and individual level data for each assessment item. Faculty-led review sessions are scheduled at the end of each two-week cycle to discuss specific learning objectives. The review sessions provide an interactive and tailored additional support for topics that students found challenging.

Longitudinal courses in Core Entrustable Professional Activities, hands-on learning and clinical simulation learning scenarios are crucial for developing skills and are practiced at the main campus and at clinical rotation sites. Onsite labs occur during most curricular weeks throughout OMS I and OMS II, as well as supplemental learning sessions during OMS III and OMS IV. Examples of included content in these sessions are:

- Osteopathic manipulative medicine
- Physical exam skills
- Interpersonal skills (e.g., gathering information, building rapport, creating a shared treatment plan, general interpersonal communication effectiveness)
- Health systems

Programmatic Level Educational Objectives

Osteopathic Medical Student Year 1

Student doctor will be able to:

- Interview a patient and collect a normal history
- Complete a normal physical examination including osteopathic structural examination
- Explain the normal physiology and describe and discuss the normal anatomy of all systems in the body
- Explain the structure-function relationships within the body in terms of osteopathic principles, practices, and philosophy
- Explain mechanisms of disease and the body's inherent defense mechanisms
- Describe and demonstrate professional expectations of a physician in training
- Collaborate with different roles within the healthcare team
- Demonstrate comprehension of practical applications of health systems sciences and apply to specific issues in healthcare
- Describe and demonstrate techniques that will support self-directed and life-long learning
- Demonstrate use of the scientific method to test and verify hypotheses and address questions regarding biomedical phenomena and in the basic scientific and ethical principles of clinical and translational research, including critical appraisal of the literature

Osteopathic Medical Student Year 2

Student doctor will be able to:

- Based on presenting symptoms
    - Interview a patient and collect a focused history
    - Complete a focused physical examination including a focused osteopathic structural examination
- Formulate a list of differential diagnoses based on most common clinical conditions
- Explain the pathophysiology associated with major diseases affecting body systems and the pharmacological treatment options of those diseases
- Explain the structure-function relationships within the body in terms of osteopathic principles, practices, and philosophy and relate them to structure dysfunction
- Describe and demonstrate professional expectations of a physician in training
- Demonstrate comprehension of practical applications of health systems sciences and apply to specific issues in healthcare
- Collaborate with different roles within the healthcare team
- Describe and demonstrate techniques that will support self-directed and life-long learning

Osteopathic Medical Student Year 3

Student doctor will be able to:

- Interview patients and document appropriately as part of the required clinical clerkships (family medicine, internal medicine, obstetrics and gynecology, pediatrics, psychiatry, surgery) to include:
    - Comprehensive well patient history
    - Problem focused histories
    - Conduct an appropriate physical examination
    - Perform basic clinical procedures
    - Develop an appropriate differential diagnosis
    - Suggest treatment plans for patients

- o Using appropriate technology
- o Evidence based resources
- o Write or enter orders
- o Display patient-centered, wellness-oriented approach to patient care, to include an appreciation of patient diversity, socioeconomic status, family values, and culture.
- o Incorporate OPP and utilize OMT in patient care.
- o Demonstrate knowledge and application of clinical concepts, interpersonal and communication skills, systems-based practice, and practice-based learning during clerkships.
- o Demonstrate professionalism during all clerkship experiences and standardized assessments, to include an appreciation for other health care professionals while working collaboratively as a healthcare team member.
- o Describe and demonstrate techniques that will support self-directed and life-long learning.

Osteopathic Medical Student Year 4

Student doctor will be able to:

- Interview patients and document appropriately as part of the required clinical clerkships (emergency medicine), sub-Internships, and electives to include:
  - o Comprehensive well patient history
  - o Problem focused histories
  - o Conduct an appropriate physical examination
  - o Perform basic clinical procedures
  - o Develop an appropriate differential diagnosis
  - o Suggest treatment plans for patients
  - o Using appropriate technology
  - o Evidence based resources
  - o Write or enter orders
  - o Display patient-centered, wellness-oriented approach to patient care, to include an appreciation of patient diversity, socioeconomic status, family values, and culture
  - o Incorporate OPP and utilize OMT in patient care.
  - o Demonstrate knowledge and application of clinical concepts, interpersonal and communication skills, systems-based practice, and practice-based learning during clerkships.
  - o Demonstrate professionalism during all clerkship experiences, auditions, and residency interviews, to include an appreciation for other health care professionals while working collaboratively as a healthcare team member.
  - o Describe and demonstrate techniques that will support self-directed and life-long learning.
  - o Demonstrate the competencies and professional aptitudes expected of a resident of any graduate medical education (GME) training program across all specialties.

				Pre-Clinical Curriculum	
YEAR 1	Fall	OMS-I	CEPA 101.2	Core Entrustable Professional Activities I	8.5
YEAR 1	Fall	OMS-I	OMED 103	Foundations of Medicine	6
YEAR 1	Fall	OMS-I	OMED 104	Structure and Function	8
YEAR 1	Spring	OMS-I	CEPA 102.1	Core Entrustable Professional Activities II	9
YEAR 1	Spring	OMS-I	OMED 105	Inherent Abilities	6
YEAR 1	Spring	OMS-I	OMED 106	Mechanisms of Disease	6
YEAR 1	Fall & Spring	OMS-I	PIF 101	Professional Identity Formation I	2
YEAR 1	Fall & Spring	OMS-I	RF 101	Research Formation I	2
YEAR 2	Fall	OMS-II	CEPA 201.1	Core Entrustable Professional Activities III	5
YEAR 2	Fall	OMS-II	OMED 202	Neuroscience	6
YEAR 2	Fall	OMS-II	OMED 214	Endocrine	6
YEAR 2	Fall	OMS-II	OMED 205	Skin, Blood, Lymph	4
YEAR 2	Fall	OMS-II	OMED 206	Renal	2
YEAR 2	Spring	OMS-II	CEPA 202.1	Core Entrustable Professional Activities IV	5
YEAR 2	Spring	OMS-II	OMED 207	Cardiopulmonary	8
YEAR 2	Spring	OMS-II	OMED 208	Gastrointestinal	4
YEAR 2	Spring	OMS-II	OMED 209	Musculoskeletal	4
YEAR 2	Spring	OMS-II	OMED 212	Transitions to Clinical Care	1
YEAR 2	Spring	OMS-II	OMED 215	Clinical Integration	3
YEAR 2	Fall & Spring	OMS-II	PIF 201	Professional Identity Formation II	2
YEAR 2	Fall & Spring	OMS-II	RF 201	Research Formation II	2

Pre-Clinical Credit and Grading	
Pre-Clinical Core Courses (OMS I & OMS II	%| Letter Grade
Cumulative GPA reported at the end of each semester.	

Grading Schema by Course Category	
Course Type	**Grading Schema**
CEPA OMS-III & OMS-IV	S/U
Core Clinical Clerkships	H/HP/P/F
Clinical Rotation Electives/Sub-Internships	S/U
Electives / Independent Study (Non-clinical)	S/U
Pre-Clinical Core Courses (OMS-I & OMS-II)	% | Letter Grade
Credit/No Credit	CR/NC

AU	Audit	Participation and/or observation of a course.
AW	Administrative Withdrawal	Withdrawn from a course(s) or College. Faculty/Administrator-initiated.
CR	Credit	Credit
F	Fail	Failure of a course.
H	Honors	Special recognition for exceptional work.
HP	High Pass	Recognition for above average proficiency.
I	Incomplete	Incomplete coursework due to extenuating circumstances.
NC	No Credit	No Credit
NR	Not Reported	Grade not reported.
Pass	Pass	Pass.
S	Satisfactory	Pass. Satisfactorily met requirements.
TR*	Transfer Credit	Credit awarded in transfer.
U	Unsatisfactory	Fail. Did not satisfactorily meet requirements.
W	Withdrawal	Withdrawal from courses(s) or College. Student-initiated.
*Transfer coursework is not utilized in determining honors or awards.		

Comprehensive Scores for OMS I & OMS II		
%	Grade Equivalent	Pass / Fail Equivalent
97-100	A+	Pass
93-96	A	Pass
90-92	A-	Pass
87-89	B+	Pass
83-86	B	Pass
80-82	B-	Pass
77-79	C+	Pass
73-77	C	Pass
70-72	C-	Pass
<69	F	Fail
% = Percentage Correct Range		
The percentage, letter grade, and GPA will appear on the official transcript.		

Non-Clinical Grading: Elective and Independent Study	
Electives / Independent Study (Non-Clinical)	S/U

Add/Drop Deadline

The add/drop deadline is the end of the business day on the fifth day of classes. Census is taken on the sixth day of classes.

Academic Load	
Fall and Spring	
Full-Time	9+ units
Halftime	4.5 to 8.5 units Less than halftime
Less than	4.5 units

Summer	
Full-time	6+ units
Halftime	3.5 to 5.5 units
Less than halftime	Less than 3

Course Repeats

If a student is required to repeat a course, the grades for both the original and repeated course will be recorded on the official transcript. Only the most recent attempt is counted in the cumulative GPA and toward degree completion requirements. A minimum of 70% must be earned to pass and satisfactorily meet the standards of satisfactory academic progress. Students approved for readmission after a period of suspension, or an approved leave of absence may also be required to repeat previously taken courses. Students will be charged tuition for any such repeated year of enrollment. Students are advised to contact the Financial Aid Office to determine if they are eligible to receive financial aid for any repeated year of enrollment.

Program Repeat Audits

Students who receive approval to repeat an academic year due to poor academic performance will be required to repeat the entire year. Students will be registered for and must successfully repeat all previously failed offerings. Students who are approved for re-admission after a dismissal or have an approved leave of absence may also be required to repeat previous courses.

The audit fee is $200.00 per credit enrolled.

Incomplete Grades

A grade of Incomplete (I) if a student is unable to complete the course/section because of extenuating circumstances beyond the student's control. The student will work with SPC, Academic Affairs and the Course Director to complete any required course components

Students receiving a grade of incomplete must coordinate with Academic Affairs and the Course Director to satisfy all outstanding coursework for the course/section. Once outstanding requirements for the course are satisfied a change of grade form converting the incomplete to a grade will be completed. If the course work is not satisfied the student will receive the current earned grade with all missing assignments calculated as zero. DEADLINE: The student has 180 days to work with faculty to complete the incomplete. Once 180 days has passed, the incomplete becomes a Fail.

A degree cannot be awarded to a student with an incomplete grade on his/her record. Additionally, Satisfactory Academic Progress (SAP) may be affected by incomplete grades. The student should contact The Office of Financial Aid regarding consequences associated with SAP.

Grade Changes

If an error occurred in the computation or recording of a grade, or if a course/section has been successfully remediated, administrators from Clinical Affairs or the Office of Assessment must complete a Grade Change form.

Late Grade Submission

If a course instructor neglected to submit grades by the established deadline for an individual student, the student's grade willbe submitted as not reported (NR). The late grade must be submitted via the Grade Change form for processing by the Office of the Registrar.

Grade Appeal Process

Within five business days of grade posting, a student may request a review of a course/section grade. Students should first reach out to the Office of Assessment (for OMS-I & OMS-II courses) or Department of Clinical Education (for OMS III& OMS IV Courses, Clerkships, Rotations, etc.) for review of points and grade. If the student believes an error or issue remains, the student should complete a Grade Appeal form for review by the Associate Dean for Academic Affairs, and/or his/her designee. *All Clerkship Failures will be reviewed by SPC.* If a student wishes to appeal a clerkship grade, within five business days of grade posting, a student may request a review. Students should first reach out to the Department of Clinical Education for review of points and grade. If the student believes an error or issue remains, the student should complete a Grade Appeal form for review by the Associate Dean for Clinical Affairs, and/or his/her designee.

Clerkship Grades

Students must demonstrate progress on the Clinical Competency Assessment, submit all End of Clerkship Assessment and pass any applicable Subject Exam to achieve a grade of pass for a clerkship. Honors may not be awarded or may be removed if the student receives marks demonstrating below expectations ratings, recommendation of failure, or professionalism concerns.

The following **grading** rubric is effective through June 30, 2024

Clerkship Grading rubric is as follows:
- 75% - Subject Exam
- 15% - Preceptor Clinical Competency Assessment
- 10% - On campus final assessment (OSCE's, CSA's, etc.)

Effective July 1, 2024

Core/Required Clerkship Grading Criteria

Grading Percentiles

Subject Exam	Clinical Performance	Pre/Post Activities
55%	25%	20%

Clerkship final grade is assigned after all components are completed:

Clerkship- Clinical Competency Assessment from the Preceptor
End of Clerkship Assessment from the Student
Evaluation of Clerkship
Evaluation of Preceptor
Evaluation of Self
- Subject Exam – required for third year core/required clerkships only

Honor/High Pass/Pass Criteria

Honors:

Professionalism	• On-time attendance at all pre/post week activities • No negative comments on the clinical preceptor evaluation • On-time attendance to all clerkship activities • No disciplinary or professionalism issues with the College
Osteopathic Principles and Practice	• Provide appropriate OMT to a minimum of three patients *If a student does not have the opportunity to perform OMT based on preceptor preference the student can present the case and discuss the appropriate treatment and demonstrate the skill.*
Clinical Skills	• No below expectations on the clinical evaluation • Minimum of one positive mark or comment on the preceptor evaluation
Clinical Knowledge	• Minimum COMAT Score: 107 (Greater than 75th percentile)

High Pass:

Professionalism	• On-time attendance at all pre/post week activities • No negative comments on the clinical preceptor evaluation • On-time attendance to all clerkship activities • No disciplinary or professionalism issues with the college
Osteopathic Principles and Practice	• Provide appropriate OMT to a minimum of three patients *If a student does not have the opportunity to perform OMT based on preceptor preference the student can present the case and discuss the appropriate treatment and demonstrate the skill.*
Clinical Skills	• No below expectations on the clinical evaluation • Minimum of one positive mark or comment on the preceptor evaluation
Clinical Knowledge	• COMAT Score: 100-106 (Between 50th – 74th percentile)

Pass:

Grading	Cumulative score equal to or greater than 70%
Clinical Knowledge	• Minimum COMAT Score to pass the clerkship: o 90 (Greater than the 15th percentile)

Example of how grades are reflected on the transcript:

- Clinical Clerkship Grade
    - Pediatrics (Core) P
    - Family Med (Core) F/P
    - Internal Med (Core) H
    - Surgery (Core) HP

Subject Exams

Students must pass a subject exam from either the National Board of Osteopathic Medical Examiners (NBOME) Comprehensive Osteopathic Medical Achievement Test (COMAT) or the National Board of Medical Examiners (NBME) Subject Exam upon completion of each third-year core discipline:

- Family Medicine
- Internal Medicine
- Obstetrics and Gynecology

- Pediatrics
- Psychiatry/Behavioral Health
- Surgery

Osteopathic Principles and Practice OPP (Required exam is scheduled during second half of 3rd year)

Students may be awarded Honors (H) or High Pass (HP) for excellent performance on a Clerkship. End-of-Clerkship (Subject Exams) are benchmarked against the NBOME or NBME academic-year norms for all students in that discipline. Students are expected to study for these exams with similar rigor as all other high stakes examinations and are required to utilize the Course Syllabi. Retakes are allowed to accomplish a passing final grade. Students may retake one additional core or elective subject exam in an attempt to receive a higher national performance score at their own expense. Any such attempt will not be applied to the students clerkship grade but can be noted on the MSPE.

Academic Counseling

Noorda-COM students are provided academic counseling to assist in identifying individualized learning styles, developing study skills, utilizing learning resources, and other assistance to support their academic, personal, and professional success. Students may schedule to meet with the Learning Services Department on an as needed basis by scanning the QR Code located on the back of the student badge. Students may be required to meet with a Learning Specialist in cases of academic deficiencies.

Career Counseling and GME Readiness

The Departments of Clinical Education and Graduate Medical Education are committed to ensuring student matriculation into post-graduate training programs. The career counseling program has been implemented to provide students with relevant, data driven, and helpful information, to be conscientious of student needs for academic success. Faculty and staff members provide information to students via live sessions, workshops, emails, website content, podcasts, social media, and printed materials throughout the Noorda-COM student life experience. Deans will meet with students who did not match to explore and discuss options.

Third- and Fourth-Year Curriculum

Clinical clerkships in the third and fourth years reinforce and expand on the training of the first two years of medical school with emphasis on the skills learned during the CEPA I-II for enhancement of professional clinical skills. Third year consists of 6 six-week core and required clinical clerkship blocks for a total of 36 credits. In each block students will spend one week on campus preparing for the clerkship, four weeks in the clinical environment, and one week on campus studying and being assessed for knowledge and skill. These include Family Medicine, Internal Medicine, Pediatrics, Surgery, Obstetrics/Gynecology (women's health), and Psychiatry (behavioral health).

Assignments to sites are determined by the Clinical Education Department. Curricular modules with learning objectives and compulsory assignments are provided for all required clerkships to enhance student learning. Students also take two semesters of Core Entrustable Professional Activities (CEPA) III, Research Foundations (RF) and Professional Identity Formation (PIF), as well as two to four weeks of Clinical Integration II (OMED 301). Fourth year consists of one required Emergency Medicine clerkship, elective clerkships and two or more sub-internships for a minimum of 38 credits. In addition, students will take two semesters of Core Entrustable Professional Activities (CEPA) VI, Research Foundations (RF), Professional Identity Formation (PIF), and Capstone course immediately prior to graduation.

Required third and fourth-year clinical clerkships are completed at designated training sites. Students are supported by the Department of Clinical Education in arranging elective clinical clerkships and sub-internships.

Third Year Curriculum		
Course	**Title**	**Credits**
CEPA 301	Core Entrustable Professional Activities V	1
FMED 301	Family Medicine	6
IMED 301	Internal Medicine	6
OBGY 301	Obstetrics and Gynecology	6
CEPA 302	Core Entrustable Professional Activities VI	1
PEDS 301	Pediatrics	6
PSYC 301	Psychiatry	6
SURG 301	General Surgery	6
OMED 301	Clinical Integration II	0.5
PIF 301	Professional Identity Formation III	1
RF 301	Research Foundation III	1

Fourth Year Curriculum		
Course	**Title**	**Credits**
CEPA 401	Core Entrustrable Professional Activities VII	1
EMED 401	Emergency Medicine	6
Elective 1	Elective 1	4
Elective 2	Elective 2	4
Elective 3	Elective 3	4
Elective 4	Elective 4	4
CEPA 402	Core Entrustrable Professional Activities VIII	1
Elective 5	Elective 5	4
Elective 6	Elective 6	4
Sub-I	Sub-Internship	4
Sub-I	Sub-Internship	4
CAP 401	Capstone	1
PIF 401	Professional Identity Formation IV	1
RF 401	Research Foundation IV	1

Clinical Clerkship Credit and Grading

Clerkship credit is one unit per completed week (45+ hours in and out of clinical setting).
- All core clinical clerkships are six units.
- All elective and sub-internship clinical clerkships are awarded credit based on length.

Core/Required Clerkships Grades		
H	Honors	Special recognition for exceptional work in clinical rotations.
HP	High Pass	Recognition for above average proficiency.
P	Pass	Pass.
F	Fail	Failure of a clerkship.

Elective Clerkships and Sub-Internships Grades		
S	Satisfactory	Pass. Satisfactorily met requirements.
U	Unsatisfactory	Did not satisfactorily meet requirements.

Doctor of Osteopathic Medicine Degree Requirements

The degree awarded upon completion of the 181 units is **Doctor of Osteopathic Medicine**. Students participating in tracks may have additional unit requirements.

COM 2025 Degree Requirements			
OMSI	CEPA 101	Core Entrustable Professional Activities I	7
OMSI	OMED 102	Introduction to Osteopathic Principles and Philosophy	3.5
OMSI	OMED 103	Foundations of Medicine	6
OMSI	OMED 104	Structure and Function	8
OMSI	CEPA 102	Core Entrustable Professional Activities II	11
OMSI	OMED 105	Inherent Abilities	6
OMSI	OMED 106	Mechanisms of Disease	6
OMSII	OMED 200	Longitudinal Community Medicine	1.5
OMSII	CEPA 201	Core Entrustable Professional Activities III	5
OMSII	OMED 202	Neuroscience	6
OMSII	OMED 203	Endocrine	2
OMSII	OMED 204	Reproduction and Development	4
OMSII	OMED 205	Skin, Blood, Lymph	4
OMSII	OMED 206	Renal	2
OMSII	OMED 201	Longitudinal Community Medicine	1.5
OMSII	CEPA 202	Core Entrustable Professional Activities IV	5
OMSII	OMED 207	Cardiopulmonary	8
OMSII	OMED 208	Gastrointestinal	2
OMSII	OMED 209	Musculoskeletal	4
OMSII	OMED 210	Surgery	2
OMSII	OMED 211	Pediatrics	2
OMSII	OMED 212	Transitions to Clinical Care	0.5

OMSII	OMED 213	Clinical Management I	0.5
OMSIII	CEPA 301	Core Entrustable Professional Activities V	1
OMSIII	FMED 301	Family Medicine	6
OMSIII	IMED 301	Internal Medicine	6
OMSIII	OBGY 301	Obstetrics and Gynecology	6
OMSIII	CEPA 302	Core Entrustable Professional Activities VI	1
OMSIII	PEDS 301	Pediatrics	6
OMSIII	PSYC 301	Psychiatry	6
OMSIII	SURG 301	General Surgery	6
OMSIII	OMED 301	Clinical Management II	0.5
OMSIII	PIF 301	Professional Identity Formation III	1
OMSIII	RF 301	Research Foundation III	1
OMSIV	CEPA 401	Core Entrustable Professional Activities VII	1
OMSIV	EMED 401	Emergency Medicine	6
OMSIV	Elective 1	Elective 1	4
OMSIV	Elective 2	Elective 2	4
OMSIV	Elective 3	Elective 3	4
OMSIV	Elective 4	Elective 4	4
OMSIV	Elective 5	Elective 5	4
OMSIV	Elective 6	Elective 6	4
OMSIV	Sub-I	Sub-I	4
OMSIV	Sub-I	Sub-I	4
OMSIV	CEPA 402	Core Entrustable Professional Activities VIII	1
OMSIV	CAP 401	Capstone	1
OMSIV	PIF 401	Professional Identity Formation IV	1
OMSIV	RF 401	Research Foundation IV	1
COM 2026 Degree Requirements			
OMSI	CEPA 101.1	Core Entrustable Professional Activities I	10.5
OMSI	OMED 103	Foundations of Medicine	6
OMSI	OMED 104	Structure and Function	8
OMSI	CEPA 102	Core Entrustable Professional Activities II	11
OMSI	OMED 105	Inherent Abilities	6
OMSI	OMED 106	Mechanisms of Disease	6
OMSII	OMED 200	Longitudinal Community Medicine	1.5
OMSII	CEPA 201.1	Core Entrustable Professional Activities III	3
OMSII	OMED 202	Neuroscience	6
OMSII	OMED 203	Endocrine	2
OMSII	OMED 204	Reproduction and Development	4
OMSII	OMED 205	Skin, Blood, Lymph	4
OMSII	OMED 206	Renal	2
OMSII	CEPA 202.1	Core Entrustable Professional Activities IV	4.5
OMSII	OMED 207	Cardiopulmonary	8
OMSII	OMED 208	Gastrointestinal	4
OMSII	OMED 209	Musculoskeletal	4
OMSII	OMED 212	Transitions to Clinical Care	0.5
OMSII	PIF 201	Professional Identity Formation II	2

OMSII	RF 201	Research Foundation II	2
OMSII	OMED 213	Clinical Integration I	2.5
OMSIII	CEPA 301	Core Entrustable Professional Activities V	1
OMSIII	FMED 301	Family Medicine	6
OMSIII	IMED 301	Internal Medicine	6
OMSIII	OBGY 301	Obstetrics and Gynecology	6
OMSIII	CEPA 302	Core Entrustable Professional Activities VI	1
OMSIII	PEDS 301	Pediatrics	6
OMSIII	PSYC 301	Psychiatry	6
OMSIII	SURG 301	General Surgery	6
OMSIII	OMED 301	Clinical Integration II	0.5
OMSIII	PIF 301	Professional Identity Formation III	1
OMSIII	RF 301	Research Foundation III	1
OMSIV	CEPA 401	Core Entrustable Professional Activities VII	1
OMSIV	EMED 401	Emergency Medicine	6
OMSIV	Elective 1	Elective 1	4
OMSIV	Elective 2	Elective 2	4
OMSIV	Elective 3	Elective 3	4
OMSIV	Elective 4	Elective 4	4
OMSIV	Elective 5	Elective 5	4
OMSIV	Elective 6	Elective 6	4
OMSIV	Sub-I	Sub-I	4
OMSIV	Sub-I	Sub-I	4
OMSIV	CEPA 402	Core Entrustable Professional Activities VIII	1
OMSIV	CAP 401	Capstone	1
OMSIV	PIF 401	Professional Identity Formation IV	1
OMSIV	RF 401	Research Foundation IV	1

COM 2027 & 2028 Degree Requirements			
OMSI	CEPA 101.2	Core Entrustable Professional Activities I	8.5
OMSI	OMED 103	Foundations of Medicine	6
OMSI	OMED 104	Structure and Function	8
OMSI	CEPA 102.1	Core Entrustable Professional Activities II	9
OMSI	OMED 105	Inherent Abilities	6
OMSI	OMED 106	Mechanisms of Disease	6
OMSI	PIF 101	Professional Identity Formation I	2
OMSI	RF 101	Research Foundation I	2
OMSII	CEPA 201.1	Core Entrustable Professional Activities III	4.5
OMSII	OMED 202	Neuroscience	6
OMSII	OMED 214	Endocrine	6
OMSII	OMED 205	Skin, Blood, Lymph	4
OMSII	OMED 206	Renal	2
OMSII	CEPA 202.1	Core Entrustable Professional Activities IV	4.5
OMSII	OMED 207	Cardiopulmonary	8
OMSII	OMED 208	Gastrointestinal	4

OMSII	OMED 209	Musculoskeletal	4
OMSII	OMED 212	Transitions to Clinical Care	0.5
OMSII	OMED 215	Clinical Integration	2.5
OMSII	PIF 201	Professional Identity Formation II	2
OMSII	RF 201	Research Foundation II	2
OMSII	OMED 213	Clinical Integration I	2.5
OMSIII	CEPA 301	Core Entrustable Professional Activities V	1
OMSIII	FMED 301	Family Medicine	6
OMSIII	IMED 301	Internal Medicine	6
OMSIII	OBGY 301	Obstetrics and Gynecology	6
OMSIII	CEPA 302	Core Entrustable Professional Activities VI	1
OMSIII	PEDS 301	Pediatrics	6
OMSIII	PSYC 301	Psychiatry	6
OMSIII	SURG 301	General Surgery	6
OMSIII	OMED 301	Clinical Integration II	0.5
OMSIII	PIF 301	Professional Identity Formation III	1
OMSIII	RF 301	Research Foundation III	1
OMSIV	CEPA 401	Core Entrustable Professional Activities VII	1
OMSIV	EMED 401	Emergency Medicine	6
OMSIV	Elective 1	Elective 1	4
OMSIV	Elective 2	Elective 2	4
OMSIV	Elective 3	Elective 3	4
OMSIV	Elective 4	Elective 4	4
OMSIV	Elective 5	Elective 5	4
OMSIV	Elective 6	Elective 6	4
OMSIV	Sub-I	Sub-I	4
OMSIV	Sub-I	Sub-I	4
OMSIV	CEPA 402	Core Entrustable Professional Activities VIII	1
OMSIV	CAP 401	Capstone	1
OMSIV	PIF 401	Professional Identity Formation IV	1
OMSIV	RF 401	Research Foundation IV	1

Tracks and Fellowships

NOORDA COLLEGE
of OSTEOPATHIC MEDICINE

Tracks and Fellowships

Noorda-COM offers four distinct tracks for medical students seeking to specialize in the areas of Military, Research, Rural, and Global Health. Each track has its own application and completion requirements. Enrollment in electives and non-HPSP tracks are subject to approval by Academic Affairs

Military Medicine

The Noorda-COM Military Medicine track is a specialized curriculum designed to equip medical students with skills critical to becoming a military physician. This track is designed for Health Professions Scholarship Program (HPSP) recipients and for National Guard members who will serve as military physicians in any branch of the armed forces.

