



## LETTER FROM THE PRESIDENT

Greetings and welcome to Pacific Northwest University of Health Sciences. The purpose of this catalog is to familiarize students with the University's policies and procedures, and serve as a guide to the roles, responsibilities, rights, and requirements pertaining to personal conduct while attending programs on either a full or part-time status.

It is the responsibility of the student to know, understand, and be in compliance with the contents of this handbook. Should any part of this handbook not be clear, I strongly encourage you to consult with your academic advisor or any member of the Office of Student Affairs.

It is the policy of PNWU that no student shall be excluded from participating in, be denied the benefits of, or be subjected to discrimination in any program sponsored by PNWU because of age, gender, color, creed, religion, physical ability, sexual orientation, or national or ethnic origin.

This handbook may not address every situation that may occur. Anything not covered will be reviewed on a case-by-case basis.

It is the University's commitment to facilitate your journey to becoming an honorable, caring, competent, and compassionate member of the health care profession. We are excited to play a role in facilitating this journey. Should you, for whatever reason, have a question or concern regarding your participation in programs at the university, please do not hesitate to consult with members of the faculty, your Dean, or appropriate members of the administration. Again, welcome to Pacific Northwest University of Health Sciences!

Respectfully,

Stanley L.K. Flemming, D.O., M.A.  
President



## LETTER FROM THE DEAN

Welcome to one of the newest and one of the most innovative medical schools today. Pacific Northwest University of Health Sciences College of Osteopathic Medicine (PNWU-COM) has drawn an outstanding and experienced faculty which has taken a leadership roll in ensuring that we offer our students a comprehensive and stimulating course of study in osteopathic medicine. Through our efforts and your dedication as students, we will provide future generations of osteopathic physicians to meet the urgent health care access needs diffusely throughout the Pacific Northwest.

The culture of Pacific Northwest University of Health Sciences College of Osteopathic Medicine is one of positivism and passion. Our faculty and staff are dedicated towards the education of the student with current scientific information and medical knowledge as well as the need for life-long learning during a time of rapidly changing medical science. Our students will be trained to critically think while providing compassionate and empathetic care to those who seek their medical expertise.

This catalog will provide specific information about PNWU-COM and how a student may succeed. Although this guide is not designed to answer all of the questions that may occur, it is a resource of information that will help the student to succeed. It contains specific policies, procedures, and information that will answer some questions and may stimulate others. We encourage that each student read this catalog thoroughly and become familiar with Pacific Northwest University of Health Sciences.

Welcome to Pacific Northwest University of Health Sciences College of Osteopathic Medicine and to the osteopathic profession.

Sincerely,

William T. Betz, DO, MBA  
Vice President/Chief Academic Officer  
Dean, College of Osteopathic Medicine



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## ABOUT THE UNIVERSITY

### MISSION STATEMENT

The mission of Pacific Northwest University of Health Sciences is to train, educate, and encourage scientific research for health professionals who will provide quality care to all communities of the Pacific Northwest, particularly underserved populations (approved by the Board of Trustees on April 23, 2008).

### Mission Goals

PNWU has set the following 10 general goals for carrying out its mission:

1. To maintain a sense of community, which stresses ethical and moral values, fosters an appreciation for diversity, and provides an atmosphere that accepts and respects a variety of backgrounds.
2. To offer each student the opportunity to receive an education, emphasizing the value of intellectual development through the promotion of independent and creative thinking, as well as the development of basic communication and problem-solving skills.
3. To assist each student in acquiring competence in osteopathic medicine based on a foundation which encourages lifelong learning.
4. To enhance each student's sense of self-worth, self-discipline, and personal integrity, while developing social responsibility and leadership potential through a comprehensive co-curricular program.
5. To provide each medical student the personal and professional skills necessary to improve health care services in the Pacific Northwest region.
6. To maintain a community of high-quality faculty, staff, administrators, trustees who are dedicated to meeting the individual needs of students and who promote a caring, supportive, drug-free environment that is conducive to learning.
7. To provide necessary resources for a quality education through instructional materials, information technology, Medical Library Resource Center, and physical facilities.
8. To promote the growth and development of the community at large by encouraging faculty, staff, students, and alumni to serve the community and by encouraging members of the community to serve PNWU.
9. To maintain efficient and effective administrative services for institutional and educational support programs.
10. To secure support from private, local, state, and federal sources to strengthen PNWU's viability through sound fiscal policy.

### INSTITUTIONAL COMMITMENTS

#### Commitment to Students

While the University remains primarily committed to serving students from the Pacific Northwest, it encourages and welcomes students from all regions and cultural backgrounds. PNWU provides an opportunity for students to receive a high-quality education, which



focuses on the development of the whole person, including the intellectual, spiritual, social, and physical dimensions.

### **Commitment to Education**

PNWU offers a doctorate in osteopathic medicine. The curriculum rests on a broad medical foundation, emphasizing communicative and quantitative skills; independent thinking; tolerance of diverse points of view; cultural, historical, and ethical awareness; and preparation for leadership, civic responsibility, and lifelong learning.

### **Commitment to Community and Region**

PNWU is committed to enhancing the educational, cultural, and economic opportunities for the Pacific Northwest through its high-quality academic and continuing education programs, as well as its involvement in community service and humanitarian efforts.

PNWU provides its graduates with a medical education that emphasizes primary care, encourages research, promotes lifelong scholarly activity, and produces graduates who are committed to serving the health care needs of communities in the Pacific Northwest and other underserved regions.

## **HISTORY OF PACIFIC NORTHWEST UNIVERSITY**

Pacific Northwest University of Health Sciences is an independent, non-profit higher education institution. Founded in 2005, the University stands as an opportunity for high-quality higher education in the heart of the Pacific Northwest and maintains a strong commitment to osteopathic principles and practice. The first college of the University is the College of Osteopathic Medicine (COM).

The COM is a 46,000 square-foot learning center on our 42-acre campus, which will be one of several centers of excellence in the health sciences on our campus. This facility contains the latest state-of-the-art technology. The center contains a spacious anatomy laboratory with camera projections, a large osteopathic manual medicine classroom with electronic monitoring, numerous break-out rooms for small group interaction, as well as two, 120 seat lecture halls with smart classroom technology, which will be included in the 60,000 square-foot build out.

Administration is located across the street from the COM in Iron Horse Lodge.

## **HISTORY AND PHILOSOPHY OF OSTEOPATHIC MEDICINE**

### **History**

Osteopathic medicine is a distinctive form of medical care founded on the philosophy that all body systems are interrelated and dependent upon one another for good health. This philosophy was developed in 1874 by Dr. Andrew Taylor Still, who pioneered the concept of “wellness” and recognized the importance of treating illness within the context of the whole body.

Andrew Taylor Still was born in Virginia in 1828, the son of a Methodist minister and physician. At an early age, Still decided to follow in his father’s footsteps as a physician. After studying medicine and serving an apprenticeship under his father, Still became a licensed M.D. in the state of Missouri. Later, in the early 1860s, he completed additional coursework at the College of Physicians and Surgeons in Kansas City, Missouri. He went on to serve as a surgeon in the Union Army during the Civil War.



After the Civil War and following the death of three of his children from spinal meningitis in 1864, Still concluded that the orthodox medical practices of his day were frequently ineffective and sometimes harmful. He devoted the next ten years of his life to studying the human body and finding better ways to treat disease.

His research and clinical observations led him to believe that the musculoskeletal system played a vital role in health and disease and that the body contained all of the elements needed to maintain health, if properly stimulated. Still believed that by correcting problems in the body's structure, through the use of manual techniques now known as osteopathic manipulative treatment, the body's ability to function and to heal itself could be greatly improved. He also promoted the idea of preventive medicine and endorsed the philosophy that physicians should focus on treating the whole patient, rather than just the disease.

These beliefs formed the basis of a new medical approach - osteopathic medicine. Based on this philosophy, Dr. Still opened the first school of osteopathic medicine in Kirksville, Missouri in 1892.

### **Philosophy**

Osteopathic medicine is a separate and distinct branch of medical practice that is based on a set of philosophical principles and stresses a comprehensive approach to the maintenance of health. Osteopathic medical education is unique in its emphasis on the neuromusculoskeletal system and its utility in the diagnosis and treatment of disease. It is the unobstructed, interrelationship of all the body's systems by which we maintain health and by which disease is prevented. Osteopathic medicine makes use of the following principles that assist the osteopathic physician to look for health, and not simply treat a disease state:

- The human body is a dynamic unit of function.
- The human organism is self-regulating and self-healing.
- Structure (anatomy) and function (physiology) are reciprocally interrelated.
- The function of the musculoskeletal system goes beyond support and may be vital in the diagnosis and treatment of disease.

### **The Osteopathic Physician's Oath**

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

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

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



## ACCREDITATION

### Organization

Pacific Northwest University of Health Sciences (PNWU) is incorporated under the laws of the state of Washington as a non-profit corporation. The governing body is the Board of Trustees, who establishes policies for its operation. Responsibility for administration and day-to-day operations is delegated to the President and through the President to other officers of the University.

### College of Osteopathic Medicine

PNWU-COM has received provisional accreditation status (the highest accreditation a college can achieve prior to graduating its first class) from the **Commission of Osteopathic College Accreditation (COCA)** of the American Osteopathic Association, 142 East Ontario Street, Chicago, IL 60611.

Pacific Northwest University of Health Sciences is authorized by the **Washington Higher Education Coordinating Board** and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree Authorization Act. This authorization is valid until March 6, 2009, and authorizes PNWU-COM to offer the following degree program: Doctor of Osteopathic Medicine. Any person desiring information about the requirements of the Act or the applicability of those requirements to the institution may contact the HECB office at P.O. Box 43430, Olympia, WA 98504-3430.

## DIVERSITY STATEMENT

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

PNWU students, faculty, staff, and administrators are valued for their diversity as reflected by gender, race, national origin, age, religious beliefs, social/economic background, sexual orientation, political beliefs, and disabilities.

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

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

## NOTICE OF NON-DISCRIMINATION

PNWU is an equal opportunity employer and makes employment and student application decisions on the basis of merit. PNWU strives to have the best available student and individual in every position. The University's policy prohibits unlawful discrimination based on race, color, creed, sex, sexual orientation, marital status, age, national origin, ancestry, disability or medical condition, or any other consideration made unlawful by federal, state, and local laws.

If you believe you have been subjected to any form of unlawful discrimination, please bring your concerns immediately to the Director of Student Affairs, your supervisor, department chair/division head, or a university services representative. You should be specific and include



the names of the individuals involved in the incident. PNWU will undertake an investigation and will attempt to resolve the situation as fairly and as confidentially as possible. If it is determined that discrimination has occurred, remedial action will be taken commensurate with the severity of the offense. PNWU will not retaliate against you for raising any concerns regarding discrimination and will not permit any form of retaliation against you by educators, administration, or your fellow students. Appropriate action will also be taken to deter any future discrimination.

### **DISCLAIMER**

The Catalog represents information and requirements which may be altered from time to time by the University at its sole discretion. The provisions of the Catalog do not constitute a contract. The University reserves the right to change any provision or requirement at any time. All inquiries regarding the Catalog should be directed to the Director of University Services at [info@pnwu.org](mailto:info@pnwu.org) or 509-452-5100.

The Catalog is the responsibility of the Division Director of University Services. Any recommendations for additions, deletions, or changes in the Catalog must be submitted in writing to the Dean. Final approval is by the President of the University.

### **CONTACT INFORMATION**

Administrative offices are open weekdays from 8:00 a.m. to 5:00 p.m. Visitors are strongly encouraged to make appointments before visiting the campus to ensure that the person they need to see is available. PNWU address is:

Pacific Northwest University of Health Sciences  
111 University Parkway, Ste. 202  
Yakima, WA 98901  
(509) 452-5100 – Main office  
1-866-329-0521 – Toll Free  
(509) 452-5101 – Fax

[www.pnwu.org](http://www.pnwu.org)

[info@pnwu.org](mailto:info@pnwu.org)



## UNIVERSITY SERVICES

The Office of University Services assists students throughout their tenure at the University. This office coordinates matters pertaining to admissions, registration, financial aid, and student affairs. The office assists the administration in interpreting student needs and concerns. The Division Director of University Services, through the Office of Student Affairs, interprets University regulations on non-academic affairs for the students and oversees a variety of student activities including the Student Government Association (SGA). The telephone number for the Office of University Services is (509) 452-5100.

*The Office of Student Affairs* is responsible for non-academic life at Pacific Northwest University of Health Sciences. This office is responsible for campus activities, student services, campus organizations, and non-academic records.

*The Office of Admissions/Registration* acts as the primary agent for the acceptance of applicants and has an admissions program that responds to student and university needs. The office is also responsible for all transcripts and academic records.

*The Office of Financial Aid* is the primary agent in helping qualified students with the necessary forms and assistance to obtain loans, scholarships, grants, and other forms of financial aid.

### ACADEMIC SKILL DEVELOPMENT

Academic skill development is available for students who would like help improving their study strategies or their test-taking skills. Help is available in the areas of note-taking, memorization techniques, determining appropriate study topics, using resource materials, studying for tests, reducing test anxiety, effectively using a tutor, studying in a small group, etc. The consultants will be either faculty or other students, depending on the help needed.

### TUTORING

PNWU provides tutorial services for students who wish to improve their academic achievement. The tutoring program provides the student with the opportunity to be assigned an individual peer tutor at no cost. Students often form study groups and partners on their own. In addition to these self-formed study groups/partners, the Office of Student Affairs coordinates a formal tutoring program. With the assistance and recommendations from the faculty, peer tutors are identified and made available to students who need help. Students may contact the Director of Student Affairs to register for tutoring services.

### ACCOMMODATIONS

Students may find that they have disabilities that diminish academic performance. PNWU can make accommodations for students with documented disabilities who are otherwise qualified. Students with disabilities are encouraged to contact the Office of Student Affairs. Requests for accommodations must be made in writing to the Director of Student Affairs.

### SEMINARS/WORKSHOPS

Throughout the year, a variety of seminars/workshops may be offered to students. Students may be offered sessions on study strategies, test-taking, preparing for boards, becoming an effective tutor, etc.



## ACADEMIC ADVISING

Each student is assigned an academic advisor. The student's academic advisor will be a faculty member whose responsibility is to help the student complete the didactic material. The Office of Student Affairs will assign the advisor.

## STUDENT ASSISTANCE PROGRAM

The purpose of the Student Assistance Program (SAP) is to provide you, your spouse or domestic partner, and dependent members of your family with an opportunity to confidentially discuss problems and concerns that may be affecting your lives. Within this confidential program, you will be given appropriate resources designed to help with your specific problems.

Your counselor is there to assess your problem and help you to resolve it. Sometimes this can be done the first time you meet. Under the Student Assistance Program, you or your dependent family member may meet with the counselor up to four times if necessary per issue, per year, at no charge, to assess your needs, develop a plan of action, and, if needed, provide you with problem-solving referrals.

Your use of the Student Assistance Program is confidential. No one at PNWU will know that you or any member of your family are using the program. Only information specifically authorized by the student or family member through a signed release of information may be shared by anyone.

When you call the Northwest Employee Assistance Program (contact information will be provided at orientation), you will be able to schedule an appointment without delay and without charge. ("No shows" for appointments will be charged at going rate). At the time you make the appointment, please identify yourself as a STUDENT of PNWU. The receptionist will ask your name and a general description of the problem you want to discuss. This helps us determine the right counselor for you.

Students are asked to schedule appointments at times which do not conflict with their classes. However, you may request permission to meet with SAP counselors during work hours. If you live outside the service area, we will arrange for you to be seen in the area in which you live.

## ELECTRONIC COMMUNICATONS

To facilitate communication throughout the University, we will provide e-mail accounts for all students, faculty, and staff. The primary use of PNWU electronic communication is to support the educational mission of the University and to conduct daily business. Certain practices related to e-mail are prohibited. These e-mail accounts should not be considered private. They are the property of the University and as such can be reviewed by appropriate personnel as required.

Prohibited use includes, but is not limited to:

- The use of electronic communications to send documents in violation of copyright laws or any communication that breaches the behavioral standards, academic conduct, or harassment sections of this document.
- The use of electronic communication systems to send information, messages, or files that are restricted by law or regulation.
- The use of electronic communications to intimidate others or to interfere with the ability of others to conduct PNWU business, including academic pursuits.
- The construction of electronic communication so it appears to be from another person.
- The attempt to obtain access to files or communication of others for idle curiosity.



- The use of electronic communications that may be offensive, racist, sexist, pornographic, or in poor taste.

E-mail privacy is not synonymous to a letter in an envelope. The contents of a message can be public property. There is no easy way to mark a message "confidential." E-mail is more like a postcard. The contents of a message can be viewed during the mailing process. If the mail is inadequately addressed, or if there is an equipment routing problem, a "postmaster" might read the message to redirect it. Additionally, a message could be delivered to the wrong address. The message could then be forwarded or printed. A message could be stored in a folder, in the folder of the person who receives the message, and possibly on a system back-up, which often are retained for long periods of time.

E-mail messages should not be sent that could not be posted on a bulletin board or shared with an unidentified person. Professional, courteous language is expected. Courtesy dictates that if mail was not intended for you, it should be returned to the sender notifying that person of the need to revise the address. It is best to assume that e-mail is a public medium and avoid its use for confidential communication.

For additional information about the use and policies pertaining to e-mail, contact the Information Technology Services Office.

