# Table of Contents

## Program of Study
- Accreditation .......................................................................................... 3
- The Osteopathic Philosophy ..................................................................... 3
- Learning Objectives .................................................................................. 3
- Core Competencies .................................................................................... 4
- Legal Limitations on Professional Practice .............................................. 5

## M1-M2 Curriculum and Clinical Clerkship Overview
- The Curriculum Overview ....................................................................... 9
- Basic Sciences and Preclinical Years ....................................................... 9
- Course Credits and Academic Units ....................................................... 9
- Prerequisites ............................................................................................ 10
- M1-M2 Required Courses by Campus .................................................... 10
- Clinical Clerkship Overview ................................................................ 12
- Required Clerkships by Year and Campus ........................................... 13

## Registration, Grading and Enrollment Policies
- Registration ............................................................................................. 17
- Grading M1-M2 ....................................................................................... 17
- Grading M3-M4 ....................................................................................... 17
- Grade Reporting ...................................................................................... 19
- Course Attendance/Absence Policy ......................................................... 20
- Leave of Absences Process and Implications ......................................... 21
- Time Frame to Complete the DO Program ............................................ 21

## Exam Administration Policies
- Examination Administration .................................................................... 25
- Georgia Campus M1/M2 Exam Policies-Procedures ............................. 25
  - Georgia Campus Exam Absence Policy ............................................ 26
  - Georgia Campus Emergency School Closings on Exam Days .......... 27
- Philadelphia Campus M1/M2 Policies-Procedures ............................... 27
  - Philadelphia Campus Exam Absence Policy .................................... 29
  - Philadelphia Campus Emergency School Closings on Exam Days .... 30
- M3-M4 Core Clerkship Examination Policies ....................................... 30
- ADA Exam Accommodations ................................................................. 31
  - M1-M2 ............................................................................................... 31
  - M3-M4 ............................................................................................... 31
Academic Progress
Academic Standing ................................................................. 35
Student Progress Evaluation Committee (SPEC) ........................................ 35
Academic Deficiency ................................................................. 35
  M1-M2 Academic Deficiency .................................................................. 35
  M3-M4 Academic Deficiency .................................................................. 37

Graduation Requirements & Licensing Exams
Graduation Requirements ........................................................................ 41
Participation in Commencement Ceremony ................................................ 41
Conferral of Degree .................................................................................... 41
National Licensing Board Exam Policies ..................................................... 42
  COMLEX Licensing Exams ...................................................................... 42
    COMLEX Level I Policies ...................................................................... 42
    COMLEX Level II CE Policies ................................................................ 44
    COMLEX Level II PE Policies ................................................................ 45
  Procedure to Return to Clerkships ............................................................ 45
Extenuating Circumstances and Exceptions to COMLEX 1, COMLEX 2CE and
COMLEX 2PE Deadlines ........................................................................... 46
Effect of a Leave of Absence ...................................................................... 47
The United States Medical Licensing Examination (USMLE) ......................... 47
DO Graduate Statistics .............................................................................. 47

Standards of Conduct, Student Rights and Grievance Processes
Fairness and Equal Opportunity .................................................................. 51
General Statement on Conduct ................................................................. 51
The Code of Conduct ................................................................................... 51
Breach of the Code of Conduct ................................................................... 52
Academic Honesty ....................................................................................... 52
Campus-Based Rights and Grievance .......................................................... 53
AOA Code of Ethics ..................................................................................... 54
AOA Rights and Grievances ........................................................................ 56
PROGRAM
OF
STUDY
ACCREDITATION

Philadelphia College of Osteopathic Medicine is accredited by the Middle States Commission on Higher Education. The Osteopathic Medical Program is accredited by the Commission on Osteopathic College Accreditation (American Osteopathic Association). The Georgia Campus is approved by the Georgia Nonpublic Postsecondary Education Commission (GANPEC) and the Pennsylvania Departments of Education, which operates as a branch campus under PCOM’s Middle States accreditation.

THE OSTEOPATHIC PHILOSOPHY

This philosophy provides the osteopathic physician with a unique way of looking at health and disease. These premises include the following:

- The human body is a unit in which structure and function are reciprocally interdependent.
- The body, through a complex system, tends to be self-regulating and self-healing.
- The adequate function of body systems depends on the unimpeded flow of blood and nerve impulses.
- The musculoskeletal system is a major body system and its importance exceeds that of mere framework and support.
- There are musculoskeletal components to disease that are not only manifestations of the disease, but also important contributing and maintaining factors.

The adoption of these basic premises led to the development of the osteopathic total-body concept. The patient is considered ecologically rather than as an isolated unit. Instead of emphasizing the momentary disease state, the osteopathic approach studies and treats the person’s well-being, lifestyle and behavior as a whole.

LEARNING OBJECTIVES

The major goal of the program leading to the Doctor of Osteopathic Medicine degree is to provide a comprehensive and contemporary curriculum, the content of which includes the knowledge and skills that will prepare students to participate in the ever-changing environment of healthcare nationally and globally. The presentation of the curriculum seeks to:

- Integrate and appropriately sequence basic and clinical science material
- Present major themes in biomedicine
- Integrate early clinical experiences, case studies and emphasize problem-solving to increase the application of knowledge-based issues to issues of patient care
- Utilize methods in information technology and informatics
CORE COMPETENCIES

The goals of the educational program are expressed as "core competencies," the expectations of knowledge and skills sets possessed by all students completing the Doctor of Osteopathic Medicine program.

The competencies include:

1. Osteopathic Principles and Practice, which are established and incorporated in the development of skills.

2. Patient Care that is compassionate, appropriate, and effective for the treatment of health problems and the promotion of health.

3. Medical Knowledge about established and evolving biomedical, clinical, and cognate (e.g. epidemiological and social-behavioral) sciences and the application of this knowledge to patient care.

4. Practice Based Learning and Improvement that involves investigation and evaluation of their own patient care, appraisal and assimilation of scientific evidence, and improvements in patient care.

5. Interpersonal and Communications Skills that result in effective information exchange and teaming with patients, their families, and other health professionals.

6. Professionalism, as manifested through a commitment to carrying out professional responsibilities, adherence to ethical principles, and sensitivity to a diverse patient population.

7. Systems-Based Practice, as manifested by actions that demonstrate an awareness of responsiveness to the larger context and system of health care and the ability to effectively call on system resources to provide care that is of optimal value.

8. Information Literacy, as manifested by the capability to access, understand and apply biomedical information, and actions that demonstrate the skills necessary to utilize information technology tools to effectively access information from various resources and formats.
The core competencies relate to the DO program learning objectives, which are conceptualized in the context of the patient, the population, and the profession:

**Patient Context**
- Understands Life Stages- prenatal infancy- preadolescent- adolescent- young adult- adult- elderly
- Understands and utilizes osteopathic concepts in approach to general medicine
- Proficient in history, physical examination and diagnosis methods
- Able to diagnose, treat, and manage common diseases
- Recognizes uncommon diseases requiring specialized management
- Recognizes and manages emergency and acute illness
- Versed in methods of problem solving
- Skilled in routine ambulatory procedures
- Skilled in making appropriate referrals

**Population Context**
- Conscious of cultural and cross-cultural diversity and associated issues in medicine
- Attentive to ethical issues in medicine
- Aware of economic issues in medicine
- Effective in the use of community resources
- Advocates prevention methods in population and individual health care

**Profession Context**
- Ascribes to generalist philosophy and osteopathic approach to medicine
- Develops strong interpersonal communication skills
- Effective in management skills
- Develops life-long learning attitudes and skills
- Understands role of generalist in hospital based practice
- Accesses medical information using contemporary informatics methods

**LEGAL LIMITATIONS ON PROFESSIONAL PRACTICE**

It is a violation of the laws of the states of Georgia and Pennsylvania, and contrary to the policy of the college, for any unlicensed person to attempt to engage in the professional practice of health care. Students are NOT independently licensed health care providers and until graduation, cannot engage in the independent or unsupervised practice of health care.