The Military Medicine track extends through all four years of medical school. Students engaged in this track will gain experiences through:
- Lecture and didactic presentations that bring military medicine expertise to campus
- Anatomy, surgical skill lab and simulation sessions
- Formal training and electives including disaster medicine (ATLS, BDLS, AWLS)

Requirements

OMS-I	MIMD 101	Military Medicine	1 credit
	MIMD 102	Military Medicine	1 credit
OMS-II	MIMD 201	Military Medicine	1 credit
	MIMD 202	Military Medicine	1 credit
OMS-III		Rural Medicine Rotation (Family Med, Internal Med, Peds, Surg)	6 credits
OMS-IV	EMED 401	One (1) Specialty Rotation at Military/VA Location	4 credits
		Total	14 (minimum)

Research

Research and scholarly activity are central to medical education and are incorporated across the Noorda-COM curriculum. For medical students who want to continue and focus on their research endeavors, Noorda-COM offers a Research track. The Noorda-COM Research track curriculum specializes in the areas of research in clinical medicine and provides opportunities for students to engage in their research interests.

The Research track extends through all four years of medical school. Students engaged in this track will gain research acumen through:

- Mentored research experiences
- Advanced research coursework
- Human and animal research
- Biostatistics
- Ethics
- Technique specific training
- Research presentation
- Figure preparation
- Scientific writing

Requirements

RSCH 101	Journal Club	3 credits (minimum)
RSCH 499*	Research Practicum	8 credits
See Course Information Section of Catalog for Research Elective options	Research Electives	6 credits
	Total	17 credits

*RSCH 499 is offered during the summer of the first year of medical school. Students who want to engage in the research track must take the course during the first summer.

Rural Medicine

The Noorda-COM Rural Medicine track is designed to give students experiences serving in rural, underserved areas.

Requirements

OMS-I & OMS-II Two credits worth of electives **minimum** must be taken	MSK 101e	Ultrasound	1 credit
	EMED 202e	Wilderness Medicine	1 credit
	IDIS 106e	Health Policy	1 credit
	FMED 101e	Basic Disaster Life Support	.5 credit
	FMED 202e	Advanced Disaster Life Support	1 credit
	FMED 204e	Advanced Case Presentations in Clinical Medicine	.5 credit
OMS-III	FMED 301	Family Medicine (Required, Rural Setting)	6 credits
OMS-IV Required Course	EMED 401	Emergency Medicine (Required, Rural Setting)	6 credits
OMS-IV Students choose one	FMED 408e	Rural/Underserved Primary Care (E)	4 credits
	FMED 408s	Rural/Underserved Primary Care (S)	4 credits
		Total	18 (minimum)

Global Health

The goal of the Global Health Track is to provide meaningful opportunities for our students to immerse themselves into a healthcare system in an international setting. This experience provides insight into global healthcare disparities and equips students to serve in low-resource and cross-cultural communities.

Program Structure
Any time after the first year at Noorda-COM, students may participate in FMED301e, International Medicine and Public Health. This is a course offered through the Institute for International Medicine (INMED) which is an 8-week virtual course with one 2-hour class and assignment due weekly. Scheduling of this course will occur directly through INMED.

After FMED301e has been completed and in the Spring of fourth year, students may register for FMED302e, International Service-Learning experience. Please see the INMED website for available sites.

INMED cooperates with numerous health facilities to provide INMED learners with exceptional educational experiences. Site selection is done with attention to safety, accessibility, instructor credentials, ease of communications, and the evaluations of former learners.

NOTE: Not all sites are available or ideally suited to all learners. INMED will assist applicants in selecting an optimum location.

When both FMED 301e and FMED302e are satisfactorily completed, the student will complete the Global Health Track and will be able to demonstrate through simulation and actual professional practice:

- Management and prevention of the leading diseases of poverty
- Management and prevention of HIV infection
- Care for the health of pregnant women and newborns
- Proficiency in clinical skills useful in low-resource settings
- Skill in community-wide health promotion and death/disability prevention
- Culturally appropriate healthcare
- Proficiency in disaster mitigation and response
- Design and implementation of team-lead healthcare interventions
- Transfer of healthcare skills to other personnel

*****Additional fees will be required for registration of both courses. Please work with the Financial Aid Department before attempting to register*****

Requirements

FMED301e	International Medicine and Public Health	2 credits
FMED302e**	International Service-Learning Experience	2-8 credits
	Total	4-10 credits

**FMED301e is a required pre-requisite for FMED302e.

Military-Connected Benefits

NOORDA COLLEGE
of OSTEOPATHIC MEDICINE

Military Connected Benefits

Students who are members, are former members, or are a dependent of a member/former member of the U.S. Armed Forces may qualify for one or more of the Veterans Affairs (VA) educational benefits. If a student is eligible for more than one VA education benefit, the student must elect which benefit to receive. Students may wish to use the U.S. Department of Education's GI Bill Comparison Tool to assist with making their decision.

Official copies of ALL academic transcripts reflecting previously earned college credit and military coursework must be submitted to the Office of the Registrar for review and verification. Where applicable, based on the decision of the academic program, credit will be granted for previous coursework. The Department of Veterans Affairs (DVA) will not pay for a matching course previously taken.

First-time Use of Veteran Benefits

To initiate Veteran educational benefits, students must submit the proper paperwork to the Office of Financial Aid (OFA) to initiate a review of their benefit eligibility and subsequent enrollment certification. The Veterans Affairs (VA) Certifying Official at Noorda-COM campus must have copies of each of the required forms prior to submitting the student's enrollment certification to the VA. The OFA will not certify enrollment for VA Benefits until all required documents are received.

It is recommended that applications be submitted to the VA Certifying Official at least two months prior to the start of the proposed semester of enrollment. This ensures that the student's application is processed in a timely manner and can beapproved for benefits when the term starts. Students will submit the following required documents using the Noorda-COM VA Education Benefits Portal.

Required Documents (Initial Submission)

- Noorda-COM's Student Request for Certification of Benefits Form
- Certificate of Eligibility ~ Form 22-0557 (provided by VA after the processing of your benefits application)
- Copy of your DD-214, if applicable
- Copy of your class schedule for the semester for which you are requesting certification **(Fall 2024 and/or Spring 2025).** Your class schedule is available through your SONIS Student Portal.

NOTE: You will not need to submit transcripts unless specifically requested to submit unofficial copies. The Office of Financial Aid will request copies of all academic transcripts submitted to Noorda-COM during the admission process; we will request copies from either the Office of Admissions and/or the Office of the Registrar to complete your VA education benefits file.

Semester Certification

Prior to each semester you will need to submit the following documents to the SCO via the Office of Financial Aid you wish to have your enrollment certified for benefits:

Noorda-COM's Student Request for Certification of Benefits Form, and

Copy of your class schedule, available within your SONIS Student Portal, for the semester for which you are requesting certification.

Title 38 USC 3679 (e)

Noorda-COM does not penalize students using VA education benefit programs while waiting for payment of tuition and fees from the Department of Veterans Affairs, providing they submit a certificate of eligibility, a written request to use such entitlement, and any additional information needed to certify enrollment. Students will continue to have access to classes, libraries, and other institutional facilities as outlined in our Catalog.

Students will be responsible for any difference between the amount of the student's financial obligation (e.g., tuition andfees) and the amount of their VA education benefit disbursement.

Refund Policy for student receiving Veterans Education Benefits through Noorda. The refund policy for students who receive VA Benefits must meet the requirements of the VA regulations outline in 38CFR21.4255.

Tuition and Fees

The amount of the refund will be calculated by determining the amount of tuition and fees that should be charged for the time that the student attended classes. This will be prorated by comparing the number of days attended against the number of days that are in the semester/term. The exact proration will be determined on the ratio of the number of instructional days in the course.

Example: If a student attended 60 days of a term that has 120 instructional days, the tuition and fees would be prorated to 50%.

Books, Supplies, and Equipment

Where the Veteran or eligible person purchases their books, supplies, and equipment from a bookstore or other source, and the cost of such items is separate and independent from the charge made by the school for tuition and fees, they may retain or dispose of such items at their own discretion. Where the school furnishes the books, supplies, and equipment, with the cost thereof included in the total charge payable to the school for the course(s), a refund will be made in full for the charge for the unissued books, supplies, and equipment. Unused books and supplies for courses that have not begun for which the Veteran paid the institution directly must be returned to receive a refund.

If the Veteran, spouse, surviving spouse or child that is receiving VA Benefits withdraws and is owed a refund, the refund will be paid out within 40 days after the student has withdrawn. The pro-rated refund calculation will be completed and the determination of whether there are unused books and supplies (as described above) to be returned will be made. The refund will either be returned to the student or the original source of funding or a combination of the two. For example, if a portion of the refund is a result of the student receiving loan funds, a portion or all the refund will be returned to the student's lender to reduce their loan debt.

The information contained herein, and the supporting approval material is true and correct in content and policy as required by 38 CFR 21.4253 (accredited) or 21.4254 (non-accredited). We understand that documents or statements found to be false, fictitious, fraudulent, misleading, or misrepresenting the institution, its programs will result in the immediate suspension, withdrawal, or denial of approval.

Office of
Financial Aid

NOORDA COLLEGE
of OSTEOPATHIC MEDICINE

Office of Financial Aid

The Office of Financial Aid is committed to the success of each of our students. We encourage students to utilize all available resources in the process of managing their financial affairs and planning for their future. It is the responsibility of all Noorda-COM students who are considering their financial aid options to familiarize themselves with the information contained within this Catalog and on the Noorda-COM Office of Financial Aid webpage, as well as information provided to them by the OFA via email and/or any other mode of communication.

Noorda-COM's Status of Eligibility for Participation in Title IV Student Aid Programs

In preparation for Noorda-COM's submission of our application to participate in Title IV federal programs, we will begin to implement policies and procedures required by the federal government for schools who receive federal funding. This will assist Noorda-COM to have all required policies and procedures in place before we apply for our Title IV School Code. Upon receiving our Title IV School Code, we will be able to begin offering federal student loan options to our students. We optimistically anticipate that we will receive our School Code for the 2026-27 academic year and will provide guidance to our students as we approach this timeframe. Federal Direct Loans that we anticipate offering to students upon approval will include the Unsubsidized Stafford Loan and the Graduate PLUS Loan programs.

Financial Aid Eligibility

Eligibility for student financial aid awards is determined based on enrollment status, Financial Aid Satisfactory Academic Progress, and Cost of Attendance. For the fall and spring semesters, full-time enrollment is defined as 9+ units/credits per semester, and half-time enrollment is defined as 4.5 to 8.5 units/credits per semester. For the summer semester, full-time enrollment is defined as 6+ units/credits, and half-time enrollment is defined as 3.5-5.5 units/credits.

A student must be enrolled at least half-time each semester to attain and/or maintain eligibility for student financial aid. Typically, a student enrolled less than half-time in a semester will not be considered eligible for a student financial aid award for that semester. There are some private lenders that may consider offering student loans to students enrolled in less than half-time enrollment. Only courses that are required for the student's degree will be included in the enrollment calculation; extra classes taken outside of those outlined for the program are not considered for the purposes of financial aid eligibility.

Cost of Attendance

The Cost of Attendance (COA) is an estimation of expected education-related expenses for a period of enrollment. The total of all financial aid received by the student cannot exceed the posted COA. If an over-award occurs, appropriate adjustments will need to be made to the student's aid package, and the student will be notified. The estimated Cost of Attendance is developed using the parameters set forth by the U.S. Department of Education and various other sources of information. These sources include but are not limited to student surveys, U.S. Bureau of Labor Statistics, guidance provided by programmatic organizations, and/or a cost-of-living analysis of the Provo, Utah area.

The estimated Cost of Attendance (COA) is broken into direct and indirect costs. Direct costs are expenses billed by Noorda-COM, including tuition and fees. Indirect costs include expenses that are not charged by Noorda-COM but are incurred by the student, such as additional supplies, transportation to/from Noorda-COM and/or clerkship sites, personal expenses, health insurance, housing, and food. Students are reminded that the aid awarded and disbursed by Noorda-COM is to be used for the cost of their education and education-related costs incurred while a student at Noorda-COM.

We encourage all students to prepare a budget using the Budget Worksheet to monitor their budget frequently and adjust as needed.

Students can review the current estimated Cost of Attendance online at https://www.noordacom.org/tuition/. For more information about how the Cost of Attendance is developed, please visit the Noorda-COM Financial Aid website, and view the Cost of Attendance Section.

Additional requirements may apply and are summarized below. To be eligible for financial aid at Noorda-COM, a student must:

- Be enrolled and accepted into an eligible degree program.
- Be enrolled in at least half-time enrollment.
- Be in good academic standing and making Financial Aid Satisfactory Academic Progress.
- Be enrolled in courses that are required for completion of their degree.
- Not be in default on any student loan or on a loan guaranteed or insured under the Federal Student Loan Program.
- Not owe a refund on a federal grant previously received or be in default of other federal debt, and
- Meet other eligibility requirements, such as those related to selective service registration, citizenship, drug convictions* and aggregate aid limits as applicable for the aid they are receiving.

Note: During a period of enrollment for which the student is receiving Title IV or HEA program funds, conviction for any offense under any federal or state law involving the possession or sale of illegal drugs will result in the loss of federal aid eligibility. Other types of aid may also be impacted, and the student would need to request advisement from all funding sources to identify impact.

Types of Assistance
Noorda-COM students who need financial assistance to pay their tuition and fees and/or need funds to assist with their living expenses will be able to apply for private student loans and/or scholarships, utilize VA Benefits, set up a payment plan to pay tuition and fees each semester, and/or pay cash. Information about the different types of assistance available while attending Noorda-COM is available on the Office of Financial Aid webpage at https://noordacom.org/tuition. The website is the best source of the most up-to-date information regarding financial aid.

Reporting Additional Resources
As a recipient of financial aid, students are required to report all educational resources to the Office of Financial Aid. Additional resources are included when calculating students' financial aid eligibility for loans and other types of aid.

Examples of assistance that must be reported include the following:

- Tuition remission
- Grants
- Scholarships
- Employer tuition support
- Stipends
- National Guard education

Annual Funding Statement/Notification
All Noorda-COM students must provide assurance, 90 days prior to the start of the fall semester each year, that they have secured funding for tuition, fees, and budgeted living expenses for the entire upcoming academic program. Students will notify Noorda-COM by submitting their *Annual Funding Statement* to the OFA by May 1st (OMS I and OMS II), and April 1st (OMS III and OMS IV) to meet the 90-day requirement. If a student's funding source changes, students are required to submit an *Annual Funding Statement* revision upon the change in funding.

Incoming first-year students who are unable to provide funding assurance will not be allowed to matriculate in the current academic year. Incoming first-year students who are not able to secure funding will need to discuss their options for deferring their admit status to the next year or withdrawal of their application with the Department of Admissions. Deferred students will be advised of any funding assurance they need to provide and when they must secure funding. Funding assurance for a deferred student could be earlier than the usual 90-day requirement.

Notification and Acceptance of Awards

Students will only be able to apply for Private/Alternative Student Loans and/or scholarships until Noorda-COM is approved to participate in the Title IV federal aid programs. The acceptance of the loan amount will be done at the time of application with the lender of the student's choice. No additional steps will be needed to accept the loan, and your award notification from Noorda-COM about these loans will be available through the Sonis Student Portal. Students will be able to print an Award Notification.

Each year, the Office of Financial Aid will receive a loan certification request for each student who applies for a private student loan. The loan certification will be completed by Noorda-COM and returned to the lender beginning in February of each year. The student's eligibility for funds will be checked prior to each disbursement date, which is scheduled to be the first day of the fall semester, the first day of the spring semester, and for students who attend summer and are eligible for financial aid, the first day of the summer semester.

Upon receipt of the student's loan disbursement from the lender, the Noorda-COM Office of Student Accounts will apply the funds to the student's tuition, fees, and any amount owed to Noorda-COM for the semester. Any charges that remain owed on the student's account will be the student's responsibility. If residual funds are available after tuition and fees are paid, these funds will be credited to the student as a refund and processed through the Office of Student Accounts.

Disbursement of Aid

Noorda-COM students will be enrolled in a fall and a spring semester each academic year. Therefore, student aid will be disbursed by the student's lender the week prior to the fall and spring semesters. In the rare instance that a student is enrolled during the summer term, is eligible for summer aid, and has secured summer funding, a summer disbursement will occur. Students enrolled in the summer term may not be eligible for financial aid; a case-by-case review of eligibility will be completed at the request of the student, who will use the *Request for Financial Aid Form* to apply for aid for the summer term.

Before any funds are disbursed, the student must be properly enrolled and must meet all Satisfactory Academic Progress (SAP) standards. A student must notify the Office of Financial Aid if their enrollment level is expected to change to determine if there will be any impact on the aid that they have accepted/secured. Students will be advised of any revision that is made to their financial aid package. Tuition and fees are paid first, and if a student has a remaining credit balance, a refund will be generated and sent to them by the Office of Student Accounts within 14 days of the school receiving the funds. Student refunds are to be used to offset their educational and living expenses for the semester.

Entrance Counseling

Private Student Loan Entrance Counseling is required for all students who borrow a private/alternative loan to attend Noorda-COM. Students will be notified of the steps necessary to fulfill this requirement when they apply for and are approved to receive a private student loan. Attending entrance counseling will ensure students understand their responsibilities and the obligations they are assuming when borrowing student loans.

Topics include the following:
- Understanding Your Loans
- Managing Your Spending
- Planning to Repay
- Avoiding Default
- Making Finances a Priority

Satisfactory Academic Progress

For financial aid eligibility

The following information is a summary of the Satisfactory Academic Progress Standards students must meet to be eligible for financial aid. To acquire a more in-depth understanding of the Satisfactory Academic Progress Policy, students must review and be aware of the Satisfactory Academic Progress Policy. The SAP Policy in its entirety is also available on the Noorda-COM Financial Aid website under the Financial Aid Resources Policies & Procedures section. Federal regulations require colleges and universities to establish standards of academic progress for students who are the recipients of student aid. Satisfactory Academic Progress (SAP) ensures students can complete their academic program in a timely manner while achieving and maintaining compliance with minimum academic standards.

To maintain eligibility for student assistance, students must maintain progress in their academic program. Noorda-COM has established qualitative and quantitative standards for a student's progress toward completion of their degree. These standards must be met for a student to maintain financial aid eligibility. Students who are not meeting all SAP standards will not be eligible for financial aid funding. The school is responsible for establishing the specific requirements for satisfactory academic performance, tracking their students' progress, enforcing the consequences of unsatisfactory progress, and outlining the appeal process for students who experience extenuating or unusual circumstances that have an impact on their academic performance.

Standards of Satisfactory Academic Progress

To be eligible for financial assistance, a student must meet the minimum required Financial Aid SAP standards. The three SAP standards students must meet include the following measurements: 1) GPA (Qualitative), 2) PACE (Quantitative), and 3) Maximum Time Frame (MTF) (Quantitative).

GPA (Qualitative Standard)

The qualitative standard is measured using the student's cumulative grade point average (GPA) or comparable norm. To meet the GPA Standard, students must have a 2.0 cumulative grade point average at the end of each evaluation period (upon completion of the spring semester, unless attending a summer semester as part of their curriculum).

    a. Using a 4.0 scale (A. B, C, etc.): SAP is evaluated annually after the spring term. A student's cumulative GPA must meet the minimum cumulative GPA requirement of 2.0 after spring semester grades are posted (or after summer grades are posted if enrolled in required coursework during the summer semester).

    b. At the point in which the students program operates on a Pass/Fail scale (P, H, HP, S, U, F, etc.), OMS III and OMS IV, the student must complete at a minimum of 67% of the courses for which they are and have enrolled in up to the point of the annual Financial Aid SAP review. This completion rate will be measured at the end of each academic year once the posting of spring grades has occurred. The credit hours earned will be compared to the credit hours attempted [credit hours earned ÷ by credit hours attempted] with students needing to achieve 67% (66.6667%) or higher. Students must have been meeting the 2.0 cumulative GPA requirement up to the point of entering the Pass/Fail portion of their program.

    c. A student who is placed on Academic Warning or Academic Probation by the Student Promotions Committee (SPC) will be monitored by SPC and is separate from the Financial Aid Satisfactory Academic Progress review due to the fluid nature of these two academic classifications. If a student moves from Academic Warning or Academic Probation to Academic Suspension at any time, the Office of Financial Aid will be notified and future aid will be suspended until the student returns to good academic standing as deemed by SPC.

    d. A student could be on Academic Warning or Academic Probation and not be in compliance with one or more of the three Financial Aid SAP Standards when the annual Financial Aid SAP review occurs.

Students who are placed on a Financial Aid Suspension and who have an extenuating or unusual circumstance that contributed to their academic performance, have the right to submit a completed Financial Aid Satisfactory Academic Progress Appeal along with supporting documentation to the Office of Financial Aid. Students will need to include any letters/requirements that they have received from SPC and/or SAC to support their request for a probation period for the purpose of being eligible to receive financial aid.

The Office of Financial Aid will prepare the appeal for review by the Student Advisory Committee (SAC). The SAC will review the student's appeal and render a decision regarding financial aid eligibility for the next semester/academic year. The academic probation/remediation plan, along with any conditions outlined in their approved FA SAP Appeal, should enable the student to complete the degree within the 6-year MTF to earn their degree.

Students with extenuating or unusual circumstances always have the right to submit an appeal to the Office of Financial Aid for consideration.

PACE (Quantitative Standard)
The quantitative standard is measured by reviewing a student's PACE, which demonstrates the student is on track to complete their academic program within the set time frame. A student must be completing at least 67% (66.6667%) of their attempted courses to be on target to finish within their maximum time frame. PACE is measured by dividing the total credits earned by the total credits attempted.

1. Maximum Time Frame (MTF) Standard (Quantitative Standard)

All students are expected to earn their degree within a maximum time frame (MTF) no longer than 150% of the published length of their program. The MTF for the Doctor of Osteopathic Medicine program is 6 years, excluding any academically approved Leave of Absences on file with the Office of the Registrar.

If after the annual review, a student is not meeting all three (3) standards; GPA, PACE, and MTF, the student will be placed on Financial Aid Suspension until they either meet all 3 standards or have extenuating circumstances and have submitted an appeal to the Office of Financial Aid for review by SAC and have been granted a probationary period to become in good standing with all three (3) standards.

The Evaluation, Notification, and Appeal Process is discussed in detail in Sections C and D of this policy.

SAP Frequency, Evaluation, Notification, and Right to Appeal

Frequency

Noorda-COM evaluates SAP annually at the end of the spring semester, which is the last semester of the academic year for most of our students. OMS I students who are attending the summer term will have their annual review at the end of the summer term if they are taking courses required for their degree.

If Noorda-COM implements a program that is one year or less, students enrolled in this program will have their SAP reviewed at the end of every semester.

Evaluation

The Office of Financial Aid will perform an annual review of each student's progress to ensure that students are meeting each of the three Financial Aid SAP standards. If it is determined that the student is not compliant with one or more of the standards, the student becomes ineligible to receive financial aid and will be placed on financial aid suspension. If a student has an extenuating or unusual circumstance, the student has the right to appeal their financial aid suspension status. If the student has a remediation or academic plan through the Student Promotions

Committee (SPC) and/or Student Advisory Committee (SAC), this will need to be included with the student's appeal.

SAP Statuses

Financial Aid – Good SAP: Student is meeting all SAP Standards

1) Financial Aid Suspension: Student is not meeting one or more of the SAP Standards
2) Financial Aid Probation: Student has successfully appealed their SAP deficiencies and have been given a probation period of one term to meet all SAP Standards
3) Financial Aid Probation – Academic Plan: Student has successfully appealed their SAP deficiencies and have been given a probation period to meet all SAP Standards and has an approved Academic Plan on file that is greater than one term

Notification

standards will be notified in writing of their Financial Aid Suspension status after all grades have been posted by their program. The notification will include an explanation of the Standards evaluated and which Standard(s) they are not meeting. Written notification will be sent electronically via their Noorda-COM email account and/or mail via the last known mailing address according to the Office of the Registrar's records. Students will also be able to see that they have an SAP issue needing to be resolved via their SONIS student portal.

Students will also receive information about their right to appeal along with instructions on how to submit a written appeal and supporting documentation for review by the SAP Committee.

Appeal

Students who are placed on Financial Aid (FA) Suspension have the right to make a written appeal to the Student Advisory Committee (SAC). Students who appeal must demonstrate all the following:

- That failure to meet the minimum standard(s) was caused by an extenuating or unusual circumstance beyond their control (corroborating documentation must be supplied).
- That they have resolved the issue(s) that caused the deficit; and
- That the issue(s) will not affect their performance in the future and have outlined a plan for academic success.

