



LETTER FROM THE DEAN

Greetings and welcome to Pacific Northwest University of Health Sciences, College of Osteopathic Medicine (PNWU-COM). 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-COM 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, race, color, national origin, religious beliefs, social/economic background, sexual orientation, political beliefs, or disabilities.

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 osteopathic physician profession. We are excited to play a role in facilitating this journey. Should you, for whatever reason, have questions or concerns regarding your participation in any program at the university, please do not hesitate to consult with members of the faculty or appropriate members of administration. Again, welcome to PNWU-COM!

Sincerely,

A handwritten signature in black ink that reads "Robyn Phillips-Madson".

Robyn Phillips-Madson, DO, MPH
Dean/Chief Academic Officer



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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).

Core Themes

- 1) Osteopathic Principles. PNWU integrates osteopathic principles into the education and training of healthcare providers in order to best address the long term physical, mental and emotional needs of patients and communities, and to facilitate preventive medicine.
- 2) Underserved Community Health Awareness and Improvement. PNWU uses its resources to improve healthcare and health standards in underserved communities in the Pacific Northwest.
- 3) Collaboration. PNWU establishes collaborative relationships with other academic institutions, hospitals, clinics and established practices, and with community organizations and other stakeholders to facilitate its mission.
- 4) Lifelong Learning. PNWU develops a culture of flexibility and proactive responses to change, and promotes continuous learning and professional development for administrators, faculty, staff, residents and students.
- 5) Integrative Education and Training. PNWU integrates the education and training of healthcare providers, promoting team-oriented medicine, while emphasizing the practical applications of biological science in the curricula and training for all healthcare providers to enhance the delivery of quality primary care.
- 6) Research Focus. PNWU engages in research with an emphasis on mission driven needs.



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 is committed to providing the highest educational offerings, 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.

HISTORY OF PACIFIC NORTHWEST UNIVERSITY OF HEALTH SCIENCES

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. The first college of the University is the College of Osteopathic Medicine (COM). In 2009, the College of Allied Health Sciences and the College of Postgraduate Studies were announced.

The COM is in Butler-Haney Hall, a 46,000 square-foot learning center on our 42-acre 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, and numerous break-out rooms for small group interaction.

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

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 on 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, 2011, 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 Washington 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 future healthcare professionals who value and appreciate the importance of diversity. PNWU strives to improve the quality of life of faculty, staff, and students by developing and implementing policies and programs that support 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 others 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 Student Affairs 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 Student Affairs at info@pnwu.org or 509-452-5100.

The Catalog is the responsibility of the Director of Student Affairs. Any recommendations for additions, deletions, or changes in the Catalog must be submitted in writing to the appropriate



Dean. Final approval must be granted by the President of the University.

Most of the forms, policies and procedures referred to throughout this catalog are available on the PNWU Intranet, Connections.

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. The 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

info@pnwu.org



STUDENT AFFAIRS

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, SGA, 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.

The *Office of Academic Support* (OAS) is responsible for providing academic support to both the students and the faculty of the University. The OAS is responsible for responding to the academic needs and development of students and provides support for faculty coursework and curriculum facilitation.

All offices may be reached by calling 509-452-5100.

RESOURCES – FINDING INFORMATION

This catalog serves as the primary resource for information, services, policies and procedures; however, there are several other places to obtain pertinent information and updates.

- **Connections:** this is our intranet site and should be loaded as your home page. The site is a resource for all student needs, latest news, University calendar, forms, links to other important areas etc.
- **PowerCampus:** PowerCampus, Self Service, is the portal for class schedule, University account balance and statements, student ID, financial aid, grades, and transcripts.

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 AND RECITATION

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 Academic Support coordinates a formal tutoring and recitation program. With the assistance and recommendations from the faculty, peer tutors and recitation leaders are identified and made available to students who need help. Students may contact the Office of Academic Support 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.

Children on Campus

It is not appropriate for children to be in the classroom. It causes disruption to other students. There may be circumstances that are appropriate for children to come on the campus but we ask that you are sensitive to those in class and studying. If you need accommodation, please request one 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 a faculty advisor and an academic advisor. The student's faculty advisor will be a faculty member whose responsibility is to help the student complete the didactic material and be available for any personal or academic support that is needed by the student. The student is responsible for contacting their advisor on an agreed upon timeline. The Office of Academic Support will assign the advisor. The academic advisor is within the Office of Academic Support and is responsible for assisting the student with development of an annual Individualized Learning Plan (ILP), development of a student Portfolio, and communicating to the student academic status, particularly at the midterm timeframe.

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 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 members 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, 509-575-4313, 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 them 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 school hours. If you live outside the service area, they 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, politically charged, 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 as with anything passing through PNWU's network it will be recorded on the backup system.

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 Technology Department.

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.

LIBRARY

The PNWU Library integrates traditional resources with innovative programming for medical education, training, and research.



Library staff members provide reference service, in-depth research assistance, group and individual instruction in online searching of PubMed and other databases, and interlibrary loan to PNWU faculty, staff, and students.

The Library 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. Students have access to a variety of electronic databases, books, and journals. The Library participates in regional and national library cooperatives to ensure timely access to materials through interlibrary loan. Document delivery is free to PNWU faculty, staff, and students.

The Library is located next to the Grand Foyer in Butler-Haney Hall and is open seven days a week. Additionally, the public may access the Library between 8:00 A.M. and 5:00 P.M., Monday through Friday. Wireless connectivity is available for laptop computers, and there is a computer workstation for drop-in use by faculty, students, and the public.

For more information, please contact the Library staff at 509-249-7745 or at library@pnwu.org.

USE OF UNIVERSITY EQUIPMENT, SUPPLIES & ASSETS

All business conducted on University property, using University equipment, supplies, or assets must be for approved University purposes. This includes such things as printing, copying, and/or distributing materials that are not for University approved purposes.

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 Security Office located in Butler-Haney Hall, 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 students regarding securing funding to help meet the costs of education. Although the Office of Financial Aid assists students with funding for their 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. All documents requested must be received before financial aid will be processed. All disbursements will be made via direct deposit.

Health professions education is expensive. The average osteopathic physician incurs about \$160,000 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 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 their degree.

Students accepted by PNWU and requiring financial aid must file the Free Application for



Federal Student 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. Funding is available for a student's direct and indirect educational costs while he or she receives an education, but the student must be frugal and a good money manager. Students must carefully monitor their budgets.

Loans

As a rule, most people believe it is easier to borrow money for educational expenses. As a health care student, certain special loan programs may be available, the primary sources being the Stafford Loan Programs and the Graduate PLUS loan program.

A student may not be eligible for the full amount based on his/her federal needs analysis, the PNWU standardized budget, or prior student loan indebtedness. 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 Loan 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, how to cut costs, and how 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. It is the student's responsibility to notify the Office of Financial Aid of any scholarship or grant awards they receive.

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.

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 second year in order to receive financial aid while on clinical rotations. 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 students. PNWU SGA is open to all 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 health care professions; supporting club and classroom activities; and working to improve the quality of life for all PNWU students. Students serving as SGA officers, club officers, student ambassadors, and PNWU representatives at national meetings or in any similar position must maintain at least an 80% average in their course work. 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 are encouraged to hold only 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.

REGISTRATION OF STUDENT ORGANIZATIONS

In an effort to encourage a formal, organized system of student activities, 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. Approval of registration will be by the Office of Student Affairs and the general SGA.

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 and on Connections. Please note that 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. Solicitation of membership on campus under the organization's name.
5. Solicitation of funds on campus under the organization's name.



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

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.
5. Approval of re-registration will be by the Office of Student Affairs and the general SGA.

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 form, Student Request Form, is available in the Office of Student Affairs or on Connections.