*NO STUDENT IS AUTHORIZED TO RECEIVE OR TO COLLECT ANY FEE OR GRATUITY FOR PROFESSIONAL SERVICE FOR HIMSELF/HERSELF, OR FOR ANY OTHER PERSON.*
M1-M2 CURRICULUM

and

CLINICAL CLERKSHIP

OVERVIEW
THE CURRICULUM OVERVIEW
The PCOM DO curriculum provides the framework for students to become successful osteopathic physicians. As a philosophy, science and art, osteopathic medicine is a total approach to health and disease. It recognizes that the neuro-musculoskeletal system is of major importance to human life. The interrelationship between this and other body systems is a basic part of osteopathic philosophy. An emphasis on primary care, health maintenance, prevention of disease and attention to the neuro-musculoskeletal system are keys to osteopathic medical education and practice. The osteopathic physician incorporates evaluation and treatment of the musculoskeletal system as a basis for an approach to health and disease, combining it with the diagnostic and therapeutic modalities used by general scientific approaches to the healing arts.

BASIC SCIENCES AND PRECLINICAL YEARS
From their first day as medical students, PCOM students train for the practice of medicine. Primary Care Skills and Osteopathic Principles and Practice are central to their preclinical training and are integrated within the curriculum. The first two years lay the foundation with concentration on the basic sciences, taught in integrated course units that emphasize clinical applications. The basic sciences are complemented by instruction in clinical subjects such as internal medicine, surgery, neurology, psychiatry, pediatrics, epidemiology, OB/GYN, family medicine, rehabilitation medicine, geriatrics, radiology, oncology and physical diagnosis. Instructional activities may include patient observation, case conferences and basic clinical skills workshops. In addition, an active standardized patient program introduces first and second year students to patient care through examinations of patient actors in a simulated practice setting, augmented by clinical exercises on high-tech human patient simulator mannequins.

COURSE CREDITS and ACADEMIC UNITS
Each course is assigned a number of credits corresponding to in-class time according to the Department of Education of the Commonwealth of Pennsylvania standards. Each course is also assigned a number of academic units, which are used by the Student Progress Evaluation Committee for decisions impacting student academic standing. Academic units are allotted according to this scheme:

<table>
<thead>
<tr>
<th>Course Credits</th>
<th>Academic Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 3</td>
<td>0.25</td>
</tr>
<tr>
<td>More than 3 up to 8</td>
<td>0.50</td>
</tr>
<tr>
<td>More than 8</td>
<td>1.00</td>
</tr>
</tbody>
</table>
PREREQUISITES

The following courses are considered prerequisites for progressing in the curriculum:
   Structural Principles of Osteopathic Medicine (SPOM),
   Cellular and Molecular Basis of Medicine (CMBM),
   Cardiovascular, Renal, and Pulmonary Medicine (CRP),
   Clinical and Basic Neuroscience (CBN).
   Osteopathic Principles and Practice sequence (OPP 1 through 5)

Each prerequisite course must be satisfactorily completed to progress to the next academic term. Further information is provided in the Academic Progress chapter in this handbook.

M1-M2 REQUIRED COURSES BY CAMPUS

YEAR 1 – Georgia Campus

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Credits</th>
<th>Academic Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Structural Principles of Osteopathic Medicine (SPOM)</td>
<td>13</td>
<td>1.00</td>
</tr>
<tr>
<td>Osteopathic Principles and Practice (OPP)*</td>
<td>6</td>
<td>0.75</td>
</tr>
<tr>
<td>Primary Care Skills**</td>
<td>6</td>
<td>0.50</td>
</tr>
<tr>
<td>Cellular and Molecular Basis of Medicine (CMBM)</td>
<td>14</td>
<td>1.00</td>
</tr>
<tr>
<td>Emergency Medicine I</td>
<td>1</td>
<td>0.25</td>
</tr>
<tr>
<td>Basic and Clinical Neurosciences</td>
<td>14</td>
<td>1.00</td>
</tr>
<tr>
<td>Preventive and Community-Based Medicine**</td>
<td>3</td>
<td>0.25</td>
</tr>
<tr>
<td>Inter-professional Approach to Caring for the Community</td>
<td>0</td>
<td>0.00</td>
</tr>
</tbody>
</table>

YEAR 2 – Georgia Campus

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Credits</th>
<th>Academic Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardiovascular, Pulmonary and Renal Medicine</td>
<td>12</td>
<td>1.00</td>
</tr>
<tr>
<td>Reproductive and Genitourinary Sciences</td>
<td>6</td>
<td>0.50</td>
</tr>
<tr>
<td>Osteopathic Principles and Practice*</td>
<td>6</td>
<td>0.75</td>
</tr>
<tr>
<td>Primary Care Skills**</td>
<td>3</td>
<td>0.25</td>
</tr>
<tr>
<td>Medical Law</td>
<td>2</td>
<td>0.25</td>
</tr>
<tr>
<td>Basic and Clinical Endocrinology</td>
<td>3</td>
<td>0.25</td>
</tr>
<tr>
<td>Gastroenterology</td>
<td>4</td>
<td>0.50</td>
</tr>
<tr>
<td>Psychiatry</td>
<td>2</td>
<td>0.25</td>
</tr>
<tr>
<td>Emergency Medicine II</td>
<td>2</td>
<td>0.25</td>
</tr>
<tr>
<td>Musculoskeletal/Skin</td>
<td>4</td>
<td>0.50</td>
</tr>
<tr>
<td>Surgery, Ophthalmology, ENT</td>
<td>2</td>
<td>0.25</td>
</tr>
<tr>
<td>Life Stages – Geriatrics and Pediatrics</td>
<td>2</td>
<td>0.25</td>
</tr>
<tr>
<td>Clinical Reasoning in Basic Science I</td>
<td>1</td>
<td>0.25</td>
</tr>
<tr>
<td>Comprehensive Basic Science Review and Synthesis</td>
<td>1</td>
<td>0.25</td>
</tr>
</tbody>
</table>
### YEAR 1 – Philadelphia Campus

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Credits</th>
<th>Academic Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Structural Principles of Osteopathic Medicine (SPOM)</td>
<td>14</td>
<td>1.00</td>
</tr>
<tr>
<td>Osteopathic Principles and Practice (OPP)*</td>
<td>6</td>
<td>0.75</td>
</tr>
<tr>
<td>Primary Care Skills**</td>
<td>3</td>
<td>0.25</td>
</tr>
<tr>
<td>Cellular and Molecular Basis of Medicine (CMBM)</td>
<td>13</td>
<td>1.00</td>
</tr>
<tr>
<td>Emergency Medicine I</td>
<td>1</td>
<td>0.25</td>
</tr>
<tr>
<td>Cardiovascular, Renal and Pulmonary Medicine</td>
<td>12</td>
<td>1.00</td>
</tr>
<tr>
<td>Clinical Reasoning in Basic Science I</td>
<td>1</td>
<td>0.25</td>
</tr>
</tbody>
</table>

*This course runs for three terms, with a grade issued each term. Credits and academic units are distributed evenly among terms, and their total listed here.