When students are notified of their Financial Aid SAP Status, they will be provided a Satisfactory Academic Progress (SAP) Appeal Form outlining the process and what types of documentation they will need to include with their SAP Appeal. Detailed information about the appeal process is included in the Noorda-COM Satisfactory Academic Progress Policy.

Financial Wellness Program

The Office of Financial Aid is committed to the success of each of our students. We encourage students to utilize all available resources in the process of managing their financial affairs and planning for their future. As an osteopathic medical student, the Commission on Osteopathic College Accreditation (COCA) encourages the institution to offer various money management workshops to promote financial wellness. Noorda-COM is required to report to COCA attendance rosters upon request. We encourage our students to attend a variety of sessions while enrolled at Noorda-COM, attending at least two while attending classes on campus (OMS I and OMS II) and at least one while completing clerkships (OMS III and OMS IV).

A variety of Financial Wellness resources and learning opportunities will be provided to students while attending Noorda-COM. These resources will include in-person workshops, webinars, modules, videos, articles, and websites. These resources will focus on debt management, credit, repayment/forgiveness programs, and financial planning.

Noorda-COM students are required to attend Financial Wellness Workshops throughout their 4 years, as required by the Commission on Osteopathic College Accreditation (COCA). Osteopathic schools are required to develop financial aid and debt counseling sessions and indicate the OMS year during which students are required to attend these sessions.

OMS I and II Requirement: Based on this guidance Noorda-COM students are required to complete two in-person financial wellness sessions focused on money management (e.g., credit, budgeting, borrowing responsibilities, etc.) during OMS I and II.

OMS III and IV Recommendation: During OMS III and IV, students are encouraged to attend an additional session on loan repayment or special topic offered either in person or remotely.

OMS IV Requirement: During OMS IV students who received student loans to fund any portion of their Noorda-COM education related expenses are required to attend the in person Exit Counseling as part of their Capstone requirements.

Noorda-COM also provides various information sessions and modules that may be required to attend OMS I pre-matriculation or as part of the Noorda-COM Wellness Program that are outside of the above mentioned workshop requirements.

Tuition and Fee Refunds
Students have the right to cancel enrollment at Noorda-COM. Students are required to submit a written notice of withdrawal to the Office of the Registrar by email, online form, or by regular mail. The student's withdrawal date is the date that the written notice arrives at Noorda-COM. The amount of paid tuition refundable is based on the student's withdrawal date. A student is eligible to receive a 100% refund of paid tuition and fees until the Add/Drop deadline. If the withdrawal date is after the Add/Drop deadline, a student is not eligible for a refund of paid tuition. If a student is on a semester payment plan and withdraws from Noorda-COM after the Add/Drop Date, the remaining tuition balance will be due and payable even though the student is no longer attending. Payments will continue to be withdrawn as outlined in the signed payment plan documents.

Add/Drop date is the end of the fifth day of the semester.

Pursuant to the Utah Postsecondary Proprietary School Act Rule, Noorda-COM has adopted a fair and equitable refund policy that at provides for a three-day cooling off period during which time the accepted student may rescind the contract and receive a refund of all money paid. This cooling off period ends after midnight of the third-business day after the student pays Noorda-COM the acceptance fee as part of the admissions process. After the three-day cooling-off period, there will be no refunds of the acceptance fee. After the three-day cooling-off period, there will be no refunds of the matriculation fee. After the Add/Drop deadline, there will be no refund of paid tuition or fees.

Federal Return to Title IV (R2T4) Policy
At this time, Noorda-COM does not award federal funding to students and is not required to perform the Federal Return to Title IV (R2T4) calculation. At the point Noorda-COM applies for and receives a Title IV School Code (OPEID), the Federal Return to Title IV Policy will be expanded to the current R2T4 Regulations and properly updated both in the Policy and on the financial aid website. Noorda-COM will apply the institutional refund policy.

Financial Aid Statement of Non-Discrimination
Noorda-COM's policy is that no student or employee shall be excluded from participating in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance, or in any way and is committed to its financial aid non-discrimination policy.

Anticipated Funding once Noorda-COM is approved for Title IV Funding

In preparation for Noorda-COM's submission of our application to participate in Title IV federal programs, we will begin to implement policies and procedures required by the federal government for schools who receive federal funding. This will assist Noorda-COM to have all required policies and procedures in place before we apply for our Title IV School Code. Upon receiving our Title IV School Code, we will be able to begin offering federal student loan options to our students. We optimistically anticipate that we will receive our School Code for the 2026-27 academic year and will provide guidance to our students as we approach this timeframe. Federal Direct Loans that we anticipate offering to students upon approval will include the Unsubsidized Stafford Loan and the Graduate PLUS Loan programs.

Students Rights and Responsibilities

As a student you have the right to:
- Have confidential protection of your financial aid records as mandated by the Family Educational Rights and Privacy Act (FERPA).
- Know what financial assistance is available to you, including federal, state, institutional, and private financial aid opportunities.
- Know the steps required to apply for and receive financial aid and be aware of any applicable deadlines.
- Be given an explanation of the types of aid contained in your financial aid package as well as how to retain eligibility for those funds (as applicable).
- Know the method and frequency of financial aid disbursements.
- Know the Satisfactory Academic Progress Policy standards that a student must meet to receive and retain financial assistance, including the process by which a student who has failed to maintain satisfactory progress may re-establish eligibility for financial assistance.
- Know how your financial need is determined, including understanding how estimated Cost of Attendance budgets are determined and which budget items can be included.
- Know what resources are considered in the calculation of your financial need and how much of your need has been met.
- Request a review of your current financial situation to see if there will be an impact on the types and amount of financial aid that you are eligible to apply for and/or receive.
- Consult with the Office of Financial Aid staff concerning your financial aid application, your financial aid package, information related to your student loans, your estimated Cost of Attendance, Satisfactory Academic Progress standards, and/or financial challenges you may encounter while a student at Noorda-COM.
- Know the refund policy and when and why funds may need to be returned to the lender.
- Understand the rights and responsibilities of borrowing a loan through entrance and exit counseling and other pertinent publications.
- Be assured that Noorda-COM will make available financial aid records to students for at least five years after a student has departed from the institution or for whatever period is required by federal law.

As a student you have the responsibility to:
- Be aware of your ability to pay any institutional charges based on your available financial aid and/or personal resources.
- Secure adequate funding to cover all education-related expenses in a timely manner.
- Know the terms of any loan received as part of the financial assistance package, including information regarding sample loans and their repayment schedule and the necessity for repaying loans.
- Use student financial assistance you receive to pay ONLY for the cost of your education and education-related expenses associated with your enrollment at Noorda-COM for each academic year that you are enrolled.
- Be aware of and understand the criteria for continued student eligibility for each type of financial aid that you apply for and receive.
- Be aware of the financial aid process, including awarding, maintaining financial aid eligibility, method of disbursements, and frequency of financial aid disbursements.

- Be responsive to all communications sent from the Office of Financial Aid and, when possible, submit all documents at the same time and avoid submitting piecemeal.
- Monitor your Noorda-COM email account and voicemails daily.
- Seek out and maintain an awareness of all deadlines.
- Complete all requirements accurately, in a timely manner, and by the appropriate deadlines.
- Inform the Office of Financial Aid if you intend to enroll in less than full-time for any given semester so that your aid can be properly adjusted and/or disbursed, if necessary.
- Promptly report all sources of funding, including outside scholarships, grants, loans, living allowances/stipends received from external entities (e.g., military, scholarships, fellowships, Armed Forces Health Professions Scholarship Program, Veteran Affairs Health Professions Scholarship Program, NHSC, or similar) to the Office of Financial Aid. Per federal regulations, all sources of financial assistance must be considered when awarding financial aid. Failure to follow this requirement may result in the cancellation or reduction of your financial aid award.
- Read and understand all forms that you are asked to submit or sign, realizing that you are legally responsible for all agreements that you sign.
- Manage your financial aid experience.
- Keep your personal contact information up to date with the Office of the Registrar, loan servicers, and/or lenders.
- Maintain a file or digital folder of all aid applications, award notices, scholarship agreements, promissory notes, and other financial aid–related information for your personal records.
- Submit and update, as often as necessary, the appropriate authorization/release form(s) if you wish to allow the Office of Financial Aid to discuss your records with a particular third-party.
- Refer to the published disbursement schedule BEFORE inquiring about refund status.
- Minimize borrowing and monitor all student loan records via studentaid.gov.
- Comply with the provisions of any promissory note(s) and all other agreements you sign.
- Maintain and understand the standards of the Satisfactory Academic Progress Policy that a student must meet to receive financial assistance and the criteria by which a student who has failed to maintain satisfactory progress may re-establish his or her eligibility for financial assistance. The academic progress standards may differ for some scholarships as determined and defined by the awarding agency or organization.
- Reapply for financial aid each year.
- Contact the Office of Financial Aid to request assistance BEFORE making any changes to enrollment.
- Upon leaving school or dropping below half-time attendance, complete exit counseling.
- Have a thorough understanding of the exit counseling information that the school provides and collects.

Financial Aid Code of Conduct
Noorda-COM has developed, published, administered, and enforced a code of conduct with which the institution's officers, employees, and agents shall comply. Noorda-COM also abides by the National Association of Student Financial Aid Administrator's (NASFAA) Code of Conduct and the NASFAA Statement of Ethical Principles.

Noorda-COM is committed to providing students and their families with the best information and processing alternatives available regarding student borrowing. In support of this and to rule out any perceived or actual conflict of interest between Noorda-COM officers, employees, or agents and education loan lenders, Noorda-COM has adopted the following student lending code of conduct.

Noorda-COM **does not**:
- Participate in any revenue-sharing arrangements with any lender.
- Assign a lender to any first-time borrower through financial aid packaging or any other means.
- Outsource assistance related to the administration of financial aid with any call center or financial aid office processing.
- Permit any officer, employee, or agent who is employed in the Office of Financial Aid or is otherwise involved in the administration of education loans, relating to education loans, to accept any of the following:

- o Compensation
- o Fee
- o Payment
- o Other financial benefit (including a stock purchase option)
- o Gifts of greater than a nominal value
- o Anything of value

In exchange for the following:
- o Service on an advisory board
- o Commission
- o Consulting arrangement
- o Contract to provide services

From any or on behalf of the following:
- o Lender
- o Guarantor
- o Servicer
- o Group of lenders
- o Other group established

Noorda-COM **does**:
- Allow for the reasonable reimbursement of expenses associated with participation on such boards, commissions, orgroups by lenders, guarantors, or groups of lenders and/or guarantors.
- Recognize that a borrower has the right to choose any lender from which to borrow to finance his/her education.

Noorda-COM will not refuse to certify or otherwise deny or delay certification of a loan based on the borrower's selection ofa lender and/or guarantor.

NASFAA Statement of Ethical Principles

We, financial aid professionals, declare our commitment to the following Statement of Ethical Principles. Financial aid administrators shall do the following:
- Advocate for students
  - o Remain aware of issues affecting students and continually advocate for their interests at the institutional, state, and federal levels.
  - o Support federal, state, and institutional efforts to encourage students, as early as the elementary grades, to aspire to and plan for education beyond high school.

- Manifest the highest level of integrity
  - o Commit to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof.
  - o Deal with others honestly and fairly, abiding by our commitments and always acting in a manner that merits the trust and confidence others have placed in us.
  - o Protect the privacy of individual student financial records.
  - o Promote the free expression of ideas and opinions and foster respect for diverse viewpoints within the profession.

- Support student access and success
  - o Commit to removing financial barriers for those who want to pursue postsecondary learning and support each student admitted to our institution.
  - o Without charge, assist students in applying for financial aid funds.
  - o Provide services and apply principles that do not discriminate based on race, gender, ethnicity, sexual orientation,religion, disability, age, or economic status.
  - o Understand the need for financial education and commit to educating students and families on how

to responsibly manage expenses and debt.

- Comply with federal and state laws
  - o Adhere to all applicable laws and regulations governing federal, state, and institutional financial aid programs.
  - o Actively participate in ongoing professional development and continuing education programs to ensure ample understanding of statutes, regulations, and best practices governing the financial aid programs.
  - o Encourage colleagues to participate in the financial aid professional associations available to them at the state, regional, or national level and aid other aid professionals as needed.

- Strive for transparency and clarity
  - o Provide our students and parents with the information they need to make good decisions about attending and paying for college.
  - o Educate students and families through quality information that is consumer-tested when possible. This includes (but is not limited to) transparency and full disclosure of award notices.
  - o Ensure equity by applying all need-analysis formulas consistently across the institution's full population of student financial aid applicants.
  - o Inform institutions, students, and parents of any changes in financial aid programs that could affect students' aid eligibility.
  - o Strive to ensure that Cost of Attendance components are developed using resources that represent realistic expenses.

- Protect the privacy of financial aid applicants
  - o Ensure that student and parent private information provided to the financial aid office by financial aid applicants is protected in accordance with all state and federal statutes and regulations, including FERPA and the Higher Education Act, Section 483(a)(3)(E) (20 U.S.C. 1090).
  - o When Noorda-COM is approved for Title IV funding: Protect the information on the FAFSA from inappropriate use by ensuring that this information is only used for the application, award, and administration of aid awarded under Title IV of the Higher Education Act, state aid, or aid awarded by eligible institutions.

NASFAA Code of Conduct

The following Code of Conduct was last updated by a vote from NASFAA's Board of Directors in November 2020 and published in January 2021. Subject to enforcement procedures that went into effect July 1, 2015, NASFAA institutional members of NASFAA will ensure that:

1. No action will be taken by financial aid staff that is for their personal benefit or could be perceived to be a conflict of interest.
   a. Employees within the financial aid office will not award aid to themselves or their immediate family members. Staff will reserve this task to an institutionally designated person to avoid the appearance of a conflict of interest.
   b. If a preferred lender list is provided, it will be compiled without prejudice and for the sole benefit of the students attending the institution. The information included about lenders and loan terms will be transparent, complete, and accurate. The complete process through which preferred lenders are selected will be fully and publicly disclosed. Borrowers will not be auto assigned to any lender.
   c. A borrower's choice of a lender will not be denied, impeded, or unnecessarily delayed by the institution, even if that lender is not included on the institution's preferred lender list.
   d. No amount of cash, gift, or benefit more than a de minimis amount shall be accepted by a financial aid staff member from any financial aid applicant (or his/her family) or from any entity doing business with or seeking to do business with the institution (including service on advisory committees or boards beyond reimbursement for reasonable expenses directly associated with such service).

2. Information provided by the financial aid office is accurate, unbiased, and does not reflect preference arising from actual or potential personal gain.
3. Institutional financial aid offers and/or other institutionally provided materials shall include the following:
    - Breakdown of estimated individual Cost of Attendance components, including which are direct (billed by the institution) costs vs. indirect (not billed by the institution) costs
    - Clear identification and proper grouping of each type of aid offered, indicating whether the aid is a grant/scholarship, loan, or work program.
    - Estimated net price.
    - Standard terminology and definitions, using NASFAA's glossary of terms.
    - Renewal requirements for each aid type being offered, as well as next steps and financial aid office contact information.
4. All required consumer information is displayed in a prominent location on the institutional website(s) and in any printed materials, easily identified and found, and labeled as "Consumer Information."
5. Financial aid professionals will disclose to their institution any involvement, interest in, or potential conflict of interest with any entity with which the institution has a business relationship.

Student Accounts

NOORDA COLLEGE
of OSTEOPATHIC MEDICINE

Student Accounts

Please note that the following information is for tuition, fees, and supplies only and does not include costs such as room and board, transportation, personal expenses, and/or health insurance. If a studentis required to repeat a term or year, the student will be charged tuition and fees for the new cohort.

Students are assessed charges for tuition and fees on a semester basis. All fees are paid in the fall semester. In the event a student is repeating spring semester only, the repeater will be charged fees for spring only. Tuition and fees are due andpayable in full before the first day of class for each semester unless the student has an approved tuition payment plan or has accepted financial aid sufficient to cover the outstanding balance by the tuition due date.

COM2025 (Fall 2021 Start)	
Tuition	$53,300.00
Fees	$3,000.00
Per Credit <Full-Time	$1,150.00
Clinical Per Credit Full Time	$1438.00

COM2026 (Fall 2022 Start)	
Tuition	$57,500.00
Fees	$2,989.00
Per Credit <Full-Time	$1,280.00
Clinical Per Credit Full Time	$1600.00

COM2027 (Fall 2023 Start)	
Tuition	$62,388.00
Fees	$3,122.00
Per Credit<Full-Time	$1,380.00
Clinical Per Credit Full Time	$1725.00

COM2028 (Fall 2024 Start)	
Tuition	$64,572.00
Fees	$3,231.00
Per Credit<Full-Time	$1427.00
Clinical Per Credit Full Time	$1784.00

Method of Payment

Tuition and fee payments may be made online in Sonis with a debit/credit card (with a 1.5% fee) or an ACH checking or savings account payment via the Sonis student portal. Payment may also be made over the phone, regular mail, or in person (e.g. personal check, credit card, money order, or direct bank account debit). A check payment should be made payable to: Noorda College of Osteopathic Medicine and sent to the address below:

Noorda College of Osteopathic Medicine
Office of Student Accounts

2162 S 180 E
Rm 1212
Provo, Utah 84606

Payment must be received by the Office of Student Accounts no later than end of business (5:00 PM MST) on the first Friday of each semester. Students with an outstanding balance after the due date may be subject to late fees.

Payment Plan

Students may opt to enroll in the Semester Payment Plan and pay tuition in monthly installment payments each month throughout the semester. Equal installment payments will be due on the first day of each month over the course of the semester. The total semester balance must be paid off by the last day of the current semester. A student opting into the Semester Payment Plan will email studentaccounts@noordacom.org to set up their payment plan. Payments will be auto deducted using a credit or debit card or checking or savings account debit. Each card payment will be charged an additional 1.5% transaction fee. If a monthly payment is declined, a $25 fee will apply for each declined payment. A signed Semester Payment Plan must be activated before the tuition due date to avoid a tuition late payment fee. If any information that impacts the payment plan changes, the student must contact studentaccounts@noordacom.org to update the payment plan authorization form. A new payment plan form must be completed each semester because of the different balances due each semester.

Communication

Noorda-COM Office of Student Accounts will communicate charges, payments, and other important information and notices to students via their official Noorda-COM email. Students are required to check their email account regularly. Students will receive an invoice four weeks prior to the start of each semester. Tuition and fees are due on the **first Friday day of each semester.**

Financial Non-Payment Hold

Students who have an outstanding balance owed to Noorda-COM will have a Financial Non-Payment Hold placed on their student account. Students with a Financial Non-Payment Hold may not participate in their academic program until the Financial Non-Payment Hold is resolved with the Office of Student Accounts. This means that a student on Financial Non-Payment Hold may not physically attend class on-site, access the learning management system, progress to the next semester, take a qualifying exam, perform recognized research, nor graduate until the Financial Hold is resolved with the Office of Student Accounts. Students who have an approved tuition and fee extension on file will not be subject to a Financial Non-Payment Hold unless the extension deadline has passed.

If a student has not made the required payments by the due date, then the Office of Student Accounts will submit an Incident Report to notify the Office of the Registrar to place the student on "Financial Non-Payment Hold" status with the possible results noted above. The filing of the Incident Report allows Noorda-COM to begin the student professionalism and disciplinary process. The student will also be subject to a Late Payment Fee.

Noorda-COM may be allowed to seek third party vendors to aid in collections for non-payment.

Audit Fee

The fee to audit a course is $200 per credit hour. Audit fees are not eligible for financial aid.

Late Payment Fees

Tuition payments that are received after the due date incur a late payment fee of $100.

Returned or Declined Payments

Any payment that is declined or returned will incur a $25 fee.

Student Accounts Review Committee

Students wishing to appeal any charges to their student account, the amount of their refund, or any matters having to do with their student account with the Office of Student Accounts may request to submit an appeal to the Student Accounts Review Committee (SARC). The committee is a staff-led committee that includes representation from the offices of Financial Aid, Student Accounts and the Registrar. Students must notify Noorda-COM of their desire to have the matter reviewed by emailing their appeal to: studentaccounts@noordacom.org.

The committee reserves the right to meet with the appealing students but is not required to meet with every student. Once reviewed, the committee will provide the student with a written response of their decision.

Helpful Links – Scholarships & Programs

- American Medical Women's Association – Awards, Scholarships, and Fellowships
- American Osteopathic Foundation – Grands, Scholarships & Awards
- Native Forward Scholars Fund
- American Medical Association (AMA) - Apply for Medical School Scholarships
- AACOM - Financial Aid & Scholarships
- Buckfire Law – P.C. Student Scholarships
- Japanese Medical Society of America (JMSA) - Scholarships
- Jewish Federation of Greater Philadelphia – Endowed Scholarship and Loan Funds
- Equality Scholarship Collaborative – How To Apply
- National Hispanic Health Foundation (NHHF)
- National Medical Fellowships – Scholarships & Programs
- Women In Medicine
- Air Force – Ongoing Education
- U.S. Army – Army Medical Scholarships
- Navy Medicine - Accessions
- Indian Health Service (IHS) – IHS Scholarship Program
- SOMA Foundation – Scholarships & Grants
- Association of American Medical Colleges (AAMC) – Loan Repayment, Forgiveness, Scholarship and Other Programs
- Big Future – Search for Scholarships
- Fast Web – College Scholarship Search
- Sallie Mae – Graduate School Scholarship Search
- Wells Fargo – CollegeSTEPS Scholarship Search
- Affordable Colleges – Resource Center
- Public Health Online – Public Health Scholarships

Student Academic Services & Policies

NOORDA COLLEGE
of OSTEOPATHIC MEDICINE

Student Academic Services & Policies

Office of the Registrar

The Office of the Registrar is committed to providing exemplary service to students, alumni, and faculty. The office functions to provide accurate information and efficient service to the constituencies of Noorda-COM while facilitating and coordinating activities in accordance with Noorda-COM policy and federal regulations. The Office of the Registrar also serves as the custodian of student academic records. The Office of the Registrar additionally serves as an information resource for the Noorda-COM community and actively seeks to effectively communicate and inform those associated with the College of their rights and responsibilities.

Academic Record Request

Requests for academic records will be processed by the Office of the Registrar in the order they are received. Federal regulations mandate a signed request or identity authentication to authorize the release of student academic records. Consequently, phone requests for academic records and official or unofficial transcripts are not acceptable. Active Noorda-COM students are encouraged to utilize Sonis to review and print unofficial transcripts. Academic Records Requests can also be made through Sonis in the Office of the Registrar.

The Office of the Registrar makes every effort to respond to requests in a timely manner with a commitment to process transcript requests within three to five working days from the time the request was received. Requests for multiple transcripts, several different documents (e.g., a request for a Transcript as well as Board scores), or requests during peak operating times (e.g., graduation) may require additional processing time. Information that is required to meet a third-party deadline should be requested with at least two weeks lead time to ensure expedient delivery and appropriate recording.

Official transcripts cost $30, due at the time of request. Requests will not be processed unless payment has been receivedin full and the student/alumnus has fulfilled all financial obligations to the Noorda-COM. All services will be withheld in situations of default on student loans or other similar financial obligations.

Noorda-COM has authorized the National Student Clearinghouse (NSC) to provide transcript ordering via student authentication through the Noorda-COM network. There are multiple delivery options available through NSC, therefore it is recommended that students review transcript and delivery fees prior to requesting a transcript.

Delivery Type	Transcript Cost	Shipping/Handling Fees	Please Note
Secure Electronic PDF	$30	N/A	This is the quickest method of delivery; recipient'semail address must be provided for the order
In-Person Pickup	$30	$10	Available for pickup within one business day
Paper Transcript + delivery type	$30	$1-80	Three to five business days to process from date of receipt

Official transcripts are generally forwarded directly to the receiving party. If a transcript is verified as received via certified mail or an express mail vendor but the recipient is unable to locate the transcript, the student/alumnus is responsible for requesting and paying for another transcript to be sent.

Unofficial transcripts are available via Sonis. If a student requests an unofficial transcript from the Office of the Registrar, the cost is $5. Unofficial transcripts do not carry the College seal and are stamped with a red ink identifier.

Preferred Name

Noorda-COM is committed to fostering an environment of inclusiveness and supporting students' form of self-identification. Noorda-COM recognizes that some students prefer to identify themselves by a first and/or middle name other than their legal name, and so long as the use of a different name is not for the purposes of

misrepresentation, Noorda-COM permits students to use a preferred name where possible in the course of Noorda-COM education and business.

Any student may choose to identify a preferred first and/or middle name in addition to the legal name. Students may request this service via Sonis. The student's preferred name may be used in many contexts including class rosters, Canvas, ID Cards, etc. The student's preferred name will appear in the Noorda-COM directory unless a FERPA block is requested. There are certain Noorda-COM records that require a legal name; however, wherever reasonably possible, a student's preferred name will be used. College administrators, Campus Safety, and your supervisor (if you are employed oncampus) will have access to your Legal and Preferred Names.

The legal name is required for, but not limited to, the following:
- Student Information System
- Student Financial Services documentation
- Financial Aid
- Federal Requests for Information
- Immigration Documents
- Medical Documents
- National Student Clearinghouse
- Official correspondence with external entities
- Official and unofficial Transcripts
- Academic Certifications and Verifications
- Clinical Rotation Applications and Communications
- Diplomas
- Paychecks/W-2/1098-T
- Campus Safety

Students may designate (or remove) a first and/or middle preferred name through the Office of the Registrar. The Office of the Registrar will review and respond to all requests. Noorda-COM reserves the right to not accept a preferred name if it is deemed inappropriate, including a preferred name that is vulgar, offensive, fanciful, or creates confusion with another person. Allowable name formats include (but are not limited to):
- A shortened derivative of a name (e.g. "Katie" for "Katherine")
- A middle name instead of a first name
- First and middle initials (e.g. "M.J." for "Mary Jane")
- An anglicized name (e.g. "Simon" for "Bao")
- A name that better represents the individual's gender identity
- A name to which the individual is in the process of legally changing

An approved preferred name does not affect your legal name. Please note that it may take up to seven business days for the request to completed through all Noorda-COM systems.

Reports of misuse and abuse of both preferred names and legal names in accordance with existing policies and procedureswill be reported to the Associate Dean of Student Affairs. Depending on the individual and circumstances involved, this may include Human Resources, Academic Affairs, Academic Leadership, General Counsel, and/or appropriate law enforcement agencies. Noorda-COM reserves the right to remove preferred names that are deemed misrepresentative and to suspend the individual's privilege to update a preferred name.