PNWU is committed to creating and maintaining an environment where persons can work together in an atmosphere free of all forms of abusive or demeaning communication. PNWU acknowledges the individual right of expression within the bounds of courtesy, sensitivity, and respect. Disciplinary action will be taken against individuals found to have engaged in prohibited use of the PNWU electronic communications resources.

### **MEDICAL LEARNING RESOURCE CENTER/MEDIA SERVICES**

The PNWU Medical Learning Resource Center (MLRC) integrates traditional resources with innovative programming for medical education, training, and research.

MLRC staff members provide reference service, group and individual bibliographic instruction, database searches, and general computer assistance to PNWU faculty, staff, students and to members of the general public seeking medical information.

The PNWU MLRC maintains a growing collection of up-to-date books, multimedia resources, and periodicals. The periodical collection emphasizes journals of interest to primary care practitioners and students preparing for careers in primary care. A variety of electronic databases, some with linked full-text journals and books, are available for use by PNWU MLRC staff and patrons. The PNWU MLRC participates in local, regional, and national MLRC cooperatives to ensure timely access to MLRC materials through inter-MLRC loan (document delivery is free to PNWU faculty, staff, and students).

PNWU also has an affiliation with the American Osteopathic Postgraduate Training Institute Consortium (A-OPTIC), which is a consortium of three other colleges of osteopathic medicine. Those members include Pikeville College School of Osteopathic Medicine (Pikeville, KY), Lincoln Memorial University - DeBusk College of Osteopathic Medicine (Harrogate, TN), and Edward Via Virginia College of Osteopathic Medicine (Blacksburg, VA). This consortium consists of over 25 postgraduate training programs in the southeast and northwest portions of the United States. Through this consortium, PNWU has access via electronic linkage to the osteopathic medicine MLRC systems and inter-MLRC loans of participant colleges.



The state-of-the-art PNWU Telecommunications Center is equipped with accessible computer stations. The Center is used to enhance medical education in Yakima by bringing presentations from other sites to the Yakima medical community and by allowing speakers from Yakima to address those in other communities.

### **FOOD SERVICE/DINING FACILITIES**

Pacific Northwest University of Health Sciences does not offer a meal plan to students.

### **HOUSING**

Students must secure their own housing. PNWU will assist students in their search for appropriate, affordable housing.

### **LOST AND FOUND**

The Student Affairs Office, located in the Administration Building, houses lost and found services.

### **FINANCIAL AID**

The purpose of the Office of Financial Aid at Pacific Northwest University of Health Sciences is to provide counseling and assistance to medical students regarding securing funding to help meet the costs of medical education. Although the Financial Aid Office assists students with funding for their medical education, it is the student's primary responsibility to secure this financing. This means that such things as supplying personal documentation, supplying family documentation, and ensuring that a student qualifies for loans by having a favorable credit report are the student's obligations under the system. All documents requested must be received before financial aid will be processed.

Medical education is expensive. The average osteopathic physician is \$150,000 in debt by the time he/she graduates from a school of osteopathic medicine. During schooling, most students are required to live at a modest level. The primary obligation for financing a medical education lies with the student and the student's parents/spouse. The federal and private agencies that make funds available for borrowing do so with the understanding that a student must sacrifice in order to achieve a medical degree.

Every student that has been accepted by PNWU must file the Free Application for Federal Aid (FAFSA) with the appropriate federal processor to assess aid eligibility. The needs analysis system set by the federal government ensures equity of treatment among all applicants. The University uses this needs analysis system to determine the amount of need-based financial assistance, loan amounts, and scholarship awards for which a student is eligible.

Financial aid as awarded or borrowed under the federal or private programs cannot exceed the PNWU standardized budget. There is money available for a student's direct educational cost, and there is money available to support a student while he or she receives an education, but the student must be frugal and a good money manager to make it work comfortably. Students must carefully monitor their budgets.

Annual loan limits as of 4/18/08 are (aggregate \$224,000 including undergraduate and medical school debt):

- Federal Stafford Loans: \$47,000/12 months subsidized/unsubsidized
- Federal Graduate PLUS Loan for students: Cost of Attendance (COA) less any other estimated financial assistance
- Private Loan: Depends on lender



## Loans

As a rule, most people believe it is easier to borrow money than pay it back. As a medical student, certain special loan programs are available, the primary sources being the Stafford Loan Programs.

A student may not be eligible for the full amount based on his/her federal needs analysis and the PNWU standardized budget. The amount a student can borrow is based on the cost of his/her education and potential personal contributions, not on the student's desire for capital.

The Subsidized Stafford Loan is a low-interest program, and the government pays the interest while the student borrower is in school. It is the loan of first choice. The Unsubsidized Stafford accrues interest from disbursement date. Borrowers must consider the repayment implications and avoid excessive borrowing. PNWU has a federally mandated obligation to keep a student's indebtedness to a minimum. A student will frequently receive counseling through the Office of Financial Aid many times while in school about the nature of his or her debt and the projected payment schedule.

Borrowing money from these programs is a privilege, not a right; regulations controlling these programs change periodically. A loan is not a gift or grant; it must be repaid. Student loans are only to be used for related educational expenses and personal living expenses.

Default is the failure of a borrower to make an installment payment when due or to meet other terms of the promissory note. If this happens, it is reasonable to conclude that the borrower no longer intends to honor the obligation to repay. Defaulted loans are reported to national credit agencies, thus affecting credit ratings and future ability to borrow money. Over-borrowing can cause defaulting on a student loan. This is why educational debt management is essential. PNWU encourages students to learn some basic budgeting techniques, to learn to cut costs, and possibly to learn to live with less.

If a student's loan goes into default, the University, the organization that holds the loan, the state, and the federal government can all take action to recover the money. The federal government and the loan agencies can deny a school's participation in the student loan programs or charge a school or its students a higher origination fee if the school's default rate is too high. The University will withhold the transcript of any individual if that individual is in arrears or in default under any loan or loan program, when such arrears or default adversely affects the University in any way.

## Scholarships and Grants

The Office of Financial Aid will provide students with information on scholarship notices that are sent to the office.

## Standards for Satisfactory Academic Progress

Federal law requires that all students receiving financial assistance from Title IV and Title VII funds maintain satisfactory academic progress. PNWU policy follows the academic standards that apply to all students receiving financial aid.

The academic progress of each student is monitored and evaluated at the end of each examination period by the Promotion & Matriculation Committee. This committee reviews the records to see if the student has fulfilled all academic requirements and has maintained the standards of ethical, moral, personal, and professional conduct required for continued study of osteopathic medicine. A student failing to meet one or more of the standards of progress may be placed on conditional



status. While on conditional status, the student may receive financial aid for one enrollment period. At the end of that period, the student must be in good standing, or financial aid eligibility will be denied.

A student must be in good academic standing at the end of the summer term of the second year in order to receive financial aid while on clinical rotation. Financial aid will be withheld until the student is in good standing. The Office of Financial Aid will notify students who are ineligible for continued assistance and will provide them with information regarding their conditional status.



## STUDENT LIFE

### STUDENT ASSOCIATIONS AND GOVERNMENT ORGANIZATIONS

The PNWU Student Government Association (SGA) is the official voice for osteopathic medical students. PNWU SGA is open to all medical students and welcomes proposals and participation from the entire body. SGA is responsible for dispersing funds for student activities; acting as a liaison for the student body; promoting osteopathic medicine; supporting club and classroom activities; and working to improve the quality of life for all PNWU students. Students serving as SGA officers, club presidents, student ambassadors, and PNWU representatives at national meetings or in any similar position must maintain at least B average in their course work. For the purposes of this requirement, the average will be calculated using the actual letter grades achieved in each course/system. An officer whose grade average falls below good academic standing as determined by the P & M committee will have to resign.

Students are encouraged to develop, organize, and participate in student associations and government organizations; however, students may not hold more than one elected position at the same time. Elections for SGA officers are held each spring for the following year. The Office of Student Affairs is responsible for providing the support for these associations or organizations. Every student organization is required to have a faculty advisor. The advisor for SGA is the Director of Student Affairs.

### REGISTRATION OF STUDENT ORGANIZATIONS

In an effort to encourage a formal, organized system of student activities, the PNWU has adopted processes and policies concerning the registration of student organizations. The registration process is designed to permit students to create a formal organization which is intended to fulfill a common purpose, to provide opportunities for student interaction through participation in managing the affairs of the group and implementation of activities/programs, and to foster individual student growth and development through responsible involvement in co-curricular activities.

Registration of a student organization results from compliance with the criteria and conditions stated below. It does not directly or indirectly imply the approval of the organizations or its activities by PNWU. Organizations must secure forms from the Office of Student Affairs annually which includes the securing of a PNWU advisor in order to take advantage of the privileges accorded registered student organizations by the PNWU.

### CRITERIA FOR REGISTRATION OF STUDENT ORGANIZATIONS

In order to maintain accurate information on and accountability of student organizations, the Office of Student Affairs has developed the Student Organization Registration Form. All student organizations must submit the completed form in order to be considered and awarded the privilege of a registered organization. This form is available in the Office of Student Affairs. Please note, every student organization must have a yearly service project that supports the local community.

Privileges of registration include:

1. Use of campus duplication and printing services (charged to the organization).
2. Use of campus bulletin boards (all material MUST be stamped and on file).
3. Use of inter-campus mail services.
4. Use of audiovisual equipment from the MLRC.
5. Solicitation of membership on campus under the organization's name.



6. Solicitation of funds on campus under the organization's name.
7. Use of certain PNWU facilities for meetings or activities after the academic needs of PNWU have been met.
8. Use of meeting space with availability determined by the Office of Student Affairs.
9. Receipt of relevant publications and inclusion in mailings by the Office of Student Affairs.
10. Inclusion of the organization's activities in the monthly calendars published by the Office of Student Affairs.
11. All student organizations must be registered with the Office of Student Affairs and approved by the Dean.

### **ANNUAL REGISTRATON**

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

1. Completion of a Registration Form each academic year
2. Participation in the SGA
3. Leadership and advisement of a full-time faculty or staff member
4. Approval of organizational activities and events through the Office of Student Affairs
5. Cooperation with PNWU policies and procedures
6. Contribution to and support of the philosophy and mission of PNWU
7. Participation in PNWU leadership conferences
8. Completion of all necessary forms (available in the Office of Student Affairs)
9. Completion of a service project that benefits the local community

### **ANNUAL REGISTRATION (RE-REGISTRATION)**

1. A registered student organization may continue its registration from one academic year to the next by completing the necessary forms for re-registration. These forms may be submitted to the Office of Student Affairs by the end of September of the academic year in which it is to be effective. A letter will be sent to all organizations not yet registered approximately one week prior to the deadline. Failure to re-register will result in the expiration of that organization's registration status. Notice of the club's status is forwarded to the PNWU Office of Student Affairs.
2. In addition to meeting the criteria for registration, each organization that is re-registering must also submit a Report of Activities and Accomplishments of the organization during the past academic year.
3. Forms and information pertaining to re-registration will be mailed to existing organizations during the first week of the fall semester.
4. Failure to register an existing organization by September 30 of the academic year will result in the expiration of the organization's registration. Such an organization will be considered as a "new" organization if it attempts to register after this date.

### **AOA, SOMA, AND WOMA MEMBERSHIP**

All students enrolled in the COM become student members of the American Osteopathic Association (AOA), the Student Osteopathic Medical Association (SOMA), and the Washington Osteopathic Medical Association (WOMA) at no charge to the student.

### **STUDENT-SPONSORED EVENTS**

Any on-campus or off-campus event conducted by either a student club or the SGA must be approved by Director of Student Affairs. This includes but is not limited to all presentations,



seminars, exhibits, fund-raisers, workshops, and courses. The appropriate forms are available in the Office of Student Affairs.

### **STUDENT PUBLICATIONS**

Student publications can be of valuable assistance in establishing and maintaining an atmosphere of free and responsible discussion and an intellectual environment on campus. They provide an opportunity for student interests to come to the attention of students, faculty, and administration and an opportunity to formulate student opinion on various issues. Student publications may be circulated on the campus subject to the approval of the Director of Student Affairs, but the contents of such publications are the responsibility of the editor or editors, must adhere to the canons of responsible journalism, and are subject to the laws of libel, slander, and decency.



## TUITION AND RELATED FEES

Tuition and fees are due and payable in full at registration unless special arrangements have been made with the Office of Financial Aid. Tuition and fees provide for:

- ✓ a laptop computer (first year only) and computer maintenance (each year)
- ✓ all required texts and workbooks (each year)
- ✓ stethoscope (first year only)
- ✓ ophthalmoscope (first year only)
- ✓ otoscope (first year only)
- ✓ a lab coat and scrub suit (first-year issuance)
- ✓ the use of a PNWU microscope and portable Osteopathic Principles and Practice table for the first two years
- ✓ registration fees for the initial taking of COMLEX Level I, COMLEX Level II CE, and COMLEX Level II PE exams.
- ✓ interactive video conferencing (each year)
- ✓ American Osteopathic Association (AOA), Student Osteopathic Medical Association (SOMA), and Washington Osteopathic Medical Association (WOMA) annual dues
- ✓ YAC Fitness Membership (first and second year only)

Registration obligates students for payment of all tuition and fees. If tuition is not paid by the due date, students will be assessed a \$50 late fee and be liable for any other reasonable collection costs and charges.

2008 tuition is \$30,000 and academic fees are \$2,500. All tuition and fees are subject to change annually.

### **Application Fee**

A nonrefundable fee of \$175 is payable upon submission of application for admission.

### **Acceptance Fee**

A nonrefundable fee of \$1,000 is payable after a student has been accepted to the PNWU. Payment is credited toward tuition upon matriculation. Those accepted on or after October 15 will have until December 14 (or 30 days after they have received an offer of admission, whichever date is later); those accepted on or after December 15 will have 30 days; those accepted on or after January 15 will have 14 days; and those accepted on or after June 15 may be asked for an immediate deposit.

### **Tuition and Fees Refunds**

No part of the tuition fee will be refunded to a student who withdraws for any reason after the third week from the first day of the academic schedule for first year, second year, third year, or fourth year. A request for a tuition fee refund requires written notification to the Office of University Services and must be received before the close of business during the week in which the refund is requested. The request for a tuition fee refund requires prior written notification of withdrawal from the College. The tuition fee refund shall be prorated as follows:

- 75 percent during the first week;
- 50 percent during the second week; and
- 25 percent during the third week.

Students must return all PNWU materials, such as, lab coat, scrubs, laptop, books and equipment.



No course, clerkship, or rotation will be credited toward promotion, graduation, or subsequent credit if a student has not paid the required tuition and fees, including any additional tuition incurred by repeating any portion of the regular program.

The PNWU Board of Trustees reserves the right to change the schedule of tuition and fees, without advance notice, to make such changes applicable to present as well as future students of the College, and to establish additional fees or charges for special services whenever, in their opinion, such actions are deemed advisable. All inquiries concerning the above policies should be directed to the Office of University Services.



## GENERAL REGULATIONS

### REQUIREMENTS FOR ADMISSION

Applicants accepted for admission are required to submit medical history and physical examination information on a form that has been completed and signed by a licensed physician prior to matriculation.

PNWU, in conjunction with requirements of all hospitals accredited by the Joint Commission on Accreditation of Healthcare (JCAHO/Healthcare Facilities Accreditation Program (HFAP)), requires the following immunizations current as of June 1st:

1. TB testing yearly
2. Chest radiography, every three years, if TB test is considered positive
3. Hepatitis B immunization (and in 6-8 weeks after 3<sup>rd</sup> shot repeat titer), established by three reported dates of immunization or by documented testing of antibody titer, or: HBSAB titer or: Declination
4. Tetanus toxoid immunization, every ten years
5. Rubella immunity (1 vaccine, and repeated IgG Titer), established by two reported dates if vaccinated or a documented antibody titer
6. Rubeola titer (2 vaccine 4 weeks apart, and repeated IgG Titer)
7. Varicella Status (2 vaccine 4 weeks apart, and repeated IgG Titer)
8. Polio (Type OPV/IPV)

In order to assure our affiliated health care facilities that our students are appropriately immunized, the following PNWU policy is in effect:

### HEALTH INSURANCE

PNWU students must present proof of personal health insurance at registration and maintain that personal health insurance throughout the educational program. The student is solely responsible for his/her medical bills. The University assumes no responsibility to seek reductions or waivers. Students must be free from any outstanding medical debts from the University's affiliated hospitals or clinics prior to receiving a diploma.

### CREDIT FOR EXPERIENCE

Advanced standing is not granted based upon experience.

### CREDIT BY EXAMINATION

Advanced standing is not granted. However, students presenting extraordinary admission credentials may be granted credit in the appropriate course or courses if the following criteria are satisfied:

1. The credit must have been earned at an accredited college or university;
2. Upon approval by the Associate Dean for Academic Affairs, a special examination will be administered under the auspices of the applicable department. The examination will be at least three hours in duration; and
3. A minimum score of 80% is earned.

### STUDENT TRANSFERS AND WAIVERS

PNWU does not accept transfers, credits, or waive the requirements set forth in the admissions process.



## RECOMMENDING A STUDENT FOR ADMISSION

Persons wishing to recommend a student for admission should write to the Dean on behalf of the applicant. This letter will be given full consideration when the applicant's file is evaluated.

## GRADES

C is the minimum acceptable passing grade. Below C will be considered failing. Incompletes due to the fault of the student may be made up, however, no grade above C will be granted. Incompletes, under extenuating circumstances beyond the student's control, may be made up with a C grade or better.