### YEAR 2 – Philadelphia Campus

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Credits</th>
<th>Academic Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gastroenterological Science</td>
<td>4</td>
<td>0.50</td>
</tr>
<tr>
<td>Reproductive Genitourinary/Obstetrics/Gynecologic Med.</td>
<td>7</td>
<td>0.50</td>
</tr>
<tr>
<td>Osteopathic Principles and Practice*</td>
<td>6</td>
<td>0.75</td>
</tr>
<tr>
<td>Primary Care Skills**</td>
<td>3</td>
<td>0.25</td>
</tr>
<tr>
<td>Medical Law</td>
<td>2</td>
<td>0.25</td>
</tr>
<tr>
<td>Clinical Endocrinology</td>
<td>3</td>
<td>0.25</td>
</tr>
<tr>
<td>Clinical and Basic Neuroscience</td>
<td>13</td>
<td>1.00</td>
</tr>
<tr>
<td>General Surgery and ENT</td>
<td>2</td>
<td>0.25</td>
</tr>
<tr>
<td>Life Stages – Clinical Geriatrics and Pediatrics</td>
<td>4</td>
<td>0.50</td>
</tr>
<tr>
<td>Emergency Medicine II</td>
<td>1</td>
<td>0.25</td>
</tr>
<tr>
<td>Musculoskeletal/Skin</td>
<td>3</td>
<td>0.25</td>
</tr>
<tr>
<td>Comprehensive Basic Science</td>
<td>1</td>
<td>0.25</td>
</tr>
</tbody>
</table>

**This course runs for three terms, with a grade issued at the end of the third term. Total credits and academic units are listed here.
CLINICAL CLERKSHIP OVERVIEW

The last two years emphasize clinical training experiences. Philadelphia Campus students are assigned to clinical clerkships throughout the Commonwealth of Pennsylvania and neighboring states. Students at the Georgia Campus are assigned to clinical clerkships throughout Georgia and the Southeast. These clinical settings become teaching arms of the College. The program is designed to afford progressive student responsibility for all phases of patient care under the direction of experienced physicians. This includes history taking, physical examinations, daily patient rounds, lectures, conferences and case presentations. Students rotate through services in medicine, family practice, manipulative medicine, surgery, cardiology, emergency medicine, OB/GYN, pediatrics, psychiatry, and office-based clerkships. On elective clerkships, students may choose to pursue special interests at other medical institutions anywhere across the nation. All students receive additional training in osteopathic manipulative medicine during the third year.

One objective of the College is to encourage graduates to practice in communities where health care services are most needed. Each senior student serves at least eight weeks in an under-served community clerkship which may include working in a rural or urban setting.

Students should be aware that many hospitals, clinics and practices may require the completion of drug screens, further background checks, health screenings and other specific criterion to participate at that facility. It is the student's responsibility to complete these requirements, and pay any associated costs (if applicable), prior to the clerkship. Failure to do so may jeopardize the opportunity to attend the clerkship.

Many facilities may also require a payment to attend or apply for the opportunity to participate in a clerkship at their facility. In such situations where the clerkship is an elective or selective chosen by the student, the cost must be paid by the student prior to attending the requested clerkship.
REQUIRED CLERKSHIPS BY CAMPUS AND YEAR

All core and non-core clerkships are assigned 17 credit hours and 1.00 academic unit. Core clerkships are designated with an asterisk (*).

GEORGIA CAMPUS: YEAR 3 CLINICAL CLERKSHIPS
Advanced Clinical Skills*
Family Medicine*
General Internal Medicine*
General Surgery*
Adult Ambulatory Medicine*
Internal Medicine – Selective (NOTE: requests to substitute a Pediatrics-selective will be considered on a case-by-case basis)

Obstetrics and Gynecology*
OMM/Family Medicine Selective*
Pediatrics*
Psychiatry*
Surgery Selective

GEORGIA CAMPUS: YEAR 4 CLINICAL CLERKSHIPS
Emergency Medicine*
Rural/Underserved Medicine*
Elective (9)

PHILADELPHIA CAMPUS: YEAR 3 CLINICAL CLERKSHIPS
Introduction to Clerkships (1)
Advanced Clinical Skills*
Family Medicine*
General Internal Medicine*
General Surgery*
Internal Medicine/Cardiology
Internal Medicine Selective
Obstetrics and Gynecology*
OMM/Family Medicine Selective*
Pediatrics*
Psychiatry*
Surgery

PHILADELPHIA CAMPUS- YEAR 4 CLINICAL CLERKSHIPS
Emergency Medicine*
Ambulatory Sub-Internship* (2)
Elective (8)
REGISTRATION,
GRADING,
&
ENROLLMENT POLICIES
**REGISTRATION**

For the first term of the academic year, all first-year students will be registered by the Registrar’s office, prior to the start of the term. Students are notified of their course registration through an e-mail sent to their PCOM account.

Registration for all subsequent terms must be completed by the student through PCOM’s web registration system. An e-mail with courses to register for and instructions will be sent to each student’s PCOM account notifying them when registration will begin and end.

It is the student’s responsibility to keep their PCOM e-mail account active and review it daily as all notifications from the Registrar’s Office are submitted electronically. No mailings of registration information will be issued.

**GRADING**

**First and Second Year (M1 and M2)**
First and Second Year courses are graded on a 0 - 100 numerical scale. The minimum passing grade is 70. Course Directors will issue the final grade. Grade-point averages are calculated each term for the first and second years of the program.

**Third and Fourth Year Clerkship Grading (M3-M4)**

**Grading Policy for Core Clinical Clerkships:** The final grade for Core Clinical Clerkships in which an exit examination and/or a COMAT exam is given will be determined after review of the grade and the Clinical Evaluation by the Associate Dean for Clinical Education (in Philadelphia) or the Associate Dean for Clerkships and Core Site Development (in Georgia). Students must pass the COMAT exam before a grade for the clerkship will be issued.

**A student who fails a core clerkship exit exam and/or COMAT exam:**
The student will retake the exam within 90 calendar days of notification by the Office of Undergraduate Clinical Education in Georgia or the Office of Clinical Education in Philadelphia, as relevant, by appointment only. Students who fail the make-up exam may be required by the Associate Dean for Clinical Education (in Philadelphia) or the Associate Dean for Clerkships and Core Site Development (in Georgia) to repeat the clerkship and retest during an elective month. An incomplete grade will be reflected until a pass is recorded on the transcript.

Any student, regardless of the reason, who fails to take an exit exam within 90 days, will receive a failing grade for the clerkship.
Grading Policy for Non-Core Clerkships: All other clinical clerkships whether required, selective or elective are graded on a Fail/Pass/Honors Pass basis.

Core Clerkship Grading Options

Honors: Superior work; above expected competency. This designation is approved by the Associate Dean for Clinical Education (in Philadelphia) and the Associate Dean for Clerkships and Core Site Development (in Georgia), as relevant. It is based on an Honors grade on the clinical clerkship evaluation as well as an Honors grade on the exit exam and/or COMAT. The honors recommendation becomes part of the student's permanent file.

High Pass: Above average work. This designation is approved by the Associate Dean for Clinical Education (in Philadelphia) or the Associate Dean for Clerkships and Core Site Development (in Georgia), as relevant. It is based on either an Honors grade on the clinical clerkship evaluation and/or an Honors grade on the exit exam and/or COMAT. The high pass recommendations become part of the student's permanent record.

Pass: Expected competency demonstrated in all knowledge and skill grade, and fulfillment of requirements of the clerkship, which includes a passing grade on the exit exam and/or COMAT.

Fail: Below expected competency and/or failure to meet clerkship requirements.

Non-Core Clerkship Grading Options:

Honors: Superior work; above expected competency. This designation is approved by the respective the Associate Dean for Clinical Education (in Philadelphia) or the Associate Dean for Clerkships and Core Site Development (in Georgia), as relevant. It is based on an Honors grade on the clinical clerkship evaluation. The honors recommendations become part of the student's permanent file.

Pass: Expected competency demonstrated in all knowledge and skill areas and fulfillment of requirements of the clerkship.