Name Change Request

Students who have changed their legal name must submit a name change request, along with legal documentation, to the Office of the Registrar. It is the responsibility of the student to ensure that their student records are kept current.

Legal documentation for a name change includes the following:
- Certified copy of a marriage certificate, court order, or dissolution decree reflecting the new name in full

- At least one government-issued official proof of identity. [Drivers License, State Identification, Passeport, etc.]

If a student wishes to change their name prior to graduation, the applicable information should be submitted to the Office of the Registrar, prior to beginning the fourth year for the updated information to be reflected on graduation documents, including the diploma.

Address and Telephone Number

Students will be able to update their personal address information in Sonis. Noorda-COM requires students to keep their permanent home address, telephone number, and emergency contact on file with the Office of the Registrar. Permanent address information is required by the Department of Education for Enrollment Reporting.

A campus address, where you are located when you matriculate and attend, and your mobile telephone number can be kept on file as your preferred (local) address. Students are responsible for keeping their local address information current.

Graduation, Commencement, and Degree Conferral

By June 1st graduating students must have completed all program curriculum requirements. The Faculty Council votes and recommends approval of all eligible candidates to the Dean. Students must be in good academic standing to graduate.

The commencement process is as follows:

1. The Office of the Registrar provides a list of students eligible for commencement to the Student Promotion Committee (SPC) for initial review. The SPC makes recommendations to the Faculty Council for review.
2. Upon reviewal, Faculty Council recommends student eligibility of commencement for approval from the:
   a. Dean
   b. President's Council
   c. Board of Trustees
3. Once the Registrar's office is notified of all approvals the degree will be officially conferred in the student's record and the Registrar's Office will notify the student.
4. Diplomas will be given at graduation ceremony. Diplomas will be held in the Registrar's Office for 60 days after graduation.

Graduation Services Degree Audit

An audit of the Doctor of Osteopathic Medicine will occur at the beginning and end of the fourth year. Students can review their progress online.

Diplomas

Student diplomas will be provided to students at graduation. Unless an excused absence was approved, students are required to attend graduation. Diplomas will be held in the Registrar's Office for 60 days after graduation. They are available for pickup during business hours, or the student may opt to pay for shipping.

Replacement Diplomas

Replacement diplomas may be ordered through the Office of the Registrar. Requests for name changes must include legal documentation supporting the change. A replacement diploma costs $150 and will include the word "duplicate."

Honors and Standing
Latin Honors
Latin Honors are calculated on the first two years (curriculum) and rotations.

- Summa Cum Laude. Top three or no less than three percent of class

- Magna Cum Laude. Next four or no less than four percent of class
- Cum Laude. Next five or no less than five percent of class

Presidential Clinical Scholars

Students who receive Honors in four disciplines during third-year core clinical rotations receive the Presidential Clinical Scholar designation. Students will receive an Honor Cord at graduation. The transcript notation will read: Presidential Clinical Scholar.

Dean's List

The Dean's list will be calculated at the end of each term (Fall and Spring) in years OMS I and OMS II. The Dean's list is comprised of the top quartile of the OMS I and OMS II class. The Dean's List notation will be listed after each term on the official transcript. The notation will read: Dean's List.

Clerkship Honors

The Clerkship Honors will be calculated after the conclusion of the OMS III. The Clerkship Honors is comprised of students who earned Honors during the clerkship which is a minimum of 10 percent of the cohort. The Clerkship Honors notation will be listed after the Spring OMS III term on the official transcript.

The awarded notations will read:
- Clerkship Honors: Family Medicine
- Clerkship Honors: Internal Medicine
- Clerkship Honors: Obstetrics and Gynecology
- Clerkship Honors: Pediatrics
- Clerkship Honors: Psychiatry
- Clerkship Honors: Surgery

Class Rank
The Offices of the Registrar and Assessment will calculate class rank at the end of the first two years—OMS I and OMS II. Class Rank for graduation is based on the student's cumulative overall performance in the first two years. Class rank is calculated only for the top quartile of the COM class. This will be noted on the MSPE.

Good Standing

Students who are successfully completing all medical school requirements with no missing grades are considered in good standing. Students must be currently enrolled or eligible to be enrolled. Students with disciplinary action for professionalism are not considered in good standing.

Academic Warning

Academic Warning provides an early warning to the Student Promotions Committee (SPC) to identify students whose academic performance is below average. Students will be placed on Academic Warning if they fail any course/clerkship, or any Comprehensive Osteopathic Medical Achievement Test (COMAT)/departmental examination. Students may be placed on a Learning Plan. Students will remain on Academic Warning until successful completion of the associated course or remediation of failed courses/examinations.

Disciplinary Warning

A student may receive an oral or written warning for violating the Code of Conduct. Any further violation of the Code of Conduct may result in further disciplinary actions such as probation, suspension, or dismissal.

Academic Probation

Academic Probation is assigned to students who fail courses, clerkships, and/or National Standardized examinations e.g. COMLEX-USA (Level 1 or 2), COMAT. Students will remain on Academic Probation until they have successfully remediated course, clerkship and/or examination failures.SPC has broad discretion regarding

students on Academic Probation and may place additional requirements on the student. Requirements may include but are not limited to the following or any combination thereof:

- Ongoing appearances before SPC
- Compliance with all recommendations set forth by SPC
- Prohibiting student involvement:
    - in co-curricular activities
    - from serving on committees
    - from student travel
- Participation in an individualized remediation program
- Other requirements as deemed necessary

Students on Academic Probation who fail to meet all requirements set forth by SPC and approved by SAC may be recommended for Academic Suspension or Dismissal.

Disciplinary Probation

A student is placed on Disciplinary Probation for violating the Code of Conduct. Probation lasts for a specific period of time and is implemented by terms. Any violation of the Code of Conduct or the conditions of probation committed during the probationary period shall result in further disciplinary action such as suspension or dismissal.

Academic Suspension

Academic Suspension requires the students who are struggling academically to leave Noorda-COM for a specific time period. SPC sets the time frame and requirements for a suspension. Academic suspension appears on the official transcript. After the period of suspension expires, the transcript notation is removed. While Academic Suspension is removed from the transcript it can affect graduation dates and financial aid.

Disciplinary Suspension

A student placed on Disciplinary Suspension is required to leave Noorda-COM for a specific period of time. An indication of disciplinary suspension appears on the student's official transcript. After the period of suspension has expired, the transcript notation shall be removed. Suspension includes an exclusion from campus property and activities during the period of suspension. While Disciplinary Suspension is removed from the transcript it can affect graduation dates and financial aid.

Disciplinary Suspension in Abeyance

When a student is suspended from Noorda-COM but, due to mitigating circumstances, the suspension is deferred, that student is placed on Disciplinary Suspension in Abeyance. The student is permitted to remain in classes during the period of suspension unless they are found in violation of the Code of Conduct during the period of suspension. Should this occur, the suspension will be activated immediately and remain in place for the amount of time remaining on the original sanction. Additionally, the student will face new sanctions associated with the most recent code violation.

Academic Dismissal

Academic Dismissal requires the student to permanently leave Noorda-COM. A notation of academic dismissal remains permanently on the official transcript. Dismissal from Noorda-COM includes an automatic exclusion from campus.

Disciplinary Dismissal

A student who is disciplinarily dismissed is required to permanently leave Noorda-COM. A notation of disciplinary dismissal remains permanently on the student's official transcript. Disciplinary dismissal includes an automatic exclusion from campus.

Course Credit Hour
The United States Department of Education requires that post-secondary institutions develop written policies

regarding assignment of credit hours that conforms to the definition of a Credit Hour (§§ 600.2, 602.24, 603.24, and 668.8)

Noorda College of Osteopathic Medicine defines one credit hour as 15 instructional hours plus an average of 30 hours of out of class student work. The pace of learning and studying is not identical for everyone; it is understood that actual time on task will vary from student to student.

This formula will be applied to instructional terms of any duration. An equivalent amount of time on task (i.e. contact time plus out of class student work) per credit hour is required for non-classroom-based activities such as a laboratory or small group practical, clinical rotations, asynchronous online or distance instruction and other non-classroom modalities and delivery methods. Calculation of credit hours will be rounded to the nearest 0.5 credit hour per course.

In calculating credit hours, one hour of credit is awarded for:
- 15 instructional hours with anticipated student activity of two additional hours per instructional hour for reading, preparing assignment, etc. which is equivalent to 45 hours of student activity
- 30 course lab hours
- 67.5 Learning Objectives
- 1 week of clinical rotations, clerkships, directed study, independent study, and/or practical
- 60 research hours

Guidelines

Student learning outcome equivalencies are to be based on documented qualitative and quantitative expectations for:
- Time required of students to complete assigned learning activities
- Time required of students to read and understand content developed by course/section faculty, excluding time required to read assignments in a course syllabus
- Time required of course/section faculty to respond to student questions received through electronic mediums (e.g., email, online classroom, discussion boards, chat rooms)
- Time required of course/section faculty and students to participate in online conference activities

Definitions

- Academic hour - 50 minutes
- Learning Objectives – 4.5 Learning Objectives is equivalent to one instructional hour of didactic instruction.
- Didactics - 15 instructional hours of didactic instruction (plus 30 hours of student out-of-class independent learning) = one semester credit.
  - Small group discussions and learning activities are considered the same as didactics for credit hour calculation purposes.
- Labs – 30 formalized instructional course lab hours (plus 15 hours of student out-of-class independent learning) = one semester credit.
- Clerkships, Directed Study, Independent Study, Practicum and Research - 45 hours of instruction and/or student out of classroom independent learning in any combination = one semester credit.

Course Numbering

001-099   Preparatory courses
100   First year medical courses
200   Second year medical courses
300   Third year medical courses
400   Fourth year medical courses

Leave of Absence

A Leave of Absence (LOA) is a period of non-enrollment during which students are not considered to be working toward their degree. An LOA can also be used to accommodate students experiencing situations that significantly affect their ability to fully participate in the requirements of the degree program or to accommodate students who wish to interrupt the normal course of study for the purpose of engaging in research, fellowship, and/or creative scholarship.

Once an extended absence extends to 42 days (6 weeks) the student must request a Leave of Absence. The Associate Dean of Student Affairs considers recommendations for a Leave of Absence for a leave of over 42 days (6 weeks) with or without conditions. Conditions are commonly prescribed in cases of academic deficiency or medically related issues.

A leave of absence is granted for several reasons. Reasons may include, but are not limited to, the following:

- Medical emergency or illness
- Personal emergency
- Military service
- Maternity/Paternity leave
- Academic endeavors, on or off campus, that benefit the overall educational pursuit of the student in becoming aphysician (e.g. fellowships, research, dual degree)

Students granted a medical leave of absence must have a licensed physician certify in writing that the student's physical and/or mental health is sufficient to continue in a rigorous educational program before they may return to the College. Students granted an academic leave of absence must have approval from the Associate Dean of Student Affairs in consultation with the Associate Dean of Academic Affairs and/or Associate Dean of Clinical Affairs to return.

All leave requests should be made in writing to the Associate Dean of Student Affairs, who in consultation with the Associate Dean of Academic Affairs and/or Associate Dean of Clinical Affairs takes under consideration requests for leaves of absence. If circumstances prevent a student from providing a prior written request, the request may be made through exception.

Students granted or placed on a leave that is greater than 180 days will be withdrawn from their coursework and must repeat the semester or year. Students granted a leave of absence must follow the checkout process detailed in the Catalog under the Withdrawal policies. Student will be reported to the U.S. Department of Education through the National Student Loan Data System (NSLDS) as withdrawn.

The student will be required to meet with the Office of Financial Aid regarding the implications related to their leave of absence.

Students approved for a leave of absence will retain their Noorda-COM email account and previous content.

Students on a leave of absence must check-in as agreed upon with the Associate Dean for Student Affairs, and/or his/her designee, during the period of leave. Students must request reinstatement in writing to the Associate Dean for Student Affairs 30 days prior to their scheduled return.

Leave of Absence Appeal

Students not approved for a leave of absence will be notified by the Associate Dean for Student Affairs, or his/her designee, of the reason for denial. If a student believes an appeal is warranted, the student must appeal to the Dean within five business days of the receipt of the leave of absence denial.

The appeal should contain the following information:
- The reason for the appeal, including any hardships the leave of absence denial poses to the student's future or the student's educational career.

- Any additional evidence deemed necessary to reverse the original decision.

Upon receipt of the formal appeal from the student, the Dean, or his/her designee, will:
- Acknowledge receipt of the appeal within five business days.
- Investigate the claims outlined in the appeal.
- Notify the student of the decision within five business days of acknowledgment of the written appeal.

The Dean's, or his/her designee's, decision is final.

Withdrawal (Official and Unofficial)
Official Withdrawal
Withdrawal is a voluntary action by a student who chooses to leave Noorda-COM. Any student who leaves for any reason must complete the checkout process. Failure to complete the checkout process will cause the College to put a hold on the release of student records.

The checkout process is as follows:
- The student must contact the Associate Dean of Student Affairs and/or the Office of the Registrar and notify of intent to withdraw.
- The Associate Dean of Student Affairs, and/or their designee, will send a checkout form to all administrative offices for checkout directions and signatures.
- The student must make an appointment with the Associate Dean of Student Affairs and/or their designee to review and sign the checkout form.

The Associate Dean of Student Affairs and/or their designee will conduct the exit interview. For the convenience of the student, this will be handled in a single office but will include professionals from various offices to ensure all outstanding issues/ needs are resolved. The completed checkout form will be submitted to the Office of the Registrar and will become a part of the student's permanent record. Once the student completes all obligations, including payment of all outstanding balances, the Office of the Registrar will release student records upon receiving signed consent.

Unofficial Withdrawal

Students who begin coursework at Noorda-COM but stop attending all courses during the term may be considered unofficially withdrawn. The Offices of Financial Aid and the Registrar will review students at the end of each academic term to determine if the student unofficially withdrew. A student receiving all grades of Fail (F), Withdrawal (W) or Administrative Withdrawal (AW) in any combination may be subject to the Return of Title IV funds calculation (R2T4) if it is determined that the student unofficially withdrew.

The Offices of Financial Aid and Registrar will contact instructors and request confirmation of the date the student ceased attending courses through graded class assignments, documented group project work, or other documentation from the instructor. If and/or when instructors provide confirmation of the last date of attendance, documented group project work, or coursework completions, the date will be used to calculate the R2T4 and federal funds to return. If a last date of attendance cannot be confirmed, the half-way point of the semester may be used and 50% of the aid used to pay direct education costs (tuition and fees) must be returned to the U.S. Department of Education on the student's behalf. The Office of Financial Aid will use the policy for Return to Title IV Aid to return the funds.

Family Educational Rights Privacy Act
The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. All College personnel deemed to have the "legal right to know" are required to comply with FERPA laws.

1. To remain in compliance with FERPA laws, each Noorda-COM employee is expected to abide by the following regulations.

2. Not to permit unauthorized use of any student information
3. Not to exhibit or divulge the contents of any student record or report to any person except in the conduct of their work assignment
4. Not to seek personal benefit or to permit others to benefit from confidential student information which has come to them by virtue of their work assignment
5. Not to knowingly record or report inaccurate or misleading information
6. Not to remove any official record, copy, or report from a student's file outside the scope of their duties
7. Not to aid, abet, or act to conspire to violate FERPA law
8. Noorda-COM employees must immediately report any FERPA violation to their supervisor

The Office of the Registrar serves as the official custodian of student academic records.

Disclosure
Currently enrolled and former students have the right to inspect and review their educational records upon request with proper identification. Requests for official records can be made by contacting the Office of the Registrar. Hard copy requests for official documents will be generally mailed within three to five business days within receipt of the request. Students who have waived their right to inspect and review their records may not have access.

Appeal

Denied access to educational records may appeal in writing to the Dean. If the decision to uphold the denial, the Dean will provide a written statement explaining the basis of the denial within ten days of receipt. Applicants must contact the Department of Admissions to review educational records submitted during the application process. Those denied admission must appeal within six months of the date of denial. Noorda-COM is in no way required to discuss admission or denial.

Amendment of Record
Currently enrolled or former students have the right to request an amendment of their educational record should they believe it to be inaccurate, misleading, or in violation of FERPA laws. A records request must be submitted to the Office of the Registrar clearly identifying the part of the record in question and the justification for the requested amendment. If the request is denied the Registrar will notify the decision and their right to appeal. Requests to appeal a record amendment denial must be made in writing to the Dean. The Dean will respond within ten business days of their final decision. Dissatisfaction with the Dean's decision, the individual has the right to file a complaint with the Family Policy Compliance at the U.S. Department of Education.

Third Party Disclosure
Personally identifiable information will not be released to third parties without prior consent. Exceptions to the consent requirements as allowed by FERPA include:

Disclosure to School Officials
Educational records may be disclosed without written consent to College officials on a NEED TO KNOW BASIS with relevant, legitimate educational or administrative duties. College officials are determined as "need to know" by the employee retaining the information, Dean, or President of the College. All information must be used for the purpose intended. Educational records may be disclosed without consent to contractors, consultants, and other outside parties to whom the College has outsourced institutional services or functions that it would otherwise use employees to perform. Outside parties are subject to the same governing conditions regarding the safekeeping of educational records. A statement of compliance must be signed indicating the non-redisclosure provisions of FERPA prior to receiving any student information

Disclosure for Postgraduate Training Applications
Educational records and relevant supporting documents required for postgraduate training applications may be disclosed without prior written consent.

Disclosure Pursuant to Judicial Order

Education records may be released if properly subpoenaed pursuant to a judicial, legislative, or administrative proceeding. In all such cases, reasonable attempts will be made to notify the individual of the judicial order in advance of compliance, as permitted by law.

Disclosure Pursuant to Requests for Financial Aid

Education records relevant to the application for or receipt of financial aid may be disclosed without prior consent.

Disclosure to Federal and State Authorities

Authorized federal and state officials may have access to education records as required by the audit and evaluation of state and federally supported education programs, or in connection with the enforcement of federal legal requirements which relate to such programs.

Disclosure to Accrediting and Professional Associations

Designated representatives of accrediting and other professional organizations with which the College is affiliated may have access to student education records to the extent necessary to fulfill the obligation of that affiliation.

Disclosure Pursuant to Student's Delinquency on Payment

Student education records may be disclosed as necessary to effect collection of a student's financial obligations to the College.

Disclosure Pursuant to Student's Transfer to another Institution

The College may disclose personally identifiable information from a student's educational records without consent if the disclosure is to another institution for which the student has applied for admission, under the conditions described in ß99.31 and ß99.34 of the regulations.

Disclosure Pursuant to Litigation against the College

Education records deemed necessary for the defense of the College in a suit filed by an individual may be disclosed to attorneys representing the College.

Disclosure Pursuant to the College's Obligations to Support Study and Research

The College may disclose personally identifiable information from a student's education records without consent if the disclosure is to an organization conducting studies for, or on behalf of, the College to:
- Develop, validate, or administer predictive tests.
- Administer student aid programs
- Improve instruction.

Requests for access to student education records under the studies exception must be approved by the Office of the Registrar. Such requests will be fulfilled, if possible, by information from which all identification of the student has been removed.

The written agreement between the College and the organization conducting the study must specify the purpose, scope, duration of the study, and the information to be disclosed. Personally identifiable information from educational records may be provided to:
- Only meet the purpose of the study
- Limit any disclosures of information to individuals in the organization who have legitimate interest in the information

- Require the organization to destroy or return all personally identifiable information to the College within a specificized time period when no longer needed for the purpose of the study

Disclosure to Protect the Health and Safety of an Individual

The College may disclose information from education records to appropriate parties including, but not limited to, parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of a student or another individual under the conditions described in ß99.36 of the regulations.

Disclosure of Student Directory Information

The College may disclose directory information from a student's educational record to third-parties without the written consent of the student.
The College has designated the following types of personally identifiable information as directory information:
- Student's name
- Address
- Telephone listing
- E-mail address
- Date and place of birth
- Photograph
- Major field of study
- Participation in officially recognized activities
- Dates of attendance
- Degrees and awards received
- Most recent previous educational agency or institution attended and location
- Training institution and medical specialty identified for postdoctoral education.

Disclosure Pursuant to the Wetterling Act, 42 U.S.C. 14071

The College may disclose without consent information received under the Wetterling Act about a student who is required to register as a sex offender. Student education records disclosed to a third party are subject to the condition that the third party will not permit any other party to have access to the records without prior approval from the College or the students.

Parents or Legal Guardians

The College does not make disclosures of information to parents or legal guardians without written consent from the student. However, consistent with FERPA, the College does not need a student's consent to release information from education records to parents or other appropriate individuals in the case of health and safety emergencies.

Data Requests

Requests for student information beyond the scope of the systems provided to College constituents based on their roles and security access should be submitted to the Office of the Registrar. Only the Office of the Registrar and/or the Office of the Dean are authorized to fulfill such requests. All other units and organizations may not release student or institutional data without prior approval by the Dean or Registrar. All data requests are subject to review and approval for compliance with FERPA and College policies. The College does not release student information for commercial purposes

Fees

Requests which require extensive labor, interfere with regular operations, or require data in specific formats (e.g. mailing labels) may be denied or charged a fee for the service. An estimate of the fees may be provided upon request.

Notification of Students Rights Under FERPA

All currently enrolled students at the College are notified annually of their rights under FERPA by the Office of the Registrar.

Faculty and Staff Training

All College personnel, regardless of the need for educational records, are required to complete the online College-provided annual FERPA training. The Department of Human Resources assigns and manages FERPA training through each employees' Safe Colleges account. A score of at least 80% is required to complete the training. Once submitted, the employee will receive a certificate of completion. The Department of Human Resources maintains records of completion and emails employees reminders to complete their training.

Additional Information

If circumstances arise involving release of confidential information that are not covered in the College's Catalog or by these guidelines, the President, the Dean, or the Registrar should be contacted for advice, clarification, or direction.

Confidential Records

Confidential records are all records containing personally identifiable student information that is not designated as directory information

Such records include, but are not limited to, the following:
- Academic evaluations and grades
- Counseling and advising records
- Disciplinary records
- Financial aid records
- MSPE/Deans Letter or general letters of recommendation
- Medical and psychological records
- Campus security records
- Transcripts and other academic records
- Scores on tests required for new student
- Billing and fee payment records

Personally identifiable information is any information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the campus community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

Examples of personally identifiable information include, but are not limited to:
- The student's name
- Name of the student's parent or other family member
- The address of the student or student's family
- A personal identifier, such as a student's social security number or student number
- The student's date and place of birth
- The student's mother's maiden name
- Biometric record
- Citizenship status
- Medical Information
- List of personal characteristics or other information that would identify the student with reasonable certainty

Personally identifiable information also includes information requested by a person who the College reasonably believes knows the identity of the student to whom the education record relates.

School Official

A school official is a person employed by the College in an administrative, supervisory, academic/research, or support staff position; contractors, consultants, volunteers and other nonemployees performing institutional services and functions; and a person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

Student

A student is any individual with respect to whom the College maintains education records and has been in attendance at the College. A student's education records are protected under these guidelines beginning on the first day of classes of the student's first semester of enrollment. No student shall be required to waive his or her rights under FERPA as a condition of admission or for the receipt of any services or benefits.

The Office of the Registrar facilitates responses to third-party requests for student data, and serves as a primary resource for FERPA awareness, compliance and education. Students may read the Student Data Security and Confidentiality of Records Policy for more information or may contact the Office of the Registrar

A violation of this policy may lead to reprimand, suspension, dismissal or other disciplinary action, consistent with general personnel policies of the College.

Student Data Security and Confidentiality of Records
Noorda College of Osteopathic Medicine is committed to ensuring the security and confidentiality of student data and records by safeguarding appropriate technical, administrative, and physical student information against unauthorized access, disclosure, alteration, and destruction.

Noorda-COM only collects student data necessary for educational purposes that follow applicable laws and regulations. The College explains the purpose of the collected data and will obtain appropriate consent when necessary. All student data will be limited to authorized users and may be provided to employees with legitimate educational or administrative needs. Role-based access controls are implemented to ensure individuals have access only to the data necessary to perform their duties.

Noorda-COM students have individual profiles in each software platform, where they can update personal information, submit assignments, and house all insurance related documents. Under no circumstance are students allowed to share access to their individual profiles with others.

The Department of Media and Information Technology provides regular training and guidance to employees and students on security best practices and their responsibility in maintaining confidentiality of records. Security measures are regularly assessed to mitigate risks and vulnerabilities. The Department of Media and Information Technology continuously monitors and is prepared to address any potential breaches of student information.

Retention periods for student records are in accordance with legal requirements and are properly and securely disposed of, preventing unauthorized access or disclosure when they are no longer required for educational or administrative purposes. Violations of this policy may result in disciplinary action, including termination of employment or legal consequences, depending on the severity of the breach and applicable laws.

Maintenance of Student Records
Noorda-COM will maintain the following student records information indefinitely:
- Transcripts
- Transcripts for coursework completed at other institutions
- Dates of enrollment, matriculation date, start and end dates of each academic year, dates of leaves of absences, withdrawal, dismissal, conferral/graduation dates
- National exam scores
- Student course performance and clinical clerkship performance evaluations

- Medical Student Performance Evaluations (MSPE) also known as Dean's Letters
- Change of status forms/letters related to leaves, academic schedule variations, remediations, name changes, withdrawal, dismissals, etc.
- Final disposition of disciplinary action records (with or without sanctions)
- Institutional technical standards forms for admissions and/or graduation
- Medical School Diploma (copy)
- Criminal background check, toxicology screenings
- International student documentation
- Student Health and Immunization records

Education records exclude:
- Records that are in the sole possession of school officials and are not accessible by other personnel
- Law enforcement or campus security records that are maintained or created by the law enforcement unit for the purpose of law enforcement only
- Employment records relating to students who are employed by the College, unless the employment is a result of his/her status as a student
- Records created or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional, that are used only in connection with the treatment of the student and are not available to anyone other than those providing such treatment
- Records that contain information about an individual after that person is no longer a student at the College, unless the records pertain to the individual's previous attendance as a student

Please note that this is a non-exhaustive list. For questions regarding your student record, contact the Office of the Registrar at registrar@noordacom.org.

Office of Assessment

NOORDA COLLEGE
of OSTEOPATHIC MEDICINE

Office of Assessment

Quiz and Exam

The Noorda College of Osteopathic Medicine maintains a structured and comprehensive approach to administering quizzes and examinations to ensure academic integrity and student success. Daily quizzes, contingent on the schedule and course material, are designed to reinforce foundational knowledge and prepare students for board exams.