The results of examinations and reports concerning attendance, conduct, and potential professional attributes are submitted to the P & M by the Office of Student Affairs. The Committee determines the student's eligibility for promotion or graduation.

Students must remediate all failures/incompletes (Fs or Is) prior to beginning the next higher year. The student is on conditional status until the failures/incompletes are successfully remedied in a timely manner. A student who has a failure or an incomplete on his or her record, regardless of his or her grade-point average, must receive prior approval of the P & M before making arrangements with the appropriate department chair for a remedial course or examination to remove the failure or incomplete. A student who has an incomplete (INC) on his or her record because of an excused absence may arrange for the removal of the INC with the appropriate department chair without prior approval of the Committee.

For both the preclinical and clinical courses, within seven working days after the final course/system/rotation exam, the course/system/rotation director/instructor submits a final grade report. The grade report includes the percentage grade achieved in the class and a letter grade—either A, B, C, or F. At the end of every semester, the students will receive an unofficial copy of their transcript. The GPA on the transcript is calculated based on the letter grades A = 90-100%, B = 80-89%, C = 70-79%, F = < 70% for each course. C is the minimum acceptable passing letter grade. Below C will be considered failing. Percentage grades are not reported on the transcripts; however, they are used in the class rank calculation, which is determined at the end of the 1<sup>st</sup> and 2<sup>nd</sup> academic year. Clinical rotation courses receive A, B, C, or F grades with no percentages.

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

Incompletes may be made up. Deadlines for completion will be made by the Promotion and Matriculation committee.

Grading policies for each individual course will be provided with the course description, syllabus, learning outcomes and objectives.

## GRADE POSTING

PNWU adheres to the grading practices recommended under FERPA. Grades are not posted in a public manner either by student name, social security number, or student identification number.



FERPA permits the posting of grades only if the student is assigned a unique identifier known only to the student and the faculty member.

### **ACADEMIC DUE PROCESS – GRADE APPEAL**

1. *Meeting with the faculty member:* A student who seeks appeal of a particular grade must first speak with the specific faculty members concerned. The involved faculty member(s) will then discuss the situation with the student and make a determination.
2. *Meeting with the Associate Dean of Academic Affairs:* If the student disagrees with the faculty member(s), he/she may appeal and discuss the situation with the Associate Dean of Academic Affairs. After hearing from the student and the faculty member(s), the Associate Dean of Academic Affairs will make an informed decision.
3. *Meeting with the Promotion & Matriculation Committee:* If the student still seeks appeal, he/she may request a hearing before the Promotion & Matriculation Committee. After hearing and evaluating all the information, the Committee will deliberate and recommend an action to the Dean, who will then make the final decision regarding the matter.

### **ACADEMIC STATUS REPORT**

Students will receive a progress report from the Office of Admissions/Registration at the close of every academic semester/term. Students whose cumulative grade point falls below a C at the close of any term are automatically placed on academic warning. The Promotion & Matriculation Committee will regularly review the progress of students on academic warning and may recommend academic conditional status at any time. A student on academic conditional status may not participate in PNWU-sponsored extracurricular events or organizations and may not hold the position of class or club officer. At the discretion of the Promotion & Matriculation Committee, conditional status may include additional restrictions from activities the Committee deems detrimental to academic performance. Since academic grades are only one criterion for academic conditional status, the Promotion & Matriculation Committee may recommend conditional status at any time even though a student's average grade is a C or higher.

Students must remediate all failures and complete all incompletes prior to matriculation to the next year. The student is on conditional status until the failures are successfully remediated and incompletes completed in a timely manner. A student who has a failure or an incomplete on his or her record, regardless of the grade-point average, must receive prior approval of the Promotion & Matriculation Committee before making arrangements with the appropriate Assistant Dean for a remedial course or examination to remove the failure or incomplete. In this instance, both the original and remediated grade will be recorded on the student's transcript. The grade recorded from the remediated course in no case can be greater than C, and C (70 percent) will be used to determine the student's class ranking for the class in question.

A student who has an incomplete (INC) on his/her record due to an excused absence may make arrangements with the appropriate assistant dean without prior approval of the Committee.

The records of all students on academic conditional status or warning will be reviewed following each significant testing period to evaluate the student's potential for continuance. At the end of the academic year, the Promotion & Matriculation Committee will recommend that students with Fs or INCs for any cause be placed into one of three categories with possible restrictions and modification: (1) summer remediation or competency examinations, (2) repeating the academic year in full, or (3) dismissal from PNWU.



## PROMOTION AND MATRICULATION

At the end of the academic year, the Promotion & Matriculation Committee (P&M) will evaluate student performance. This Committee reviews all transcripts, records, and reports to determine if the student:

- 1) has fulfilled all academic requirements
- 2) has maintained the standards of ethical, moral, personal, and professional conduct required for the continued study of osteopathic medicine, and
- 3) is considered mentally and emotionally fit to become a physician. The P & M certifies the student's eligibility for promotion to the succeeding year.

The College, upon the recommendation of the P&M and action of the Dean, reserves the right to require at any time that a student be placed on conditional status or be dismissed who has failed to maintain acceptable standards of academic performance as specified in the Catalog. Conditional status or dismissal may also be required by the College for any student who 1) fails to maintain ethical, moral, personal, or professional conduct, 2) fails to abide by College policies, rules and regulations, 3) fails to fulfill legal or financial obligations, or 4) is considered mentally or emotionally unfit or impaired.

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

At a faculty meeting preceding commencement, the P&M certifies to the faculty the names of those students eligible for the degree doctor of osteopathic medicine, contingent upon the successful completion of all academic, professional, and financial requirements of the College. The faculty will entertain a motion to approve the candidates and submit the list to the Dean for submission to the President and ultimately to the Board of Trustees for approval.

## PROPOSED PLAN FOR REMEDIATION

Upon the submission of a failing final grade for a student, a course instructor will submit a proposed form for remediation to the Promotion & Matriculation Committee with copies to the Associate Dean for Academic Affairs and, at the course director's discretion, to the student. Implementation of this proposal is the decision of the Promotion & Matriculation Committee. In the case of clinical didactic courses, the Assistant Dean of Clinical Sciences shall act as course director.

### 1. Summer Remediation

Upon recommendation of the Promotion & Matriculation Committee, failures may be removed by passing a remedial course or by examination. In all instances, both the original and remediated grade will be recorded on the student's transcript. The grade recorded from the remediated course in no case can be greater than C, and C (treated as 70%) will be the grade used to determine the student's class ranking for the class in question. Students who fail remediation of a major course ( $\geq 5$  Credit Hours) are subject to dismissal. If a student fails remediation of a minor course ( $< 5$  Credit Hours), he/she may be eligible to repeat the academic year at the discretion of the Promotion & Matriculation Committee.



A student that wishes to appeal the recommendation for summer remediation of a course director or the Promotion & Matriculation Committee should submit in a timely manner an alternative plan for remediation that is tailored for the specific course (including laboratory requirements). The appeal should detail the student’s plan of study, establish deadlines for course completion, identify a qualified instructor, and include a means of evaluation. Adoption of the alternative plan is at the discretion of the Promotion & Matriculation Committee in consultation with the course director.

**a. Causative Factors**

The written justification must clearly state the compelling reasons or extenuating circumstances which directly contributed to the student’s academic or clinical problems. These factors should be substantive, immediate (having occurred during the academic year), and well documented. Letters, receipts, court documents, and medical reports are some common types of documents.

**b. Remedies and Solutions**

The student is obligated to specify in the written justification those measures that he/she has taken to correct the causative factors. The remedies should offer a reasonable assurance that the student will be successful in the future. All remedies should be detailed and well documented and state a time line for completion. In the written justification, the student should propose a solution to his/her dilemma which will allow the student to successfully continue his/her academic studies and professional development at PNWU. The student should also acknowledge the consequences of the failure to perform to the covenants of the proposal. More than one proposal may be suggested.

The Promotion & Matriculation Committee will review the written justification and then schedule a meeting with the student. Such meetings are private and confidential including, but not limited to, the names of participants, proceedings, discussion, minutes, and findings. The following are prohibited in all Promotion & Matriculation Committee meetings unless otherwise authorized in writing by the Dean and Promotion & Matriculation Committee chairperson: (1) electronic recording of the meeting, except for official minutes; (2) legal counsel; and (3) uninvited individuals. All final decisions regarding the pathway of remediation or dismissal recommendations will be made at a separate Promotion & Matriculation Committee meeting in which the student is absent. If the student is not in agreement with the remediation or dismissal recommendation of the Promotion & Matriculation Committee, he/she will have ten (10) calendar days to appeal the decision to the Dean of PNWU. The student will be considered enrolled at PNWU until the appeal is acted on.

**2. Repeat Academic Year**

The student may remediate by repeating an academic year in full. In this instance, the student must retake and pass all courses regardless of previous performance. Students who fail any course for which remediation was required in the previous year are subject to dismissal. Although all grades received at PNWU are recorded on the student’s transcripts, only grades received in the repeated academic year are used for class ranking.

Students repeating their first year and on academic conditional status are considered to be “admitted with conditions.” Those conditions are that any failure of any subject would be grounds for dismissal and will be referred to Promotion & Matriculation Committee for recommendations.



Students who are on academic conditional status are not eligible for PNWU sanctioned travel and cannot run for elected office until they are off academic conditional status. Clarification: Academic conditional status will be in effect until the class or classes are successfully remediated. In the case of repeating the first year, academic conditional status will be removed at the end of the year when all classes are successfully completed.

### 3. Dismissal

The student is dismissed from PNWU with no possibility of readmission. The recommendation is based on the sole discretion of the Promotion and Matriculation Committee, but generally, failure of one major course\* ( $\geq 5$  Credit Hours) leads to summer remediation, failure of two major courses leads to repeating the academic year, and failure of three or more major courses leads to dismissal. No student may advance a year at PNWU with a failing grade in any course. If a student has mitigating circumstances which directly contributed to the poor academic performance, he/she should submit a written justification to the Promotion & Matriculation Committee. The written justification addresses two major issues: (1) causative factors and (2) remedies and solutions. These issues represent critical steps in preparing for an academic meeting with the Promotion & Matriculation Committee, and each step should be addressed and resolved to the mutual satisfaction of the student and the Promotion & Matriculation Committee.

The student will have 10 calendar days after receipt of notice of any disciplinary action, including but not limited to dismissal, to appeal the decision directly to the Dean of PNWU. The disciplinary action is in effect during the appeals process unless otherwise indicated in writing by the Dean of PNWU.

## RESEARCH

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

## TRANSCRIPTS AND RECORDS

Permanent education records maintained by PNWU are the responsibility of the Director of Admissions/Registration. Transcripts of academic records will contain only information regarding academic status. In cases where disciplinary action leads to the student's ineligibility for re-enrollment (dismissal), disciplinary action will become a part of the permanent academic record. Disciplinary records or information from such records will be made available to persons outside of PNWU only on the formal written request of the student involved or as otherwise allowed by law or regulation.

Academic records and financial aid records will be used by PNWU personnel who have legitimate responsibility for the student's personal welfare and when necessary to the discharge of their official duties.

Student health records will be maintained by PNWU as prescribed by professional ethics and federal and state laws.

An official copy (signed and sealed) of a transcript of record will be transmitted directly to a legitimate educational institution, hospital, or governmental agency on written request of the student (graduate) involved.



Unofficial copies of a transcript of record will be made available to the student (graduate) upon his/her written request.

A fee is of \$10.00 charged for each requested transcript.

Students who have not discharged their financial and other obligations to PNWU shall not have transcripts or recommendations made available until such obligations are met.

If the University has knowledge that a student or graduate is in default on a federal, state, outside agency, or institutional loan or service obligation, the University will withhold all official transcripts, National Board scores, and letters of recommendation for internships, residencies, employment, staff privileges, specialty certification, and licensing. Students who have not received a diploma due to failure to satisfactorily discharge their obligations to the University prior to the date of graduation and who have failed to do so following graduation shall not have the privilege of having transcripts, other records, or recommendations sent to any institution or entity until such debts are paid.

Except for the purpose of official audits, financial aid records will be made available to persons outside the University only upon the formal written request of the student (or graduate) involved or as otherwise allowed by law or regulation.

Questions concerning records and grades should be brought to the Director of Admissions/Registration.

### **RECORD RETENTION PROCEDURES**

The record retention procedures for the University include but are not limited to:

1. Non-academic records of disciplinary actions will be maintained by the University as the responsibility of the Office of Student Affairs. Records will be maintained for one year after graduation at which time the records will be destroyed unless otherwise directed by the Vice President/COO.
2. In cases where disciplinary action leads to a student's dismissal/ineligibility or re-enrollment, the record becomes a part of the permanent academic file and transcript.
3. Financial aid records will be maintained by the University for three years after the end of the award year in which the student last attended.

### **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law governing access to student education records. FERPA stipulates conditions for release of information from education records and affords students the opportunity to review and seek revision of those records. Pacific Northwest University (PNWU) accords all the rights provided by the law and reserves for itself the right to use and release student education records under the conditions specified by the law.

**Education records**, as defined by FERPA, include admission, academic, financial aid, and placement records, and other information directly related to students, with the exception of records created by PNWU for the police for the purpose of law enforcement, student health records that are created and used solely in connection with the provision of health care, employment records that relate exclusively to individuals in their capacities as employees, and



alumni or other post-attendance records. FERPA regulations apply only to records held for institutional use concerning students who enroll at the university; they do not govern records of applicants who are denied admission or who choose not to attend the university. Nor do they govern records kept by a university official that are the sole possession of the maker and are not normally revealed to anyone else except a temporary substitute (e.g., temporary reminder notes).

FERPA stipulates that institutions may not disclose personally identifiable information contained in education records without a student's written consent, except under conditions specified by FERPA. Information is considered personally identifiable if it contains a student's name or the name of family members, a student's local or family address, an identification number, or descriptions or data sufficient to identify an individual.

FERPA permits access to student education records for school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic, research, or other staff position (including those in law enforcement and health care); a person serving on the Board of Trustees; or an individual or organization with whom the university has contracted to serve as its agent or to provide services in support of its operations (examples include attorneys, auditors, collection agents, and the National Student Clearinghouse). Student employees, students serving on official committees, and students serving in other positions in which they assist a university employee in performing her or his official tasks are also considered school officials. A school official has a legitimate educational interest in a student education record if the official needs to review the record in order to fulfill her or his professional responsibilities or official tasks.

With certain exceptions allowed by the law and listed below, no persons outside the university shall have access to, nor will the institution disclose any information from, a student's education record without the written consent of the student. FERPA permits information to be released from education records without written consent of the student to the following officials and agencies:

- officials of other institutions to which students are applying to enroll
- persons or organizations providing financial aid
- individuals and organizations charged with oversight of the university, or of federal or state programs in which the university participates
- accrediting agencies
- parents of any student under the age of 21, regardless of the student's dependency status, in cases where the student has violated laws or university rules governing alcohol or controlled substances
- persons as directed by a judicial order or lawfully issued subpoena, provided the university makes a reasonable attempt to notify the student in advance of compliance (unless directed by judicial authorities not to disclose the existence of an order or subpoena)
- persons in an emergency to protect the health or safety of students or other persons
- the Immigration and Naturalization Service under the terms and provisions of immigration law

With the exception of alcohol and drug violations, PNWU does not release information from student education records to parents without the written consent of students.

FERPA permits the university to release information concerning violent crimes and non-forcible sex offenses (statutory rape or incest) committed by its students. Victims of an alleged violent



crime or non-forcible sex offense may be informed of the final results of university disciplinary hearings concerning the allegation. When a student is an alleged perpetrator of a violent crime or a non-forcible sex offense and the university concludes with respect to that allegation that the student has violated university rules, the university may release to the public the name of the student, the offense committed, and the sanction the university imposes against the student.

FERPA further allows student education records to be released to individuals or organizations performing research on behalf of, or in cooperation with, the university. When education records are released for research purposes, FERPA requires the university and its research partners to implement procedures to safeguard their confidentiality. In addition, records released for research must be returned or destroyed when the research is completed, and research findings may not be presented in a manner that makes it possible to identify confidential data from an individual's education record. PNWU will release information from student education records to outside researchers only under the conditions specified by FERPA and only to those that agree in writing to safeguard the confidential information contained therein.

At its discretion, PNWU may publish or release **directory information** in accordance with the provisions of FERPA. Directory information includes student name, university and permanent home address and telephone number, e-mail address, a photograph, date of birth, dates of attendance, class, major fields of study, previous institutions attended, awards and honors (including honor roll), degrees conferred (including dates), participation in officially recognized activities. Students may withhold directory information by giving written notification to the office of the Division Director of University Services within two weeks after the beginning of the semester. Requests for non-disclosure of directory information will be honored until graduation unless students submit a written request to have the block on their directory information removed. Students who wish to withhold directory information after they graduate, which would include their dates of attendance and degrees conferred, must submit another written request to the Division Director of University Services.

FERPA provides students with the right to inspect and review information contained in their education records, to challenge the content and accuracy of those records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they disagree with the decisions of the hearing panel. The Division Director of University Services has been designated by PNWU to establish procedures by which students may review their education records.