STUDENT PUBLICATIONS/MEDIA RELATIONS/REQUESTS FOR DONATIONS

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 must adhere to the canons of responsible journalism, and are subject to the laws of libel, slander, and decency.

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 PNWU guidelines and have prior approval of the Vice-President of University Relations.

Students, faculty, and staff are required to direct inquiries from the media immediately to the President, Dean, or Vice-President of University Relations before interviews are granted.

The administration wants to be supportive of student activities and encourages student involvement in the community. For University events and for events hosted/sponsored by a student organization or club that involve fundraising, all requests for donations and communications must initiate first by completing the student request form through the Office of Student Services. The form will then be forwarded to the Office of University Relations for approval. No solicitations may be sent out prior to approval.



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 by August 1st of the student's first year.

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 August 1st of the student's first year:

1. Tuberculosis testing yearly: A two-step PPD is required within 6 months of matriculation and clinical rotation. If results are positive, a chest x-ray is required along with the radiology report, and repeated in 3 years and thereafter.
2. Hepatitis B immunization: Dates are required for 3 doses of Hep B vaccine or by documented testing of Hepatitis B Surface Antibody Titer or declination
3. Tetanus toxoid immunization: Every ten years
4. DPT: Primary series of 4 doses with Dtap or DPT. Tdap is required if TD vaccine is more than 10 years old or if high risk exposure.
5. MMR immunization: Two documented dates are required for Mumps, Rubella, and Rubeola if born after 1957. Missing documentation requires titers. If they are negative, you will need to proceed with the MMR vaccine which is a two-step vaccine; initial and 4 week lapse for the second dose, followed 6-8 weeks later by another titer with documentation showing proof of immunity.
6. Varicella Status (chicken pox): Vaccine series only if there is no history of the disease. Varicella vaccine is a two-step vaccine; initial, and 4 week lapse for the second dose followed by another titer with documentation showing proof of immunity.
7. Polio (Type OPV/IPV)

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.

The University does not endorse any specific insurance plan or health care provider, however, for your convenience we have listed providers on connections.

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 all of 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; and



3. A minimum score of 80% is earned on the examination. Those obtaining credit by examination only receive a P for pass and therefore no percentage is given which therefore is not included for ranking purposes.

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 Admission Committee on behalf of the applicant. This letter will be given full consideration when the applicant's file is evaluated.

PROFESSIONALISM

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

- Professional competence
- Honesty with patients
- Patient confidentiality
- Maintaining appropriate relations with patients
- Improving quality of care
- Improving access to care
- A just distribution of finite resources
- Scientific knowledge
- Maintaining trust by managing conflicts of interest
- 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 may lead to disciplinary action by the University include but are not limited to:

- Intentionally interfering with classes, research, administration, patient care, movement of other people, or any school function
- Showing a lack of respect towards other students, patients, faculty, staff, administration, or other school personnel
- Failure to complete assignments, attend required classes, shadowing or rotations
- Failure to resolve conflicts in a reasonable manner or disrespecting diversity
- Being mentally or constitutionally unable to follow the directions provided by faculty, staff, administration, or other school personnel
- Academic dishonesty, including cheating, plagiarism, attempting to pass examinations by improper means, or assisting another student in such an act or simply tolerating it in others



- Intentionally providing false information to the school or officers of the school, altering records, or refusing to comply with the directions of school officials
- Intentional damage or theft of any school property or property of any school employee 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.

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 4 forms:

1. **No Action**
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/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 appropriate Dean. The disciplinary action is in effect during the appeals process unless otherwise indicated in writing by the appropriate Dean at PNWU.

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 appropriate Dean. After a written grievance is received, a response to the grievance will be issued within 10 business days. Any grievance, after response by the appropriate official, may be appealed to the President. For questions and delivery of any grievance, please send them to:

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

GRADES

Course grades will be assigned as pass or fail and will be reported on the transcripts. Student's percentage grades will be used for purposes of ranking, not reported on the transcript. Ranking is determined at the end of the 2nd academic year and at the end of the 3rd year. Thus students will have two rankings. 70% is the minimum acceptable passing grade. Below 70% will be considered failing. Incompletes may be made up; however, no grade above 70% will be granted. Incompletes, under extenuating circumstances beyond the student's control, may be made up with 70% or better.

The results of examinations and reports concerning attendance, conduct, and potential professional attributes are submitted to the Promotions & Matriculation Committee (P&M) by the Office of Student Affairs and the Office of Academic Support. 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 successive year. The student is on conditional status until the failures/incompletes are successfully remedied in a timely manner determined by the P&M Committee. A student who has a failure or an incomplete on his or her record, 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 (I) on his or her record because of an excused absence may arrange for the removal of the incomplete with the appropriate department chair without prior approval of the Committee.



For both the preclinical and clinical courses, within 7 working days after the final course/system/rotation exam, the course/system/rotation director/instructor will submit a final course grade report. The course grade report will include the pass or fail. The student may access an unofficial transcript and grade report on-line at any time.

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

HONORS

Honors for each class will be designated for the top 15% in each course. A student within .5% of the top 15% will be included in the honors designation.

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. Faculty, or their designee, will post grades in the PowerCampus Self-Service system. FERPA permits the posting of grades in a public manner 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 member(s) 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 appropriate Dean, who will then make the final decision regarding the matter.

The original appeal must be made within one year of receipt of the grade.

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 appropriate 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, 3 faculty members, one of whom 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 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/her 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 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.

If at any time, the student feels it is necessary to report concerns regarding academic standards, contact the applicable accrediting agency:

For the College of Osteopathic Medicine, that agency is:
Commission on Osteopathic College Accreditation
142 East Ontario Street
Chicago, IL 60611
Toll-free phone: (800) 621-1773
General phone: (312) 202-8000
Fax: (312) 202-8200

ACADEMIC STATUS REPORT

Students may access their grade report from the PowerCampus Self-Service system at the close of every academic semester/term. The student will receive a letter of Academic Standing if they are placed on academic warning or conditional status.

- 1) **Academic Warning:** occurs automatically at midterm of a course/system/rotation when a student's course grade is failing and/or at the end of a term for a cumulative course that has more than one term. Grade is considered IP (in progress).
- 2) **Conditional Status:** occurs at the recommendation of the P&M (Promotion & Matriculation) Committee when a student's grade for a course falls below a 70% at the close of any term.

Students on academic warning with a failing grade at the end of a term for a course that is cumulative, continuing into the next term, may receive an intense study plan at the discretion and permission of the course director and the P&M Committee. After successful remediation, the student's cumulative score carrying over to the next term will not exceed 70%. The P&M Committee will regularly review the progress of students on academic warning and may recommend conditional status at any time.

Students must remediate all failures and complete all incompletes prior to matriculation to the next year. A student who has a failure or an incomplete on his or her record, regardless of the grade 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 as pass or fail. The grade recorded from the remediated course in no case can be greater than a 70%, which will be used to determine the student's class ranking for the class in question.

A student on 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 conditional status, the Promotion & Matriculation Committee



may recommend conditional status at any time even though a student's average grade is a 70% or higher.

A student who has an incomplete on his/her record due to an excused absence may make arrangements with the appropriate Assistant Dean without prior approval of the P&M Committee.

The records of all students on conditional status or academic 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 incompletes for any cause be placed into one of 3 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; and
- 3) Is considered mentally and emotionally fit to become a health care provider. The P & M certifies the student's eligibility for promotion to the succeeding year.

The College, upon the recommendation of the P&M Committee 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 University for any student who: 1) fails to maintain ethical, moral, personal, or professional conduct, 2) fails to abide by College policies, rules and regulations, 3) fails to fulfill legal or financial obligations, or 4) is considered mentally or emotionally unfit or impaired.