Daily Quizzes

Depending on the schedule and material, quizzes may or may not be provided every day.

- Consist of questions derived from all core courses.
- Will be comprised of both foundational questions and board-style questions.
- The first attempt must be completed on Examplify
- Must be submitted on Sunday by 11:59 pm MT each week.
- If there is a problem with uploading quiz, send a screenshot of upload denial to assessment@noordacom.org.

Quiz Scores

- Used to identify opportunity for academic interventions.

Day of Examination

- Students must arrive at least 15 minutes before the designated start time. Exams will begin promptly at the designated start time. Late arrival will result in referral to Academic Affairs.
- Students are required to attend exams on the day and time scheduled unless they have an excused absence. Students requesting an excused absence must fill out the Excused Absence Request Form with documentation, where appropriate, indicating the valid reason for the request as outlined in the Catalog. If a student will miss an exam and an excused absence is approved, the student is responsible for contacting the Department of Assessment to schedule a makeup exam.
- Excused absences requested after the start of an exam will only be considered in exceptional circumstances. In cases of same-day exam emergencies or illness, students must additionally contact Student Affairs or Academic Affairs and complete the Excused Absence Request Form from the QR Code on the back of the badge as soon as possible prior to the start of the exam.
- Students arriving later than 15 minutes after the designated start time may be granted entrance but are subject to disciplinary action. Students who arrive late will not receive the full testing time and must finish their assessment by the scheduled end time.
- Students without an excused absence, arriving more than 15 minutes after the scheduled start of the examination will receive a "0" for that exam, and will not be granted a retake attempt.

Approved Items

- School-issued computer, charger, computer mouse, keys, school-approved ear plugs

Prohibited Items

- Reference materials
- Personal items including, but not limited to, cellular devices, smart watches, tablets, smartphones.
- Backpacks: students must leave backpacks and other personal belongings outside of the testing venue.
- Coats, jackets, hoodies with pockets, and water bottles.
- Hats/caps may not be worn during any examination except for the wearing of a headpiece for religious reasons.
- Students arriving in the testing center with prohibited items may be referred to PACC.

During the Assessment

- Talking is not allowed during assessments, unless otherwise instructed. Neither proctors nor faculty members who are present in the room are allowed to answer questions about the content. Proctors will only provide assistance on the exam structure, such as locating an image or other attachment.
- Students who have electronic malfunctions are required to immediately bring their device to the proctor for assistance.
- Students are permitted to take restroom breaks. Students must exit, and re-enter through the designated exit.
- Students are responsible to verify that completed exams are uploaded prior to leaving the exam room. If a student leaves the exam room without verifying completion of the exam with a proctor, the student will receive a "0" for the assessment and will not be granted a retake attempt.
- Students are prohibited from re-entering an exam room after finishing an assessment. They may only re-enter the room after the proctor removes the testing signs.
- Students must erase and return provided whiteboard, marker, and eraser to the proctor.

Midterm Examinations

- For all OMS I and OMS II courses, with the exception of Clinical Integration I, and Transitions to Clinical Care.
- No midterm will be administered for courses less than four weeks.
- Courses longer than four weeks in duration will administer one or more midterm exams.
- A passing score is 70%.

Final Examinations

- For all OMS I and OMS II courses, with the exception of Clinical Integration I, and Transitions to Clinical Care.
- Elective courses do not have final examinations.
- A passing score is 70%.

Post-Exam Reviews

- Post-exam reviews are an opportunity for students to review exam questions. Students should use this opportunity to look for patterns and processes that will help improve their test-taking skills, and faculty may be present to answer questions, post-exam reviews are not meant to be significant formative experiences.
- Make-up post-exam reviews will be scheduled at the convenience of the Department of Assessment, within five days following the resolution of the extenuating circumstance.
- Cell phones are prohibited in the post-exam review space during the review. Possession of a cell phone during the post-exam review may result in referral to PACC.

Final Course Grade

- Comprised of cumulative performance on all graded content within course.
- A passing score is 70%

Makeup Examinations

- Students granted an excused absence for the day of an exam are eligible for a makeup exam. The makeup exam will be scheduled at the convenience of the Department of Assessment between 24 and 72 hours following the resolution of the extenuating circumstance.
- Failure to make up the exam within 72 hours may result in a "0" on the exam and referral to SPC.
- Makeup exams may include questions that are not present on the original exam.

Incomplete Grades

- The student will work with SPC, Academic Affairs and the Course Director to complete any required course components.

Question Challenges

- Must be submitted in writing to the Assistant Dean of Assessment. (assessment@noordacom.org) within two business days of the exam review or through the feedback option within Examplify during the exam (preferred).
- The Assistant Dean of Assessment will respond to any challenge within three business days of submission.

Academic Accessibility
Exam Accommodations
Noorda College of Osteopathic Medicine provides reasonable and appropriate accommodations for students with documented disabilities. Accommodations must be requested by the student, and be pertinent to the student's documented disability, and must not substantially alter the educational program, intent, process, nor be an administrative burden to execute for the parties involved. Refer to the Catalog for more information. Students requesting testing accommodations from Noorda COM are advised to request similar testing accommodations from NBOME (and NBME if taking USMLE).

Student Outcomes
Noorda-COM's curriculum is designed to ensure graduates are able to demonstrate osteopathic medical knowledge and osteopathic clinical skills.

Prior to graduation, Noorda-COM students must pass the Comprehensive Osteopathic Medical Licensing Examinations of the United States (COMLEX-USA) undergraduate examinations, Level 1 and Level 2, and meeting a national standard for osteopathic clinical skills competency.

In addition, the College has identified select educational objectives that serve as the foundation of the curriculum. At a minimum, a graduate must be able to:

- Demonstrate basic knowledge of osteopathic philosophy and practice and osteopathic manipulative treatment
- Demonstrate medical knowledge through the following:
  - Proficiency in core curricular content
  - Standardized exams of the NBOME
  - End-of-clerkship exams
  - Research activities
  - Presentations
  - Participation in directed reading programs and/or journal clubs
  - Evidence based medical activities
- Demonstrate interpersonal and communication skills with patients and other healthcare professionals
- Demonstrate knowledge of professional, ethical, legal, practice management, and public health issues applicable to medical practice

In order to be in compliance with the COCA standards, Noorda-COM will continually publish to the public the following information:
- First-time pass rates for all students for each level of COMLEX-USA (Level 1, Level 2, and Level 3)
- Placement rates of students in graduate medical education programs
  - Four years of student GME placement rates including race/ethnicity and gender demographic data is available.
- Graduation rates by matriculation cohort at years 4, 5, and 6.
- Retention rate by matriculation cohort.

Pre-Clinical Exam Retake
Noorda-COM students that fail an exam may request the opportunity to retake that exam one time. A retake may be allowed up to three times in the preclinical years starting in July 2023. Beginning with students matriculating in

July 2024, a retake will be allowed one time in the OMSI year, one time in the first semester of the OMS II year and one time in the second semester of the OMS II year. Retake exams may include different questions than on the original exam. Retake examinations are not mandatory but must be requested from the Department of Assessment and taken within five working days after score release. A passing score on the exam retake will be recorded as a 70% and used in determining the course final grade. If a student fails the exam retake, the highest score from either attempt will be used in determining the course final grade.

Failure of a fourth exam (including retake exams) will result in a referral to Student Promotion Committee for evaluation and recommendations to promote student success.

Pre-Clinical Course Remediation

Students must remediate all course failures prior to beginning the subsequent year's curriculum. Upon recommendation from the SPC, students will be required to complete one of the following before advancing to the next academic year:

1. Pass a remedial course or examination offered by Noorda-COM.
2. Repeat failed course(s) at Noorda-COM.

For Fall Semester courses, if requested by the student and approved by the SPC, one course of up to four credit hours may be remediated over the Winter Break. The remediation exam must be taken within five days of the start of the Spring Semester. Other courses will be remediated at the conclusion of the Spring Semester. The remediation exam(s) must be taken by the date determined by the SPC.

Students failing more than 20% of the credit hours or three courses in an academic year may be required to repeat the academic year in its entirety as determined by the SPC. Students will be registered for and must successfully complete all courses regardless of previous performance. All course enrollment and earned grades will remain on a student's official transcript. The maximum grade for a remediated course is 70%. Students failing to successfully remediate a course will be required to repeat the academic year in its entirety.

Student Evaluation of Instruction

Once instruction is completed in a course, students are required to complete the pre-clinical evaluations within one week. The evaluations can be accessed through links provided through Academic Affairs in an email. The evaluation is prepared as a Microsoft Form by the Curriculum Coordinators who are responsible for removing all identifiable information and keeping all information strictly confidential. Answers to question in the form of Likert scales, and comments on strengths, challenges, and opportunities are provided to the Student Government Association who prepares a report to present to the Curriculum Committee. All faculty specific information is removed and provided to the Department Chairs for review.

Upon completion of a clinical clerkship, students are required to complete the clerkship evaluations within two weeks. The clerkship evaluations are emailed by the Clinical Coordinators. Students must log in to their Clinical Learning Management System where all clerkship evaluations are collected and housed. Each clerkship evaluation is individually reviewed by the Clinical Education Administrative Team. Twice a year, evaluations are de-identified and provided to the Clinical Education Committee as a report to review student experiences or address concerning trends. Each year, a de-identified report is provided to all individual clerkship sites providing feedback, preceptor praise, training, and communication of expectations.

Any results that could promote DEI and address student deficiencies will be reviewed by the DEI Committee and Curriculum Committee for appropriate implementation into the curriculum and education of those involved in student experiences.

Promotion

The Student Promotion Committee recommends individual student promotion and graduation upon reviewing the successful completion of academic requirements. It also responds to concerns regarding academic failures, and any ethical, moral, or professional misconduct as part of the College's effort to ensure each student is academically, mentally, and emotionally fit to become a physician.

Guidelines for Promotion

OMS I to OMS II Promotion is recommended upon:
1. The student meeting the Programmatic Level Educational Objectives for OMS I as demonstrated by satisfactory performance in the following:
   a. All required courses (See Quiz and Exam Policy or current department policies, procedures, or course syllabi)
   b. COMAT FBS
   c. Absence of unresolved professionalism violations (See Code of Conduct Policy)

Provisional Preclinical to Clinical Promotion (OMS II to III) is recommended upon:
1. The student meeting the Programmatic Level Educational Objectives for OMS II as demonstrated by satisfactory performance in the following:
   a. All required courses (See Quiz and Exam Policy or current department policies, procedures, or course syllabi)
   b. Absence of unresolved professionalism violations (See Code of Conduct Policy)
2. Completion of all preclinical training requirements as outlined in Clinical Education policies (examples below)
   a. BLS certification
   b. Immunizations
   c. Orientations
   d. Proof of insurance
   e. Successful background check and drug screen
   f. Other clinical requirements as specified by Clinical Education policies or procedures

Full Preclinical to Clinical Promotion (OMS II to III) is granted upon receiving a pass on COMLEX-USA Level 1

Provisional OMS III to IV Promotion is recommended upon:
1. The student meeting the Programmatic Level Educational Objectives for OMS III as demonstrated by satisfactory completion of the following (as defined by Clinical Education policies or procedures):
   a. Completing all required clerkships, with passing scores for all clerkships with a completed evaluation (minimum of 4 clerkships scored)
   b. Attempting all 7 subject exams, with passing scores on all exams for which scores have been received (minimum of 5 exams scored)
   c. Passing all other 300-level required coursework
   d. Attempt COMSAE Level 2
2. ALS certification

Full OMS III to IV Promotion is granted upon confirmation of passing results for any pending clerkship final grades or subject exam final scores.

Graduation is recommended upon:
1. The student meeting the Programmatic Level Educational Objectives for OMS IV as demonstrated by satisfactory completion of the following (as defined by Clinical Education policies or procedures):
   a. All required clinical rotations and 400-level coursework

b. Passed COMLEX Level 2

Maximum Length of Completion

Students enrolled in the Doctor of Osteopathic Medicine program are required to successfully complete all requirements for the degree within six years of matriculation (150% of the standard time to achieve the degree). As provided by Element 6.3: Maximum Length of Completion of the COCA Continuing Accreditation Standards, a COM may have exceptions that warrant an extension to this timeframe. If a student has an extenuating circumstance and is granted a Leave of Absence by the school, this _may_ qualify the student for an extension, but is not guaranteed. Extenuating circumstances that are supported by proper documentation may include, but are not limited to, military deployment, medical crisis, pursuit of a dual professional degree, or academic issues.

COMLEX-USA

The Comprehensive Osteopathic Medical Licensing Examination of the United States (COMLEX-USA) is a series of osteopathic medical licensing examinations administered by the National Board of Osteopathic Medical Examiners (NBOME). COMLEX-USA is the most common pathway by which osteopathic physicians apply for medical licensure and is accepted in all 50 states. A requirement has been set by the American Osteopathic Association that all osteopathic colleges publish to the public the COMLEX-USA Level 1, Level 2, and Level 3 first time pass rates for all students in each class at the College.

COMLEX-USA Level 1

Students are eligible to sit for COMLEX-USA Level 1 after successful completion of all first- and second-year courses, COMSAE Phase 1, and approval by the Associate Dean of Academic Affairs.
* COMLEX-USA Level 1 must be taken before July 31 of OMS III unless approval is received from Academic Affairs.

COMLEX-USA Level 2 CE

Students are eligible to sit for COMLEX-USA Level 2 after successful completion of all third-year core clinical rotations, COMSAE Phase 2, and Clinical Integration.
* COMLEX-USA Level 2 must be taken before August 15 of OMS IV.

COMLEX Remediation

Level 1 Failure
* In the case of failure of a COMLEX exam, the student is to meet with the Director of Academic Success and SPC to determine a remediation plan.
* 1st Failure COMLEX Level 1:
  o On a case-by-case basis, students will be removed from Clinical Rotations and placed into independent study for 6-weeks. Student must show academic readiness to sit for COMLEX-USA Level 1 at the end of the 6-week period in order to attempt COMLEX-USA Level 1 and to continue with third-year rotations. In the event the student does not show academic readiness as determined by the Director for Academic Success in consultation with the Associate Dean of Academic Affairs, the student will be referred back to SPC. SPC will evaluate and make recommendations, which could include, but are not limited to, remediation, repeating second year, or possible dismissal. Failure to achieve a Pass (P) on Level 1 by October 1st of the third year will result in removal from clinical rotations and review by SPC. If a student is matriculated in any additional higher education institution concurrently, they are required to pause their classes until Level 1 is passed.
* All Subsequent Failures of COMLEX Level 1:
  o Student will be immediately removed from rotation and referred to SPC
  o SPC evaluates and makes recommendations, which could include, but are not limited to, enrollment in an external board preparation course at student's expense, repeating second year, or possible dismissal

Level 2-CE Failure
- 1st Failure COMLEX Level 2-CE:
  - Student meets with the Assistant Dean of Clinical Education and SPC
  - On a case-by-case basis, students will be removed from Clinical Rotations and placed into independent study for 6-weeks. Student must show academic readiness to sit for COMLEX-USA Level 2 at the end of the 6-week period in order to attempt COMLEX-USA Level 2 and to continue with fourth-year rotations. In the event the student does not show academic readiness as determined by the Assistant Dean of Clinical Education, the student will be referred back to SPC. SPC will evaluate and make recommendations, which could include, but are not limited to, remediation, repeating third year, or possible dismissal.
  - If a student is matriculated in any additional higher education institution concurrently, they are required to pause their classes until Level 2 is passed.
- All Subsequent Failures COMLEX Level 2-CE:
  - On a case-by-case basis, students will be immediately removed from rotation and will be referred to SPC
  - SPC evaluates and makes recommendations, which could include but are not limited to remediation, repeating third year, or possible dismissal

Dismissal
The College may dismiss a student who fails three of the same COMLEX exam or a combined total of five COMLEX exams.

COMLEX-USA examination applications are available online at https://www.nbome.org/

Fee Schedule
Examinations (COMLEX) by the National Board of Osteopathic Medical Examiners (NBOME) require the following fees, which are subject to change.

National Board fees are paid directly to:
National Board of Osteopathic Medical Examiners
8765 W. Higgins Rd., Ste. 200 Chicago, IL 60631-4174
Telephone: (773) 714-0622

Some Noorda-COM students may also choose to take the USMLE. (This is not required by Noorda-COM.) Examinations by the National Board of Medical Examiners (NBME) require fees and should be paid directly to the National Board of Medical Examiners

Attendance, Absences, and Registration
According to a Title IV Program Review dated August 3, 2011, "All institutions eligible to receive Title IV, HEA funds from the U.S. Department of Education are required to have a method by which they can determine that a student commenced attendance in the educational coursework for which they are enrolled and will/have received any Title IV funding. 34 C.F.R.S 668.32(a)(2)." Confirmation of student participation in Orientation activities is not sufficient.

The Noorda College of Osteopathic Medicine's (Noorda-COM) blended curricular model is designed around proficiency in required core content defined by learning objectives. Content is delivered and achieved through didactic presentations, laboratory activities and clinical experiences. Successful completion of all Noorda-COM required core content and clerkships is mandatory for successful progression through the curriculum.

Attendance for registration purposes in OMS I and OMS II is identified by Academic Affairs. OMS III and OMS IV is identifiedby Clinical Affairs on specific dates and reported to the Registrar's Office. These specific dates include the following:

- The first scheduled day of each semester or clerkship
- September 1 or the first business day in September

Medical Students Years I & II

Registration is identified by students on-campus attestation via Canvas for the first course content engaged by the student on required registration days. Attendance rosters are compiled by Academic Affairs and reported to the Registrar and Financial Aid for the purpose of acknowledging student registration for the term.

Registration

Unlike traditional undergraduate and graduate institutions where students individually register for courses, Noorda-COMengages in block registration for each student cohort (with the exception of course electives). Consequently, first- and second-year students are required to report to campus on the orientation/registration date as specified in the Academic Calendar. Students engaging in track/elective courses will need to work with their course instructor for enrollment. To ensure accurate enrollment, students should review their enrollment information on Sonis. Students are responsible forensuring correct enrollment and contacting the Office of the Registrar for questions about and/or correction of enrollment.

First-year students who fail to appear within the first hour of orientation risk losing their seat. All students failing to appear atthe beginning of the term and for the first class may be required to pay the late registration fee.

Third- and fourth-year students must complete registration materials, including financial aid arrangements, by the specifieddate, prior to participating in clerkships. The Department of Clinical Education will provide report dates, registration deadlines, etc. to third- and fourth-year students.

Students cannot be registered until all outstanding financial obligations to Noorda-COM or Noorda-COM-affiliated clerkship sites are cleared. Students who are not in compliance may not attend classes or participate in clerkships.

Absences
Excused Absences
Students requiring an excused absence for a required event (as communicated to students by email or in a course syllabus) must submit the Request for Consideration of an Excused Absence Form, which can be accessed from the QR Code on the back of a Noorda-COM ID badge.
- A Request for Consideration of an Excused Absence Request Form should be submitted and be approved at least ten business days, or two weeks, prior to the requested date of absence.
- Students will receive an email notification regarding the status of their request within 48 hours. After a request is approved, it is the student's responsibility to arrange for make-up assignment(s) or date/time to complete testing.

An excused absence may be granted for the following:
- **Civic Responsibilities**: Students who are required to be physically present at citizenship hearings, court hearings or jury duty.
- **Family Emergency**: Consideration will be given for significant illness or emergent life event of spouse, life partner, parents, siblings, children, in-laws, or grandparents. Documentation supporting a qualifying event may be required.
- **Illness**: Physical illness requests are reviewed. A note from a licensed medical provider will be required. (See Health, Wellness, and Fatigue Mitigation Policy and/or Infectious and Environmental Hazards Exposure Policy).
- **Religious Holiday**: Students may request an excused absence for a holiday of their faith. Such holidays should be considered a significant observance recognized by the majority of the faith.
- **Other**: Additional extenuating circumstances, not covered by these guidelines may be submitted for consideration. However, a request for an excused absence is discouraged for weddings, vacations, birthdays, etc.
- **Birth or adoption of a child**

- **Conference attendance** (requires good academic standing)

Extended Excused Absences

An Extended Excused Absence may be granted for all absences lasting between 4 and 42 days (6 weeks). Absences greater than 42 consecutive days will become a Leave of Absence. Examples of opportunities for extended excused absences must be requested through the Request for Consideration of an Excused Absence form. Extended excused absences will be reviewed and approved by Academic Affairs. If an extended excused absence is denied the student may appeal to the Associate Dean of Academic Affairs.

Excessive Unexcused and/or Requests for Excused Absences

Any student with excessive absences or make-up examinations, missed labs, or missed practicals, will be referred to the appropriate administrators for review. Excessive absences may lead to disciplinary action up to and including dismissal.

In Cases of Emergency

Students must contact the Associate Dean of Student Affairs, or their designee. Students may also contact the Associate Dean for Academic Affairs or their designee if necessary. Academic Affairs will then contact other staff/faculty members as needed. Emergency contact information may be accessed by scanning the QR code on the back of the student badge.

Medical Students Years III and IV
Students shall engage with clinical coordinators to verify attendance at clinical location.

Absence from Clerkships
Attendance at all clerkship-related activities is **mandatory**; therefore, any absence requires an excuse and documentation.

Failure to notify both the Department of Clinical Education and/or the clerkship site/preceptor of any absence from a clerkship, regardless of the reason or number of hours absent, may result in a meeting with the Assistant Dean for Clinical Education regarding lack of professionalism and could result in a failing grade of the clerkship. Students may not miss the first clinical day of any clerkships.

An Absence Request Form and supporting documentation must be submitted. All submitted absence forms must include a detailed make-up plan in order for the absence to be considered. The request form can be accessed on Noorda-COM's Student Resources page via the QR code on the back of the student badge.

Decisions rendered through this process are final. There are no exceptions to this policy and failure to follow the process will be considered an unexcused absence. The student will be notified via email when a decision has been reached.

Scheduled absences are not and should not be considered approved until the official Absence Request Form is signed by the Associate Dean of Clinical Affairs.

Absence Request Forms must be completed and submitted for any of the following:
- **Discretionary Days**: Students are allowed **two** discretionary days during OMS III. Discretionary days MUST be approved by both the preceptor and Department of Clinical Education in writing in advance for the requested time off. Requests are submitted electronically via a Request for Consideration of an Excused Absence Form.
- **Sick Days**: Students will be allowed **two** sick days annually. If more than two sick days total are taken by a student, this may result in referral to PACC.
  - Students must contact their clerkship site/preceptor as well as Clinical Coordinator and submit the Noorda-COM Excused Absence Form immediately if they are missing any clinical time due to illness (leaving early, arriving late, or missing a full day).
  - If two to four hours of clinic time are missed, a half day will be documented. More than four hours

of missed clinic time equals a full day of sick leave. If an absence of greater than one working day is necessary due to illness, that time must be made up.
- o Arrangements for missed time will be coordinated with their clinical site/preceptor as well as the Noorda-COM clinical coordinator.
- o If the student is absent from a single clerkship for two or more days due to illness, the student is required to submit to the Department of Clinical Education a note from a licensed healthcare provider defining the number of days absent and the expected date of return.
- **Family Emergencies/Death in Family**: Due to the variability of circumstances, time off needed for family emergencies or death of a family member will be reviewed by the Assistant Dean for Clinical Education on a case-by-case basis.

Documentation

Documentation of class/clerkship/course attendance should be maintained for no less than four years from the date attendance was taken. On the dates when attendance reporting is mandatory (as specified earlier in this document), an electronic attendance/absence report should be forwarded to the Registrar. All attendance reports should describe the class, the names of any students absent, the date, and whether the students had an excused absence.

Policy Modifications

Modifying the provisions related to institutional Satisfactory Academic Progress policies and the impact these policies have on a student's eligibility for Title IV, HEA program assistance.
- Expanding the definition of full- time student to allow, for a term-based program, repeated coursework taken in the program to count towards a full-time workload.
- Clarifying when a student is considered to have withdrawn from a payment period or period of enrollment for thepurpose of calculating a return of Title IV, HEA program funds.
- Clarifying the circumstances under which an institution is required to take attendance for the purpose of calculatinga return of Title IV, HEA program funds.
- Modifying the provisions for disbursing Title IV, HEA program funds to ensure that certain students can obtain orpurchase books and supplies by the seventh day of a payment period.
- Disclosure on website and in promotional materials to prospective students, the on-time completion rate, placement rate, median loan debt, program cost, and other information for programs that prepare students for gainful employment.

Student Services
And
Campus Life

NOORDA COLLEGE
of OSTEOPATHIC MEDICINE

Student Services and Campus Life

Student and Resident Code of Conduct

Noorda College of Osteopathic Medicine (the COM) and its sponsoring institution have adopted the American Osteopathic Association's Code of Ethics and strive to prepare students for residency and physicians for autonomous practice in Utah. Noorda-COM focuses on the development of clinical skills, professional competence, and acquisition of key knowledge through organized educational programs with guidance and supervision. Professional competence requires students and residents to manifest in their lives exemplary ethical and professional attitudes. Among the attitudes and behavior that we espouse are:

A. Respect for the sanctity of human life and the dignity of patients,
B. Personal humility and an awareness of medicine's inherent limitations,
C. Maturity and balanced personal and professional lives,
D. An understanding and respect for collegial teamwork in the provision of healthcare, and
E. Commitment to the development and continued maintenance of clinical competence in ourselves, our colleagues, and our students.

All students and residents are expected to conduct themselves in a manner that demonstrates competence, integrity, candor, compassion, discretion, and confidentiality where required by law. Residents and students are expected to abide by the Osteopathic Oath and conduct themselves with honor, integrity, and respect the rights and dignity of all individuals. The Code of Conduct is intended to establish minimum expectations that provide a disciplinary framework for those who choose not to abide by these professional standards.

Respect for All Individuals in the Community

Residents and students recognize the right of all individuals to be treated with respect without regard to position, race, age, gender, disability, national origin, religion, or sexual orientation. Discrimination and harassment, including sexual harassment and sexual discrimination, are prohibited by law, including Title VII of the Civil Rights Act of 1964 and by Title IX of the Education Amendments of 1972.

Appropriate Handling of Information, Records, or Examination Materials

Any form of cheating or providing false information is a violation of the trust placed in students and resident physicians and is a serious infraction of the Code of Professional Conduct. Timely and accurate completion of medical records at clinical clerkships and rotation sites is mandatory.