Fail: Below expected competency and/or failure to meet clerkship requirements.
GRADE REPORTING

First and Second Year Grades:
Course grades will be posted within one week after the end of the term. Official grades can be found on the student’s transcript, which is posted on Nucleus under Banner web services.

All course grades become final six (6) weeks after the end of the term. No grade changes will be honored after this date, except in the case of an error on the part of faculty or administration. When special circumstances warrant, the instructor may issue a grade of incomplete; this “incomplete” must be resolved within six (6) weeks after the end of the term or the incomplete will revert to a failure.

Clinical Clerkship Grades M3-M4
Evaluation forms for each clerkship are made available to students prior to the start of the respective clinical academic year. The evaluations are returned to the Office of Undergraduate Clinical Education and are available for student review upon request.

It is the student’s responsibility to be aware of all grades entered on his/her permanent record. Clerkship grades are posted on the student’s academic record as the evaluations are received and grades are approved by the Associate Dean for Clinical Education (in Philadelphia) or the Associate Dean for Clerkships and Core Site Development (in Georgia), as relevant. Grades are posted within eight (8) weeks after the last clerkship of the academic year.

GRADE UPDATING
When a course or a clerkship has been validated, the transcript will reflect the original course or clerkship failure, as well as an "RP" to indicate successful validating or an "RF" to indicate failure of the validation. The original failing grade will not be expunged from the transcript. M1 and M2 course failures are calculated into the student’s grade point average.
COURSE ATTENDANCE/ ABSENCE POLICY

Individual course directors may set attendance standards for their specific course, including the designation of mandatory lectures, and may implement in-class quizzes or record attendance. Course directors have the discretion to use attendance as a factor in determining the final grade in a course.

Attendance is required in all laboratory sessions, remedial assignments, clinical clerkships, clerkship lectures/labs, skills training sessions, small-group sessions, clinical correlations and standardized patient exercises. Additional clerkship attendance requirements are detailed in the Clerkship manual.

M1-M2
To request missing a mandatory class on the Georgia campus, students must contact the Director of the Center for Student Affairs. Students on the Philadelphia campus must contact the Chief Student Affairs Officer. If the request is approved by Student Affairs, follow-up steps will be coordinated in consultation with the Course Director. Extended absences for illness, family emergencies, etc. must always be approved by the Office of Student Affairs on the student’s campus.

M3-M4
Third and fourth year students must report and document any missed attendance/absence to the Clinical Education office on their campus. If a student has any questions about a requested absence, the student should contact the Office of Undergraduate Clinical Education in Georgia or the Office of Clinical Education in Philadelphia, as relevant. The relevant office may contact the clerkship director for his or her consideration.

If a student becomes ill or undergoes any surgical procedure, the illness or surgery must be reported to the attending physician/preceptor to whom the student is assigned and to the relevant Clinical Education office. The student must call-in every morning he/she will be absent. A doctor’s note must be provided, and medical clearance to return to work must be secured before the student will be allowed to return to clerkship rotations. A copy of this note must be sent to the relevant Clinical Education office.
LEAVE OF ABSENCE: Process an Implications

Information on the Leave of Absence (LOA) request process is provided in the PCOM General Student Handbook. In addition to the implications of taking an LOA that are described in the General Student Handbook, students enrolled in the DO program should be aware of the following potential implications:

1. Your anticipated graduation date may be compromised.

2. If an LOA occurs during M3 or M4, your ability to apply and match to an internship or residency may be effected. If the LOA impacts your ability to complete all graduation requirements prior to July 1 of the year you intend to graduate, your eligibility to participate in any residency matching programs may be compromised.

3. The reason for the LOA will be reflected in your Medical School Performance Evaluation (MSPE).

Maximum Timeframe to Complete the DO Program

All Osteopathic medical students must complete all requirements for the program within seven years of the date of the initial matriculation.

For financial aid eligibility, students will be given 150% of the time it would take a student to complete the program as detailed in the school’s course catalog. Any term in which a student is enrolled counts towards their 150% regardless of whether or not the student receives federal financial aid.
EXAM ADMINISTRATION POLICIES
EXAMINATION ADMINISTRATION

The exam administration protocol at PCOM ensures that all exam standards of conduct are followed. The protocol for each campus is described in this section.

GEORGIA CAMPUS  M1-M2 EXAM POLICIES

GA-PCOM follows a structured protocol for the administration of all examinations. Exam dates are found in the block schedules provided at the beginning of each term. Exam dates are not subject to change except under extenuating circumstances. No exams will start before the scheduled time, except as permitted by the Course Director. The Course Director will also distribute instructions for Laboratory Practical Examinations.

Students will be provided with instructions on the computer-based testing process and policies. The week before an exam, students will be asked to email the course director and administrative assistant if they do NOT have a working laptop for the exam. Students without a working laptop should attempt to reserve one through the office of Student Affairs, prior to the exam.

Instructions for Exam Day

1. Arrival
   a. Students must arrive 15 minutes prior to exam’s scheduled start time, with laptops open.
   b. Students will be randomly assigned a seat number each exam which will be found on the roster posted outside the classroom. Seat numbers cannot be changed or switched.
   c. Once in the exam room, students may not leave until 15 minutes past the exam start time. This includes leaving to go to the restroom.
   d. Students arriving late must report directly to the Office of Student Affairs, at which time a determination will be made on whether you may sit for the exam or if the lateness will be treated as an absence.

2. What to Bring Into the Exam Room
   a. Students must bring their PCOM-issued identification or driver’s license and leave it on the table next to the seat number during the exam along with their laptop and power cord. Students with a malfunctioning laptop may borrow one; however, laptops must be reserved through the Office of Student Affairs prior to an exam.
   b. If desired, a computer mouse, foam earplugs and drinks in clear, unlabeled, see-through bottles are allowed.
3. What NOT to Bring Into the Exam Room
   a. No food is allowed in the exam room.
   b. Hats are not permitted, with the exception of head coverings for religious practices.
   c. Any activity or personal item felt to compromise the examination may be discontinued or removed by the proctor.

4. During the Exam
   a. Scrap paper and a pencil will be available to each student.
   b. Students will be required to sign out for bathroom breaks and sign back in upon their return. Only designated bathrooms are to be utilized and only 2 students are allowed out at a time. A maximum of 5 minutes is encouraged. Bathrooms will be monitored.

5. When You Finish the Exam
   a. At the completion of the exam, students should raise their hand and remain seated until a proctor gives you the go-ahead that they have seen your green confirmation screen, indicating that the exam was successfully uploaded.
   b. Students should turn-in their pencils, scrap paper and completed challenge sheets at the designated location.
   c. During the last 10 minutes of the exam, students should remain seated with their green confirmation screen up until the exam is completed.

If You are Late
Doors will close at the initiation of the exam. If a student arrives late and the doors are closed, the student must report to the Center for Student Affairs. The Student Affairs staff, in coordination with the Course Director, will determine if and when the student may take the exam.

EXAM ABSENCE POLICY
Any request to miss an exam is coordinated by the Director of the Center for Student Affairs or her designee. Only documented excuses involving serious emergencies or serious illness will be considered. Written documentation is required for any excuse. Students must formally contact the Director and his/her assigned designee before the start of the examination. Acceptable forms of contact includes emails to the Director’s PCOM email address or voicemails to the direct extension of the Director. All notifications must be followed up with a personal discussion with the Director or their assigned designee, on the day of the exam. Failure to do so may result in failure of the exam.
A message left with another department or faculty member at the college similarly does not confirm that an excuse is approved. Any absence request must be verified by the Director or his/her designee before the scheduled time of the exam.

Make-up exams (when appropriate) may be a different test or different format than the original exam, and are scheduled at the convenience of the Course Director. The Director of the Center for Student Affairs, in consultation with the Course Director, will arrange the time and date for a make-up exam.