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

At a faculty meeting preceding commencement, the P&M Committee certifies and reports to the faculty the names of those students eligible for graduation, contingent upon the successful completion of all academic, professional, and financial requirements of the 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 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/Director of Clinical Rotations 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 a 70%, which will be the grade used to determine the student's class ranking for the class in question. Students who fail remediation are subject to dismissal or repeat the year.

A student who 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, if any). 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 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 conditional status are not eligible for PNWU sanctioned travel and cannot run for elected office until they are off conditional status. Conditional status will be in effect until the class or classes are successfully remediated. In the case of repeating the first year, 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 course leads to summer remediation. Failure of two courses leads to repeating the academic year. Failure of 3 or more 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 should address two major issues: (1) causative factors, (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 the appropriate college. The disciplinary action is in effect during the appeals process unless otherwise indicated in writing by the Dean of the appropriate college.

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 discharge their official duties. 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.

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 or non-governmental agency on written request of the student (graduate) involved.

Unofficial copies of a transcript of record are available to the student (graduate) from the PowerCampus Self-Service.

A fee of \$10 is charged for each requested transcript, not to exceed \$30 for same day requests.

Students who have not fulfilled 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 fulfill 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 receiving transcripts, other records, or recommendations sent to any institution or entity until such debts are paid.

Questions or concerns regarding 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. These actions are maintained as part of the student's permanent record.
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 3 years after the end of the award year in which the student last attended.

The full policy is available in the Office of Student Affairs.

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 of Health Sciences (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, placement records, and other information directly related to students with the exception of:

- Police records created by PNWU 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), and participation in officially recognized activities. Students may withhold directory information by giving written notification to the office of the Division Director of Student Affairs 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 Student Affairs.

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 Student Affairs 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 Student Affairs will assist in identifying the appropriate official. The responsible official will then make arrangements for the student to inspect the records within 45 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 Student Affairs.

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 to 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 to the student 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 Director of Student Affairs, 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 Student Affairs. 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 student’s 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/>).

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, employee, faculty, student; 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 suspected harassment

Any student who believes he/she has experienced such conduct by anyone, including a faculty member, fellow student, employee, 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 student is uncomfortable confronting the offender, the student must immediately report such conduct to the Office of Student Affairs or appropriate Dean.

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 a 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 3 earrings per ear are acceptable as long as they do not cause interference or 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 and a clean white lab coat to lecture. A majority of time is defined as more than 60%. Scrubs which have been worn in lab 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 and tobacco use is not allowed on PNWU property.

GAMBLING

Gambling is not permitted on PNWU property.

WEAPONS, FIREARMS AND ALARM SYSTEMS

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 matriculation and starting a clinical rotation with a contracted/affiliated hospital or healthcare facility, students are required to undergo a 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.
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 to the student who in turn gives it to PNWU.

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 attending classes.
2. PNWU will notify all second year students of the requirement that they must have an approved Criminal Background check at least 3 months prior to commencement of the clinical rotation. Students will be referred to the CBC website to complete the process. 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 the appropriate college.

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 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 report 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 3 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 UDS at any time.
4. A private company that is approved and licensed to perform UDSs 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 UDS 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 attending classes.
2. Students will be referred to an approved private company for the UDS. Students may petition to the Director of Student Affairs to have an alternative site selection for the UDS 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 conducted 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.



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 or on Connections. 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 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. PowerCAMPUS Self-Service must be updated immediately with any change in 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. The badge allows access to the building at all hours. If lost, contact security and a fee will be assessed for a replacement.

ATTENDANCE

Attendance at all lectures, labs, discussion groups, and other assigned functions is required and selectively monitored. There must be an appropriate reason and documentation for any absence. Failure to comply 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.

Excused absences will be allowed on a case-by-case basis for such things that are emergent, personal, compassionate, professional, or health related. In all circumstances, the student is responsible for any coursework missed. Students should complete a Leave of Absence request at least 14 days in advance in the Office of Student Affairs in order for the absence to be considered as excused. In most cases, the appropriate Dean will be consulted regarding the request.

It is felt that participation in professional meetings can greatly enhance a student's professional and personal growth. Participation is a privilege and honor. Students must document their attendance at these meetings. Students on conditional status may be denied the privilege to attend.

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 PNWU. The maximum second LOA cannot be longer than 30 calendar days. It is



the student's responsibility to request a second LOA at least 7 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 PNWU for military duty, jury duty, or circumstances covered under the Family and Medical Leave Act of 1993, as amended, 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 14 calendar days prior to when the LOA is to begin. The appropriate Dean will consider the request and make the final decision to accept, reject, or modify the request. The student will be notified in writing of the decision.

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 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 no longer than 6 months. The Dean will determine placement within the curriculum upon return. The returning student must also be in compliance with the Minimum Technical Standards required by the appropriate program.
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/or 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 UDS (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 UDS (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 complete a refund calculation 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 Student Affairs receives the student's written request. 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 3 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 3 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 appropriate Dean to establish placement and academic conditions for re-admission.



COLLEGE OF OSTEOPATHIC MEDICINE

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 3 of his children from 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.

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-COM 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@acom.org

An invitation to complete a **supplemental application** will be sent directly to the applicant after he/she has designated PNWU on his/her AACOMAS application.

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).

Nontraditional 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 another supervisor, such as, a commanding officer.

The PNWU-COM 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 ACCOMAS. MCAT test scores are valid for 3 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, 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 University 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.

Motor

Candidates and students should have sufficient motor functions to execute movements that are required to provide general care and emergency treatment to patients. Candidates should be able to directly perform palpation, percussion, auscultation and other diagnostic maneuvers; basic laboratory tests; and diagnostic procedures. 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 3-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.

Examples:

<p>Observation</p>	<p>Sufficient uncorrected or corrected visual acuity and color perception to:</p> <p>A. Resolve objects macroscopically as small as 0.2 mm;</p> <p>B. Observe motion and to observe and evaluate the human gait at 20 feet;</p> <p>C. See an object from a background of other objects</p> <p>D. See the difference in objects</p>	<ol style="list-style-type: none"> 1. Locate and identify dissected nerves 2. Evaluate posture, locomotion and movement in a clinical setting 3. Identify landmarks on tympanic membranes 4. Identify materials correctly to be used in laboratories 5. Locate, identify and describe foreign bodies, blood vessels, sutures and skin lesions 6. Observe audiovisual materials on projection or overhead screens during lectures 7. Read printed materials on handouts and tests 8. Locate sections on a slide 9. Identify microphotographic images projected on a screen 10. View a class room visual aid, including motion pictures, at 20 feet. 11. Observe and evaluate the human gait at 20 feet 12. Discriminate body height and depth differences of 2mm and identify anatomic landmarks for symmetry and postural differences visually 13. Differentiate small bacterial colonies from artifacts on agar plates 14. Appreciate fine structures in pathology and other images presented in class and in the textbook.
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	Sufficient uncorrected or corrected visual acuity and color perception to resolve objects microscopically	<ol style="list-style-type: none"> 1. Recognize stained bacteria microscopically 2. Observe, manipulate and accurately identify microbiologic cultures 3. Identify normal and pathologic cells and tissues
Communication	Possess fluent formal and colloquial oral English skills	<ol style="list-style-type: none"> 1. Demonstrate command of the course material to a professor or attending physician 2. Understand oral lectures, ask questions and understand answers 3. Explain procedures and discuss results with professors and fellow students 4. Explain medical conditions to patients, attending physicians and fellow students 5. Explain procedures and discuss test results on prescribed treatments with patients, attending physicians and fellow students 6. Direct and coordinate activities of nurses, students, assistants, specialists, therapists and other members of the health care team as approved and directed by the attending physician 7. Understand laboratory safety and emergency situation instructions
	<p>Capable of legible handwriting in English</p> <p>Capable of reading English effectively</p> <p>Able to perceive and convey sentiments nonverbally and effectively with patients and all members health care team</p>	<ol style="list-style-type: none"> 1. Complete a written medical history 2. Participate in small group discussions with laboratory partners 3. Prepare classroom reports 4. Prepare accurate and legible documentation of patient history, physical exam, assessment and treatment plan 5. Recognize, understand and respond appropriately to spoken or nonverbal communication of distress or discomfort 6. Understand typed and hand written lecture and laboratory handouts and electronic communications
Motor	Possess equilibrium and coordination of gross and fine muscular movements	<ol style="list-style-type: none"> 1. Possess sufficient strength and mobility to provide general care and emergency treatment to patients including CPR, administration of intravenous medication, the application of pressure to stop bleeding, the opening of obstructed airways, the suturing of simple wounds and the performance of simple obstetrical maneuvers 2. Coordinate fine movement of fingertips, palms, and wrists as in elevation of the cranium 3. Manipulate writing instruments and