Students wishing to review their education records should submit a written request, clearly specifying the records of interest, to the official responsible for maintaining those records. The Division Director of University Services will assist in identifying the appropriate official. The responsible official will then make arrangements for the student to inspect the records within forty-five days of the request and will notify the student of the time and place of inspection. Students may have copies made of their records with certain exceptions (e.g., students may not have a copy of academic records for which a financial "hold" exists, or a transcript of an original or source document produced by another institution or by a person not employed by PNWU). Copies will be made at the student's expense at prevailing rates, which are listed in the Office of University Services.

Only records covered by FERPA, as delineated in the above paragraph defining "education records," will be made available for inspection. (However, students may have their health records reviewed by their own physicians.) Furthermore, the University is permitted or required to withhold from students the following sorts of records: financial information submitted by their



parents, confidential letters of recommendation to which students have waived their rights of inspection, and education records containing information about more than one student. In the latter case, the institution will permit access only to the parts of education records that pertain to the inquiring student.

Students who believe their education records contain information that is inaccurate, misleading, or held in violation of privacy rights or other rights, may ask the university to amend a record. In such cases, the student should write the university official responsible for the record, identify the parts of the record the student believes should be changed, and indicate the reasons it should be changed. If university officials agree with the student's request, the appropriate records will be amended. If the university decides not to amend the record as requested by the student, the student will be notified and advised of her or his right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. FERPA confers the right to challenge grades only in cases where the grade has been mis-recorded. However, PNWU has other procedures for appealing grades.

Student requests for a formal hearing must be made in writing to the Division Director of University Services, who, within a reasonable period of time after receiving such a request, will inform the student of the date, place, and the time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at their own expense. The hearing panels that adjudicate such challenges are appointed by the Division Director of University Services. The decisions of the hearing panel will be based solely on the evidence presented at the hearing and are final. They will consist of written statements summarizing the evidence and the reasons for the decision and will be delivered to all parties concerned. If the decision is in favor of the student, the education records will be corrected or amended in accordance with the decision of the hearing panel. If the decision remains not to amend the student's education record, the student has a right to insert a statement in her or his record commenting on the information therein. This statement will be maintained as a permanent part of the record and must be included when the record is disclosed to an authorized party.

Students who believe the adjudications of their challenges were unfair, or not in keeping with the provisions of FERPA, may request the assistance of the Office of the President of Pacific Northwest University. Students who believe their FERPA rights have been violated may also file complaints with The Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue S.W., Washington, DC 20202-4605 (<http://www.ed.gov/offices/OM/fpc/>).

## **ATTENDANCE**

Attendance at all lectures, labs, discussion groups, and other assigned functions is required and monitored. There must be an appropriate reason and documentation for any absence. Failure to do so may result in disciplinary action. The determination of absence validity is the responsibility of the Director of Student Affairs. Lack of attendance will be recorded in the student's file.

## **SEXUAL AND OTHER UNLAWFUL HARASSMENT**

It is the policy of this University that all employees shall have the right to work in an environment free from any form of unlawful discrimination. Sexual harassment is constituted as discrimination and is prohibited by state and federal laws. Therefore, it is the position of PNWU that sexual harassment will not be tolerated. It is a violation of PNWU policy for any supervisor or employee, male or female, to engage in sexual harassment as defined below. Such conduct will



result in disciplinary action up to and including dismissal.

The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as follows:

**Quid Pro Quo**--Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute quid pro quo when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment and/or (2) submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting an individual.

**Hostile Environment**--Is one in which unwelcome sexual advances, requests for sexual favors, and verbal or other conduct of a physical nature occur and when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Some examples of sexual harassment include but are not limited to:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making threatening reprisals after a negative response to sexual advances
- Visual conduct, such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters
- Verbal conduct, such as making derogatory comments, epithets, slurs, sexually explicit jokes, or comments about an employee's body or dress
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual or suggestive or obscene letters, notes or invitations
- Physical conduct, such as touching, assault, or impeding or blocking movement
- Retaliation for reporting harassment or threatening to report harassment

Any employee who believes he/she has experienced such conduct by anyone, including a supervisor, co-worker, or by persons doing business with or for PNWU should tell the offender that such conduct is unwelcome and unacceptable. If the offensive behavior does not stop, or if the employee is uncomfortable confronting the offender, the employee must immediately report such conduct to their immediate supervisor or to administrative officers—the Vice President/Chief Academic Officer or the Vice President/Chief Operating Officer.

### **STUDENT PATIENT/FACULTY RELATIONSHIPS**

The relationship between a student and faculty or patients shall always be kept on a professional basis. A student shall not date or become intimately involved with faculty or their patient. Conduct in such an unprofessional manner shall be considered improper behavior and will be grounds for disciplinary action, including dismissal from PNWU.

### **GENERAL DRESS**

PNWU students will, at all times, be dressed appropriately with awareness to personal hygiene, cleanliness, professional demeanor and professional dress. Visible body piercing and tattooing are not acceptable. Up to three earrings per ear are acceptable as long as they do not interfere or cause distraction. Professional apparel will be required for all official PNWU activities except on class days when the majority of the students' time is spent in the laboratories. On these days, the student may wear clean scrubs/a clean



white lab coat to lecture. A majority of time is defined as more than 60%. Scrubs which have been worn in the labs should not be worn outside of the building or to come in contact with the general public because of potential public health hazards. The school retains the right to require students to be in professional attire on lab days when special events are taking place. Lab coats and locker areas are provided.

## **SMOKING**

Smoking is not allowed on PNWU property.

## **GAMBLING**

Gambling is not permitted on PNWU property.

## **WEAPONS, FIREARMS AND FIRE EQUIPMENT**

Possession of any firearm, including, but not limited to, fireworks, air pistols, or air rifles are strictly prohibited on PNWU property.

Tampering with any fire alarm or equipment is prohibited.

Weapons of any kind are strictly prohibited on PNWU property.

## **EMPLOYMENT**

The curriculum content and time required for completion of the medical education program is such that any outside employment by the student is strongly discouraged.

## **POLICY ON CRIMINAL BACKGROUND CHECK (CBC)**

Prior to admission and prior to starting a clinical rotation with a contracted/affiliated hospital or healthcare facility, students are required to undergo a **criminal background check (CBC)** to enhance patient safety and protection. **This is a requirement placed on the healthcare facilities by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO).** In compliance with this requirement:

1. PNWU requires that all students prior to admission undergo a CBC. The student will assume the cost of the CBC prior to admission. No student will be allowed to participate in any classroom activities without proof of a CBC given to the Office of Student Affairs.
2. PNWU requires that all students will undergo a second CBC prior to the commencement of the third-year clinical rotations. The student will assume the cost of the CBC prior to the third-year matriculation. The CBC will be performed at least three months prior to commencement of the clinical rotation with the CBC record on file with the Office of Student Affairs.
3. An entity which is approved and licensed to perform background checks will be selected at the sole discretion of PNWU.
4. The CBC search may include, but not be limited to, sources such as the following:
  - ✓ Social Security Number Trace
  - ✓ Washington State Patrol Criminal Background check
  - ✓ Criminal Histories Background check
  - ✓ Nationwide Wants & Warrants
  - ✓ HHS/OIG list of excluded individuals, GSA list of Parties Excluded from Federal Programs Consumer report information related to character, general reputation and credit that may be subject to the Fair Credit Reporting Act



- ✓ Sex Offender Background check
- ✓ Anti Terrorism, USA PATRIOT Act

The background check vendor will provide a summary report of the above eligibility screens to the Office of Student Affairs.

### **Criminal Background Check Process**

1. PNWU will notify all newly admitted students of the requirement that they must have an approved Criminal Background Check prior to matriculation. A student who is challenging any part of the CBC may enroll if he/she acknowledges that the challenge must be cleared prior to registration.
2. Students will be referred to the CBC website and complete the directions. A summary report will be sent to PNWU
3. A fully detailed copy of the report will be delivered directly to the student with a copy to the Director of Student Affairs with the student's prior approval.
4. Any questionable or adverse information provided through the CBC will be referred to the Promotion & Matriculation Committee for further evaluation. An adverse or questionable report may result in the denial of admission or dismissal from PNWU.

### **Challenged Results of the Criminal Background Check**

1. Students who question the accuracy of the report should immediately send a brief written statement regarding the area they believe to be incorrect to the entity that performed the CBC.
2. All disputes pertaining to the CBC findings must be communicated in writing directly to the entity that conducted the CBC.
3. Re-verification will be made if the entity determines that reasonable grounds exist and that the request is not frivolous or irrelevant.
4. If parts of the report are deleted or changed because of re-verification, PNWU and the student will receive a corrected report.
5. If the student does not challenge the questionable or adverse information from the entity that conducted the CBC and when the CBC findings are such that the student does not meet the healthcare site's CBC requirement, the student will be referred by the Director of Student Affairs to the Promotion & Matriculation Committee for further evaluation.
6. Any adverse decision by the Promotion & Matriculation Committee may have a final appeal through the Dean of PNWU.

Notification from PNWU that a prospective student is denied enrollment or a currently enrolled student is denied participation in clinical rotations due to CBC findings will be provided by certified letter to the student from the Director of Student Affairs explaining why the student cannot matriculate or continue in the program.

### **POLICY OF URINE DRUG SCREEN (UDS)**

Prior to admission and prior to starting a clinical rotation with a contracted/affiliated hospital or healthcare facility, students are required to undergo a **Urine Drug Screen (UDS)**. **This is a requirement placed on healthcare facilities by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO)**. In compliance with this requirement:

1. PNWU requires that all students prior to admission undergo a UDS. The student will assume the cost of the UDS prior to admission. No student will be allowed to participate in any classroom activities without the submission of a UDS to the Director of Student Affairs.
2. PNWU requires that all students undergo a second UDS prior to the commencement of the



third-year clinical rotations. The student will assume the cost of the UDS prior to the third-year matriculation. The UDS will be performed at least three months prior to commencement of the clinical rotation with the UDS record on file with the Director of Student Affairs.

3. PNWU, at its sole discretion and at the cost to the University, may require a random Urine Drug Screen at any time.
4. A private company that is approved and licensed to perform Urine Drug Screens will be selected at the sole discretion of PNWU.

#### **UDS Process**

1. PNWU will notify all newly admitted students of the requirement that they must have an approved Urine Drug Screen prior to matriculation. A student who is challenging any part of the UDS may enroll if he/she acknowledges that the challenge must be cleared prior to registration.
2. Students will be referred to an approved private company for the Urine Drug Screen. Students may petition to the Director of Student Affairs to have an alternative site selection for the Urine Drug Screen for convenience or expense. However, the ultimate site approval is at the sole discretion of PNWU.
3. A fully detailed copy of the UDS will be delivered directly to the student by standard U.S. mail or electronically with a copy to the Director of Student Affairs with the student's prior approval.
4. Any questionable or adverse findings revealed through the UDS will be referred to the Promotion & Matriculation Committee for further evaluation. An adverse or questionable UDS may result in the denial of admission or dismissal from PNWU.

#### **UDS Challenged Results**

1. Students who question the accuracy of the UDS should immediately send a brief written statement regarding the area they believe to be incorrect to the private company that performed the UDS.
2. All disputes pertaining to the UDS findings must be communicated in writing directly to the private company that conducted the UDS.
3. Re-verification will be made if the company determines that reasonable grounds exist and that the request is not frivolous or irrelevant.
4. If parts of the report are deleted or changed because of re-verification, PNWU and the student will receive a corrected UDS report.
5. If the student does not challenge the questionable or adverse information from the private company that conducted the UDS and when the UDS findings are such that the student does not meet PNWU standards, the student will be referred by the Director of Student Affairs to the Promotion & Matriculation Committee for further evaluation.

Any adverse decision by the Promotion & Matriculation Committee may be appealed to the Dean of PNWU.

#### **PUBLICATIONS/MEDIA RELATIONS**

The printing or distribution of any publication, either electronic (i.e., on the World Wide Web) or in print, or the use of the University's name or seal by students, faculty, or staff must follow the **Pacific Northwest University of Health Sciences Identity Guidelines** as stated in the **Public Affairs Faculty/Staff Resource Guide** and have prior approval of the Chief Operating Officer. A copy of the resource guide may be obtained from the Marketing Office.

Students, faculty, and staff are required to direct inquiries from the media immediately to the President, Dean, or the Chief Operating Officer before interviews are granted.



## GUIDELINES REGARDING STUDENT MISCONDUCT

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

### Filing of a Complaint of Professional or Personal Misconduct

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

### Notice to Appear Before the Promotion & Matriculation Committee

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

### Appearance Before the Promotion & Matriculation Committee

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

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

### Committee Findings

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

1. **No action at this time**
2. **Conditional Status**

Conditional status is defined as a warning that any future behavior/situations inconsistent with the professional behavior outlined in the Catalog or deemed inappropriate by the Promotion & Matriculation Committee may result in his or her immediate dismissal from PNWU. The Promotion & Matriculation Committee will make a recommendation to the Dean regarding how the conditional status is to be recorded in the student's academic file. Any student put on conditional status will remain so for the stated time.

3. **Conditional Status with Stipulations**

This status includes all of the sanctions of conditional status. The student's continued enrollment at PNWU is also based on the student fulfilling certain obligations as set forth by the Promotion & Matriculation Committee.

4. **Disciplinary Action**

The student will have 10 calendar days after receipt of notice of any disciplinary action, including but not limited to dismissal, to appeal the decision directly to the Dean of PNWU. The disciplinary action is in effect during the appeals process unless otherwise indicated in writing by the Dean of PNWU.



## PROFESSIONALISM

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

- Commitment to professional competence.
- Commitment to honesty with patients.
- Commitment to patient confidentiality.
- Commitment to maintaining appropriate relations with patients.
- Commitment to improving quality of care.
- Commitment to improving access to care.
- Commitment to a just distribution of finite resources.
- Commitment to scientific knowledge.
- Commitment to maintaining trust by managing conflicts of interest.
- Commitment to professional responsibilities.

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

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

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

## INCLEMENT WEATHER

In the event of extreme weather conditions, notice of school closure will be made over local radio and television stations. If inclement weather prevents you from attending school on a day that PNWU is open, you are responsible for making up any work or exams missed.



## **PARKING**

All parking on campus is by permit only. Permits may be obtained by completing the appropriate forms in the Safety and Security Office. Students may park in designated areas only. Violators will be ticketed. Unpaid tickets will be charged to the student's account. Appeals of parking tickets must be made in writing to the Office of Safety and Security within three (3) days of receiving the ticket. PNWU is not responsible for damages to any vehicle parked on campus.

## **OFFICIAL MAILING ADDRESS**

It is imperative that the Office of Student Affairs have current records with regards to name, mailing address, telephone number, and emergency contact information. Student Affairs must be notified immediately of any change in the information.

## **IDENTIFICATION BADGES**

Identification badges must be worn or carried at all times while on campus or on approved rotations. These are nontransferable and must be surrendered upon termination of student status. If lost a fee will be assessed for a replacement.

## **POLICY ON STUDENT WRITTEN GRIEVANCES**

If at any time any student feels that he or she has been wrongly treated by a member of the University, the student may present a written grievance to the appropriate official. A student's grievance concerning a faculty member should be made to that department's Assistant Dean or to the Dean. A grievance concerning a staff member should be made to the staff member's immediate supervisor or to the Chief Operating Officer. A grievance concerning another student should be made to the Director of Student Affairs or to the Dean. After a written grievance is received, a response to the grievance will be issued within ten (10) business days. Any grievance, after response by the appropriate official, may be appealed to the President.

## **POLICY ON STUDENT COMPLAINTS OF ACADEMIC STANDARDS**

If, at any time, any student has a complaint related to accreditation standards and procedures, the student must present a written complaint to the Dean. Upon receipt of the written complaint, the Dean will assign an ad hoc committee composed of an assistant dean responsible for the area of accreditation concern, three faculty members, one which would be related to the academic concern, and two students selected by the Student Government Association. The committee shall review the complaint(s) and determine whether the appropriate standards were met according to the most recent Accreditation publication. If the committee determines, in its opinion, that the academic standards are not in accordance with the standards, the committee shall provide corrective recommendations which will bring PNWU in accordance with standards. The committee report shall be submitted to the Dean for his consideration and corrective action.

Should the student complaint related to accreditation be upheld and valid, PNWU will establish, as a method of performance improvement, a monitoring of the accreditation deficiency for a period of no less than five (5) years to monitor the corrective action with yearly reporting to the Dean to assure compliance.

At no time will any adverse action be allowed against the student(s) reporting the adverse accreditation standard. Any reportable adverse activity against the student(s) will result in disciplinary activity as delineated above.



## LEAVE OF ABSENCE POLICY

A leave of absence (LOA) is a period of time approved by PNWU during which the student is not in attendance but is enrolled.

The maximum time allowed for an LOA is 90 calendar days, which will only be given for extenuating circumstances. In any 12-month period, PNWU will only grant one LOA to a student, except in the following two situations:

1. A second LOA may be available due to an unforeseen circumstance, as determined and accepted by the COM. The maximum second LOA cannot be longer than 30 calendar days. It is the student's responsibility to request a second LOA at least seven calendar days prior to when the student is requesting the LOA to begin;
2. A third LOA may be granted only at the discretion of the COM for military duty, jury duty, or circumstances covered under the Family and Medical Leave Act of 1993, as long as the total number of days of all the LOAs does not exceed 180 calendar days in any 12-month period.