**GEORGIA CAMPUS:**
**EMERGENCY SCHOOL CLOSING ON EXAM DAYS**
In the event of an emergency beyond PCOM’s control such as inclement weather, the College may make the decision to delay or reschedule an exam. When appropriate, the exam will be rescheduled for later in the day or moved to another day entirely. Therefore, do NOT make travel or personal plans for the same day as an exam. Students will not be allowed to reschedule an exam if the examination must be moved due to such circumstances.

In the event of an emergency closing of the GA-PCOM campus, announcements will be made on WSB radio (750am) and WSB TV. The GA-PCOM Hotline 678-225-7555 will have emergency closing information. Do not call the main switchboard for closing information!

Should an exam be canceled due to emergency closings, the canceled exam is rescheduled at a later time (which may be on the same day as another scheduled exam). Subsequent exams are administered on the original date scheduled.

**PHILADELPHIA CAMPUS  M1-M2 EXAM POLICIES**
Exam dates are posted in the block schedules provided at the beginning of each term. Exam dates are not subject to change except under extenuating circumstances such as campus closure for weather-related causes. In this case, students will be notified via email of any changes to the date or time of the exam.

Two days prior to each exam date, students will receive an email with instructions on the computer-based testing process and policies, as well as start-and-end time for the exam. No exams will start before the scheduled time. The Course Director will provide instructions for Laboratory Practical Examinations.
**Laptop Problems:** Students who experience an issue with their laptop not working prior to exam day must contact the Office of Student Affairs by calling 215-871-6870 and by sending an email to studentaffairs@pcom.edu. The student should include their name, the name of the course, exam date and time, and their contact information. The student will then be assigned a college computer for the exam.

**Instructions for Exam Day**

**Arrival:**
1. Students, with permission of the exam starter, may enter the exam room 20 minutes prior to the start of the exam with their computer powered down and closed.
2. The doors to the examination room close 10 minutes before the examination starts.
3. Any student arriving after the doors close may not enter the examination room, but should wait for faculty instruction at the proctor’s table in the basement hallway outside of the 2 auditoriums.
4. Once students enter the examination room, all talking will cease. and students
5. Students may choose any seat with a sign-in sheet/scrap paper.
6. Students must await faculty instruction.
7. Students may not write on the scrap paper until the exam begins.

**What To Bring Into The Exam Room:**
1. Your laptop and power cord (required)
2. Your mouse (if you want to use it for the exam)
3. Foam earplugs (if you want earplugs)
4. A pencil or pen (You will be required to print your name on the sign in sheet/scrap paper and turn this paper in when you exit the exam room regardless of whether or not you actually used it)
5. A beverage for examinations.

**What Not To Bring Into The Exam Room:**
1. No food is allowed in the exam room.
2. Hats are not permitted, with the exception of head coverings for religious practices.
3. The presence of any notes or other electronic device including cell phones are forbidden.

**Bathroom Policies During the Exam:**
In order to maximize distraction in the testing room, students are advised to use the restroom before the exam. Students will be required to sign out for bathroom breaks and sign back in upon their return. Only designated bathrooms are to be utilized and only 2 students are allowed out at a time. Bathrooms shall be monitored.
When You Finish Your Exam
At the end of the exam, all students exit through the doors at the lower level of the auditoriums.

If You Are Late
Students who arrive after the doors to the examination room have closed must report directly to the proctor table located on the lower level of Evans Hall, in between Zedock and Ginsberg Auditoriums. At that time, a determination will be made if the student may still sit for the exam or if the lateness will be treated as an absence. If the student arrives late and is given the privilege of sitting for the exam, the student will NOT be given “make up” time to allow for the time lost due to late arrival. The student must terminate the exam at the scheduled "end time”.

EXAM ABSENCE POLICY
Students must take the exam on the scheduled day and time. However, if a serious situation arises that is beyond the student’s control that may impact the ability to take the exam at the scheduled time, the student must email the Chief Student Affairs Officer or her designee prior to the exam date, providing information pertaining to the request.

If approval is given, the student will be given the date and time for the make-up exam. Exams cannot be administered earlier than the scheduled date. The course director will be notified.

Until receiving official permission from the Chief Student Affairs Officer or her designee to reschedule the exam, which will be confirmed via email, attendance at the exam at the scheduled time is expected.

If a student misses the scheduled exam without having received permission from the Chief Student Affairs Officer or her designee, the student will fail the exam.

Important:
Only documented excuses involving serious emergencies or serious illness will be considered for an exam absence. While a voice mail or email message may begin the process for requesting an exam extension, this outreach does not constitute the valid excuse to miss an exam. The student must receive official approval which will be confirmed via email. A message left with another department at the college does not guarantee that an excuse will be approved or disapproved – the student must speak directly with the Chief Student Affairs Officer or her designee.

Make-up exam dates and times will be scheduled and the exam will be administered by the Office of Student Affairs. It is the responsibility of the student to ensure that arrangements for a make-up exam are scheduled – failure to make-up a missed exam may result in failure of the course.
PHILADELPHIA CAMPUS:
EMERGENCY SCHOOL CLOSINGS ON AN EXAM DAY

If a morning exam is scheduled and school is opening late due to an emergency, the exam may be administered later in the day. Likewise, if bad weather is forecast and school must close early, an afternoon exam may be moved to the morning of the same day or on the day following the scheduled administration. Therefore, do NOT make travel or personal plans for the same day as an exam. Students will not be allowed to reschedule an exam if the administration must be moved due to emergencies beyond PCOM's control.

School closings and delays are posted on the Nucleus sign- in screen and on the PCOM web page. Closings and delays are announced on KYW 1060AM or on the KYW' website http://www.kyw1060.com. PCOM's code on KYW is 224. Students can also call the PCOM Emergency Hotline at (215) 871-6699. This pre-recorded message is updated at 6:00AM. Students will also receive an email announcing any exam time change.

M3-M4 CORE CLERKSHIP EXAM POLICIES
(GA and PA Campuses)

The Office of Undergraduate Clinical Education on the Georgia campus and the Office of Clinical Education in Philadelphia coordinate all matters related to the examination administration and policies associated with third and fourth year clerkships.

All COMAT exams must be taken on the date designated for testing. If a student, for whatever reason, cannot take the exam on the assigned day, he/she must contact the Clinical Education office on their campus prior to the last Friday of the clerkship to request an excused absence and to reschedule the exam. Failure to obtain an excused absence prior to the scheduled exam date and time will result in an automatic failing grade for the exam.

Students may obtain information related to third and fourth year clerkship examination policies in The Clinical Clerkship Manual. The Clinical Clerkship Manual is posted on the Clinical Education Channel on Nucleus for Philadelphia students and on Blackboard for Georgia students. Refer any questions you may have to the Clinical Education office on your campus.
ADA EXAM ACCOMMODATIONS

Information on the process for requesting ADA approved exam accommodations for a physical or learning disability is provided in the PCOM General Student Handbook. Information is also posted on the Resources for Students tab on Nucleus. Requests for ADA accommodations must be submitted and approved prior to beginning your academic program at the College or upon the diagnosis of the disability. ADA accommodations are not retroactive; grades earned prior to the student requesting and receiving approval for accommodations will stand.

**If a temporary physical disability occurs:**
If the temporary physical disability impacts the student’s ability to take an examination under standard testing conditions, the student must contact the Office of Student Affairs on their campus.

**M1-M2**
On the Philadelphia campus: the Director of Student Affairs Administrative Services in the Office of Student Affairs serves as the Coordinator of Disability Services and manages the administration of exams for students who have formally requested and received approval for exam accommodations. Students approved for testing accommodations are required to meet with the Coordinator of Disability Services at the start of each academic term to assure approved testing accommodations will be met.