		<p>write legibly, completing SOAP* notes, documenting in patient charts and writing prescriptions</p> <p>* Subjective, Objective, Assessment, Plan</p> <p>4. Stand with limited opportunity for gross movement for a minimum of 2 hours at a time, as necessary for particular medical procedures, such as performance of obstetrical delivery, assistance of surgical delivery, and assistance of surgical procedure</p> <p>5. Use a computer keyboard and mouse</p>
	Possess sufficient visual-motor coordination permitting delicate manipulations of specimens, instruments, and equipment	<p>1. Participate in laboratory exercises using microscopes, microbiological cultures and dissection instruments</p> <p>2. Dissect arteries, vessels and nerves of the brachial plexus</p> <p>3. Manipulate laboratory materials including reagents and pipettes</p> <p>4. Suture simple wounds</p> <p>5. Obtain culture specimens including cerebrospinal fluid as part of a lumbar puncture procedure</p> <p>6. Perform joint injections</p>
Sensory	Possess accurate sense of touch and temperature discrimination	<p>1. Palpate the musculoskeletal system</p> <p>2. Perform history and physical examination procedures specific to an individual</p> <p>3. Perform a bimanual pelvic exam and palpate for ovarian disease</p> <p>4. Participate in laboratory exercises accurately using and adjusting microscopes, glass slides, inoculating loops, pipettes, microbiological cultures and reagents</p> <p>5. Palpate distances in depth, elevation and width of body structures within 2 mm of difference</p> <p>6. Perform intravenous insertion and venipuncture on both basic and difficult models and patients</p> <p>7. Palpate texture differences, hydration states, fine muscle tension differences, changes in moisture and temperature</p>
	Functional use of hearing	<p>1. The ability to use a stethoscope, recognizing the sound of patient conditions accurately such as a Grade 5 systolic murmur</p> <p>2. Understand laboratory experience and</p>

		classroom demonstration with minimal instruction 3. Understand a speaker in a darkened room
	Functional use of vision	1. Recognize structures and patient conditions accurately 2. Interpret laboratory and classroom demonstrations accurately with minimal instruction
Strength and Mobility	Upright posture, endurance, strength, flexibility, stability and mobility adequate to safely guide, enhance and resist movement of another person, and to perform physical exams	Maintain equilibrium and control movement of self and of a patient in and changing between sitting, standing, prone, lateral recumbent and supine positions while performing neuromuscular diagnosis and osteopathic manipulative treatment
	Sufficient equilibrium, upright posture, mobility and endurance to attend and participate in lectures, examinations and laboratory exercises and patient contact for extended periods of time	1. Tolerate the sitting position long enough to hear a lecture, typically 50 minutes 2. Tolerate the sitting position long enough to take a written examination, 45 minutes to 3 hours 3. Visit patients in clinic and hospital settings including Emergency Room rounds 4. Assist in transfer and osteopathic manipulation of persons weighing 90 kg or more 5. Participate in laboratory exercises lasting 6. as long as 3 hours, requiring frequent movement around the room 7. Attend mandatory classroom events for as long as 2 hours moving, sitting or standing within the room as necessary to participate in problem-based learning groups
Intellectual, Conceptual, Integrative and Quantitative	Apply knowledge, skills and values learned from course work and life experiences to new situations	1. Perform a history and physical, then develop an appropriate differential diagnosis, assessment and treatment plan 2. Assess and evaluate cases presented in class and on examinations
	Visualize and recall 3dimensional relationships	3. Interpret x-ray and diagnostic imaging studies
	To receive, decode, interpret, recall, reproduce and apply information in the cognitive, psychomotor, and affective domains of learning to perceive relationships, solve	1. Perform osteopathic or medical evaluation of patient posture and movement including analysis of physiological, biomechanical, behavioral, and environmental factors in a timely manner, consistent with



	problems, evaluate work, gauge progress and demonstrate understanding of course material	acceptable clinical norms 2. Comprehend oral and written presentations of material and communicate that understanding upon examination in a timely manner, occasionally demonstrating a grasp of the information within the same class period as presented
	Process multifunctional data and sensory input requiring cognitive recall and motor skills rapidly and initiate critical actions	1. Successfully complete objective (true/false, multiple choice, matching, case study) biomedical science exams designed to assess whether students can apply knowledge learned to new situations 2. Successfully perform problem solving exercises in the laboratory including the identification of unknowns 3. Interact in group discussions and present and explain answers to worksheets 4. Evaluation of emergency situations including apnea, code management, bleeding and severe trauma, requiring rapid responses such as intubation and medication 5. Diagnose pelvic dysfunction
Behavioral, Professional and Social	Function efficiently in the face of uncertainties inherent in the clinical problems of patients Demonstrate compassion, integrity and concern for others	1. Recognize emergency situations and take appropriate actions 2. Study with, supervise and treat people with diverse values, ethnic backgrounds, social mores, economic stability and personal preferences
	Manage priorities successfully, including competing demands and multiple tasks under time constraints	1. Complete exams and other time sensitive assessments and requirements, including patient care, as scheduled 2. Attend mandatory classes, laboratory sessions and educational programs 3. Maintain passing grades and performance evaluations in extracurricular activities and obligations with academic endeavors 4. Promptly complete all class work and lab responsibilities 5. Promptly complete all responsibilities attendant to the diagnosis and care of patients
	Possess the emotional health required for full use of intellectual abilities Exhibit appropriate behavior,	1. Active participation with and contribution to didactic and medical learning situations including laboratory team and problem based learning exercises



	<p>judgment and ethical standards</p> <p>Develop mature and cooperative relationships with all members of the health care team including patients, peers, and faculty and staff members</p> <p>Demonstrate the compassion, integrity, and ability to work effectively with patients and colleagues</p>	<ol style="list-style-type: none"> 2. Interact through appropriate electronic, telephone, written and oral communication with faculty, classmates and all members of the health care team 3. Project an image of professionalism, including appearance, dress and confidence 4. Work independently on all projects and examinations assessed individually 5. Maintain alertness and concentration during preceptor and patient encounters and during each class room period (about 50 minutes) 6. Interact professionally, ethically and confidentially with patients 7. Observe instructor, peer, patient and health care team behavioral and environmental factors 8. Control temper and never perpetrate harassment
	<p>Adapt successfully to changing environments</p>	<ol style="list-style-type: none"> 1. Maintain attention, actively participate and meaningfully contribute to dialog and practical applications in the classroom, small group exercises, laboratory activities and in patient care 2. Plan appropriately for various possible patient care outcomes
	<p>Possess constructive, positive and mature interpersonal skills, interest and motivation</p>	<ol style="list-style-type: none"> 1. Accept criticism and respond with appropriate modification of behavior 2. Timely and adequately respond to personal or academic struggles; seek assistance, practice planning and avoid procrastination
	<p>Touch and be touched, requiring exposure of nonsexual body parts for examination and application of treatment modalities, regardless of age, gender, nationality, religion, race or body size</p>	<ol style="list-style-type: none"> 1. Permit for self and demonstrate on others abdominal, cardiac and neurologic examination 2. Permit for self and demonstrate on others osteopathic manipulation including discernment of tissue texture changes, motion testing of spinal segments and evaluation of extremities and head region

STUDENT EXPOSURE RISKS

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



Student disclosure of pregnancy status to program personnel is strictly voluntary. While the College does not require that a pregnant student disclose her pregnancy, the College encourages any student who is pregnant, or may become pregnant, to discuss with her advisor and professor their attendance in these labs. More importantly students should discuss their pregnancy, potential risks and limitations with their physician. If a Physician indicates that it is in their best interest not to participate in lab, they must initiate the process in the Office of Student Affairs for consideration of the Extended Study Plan.