Any student requesting an LOA must complete the Leave of Absence Request form, which is available from the Office of Student Affairs, at least seven calendar days prior to when the LOA is to begin. The Vice President/CAO/Dean and the Vice President/COO (or their designees) will meet to review and consider action that might be taken. This is to assure administrative procedures are followed and an academic plan considered. The Vice President/CAO/Dean will make the final decision to accept, reject, or modify the request and notifies the student of the decision in writing.

If an unforeseen circumstance, such as an auto accident, prevents a student from providing a written request prior to the LOA, the University may grant an LOA as long as the student qualifies and requests the LOA leave form as soon as is possible or as reasonable afterwards.

A student must explain in detail on the LOA Request form the reason the LOA is being requested and must state the expected return date. Each student who is on an approved LOA is considered enrolled. There will be no tuition or other institutional charges during an LOA. The University will not disburse any loan proceeds to a student on an approved LOA.

A student whose LOA is nearing completion must submit a letter to the Vice President/CAO/Dean. This letter must notify PNWU of the student's plan to return and must be submitted at least 14 calendar days before the intended date of return. If a student does not return at the end of an approved LOA, the student is considered to have withdrawn on the day that the student began the initial LOA. Therefore, the grace period for Title IV Loan borrowers will have started on the revised withdrawal date.

If an LOA is not approved and the student no longer attends class, the student will be considered withdrawn from the University on the date the student last attended class. To reapply, a student must contact the Office of Admissions/Registration.

## WITHDRAWAL FROM SCHOOL

All requests for withdrawal are initiated in the Office of Student Affairs. Students who discontinue their education at PNWU for any reason are required to complete an Exit Form provided by the Office of Student Affairs. The Vice President/CAO/Dean and the Vice President/COO (or their designees) will meet to review the request to assure administrative



procedures are followed and an academic plan considered. The Vice President/CAO/Dean will make the final decision to grant a request and will notify the student of the decision in writing.

1. **Medical Leave**--Granted to students who have a medical reason acceptable to PNWU lasting not greater than six months. The Dean will determine placement within the curriculum upon return. The returning student must also be in compliance with the Minimum Technical Standards.
2. **Medical Withdrawal**--Granted to students who have a medical reason acceptable to the University. Students may apply for re-admission. The Admissions Committee will determine acceptance and the Dean will determine class placement in the event of acceptance.
3. **Advanced Study Withdrawal**--Granted to students who generally complete the first two years and wish to leave PNWU to pursue educational opportunities, such as Ph.D. programs and research fellowships. Advanced study withdrawal will be granted by the Dean for a maximum of one year with renewal. Re-admission is guaranteed provided: (1) the student has remained in compliance with PNWU's Codes of Academic and Behavioral Conduct while on leave; (2) the student makes satisfactory academic progress at the sponsoring institution, (3) the student meets the Minimum Technical Standards for admission, and (4) submits to a Criminal Background Check (CBC) and Urine Drug Screen (UDS). Applicants for an advanced study withdrawal will be required to supply appropriate documentation as determined by the University. Students seeking Advanced Study Withdrawal should initially meet with their Dean to discuss the appropriateness of the request.
4. **Military Withdrawal**--Granted to students whose military reserve obligations may necessitate a period of absence from the academic program when they are called to extended active duty. Re-admission is guaranteed pending proof of compliance with Minimal Technical Standards and the Codes of Academic and Behavioral Conduct and submitting to a Criminal Background Check (CBC) and Urine Drug Screen (UDS).
5. **Personal Withdrawal**--Granted to students who wish to voluntarily leave PNWU for personal reasons. Students withdrawing from PNWU must apply for re-admission.

Students completely withdrawing from the program within the first 25% of the enrollment period will receive a grade of W for all registered courses. Withdrawals initiated during the next 50% of the enrollment period will receive a grade of Withdrawal (W), Withdrawal Pass (WP), or Withdrawal Fail (WF) at the discretion of the course instructor. Withdrawals initiated during the final 25% of the semester will receive the appropriate grade of WP or WF.

Failure to complete an Exit Form for any type of leave or withdrawal and obtain the proper signatures will result in a hold being placed on all academic records. Refunds of tuition will be based upon the schedule shown under the applicable section of the refund policy. Failure to provide documentation in a timely manner could result in making void any guaranteed re-admission.

#### **REIMBURSEMENT OF FUNDS UPON WITHDRAWAL**

According to federal laws and regulations, PNWU will calculate a refund of federal aid for any student who withdraws.

The Higher Education Amendments of 1998 regulate how colleges and universities handle Title IV (Federal) funds when a recipient withdraws from school. This policy is separate from the



university's refund of institutional charges. Title IV funds include Pell Grants, Federal Supplemental Educational Opportunity Grants, PLUS loans, Perkins Loans, and Stafford Loans. The policy states that up through the 60% point in each semester a pro-rata schedule will be used to determine how much Title IV aid the student has earned. For example, if the student has attended 31% of the enrollment period, the student has earned 31% of his/her Title IV aid, and 69% of the aid must be returned to the federal government. After the 60% point of the semester, the student has earned 100% of the aid for which the student was eligible. Additional information on the return of Title IV funds may be obtained from the Office of Financial Aid.

The official date of the withdrawal is the date that the Office of University Services receives the student's written request for a leave. The percentage of time completed in the enrollment period is determined by dividing the number of days in the enrollment period into the number of days attended. If 60% of the semester has been completed, there is no return of Title IV funds.

Tuition refunds will be based on the following schedule each term. If the student withdraws during the first week of the semester, 75% of the tuition dollars will be refunded; during the second week, 50% will be refunded; and during the third week, 25% will be refunded. Students who withdraw after three weeks will not receive any refund.

### **RE-ADMISSION POLICY AND PROCEDURES**

In most instances, students withdrawing from PNWU, regardless of the reason, must apply for re-admission. To apply for re-admission, the applicant should submit a letter to the Office of Admissions/Registration at least three months in advance of the time the applicant wishes to re-enroll. The letter must include reasons for withdrawal from school, status/activities involved with since withdrawal, and reasons to be considered for re-admission. The applicant for re-admission may also include any supportive documentation he/she feels the Admissions Committee should consider.

The Admissions Committee will consider the letter of application for re-admission and may ask for letters of reference, medical documentation, etc., and review the student's credentials on file with the Director of Admissions/Registration. The Admissions Committee has the right to conduct interviews, secure documentation, evaluate past grades/performance, etc. Since the reason each applicant leaves is unique, the information required by the Admissions Committee may vary. The Admissions Committee has the right to reject an applicant's request for re-admission. The Admissions Committee will consult with the Dean to establish placement and academic conditions for re-admission.



## COLLEGE OF OSTEOPATHIC MEDICINE

### ACADEMIC AND CLINICAL ADVISING

Each student is assigned an academic and clinical advisor. The student's academic advisor will be a faculty member whose responsibility it is to help the student complete the first two years of medical didactic material. The student's clinical advisor will be a faculty member who will help the student select and complete his/her clinical education. The Office of Student Affairs will assign the advisors.

### ACADEMIC SCHEDULES

All didactic and rotation schedules are published and distributed through the Office of Student Affairs.

### ADMISSION REQUIREMENTS

#### Application

The minimum age to matriculate at PNWU is 18 years of age and you must be a U.S. Citizen or permanent resident. Applications to PNWU are made by submitting a **primary application** through the American Association of Colleges of Osteopathic Medicine:

#### AACOMAS

Application Services  
5550 Friendship Boulevard, Suite 310  
Chevy Chase, MD 20815-7231  
Telephone: (301) 968-4190  
aacomas@aacom.org

An invitation to complete a **supplemental application** will be sent directly to the student after he/she has designated PNWU on his/her AACOMAS application. The supplemental application is available on the PNWU website: [www.pnwu.org](http://www.pnwu.org).

The PNWU Admissions Committee will review files only after **all** the following materials have been received.

1. A completed AACOMAS application and a completed PNWU supplemental application, including official MCAT scores;
2. A nonrefundable supplemental application fee of \$175 made payable to PNWU; and
3. A letter of recommendation from each of the following sources, which must be written within two years prior to making application:
  - A physician (preferably a D.O. who is a member of the AOA);
  - A science faculty member who is familiar with the applicant's undergraduate academic work; and
  - A pre-medical source (a pre-medical advisor or committee).

Non traditional students who have taken time off between undergraduate and post graduate studies may use professors in the graduate program to meet the recommendation requirements. Similarly, individuals serving in the military may use someone, such as, a commanding officer.

The PNWU Admissions Committee will consider applications from all qualified individuals; however, in order to meet the mission of the College of Osteopathic Medicine, preference is given to students from Alaska, Idaho, Montana, Oregon, Washington, and rural medically underserved areas of the country.



### Academic Requirements for Admission

The College considers all applicants for admission and financial aid without respect to age, gender, sexual orientation, race, color, creed, religion, handicap, or national origin. The College policies are nondiscriminatory. Applicants to the College are considered on their intellectual ability, scholastic achievement, commitment, and suitability to succeed in the study of osteopathic medicine.

The minimum academic requirements for admission to the first-year class are:

1. A baccalaureate degree from a regionally accredited college or university.
2. The Medical College Admissions Test (MCAT). Students must take the exam and have the official scores sent to PNWU. MCAT test scores are valid for three years from the original test date.
3. Satisfactory completion of the following college courses, including laboratory work:

English Composition and Literature	<i>6 Semester Hours</i>
General Chemistry	<i>8 Semester Hours</i>
Organic Chemistry	<i>8 Semester Hours</i>
<i>(4 hours of which can be Biochemistry)</i>	
Physics	<i>8 Semester Hours</i>
Biological Sciences	<i>12 Semester Hours</i>

These basic requirements must be passed and taken for credit at an accredited college or university.

The ability to use a personal or network computer is an important skill that will assist students with PNWU course work. Therefore, it is strongly recommended that each entering student have a good working knowledge of common PC use and applications. PNWU utilizes the latest in Microsoft Office® and Windows® applications.

### MINIMAL TECHNICAL STANDARDS FOR ADMISSION

PNWU will attempt to develop creative ways of opening medical school admissions to disabled individuals. In doing so, however, the COM must maintain curriculum requirements deemed essential to the education of an osteopathic physician.

It is the policy of PNWU that no student shall be excluded from participating in, be denied the benefits of, or be subjected to discrimination in any program sponsored by the University because of age, gender, sexual orientation, race, color, creed, religion, handicap, or national origin.

Regarding disabled (or handicapped) individuals, the University does not discriminate against such individuals who are otherwise qualified but does require applicants and students meet certain minimal technical standards. These standards identify reasonable expectations of osteopathic medical students and physicians in performing common functions.

A candidate for the D.O. degree must have multiple abilities and skills, including observation, communication, motor, conceptual, integrative and quantitative, and, behavioral and social. Accommodations can be made for various handicaps, but a candidate must be able to perform in a reasonably independent manner.



### **Observation**

The candidate must be able to acquire a level of required information as represented through demonstrations and experiences in the basic sciences. This includes but is not limited to information conveyed through physiologic and pharmacological demonstrations in animals, as well as microbiologic cultures and microscopic images of microorganisms and tissues in normal and pathologic states. A candidate must be able to observe a patient accurately, at a distance and close at hand; acquire information from written documents; and see information presented in images on paper, film, slide, or video. Observing and acquiring information from these sources usually requires functional visual, auditory, and somatic sensation, enhanced by other sensory modalities.

When a candidate's ability to observe or acquire information through these sensory modalities is compromised, the candidate must demonstrate alternative means/abilities to acquire and use the essential information. Obtaining and using such alternative means/abilities shall be the responsibility of the student. The College will reasonably assist the student where necessary.

### **Communication**

The candidate must be able to communicate effectively, efficiently, and sensitively with patients and their families and with all members of the health care team.

A candidate must be able to interpret X-ray and other graphic images and digital or analog representations of physiologic phenomenon (such as ECGs). Assistive devices may be used if necessary. Candidates should possess the motor skills necessary to directly perform palpation, percussion, auscultation, and other diagnostic maneuvers, basic laboratory tests, and diagnostic procedures.

### **Motor**

Candidates and students should have sufficient motor functions to execute movements that are required to provide general care and emergency treatment to patients. Examples include: cardiopulmonary resuscitation; administering intravenous medication; applying pressure to stop bleeding; opening of obstructed airways; suturing of simple wounds; and performing simple obstetrical maneuvers. Such actions require coordination of both gross and fine muscular movements; equilibrium; and functional use of the senses of touch and vision.

### **Sensory**

Osteopathic candidates need exceptional sensory skills, and it is therefore necessary to thoroughly evaluate individuals who are otherwise qualified but who have significant tactile sensory or proprioceptive disabilities. This would include individuals with significant previous burns, sensory motor deficits, cicatrix formation, and many malformations of the upper extremities.

### **Strength and Mobility**

Osteopathic treatment often requires upright posture with sufficient lower extremity and body strength. Therefore, individuals with significant limitations in these areas would be unlikely to successfully complete the requirements for a D.O. degree. Mobility required for emergency codes and CPR is required.

### **Intellectual, Conceptual, Integrative, and Quantitative Abilities**

The candidate must be able to measure, calculate, reason, analyze, and synthesize in a timely fashion. In addition, the candidate should be able to comprehend three-dimensional relationships and understand the spatial relationships of structure.



### **Behavioral and Social Attributes**

Candidates must possess the emotional health required to fully use their intellectual abilities, to responsibly attend to the diagnosis and care of a patient, and to develop mature, sensitive, and effective relationships with patients.

Candidates and students must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of patients.

Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that will be assessed during the admissions and educational processes.

### **REVIEW AND NOTIFICATION**

The major criteria for rating applicants are academic excellence, commitment to osteopathic primary care, commitment to practice medicine in an underserved area, and personal characteristics. Academic excellence is measured by assessing results of the MCAT and academic performance. The degree of difficulty of the program which the applicant studied is also considered. No interview is involved in this assessment.

After the initial assessment, selected applicants are invited to visit the campus for a formal personal interview. After the interview, the Admissions Committee reviews the applicants' files, and applicants are notified as soon as a final admissions decision has been made.

An acceptance fee and a matriculation deposit are required from successful applicants (**see Tuition and Fees**). Acceptance is conditional until all required documentation is received from schools attended. Transcripts must be on file prior to matriculation.

PNWU is a private institution and encourages applications from qualified students who are interested in pursuing a career in osteopathic medicine. Qualified applicants from Alaska, Idaho, Montana, Oregon, and Washington will be given preference for admission to PNWU.

*Note: Intentional misrepresentation or omission of information relative to scholastic records or test records will subject the student to dismissal. The University reserves the right to deny admission to any applicant for any reason it deems sufficient. Matriculation will be denied to applicants who have failed to maintain a good record of scholastic performance and personal conduct between the time of their acceptance and their matriculation at the College.*

### **EXAMINATIONS**

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

### **NATIONAL BOARD OF OSTEOPATHIC MEDICAL EXAMINERS – COMLEX**

At appropriate times delineated by the National Board of Medical Examiners (NBOME), PNWU will provide a listing of students who meet the qualifications to schedule and access COMLEX Level I, COMLEX Level II CE, and COMLEX Level II PE exams. It is the student's



responsibility to schedule and complete the required examinations. No student will be allowed to graduate without successfully completing COMLEX Levels I, II CE, and II PE.

## GRADUATION REQUIREMENTS

A student who has fulfilled all the academic requirements will be granted the degree doctor of osteopathic medicine provided the student:

- Has complied with all the curricular, legal, and financial requirements of the College;
- Attends, in person, the ceremony at which time the degree is conferred;
- Has met requirements for graduation that include passage of COMLEX Level I, II CE, and II PE;
- Is at least 21 years of age;
- Has demonstrated the ethical, personal, and professional qualities deemed necessary for the successful and continued study and practice of osteopathic medicine;
- Has demonstrated suitability for the practice of medicine as evidenced by the assumption of responsibility for patient care and integrity in the conduct of clinical activities;
- Has obtained approval from the Promotion & Matriculation Committee, faculty, Dean, President, and Board of Trustees of PNWU.

## CURRICULUM

The curriculum is structured around seven competencies in:

### 1. Patient Care

The Pacific Northwest University of Health Sciences, College of Osteopathic Medicine (PNWU-COM) graduate will demonstrate the ability to effectively treat patients, providing them medical care that incorporates the osteopathic philosophy and education for the prevention of common health problems exhibited in individuals, families, and communities. In addition, they will demonstrate patient empathy and awareness of behavioral issues.

### 2. Medical Knowledge

The PNWU-COM graduate will recognize and explain health problems based upon current scientific knowledge or understanding. The graduate will develop a plan for intervention that uses scientific understanding for optimum results. The graduate will be aware of his/her personal knowledge and experience and have an intellectual interest in general education and medical science. The graduate will actively set clear learning goals, pursue them, and continually apply the new knowledge to his/her practice in osteopathic medicine.

### 3. Practice-Based Learning and Improvement

The PNWU-COM graduate will 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.

### 4. Interpersonal and Communication Skills

The PNWU-COM graduate will listen and communicate effectively with patients and staff. He/she will learn team and leadership skills and effectively communicate through accurate, up-to-date medical records. Graduates will demonstrate interpersonal and communication skills that enable them to establish and maintain professional relationships with patient's families and other members of the health care team.

### 5. Professionalism

The PNWU-COM graduate will uphold the osteopathic oath, promote advocacy and patient



welfare, adhere to ethical principles, collaborate with health professionals, exhibit lifelong learning, and show sensitivity to a diverse patient population. The graduate will be prompt and professional in appearance.