On the Georgia campus, the Director of the Center for Student Affairs coordinates the administration of exams for students who have formally requested and received approval for exam accommodations. Students approved for testing accommodations are required to meet with the Director of the Center for Student Affairs at the start of each academic term to assure approved testing accommodations will be met.

**M3-M4:**
If a student has received exam accommodations during M1 and M2, the student must confirm that they either want to continue their testing accommodations during M3 and M4 or that they do not want to receive testing accommodations during M3 and M4.

On the Philadelphia campus: the student must schedule an appointment with the Coordinator of Disability Services in the Office of Student Affairs at least one month prior to starting clerkships. At this meeting, the student will be provided with instructions for receiving testing accommodations during M3 and M4.

On the Georgia campus: the student must schedule an appointment with the Director of the Center for Student Affairs at least one month prior to starting clerkships. At this meeting, the student will be provided with instructions for receiving testing accommodations during M3 and M4.
ACADEMIC PROGRESS
ACADEMIC STANDING

Students are considered to be in good academic standing when they have passed all courses in the curriculum to date.

STUDENT PROGRESS EVALUATION COMMITTEE (SPEC)

Student academic achievement is periodically monitored throughout every academic term by the DO program’s Student Progress Evaluation Committee (SPEC), which is a standing committee of faculty and staff appointed by the Dean. When it deems necessary, the SPEC will meet with individual students to discuss issues that affect the student’s success and to recommend strategies for improvement.

The SPEC presents findings and recommendations affecting students’ academic standing to the Student Academic Progress and Policy Committee (SAPPC). In so doing, the SPEC will consider all measures of the student’s ability to demonstrate competency, including performance in courses taken in current and prior terms, as well as course withdrawals and leaves taken. The SPEC will also consider each course’s academic unit value and how it impacts progression through the curriculum. (See the Curriculum Overview in this handbook for information on academic units and prerequisites.)

ACADEMIC DEFICIENCY

M1 and M2 Academic Deficiency

Academic deficiency in M1 and M2 is defined as earning a course failure, the consequences of which depend in part on the student’s accumulated course failures, including failures that had been previously resolved. A student with any newly incurred course failure is referred to the SPEC (see above). The SPEC will then recommend to the SAPPC that the student either be dismissed or be placed on probation and allowed to resolve the course failure. The student will be removed from probation and return to good academic standing when all course failures have been resolved, but will remain on academic warning for the remainder of his or her enrollment at PCOM.

Dismissal Due to Academic Deficiency

A student becomes liable for academic dismissal when that student earns a course failure and the total of that failure and all other outstanding and previously resolved failures equals or exceeds one (1.00) academic unit. Details on the dismissal and appeals policies and procedures are available in the General Student Handbook.
Resolution of a Course Failure
When recommending to the SAPPC that a student be allowed to resolve a course failure, the SPEC will also recommend that the student be required to demonstrate competency according to one of the resolution options listed below.

Resolution by Validation
Validation may not be used to resolve a failed prerequisite course of one academic unit or greater. (See the Curriculum Overview in this handbook for information on academic units and prerequisites.)

The course director, in consultation with the Associate Dean of Curriculum at the relevant campus, will create a validation exam or exercise that will afford the student the opportunity to demonstrate minimal competency in the subject material. The course director will notify the student by email regarding the process and timetable for validation, which should be completed within six weeks after the end of the term.

The original earned grade will remain on the transcript and will be used in calculating the GPA. If the validation exam or exercise is passed, it will be noted on the transcript as “RP” (remediated, passed). If the validation is failed, it will be noted on the transcript as “RF” and the student is liable for academic dismissal (see below) subject to further review by the SPEC.

Resolution by Repeating a Course
If the failed course is a prerequisite of one academic unit or greater, the student is not eligible to progress further within the curriculum until the failed course content is offered again. Repeating any failed course may extend the student’s time in the program beyond four years and may incur further expense.

The grade from the repeated course will be used in calculating the GPA in place of the failing grade, but the original failing grade will remain on the transcript. If the repeated course is failed again, the student is liable for academic dismissal (see below) subject to further review by the SPEC.

In addition to the failed course itself, the SPEC may recommend that the student take or re-take any other courses it deems necessary; the SPEC may recommend that such courses be audited so that they will not affect the student’s GPA.

When a student is liable for dismissal due to academic deficiency, the opportunity to resolve course failure(s) may be offered in lieu of academic dismissal. A student who avails such an offer of continued conditional enrollment in lieu of academic dismissal therefore waives the right to appeal any subsequent academic dismissal (see the General Student Handbook for further details).
M3 and M4 Academic Deficiency
Academic deficiency in years M3 and M4 is defined as earning a clerkship failure. Each clerkship is defined as 1.0 academic unit. A student who earns a failure of 1.0 academic unit will be referred to the Student Progress and Evaluation Committee (SPEC) and may be liable for dismissal. Prior performance in years M1-M2 will be considered.

Clerkship Failure
A student who fails a clerkship will be required to satisfactorily resolve the failure as directed by the Associate Dean for Clinical Education (in Philadelphia) or the Associate Dean for Clerkships and Core Site Development (in Georgia), as relevant. The initial failure will remain on the student’s transcript.

A student who resolves a clerkship failure will be placed on academic warning for the remainder of their enrollment at PCOM. For more information on the implications of a clerkship failure, please refer to the Clerkship Manual.

A student who does not successfully resolve the clerkship failure will be referred to the SPEC and will be subject to dismissal.
GRADUATION REQUIREMENTS
&
LICENSED EXAMS
GRADUATION REQUIREMENTS
Each candidate for the degree of Doctor of Osteopathic Medicine and will have
maintained established standards of personal and professional conduct, have successfully
fulfilled all academic and clerkship requirements, and have passed Levels I and II of the
COMLEX (National Board of Osteopathic Medical Examiners), including the Level II
Performance Evaluation (PE) component. Details associated with COMLEX
requirements are provided in this handbook.

All requirements must be completed within seven (7) years from the first date of
matriculation.

Please note: It is the responsibility of the graduate to fulfill the requirements for practice
for the state licensing board in the state in which he or she chooses to practice. These
requirements vary widely and are regulated by the laws of each state. It is the
responsibility of the graduate to get the information needed pertaining to state licensing
and to fulfill these responsibilities.

PARTICIPATION IN COMMENCEMENT
CEREMONY
Students who have not completed all degree requirements may be permitted to participate
in commencement ceremonies without conferral of the D.O. degree if all requirements
are expected to be completed by December of that year. Information can be provided by
the Office of the Dean on your campus.

CONFERRAL OF DEGREE
The degree will be conferred only when all academic requirements are successfully
completed and the student has passed Levels I and II of the COMLEX (National Board of
Osteopathic Medical Examiners), including the Level II Performance Evaluation
component. All degree candidates must be presented to the Dean and to the Executive
Faculty for review with the final approval to grant the degree being given by the Board of
Trustees.

To receive the DO degree, each candidate must be free of indebtedness to the College.
Those students who have received financial aid are required to complete the exit
interview on-line process at least one week prior to commencement. Neither the College
diploma nor an academic transcript will be given until all financial obligations to PCOM
and the Exit Interview have been met.
NATIONAL LICENSING BOARD EXAM POLICIES

COMLEX LICENSING EXAMS:
Passing COMLEX LEVELS 1, 2 CE and 2 PE are graduation requirements for each candidate for the degree of Doctor of Osteopathic Medicine (DO).

Students are eligible to take COMLEX 1 beginning in the spring of the second year and are eligible to take COMLEX II CE and PE any time after passing COMLEX 1.

Important: In addition to PCOM’s COMLEX policies, the NBOME has posted their COMLEX regulations and policies in the bulletin which can be found on their website. As of July 1, 2016, the NBOME set limitations on the number of attempts that each section of COMLEX may be attempted. It is the student’s responsibility to become familiar with this policy and all other NBOME policies (www.nbome.org).