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 is required from successful applicants (**see Tuition and Fees**). Acceptance is conditional until all required documentation is received. 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.

PNWU-COM does not usually defer admission, requests submitted to the Admission Committee will be reviewed and a recommendation made to the Dean.

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.

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)
- ✓ interactive video conferencing (each year)
- ✓ technology fees
- ✓ laboratory fees
- ✓ American Osteopathic Association (AOA), Student Osteopathic Medical Association (SOMA), and Washington Osteopathic Medical Association (WOMA) annual dues
- ✓ Fitness Membership (first and second year only) up to a certain amount reimbursed to the student upon proof of membership and attendance



Replacement of PNWU provided equipment, supplies or books are at the expense of the student.

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. Students with unpaid University charges may not proceed or register for classes and may be discharged from PNWU. Books, supplies and grades will be held until payment is received.

2010 tuition is \$42,000 and fees are \$2,650. All tuition and fees are subject to change annually. 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, and to establish additional fees or charges for special services whenever, in their opinion, such actions are deemed advisable.

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 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 and fees charges 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 and fees refund requires written notification to the Office of Student Affairs and must be received before the close of business during the week in which the refund is requested. The request for a tuition and fees refund requires prior written notification of withdrawal from the College. The tuition and fees 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 upon notification of withdrawal.

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.

All refunds will be returned via ACH (direct deposit to the student's bank account).

All inquiries concerning the above policies should be directed to the Office of Student Affairs.



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).

EXAMINATIONS

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

NATIONAL BOARD OF OSTEOPATHIC MEDICAL EXAMINERS – COMLEX

At appropriate times delineated by the National Board of Osteopathic 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. Students may request travel release one day prior to and one day after the examination. No requests for travel will be granted during a two week rotation.

If you fail after taking one of the exams while on rotation, you will complete that rotation and then return to PNWU and complete a four-week study plan, re-take the exam, and return to rotations. The study plan may require that the student purchase a review course. If you fail a second time, you will return to PNWU indefinitely until you receive a passing score. An intense study plan will be followed which may require that the student purchase review material. Students may not take the COMLEX more than 3 times in an academic year. Upon a third failure, the student will be referred on to the P&M Committee.

GRADUATION REQUIREMENTS

A student who has fulfilled all the academic requirements within a seven year period will be granted the degree Doctor of Osteopathic Medicine provided the student:

- Has complied with all the curricular, legal, and financial requirements of the University
- 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, continued study and practice of osteopathic medicine
- Can meet the minimum technical standards
- 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.

REQUIREMENTS FOR PRACTICE

Each recipient of the DO degree must fulfill the requirements of the state licensing board of the state in which the physician chooses to practice. These requirements vary widely and are regulated by the laws of each state.



CURRICULUM

The curriculum is structured around 6 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.

Student Portfolios

The student will be enrolled in a Portfolio development course during all 4 years of a PNWU-COM education. This non-credit-based, required course is taught online and indicated by ADV 500: "Portfolio Development" course tag, followed by the appropriate section number (1 – 4, depending on your year of medical education). The development of your student Portfolio represents a framework of achievement of learning outcomes relative to the 6 Core Osteopathic Competencies and is designed to be reflective of your learning. The Portfolio Development course is facilitated by the Office of Academic Support.



The following chart indicates the required coursework for the Doctor of Osteopathic Medicine degree. 1 credit hour equals 10 lecture contact hours or 20 lab contact hours.

Course	Course Number	Credits
Gross & Developmental Anatomy	ANAT 501, 502	17
Neuroscience	ANAT 503	6
Cellular Sciences	BCHM 503, 504	10.5
Clinical Skills I	CLIN 501, 502	11.5
Community DOctoring	CLIN 505, 506	11
Current Issues	CLIN 507	1
Spanish for Medical Professionals	CLIN 514	1.5
Electrocardiography	CLIN 516	2.5
Microbiology	MICRO 502	3
Osteopathic Philosophy & Practice I	OPP 501, 502	10
Histology	ANAT 504	4.5
Fundamentals of Pathology	PATH 599	3.5
Fundamentals of Pharmacology	PHARM 599	4
Medical Physiology	PHYS 501, 502	10
Total 1st year credits		96
Ophthalmology	CLIN 503	1
Clinical Skills II	CLIN 601, 602	10
Women's Health	CLIN 603	11
Community DOctoring	CLIN 605, 606	10
Board Exam Prep	CLIN 604	1
Cardiovascular System	CLIN 614	9.5
Respiratory System	CLIN 615	8.5
Renal System	CLIN 616	8
Behavioral Medicine	CLIN 618	6.5
Primary Care Clinical Experience	CLIN 619	4
HIV/AIDS	CLIN 622	1
BLS/ACLS	CLIN 623	1
Hematology/Oncology	CLIN 625	8
Gastrointestinal System	CLIN 627	7
Nervous System	CLIN 628	9
Endocrine System	CLIN 629	5
Musculoskeletal & Integumentary System	CLIN 630	7



Osteopathic Principles & Practice II	OPP 601, 602	10
Total 2nd year credits		116.5
Total 1st & 2nd year		213.5
Year 3 & 4 Clinical Rotations	Course Number	Credits
Family Medicine	FM 701, 702	16
Emergency Medicine	EM 701	8
Internal Medicine	IM 701, 702	16
Pediatrics	PED 701, 702	16
Surgery	SURG 701, 702	16
Osteopathic Principles & Practice	OPP 701	8
Women's Health	OBGYN 701	8
Behavioral Science	BEHSC 701	8
Clinical Medical/Surgical Subspecialty		8
Clinical Medical/Surgical Subspecialty		8
Elective – medicine		8
Elective – surgery		8
Electives		40
Total 3rd & 4th year		168
Total Degree Credits		381.5

ACADEMIC SCHEDULES

All didactic and rotation schedules are published and distributed through the Office of Enrollment Services.



ACADEMIC CALENDAR – COM

This is an overview; a day-by-day schedule will be distributed at registration.

	Fall 2010 (20wks)	Spring 2011 (20wks)	Summer 2011
Year 1 DO Students			
Orientation	Aug. 3-5		
First day of classes	Aug. 6	Jan. 3	
Last day for students to withdraw with partial refund	Aug. 27	Jan. 21	
White Coat Ceremony	Sep. 11		
Last day of classes	Dec. 17	May 27	
Year 2 DO Students			
First day of classes	Aug. 6	Jan. 3	
Last day for students to withdraw with partial refund	Aug. 27	Jan. 21	
Last day of classes	Dec. 17	May 27	
Year 3 DO Students			
Clinical Rotations begin			Jul. 4
Holidays			
Labor Day	Sep. 6		
Veterans Day	Nov. 11		
Thanksgiving recess	Nov. 24-26		
Winter recess	Dec. 18-Jan. 2		
MLK Day		Jan. 17	
President's Day		Feb. 21	
Spring recess		Mar. 12-20	
Memorial Day			May 30
Independence Day			Jul. 4

Year 3 DO Students

Clinical rotations will begin July 5th. There are no scheduled holidays or vacation during clinical training. Holidays are observed based on rotation requirements and individual schedules. Vacations must be scheduled in 2 or 4 week intervals and begin on either the 1st or 3rd Monday of the block schedule. No more than 4 weeks can be taken off in either the 3rd or 4th year of clinical training.