### 6. Systems-Based Practice

The PNWU-COM graduate will demonstrate an understanding of health delivery systems, provide effective and qualitative patient care within the system, and practice cost-effective medicine.

### 7. Osteopathic Principles/Practice/Osteopathic Manipulative Treatment

The PNWU-COM graduate will demonstrate and apply knowledge of accepted standards in Osteopathic Manipulative Treatment (OMT). The graduate will be dedicated to life long learning and will practice habits in Osteopathic philosophy and manipulative medicine.

The following chart indicates the required coursework for the Doctor of Osteopathic Medicine degree. 1 credit hour equals 1/10<sup>th</sup> of a contact hour.

Courses	Course Number	Credits
Gross & Developmental Anatomy	ANAT 501, 502	16
Medical Physiology	PHYS 501, 502	12
Medical Biochemistry & Genetics	BCHM 501, 502	9
Cell Biology & Microanatomy	PATH 501	5
Current Issues	CLIN 507, 508	2
Osteopathic Philosophy & Practice I	OPP 501, 502	9
Community & Behavioral Medicine I	CLIN 505, 506	5
Clinical Skills	CLIN 501, 502	9
History of Medicine	CLIN 510	1.5
Medical Ethics	CLIN 511	3
Medical Statistics	CLIN 512	1.5
Neuroscience	ANAT 503	6
Medical Immunology	MICRO 501	3
Ophthalmology	CLIN 503	1.5
Otorhinolaryngology	CLIN 504	1
Case Studies	CLIN 509	1.5
Spirituality & Medicine	CLIN 513	1
Spanish for Medical Professionals	CLIN 514	2
Pathology	PATH 601, 602	10
Medical Pharmacology	PHARM 601, 602	10
Medical Microbiology	MICRO 601, 602	9
Osteopathic Principles & Practice II	OPP 601, 602	10
Community & Behavioral Medicine II	CLIN 605, 606	8
Clinical Research	CLIN 609	2
Nutrition	BCHM 601	1.5
Primary Care Clinical Experience	CLIN 619	3
Clinical Skills Practicum	CLIN 604	1
International, Complementary, & Alternative Medicine	CLIN 617	1
Medical Economics	CLIN 626	1
Internal Medicine	CLIN 601, 602	9
Obstetrics/Gynecology	CLIN 603	3



Surgery	CLIN 620	3
Current Issues	CLIN 607, 608	2
Journal Club	CLIN 610	1
Pediatrics	CLIN 613	3.5
BLS/ACLS	CLIN 623	1
Psychiatry	CLIN 618	1.5
Neurology	CLIN 621	2
HIV/AIDS	CLIN 622	1
ER	CLIN 624	2
<b>Total</b>		<b>174.5</b>
<b>Year 3 &amp; 4 Clinical Rotations</b>	<b>Course Number</b>	<b>Credits</b>
Family Medicine	FM 701, 702	16
Emergency Medicine	EM 701, 702	16
Internal Medicine	IM 701, 702	16
Pediatrics-Neonate	PED 701, 702	16
Surgery	SURG 701, 702	16
Osteopathic Principles & Practice	OPP 701	8
Women's Health	OBGYN 701	8
Clinical Medical/Surgical Subspecialty	CLIN 701A, 702A	8
Clinical Medical/Surgical Subspecialty		8
Clinical Medical/Surgical Subspecialty		8
Electives		8
Electives		8
Electives		8
Electives		24
<b>Total</b>		<b>168</b>
<b>Total Degree Credits</b>		<b>342.5</b>



## ACADEMIC CALENDAR – COM

This is an overview of each of the next four academic years for the College of Osteopathic Medicine. A day-by-day schedule will be distributed at registration.

	2008-2009 School Year	2009-2010 School Year	2010-2011 School Year	2011-2012 School Year
Orientation-1st Yr	August 4 - 8 2008	August 3 - 7, 2009	August 2 - 6, 2010	August 1 - 5, 2011
Fall Semester Begins	August 11, 2008	August 10, 2009	August 9, 2010	August 8, 2011
Labor Day (no classes)	September 1, 2008	September 7, 2009	September 6, 2010	September 5, 2011
White Coat Ceremony	September 20, 2008			
Veterans Day (no classes)	November 11, 2008	November 11, 2009	November 11, 2010	November 11, 2011
Thanksgiving Recess	November 26 - 28, 2008	November 25 - 27, 2009	November 24 - 26, 2010	November 23 - 25, 2011
Fall Semester Ends	December 12, 2008	December 11, 2009	December 10, 2010	December 9, 2011
Holiday Break	Dec 13, 2008 - Jan 4, 2009	Dec 12, 2009 - Jan. 3, 2010	Dec 11, 2010 - Jan 2, 2011	Dec 10, 2011 - Jan 2, 2012
Spring Semester Begins	January 5, 2009	January 4, 2010	January 3, 2011	January 3, 2012
MLK (no classes)	January 19, 2009	January 18, 2010	January 17, 2011	January 16, 2012
Presidents' Day (no classes)	February 16, 2009	February 15, 2010	February 21, 2011	February 20, 2012
Spring Recess	March 16 - 20, 2009	March 15 - 19, 2010	March 14 - 18,2011	March 12 - 16,2012
Spring Semester Ends	May 8, 2009	May 7, 2010	May 6, 2011	May 4, 2012
Graduation				May 12, 2012
Summer Term	May 18, 2009	May 17, 2010	May 16, 2011	May 14, 2012
Memorial Day (no classes)	May 25, 2009	May 31, 2010	May 30, 2011	May 28, 2012
4th Year Rotations Begin			June 6, 2011	June 4, 2012
Summer Term Ends	June 19, 2009	June 18, 2010	June 17, 2011	June 15, 2012
Board Review Begins-2nd Yr		June 21, 2010	June 20, 2012	June 18, 2012
Independence Day (no classes)		July 5, 2010	July 4, 2011	July 4, 2012
Board Review Ends-2nd Yr		July 23, 2010	July 22, 2011	July 20, 2012



## CLINICAL ROTATIONS

### Rotation Requirements

Rotations are on a 4-week basis, starting on Monday. Any time off a rotation will be at the discretion of the preceptor with the approval of the Assistant Dean for Clinical Sciences.

### Required and Assigned Rotations

Family Medicine - 8 weeks  
Emergency Medicine - 8 weeks  
Internal Medicine - 8 weeks  
Pediatrics–Neonatology - 8 weeks  
Surgery - 8 weeks  
Osteopathic Principles & Practice - 4 weeks  
Women’s Health - 4 weeks  
Clinical Medical/Surgical Subspecialty 3, four-week rotations

### Elective Rotations

There are six, 4-week elective rotations to be selected by the student and approved by the PNWU-COM Assistant Dean for Clinical Sciences. These elective rotations are restricted as follows:

- Four weeks must be a medicine elective
- Four weeks must be a surgical elective
- Four weeks must be a behavioral science elective
- Three, 4-week unrestricted electives with PNWU-COM approval

### Dress

PNWU students will, at all times, be dressed appropriately with awareness to personal hygiene, cleanliness, professional demeanor and professional dress. Visible body piercing and tattooing are not acceptable. Up to three earrings per ear are acceptable as long as they do not interfere or cause distraction. Short white lab coats with PNWU Student ID badges are expected to be worn unless specifically instructed otherwise by the hospital or preceptor. Scrub suits are to be worn where indicated by services. Alterations in this dress code are subject to the discretion of individual physicians/institutions/facilities.

### Absence

1. Attendance is mandatory at all clinical rotations.
2. Permission for absence must be obtained from the Assistant Dean of Clinical Sciences **and** the Preceptor or Service on which the student is rotating.
3. Reasons for absences may include illness, conference attendance, or personal reasons.
4. The Office of the Assistant Dean of Clinical Sciences must be notified **prior to any absence** whenever possible.
5. **Temporary Absence**

Temporary absence is defined as a short period of time away from the service rotation activities that may be needed from time to time to allow the student to attend to personal business (e.g., banking, child care). Permission of the Preceptor/Office of Clinical Rotations is required. A “short period of time” should be construed as less than one day. No duration or frequency restrictions are defined; however, it is intended that the student provide clear reasons pertaining to the matter.



## 6. **Extended Leave**

Examples of extended leave are maternity leave or extended family leave. If extended leave is necessary, the Office of the Assistant Dean of Clinical Sciences must be notified.

7. There are NO unexcused absences; they may result in failure of the clinical rotation.
8. Only the Preceptor and the Assistant Dean for Clinical Sciences may grant time off during a prescribed clinical rotation.
9. Extended absences may result in failure of the rotation.
10. All absences are to be reported to the Office of the Assistant Dean of Clinical Sciences.
11. Any unexcused absence will be referred to the Promotions & Matriculation Committee with a recommendation of failure for that clinical rotation.

## **Sickness**

It is paramount that the well-being of the student is considered in any illness. If a student is absent for more than two days per rotation, the Office of the Assistant Dean of Clinical Sciences must be notified, and the student must be seen by a physician for documentation and for the well-being of the student. The student should not hesitate whatsoever to report an illness since the welfare of the student and his/her patient contacts are of prime importance.

## **Holidays**

Holidays are at the discretion of the Preceptor, hospital, or clinic facility. There are NO designated holidays approved by PNWU during clinical rotations.

## **Vacations**

No vacation time should be scheduled during clinical rotations.

## **Minimum Attendance Activity**

All clinical rotations will have a **minimum** attendance activity. A four-week clinical rotation will have a minimum of 20 days of activity, and a two-week clinical rotation will have a minimum of 10 days of activity. Variations of this policy will be approved at the discretion of the Assistant Dean of Clinical Sciences. Failure to meet these minimum encounters will result in an incompleteness of that rotation until such time that the minimum activity has been met.

If a physician is out of the office for more than two days, the student is required to contact the Office of the Assistant Dean of Clinical Sciences. At this time, an alternative program will be assigned to the student. This may consist of a reading assignment or other clinical arrangements. This will be at the discretion of the Assistant Dean of Clinical Sciences.

## **Training Hours**

No set training hours are mandated by PNWU. It is the philosophy of PNWU that students are in a period of training that mimics the hours to the time and dedication demonstrated by the Preceptor.

For guidance purposes only, the following may be considered:

1. A work day may be considered a 12-hour duration.
2. A work week may be considered a maximum of 72 hours.
3. The maximum duration of work may be 36 hours and should follow a minimum of 12 hours off duty.
4. Two days out of every 14 days may be provided as a weekend break.



### **Report for Rotation**

Each rotation begins on the Monday morning as noted in the published schedule and ends four weeks later on the subsequent Friday. It is the responsibility of each student to be present on the commencement of each rotation. In the event of an unavoidable tardiness, it is the responsibility of the student to notify the Preceptor and the Assistant Dean of Clinical Sciences at PNWU. If an orientation is required at a clinical rotation site, it is imperative that the student participate in that orientation and follow the protocols established by that rotation.

### **End of Service**

The student is not allowed to leave the designated clinical rotation prior to the scheduled departure date without approval of the Assistant Dean of Clinical Sciences. Departures prior to the scheduled departure date without prior consent will be considered an unauthorized absence and makes the student subject to failure of that clinical rotation.

### **Personal Activities**

Core sites will be considered home bases for the duration of the clinical rotations. Local banking is a suggestion. However, personal check cashing may be difficult at any clinical site. It is recommended that the student acquire alternative methods of banking, such as ATM cards, travelers' checks, or money orders. If a long distance call must be made, the student is to use personal cellular telephones, prepaid telephone calling cards, or other personal means. The Preceptor's or Hospital's telephone lines are not for personal, long-distance telephone calls.

### **Student Liability Insurance**

PNWU students are covered with liability insurance only if the students are participating in an officially approved rotation. This applies to core rotations, as well as approved elective sites. If a student is aware of a potential legal liability situation, the Assistant Dean of Clinical Sciences must be notified immediately. Progression of any legal liability action is to be detailed in writing by the student and regularly sent to the Office of the Assistant Dean of Clinical Sciences.

### **Student Patient Relationships**

The relationship between an osteopathic medical student and a patient shall always be kept on a professional basis. A student shall not date or become intimately involved with a patient due to the ethical and legal considerations. Conduct in such an unprofessional manner shall be considered improper behavior and will be grounds for disciplinary action, including dismissal from PNWU.

### **Student Site Evaluation Form**

The student will evaluate each clinical site using the Student Site Evaluation Form. This evaluation will reflect the student's attitude and observations regarding the quality of training received on each rotation. The student's grade will be reported as incomplete until this form is completed and returned to the Office of the Assistant Dean of Clinical Sciences.

### **Student Evaluation (Grades)**

1. The student will be evaluated at each clinical rotation.
2. The evaluation is to determine if progress toward a satisfactory performance level is being achieved with respect to other students at the same level of training.
3. Only one grade is accepted per clinical rotation. The acceptable passing grade is noted as a "C" or better.
4. Specific documentation of a failing grade should accompany the evaluation.



5. At the mid-point of the clinical rotation, a student-preceptor conference will take place to evaluate the level of student performance. A discussion regarding the areas of strength and weakness should be discussed at that time.
6. The Assistant Dean of Clinical Sciences will refer a failing grade to the Promotion & Matriculation Committee for further action or remediation.
7. It is the student's responsibility to present the PNWU Student Evaluation form to the Preceptor for completion and to forward it to the Office of the Assistant Dean of Clinical Sciences. Failure to submit a finalized PNWU Student Evaluation Form will result in an incompleteness for that clinical rotation, and no credit will be given.
8. Each student evaluation form will be a part of the individual student's portfolio.

### **Clinical Rotation Case Log and Evaluations**

1. The student is required to complete a Log Summary of the Clinical Rotation and an evaluation of the clinical site. Failure to maintain a Case Log for each clinical site will result in failure of that clinical rotation.
2. Case Logs are to be electronically maintained and forwarded to the Office of the Assistant Dean of Clinical Sciences at the end of the clinical rotation.
3. Each Log Summary will be detailed by the student to document the clinical exposure, as well as specific training procedures performed.
4. The Preceptor will sign the Log Summary on the last day of the clinical rotation, attesting to the accuracy of the log.
5. Each Log Summary and signed attestation sheet will be transferred to the Assistant Dean of Clinical Sciences no later than seven (7) days following the completion of the clinical rotation.
6. All log summaries will be a part of each individual student's portfolio.

The following log components (as contained in the Clinical Rotation Manual) are to be included by the student:

1. **PNWU Clinical Rotation Case Log and Evaluation Forms Cover Sheet**—Attesting the accuracy of the log activities performed and experienced during the clinical rotation. This must include the student's and the preceptor's signature.
2. **Student Log—Hospital Case Participation**—Noting the following:
  - a. Patient identification number or initials
  - b. Admission date
  - c. Diagnosis – Provisional or Final
  - d. Level of Participation
  - e. H&P Performed
  - f. Attending Physician
  - g. OMT
3. **Student Log—Special Procedures**--Such as, laceration repair, pap smear, electrocardiography, surgical biopsy, cardiac stress test.
4. **Student Log—Educational Programs**--Listing of all clinical didactic lecture activities, including Journal Club, Morbidity & Mortality Review, Tumor Board, Videoconferences, County Medical Society, etc.
5. **Student Log—Reading Program**—Noting the breadth and depth of the student's professional reading experience during the clinical rotation. This would also include any references for research performed at the request of the Preceptor. The log would list the names of books, journals, or other educational material completed during the log period.
6. **Student Log—Surgery**—Utilized during the surgical core and elective rotations noting the surgical procedures, level of participation, final diagnosis, and designation of inpatient or outpatient basis.



7. **Student Log–Ambulatory Clinic Rotation**–Utilized on all ambulatory clinical rotations, including but not limited to certain rotations, such as Family Medicine, General Internal Medicine, and Pediatrics. This would be an outpatient log and would not include hospitalized patients.
8. **Student Log–Obstetrics**–Utilized on all obstetrical cases.
9. **PNWU Rotation Evaluation Form**–Utilized for student evaluation of the clinical experience. This evaluation will be accumulated and reviewed for credentialing and curricular purposes and must accompany all Case Logs.

No Case Logs will be considered complete without the appropriate completed component parts. The Preceptor must sign the face sheet attesting the accuracy of the case log activities performed and experienced during the clinical rotation.

For purposes of credentialing, gaining future practice privileges, or certification, students should permanently keep signed copies of their logs. PNWU will not keep file copies of such documents for more than one year. It is the student's responsibility to be able to produce original documentation of his/her training.

### **Scheduling Core Clinical Rotations**

The core site clinical rotations will be established through the Assistant Dean of Clinical Sciences.

### **Scheduling Elective Clinical Rotations**

1. Six elective rotations are at the discretion of the individual student with the approval of the Assistant Dean of Clinical Sciences.
2. One elective rotation must be a Medicine elective, one elective must be a Surgery elective, and one must be a Behavioral Science elective. The remaining three rotations are open selections.
3. All elective rotations will begin on the Monday morning as noted in the published schedule and ends four weeks later on the subsequent Friday.
4. Elective Clinical Rotation Forms are available at the Office of the Assistant Dean of Clinical Sciences. Elective request forms must be completed and submitted to the Office of the Assistant Dean of Clinical Sciences **at least 60 days prior** to the anticipated start date of the rotation. Failure to comply with this will result in a unilateral selection by the Assistant Dean of Clinical Sciences of an elective clinical rotation. At this time, the Assistant Dean of Clinical Sciences will make necessary arrangements to secure the elective rotations.
5. It is the responsibility of the student to contact the Assistant Dean of Clinical Sciences at least two weeks prior to leaving for the selected site to make sure that the rotation has been secured.
6. If approval from the selected site for the elective rotation has not been obtained, the Office of the Assistant Dean of Clinical Sciences will assist the student in determining the cause and will assist in alternative site selections.
7. Failure to submit the request in the allotted time and to obtain approval for the elective rotation will jeopardize the elective. Failure to follow the appropriate procedures may disrupt/lengthen the student's academic schedule.