All students must meet the PCOM mandated deadlines to take COMLEX 1, COMLEX 2CE and COMLEX 2PE, as stated in the National Licensing Exam Policies section of this handbook. Failure to meet a deadline may impact your ability to complete the DO program on time. This may impact your eligibility to participate in a residency matching program.

COMLEX LEVEL 1 POLICY

1. Students MUST take COMLEX Level 1 by August 31 of their third year, unless the student is granted an extension in writing by the Associate Dean for Clinical Education (in Philadelphia) or the Associate Dean for Clerkships and Core Site Development (in Georgia), as relevant.

   NOTE: “Registered for” or “Scheduled” is NOT “taken”.

2. Students MUST receive a passing score for COMLEX 1 by May 31st of their third year.

   If a student does not submit a passing score by May 31st of his/her third year, the student:

   a) Will not be able to continue on clerkships for the next academic year that begins in June and will be placed on a Leave of Absence.

   b) Will not be able to return to clerkships until Comlex Level 1 has been passed.

(Please refer to NBOME website and/or bulletin for the time frame of when scores are released)
Procedure to Return to Clerkships

A student who has been placed on a Leave of Absence for not submitting a passing score by May 31st of his/her third year, will not be able to return to clerkships until a passing score is received.

Once the student receives a passing score, the student will schedule a meeting with the Associate Dean for Clinical Education (in Philadelphia) or the Associate Dean for Clerkships and Core Site Development (in Georgia), as relevant, to discuss:

a) When to return to clerkships
b) Scheduling of COMLEX Level 2CE and COMLEX Level 2PE

The discussion will emphasize that the student’s prior site selection via the lottery is null and void and the student will be required to work with the Registrar and the Clinical Education office on their campus to construct a new schedule of clerkships based on availability and resources at that time.

Students returning to clerkships will be placed in the first available clerkship at the start of the next rotation (week 1).

NOTE: There are NO “split” required/core clerkships. Ordinarily, students will not be permitted to perform any 4th-year clerkships until after ALL 3rd-year clerkships are completed.

*See COMLEX 1 “Extenuating Circumstances/Exemptions” at the end of this chapter.
COMLEX LEVEL 2 CE POLICY

1. Students MUST take COMLEX Level 2 CE by the end of the calendar month following the completion of the third year. For those students whose matriculation has been continuous (not interrupted), this will be June 30th.

If a student does not take COMLEX Level 2 CE by the end of the calendar month following the completion of the third year (typically June 30th), the student:
   a) Will be removed from clerkships and will be placed on a Leave of Absence
   b) Will not be able to return to clerkships until the COMLEX Level 2 CE has been taken.

2. Students MUST receive a passing score for COMLEX Level 2 CE by the end of the winter term of their fourth year.

If a student does not submit a passing score by the end of winter term of his/her fourth year, the student:
   a) Will not be able to continue on clerkships and will be placed on a Leave of Absence
   b) Will not be able to return to clerkships until COMLEX Level 2 CE has been passed.

(Please refer to NBOME website and/or bulletin for the time frame of when scores are released)

NOTE: Delay in passing COMLEX Level 2 CE may result in a student’s ability to participate in any match program and/or obtain a residency. This may also prevent a student from starting their residency program by July 1st.

Procedure to Return to Clerkships
A student who has been placed on a Leave of Absence for not submitting a passing score by the end of Winter term of their fourth year will not be able to return to clerkships until a passing score is received.

Once the student receives a passing score, the student will schedule a meeting with the Associate Dean for Clinical Education (in Philadelphia) or the Associate Dean for Clerkships and Core Site Development (in Georgia), as relevant, to discuss:
   a) When to return to clerkships
   b) Completion of degree and residency
   c) Scheduling Level 2PE

*See COMLEX 2CE “Extenuating Circumstances/Exemptions” at the end of this chapter.
COMLEX LEVEL 2 PE POLICY

1. Students MUST be registered for COMLEX Level 2 PE by the end of the calendar month following completion of the third year. If a student does not register for COMLEX Level 2 PE by the end of the calendar month following the completion of the third year (typically June 30th):
   a. The student will be removed from clerkships and will be placed on a Leave of Absence.
   b. The student will not be able to return to clerkships until COMLEX Level 2 PE has been scheduled.

2. Students MUST take COMLEX Level 2 PE by December 31\textsuperscript{st} of their fourth year.

   If a student does not take Level 2PE by December 31\textsuperscript{st} of their fourth year, the student:
   a. Will be removed from clerkships and placed on a Leave of Absence.
   b. Will not be permitted to return to clerkships until a passing score is received.

3. Students MUST receive a passing score for COMLEX Level 2 PE by the end of winter term of their fourth year. For most students, this will be February of their fourth year.

   If a student does not submit a passing score by the end of February of his/her fourth year, the student:
   a. Will be removed from clerkships and will be placed on a Leave of Absence.
   b. Will not be permitted to return to clerkships until a passing score is received.

   (Please refer to NBOME website and/or bulletin for the time frame for when scores are released)

   NOTE: Delay in passing COMLEX Level 2 PE may result in the student’s ability to participate in any match program and/or obtain a residency and/or may prevent a student from starting a residency by July 1\textsuperscript{st}.

Procedure to Return to Clerkships
A student who has been placed on a Leave of Absence for not submitting a passing score by the end of Winter term of their fourth year will not be able to return to clerkships until a passing score is received.

Once the student receives a passing score, the student will schedule a meeting with the Associate Dean for Clinical Education (in Philadelphia) or the Associate Dean for Clerkships and Core Site Development (in Georgia), as relevant.

*See COMLEX 2PE “Extenuating Circumstances/Exemptions” in this handbook.
EXTENUATING CIRCUMSTANCES AND EXCEPTIONS TO COMLEX 1, 2CE and COMLEX 2PE DEADLINES

Procedures for Submission of a Request for an exception to the COMLEX 1, 2CE or 2PE POLICIES:

1. Submit a full explanation, outlining the reasons for the request for an “Exception to the Deadline Policy” and provide all supporting documentation to the Associate Dean for Clinical Education (in Philadelphia) or the Associate Dean for Clerkships and Core Site Development (in Georgia), as relevant.

2. Schedule a meeting with the Associate Dean of Clinical Education in Philadelphia or the Associate Dean for Clerkships and Core Site Development in Georgia, as relevant, to discuss this request.

During this meeting, the appropriate course of action will be determined.

Deadlines for Submission of a request for an exception to a policy are:

- COMLEX Level 1 by August 1st
- COMLEX Level 2 CE by May 15th
- COMLEX Level 2PE by December 1st

Important:
If a student’s COMLEX Level 1, or COMLEX Level 2 CE predictors suggests a significant risk of failure, as determined by the Dean of either campus or his designees, the student will be required to meet with the Associate Dean of Clinical Education in Philadelphia, or Associate Dean of Clerkships and Core Site Development in Georgia, as relevant, to assess the situation and recommend an appropriate course of action.

NOTE: Students are required to complete the Doctor of Osteopathic Medicine program within 7 years of their initial matriculation date.
**EFFECT OF A LEAVE OF ABSENCE RELATED TO BOARDS**

When a student is placed on a Leave of Absence, the student is not considered to be enrolled.

The student will not be able to receive financial aid for the duration of the leave and will not be eligible for an In-School Loan deferment. Students should consult with the Financial Aid Office to discuss implications of being on a Leave of Absence.

Upon return from the Leave of Absence, the student will be required to work with the Registrar and the Clinical Education office on their campus to construct a new schedule of clerkships based on availability and resources at that time.