EXTENDED STUDY PROGRAM

Academic: A student may be placed in the Extended Study Program (ESP) for academic reasons at the discretion of the COM Promotions & Matriculation Committee. If a student is placed on the ESP, such action does not modify or limit the P&M Committee's options for recommendation for dismissal. Thus, the student may be dismissed for academic reasons while in the ESP. Proposed schedules for all students on an extended study program are sent to department chairs for their approval prior to providing the schedule to the student.



Requests: Students may petition to request placement in the ESP program by submitting the request to the Office of Student Affairs for the COM Promotions & Matriculation Committee. Requests are reviewed by the P&M Committee and granted for reasons of substantiated hardship or medical emergency. If approved, the student is given additional time to address personal issues by creating a program of study that may allow the student to complete the first two years of the curriculum in 3 years. Students should petition no later than January 15th of the first academic year. The P&M Committee may recommend a withdrawal grade of W or WP/WF depending on the amount of the term that has been completed. Proposed schedules for all students on an extended study program are sent to department chairs for their approval prior to providing the schedule to the student.

Students must complete all courses in the appropriate sequence.

Students in the ESP pay tuition in full for two years and half for the extended year.

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 - 4 weeks
Internal Medicine - 8 weeks
Pediatrics - 8 weeks
Surgery - 8 weeks
Osteopathic Principles & Practice - 4 weeks
Women's Health - 4 weeks
Behavioral Medicine – 4 weeks
Clinical Medical/Surgical Subspecialtytwo, 4-week rotations

Elective Rotations

There are seven, 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:

- 4 weeks must be a medicine elective
- 4 weeks must be a surgical elective
- Five, 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 3 earrings per ear are acceptable as long as they do not cause interference or distraction. Short white lab coats with PNWU Student Identification 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.



Attendance

1. Attendance is mandatory at all clinical rotations.
2. Permission for absence must be obtained from the Assistant Dean of Clinical Sciences/Director of Clinical Rotations **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/Director of Clinical Rotations must be notified **prior to any absence** whenever possible.
5. Temporary absence is 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. If extended leave is necessary, the Office of the Assistant Dean of Clinical Sciences/Director of Clinical Rotations must be notified. Examples of extended leave may be due to pregnancy or family leave.
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/Director of Clinical Rotations.
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/Director of Clinical Rotations 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

Vacations must be scheduled in 2 or 4 week intervals and begin on either the 1st or 3rd Monday of the block schedule. No more than 4 weeks can be taken off in either the 3rd or 4th year of clinical training.

Minimum Attendance Activity

All clinical rotations will have a **minimum** attendance activity. A 4-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/Director of Clinical Rotations. 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/Director of Clinical Rotations. 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/Director of Clinical Rotations.

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 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 4 weeks later on the Sunday. 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/Director of Clinical Rotations 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/Director of Clinical Rotations. 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/Director of Clinical Rotations 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/Director of Clinical Rotations.



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 up to and including dismissal from PNWU. In addition, a student shall not date or become intimately involved with a preceptor during the course of clinical training. This creates ethical issues. This conduct is considered improper behavior and can be grounds for disciplinary action up to and including dismissal from PNWU.

Student Site Evaluation Form

The student will evaluate each clinical site using New Innovations 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/Director of Clinical Rotations.

Student Evaluation (Grades)

1. The student will be evaluated at each clinical rotation.
3. 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. Only one grade is accepted per clinical rotation. The acceptable passing grade will be noted as marginal on the preceptor evaluation (68%-74%).
4. NBME Shelf exams are required after completion of family medicine, internal medicine, surgery, women's health, behavioral medicine and pediatrics rotations. Students who score 1 standard deviation below the national average will need to retake the shelf exam at their own expense. The shelf exam will make up 25% of the rotation grade for those specific rotations. After two unsuccessful attempts at a specific shelf exam, students will be referred to the Promotion and Matriculation Committee for further action.
5. Specific documentation of a failing grade should accompany the evaluation.
6. The Assistant Dean of Clinical Sciences/Director of Clinical Rotations will refer a failing grade to the Promotion & Matriculation Committee for further action or remediation.
7. It is the student's responsibility to ascertain the completion of the Student Evaluation form by the Preceptor in New Innovations. If the evaluation is not completed within 4 weeks, the student must notify the Regional Dean, the Regional Site Coordinator, and the Assistant Dean of clinical Services/Director of Clinical Rotations. Failure to receive a completed Student Evaluation Form by the preceptor 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 within New Innovations. Failure to maintain a Case Log for each clinical site will result in failure of that clinical rotation.
2. Case Logs will be reviewed by Assistant Dean of Clinical Sciences/Director of Clinical Rotations 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 Student is required to print the Case Log from New Innovations and obtain Preceptor signature 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/Director of Clinical Rotations no later the 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 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.

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/Director of Clinical Rotations. Core site preference will be given to those students from the geographical area.



Scheduling Elective Clinical Rotations

1. Seven elective rotations are at the discretion of the individual student with the approval of the Assistant Dean of Clinical Sciences/Director of Clinical Rotations.
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 4 rotations are open selections.
3. All elective rotations will begin on the Monday morning as noted in the published schedule and ends 4 weeks later on the subsequent Sunday.
4. Elective Clinical Rotation Forms are available on New Innovations and Connections. Elective request forms must be completed and submitted to the Assistant Dean of Clinical Sciences/Director of Clinical Rotations **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/Director of Clinical Rotations of an elective clinical rotation. At this time, the Assistant Dean of Clinical Sciences/Director of Clinical Rotations 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/Director of Clinical Rotations 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/Director of Clinical Rotations 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/Director of Clinical Rotations. The decision regarding the ability to change schedules will be at the discretion of the Assistant Dean of Clinical Sciences/Director of Clinical Rotations.

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 60 days prior to the start date. All changes are submitted in writing to the Assistant Dean of Clinical Sciences/Director of Clinical Rotations, 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/Director of Clinical Rotations. 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-COM.

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/ Director of Clinical Rotations on an individual basis.
3. Students on rotation must obtain permission from the Assistant Dean of Clinical Sciences/ Director of Clinical Rotations and the Preceptor.
4. The request will be forwarded to the Dean of PNWU-COM 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/ Director of Clinical Rotations 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 3 components:
 - a. Education.
 - b. Immediate post-mishap evaluation of exposure risk, as outlined by current Center for Disease Control and Prevention (CDC&P) guidance and recommendations.
 - c. Appropriate follow-up. The goals of this policy are to insure the immediate cleansing of the exposure site, reporting of the incident, and when indicated, immediate appropriate post-exposure prophylactic treatment be started using CDC&P guidelines within two hours or less of the exposure and that appropriate laboratory work-up, counseling, and follow-up be provided. 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, or homosexual activity.
 - 3) Counseling the student on medication side effects and clarifying the benefit/risk ratio of their use.
 - 4) Check baseline labs: HIV/AIDS antibody testing, complete blood count, renal and hepatic chemistry profile, and hepatitis evaluation.
 - e. The Assistant Dean of Clinical Sciences/Director of Clinical Rotations 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 4-week drug regimen if needed.
- 3) Repeating complete blood count and renal and hepatic chemistry profiles at two weeks.
- 4) Monitoring potential pancreatic toxicity by ordering weekly complete blood counts and chemistry profiles.