### **Changes in Core Clinical Rotations**

Changes in core clinical rotations are only permitted for compelling reasons. Written documentation regarding the reasons for a change should be directed to the Assistant Dean of



Clinical Sciences. The decision regarding the ability to change schedules will be at the discretion of the Assistant Dean of Clinical Sciences.

### **Changes in Elective Clinical Rotations**

Changes in unconfirmed elective clinical rotations may be allowed only once per clinical rotation after the schedule has been established. Rotations may not be changed less than sixty (60) days prior to the start date. All changes are submitted in writing to the Assistant Dean of Clinical Sciences, indicating the changes and the reasons for the change.

Changes in confirmed electives will not be allowed without approval of the Assistant Dean of Clinical Sciences. Any deviation from this policy will result in a referral to the Promotions & Matriculation Committee for further consideration.

### **Clinical Rotations and Remediation Policy**

All clinical rotations must be successfully completed with a passing grade prior to graduation. Failure of any required or elective clinical rotation will be referred to the Promotion & Matriculation Committee for consideration. Appeal of any rotation failure will follow the same guidelines of any failure.

### **Attendance Policy for Professional Conferences**

Pacific Northwest University of Health Sciences is committed to providing high-quality medical education for its students. This experience includes excellence in academic and clinical medicine, research, and community service. In order to maximize this process, it is felt that participation in professional meetings can greatly enhance a student's professional and personal growth.

Attendance at AOA-sponsored national meetings, osteopathic divisional society meetings, and AOA/osteopathic specialty meetings will be provisionally approved. All other meetings must have an individual request and be approved by the Dean of PNWU.

1. Students on clinical rotations wishing to attend a provisionally approved professional meeting will submit a student travel request to the Assistant Dean of Clinical Services at least 30 days prior to the meeting indicating the name and location of the professional meeting, sponsoring agency, and dates of prospective absence.
2. Only one professional conference will be allowed per student per year of clinical rotations. Any deviation from this policy must be approved by the Assistant Dean of Clinical Sciences on an individual basis.
3. Students on rotation must obtain permission from the Assistant Dean of Clinical Sciences and the Preceptor.
4. The request will be forwarded to the Dean of PNWU for approval.
5. A student travel request will be denied if the student is on conditional status, has unremediated failures, has a failing grade at the time of the request, or at the Dean's discretion.
6. Each student will be required to submit not less than a one-page report on the meeting and the value added to the student's education. This will be forwarded to the Office of the Assistant Dean of Clinical Sciences within one week of return.
7. Participation at professional meetings outside of normal PNWU curriculum is considered a privilege and honor. Students must document attendance at these meetings.
8. During Years 1 and 2, the schedule of provisionally approved professional meetings will be available to the faculty prior to June 1 of each year. If examinations cannot be avoided



during a scheduled professional meeting, students authorized to attend meetings shall be granted a make-up examination. The format will be at the discretion of the faculty member.

### **Videoconferencing**

PNWU will provide didactic educational programming via a Web casting videoconference. Participation in the videoconference programming, whether by a formalized established meeting at an individual core site or by individualized personal involvement, is mandatory. This Pass/Fail requirement for graduation is an integral part of the PNWU curriculum. A student must participate in a minimum of 70 percent of the videoconferences and post-conference testing available during the months of clinical rotations. Failure to participate at the required minimum activity will result in failure of this curriculum requirement and a referral to the Promotion & Matriculation Committee.

### **Fourth-Year Student Clinical Presentation**

PNWU believes that students must demonstrate a mature ability for effective clinical case presentation. To promote this learning objective, PNWU has a fourth-year Student Clinical Presentation via the PNWU videoconference. Each student will be required to present one clinical case on a subject of personal clinical interest lasting approximately 20 minutes and performed via a PowerPoint presentation protocol. To prevent redundancy in the subject matter, PNWU reserves the right to restrict the number of presentations on any given topic. A schedule will be assigned by PNWU for effective student participation. This presentation will become a part of the student's individual portfolio.

### **Blood Borne Pathogen Exposure and Post-Exposure Prophylaxis**

1. **GENERAL:** The Blood Borne Pathogen (BBP) policy includes three (3) components;
  - a. Education.
  - b. Immediate post-mishap evaluation of exposure risk, as outlined by current Center for Disease Control and Prevention (CDC&P) guidance and recommendations, occurs.
  - c. Appropriate follow-up. The goals of this policy are to insure the immediate cleansing of the exposure site, reporting of the incident and, when indicated, immediate appropriate post-exposure prophylactic treatment be started using CDC&P guidelines within two hours of the exposure or less and that appropriate laboratory work-up, counseling, and follow-up be provided. This is to be at no cost to the student.
2. **EDUCATION:** All PNWU first- and second-year students will attend a two-hour block of instruction on HIV/AIDS and a one-hour block on Universal Precautions annually that will address CDC&P current relevant universal exposure precautions, the post-exposure reporting process, prophylactic treatment of BBP and other transmitted disease as indicated.
3. **BBP/HIV/AIDS EXPOSURE:** All students with medical education related BBP/HIV/AIDS exposure through another person's blood or body fluids—by injury caused by a sharp object or exposure to mucous membranes/skin—will take the following steps immediately:
  - a. **PERFORM BASIC FIRST AID:** IMMEDIATELY clean the wound and skin with soap and running water. Flush any mucous membranes or eyes with copious amounts of water or normal saline for several minutes. Blood should be allowed to flow freely from the wound. Blood should not be squeezed or “milked” from the wound.
  - b. **IMMEDIATELY NOTIFY** your Preceptor. Any PNWU students with medical education related BBP/HIV/AIDS exposure will be immediately released from his/her preceptorship/rotation to go to the nearest affiliated hospital Emergency Room (ER). If no affiliated hospital is in the area, go to the nearest hospital with an ER.
  - c. **NOTIFY** the Dean's office of the incident.
  - d. The goals of the student reporting to the ER for BBP/HIV/AIDS exposure are:



- 1) To help the student assess whether the exposure is low or high risk using the most current CDC&P guidelines.
  - 2) To start post-exposure prophylactic medication within two hours if the incident is a high risk. High-risk exposure is typically defined as significant blood or bodily fluid exposure of a source person with any of the following: known HIV/AIDS and/or symptoms of AIDS, multiple blood transfusions 1978-1985, IV drug user, multiple sexual partners, and homosexual activity.
  - 3) Counseling the student on medication side effects and clarifying the benefit/risk ratio of their use.
  - 4) Check baseline labs: HIV/AIDS antibody testing, complete blood count, renal and hepatic chemistry profile, and hepatitis evaluation.
- e. The Assistant Dean of Clinical Sciences shall be a point of contact for any problem that may arise.
- f. The student shall report for follow-up to the previously identified physician who is the designated site clinical contact for BBP/HIV/AIDS exposure. This individual will be designated by the Chief of Staff or Director of Medical Education at each of the core areas and be identified to the student prior to starting a preceptorship/rotation. This physician shall, at a minimum, be responsible for:
- 1) Insuring HIV/AIDS antibody testing is done at 12 weeks and 6 months and results checked.
  - 2) Writing prescriptions for the four-week drug regimen if needed.
  - 3) Repeating complete blood count and renal and hepatic chemistry profiles at two weeks.
  - 4) Monitoring potential pancreatic toxicity by ordering weekly complete blood counts and chemistry profiles.



## COURSE INFORMATION

### **Adolescent Medicine - PED 703**

Adolescent medicine is available as a 4-week subspecialty elective in the area of **Pediatrics**. The student will be assigned to a physician trainer who is a practicing physician in the specialty.

### **Allergy and Immunology - IM 703**

The study and management of allergy and immunology is available as a 4-week subspecialty elective in the area of **Internal Medicine**. The student will be assigned to a physician trainer or group of physician trainers who are practicing in their specialty.

### **Anesthesiology - SURG 703**

Anesthesiology clinical rotation is available as a 2-week **Surgical** subspecialty elective. The student will be assigned to a physician-trainer who is a practicing physician in this specialty. The purpose of this two-week rotation is to familiarize the student to various methods of anesthesia and the skills associated with this specialty. Upon completion of this rotation, the student would have improved basic skills in peripheral venous catheterization and venipuncture. The student should be exposed to various central line catheterizations, intubations, and anesthesia management, including pharmacologic agents used in anesthesia.

### **BLS/ACLS – CLIN 623**

These two courses are mandatory courses prior to commencement of the clinical years of medical education. Basic Life Support (BLS for Healthcare Providers) and Advance Cardiac Life Support (ACLS Provider Course) are courses established by the American Heart Association and are designed to educate the student to recognize and respond to life-threatening emergency situations in the clinical setting. Each student must pass a proficiency in these two courses before being allowed to matriculate to the third and fourth years of clinical involvement.

### **Cardiovascular Disease - IM 704**

The study and management of cardiovascular disease is available as a 4-week subspecialty elective in the area of **Internal Medicine**. The student will be assigned to a physician trainer or group of physician trainers who are practicing in their specialty.

### **Case Studies – CLIN 509**

This lecture and skills course is designed to teach the student to research current journal articles and obtain information about assigned case studies. Each student will present a series of cases to enhance the clinical experience.

### **Cell Biology and Microanatomy – PATH 501**

This combined lecture and laboratory course explores functional anatomy principally at the light and electron microscope levels. Study of basic cell structure, the functions of cellular organelles, and the relationship between ultrastructure and cellular function will be emphasized. This course further highlights the intimate relationship between structure and function through the study of functional morphology of diverse cell types, their organization into tissues, and the properties of these tissues. In addition, this course examines contributions made by coherent organization of tissues into organs to human form (gross anatomy) and function (physiology) and provides a foundation for how its distortion correlates with disease.



### **Clinical Medical/Surgical Subspecialty - CLIN 701A, 702A**

Three 4-week rotations are required. During the rotation the student will learn about the management for the hospitalized patient admitted to the general medical/surgical unit. The student will participate in patient care from admission to discharge. Also, function as a member of the hospital team and coordinate services with other attending physicians, nurses, and other health care professionals.

### **Clinical Research – CLIN 609**

This course is designed to teach the student the art and science of clinical research. It is designed to introduce the student to scrutinizing current scientific literature to determine and decipher the significance and the accuracy of the scientific clinical hypotheses and the relationships to the published outcomes.

### **Clinical Skills – CLIN 501, 502**

This course is designed to teach the students how to perform a proper history and physical examination. He/she will be assessed not only on the knowledge related to this activity, but also the practical skills related to (1) interviewing and history taking, (2) performing the physical examination, and (3) making clinical judgments. The course will teach the various systems and how to understand the importance of the history and physical examination for detecting pathophysiology. The student will learn to make a differential diagnosis, leading to the selection of “definitive” laboratory studies and then ultimately to diagnosis and treatment.

### **Clinical Skills Practicum II – CLIN 604**

This course is an extension of the initial Clinical Skills course to prepare the student in (1) the writing of a comprehensive History and Physical Examination, (2) the performance of a physical examination through small-group learning and comprehensive testing, and (3) the introduction of web-based computer format for competency performance and testing. The student will learn the importance of actually demonstrating the knowledge obtained from the didactic and laboratory course in Clinical Skills.

### **Community and Behavioral Medicine I – CLIN 505, 506**

This combination lecture, small group and problem-based learning course will focus on topics ranging from the behavioral sciences to health care systems management and public health. The emphasis will be to develop the student’s process of clinical decision-making. PNWU curriculum goals regarding lifelong learning, self-care, ethics, and social and community contexts of care will be addressed. Other topics include biological correlations of behavior, personality, learning and behavioral change, life-span development, communication and interaction, group processes, family and community socio-cultural patterns of behavior, behavioral risk factors and disease, study design and biostatistics, and medical jurisprudence.

### **Community and Behavioral Medicine II-CLIN 605, 606**

This course continues to emphasize the development of the student’s process of clinical decision-making. Topics will include biological correlates of behavior, personality learning and behavioral change, life-span development, communication and interaction, group processes, family and community sociocultural patterns of behavior, behavioral risk factors and disease, study design and biostatistics, and medical jurisprudence.

### **Current Issues in Medicine – CLIN 507, 508, 607, 608**

In this lecture course, osteopathic primary care physicians and other professionals will present lectures on specific topics related to the present day practice of primary care medicine, especially in rural or underserved areas of the country.



### **Dermatology - IM 705**

Dermatology is available as a 2-week subspecialty elective in the area of **Internal Medicine**. The student will be assigned to a physician trainer or group of physician trainers who are practicing in their specialty.

### **Emergency Medicine - EM 701, 702**

Emergency Medicine requires two 4-week rotations. The student will be assigned to a physician trainer or group of physician trainers who are practicing in their specialty.

### **Emergency Room Medicine - CLIN 624**

This lecture/skills course will emphasize practices and procedures (i.e. airway maneuvers, venous access, life support, and suturing) common in Emergency Room Medicine. The course will serve as clinical capstone course for year 2 and a launching pad for year 3 clinical rotations.

### **Endocrinology - IM 706**

Endocrinology is available as a 4-week subspecialty elective in the area of **Internal Medicine**. The student will be assigned to a physician trainer or group of physician trainers who are practicing in their specialty.

### **Epidemiology - IM 707**

Epidemiology is available as a 2-week subspecialty elective in the area of **Internal Medicine**. The student will be assigned to a physician trainer or group of physician trainers who are practicing in their specialty.

### **Family Medicine – FM 701 and FM 702**

Two 4-week rotations are required, with at least 4-weeks in a rural setting. Each student will be assigned to specific rotations in Family Medicine. The rotations in Family Medicine will expand the student's ability to integrate information obtained from the medical history, physical examination, osteopathic structural examination and appropriate diagnostic modalities into definitive diagnoses.

### **Gastroenterology - IM 708**

Gastroenterology is a 4-week subspecialty elective rotation in the area of **Internal Medicine**. The student will be assigned to a physician trainer or group of physician trainers who are practicing in their specialty.

### **Geriatrics - IM 709**

Geriatrics is available as a 4-week subspecialty elective. An osteopathic physician must recognize the special needs of the geriatric patient. As aging is a normal physiological process; so the care of the geriatric patient is the normal extension of the physician's responsibility. Therefore, exposure to the geriatric patient should be an integral part of the experience of the student, particularly in the longitudinal care experience and the internal medicine rotations. Training should take place at all the training sites, the hospital, nursing home, the patient's home, a geriatric assessment unit, or any other site appropriate for the care of the geriatric patient.

### **Gross and Developmental Anatomy – ANAT 501, 502**

This combined lecture and laboratory course introduces the student to the macroscopic structure of the human body using a regional approach. Emphasis is placed on the correlation between anatomical structure and function, embryonic development, clinical application, radiologic interpretation, and usage of correct anatomical terminology. Study of the emergence of human



form is oriented towards its relation to gross anatomy, on the one hand, and to the pathological conditions that have a developmental basis on the other. Resources used during the laboratory portion include cadaver dissection, radiographs, MRIs, CT scans, OPP, and orthopedic clinical correlation.

### **Hematology/Oncology - IM 710**

Hematology is available as a 4-week subspecialty elective in the area of **Internal Medicine**. The student will be assigned to a physician trainer or group of physician trainers who are practicing in their specialty.

### **History of Medicine – CLIN 510**

This lecture course will focus on major individuals and landmarks related to the history of medicine. The founding of the osteopathic profession by Andrew Taylor Still will be covered in relation to historical timelines.

### **HIV/AIDS – CLIN 622**

This course is designed to increase knowledge and awareness of Human Immunodeficiency Disease (HIV) and Acquired Immunodeficiency Disease Syndrome (AIDS), including the diagnosis, treatment, prevention, legal implications, and social ramifications of the disease process.

### **Infectious Disease - IM 711**

The study and management of infectious disease is available as a 4-week subspecialty elective in the area of **Internal Medicine**. The student will be assigned to a physician trainer or group of physician trainers who are practicing in their specialty.

### **Internal Medicine – CLIN 601, 602**

This is a pre-clinical course that reinforces PNWU student knowledge of clinical topics of diagnostic and treatment of various specific disease states. Lectures cover the subjects of Cardiology, Pulmonology, Rheumatology, Nephrology, Gastroenterology, Emergency Medicine, and other subspecialty subjects. It is designed as a preparatory course prior to third-year clinical rotations.

### **Internal Medicine - IM 701, 702**

Two 4-week rotations are required. The specialty of Internal Medicine consists of the diagnosis, treatment and prevention of all diseases of the body (excluding surgery and obstetrics) with emphasis on the internal organs. The program goal for the student in Internal Medicine is to develop the skills of thorough history taking and physical examination with the subsequent ability to develop a differential diagnosis. These skills will be developed and critiqued by bedside teaching and by a variety of academic lectures. Emphasis will also be placed on the effective utilization of hospital services and the development of post-hospitalization treatment plans. This rotation may include hospitalist programs affiliated with core sites.