**THE UNITED STATES MEDICAL LICENSING EXAM (USMLE)**

PCOM does **NOT** require students to sit for or pass any part of the USMLE exam, administered by the National Board of Medical Examiners. Therefore, the college does not file score reports of the USMLE in the student's permanent file.

Some student’s career plans may present special considerations related to taking the USMLE. It is therefore each student’s responsibility to ascertain if they have the need to take the USMLE. This can be done by contacting the program directors at potential residency sites and asking if the USMLE is required for applying to their program.

If a student chooses to take the USMLE, information on the registration process is provided on the NBME.org website.

**DO GRADUATE STATISTICS**

PCOM reports annually statistics related to Part III NBOME board exam results and the number of students who applied to and obtained placement in a graduate medical education program accredited by the American Osteopathic Association or the Accreditation Council for Graduate Medical Education or the military. These statistics may be found on the PCOM web site at:

[http://www.pcom.edu/program-statistics/doctor-of-osteopathic-medicine.html](http://www.pcom.edu/program-statistics/doctor-of-osteopathic-medicine.html)
STANDARDS OF CONDUCT, STUDENTS RIGHTS, AND GRIEVANCE PROCESSES
FAIRNESS and EQUAL OPPORTUNITY

PCOM policy prohibits discrimination on the basis of age, race, color, gender, gender identity and expression, national origin, ancestry, sexual orientation, gender identity, religion, creed, disability, or marital status. This policy applies in recruitment and admission of students, employment of faculty and staff, and scholarship and loan programs. This policy is also followed in the operation of all other programs, activities, and services of the college.

Philadelphia College of Osteopathic Medicine subscribes to the principles and adheres to the requirements of state and federal law pertaining to civil rights and equal opportunity, in accordance with the requirements of Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and the Age Discrimination Act of 1975, as amended.

Evidence of practices inconsistent with this policy should be reported to the Chief Human Resources Officer, who is the designated coordinator of PCOM's nondiscrimination program. Inquiries regarding compliance with the sex discrimination provisions of Title IX may also be directed to the Assistant for Civil Rights, Department of Education, and Washington, D.C.

GENERAL STATEMENT ON CONDUCT

Recognizing the importance of providing ethical and professional guidance for the Philadelphia College of Osteopathic Medicine community, PCOM, acting through its Board of Trustees, has promulgated the following Code of Conduct.

THE CODE OF CONDUCT

PCOM’s ethical and legal obligations run to many constituents. As a leading academic institution, PCOM must uphold the tenets of honesty and integrity in learning, in serving its students and other members of the academic community. As a provider of medical service through its healthcare centers, the College strives to attain the highest standards of patient care. As a Pennsylvania nonprofit corporation, the College is prohibited from engaging in any activity, the primary purpose of which is to financially benefit any individual. As a member of the business community, the College must foster honest business practices that do not unfairly favor one vendor or purveyor over another. And finally, as an employer, PCOM must provide broad guidance to its officers, employees, staff, and faculty regarding the standards of conduct to which they are expected to adhere in performing their job responsibilities at PCOM, including guidance regarding the avoidance of conflicts of interest that might jeopardize the outstanding reputation of the College.
PCOM is committed to upholding all legal requirements and the highest standards of ethical behavior. This Code of Conduct applies to all PCOM Trustees, officers, faculty, students and employees, including PCOM-affiliated physicians, physicians-in-training, physician assistants, nurses, and other individuals involved in the provision of health care services (herein, “Health Care Professionals”), (collectively, the “PCOM Community”, or, individually a “PCOM Community Member”), unless otherwise indicated.

The Code of Conduct outlines the principles which guide our interactions with patients, suppliers, vendors, regulatory agencies, the surrounding community, and each other. The Code represents a summary of the principles underlying the policies, procedures, and practices that govern PCOM’s operations. It is not meant to detract from or otherwise amend any faculty by-laws or the Faculty Handbook, the Student Handbook, or to replace any of PCOM’s more detailed policies and procedures.

It is the duty of each PCOM Community Member to read this Code of Conduct carefully and to understand and comply with all laws, rules, and regulations, as well as PCOM’s standards, policies and procedures, which apply to their individual positions and duties. Additional advice as to compliance with legal requirements and ethical standards may be found in other policies, procedures and guidance issued by PCOM, and PCOM Community Members are expected to comply with such guidance as well.

BREACH OF THE CODE OF CONDUCT

Students on the Philadelphia campus should notify the Chief Student Affairs Officer of any suspected violation of the Code of Conduct. Students on the Georgia campus should notify the Director of the Center for Student Affairs of any suspected breach of the Code of Conduct. Please refer to the PCOM General Student handbook for an overview of disciplinary policies as they relate to breaches of the Code of Conduct.

ACADEMIC HONESTY

Academic honesty at PCOM is governed by the Ethics Code and College Disciplinary Policy (see General Student Handbook). Students are obligated to perform their own work and to neither give nor receive unauthorized aid on graded material, nor to leave unreported any knowledge of such aid given or received by another student.
CAMPUS-BASED RIGHTS AND GRIEVANCES

Course/Clerkship-Related Complaints:
Students who have course-related complaints should first speak with the appropriate faculty member. Complaints related to M1-M2 courses that are not resolved informally between the student and faculty member should be referred to the Associate Dean for Curriculum on their campus.

Complaints/grievances related to M3-M4 should be directed to the Associate Dean for Clinical Education (in Philadelphia) and Associate Dean for Clerkships and Core Site Development (in Georgia), as relevant.

If the complaint remains unresolved, the student may then bring the issue to the attention of their campus’ Dean. The decision of the Dean regarding the issue or issues of concern is final.

Non-Course/Clerkship-Related Grievance Process
Information on the process to resolve a non-academic grievance or complaint can be found in the General Student Handbook. Students may contact the Chief Student Affairs Officer on the Philadelphia campus or the Director of the Center for Student Affairs on the Georgia campus for additional information.
AOA CODE of ETHICS

The American Osteopathic Association has formulated this Code to guide its member physicians in their professional lives. The standards presented are designed to address the osteopathic physician's ethical and professional responsibilities to patients, to society, to the AOA, to others involved in healthcare and to self. Further, the American Osteopathic Association has adopted the position that physicians should play a major role in the development and instruction of medical ethics.

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

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

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

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

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

Section 6. The osteopathic medical profession has an obligation to society to maintain its high standards and, therefore, to continuously regulate itself. A substantial part of such regulation is due to the efforts and influence of the recognized local, state and national associations representing the osteopathic medical profession. A physician should maintain membership in and actively support such associations and abide by their rules and regulations.
Section 7. Under the law a physician may advertise, but no physician shall advertise or solicit patients directly or indirectly through the use of matters or activities, which are false or misleading.

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

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

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

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

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

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

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

Section 15. It is considered sexual misconduct for a physician to have sexual contact with any current patient whom the physician has interviewed and/or upon whom a medical or surgical procedure has been performed.
Section 16. Sexual harassment by a physician is considered unethical. Sexual harassment is defined as physical or verbal intimation of a sexual nature involving a colleague or subordinate in the workplace or academic setting, when such conduct creates an unreasonable, intimidating, hostile or offensive workplace or academic setting.

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

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

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

AOA RIGHTS AND GRIEVANCES

PCOM is committed to meeting and exceeding the standards for accreditation of colleges of osteopathic medicine as described by the American Osteopathic Association Commission on Osteopathic College Accreditation. A copy of the standards is available upon request from the Office of Student Affairs. Any student who believes that the College may not be in compliance with a standard of accreditation, after pursuing a complaint through the general grievance process as described in the previous section has the right to file a complaint to the following:

Chairperson, Commission on Osteopathic College Accreditation
American Osteopathic Association
142 East Ontario Street
Chicago, Illinois 60611-2864
1-800-621-1773 predoc@osteopathic.org