COURSE INFORMATION

Adolescent Medicine – PED 703 (4-weeks) or PED 703S (2-weeks)

Adolescent medicine is available as a subspecialty elective in the area of Pediatrics. The student will be assigned to a trainer or a group of physician trainers who are practicing physician in their specialty.

Allergy & Immunology – IM 703 (4-weeks) or IM 703S (2-weeks)

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

Anesthesiology – SURG 703 (4-weeks) or SURG 703S (2-weeks)

Anesthesiology clinical rotation is available as a Surgical subspecialty elective. The student will be assigned to a physician trainer or group of physician trainers who are practicing in their specialty. The purpose of this 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, intubation, and anesthesia management, including pharmacologic agents used in anesthesia.

Behavioral Medicine – CLIN 618

The Behavioral Medicine course is provided as a requirement of the second year curriculum at PNWU. The course presents a multidimensional approach to the understanding of the most common clinical entities in psychiatry and behavioral medicine. Additional topics are signs, symptoms, diagnosis, treatment and the biopsychosocial aspects of behavioral medicine. Several of these sections are conducted in work format, allowing maximum participation and interaction of students and faculty.

Behavioral Medicine – BEHSC 701

The study of behavioral science is a 4-week rotation. The student will be assigned to a physician trainer or a group of physician trainers who are practicing in their specialty. 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.

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 test in these two courses before being allowed to matriculate to the third and fourth years of clinical involvement.

**Board Exam Preparation – CLIN 607**

This course will introduce students to the basic processes involved with registering and preparing for COMLEX Level 1. Live question-and-answer information sessions are given in the fall term along with web-based support and direction. Spring term activities include practice tests and instructional sessions on board review calendar building and study strategies. Lists and access to board resources are provided as well as question banks. Successful completion of the course requires completion of the COMSAE and a passing score on the COMLEX.

Cardio-Thoracic Surgery – SURG 715 (4-weeks) or SURG 715S (2-weeks)

Cardio-Thoracic Surgery is available as a subspecialty elective rotation in surgery. The student will be assigned to a physician trainer or a group of physician trainers who are practicing in their specialty.

Cardiovascular Disease – IM 704 (4-weeks) or IM 704S (2-weeks)

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

Cardiovascular System – CLIN 614

The Cardiovascular System course is provided as a requirement of the second year curriculum at PNWU. The course presents a multidimensional approach to the understanding of the 7 most common clinical entities in cardiovascular disease. Additional topics are physical examination principles and biopsychosocial aspects of cardiovascular disease. Several of these sections are conducted in workshops/laboratories format, allowing maximum participation and interaction of students and faculty.

Cellular Sciences – BCHM 503, 504

Students will learn the structure and function of the human body's most basic constituents and the role of these components in normal body function and pathological processes. Major elements of the course include key concepts in biochemistry, nutrition, molecular biology, immunology, and genetics.

Clinical Skills I – 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 II – CLIN 601, 602

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 ultimate to diagnosis and treatment. This will occur in small group laboratory sessions moderated by a physician as well as standardized patient



encounters and simulation scenarios. The students will also gain the skills of IV insertion, endotracheal intubation, and foley catheter insertion.

Community DOctoring 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 correlates 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 & DOctoring II – CLIN 605, 606

This 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-COM curriculum goals regarding lifelong learning, self-care, ethics, and social and community contexts of care will be addressed. Other topics include biological correlates 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, psychiatric disorders, health care systems, and medical jurisprudence.

Current Issues – CLIN 507

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 (4-weeks) or IM 705S (2-weeks)

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

Electrocardiography – CLIN 516

The overall goal of this course is for the student to gain a working understanding of the knowledge needed to interpret EKG's. At the end of the course, students will be able to interpret EKG's and understand the differences of the pathologic entities that cause the changes on the EKG tracing.

Emergency Medicine – EM 701

Emergency medicine is a 4th year required 4-week rotation. The student will be assigned to a physician trainer or a group of Emergency Medicine trainers who are practicing in their specialty.

Endocrine System – CLIN 629

This course is an integrated, multidisciplinary study of the endocrine system in health and disease. Emphasis is on pharmacology, pathology, nutrition, and microbiology as related to the diagnosis and clinical management of endocrine disorders.

The Endocrine System course is provided as a requirement of the second year curriculum at PNWU-COM. The course presents a multidimensional approach to the understanding of the most



common clinical entities in endocrine disease. The course presents the pathophysiology, pharmaceutical or surgical treatments, and adult and pediatric presentations of endocrine diseases. The sections include presentations on Type 1 and Type 2 diabetes mellitus, hyper- and hypothyroidism, hyper- and hypocalcemia, adrenal insufficiency and excess, and diseases of the hypothalamic/pituitary endocrine axis. A central format of the course is the presentation of clinical correlations. This format consists of presentation of clinical cases that range from the prototypical to the atypical. Students are given study questions to guide their study on critical components of the diagnosis or treatment of the clinical correlation cases.

Endocrinology – IM 706 (4-weeks) or IM 706S (2-weeks)

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

Family Medicine – FM 701, 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.

Fundamentals of Pathology – PATH 599

This lecture/laboratory course addresses the concepts of inflammation, repair, basic hematology, and functional changes as well as structural alterations that accompany disease.

Fundamentals of Pharmacology – PHARM 599

This lecture course introduces the basic principles for rational and effective drug therapy.

Gastroenterology – IM 708 (4-weeks) or IM 708S (2-weeks)

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

Gastrointestinal System – CLIN 627

This course has been designed to encompass the overall goals of the institution in assisting the students to acquire competency in disorders of the gastrointestinal system, exocrine pancreas, liver and biliary tract. The course provides a comprehensive multidisciplinary approach to the understanding of the most common and/or significant clinical problems and disorders of the gastrointestinal system. The faculty will emphasize pathophysiology, clinical manifestations, diagnosis, differential diagnosis, and treatment of these gastrointestinal disorders. The course consists of lecture, directed self-study, knowledge based integration tool (KBIT), and clinical integration laboratory sessions.

Geriatrics – IM 709 (4-weeks) or IM 709S (2-weeks)

Geriatrics is available as an elective in internal medicine or family medicine. 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 & 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 – CLIN 625

This course has been designed to encompass the overall goals of the institution in assisting the students to acquire competency in the disorders of red blood cells, white blood cells, hemostasis, transfusion medicine and oncology. The course consists of lectures, directed self-study, and clinical correlation laboratory sessions. The course is offered under approval of the Curriculum Committee

Hematology/Oncology – IM 710 (4-weeks) or IM 710S (2-weeks)

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

Histology – ANAT 504

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.

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.

Hospice-Palliative Care – FM 703 (4-weeks) or FM 703S (2-weeks)

Palliative Care is available as a subspecialty elective in the area of family medicine. The student will be assigned to a physician trainer or a group of physician trainers who are practicing in specialty. This rotation provides exposure to treatment and care of end of life patients.

Infectious Disease – IM 711 (4-weeks) or IM 711S (2-weeks)

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

**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.

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.

Microbiology – MICRO 502

The 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 throughout the course and will emphasize such clinical aspects as etiology, patient management, specimen collection, laboratory tests, pathologic findings, and prognosis. Most basic science concepts will be discussed via analysis of clinical case studies.

Musculoskeletal & Integumentary System – CLIN 630

This course is an integrated, multidisciplinary study of the musculoskeletal and integumentary systems in health and disease. Emphasis is on pharmacology, pathology, nutrition, and microbiology as related to the diagnosis and clinical management of musculoskeletal and integumentary disorders.