Respect for Patients' Confidentiality and Safety

Residents and students will be appropriately rested and fit to provide safe patient care at all times: sleep deprivation and exhaustion are considered states of impairment rendering a student/resident unfit for work. Residents and students who are sleep deprived and/or exhausted should contact the Program Director, Human Resources, DIO, or the Department of Clinical Education for instructions. Patients' privacy, modesty, and confidentiality must always be honored. Patients must be treated with kindness, gentleness, dignity, empathy, and compassion. Unauthorized disclosure of protected patient information, in any public or private setting, without express and proper authorization, is considered a violation of HIPAA regulations.

Code violations occur when an individual acts contrary to the values and responsibilities expected of those engaged in the profession of medicine as set forth within this policy. Violations can occur when any individual intentionally or unintentionally jeopardizes the welfare of a patient, disregards the health and safety of another individual, illegally disparages another individual, or allows and/or assists another in engaging in such conduct. The COM and/or sponsoring institution reserves the right to initiate and investigate, take corrective action, and/or impose sanctions for any conduct determined to be in violation of this policy or any other standards of conduct to which the individual is subject.

The following examples are considered violations of the Code of Conduct and may result in disciplinary action.

- Racial, ethnic, sexual, or religious jokes, slurs, or comments
- Discrimination, harassment, or other abusive conduct
- Online cyber bullying or inappropriate touching or contact
- Unauthorized rejection of assignments and/or rotations, refusal to answer questions or reasonable requests for information without a reasonable/lawful basis for said refusal, unreasonable delays when responding to legitimate calls for assistance.
- Unlawfully distributing, dispensing, selling, offering for sale, possessing, using or being under the influence of intoxicating substances at clerkships, rotation sites, on the job, or on-call. These include and are not limited to unauthorized use and/ or possession of alcohol, illegal drugs, and other intoxicating substances, including but not limited to over-the-counter medications, prescription drugs, and/or medicinal substances.
- Knowingly filing a false complaint against another Noorda-COM student or employee, meaning the individual knows or should know the complaint is not factual.
- Misusing or destroying, property, funds, materials, equipment, or supplies from the COM or any affiliated sites
- Stealing or theft of any equipment, tools, materials, or other property of the COM or any of the affiliated sites
- Conducting oneself in any manner, which is offensive, intimidating, physically threatening, physically abusive, verbally abusive or contrary to common decency or morality
- Violations of the Anti-Violence Policy
- Acting in any manner that endangers the safety of oneself or others
- Academic misconduct or dishonesty, such as cheating or plagiarism
- Research misconduct, such as not respecting and protecting human subjects in compliance with the United States Department of Health and Human Services Regulations
- Falsifying records
- Not providing adequate patient care whether physical, mental, or emotional
- Repeated and continuous tardiness or absence, with or without proper justification
- Providing medical, or non-emergent care outside the scope of privileges and responsibilities, including for family members, friends, or oneself, by writing prescriptions for patients under the direct care of another physician, unless authorized by proper authorities
- Failing to comply with confidentiality policies or applicable privacy laws
- Residents and students failing to report a police investigation involving them or being arrested to their program director
- Gambling on campus, in the workplace, or at clinical rotation sites.
- Unauthorized solicitation
- Abusing College devices and/or systems, including accessing or viewing offensive or pornographic material, misuse of computer accounts, unauthorized destruction of files, creating illegal accounts, possession of or use of an unauthorized password, disruptive or annoying behavior, and non-work-related utilization of computer software or hardware
- Being convicted of any crime that impacts medical licensure
- Failure to cooperate or to be truthful in a program-related investigation, including but not limited to: providing information you know is or should reasonably understand/should know to be false, information that you know or reasonably understand would likely mislead, and/or information that is incomplete during an investigation, and/or failing to correct an error concerning information you've provided if you later learn that the information you provided was in error.
- Posting photos of cadavers on social media platforms or otherwise distributing such unauthorized

images through any electronic device
- Disrespectful acts to donated bodies, such as assigning pet names, making belittling jokes, posing for pictures with bodies of donors or sharing or posting photographs of bodies of donors
- Including Noorda-COM in personal and/or political expression both in-person or online
- Posting content on social media that violate Noorda-COM's discrimination or harassment policies
- Posting content on social media that is threatening or obscene
- Posting content on social media that illegally disparages Noorda-COM's products/services, Noorda-COM's vendors, or Noorda-COM's competitors products/services
- Posting content on social media that shows non-public areas of Noorda-COM's premises or of Noorda-COM's processes
- Violation of any lawful Noorda-COM policy or procedure

This list is not intended to be exhaustive. This policy is not intended to and will not be construed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment, to engage in a lawful strike or work stoppage, or to otherwise interfere with employees' rights under the National Labor Relations Act.

Procedures
The procedure for addressing residents violating can be made anonymously in writing by submitting a confidential concern through www.noordacom.org/graduate-medical-education/ or by contacting the residency's Program Director who will consult with Human Resources and report it to the sponsoring institution's Designated Institutional Official (DIO). Allegations will be investigated by the sponsoring institution in collaboration with Human Resources, which may result in no finding or a written reprimand with corrective action including counseling up to termination.

Allegations of students violating the code must be made in writing, utilizing a Student Feedback Form. The Department of Student Affairs will route complaints to the proper office/committee for investigation and adjudication. This process can result in a variety of outcomes, from a "no finding" up to and including dismissal.

Anti-Violence

Noorda College of Osteopathic Medicine is committed to providing a safe and respectful environment for all COM members. Violence in any form undermines this commitment and is not tolerated under any circumstances. This expectation encompasses all affiliated sites and community members. Physical, verbal, emotional, and psychological violence including violent behavior, threats, intimidation, coercion, or harassment is strictly forbidden.

Non-Retaliation
Retaliation against an individual, employee, student, or resident for reporting or assisting in the investigative processes of alleged violation of this policy is strictly prohibited.

Prevention
Noorda-COM is proactive in the prevention of violence. Education, training, and awareness programs aim to promote understanding, respect, conflict resolution, and professional communication throughout the College.

Reporting
Any individual who experiences, witnesses, or believes behavior of another individual constitutes a violation of this policy must report the incident to the proper authority.

Investigation

Reports of violations of this policy will be thoroughly investigated and conducted impartially respecting the rights of all parties involved. Appropriate action will be taken based on the findings of the investigation.

Support

Victims of violations of this policy may receive support from on-campus counseling services, coaches, and third parties, if needed.

Policy Violations

All members of the COM community are required to abide by the anti-violence initiatives. Violence has no place in our College. Violations may result in disciplinary action including but not limited to termination, suspension, or expulsion.

Social Media

Noorda-COM encourages participation in social media to facilitate internal and external communication and to strengthen the college's impression and share its mission among target audiences. Social media, when used responsibly, enhances the connection with current and prospective students, parents, donors, faculty, staff, community leaders, and other key audiences.

The following policy serves as a guideline for student-run club social media platforms, to ensure professionality and to enhance the college's reputation.

Section 1: Institutional Oversight of Social Media

The Department of Institutional Advancement is the primary manager of all official social media accounts and has authority to create, manage, remove, or edit any content (or content interactions) on the official platforms. As part of this role, the Department of Institutional Advancement oversees student-run clubs and interest groups' presence on social media. Student-run clubs and organizations wishing to establish an account for their club are required to submit a request form through the Department of Institutional Advancement.

Noorda-COM trusts that students will act appropriately online. If Noorda-COM decides a club's post, Story, Reel, or any other social content piece needs to be changed or removed, club representatives will be contacted and provided an explanation for this decision. The Department of Institutional Advancement works in consultation with the Department of Student Affairs and other relevant leadership to determine if a club has violated policy and, as appropriate, enacts disciplinary measures.

Club social media accounts are not allowed to post content that is illegal, obscene, defamatory, threatening, infringing on intellectual property rights, or invasive of privacy or otherwise injurious. Club social media accounts are required to post, comment, or otherwise represent content that is clearly within the scope of their organization's mission and purpose. Clubs cannot post content (Stories, comments, DMs, etc.) that reflects personal opinions. If a club member desires to make a personal commentary on a current event or topic, they must use their personal social media account.

All policies, procedures and guidelines regarding Noorda-COM trademarks, names, and symbols apply to social media sites. If a student club wants to use the Noorda-COM name or logo for their organization's logo, they must receive prior approval from the Department of Institutional Advancement. The Department of Institutional Advancement can offer guidance about how to properly use names, logos, etc., and to resolve branding and copyright/trademark issues in these venues.

Section 2: Best Practices

Involve Club Leadership in Posting

Consider creating a group chat for club leadership to discuss and approve posts, DMs, reposts, comments, or any other content on your club's social media account. Getting a second, third, and even fourth opinion on social media

posts is always helpful.

Think Twice Before Posting

Privacy does not exist in the realm of social media. Keep in mind the unintended consequences of comments, story replies, direct messages, or other communications being forwarded or copied. Search engines can show posts years after they are created. A good rule of thumb would be: if the comment would not be appropriate to be made at a conference or meeting, placed on a local billboard, or shared with a member of the media, consider whether it should be posted online. If questions arise whether something should be posted or commented on, please contact the Department of Institutional Advancement.

Strive for Accuracy

Get the facts straight before posting on social media. Review content for grammatical and spelling errors. This is especially important when posting on behalf of Noorda-COM in any capacity.

Accurately Represent Oneself, Be Honest and Maintain Civility

Be open and honest about one's identity and relationship to Noorda-COM. Write in the first person. Verify facts before posting or commenting on content; do not make unsubstantiated claims. All statements of fact that are not personal, first-hand knowledge must include a reference/cite or source and provide links to sources, whenever possible. Do not initiate conflicts or display hostility. Do not comment or post content with inflammatory or defamatory language. Monitor emotions in order to respond to all comments with respect and dignity. When appropriate, provide accurate information if misinformation or falsehoods are posted.

Remember Your Audience

Be aware that a presence in the social media world is – or easily can be – made available to the public at large. This includes prospective students, current students, employers, colleagues, the media, and peers. Consider this before publishing to ensure the posting will not potentially alienate, harm, or provoke any groups.

Monitor the Sites

It is the responsibility of the Noorda-COM students who manage a social media site to regularly monitor for unacceptable behavior and to remove content that is inappropriate, offensive, or irrelevant. That responsibility will be made clear to the students as well as expectations for timing of their monitoring behavior. If a repeat offender is identified, appropriate steps must be taken to block that person from posting on the club's or interest group's profile.

Section 3: Additional Requirements for Student-Run Social Media Profiles

Protect Confidential and Proprietary Information

Do not post confidential or proprietary information about Noorda-COM, its students, employees, or affiliated partners. All employees and students must follow the applicable federal and state laws and regulations, such as FERPA and HIPAA, and all Noorda-COM privacy and confidentiality policies.

Follow Proper Privacy Procedures in Posting Images

Posting of still pictures, video or audio of an individual or small group, where the person(s) can be readily identified, requires a written agreement or waiver by featured parties. This is especially important with external groups interacting with student clubs and organizations. (Email, text message, or other forms of tangible communication are acceptable.) In contrast, photos, videos or audio of large crowds or which do not show individual faces do not require a signed agreement or waiver.

Respect Copyright and Fair Use

When posting, be mindful of the copyright and intellectual property rights of others and of Noorda-COM.

Do not use Noorda-COM Logos for Endorsements

The use of the Noorda-COM logo or any other images or iconography on club social media profiles, mastheads, etc. must be approved by the Department of Institutional Advancement prior to its use. However, you may list your affiliation to Noorda-COM in your bio.

Student Grievances

Noorda-COM policy strongly encourages students who believe they have a grievance to use all appropriate avenues for informal resolution before initiating the formal grievance procedure. Noorda-COM's student grievance procedure enables students to bring concerns and problems to the attention of the College's administrators. The College forbids any retaliatory action against students who present concerns and complaints in good faith.

A student may wish to file a grievance, which is a complaint arising out of any alleged unauthorized or unjustified act or decision by an individual (e.g., student, faculty, staff, credentialed instructional staff, administrator) that in any way adversely affects the status, rights, or privileges of a member of the student body.

Avenues for Student Communications to Voice Concerns

Students at Noorda-COM have several established avenues for expressing suggestions for improvement and for filing official complaints, incident reports, or grievances. The avenues are as follows:

Student Suggestion Box*:* A resource for students to submit their ideas, opinions, suggestions, and observations about academic learning, policies, processes, and products that can help us create a culture where all Noorda-COM students can flourish. The following apply:
   o   May be submitted anonymously
   o   Only student submissions are allowed
   o   Intended for general suggestions about improvement across campus
   o   Follow up cannot be guaranteed if submitted anonymously
   o   Monitored by Student Affairs and reports delivered to appropriate parties in a timely and regular manner.

Diversity, Equity, and Inclusion (DEI) Suggestion Box
   o   May be submitted anonymously
   o   Only student submissions allowed
   o   Intended for general suggestions about improvement across campus in terms of DEI related concerns
   o   Follow up cannot be guaranteed if submitted anonymously
   o   Monitored by the Office of Inclusion and reports delivered to appropriate parties in a timely and regular manner

SCOPE Reports and SGA
   o   Students can provide regular feedback about coursework, curriculum, class improvement through end-of-course surveys
   o   SCOPE teams review the anonymous surveys and compile data for feedback through Curriculum Committee
   o   Each Class has SGA officers who are assigned to monitor, collect, and report feedback from their class

Incident Report*:* A resource that students and employees can use to report a specific event or circumstance where a member of the Noorda-COM community experiences a negative impact on their health, safety, or wellbeing. This

resource can be used if students/employees experience an incident or witness an incident that they believe should be reported and addressed by Noorda-COM administration, especially issues related to Code of Conduct Violations. The following apply:

- o Must be submitted with name of reporting party and student name
- o Student or employee may submit
- o Intended for specific feedback about a particular student
- o Will be followed up on by referral to appropriate party
  - Student Affairs – concerns for wellbeing
  - PACC – professionalism, academics, clinical concerns. PACC may choose to end the incident investigation process or refer on to SPC.
  - SPC – receives referrals from PACC or straight from incident report if the academic deficiency or professionalism violation is egregious enough.
  - SAC – approves, modifies, or rejects SPC decisions.

Title IX Reports: The College reserves the right to address inappropriate behavior relating to sex discrimination, sexual harassment or sexual violence which fall under the purview of Title IX and will be dealt with under separate procedures. For further details on the basis for these kinds of grievances see the Title IX and Non-Discrimination Policy.

- o Students with a Title IX complaint should follow current posted policies and procedures.

COCA Accreditation Standard Complaint Policy: Any individual who believes Noorda-COM is not in compliance with a COCA accreditation standard has the right to address his/her concern. Individuals are expected to first bring the grievance to the attention of the Dean.

Grievance Submissions: A resource used to request the resolution of disputes arising out of any alleged unauthorized or unjustified act or decision by an individual (e.g., student, faculty, staff, credentialed instructional staff, administrator) that in any way adversely affects the status, rights, or privileges of a member of the student body. These submissions cannot be anonymous in order for the appropriate process to occur.

Grievance Procedure

Prior to filing a formal grievance, students are encouraged to seek resolution through informal means listed above. Should informal resolution be impossible, the student may pursue the following procedures if they wish to file a grievance.

Formal grievances must be filed by first submitting an Incident Report Form within 30 business days of the incident. A meeting with either the Associate Dean for Student Affairs (student concern) to review the Incident Report Form and allow the student to officially request, in writing, a grievance investigation. At this point, a Student Grievance form will be provided to the student and will be required to be completed and signed before the grievance process moves forward. If the grievance is committed by a student, the process will move forward to the Student Grievance Committee for investigation. If the grievance is committed by an employee, the process will move forward to the Employee Grievance Committee for investigation.

If a grievance is untimely (*i.e.*, filed more than 30 days after the incident), the committee may notify the student in writing that the grievance will be administratively closed due to non-compliance. If this happens, the student may appeal to the Dean to overturn the closing of the grievance.

Investigation and Confidentiality
Noorda-COM will accept and investigate written grievances prepared on the Student Grievance Form, unless doing so would interfere with or violate federal, state, and local laws. The COM reserves the right to initiate and proceed with an investigation despite a complainant's request for confidentiality.   If College employees are involved, and it is deemed necessary, the issue will also be referred to the Department of Human Resources or other appropriate leadership team members. Upon receipt of the grievance, the Director of Human Resources will pursue resolution

of the complaint for an employee, bringing the matter to the attention of the Employee Grievance Committee and relevant administrative unit head, as needed. Any disciplinary action related to a filed grievance will remain in place throughout the grievance process until final resolution of the grievance, at which time the findings and recommendations of the grievance will determine the state of the action.

Noorda-COM will take appropriate and corrective action when a grievance is found to be substantiated. Additionally, any member of the COM community who is determined to have filed a knowingly false grievance may be subject to disciplinary action, up to dismissal for a student or termination of employment for employees. A record of all formal grievances about students will be kept on file in Student Affairs and in the student's permanent file or the Department of Human Resources for employees.

Withdrawal of Grievance

Students, employees, faculty, and credentialed staff may withdraw their grievances at any time. The Student Grievance Committee will prepare a written statement of withdrawal for the relevant parties to sign.

Rights of the Parties

During the investigation and resolution of a grievance, the complainant and respondent shall have equal rights. These include, but are not limited to:
- Equal opportunity to identify and have considered witnesses and other relevant evidence;
- Similar and timely access to evidence considered by the Student Grievance Committee in evaluating the substance of the grievance; and
- Equal opportunity to review any statements or evidence provided by the other party.

Grievants are expected to represent themselves in the appeal process. Legal counsel may accompany the grievant in the appeal process but are not permitted to actively participate in that process.

In disciplinary actions and dismissals for unsatisfactory performance, the grievant bears the burden of establishing any affirmative defenses to discipline and any evidence of mitigating circumstances related to the discipline. In all other circumstances, the grievant presents his/her evidence and must prove his/her claim by a preponderance of evidence.
- The parties may make opening and closing statements.
- Formal rules of evidence do not apply.
- Testimony and exhibits may be admitted into evidence and made part of the record.
- Non-party witnesses are not to be present at the hearing except to give testimony.
- The hearing is closed to the public.

Appeals

All members of the COM community are afforded an opportunity to appeal the determination of any grievance proceeding. Appeals will generally comply with the following procedures:

Either party to a grievance may appeal the determination of such grievance on any reasonable grounds, including but not limited to:
- The decision was contrary to the substantial weight of the evidence;
- There is a substantial likelihood that newly discovered information, not available at the time evidence was presented to the Student Grievance Committee would result in a different decision;
- Bias or prejudice on the part of the Student Grievance Committee or the Employee Grievance Committee; or
- The punishment or the corrective action imposed is disproportionate to the alleged offense.

Method of Appeal

Appeals must be filed with the Office of the Dean and Chief Academic Officer within ten days of receipt of the final determination of the grievance. The appeal must be in writing and contain the following:

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

The decision whether to allow a meeting to appeal a decision is at the discretion of the Dean and Chief Academic Officer.

Resolution of the Appeal

The Dean and Chief Academic Officer's decision on the grievance appeal is final and will be accompanied by a written decision to be provided to the Student Grievance Committee.

Scope of Grievances

The scope of grievances may include, but are not limited to the following:

- Academic programs or courses
- Accreditation standards or processes
- Discrimination
- Financial aid
- General mistreatment
- Harassment, including sexual violence
- Mentoring
- Privacy of student educational records
- Privacy of student health records
- Parking
- Research
- Security and Public Safety
- Student health

Privacy

Every effort is made by Noorda-COM to preserve the privacy of reports. Noorda-COM will not share the identity of any individual who has made a report or complaint of harassment or retaliation; any Complainant, any individual who has been reported to be the perpetrator of sexual harassment or retaliation, any Respondent, or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures.

Retaliation

Protected activity under this policy includes reporting an incident that may implicate this policy, participating in the grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this Policy. Acts of alleged retaliation should be reported immediately to the Student Grievance Committee and will be promptly investigated. Noorda-COM will take all appropriate and available steps to protect individuals who fear that they may be subjected to retaliation. Noorda-COM and any member of Noorda-COM's community are prohibited from taking materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the

individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure.

Student Employment

Students are strongly discouraged from seeking employment during the academic year to ensure adequate time to focus on academic studies. All employment must be approved in advance. See Request to Work form.

To be considered for employment, students must:

- Be in good academic standing
- Have approval by Student Affairs
- Demonstrate adequate proficiency on all required skills
- Have a letter of support from their coach

The College reserves the right to preclude employment should it be deemed to adversely affect the student's academic progress. Failure to comply with employment regulations can result in referral to the Student Promotion Committee (SPC) and is potential grounds for dismissal.

Media and Information Technology

The MIT department exists to empower others: students, faculty and staff in their individual and collective missions to positively impact the world through better medical education. Noorda-COM utilizes the MIT department to provide access, support, security, and management of all technology and media production resources.   The department also facilitates ongoing innovation through project management, consulting services, and collaboration with students, faculty and other campus stakeholders in exploring and adopting new technologies and media to enhance student experience, learning outcomes, and drive administrative excellence.

Access to technology Resources *(including, but not limited to, Noorda-issued technology devices, servers, networks, storage devices and systems (including cloud storage), data, applications, installed software, and system credentials)* is granted subject to Noorda-COM policies and local, state, and federal laws. Acceptable use is always ethical, reflects academic honesty, integrity, and shows restraint in the consumption of shared Resources.

It demonstrates respect for intellectual property, protection of sensitive information, ownership of data/information, copyright laws, system security mechanisms, and an individual's rights to privacy and to freedom from intimidation and harassment. Activities inconsistent with these objectives are inappropriate and may jeopardize continued use of the Resources. Noorda-COM may take any action it deems necessary to protect the Resources from systems and events that threaten or degrade operations, or that otherwise violate any Noorda-COM policy, including the review of a user's actions or use of Resources.

There is no expectation of privacy in connection with the use of Noorda-COM and/or college owned systems, including the use of software, email accounts, and/or hardware/devices (including servers). The College may review, store, and/or transmit any information, files, and/or emails stored on its system and/or devices at its discretion.

In consideration of being allowed to use the Resources, each user acknowledges and agrees to the following statements:

- I will not use the Resources for any illegal activity or for any activity prohibited by Noorda-COM policy or the other policies or strictures referenced herein.
- I will not use the Resources to infringe upon any copyright or other intellectual property rights of another. This pertains to all copyrighted material, including, but not limited to, written works, recorded music, photographs, video and software. I understand that I may be held personally liable for copyright infringement.

- I understand that I am responsible for my own misuse of the Resources, and misuse by others that I knowingly permit or enable to use the Resources (for example, by sharing my password or sharing my access). I agree to be responsible for all claims arising from my misuse of the Resources and shall indemnify and hold harmless Noorda-COM from any costs, expenses and liabilities that might be asserted or imposed upon it or any of its officers, agents or affiliates as a result of such misuse.
- I will avoid any action that interferes with the efficient operation of the Resources or impedes the flow of information necessary for academic or administrative operations of Noorda-COM and will immediately discontinue such activities once I become aware of its effects.
- I will protect the Resources from unauthorized use and acknowledge that I am responsible for reasonably securing the Resources that have been assigned to me, including implementing such measures as outlined within Noorda-COM's policies and any related procedures and guidelines, as well as in federal and state regulations that may apply (such as FERPA and HIPAA). This also includes applying, in a timely manner, operating system and software patches, and implementing malware scanning that protects my computing devices from unauthorized access.
- Suspicious and/or unauthorized activity on a user's account must be reported to MIT immediately.
- I will only use the Resources for their intended purposes. I will only access Resources that have been authorized for my use, or which are publicly available.
- I understand that Noorda-COM retains ownership rights to all its collective data. I acknowledge that, unless specifically authorized by an Institutional official, copying Noorda-COM data to a personal device, storage location or any other media, network or resource which is outside Noorda-COM's direct oversight is prohibited.
- I understand that incidental personal use of Resources (such as email, Internet access, printers, and copiers, etc.) is permitted only when it conforms to this policy. "Incidental use" is use that is infrequent, does not interfere with the normal performance of my duties or the duties of another, does not unduly delay others' use, and does not cause Noorda-COM to incur additional costs. Such use is restricted to approved Users only and does not include family members or others not affiliated with Noorda-COM.
- Storage of personal email messages, voice messages, files and documents on Noorda-COM's Resources must be nominal so as not to burden the Noorda-COM's storage services and infrastructure.

Examples of Inappropriate Conduct. Including, but not limited to:

- Accessing another person's computer, computer account, files, or data without permission.
- Giving your username and password to someone else, or allowing another to access services authorized to you, even temporarily.
- Using the Resources to gain unauthorized access to any computer system or service.
- Using any means to decode or otherwise obtain restricted passwords or access- controlled information.
- Attempting to circumvent or subvert system or network security measures. Examples include creating or running programs that are designed to identify security loopholes, to decrypt intentionally secured data, or to gain unauthorized access to any system.
- Engaging in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses or malware, disrupting services, damaging files or making unauthorized modifications to Noorda-COM data.
- Performing any act, intentionally or otherwise, that will interfere with the normal operation of computers, peripherals, or networks.
- Making or using illegal copies of copyrighted software, storing such copies on Noorda-COM systems, or transmitting them over Institutional networks.

- Harassing or intimidating others via email, social media, news groups or Web pages or any other of the Resources.
- Initiating or propagating electronic chain letters.
- Initiating or facilitating in any way mass unsolicited or unofficial electronic mailing (e.g., "spamming", "flooding", or "bombing").
- Forging the identity of a User or Resource.
- Saturating a Resource to the exclusion of another's use, for example, overloading the network with traffic such as emails, legitimate activities such as file backups, or malicious (denial of service attack) activities.
- Using Noorda-COM's systems or networks for personal gain; for example, by selling access to your electronic identity or to Noorda-COM systems or networks, or by performing work for profit with Noorda-COM resources in a manner not authorized by Noorda-COM.
- Engaging in any other activity that does not comply with the general principles presented above or are a violation of any other Noorda-COM policies.

Compliance

Noorda-COM considers violations of acceptable use principles or guidelines provided here to be serious offenses. Noorda-COM will take such action it deems necessary to access and examine any files or information resident on Noorda-COM systems allegedly related to unacceptable use, and to protect its network and resources from systems and events which threaten or degrade operations. Violations may be referred to the appropriate entity for disciplinary action.

In the case of major infractions, for example those that impair others' ability to use networking and computing resources, those that are a safety concern, or whenever necessary to protect Resources, Noorda-COM may immediately restrict systems or network access as it deems necessary to mitigate such activities.