### **International, Complementary & Alternative Medicine – CLIN 617**

This team-taught course will introduce the student to complementary and alternative medicine treatment modalities (i.e. acupuncture, naturopathic, and chiropractic) as well as foreign health care delivery systems. Emphasis will be placed on the cultural history of treatments/systems, potential benefits, and appropriateness of use alongside osteopathic medicine treatment plans.

### **Journal Club – CLIN 610**

With physician involvement, the student is required to review clinical journal articles, research clinical topics, and present on topics of medical relevance.

**Medical Biochemistry & Genetics – BCHM 501, 502**

This combination lecture and skills course will focus on the study of biochemical processes that underlie functioning of the human body. Both normal and aberrant processes will be studied to obtain a grasp of the diseased state. The core portion of the course will stress the fundamentals of biochemistry and will be categorized into seven major areas. The sections include: (1) the structure and function of protein, (2) intermediary metabolism, (3) the storage and expression of genetic information, (4) carbohydrate metabolism, (5) lipid metabolism, (6) nitrogen metabolism, (7) the integration of the above metabolic processes. Dispersed among the above lectures will be clinical relevant material (case histories) to aid in the understanding of both normal and pathological biochemical processes. The genetic and molecular basis of disease will initially be presented in this course and then, continued in other basic science courses.

**Medical Economics – CLIN 626**

This lecture course will acquaint the student with economic issues associated with the establishment of a practice, working for health maintenance organizations, or hospital/clinic facilities in rural/underserved areas. Emphasis will be placed on contract negotiations, human resource issues, debt management, real estate purchases/leases, equipment purchase/leases, billing and records, and legal awareness.

**Medical Ethics – CLIN 511**

This course offers the student a basic understanding of ethical principles (beneficence, distributive justice, etc.) and major ethical theories (Kant, utilitarianism, moral theology, etc.) which she or he can apply to the issues facing the medical community today (i.e. abortion, assisted suicide, stem cell research, and malpractice). Discussion is a required and necessary element of the class in gaining an understanding of these issues.

**Medical Immunology – MICRO 501**

This combination lecture and laboratory course will cover major topics in both basic and clinical immunology. Topics will include cells and organs of the immune system, B cell development and activation, T-cell development and activation, major histocompatibility complex, antigen processing and presentation, antibody diversity, tolerance, complement, cytokines, inflammation, hypersensitivity, vaccination, autoimmunity and immunodeficiency diseases, and host pathogen interactions. Case presentations will be discussed.

**Medical Microbiology – MICRO 601, 602**

This combination lecture and laboratory course presents virology, bacteriology, mycology, and parasitology from a medical standpoint and will emphasize microbe morphology, physiology, life history, pathogenicity, epidemiology, diagnosis, therapy, and prevention. A case history / problem-solving approach to infectious diseases will be incorporated into the last part of the course and will emphasize such clinical aspects as etiology, patient management, specimen collection, laboratory tests, pathologic findings, and prognosis.

**Medical Pharmacology – PHARM 601, 602**

This course is an in-depth study of medical pharmacology, emphasizing the basis for applied clinical therapeutics. All major classes of pharmacological agents used by today's physician are evaluated. Cellular mechanisms of action are studied in detail, particularly with regard to pathological abnormalities. When applicable, case studies involving applied therapeutics are utilized to illustrate the pharmacological basis of drug therapy.



### **Medical Physiology – PHYS 501, 502**

This combination lecture and laboratory course is a comprehensive study of normal human physiology and neurophysiology. It will focus on properties and functions of living cells, tissues, organs, and organ systems with special emphasis on integration, control, and pathophysiology. The course includes an overview of normal and pathological physiology of the human nervous system as it relates to perception, behavior, and the control of bodily functions.

### **Medical School Technology – CLIN 500**

This elective course will cover technology skills assessment, basic computer skills, SMART Board usage and applications, SunGard and SharePoint software, and database searches. Emphasis is on preparing students to succeed in a technology-rich medical school curriculum.

### **Medical Statistics – CLIN 512**

This lecture course will present common statistical methods used in medical research. Effort will be directed towards facilitating student understanding of clinical trials, epidemiological studies, and probability of treatment success.

### **Nephrology - IM 712**

Nephrology is available as a 4-week subspecialty elective in the area of **Internal Medicine**. The student will be assigned to a physician trainer or group of physician trainers who are practicing in their specialty.

### **Neurology – CLIN 621**

This course is designed to provide the second-year student with a background in the clinical evaluation, examination procedures, diagnosis, and treatment of neurological abnormalities.

### **Neurology - IM 713**

Neurology is a 4-week subspecialty elective in the area of **Internal Medicine**. The student will be assigned to a physician trainer who is a practicing physician in this specialty. The purpose of the 4-week rotation is to develop decision-making cognitive skills and apply didactic material in a clinical setting. Upon completion of this rotation, the student should have improved basic skills in physical diagnosis, gained familiarity and ancillary diagnostic procedures, determined indications for appropriate laboratory and diagnostic tests, and assisted in the management of neurologic problems.

### **Neuroscience – ANAT 503**

In this course, the morphology, circuitry, function, and clinical applications of neuroanatomy are presented in lecture, clinical conference, and laboratory session. The neuroanatomical basis of the neurological examination and case histories are integrated into the lecture and clinical conferences. The students study major cases, are involved in interactive role playing, and give case presentations to reinforce the neuroanatomical basis of the neurological examination. Laboratory studies use human specimens and high-resolution video to learn brain and spinal cord topography, the meninges, and blood vessels. This course emphasizes the application of neuroanatomical knowledge to clinical situations, as well as the development of fundamental neuro-analytical skills.

### **Nutrition – BCHM 601**

Nutrients are the constituents of food necessary to sustain the normal functions of life. The constituents provide both energy and “essential” molecules that either cannot be synthesized by the body or cannot be synthesized at a rate sufficient to meet the demands of growth and maintenance. Essential nutrients include specific amino acids, fatty acids, vitamins, and minerals.



Classical vitamin deficiency will be presented from a historical perspective, while the main emphasis of the course will concentrate upon nutrition and chronic disease, e.g., coronary heart disease, diabetes, alcoholism, and cancer. Additionally, special dietary requirements of pregnant women, neonates, and the elderly will be discussed from the viewpoint that correct nutrition can improve the health and lifestyles of all individuals.

### **Ophthalmology – CLIN 503**

This lecture course is designed to teach the first year student knowledge of an appropriate ocular history, examination techniques for a complete eye evaluation, and the ability to diagnose, manage, or refer common ocular disorders, both of an acute and chronic nature.

### **Ophthalmology - SURG 704**

Ophthalmology is available as a 2-week subspecialty elective in the area of **Surgery**. The student will be assigned to a physician trainer or group of physician trainers who are practicing in their specialty.

### **Orthopedics - SURG 705**

Orthopedics is available as a 4-week subspecialty elective in the area of **Surgery**. The student will be assigned to a physician trainer or group of physician trainers who are practicing in their specialty.

### **Osteopathic Principles & Practice - OPP 701**

A 4-week rotation required. Osteopathic education must play a key role in the curriculum. Training should be provided in both the inpatient and ambulatory care settings. In developing a format to teach these principles, it will be stressed that osteopathic care does not imply specific manipulative techniques for specific problems. Rather, this format should enable the student to integrate the osteopathic philosophy into daily patient care. The philosophy is centered on the concept of the body unity, the interrelationship of structure and function and the body's inherent neuropsychimmunological healing capacity. The approach of the holistic medicine is one that will be emphasized throughout the extern program.

### **Osteopathic Principles & Practice I (OP&P) – OPP 501, 502**

Osteopathic Principles and Practice I is a combined lecture and laboratory course comprised of formal didactic lectures (“cognitive component”) in an amphitheater setting, small group “problem based learning” (PBL) sessions (“cognitive component”), and clinical skills training (CST, “psychomotor” component) conducted in a large teaching laboratory setting. The skills and knowledge that will be taught and examined are done in a **cumulative and comprehensive** manner. The course will familiarize the students with the history of osteopathy, the research contribution, the future projections for the profession, and the anatomical and physiological basis of osteopathic medicine. The students will also understand the biomechanics of the various joints of the musculoskeletal system and how to manage them. The student will understand how to integrate osteopathic principles with clinical medicine, surgery, pediatrics, and gynecology/obstetrics.

### **Osteopathic Principles & Practice II (OP&P) – OPP 601, 602**

The second-year curriculum continues the discussion of function and dysfunction of the body as it relates to the appendages and the cranium. Management of clinical problems, including short lower extremity, lift treatment, headache, cervical, shoulder and low back pain, are presented. Additionally, management of children, geriatric patients, pregnancy, and other problems common to different systems will be covered. The laboratory will continue to develop osteopathic diagnosis and treatment skills using the models presented in the first year and introduce the student to myofascial release and



craniosacral treatment models. A thorough review of the entire body from a clinical perspective utilizing the different osteopathic manipulative treatment techniques will be done.

### **Otorhinolaryngology – CLIN 504**

This lecture course is designed to familiarize the first-year medical student with proper examination, acute and chronic disease states, and treatment of the ear, nose, and throat.

### **Otorhinolaryngology - SURG 706**

Otorhinolaryngology is available as a 2-week subspecialty elective in the area of **Surgery**. The student will be assigned to a physician trainer or group of physician trainers who are practicing in their specialty.

### **Pathology – PATH 601, 602**

This course addresses how the body responds to injury at every level from the molecule to the whole person and introduces the diseases of human kind beginning with general principles and finishing with an active-learning sequence on intelligent use of hospital labs.

### **Pathology - SURG 709**

Pathology is available as a 2-week **Surgical** subspecialty. The goal of the rotation will be to study the use and limitations of clinical laboratory data for the diagnosis and treatment of disease. All divisions or combinations of the laboratory may be included. Students will observe and assist in the handling of surgical and biopsy specimens and the performance of frozen sections. They will also attend and participate in other teaching activities of the department at the discretion of the preceptor.

### **Pediatrics – CLIN 613**

This is a second-year course that introduces students to the diagnosis and treatment of diseases in infants and children, including immunizations, nutrition, and neonatology.

### **Pediatrics-Neonatology - PED 701, 702**

Two 4-week rotations are required. The goal of the pediatric rotation is to initiate the student into the field of working with infants, children, and adolescents. It is expected that the student will become familiar with the diagnosis and treatment of common pediatric diseases and disorders. The student is expected to assist in the management of the pediatric patient under close supervision by the attending physician. The student's responsibility in assisting with a particular pediatric case will depend on the individual's experience and ability.

### **Primary Care Clinical Experience (PC) – CLIN 619**

Each second-year student is required to spend a designated afternoon each week in an assigned local primary care physician's office. This time will be used to become familiar with the office setting and to practice physical diagnosis skills.

### **Psychiatry - BEHSC 701**

The study of behavioral science is available as a required 4-week subspecialty elective. The student will be assigned to a physician trainer who is a practicing physician in this subspecialty. This rotation is designed for students to learn and practice skills necessary for working with patients in a mental health setting. Rapport-building skills and mental health patients are emphasized. Students should develop an awareness of the effects of biological, developmental, sociological, ethnic, and economic background on the presenting problems of patients. Students are expected to establish professional working relationships with members of the multidisciplinary mental health treatment team. Students will develop the ability to communicate



effectively with other professionals, support an atmosphere of collegiality, and expand both their medical education as well as personal growth.

### **Psychiatry – CLIN 618**

This general course is given in the second year of instruction designed to give the student an introduction to general psychiatric assessment and diagnostic modalities. The topics of psychosocial, medical, and other acute or chronic interventions will be included.

### **Pulmonary Disorder - IM 715**

The study and management of pulmonary disorders is available as a 4-week subspecialty elective rotation in the area of **Internal Medicine**. The student will be assigned to a physician trainer or group of physician trainers who are practicing in their specialty.

### **Radiology - SURG 707**

Radiology is available as a 2-week **Surgical** subspecialty. The student will be assigned to a physician trainer or group of physician trainers who are practicing in their specialty.

### **Spanish for Medical Professionals – CLIN 514**

This combination lecture and laboratory/skills course will focus on the language skills needed to conduct a medical interview. Vocabulary, context, grammar, pronunciation, sample interview questions, techniques for eliciting information, and pertinent cultural issues will be explored.

### **Spirituality and Medicine – CLIN 513**

This lecture course will cover major topics in spirituality and medicine. Topics will include how to take a patient's spiritual history, correlate beliefs with health outcomes, selection of a treatment regime consistent with the patient's faith position, and incorporation of clergy into treatment plans.

### **Sports Medicine - SURG 710**

Sports Medicine is available as a 4-week **Surgical** subspecialty. The student will be assigned to a physician trainer who is a practicing physician in the specialty.

### **Substance Abuse - BEHSC 702**

Substance Abuse is a 4-week subspecialty elective in behavioral medicine. In today's cultural setting, it is becoming increasingly important for practitioners to possess the clinical knowledge, skills and behavior necessary for the management of patients adversely affected by alcohol and other drugs, and to understand the specific issues related to HIV infection and cross cultural or gender differences.

### **Surgery-CLIN 620**

This is a pre-clinical course that reinforces student knowledge of clinical topics in surgery and surgery subspecialties. Lectures include various surgical subspecialties, such as cardiothoracic, orthopedic, urologic, and surgery. It is designed as a preparatory course prior to third-year clinical rotations.

### **Surgery - SURG 701, 702**

Two 4-week rotations are required. Assignment to the Surgery rotation(s) is to provide the student with adequate exposure to a variety of surgical procedures and to increase understanding of the pre- and post-operative needs of the surgical patient. The learning experience will be provided in the OR suite and at the patient's bedside. The attending surgeon will be responsible for providing instruction in a variety of different surgical techniques and for providing other



pertinent information regarding the care of his/her particular patients. This rotation is open to all surgical specialties available at the core site.

### **Urology - SURG 708**

Urology is available as a 4-week subspecialty elective in the area of **Surgery**. The student will be assigned to a physician trainer or group of physician trainers who are practicing in their specialty.

### **Women's Health - OBGYN 701**

A required 4-week core curriculum rotation. The goal of the Women's Health rotation is to acquaint the student with the field of female reproductive medicine and the broad-based issues surrounding women's health. The student will be expected to demonstrate a basic knowledge of the social, physiological, and physical factors that make women unique. The student is expected to be able to identify the normal course of female maturation and development, including menarche, pregnancy, and menopause.

### **Women's Health – CLIN 603**

This is a course that introduces PNWU students to obstetrics and gynecological disorders and their treatment, including malignancies, family planning, diseases, infections, problems, and preventive care.



## UNIVERSITY PERSONNEL

### ADMINISTRATION AND STAFF

#### Administration of the University

**Stanley L.K. Flemming, D.O., M.A., Chief Executive Officer and President:** The President of Pacific Northwest University of Health Sciences is the chief executive officer and has final responsibility for the administration of the University. The President reports directly to the Board of Trustees.

**William T. Betz, D.O., MBA., Vice President/Chief Academic Officer and Dean:** The Chief Academic Officer is responsible for the administration of all academic affairs of the University including the position as Dean of the College of Osteopathic Medicine. The CAO/Dean is responsible for staff evaluation and supervision, curriculum development and evaluation, grant programs, continuing osteopathic medical education, student programs, academic programs, schedules, calendars, curriculum, clerkships, affiliations with hospitals and clinics, and affiliated internships and residencies. The VP/CAO reports directly to the President.

**Timothy C. Morris, MSOD, Vice President/Chief Operating Officer:** The Vice President/Chief Operating Officer (VP/COO) is responsible for all day-to-day operating functions including Accounting, Admissions, Facilities, Financial Aid, Human Resources, MLRC, Marketing, and Information Technology. The VP/COO also serves as the Chief Risk Management Officer and Corporate Compliance Officer. The VP/COO reports directly to the President. It is the duty of the VP/COO to make recommendations to the President/CEO related to the general policies of the institution and to the coordination among its divisions, including fostering and promoting organizational effectiveness.

#### COM Office of the Dean

**William T. Betz, D.O., MBA, FACOFP, Vice President/Chief Academic Officer and Dean:** The Dean is the chief academic budgetary, and personnel officer of the College of Osteopathic Medicine. The Dean reports to the President/CEO. It is the duty of the Dean to establish the academic program as it relates to the mission of the College.

**Robert E. Sutton, Ph.D., Associate Dean of Academic Affairs:** In conjunction with the Dean, this Associate Dean is responsible for overseeing academic standards and academic and student support services related to the professional program.

**Raul J. Garcia, D.O., FACOEP, Assistant Dean of Postdoctoral Affairs:** In conjunction with the Dean, this Assistant Dean is responsible for teaching, overseeing development of all postdoctoral programs and is chief academic officer of the PNWU Osteopathic Postgraduate Training Institute (OPTI).

**Mark Taylor, Ph.D., Assistant Dean of Basic Sciences:** In conjunction with the Associate Dean of Academic Affairs, this Assistant Dean is responsible for teaching and administering the basic sciences, including basic science faculty evaluation and supervision and curriculum development and evaluation.

**Robyn Phillips-Madson, D.O., Assistant Dean of Clinical Sciences:** In conjunction with the Associate Dean of Academic Affairs, this Assistant Dean is responsible for teaching and administering clinical sciences including clinical science faculty evaluation and supervision, and curriculum development and evaluation.



The Deans also have instructional responsibilities in their areas of expertise.

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

William T. Betz, D.O., MBA, FACOFP • Vice President/Chief Academic Officer and Dean

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