Neonatology – PED 705 (4-weeks) or PED 705S (2-weeks)

Neonatology is available as a subspecialty elective in the area of Pediatrics. The student will be assigned to a physician trainer or a group of physician trainers who are practicing in their specialty.

Nephrology – IM 712 (4-weeks) or IM 712S (2-weeks)

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

Nervous System – CLIN 628

The Nervous System course is provided as a requirement of the second year curriculum at PNWU-COM. The course presents a multidimensional approach to the understanding of the most common clinical disorders of the Nervous System. Additional topics are physical examination principles of nervous disorders. Attention will be given to diagnosis, pathophysiology, treatment and outcome measurement. Several of these sections are conducted in workshops/laboratories format, allowing maximum participation and interaction of students and faculty. Two examinations are administered.

**Neurology – IM 713 (4-weeks) or IM 713S (2-weeks)**

Neurology is a subspecialty elective in the area of Internal Medicine. The student will be assigned to a physician trainer or a group of physician trainers who are practicing in their specialty. The purpose of the 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.

Ophthalmology – CLIN 503

The Ophthalmology course is provided as a requirement of the second year curriculum at PNWU. The course presents a multidimensional approach to the understanding of the most common clinical entities in ophthalmology. Additional topics are signs, symptoms, diagnosis, treatment, and the Biopsychosocial aspects of eye disease.

Ophthalmology – SURG 704 (4-weeks) or SURG 704S (2-weeks)

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

Orthopedics – SURG 705 (4-weeks) or SURG 705S (2-weeks)

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

Osteopathic Philosophy & Practice I – 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 Philosophy & Practice II – OPP 601, 602

Osteopathic Principles and Practice II is combined lecture and laboratory course comprised of formal didactic lectures ("cognitive component") in a lecture hall setting, Small group "problem based learning" (PBL) sessions ("cognitive component"), and Osteopathic Manipulation Training (OMT, "psychomotor" component) are 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 research contribution to the understanding of osteopathic principles and treatment, the future projections for the profession, and the anatomical and physiological basis of osteopathic medicine in the treatment of somatic dysfunction relative to disease processes. The students will also understand the biomechanics of the various components of the neuromusculoskeletal system and how to manage them. The student will understand how to integrate osteopathic principles with clinical medicine, surgery, pediatrics, and gynecology/obstetrics. Students will learn and practice palpatory skills on males and females; and will also be palpated by both males and females.

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.

Otorhinolaryngology – SURG 706 (4-weeks) or SURG 706S (2-weeks)

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

Pathology – SURG 709 (4-weeks) or SURG 709S (2-weeks)

Pathology is available as an elective in Surgery. 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 – 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.

Physical Medicine & Rehabilitation – IM 727 (4-weeks) or IM 727S (2-weeks)

Physical Medicine & Rehabilitation is available as a subspecialty elective in the area of internal medicine. The student will be assigned to a physician trainer or a group of physician trainers who are practicing in specialty.

**Podiatry – SURG 719 (4-weeks) or SURG 719S (2-weeks)**

Podiatry is available as a subspecialty elective in the area of surgery. The student will be assigned to a physician trainer or a group of physician trainers who are practicing in specialty.

Primary Care Clinical Experience – CLIN 619

The Preceptorship Program is comprised of clinical experiences designed to give the student an overview of the "real world" of medicine as it exists in the primary care physician's office. These experiences will allow the student to observe and participate in health care with a primary care physician. Primary care physicians include family physicians, pediatricians, and general internal medicine physicians. The student will complete two 3-day preceptorships.

Pulmonary – IM 715 (4-weeks) or IM 715S (2-weeks)

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

Radiology – SURG 707 (4-weeks) or SURG 707S (2-weeks)

Radiology is available as an elective. The student will be assigned to a physician trainer or a group of physician trainers who are practicing in their specialty.

Renal System – CLIN 616

The teaching program of this course/system has been designed to encompass the overall goals of the institution in assisting the students to acquire competency in the renal system.

Respiratory System – CLIN 615

The teaching program of this course has been designed to encompass the overall goals of the institution in assisting the students to acquire competency in clinical problems related to the respiratory system.

Rheumatology/Immunology – IM 717 (4-weeks) or IM 717S (2-weeks)

Rheumatology/Immunology is available as a subspecialty elective rotation in internal medicine. The student will be assigned to a physician trainer or a 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.

Sports Medicine – FM 705 (4-weeks) or FM 705S (2-weeks)

Sports Medicine is available as a subspecialty elective in family medicine. The student will be assigned to a physician trainer or a group of physician trainers who are practicing in their specialty.

Sub-Internship in Internal Medicine – IM 707 (4-weeks)

The purpose of this 4-week experience is to provide the student with exposure to commonly encountered cases in Internal Medicine Sub-Internship. To accomplish this, the rotation provides broad exposure to both chronic and acute problems, experience in appropriate consultation, outpatient diagnostic testing, patient education and other procedures.

**Substance Abuse – BEHSC 702 (4-weeks) or BEHSC 702S (2-weeks)**

Substance Abuse is a subspecialty elective in the area of 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 – SURG 701, 702

Two 4-week rotations are required. Surgery rotation(s) 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.

Trauma Surgery & Surgical Critical Care – SURG 710 (4-weeks) or SURG 710S (2-weeks)

The rotation provides the student with exposure to commonly encountered cases in Trauma Surgery and Critical Care. To accomplish this, the rotation provides broad exposure to both chronic and acute problems, experience in appropriate consultation, outpatient diagnostic testing, patient education and other procedures.

Urology – SURG 708 (4-weeks) or SURG 708S (2-weeks)

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

Women's Health – CLIN 603

The female Reproductive System course is comprised of formal didactic lectures in a lecture hall setting, interactive learning sessions, and clinical skills laboratory. The interactive sessions will require preparation of the assigned material prior to class to fully participate in the session.

The course will familiarize the students with the history of osteopathy in women's care, anatomy and physiology of pregnancy and birth, the course and management of normal labor, complications of pregnancy and delivery, medical conditions affecting pregnancy, labor and birth, the care of the well woman, pathophysiology of diseases causing gynecologic complaints, neoplastic processes of the breast and female genital tract, and the osteopathic management of the obstetrical and gynecologic patient. It is not possible to thoroughly cover this breadth of material in a 4 week course. The goal will be to give an overview of the range of problems encountered by the obstetrician/gynecology with a focus on developing differential diagnostic skills, emphasizing the most common findings. The clinical skills laboratory will provide an opportunity for the student to learn the physical examination of the female patient and practice the female genital examination on simulated patients. Material in OPP laboratories will compliment the topics being covered in this course.

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.



UNIVERSITY PERSONNEL

ADMINISTRATION

Administration of the University

Lloyd H. Butler, D.O., Acting 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.

Robert E. Sutton, Ph.D. M.A., Vice-President for Academic Affairs: The Vice-President for Academic Affairs is responsible for all academic standards related to University professional programs and development and accreditation of new programs.

Gretchen Eickmeyer, CRFM, Vice-President of University Relations: The Vice-President for Advancement & Development is responsible for planning and implementing strategies designed to support PNWU's mission and goals including fund raising, University relations, special events, communications, legislative affairs and grants. It is the duty of the VP for Advancement & Development to work with the President/CEO, Board of Trustees and volunteers to achieve the funding resources that fill the gap between tuition and annual academic expenses related to the University.

COM Office of the Dean

Robyn Phillips-Madson, D.O., M.P.H., R.Ph., 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., M.A., 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.

Lex Towns, 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, as well as, curriculum development and evaluation.

Robyn Phillips-Madson, D.O., Acting 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.

Robyn Phillips-Madson, D.O., M.P.H., R.Ph. • Chief Academic Officer and Dean

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