Drugs and Alcohol

Noorda-COM is committed to providing a safe, healthy learning community for all its members. The College recognizes that the improper and excessive use of alcohol and other drugs may interfere with the College's mission by negatively affecting the health and safety of students, faculty, and staff. It is due to the harm caused by excessive and illegal use that the College has a vested interest in establishing policies to prohibit unlawful behavior.

Under the Drug-Free Schools and Communities Act (DFSCA) and in accordance with the Drug-Free Schools and Campuses Regulations (EDGAR), the College is required to have a drug and alcohol abuse and prevention policy and distribute this policy annually to all employees and students. This policy outlines the College's prevention, education, intervention efforts, and consequences that may be applied by both the College and external authorities for policy violations. The law also requires that individuals be notified of possible health risks associated with the use and abuse of alcohol and other drugs, and sources of assistance for problems that may arise as a result of use.

All members of the campus community also are governed by laws, regulations, and ordinances established by the state and local municipalities and will be held accountable by law enforcement representatives of those entities for any illegal activity. It is the responsibility of all campus members to be aware of these laws.

Prior to matriculation, all students matriculating into Noorda-COM will have a drug screening performed at their own expense. Students will be required to undergo an additional drug screening towards the completion of the second year prior to promotion to third year and clinical clerkships. The drug screening will be performed by a certifying organization retained by Noorda College of Osteopathic Medicine. The purpose of the drug screening is to satisfy federal and state requirements for individuals participating in clinical activities involving patient care, including clinical clerkships and early clinical experiences. A positive drug screening may result in denial of acceptance into the COM.

Drug and Alcohol Abuse and Prevention
Noorda-COM Alcohol and Other Drugs Policy

The dispensing, selling, or supplying of drugs is prohibited.

The term 'drug' includes:

- Controlled substances, as defined in 21 USC 802, which cannot be legally obtained
- Legally controlled substances which were not legally obtained, including Prescribed drugs.
- When prescription is no longer valid (e.g., use of medication after a course of treatment is completed)
- Used contrary to the prescription
- Issued to another person

The dispensing, selling, or supplying of alcoholic beverages to a person under 21 years old is prohibited. Employees, students, faculty and campus visitors while on Noorda-COM property, driving a College vehicle or while otherwise engaged in College business may not unlawfully:
- Be under the influence of alcohol
- Illicit drugs or controlled substances
  - Manufacture, consume, possess, sell, distribute, transfer

Any person taking prescription drugs or over-the-counter medication is personally responsible for ensuring that, while taking such drugs or medications, he/she is not a safety risk to themselves and others while on College property, while driving a College or privately-owned vehicle, or while otherwise engaged in College business.

Persons lawfully taking a prescription drug or over-the-counter medication that impacts their ability to perform their duties, or is otherwise intoxicating to that individual, should contact Learning Services and/or supervisor to seek an accomodation during the period they are lawfully taking the medication.

Misuse of prescription drugs can result in disciplinary action, and potentially, conviction with jail time. Additional information pertaining to employee drug and alcohol use along with the College's right to require post-accident drug and alcohol screening or screening based on reasonable suspicion can be located in the Noorda-COM Employee Handbook.

Noorda-COM Drug and Alcohol Abuse Prevention Strategies
The College uses evidence-based strategic interventions, collaboration, innovation, and the incorporation of wellness programs to reduce harmful consequences of alcohol and other drug use.

Strategies include:
- Providing education and awareness activities
- Offering substance-free social and extracurricular, and public/community service options
- Creating a health-conscious environment
- Restricting the marketing and promotion of alcohol and other drugs
- Limiting availability of alcohol
- Developing and enforcing campus policies and enforcing laws to address high-risk and illegal alcohol and otherdrug use
- Providing early intervention and referral for treatment.

Counseling and Treatment Programs Education

Noorda-COM implements the "Safe Colleges" training modules for our students and employees. All Noorda-COM studentsand employees are required to complete designated online modules.

Noorda-COM also encourages students to complete the PRIME for Life® course through the State of Utah. PRIME for Life® is an evidence-based, risk reduction drug and alcohol education program; it is not substance abuse treatment. Prime for Life®simply presents straight forward, research-based information in a relaxed

environment. It is a full-day course and can be required for faculty, staff, and students that are in violation. It is offered in multiple locations in Salt Lake City.

Counseling for Alcohol and Other Drugs

Noorda-COM encourages students to utilize Noorda-COM provided behavioral health counseling services. Counselors are dedicated to providing confidential resources to assist students who are directly or indirectly affected by alcohol and other drug abuse. They can provide education, referrals, assessment, and support to all Noorda-COM students.

Community Support Services

- Wasatch Behavioral Health 1165 E 300 N, Provo, UT 84606 | 801-373-4760
- University of Utah Huntsman Mental Health Institute 501 Chipeta Way, Salt Lake City, UT 84108 | 801-583-2500
- Salt Lake Behavioral Health Services 3 2001 South State Street S2300, Salt Lake City, UT 84190 | 385-468-4707
- Valley Behavioral Health – Adult Services 1020 Main St Suite 100, Salt Lake City, UT 84101 | 801-263-7100
- Highland Springs Specialty Clinic 751 E 700 S, Suite 102, American Fork, UT 84003 | 801-536-6545
- Utah Crisis Line | 988
- National Clearinghouse for Drug and Alcohol Information - 800-729-6686
  - The clearinghouse provides resources for specialists and referrals to local self-help groups.

Utah Alcohol Laws

- Driving Under the Influence: It is illegal to drive or be in physical control of a vehicle, even when parked, while under the influence of alcohol or other drugs. Utah's Implied Consent Law requires submission to a blood alcohol content (BAC) test. Refusal will result in revocation of your license for one year. You are in violation if your BAC is .05 or greater, or the officer judges you to be impaired. It is a Class B misdemeanor for the first and second conviction of driving under the influence of alcohol or drugs, with sentencing of not less than 48 hours in jail and a fine of not less than $700. In addition, the court hearing the case shall suspend the operator's driving privileges.
- Minors in Possession: It is illegal for minors (under 21) to buy, possess (even hold), or drink alcohol. Penalties: up to six months imprisonment and/or a $1,000 fine; Class B misdemeanor. When a minor who is at least 18 years old, but younger than 21 years old, is found in violation of this law, the court hearing the case shall suspend the minors' driving privileges.
- Not-a-Drop Law: It is illegal for anyone under 21 years of age to operate a vehicle while there is any measurable alcohol (less than .05) in his or her body. Penalties: A first offense will result in loss of license for 90 days. A second offense within three years of a prior denial or suspension will result in suspension for one year.
- Open Container: It is illegal to drink any alcoholic beverage while operating, or as a passenger in, a vehicle (parked or moving), or have an open container in a vehicle. Once a container is open, one can be arrested for possession. Violating an open container law is a Class B misdemeanor with a maximum penalty of six months imprisonment and/or $1,000 fine.
- Minors: It is illegal to sell or supply alcohol to a minor under the age of 21. Penalties: up to one-year imprisonment and/or up to $2,500 fine; Class A misdemeanor.
- Intoxication: It is illegal to drink in a public building, park, or stadium, or to be so intoxicated that you disturb others, or injure yourself or others. The maximum penalty is 90 days imprisonment and/or $750 fine: Class C misdemeanor. It is also illegal to sell or supply to intoxicated persons or to purchase alcohol if intoxicated. Maximum penalty is six months imprisonment and/or $1,000 fine: Class B misdemeanor.
- Unlawful Transfer or Use of Identification Card: It is illegal to give or use another's identification card with a maximum penalty of up to six months imprisonment and/or $1,000 fine; Class B misdemeanor.
  - Procure alcoholic beverages
  - Gain admittance where alcohol is sold or consumed

- o Obtain employment that requires employees to handle alcoholic products.
- Maximum penalty: six months imprisonment and/or $1,000 fine; Class B misdemeanor.
- Dram Shop Liability: Liability may result to any person who provides alcoholic beverages illegally to underage persons or who provides alcohol to someone who is apparently intoxicated or given the circumstances, may be under the influence of alcohol or other drugs. If the intoxicated person causes injury to persons or property while intoxicated person who furnished the alcohol is liable for injuries, property, or support to any third person or their spouse, child, or parent.

Utah Drug Laws

It is unlawful to possess, produce, manufacture, distribute, and/or dispense controlled substances such as cocaine, marijuana, LSD, heroin, steroids, and prescribed medications.

- Violation of this law may result in charges running from a Class A misdemeanor to a second-degree felony, depending on the type of controlled substance and the circumstances of the crime. Utah Code Ann. § 58-37-4.
- It is unlawful in Utah to possess or use a controlled substance except pursuant to a valid prescription. Violation of this law may result in charges running from Class B misdemeanor to a second-degree felony, depending upon the quantity of drugs within the individual's possession. Utah Code Ann. § 58-37-8(2).
- It is a Class B misdemeanor in Utah to use or possess drug paraphernalia. Utah Code Ann. § 58-37a-5.
- Penalties for drug violations in Utah may include incarceration for varying periods of time, and fines ranging from $750 to $10,000 depending upon the nature and circumstance of the offense. Utah law provides for enhanced penalties and charges if drug violations occur on a college campus.

Drug Definitions

- Cocaine (Crack) - Can cause short-term effects such as impaired judgment; increased breathing, heart rate, heart palpitations; and anxiety, restlessness, hostility, paranoia and confusion. Long-term effects may include damage to respiratory and immune systems, malnutrition, seizures, and loss of brain function. Highly addictive.
- Designer Drugs/Synthetic Cannabinoids (Bath Salts, K2, Spice) - Can cause short-term effects such as elevated heart rate and blood pressure; chest pain; and hallucinations, seizures, violent behavior, and paranoia. May lead to lack of appetite, vomiting and tremor. Long-term use may result in kidney/liver failure, increased risk of suicide and death.
- Hallucinogens (PCP, LSD, Ecstasy, Dextromethorphan) - Can cause extreme distortions of what is seen and heard. Can induce sudden changes in behavior, loss of concentration and loss of memory. Increases risk of birth defects in user's children. Overdose can cause psychosis, convulsions, coma, and death. Frequent and long-term use can cause permanent loss of mental function.
- Inhalants (Nitrous Oxide, Amyl Nitrite, Butyl Nitrite, Chlorohydrocarbons, Hydrocarbons) - Can cause short-term effects such as nausea, dizziness, fatigue, slurred speech, hallucinations, or delusions. May lead to rapid and irregular heart rhythms, heart failure and death. Long-term use may result in loss of feeling, hearing, and vision. Can result in permanent damage to the brain, heart, lungs, liver, and kidneys.
- Opiates/Narcotics (Heroin, Morphine, Opium, Codeine, Oxycodone, China White) - Can cause physical and psychological dependence. Overdose can cause coma, convulsions, respiratory arrest, and death. Long-term use leads to malnutrition, infection, and hepatitis. Sharing needles is a leading cause of the spread of HIV and hepatitis. Highly addictive, tolerance increases rapidly.
- Sedatives - Can cause reduced reaction time and confusion. Overdose can cause coma, respiratory arrest, convulsions, and death. Withdrawal can be dangerous. In combination with other controlled substances, sedatives can quickly cause coma and death. Long-term use can produce physical and psychological dependence. Tolerance can increase rapidly.
- Tobacco (cigarettes, cigars, chewing tobacco) - Can cause disease of the cardiovascular system, in particular smoking being a major risk factor for a myocardial infarction (heart attack), diseases of the respiratory tract, such as Chronic Obstructive Pulmonary Disease (COPD), and emphysema and cancer, particular lung cancer and cancers of the larynx and mouth. Nicotine is highly addictive. Noorda-COM is a tobacco-free campus.

- Amphetamines - Can cause short-term effects such as rushed, careless behavior and pushing beyond your physical capacity, leading to exhaustion. Tolerance increases rapidly. Long-term effects include physical and psychological dependence and withdrawal, which can result in depression and suicide. Continued high doses can cause heart problems, infections, malnutrition, and death.
- Cannabis - Can cause short-term effects such as slow reflexes, increase in forgetfulness, altered judgment of space and distance; can aggravate pre-existing heart and/or mental health problems. Long-term health effects include permanent damage to lungs, reproductive organs, and brain function. Can interfere with physical, psychological, social development of young users.

Dress Code

Students must maintain a neat and clean appearance befitting students attending a professional school. Therefore, all Noorda-COM students must use professional judgment when determining what to wear on Noorda-COM's campus. All Noorda-COM students must use professional judgment when determining what to wear at all affiliated sites, taking into consideration their interactions with patients, colleagues, and visitors. If the role is unclear, always err on the side of dressing more professionally. Students may dress in a manner that is not offensive yet reflects their own personal style while adhering to the guidelines outlined below.

Students working in surgical services are to comply with additional standards per your assigned site.
- Students are expected to manage personal hygiene habits to ensure cleanliness and avoid offensive body odors.
- Strong perfume, cologne or lotions should not be used.
- Hair must be well-groomed and appropriately restrained
- Facial hair must be well-groomed. In clinical areas, facial hair must not interfere with the ability to properly perform job functions or in wearing required Personal Protective Equipment (PPE).
- Fingernails should be clean and maintained. Students in patient care areas, including those who handle food, medications, or laboratory specimens cannot wear artificial nails, nail wraps, and nail jewelry. Gel and shellac nail polish is not allowed. Regular nail polish is permitted but must be chip free.
- Visible tattoos that are offensive are strictly prohibited and must be covered using a suitable method.

Jewelry

Jewelry and body piercing may not be offensive, distracting, or get caught on sterile PPE or surgical gowns/gloves/hats/masks. This may include multiple piercings, facial piercings, and dental jewelry.

Clothing
- Clothing should be modest, clean, and in good repair, without holes, rips or tears.
- Students are to wear appropriate clothing to their setting; however, they are not obligated to wear standard uniforms
- Casual dress should not conflict with the ability to perform the job or the professional image of the organization.
- Attire should meet set safety standards, including appropriate footwear (closed-toe shoes) to avoid slips, trips and falls in all clinical settings.

Unacceptable Clothing and Footwear
- Jeans, cargo pants, mini-skirts, baseball hats, non-dress T-shirts (no silk screens or logos), sweatpants/shirts/hoodies, athletic or track clothing, tight or revealing clothing.
- Immodest or cut off clothes are not permitted (e.g., shorts, mini-skirts, bare midriffs, tank tops, tube tops, halter tops, spaghetti straps, etc.).
- Beach-type footwear (made from foam, rubber, or similar material suitable for recreational, e.g., flip-flops, Velcro sandals, etc.), outdoor footwear such as hiking boots or water shoes.

Clothing or jewelry having caricatures, messages, symbols, etc., that can be construed as vulgar, offensive, inappropriate, etc. may be subject to disciplinary action including referral to SPC.

College Property and Responsibility

Students will be held responsible for any damage to College property caused by their negligence or willful act and may be referred to SPC for disciplinary action. Students must pay fully for damages within 15 days after receipt of invoice through the Department of Finance. Damage to College property is charged to the responsible student(s) at the total cost of repair or replacement. In the case of non-payment, the student(s) will be subject to disciplinary action. The College is not responsible for the damage, loss, or theft of personal property of its students under any condition. The College is also not responsible for the payment of any medical services not performed on campus.

Student Discipline

This policy outlines the structure, processes, and procedures related to student disciplinary actions, including the roles of the Student Promotion Committee (SPC), the Senior Administrative Committee (SAC), and the Professionalism, Academics, and Clinical Committee (PACC). This policy ensures a structured, fair process for addressing student academic and professional issues, providing clear pathways for remediation and appeal.

Student Promotion Committee (SPC)

The SPC is a committee made up of College faculty and staff, charged with being the primary team responsible for review of the totality of COM students' academic performance. The SPC reviews any student academic record who has failed any required element for graduation including course/section/clerkship, COMSAE score, or a national boards examination, failure to comply with SPC remediation plan (described in following section) and/or any student who has failed to show adequate academic progress in his/her path of study and/or demonstrated concerning lapses in professionalism.

As a part of the comprehensive review, the SPC will make a recommendation to SAC as to whether the student should be granted remediation after a failure. The SPC has broad authority to review student records, decide how the College can best assist the student in getting back on track academically and can recommend a broad number of professional options for consideration as part of any final decision.

SPC Process

Prior to any meeting with the SPC, the student may meet with Student Affairs to better understand the SPC hearing, how the student can best prepare for the hearing, and to answer any questions from the student. It is the responsibility of the student to request this meeting with Student Affairs. For any SPC meeting, students are expected to be prepared, in professional dress, and maintain a collaborative attitude.

For academic concerns, the student is emailed of their first course/section/clerkship failure and told they will meet with SPC. SPC members and the student will meet together and collaboratively develop an Academic Success Plan

An Academic Success Plan may include, but is not limited to:
- Study plan
- Regular meetings with faculty
- Regular meetings with a learning specialist

The Academic Success Plan will include timelines and expected outcomes/behaviors that the student will be expected to adhere to and agreeing to said plan.

The Academic Success Plan will be signed by the student. Failure to comply with the Academic Success Plan can result in an automatic referral back to SPC.

For professionalism concerns or Code of Conduct violations, the student will be notified in writing to meet with the SPC. The notification will include a summary of the incident or behavior in question. During the meeting, the SPC

will interview the student and may request information from any relevant college resource to help adjudicate the situation.

SPC Meeting Structure

Students are expected to attend the meeting with the SPC in person, except for students on clinical rotations at locations determined to be a substantial distance from campus. Those students may meet with the SPC via teleconference.

Executive Session of SPC Meetings

A portion of any meeting without a student present is considered an executive session for review of any student remediation plans currently in progress. New remediation plans that have occurred since the last SPC meeting will be presented, followed by updates on progress new remediation plans. The executive session portion of the meeting may be attended by learning specialists, Counseling Services staff, as well as the representatives of Student Affairs and Clinical Affairs departments. Students are not allowed toattend any executive session of the committee.

Official Hearing of SPC Meetings

The official hearing portion of the meeting includes the voting members of the SPC and the student being reviewed. This portion of the meeting is closed to all but voting members of the committee and appropriate administrative support staff of the committee. Proceedings of the closed portion of the official hearing of the SPC meeting are strictly confidential.

Decisions of the SPC may consist of, but are not limited to the following:
- Course/section/clerkship or national board exam remediation
- Repeating an academic year of coursework
- Behavioral Health Evaluation
- Leave of Absence
- Dismissal

Recommendations are determined by majority vote of the members of SPC attending the hearing.

The SPC then communicates the recommendation to the SAC.

Senior Administrative Committee (SAC)

The role of the SAC includes but is not limited to adjudicating recommendations on student performance from the SPC. The SAC reviews any SPC recommendations regarding student academic and professional progress. As part of the comprehensive review, the SAC will determine whether or not to uphold, adjust or deny SPC recommendations. The SAC has broad authority to review student records as part of any final decision.

The SAC reviews the recommendations and supporting documentation of the recommendation(s) and comes to a final decision. The SAC notifies the student of the decision via email/digital letter.

The student is given time to consider the decision and can appeal the decision for any reason. The appeals process for any SAC decision is explained to the student after the decision is delivered. If the student wishes to appeal the SAC decision, he/she will appeal to the Dean of COM. Final decisions about any disciplinary action may be included in the Medical Student Performance Evaluation (MSPE).

Professionalism, Academics and Clinical Committee (PACC)

The PACC is a committee made up of Noorda-COM faculty and staff charged with being the primary team for proactively identifying at-risk students and developing the interventions to assist students who are struggling. Any disciplinary concerns identified by PACC will be referred to SPC for evaluation of disciplinary action if needed.

The PACC committee will review a student's academic record as part of their charge. In addition, the committee will review all qualitative and/or quantitative data and information about the student's co-curricular experience, as well as any information that is available about any personal extenuating circumstances impacting the student's academic success.

As a part of this comprehensive review, the PACC will make recommendations and in some cases will mandate specific actions designed to bring to bear all College resources to help the student improve their academic standing. The PACC has broad authority to review students' records, decide how best the College can assist the student academically, and can recommend a broad number of resources designed to support the student intellectually, emotionally, and professionally.

PACC is not a disciplinary committee. PACC meetings are not public and the committee follows all privacy guidelines in accordance with FERPA as a part of the processes and procedures.

Student Discipline Assurances

The following assurances are granted to all students in the handling of all alleged violations of the Code of Conduct:
- Disciplinary Notification: Any student charged with an alleged violation of the Code of Conduct will be given written notice. Email notification may serve as written notice.
- Hearing: Every student alleged to have violated the Code of Conduct has a right to a hearing. The Noorda-COM disciplinary system is a multi-dimensional system that allows the student the right to a formal hearing through the SPC.
- Appeal: All students who are charged and found responsible for a violation of the Code of Conduct have the right to appeal the decision of the SPC. To appeal, students must express their intent to appeal in writing within five business days after the initial decision is communicated (verbally or in writing) then submit a written appeal to the Dean within five business days of receiving the initial decision.

Appeals must clearly outline the sanction(s) the student is appealing along with any compelling argument as to why the student is requesting any part of this decision be overturned. For example, if part of the process was perceived as being "unfair," the student must be very specific and include this in the appeal.

Disagreement with College policy is not considered a compelling argument for appeal. The appeal is considered by the Dean with the autonomy to uphold the appealed decision, reverse the decision all together, or change the decision by making the decision either more or less severe. Students can expect a decision on their appeal within 10 business days from the time the appeal has been submitted for review.

Accreditation Standard Complaints

Any individual who believes Noorda-COM is not in compliance with a COCA accreditation standard has the right to address his/her concern. Individuals are expected to first bring the grievance to the attention of the Dean. All accreditation related grievances must be filed in good faith and must include substantiated evidence. Retaliation of any kind is strictly prohibited and will result in disciplinary action.

Upon receiving an accreditation related grievance, the Dean will review and determine the accuracy of the claim based on the relevant accreditation standard and Noorda-COM's internal policy. All grievances are kept confidential, however, the Dean may request consultation with appropriate employees prior to finalizing the decision. Documentation of grievances is housed within the Office of the Dean and includes the associated adjudication process. Grievances will be provided to the accrediting body upon request.

The Dean determines the resolution of the grievance. Should the individual feel as though they are not satisfied with the resolution, they may choose to file a complaint directly and confidentially with the AOA Commission on Osteopathic College Accreditation. Written complaints should be addressed to the Secretary of the Commission on Osteopathic College Accreditation.

Department of Accreditation
American Osteopathic Association
142 East Ontario Street, Chicago, IL 60611
1-800-621-1733
1-888-626-9262
1-312-202-8124
Predoc@osteopathic.org

Voter Registration

The Higher Education Act Amendment of 1998 requires colleges to make a good faith effort to make voter registration forms available to you. You may request a Federal Voter Registration Form from the Election Assistance Commission website at: https://www.eac.gov/voters/register-and-vote-in-your-state. You may request a Utah Voter Registration Form from the Utah Secretary of State website here.

Student Health
And
Wellness

NOORDA COLLEGE
of OSTEOPATHIC MEDICINE

Student Health and Wellness

Health, Wellness, and Fatigue Mitigation
Noorda-COM is committed to fostering an environment where student, faculty, and staff emotional, mental, and physical health are cultivated. Resources and activities related to mental health, wellness, and fatigue mitigation are provided to promote empowerment to take ownership of personal well-being.

Wellness Curriculum
As a component of the longitudinal Professional Identity Formation (PIF) course, students must document at least one hour of a wellness activity each week. Any activity related to any of the eight Noorda-COM wellness dimensions will be accepted as completion of this requirement.

Unstructured Time

Unstructured time is inherently built into the curricular model, helping to maximize wellness opportunities and minimize fatigue. Didactic content is available asynchronously, allowing students the ability to define their own schedule. Structured activities, such as Clinical, OMM, Anatomy lab, are available at a variety of times to demonstrate student proficiency in the related skills. Elective content is available to students with personal interests in a desired specialty. Unstructured time provides faculty and staff flexibility in their schedules to pursue wellness and reduce fatigue.

Wellness Committee

A wellness committee that includes students, faculty, and staff in collaboration with senior administration assure regular upkeep of wellness plans and programs, conducting wellness assessments of the college facilities, executing student, faculty, and staff wellness surveys, and upholding a community environment that supports wellness.

Student Physical Health Services
For non-urgent and minor health issues, Intermountain Health Connect Care, a virtual telehealth platform via an app is available 27/4 and guarantees connection to a provider in less than 10 minutes. For urgent healthcare needs, students may visit any Intermountain Health Instacare location. Physical health services may be scheduled by scanning the QR Code printed on the back of each student badge.

If you are experiencing a life-threating emergency outside of our clinic hours, call emergency services (911) or go to the nearest hospital emergency room and notify us of your treatment as soon as possible.

Student Mental Health Services

Students are provided with free and confidential mental health services, by appointment, to help mitigate the academically rigorous environment of medical school. Students may self-refer or may be referred to counseling support services. If long-term treatment beyond the provided counseling support services is recommended, the student may be referred to a mental health specialist tailored to specific needs. Support services may be scheduled by scanning the QR Code printed on the back of each student badge.

Students are provided access to short-term therapy and counseling services. Issues that therapists/counselors may be able to help with include:
- Depression
- Stress
- Anxiety disorders
- Alcohol or drug use
- Eating disorders
- Concerns about academic performance
- Relationship problems
- Family problems
- Sexual concerns

- Identity concerns

Headspace

As of July 1, 2024, Noorda-COM will provide all student mental health services through Headspace, a nationwide program that provides mental health support accessible to every student, whether they are on campus or on clinical rotations. Headspace provides mindfulness tools, clinical behavioral psychologists, and psychiatry services all under one roof. This is a confidential service where appointments are offered at the most convenient times for busy medical student schedules. Students will have options from many different licensed counselors and psychiatrists as well as on-demand coaching any time of day to fit their needs. Crisis counseling services and referrals are available 24/7, 365 days a year.

Wasatch Behavioral Health

Wasatch Behavioral Health is a comprehensive community mental health center offering an array of programs and services in both Utah and Wasatch Counties The following services are provided: inpatient, residential, day treatment, case management, outpatient, 24-hour crisis line, outreach, follow-up, referral screening, consultation, education, and prevention. Wasatch Behavioral Health services will be discontinued on June 30, 2024, and will be replaced with Headspace. Students may still use Wasatch Behavioral Health services using their health insurance if desired.

StudentLinc

StudentLinc, a virtual telehealth platform via an app is available 24/7 to provide confidential and professional guidance for personal or academic-related concerns. StudentLinc services will be discontinued on June 30, 2024, and will be replaced with Headspace.

UTAH STATE CRISISLINE (800) 273-TALK (8255) 24 hours a day / 7 days a week

Additional Resources are available off site through StudentLinc. Access to and education on utilization of these apps are preloaded to tablets issued to the students during orientation.

Student Health Insurance

All Noorda-COM students are required to maintain personal health insurance. Students may have insurance through various options including parents, spouses, or health exchanges. To ensure students have access to a comprehensive plan, Noorda-COM is making available a student health insurance plan through HSA Consulting (HSAC). All students must either enroll in the Noorda-COM sponsored health plan or provide proof of acceptable alternative health coverage to HSAC.

Noorda-COM does not waive student health insurance requirements for religious or personal preferences. Noncompliance with Noorda-COM's health insurance policy may result in unexcused absences leading to failure of a course, academic probation, failure to progress, delay in graduation, or dismissal from the College.

Mandatory Coverage

Maintaining comprehensive health insurance coverage is mandatory for all Noorda-COM students and all students must be covered by an ACA-compliant domestic health insurance plan for the entire academic year, including summer and holidays. All Noorda-COM students are required to enroll in the Student Health Insurance Plan unless they submit an acceptable waiver by the designated deadline. The deadline is posted on the Noorda-COM's website in the Registration and Enrollment section of the Office of the Registrar.

Automatic Fee Assessment

All Noorda-COM students enrolled in the student health insurance plan through HSAC will automatically be assessed the fall health insurance premium for the student health insurance plan during each fall registration. The

fall premium charge will only be reversed upon receipt of an acceptable waiver by the posted waiver deadline. If an acceptable waiver is not received by the posted deadline, HSAC will enroll students without waivers in the student health insurance plan. Once enrollment in the student health insurance plan is finalized, students will no longer be eligible for a refund of the fall premium and will also be responsible for the spring premium.

Acceptable Waivers

Requirements for waiving the College's student health insurance requirement are as follows:
- Parent employer group plan
- Spouse employer group plan
- Utah Medicaid – Only entering OMSI students and OMSII students may waive with Utah Medicaid. OMSIII and OMSIV students are not eligible to waive with any state Medicaid coverage.
- VA Benefits
- COBRA

Noorda-COM will accept individual plans if they meet additional waiver requirements (see below). HSAC will verify individual plans quarterly.
- Adequate major medical coverage of at least $1,000,000 / policy year
- Prescription coverage
- A provider network in the Provo, Utah area for primary care, specialty, hospital, and diagnostic care
- Coverage for the entire academic year, including summer and holidays.
- Coverage for an annual exam
- Individual plans' (plans purchased through the marketplace, not an employer group, whether for an individual or family) **deductible MUST NOT be more than $2,500 annually**

Should a student waive out of the student health insurance plan using Utah Medicaid, the student may only be covered for emergency services while out-of-state. Using Medicaid-based coverage is prohibited for clinical rotation/experience as a third or fourth-year student.

If a student initially waives out of the student health insurance plan but needs health insurance coverage later in the year due to an involuntary loss of coverage or because of aging out of parents' insurance plan, the student can enroll in the student health insurance plan via the Health Sciences Assurance Consulting website. If a student must be enrolled in the student health insurance plan after the initial enrollment period due to an involuntary loss of coverage, the student will be assessed a prorated portion of the insurance premium based on my dates of enrollment.

Short-term health insurance policies, traveler's plans, or plans originating outside of the United States will not be accepted as part of the Waiver process. If a student's waiver is denied, the student may appeal the decision based on the appeal requirements outlined on the Office of the Registrar website. If a waiver is denied because it does not meet Noorda-COM's minimum requirements, students must start the appeal by contacting noorda@hsac.com. If the appeal is denied by HSAC, the Associate Dean for Student Affairs makes a determination if the student waiver shall be approved or denied. The decision of the Associate Dean for Student Affairs is final.

Health insurance plans approved during the waiver process will be verified by HSAC periodically to ensure students remain in compliance with the College's health insurance coverage requirements.

Lapse, Loss of, or Inactive Coverage

If a student uses Utah Medicaid coverage to waive out of the student health insurance plan, it is the student's responsibility to comply with all eligibility requirements of Medicaid. Applying for and obtaining any Medicaid

coverage without meeting requirements, and providing false information on a Medicaid application, is considered insurance fraud and punishable under state and federal laws.

If a student is found to be inactive or out of compliance, the Noorda-COM will enroll the student in the student health insurance plan from the start of the period of non-compliance (even if the termination date was in the past) through the end of the current academic year. If the student plan is found out of compliance, HSAC will send the student an e-mail notification), and the student will have 14 calendar days to respond to HSAC. If the student has not responded within 14 calendar days, Noorda-COM will enroll the student health insurance plan, assess the student's account for the applicable premium charges, and notify the Office of Student Affairs of non-compliance with Noorda-COM's health insurance requirements.

Students have 30 calendar days after an involuntary loss of coverage to enroll in the student health insurance plan or to submit updated proof of coverage to HSAC. Students must maintain continuous enrollment in health insurance. If a student submits new proof of coverage, it must begin within 24 hours of the termination of previous coverage. Students are not eligible to waive if they have any gap in coverage.

Premium Refunds

If a student withdraws from school during the first 31 days of the period for which coverage is purchased, the student will not be covered under the student health insurance policy, and a full refund of the insurance premium will be made, minus the cost of any claim paid by Aetna. Exception if withdrawal is due to illness or injury in the first 31 days. If a student withdraws after such 31 days, the student will remain covered under the student health insurance policy for the term purchased, and no refund will be allowed.

Students enrolled in the student health insurance plan will remain enrolled for the entire academic year and will not be granted refunds of premiums for fall or release from responsibility for spring premiums. Exceptions will not be granted for obtaining Utah Medicaid coverage, spousal coverage, or parental coverage.

Non-Academic Health Professionals

Noorda-COM faculty will not provide medical treatment or consultation of medical advice to students except in emergency situations while awaiting emergency response. This includes any student-related health concerns that may be incidentally found during Clinical and/or OMM lab and other "hands on" learning scenarios. In the rare event that a physical exam finding is deemed to be of emergent care, the student should be recommended to seek appropriate care or initiate emergency response system. Students may seek health care advice and/or treatment from non-Noorda faculty off campus by scanning the QR Code printed on the back of the badge.

Faculty and/or clinical preceptors who may have seen a current student as a patient must recuse themselves from any student related summative evaluations, student promotion committee votes, academic assessment, and/or promotion. Faculty and/or clinical preceptors who treated a student in the healthcare setting prior to matriculation are not permitted to recuse themselves from any student related summative evaluations, student promotion committee votes, academic assessment, and/or promotion.

The student, faculty and/or clinical preceptor must immediately notify the Department of Clinical Education to ensure that the proper adjustments are made accordingly. This policy should in no way limit or replace the faculty advising activities or other appropriate service to Noorda-COM and its students.

Environmental Hazards Exposure

At Noorda-COM we promote the health, safety, and well-being of medical students and residents. All students and residents will be educated and trained to prevent or reduce exposure to respiratory, bodily fluid, or blood borne pathogens. Procedures have been developed to inform students and residents of potential risk and teach them techniques and procedures designed to decrease or avoid exposure. In addition, follow-up, diagnostic and treatment regimens are available to address exposures after they occur.

Standard Precautions

Standard Precautions is the name of the isolation system used within clinical sites, and is used for every patient, regardless of diagnosis. The aim is to minimize the risk of exposure to blood or body fluids. To accomplish this, personal protective equipment (PPE) (i.e., gloves, gowns, masks, and goggles) is used for potential contact with body fluids from any patient.

Standard Precautions include these principles:
- Hand Hygiene: Wash hands with soap and water or sanitize with an alcohol-based hand rub before and after each patient contact, and after removing gloves. See Hand Hygiene Policy.
- Gloves: Use when touching any body fluids or non-intact skin.
- Gowns: Wear if splashing or splattering of clothing is likely.
- Masks and goggles: Wear if aerosolization or splattering is likely.
- Needles: Activate sharps safety devices if applicable, then discard uncapped needle/syringe and other sharps in containers provided for this purpose. Use safety products provided.
- Patient Specimens: Consider all specimens, including blood, as biohazardous.
- Blood Spills: Clean up with disposable materials (i.e., paper towels or spill kit), clean and disinfect the area. Notify Housekeeping for thorough cleaning.

Droplet Precautions

Droplet Precautions are used when patients have a disease process that is spread by contact with respiratory secretions.
These include:
- Respiratory infections (RSV, Human Metapneumovirus, Parainfluenza, Influenza)
- Neisseria meningitides (meningitis or sepsis)
- Invasive Hemophilus Influenza Type B (meningitis, sepsis, epiglottises)
- Diphtheria
- Pneumonic Plague
- Mumps
- Parvovirus B19
- Rubella
- SARS-CoV-2

Contact Precautions
Patients may be in contact isolation when they have a disease that is spread by contact with wounds or body fluids.
These include:
- Diarrhea (Rotavirus, Clostridium difficile, E. Coli 0157:H7, Shigella, Salmonella, Hepatitis A, Campylobacter, Yersinia.)
- Open draining wounds, infection or colonization with multi-drug resistant organisms (MDROs)

Airborne Precautions

Airborne precautions are used when the infection is spread through the air. Examples of diseases requiring airborne precautions are:
- TB (tuberculosis)
- Measles
- Chickenpox

Personal Protective Equipment (PPE)

Students and residents will wear personal protective equipment (PPE) when there is potential for handling or coming in contact with bodily secretions or fluids. Medical students and residents PPE are included in supply planning for PPE at each clinical site. Provision for PPE for medical students and residents has been incorporated into clinical site agreements. If availability of PPE is *not* adequate to fully meet a student or residents PPE needs, students and residents should not be involved in any direct in-person patient care activities for which their roles require PPE, whether in the context of curricular direct patient contact activities or as volunteers to help meet critical health care workforce (HCW) needs. In such a circumstance, students and residents are to contact Clinical Education or GME Office to coordinate with the clinical site to facilitate PPE on the student and residents behalf. Noorda-COM requires students and residents to be evaluated and monitored by clinical preceptors regarding proper PPE use.

Needle Stick Policy/Exposure to Blood and Body Fluids Policy/Procedure

If a Noorda-COM medical student and resident are exposed to bloodborne pathogens either by direct contact with blood or other body fluids via the eyes, mucous membranes, human bite, or sharps (e.g., needle stick, lancet stick, scalpel cut, etc.) while on clerkship or rotation, it is to be handled as an EMERGENCY SITUATION.

Instructions

- Remove all soiled clothing
- Wash the exposed area:
    - Wash needlesticks and cuts with soap and water (15 minutes)
    - Flush splashes to the nose, mouth, or skin with water (15 minutes)
    - Irrigate eyes with clean water, saline, or sterile irrigants (15 minutes)
- Notify the Preceptor/Program Director IMMEDIATELY!!
    - Ask for and write down the following patient information:
        - Name
        - Date of birth (DOB)
        - Medical record number (MRN)
        - Address
        - Phone number
        - Prior testing for HIV, Hepatitis B, Hepatitis C, RPR, or other risk factors
- If patient is known HIV positive
    - Obtain CD4 count
    - History or current opportunistic infections
    - Prior or current regimen or resistance
- Seek URGENT care from your primary care physician, urgent care, or emergency room
    - Depending on the exposure steps may include but not limited to:
        - Risk assessment for exposure
        - Baseline laboratory work for the student and patient (HIV, Hep B, Hep C)
        - Evaluation of "source" patient
        - If the patient is HIV positive or HIV status is unknown, begin post-exposure prophylaxis (PEP) with a multidrug regimen within a few hours of exposure
- Notify your Noorda-COM Clinical Coordinator or Program Director about the exposure
- Fill out the exposure incident report through Exxat (REQUIRED)
- The student health nurse will follow-up post-exposure
- Additional questions can be directed to
    - Clinical education (clined@noordacom.org)
    - Student health nurse (studenthealth@noordacom.org)
    - The Assistant Dean for Clinical Education

Security and Public Safety

NOORDA COLLEGE
of OSTEOPATHIC MEDICINE

Security and Public Safety
Noorda-COM is committed to creating a safe and secure environment for all members of the College community and associated facilities, including those at off-site clinical education experiences.

Academic Building
Noorda-COM Academic Building includes small-group learning pods, student study space, laboratories, simulation lab, research facilities, a learning center ("library"), ballrooms, meeting rooms, and faculty/staff offices.

Identification/Building Access Cards
Noorda-COM is a closed-campus thus, utilizing a control system only granting access to holders with a proper identification badge. College members must have their badge on their person, preferably in the upper torso region. Identification badges must be presented when requested by any member of Noorda-COM administration, staff, or faculty. Individuals are prohibited from transferring identification badges to others or granting access to non-Noorda-COM personnel.

Identification badges are issued by the Security Department during student orientation and employee onboarding. College members must return their identification badge upon termination and graduation. Lost, stolen, or misplaced identification badges must immediately be reported to the Security Department for deactivation. A replacement fee will be charged at the individual's expense by Student Affairs or Human Resources.

Motor Vehicles and Parking
Parking on Noorda-COM property is strictly prohibited without a proper parking pass. Parking passes are issued by the Security Department during student orientation and employee onboarding. The pass must be visibly displayed in the vehicle at all times. Failure to properly display the pass may result in a citation at the owner's expense. Individuals are prohibited from transferring parking passes to others or to non-Noorda-COM personnel. Lost, stolen, or misplaced passes must immediately be reported to the Security Department. A replacement fee will be charged at the owner's expense. One pass will be issued per person. Limited visitor parking is available on site. Limited visitor parking available on site.

To ensure the safety of our visitors and proper use of our parking, please adhere to the following guidelines:

- Contact Security if you observe any hazards in the parking areas.
- Always lock your vehicle and remove any valuables. Noorda-COM is not responsible for any damage to or theft from your vehicle. All directional, speed limit and stop signs throughout the school property must be observed. Do not park illegally or in fire lanes. Cars parked in these areas are subject to citation and/or towing.
- Overnight parking is not normally permitted. Advanced permission from the Security Department is required to park your car overnight.
- Trailers are not permitted in the parking areas.
- Handicapped spaces are reserved for disabled persons only. Cars illegally parked in these areas are subject to citation and/or towing.
- All vehicles must be parked in a designated parking area and may occupy only one space.

Animals on Campus
Service Animals Under ADA, Title I, only those students and/or employees who meet the definition of "reasonable accommodations" due to a disability are eligible to have a service animal. As with all requests for a reasonable accommodation, an interactive process would be undertaken to determine which accommodations, if any, would be appropriate and not cause undue hardship. Therefore, a student or employee with a disability does not have an automatic right to have a service animal.

A service animal is defined as "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained, or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability." (Society for Human Resource Management (SHRM) https://www.shrm.org).

Emotional Support Animals
In reference to requests for an emotional support animal, students should refer to the Animals on Campus Policy regarding service animals. Unless the animal meets the definition of a "service animal" as described by the ADA in Title I, they are not permitted.

Family in the Learning Environment

Noorda-COM emphasizes the importance of a healthy work-life balance; however, families of students and employees are allowed in the learning environment for infrequent, brief visits (generally not longer than two hours) or to participate in family-related College programs and events. While visiting, families on campus are expected to behave with appropriate conduct, have respect for others, and adhere to the safety and security protocols. As an educational institution, we want to be mindful of others by limiting any disruptive behavior that may impact educational activities or the work environment. Children must always be monitored by their accompanying adult. Violations to this policy may result in security immediately escorting the family member off campus. The student or employee of the family member may be referred to the appropriate disciplinary committee.

Security System & Staff
Student and employee safety measures include the utilization of access control and CCTV systems for the campus. All members of the College community are encouraged to remain alert and aware when on campus and/or associated facilities, to keep personal items out of sight, and to keep their vehicles locked. Security officers patrol campus to prevent and deter crime, help in emergencies, render assistance and escorts, enforce parking regulations, and serve as the repository for lost and found items.

Campus security is authorized to detain individuals who engage in illegal and criminal actions. Suspected criminal violators will be turned over to the Provo City Police and/or other local law enforcement agencies. In the case of an emergency situation outside normal business hours, individuals should first dial 911 then contact the Security Department.

Firearms, Explosives, and Weapons
The possession or use of firearms, weapons or explosives is prohibited on Noorda-COMs property. No firearm of any kind, loaded or unloaded, is to be knowingly allowed in any building or on the property. This policy applies to all persons enrolled, employed by, visiting, or providing services to any part of the property.

For this policy's purpose, firearms and weapons include (but not limited to) any instrument or implement capable of inflicting serious bodily injury. Explosives include devices containing any combustible or explosive substance used to propel another object.

Individuals who have legal concealed weapons permits and elect to carry a weapon in their vehicle which is parked on the property while they are at work may do so. The individual is responsible for ensuring the weapon is securely locked inside a safe, concealed case or compartment inside the locked vehicle.

A folding knife with a blade less than 3.5 inches in length is permitted on the property if it does not open automatically and only has one sharp edge.

The policy prohibiting bringing or possessing weapons on this institution's property does not apply in the following individuals:

- Local, state, or federal law enforcement personnel coming onto the institution's property in their law enforcement capacity or in accordance with other lawful authority.
- Use or possession for a legitimate educational purpose under the sponsorship of a faculty member or other institution official, provided the faculty member or official has first obtained appropriate approvals, including the approval of the Head of Security.
- The following individuals are specifically authorized to possess and carry a firearm on the Noorda-COM campus. The Head of Security for Noorda-COM and employees and contractors of the Noorda-COM Security Services Department

Reporting Criminal Activity and Other Campus Emergencies

All individuals are encouraged to report any criminal activity, suspicion of criminal activity, accidents, and other emergencies to the Noorda-COM Security Department. Reports of a crime may be kept confidential unless otherwise determined by federal, state, and local laws.

Amnesty for Students

Amnesty for Students Assisting Others in Need

Sometimes, students are hesitant to assist others for fear that they may get in trouble themselves (for example, an underage student who has been drinking or using marijuana might hesitate to help take an individual who has experienced sexual assault to campus security or the student health clinic). Noorda-COM maintains a policy of amnesty for students who offer help to others in need. Although policy violations cannot be overlooked, the Noorda-COM may provide purely educational options with no official disciplinary finding, rather than punitive sanctions, to those who offer their assistance to others in need.

Federal Statistical Reporting Obligations

Certain campus officials – those deemed Campus Security Authorities – have a duty to report the following for federal statistical reporting purposes (Clery Act):
- All "primary crimes," which include homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson.
- Hate crimes, which include any bias-motivated primary crime as well as any bias motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property.
- VAWA-based crimes, which include sexual assault, domestic violence, dating violence, and stalking
- Arrests and referrals for disciplinary action for weapons-related law violations, liquor-related law violations, and drug abuse-related law violations.

All personally identifiable information is kept private, but statistical information must be shared with campus security regarding the type of incident and its general location (on or off-campus or in the surrounding area, but no addresses are given) for publication in the Annual Security Report and daily campus crime log.

Advising the Campus Community About Sex Offenders

Noorda-COM prioritizes the safety and security of all individuals within our premises and upholds the highest standards to ensure a secure environment. All employees and students are required to conduct and pass a background check. If an individual is registered as a sex offender, they will not be employed nor matriculated as a student.

Safety precautions we recommend is to:
- Stay informed by familiarizing yourself with relevant information
- Be alert and stay vigilant of your surroundings

- Utilize campus security resources

Reporting Concerns
If you have any concerns about your safety or observe and suspicious activity do not hesitate to report it to campus security.

Registered Sex Offender Information
In accordance with the Federal Campus Sex Crimes Prevention Act (CSCPA) and the Utah Sex Offender Registration Act, notice must be given of registered sex offenders to institutions of higher education if the offender is employed, carries on avocation, or is a student at the institution. Information regarding registered sex offenders residing within a specific Utah geographic location can be accessed via the Utah Department of Corrections website: http://corrections.utah.gov/. The Clery Report is publicly available on the Noorda-COM website for campus crime statistics.

Reporting Clerkship Problems
At times, safety and security concerns/issues may arise during a clerkship. General concerns should be professionally addressed directly to the preceptor, core site coordinator, DME/ DIO or Noorda-COM Clinical Clerkship Coordinator. Immediate concerns (harassment, student, and patient safety, etc.) should be reported directly to the Assistant Dean of Clinical Education. Students should follow emergency procedures and protocols at their specific clinical site.

Law Enforcement Relationships
The Provo Police Department holds jurisdiction over the Noorda-COM campus and is responsible for the investigation of alleged criminal activity. All individuals, whether they belong to the College community or not, are subject to all federal, state, and local laws while on the Noorda-COM Campus and/or associated facilities and may be subject to criminal charges. The Noorda-COM Security Department is mandated to notify Provo City Police in situations of a serious crime or if death occurs.

Safety and Security Committee
The Safety and Security Committee comprised of faculty, staff, and students, is tasked with enhancing security at all associated Noorda-COM facilities. The Committee develops, recommends, reviews, and monitors all safety measures including the:

- Development of physical and electronic security measures
- Development and maintenance of the crisis management plan
- Coordination with community Emergency Response organizations

Security Escorts
An on-campus security escort to buildings and/or vehicles parked in and around Noorda-COM property is available to all College members year-round. If at a clinical site, students are to contact the designated security officer for an escort.

Crisis Management Plan
Noorda-COM maintains a detailed crisis management plan that provides a comprehensive guide to manage emergency situations, allowing for a rapid response. Emergencies should immediately be reported by first dialing 911 then contact the Security Department. The security officer on duty is responsible for confirming the emergency, communicate with emergency responders, and contact the Head of Security or the Chief Financial Officer.

Situations requiring immediate campus-wide attention will be issued via Everbridge, the mass notification system including the situation, severity, and actions that should be taken. All College members are required to update their

contact information with the Office of the Registrar or Human Resources with the name, phone number(s), and email address(es).

Crime Prevention Education & Awareness

Regular and on-going education is provided to all College members both in-person and online. Fire drills, campus evacuations, and testing of emergency notifications are conducted annually. Each event is documented with a description, date, time, and whether the test was announced or unannounced. College members are provided with information on evacuation procedures and Shelter in Place training and protocols.

Inclement Weather

Determinations of College closure based on inclement weather will be determined by the Crisis Management Team on a case-by-case basis. Communication requiring immediate campus-wide attention will be issued via Everbridge, including the severity of weather, instructions for daily operations, and timelines on returning to campus.

Students on clinical clerkships are required to follow the clinical site's schedule regarding inclement weather. If a site is closing due to inclement weather, the student is excused until further notice. If a clinical site remains open, students must report and remain on-service until the end of their shift. Students should use caution and allow themselves plenty of time to reach their destination.

Security Department Contact Information

Steve Smith, Head of Security
securityservices@noordacom.org
385-404-4617

Annual Security Report

In compliance with regulations set forth by the Department of Education's Clery Act, Noorda-COM's Annual Security Report can be found on the noordacom.org website.

The Security Department maintains a crime log, which is made available for public inspection. The crime log includes the nature of a crime, date, time, general location, and the disposition of the complaint (if known), which occur on campus, in a non-campus building or property, public property, or within the department's patrol jurisdiction. The Security Department is obliged to post new incidents within two business days of receiving the report. In compliance with regulations set forth by the Department of Education's Clery Act, Noorda-COM's Annual Security Report can be found on the noordacom.org website. Any inquiries regarding this report or any request for a paper copy should be sent to Head of Security via email at securityservices@noordacom.org

Title IX and Non-Discrimination

Noorda-COM is an equal opportunity employer and makes employment and student application decisions on the basis of merit. The College shall not discriminate against faculty, staff, volunteers, students, or applicants on the basis of race, ethnicity, color, religion, sex, gender, national origin, age, disability, sexual orientation or gender identity, marital status, or any other characteristic protected by law for any reason including recruitment, selection, and promotion.

Protected class refers to groups of people who are legally protected from being harmed or harassed by laws, practices, and policies that discriminate against them due to a shared characteristic such as race, religious belief, national origin, age (40 years and up), sex (incl. sexual orientation and gender identity), pregnancy, citizenship, familial status, disability status, veteran status, genetic characteristics, or any other protected category under applicable local, state, or federal law.

Harassment includes any action, language, or visual representation that is sufficiently severe, pervasive, persistent, or patently offensive that it has the effect of unreasonably interfering with that person's work or academic

performance, or that creates an intimidating, hostile, or offensive working, educational, or living environment. Noorda-COM encourages reporting of all perceived incidents of harassment or discrimination.

The following prohibited forms of discrimination are civil rights offenses when the act is based upon the reporting party's actual or perceived membership in a protected class.

- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person.
- Discrimination, defined as actions that deprive, limit, or deny other members of the community of educational or employment access, benefits, or opportunities.
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another.
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to and person within the Noorda-COM community, when related to the admission, initiation, pledging, joining, or any other group affiliation activity.
- Bullying, defined as repeated and/or severe; aggressive behavior; likely to intimidate or intentionally hurt, control, or diminish another person, physically or mentally; that is not speech or conduct otherwise protected by the First Amendment.
- Intimate partner violence (commonly referred to as dating, domestic, or relationship violence) is defined as verbal, physical, or emotional violence or abuse between those who are involved in, or have been involved in, an intimate interaction or relationship.
- Stalking, defined as repetitive and menacing pursuit, following, harassing, and/or interfering with the peace and/or safety of another.

Title IX Administrative Contact Information
Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures, may be made internally to:
Name: Tracy Hill, MD, Director of Professionalism and Ethics Title IX Coordinator

> **Location/Address**: 2162 South 180 East Provo UT 84606
> **Phone**: 801-376-6004
> **Email**: tahill@noordacom.org

Anti-Harassment
Noorda-COM is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from sexual harassment and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, Noorda-COM has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of sexual harassment or retaliation.

Noorda-COM values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

COM Course Descriptions

COM Administration
Dr. Wright, PhD. - President & CEO
Schyler Richards - Vice President of Institutional Advancement
Lori Seely, MA - Director of Human Resources
Ralph House, CPA, CGMA - Chief Financial Officer
Chris Milliken - Director of Media and Information Technology
Greg Hunter - Chief Building Engineer

COM Academic Leadership

Lynsey Drew, DO – Acting Dean
Kyle Bills, DC, PhD - Associate Dean for Research
Steve Prinster, PhD - Associate Dean for Academic Affairs
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