



## LETTER FROM THE PRESIDENT

Welcome to the Pacific Northwest University of Health Sciences. As the President, it is my honor to invite you to visit our young and vibrant health care focused university. Located on a developing 43 acre campus in east Yakima, PNWU is an exciting new addition to the central Washington educational scene.

PNWU is a nonprofit university founded in 2005 by a visionary and dedicated board of trustees. With generous support from the founders and many other donors across the Pacific Northwest, PNWU and its College of Osteopathic Medicine are flourishing. The vision of a medical university dedicated to core themes of exceptional education, access to health care, and research supporting primary care is one that brings talented faculty, staff and students to participate in the vibrant learning community.

PNWU is a catalyst for innovations in education and research for rural and community based medicine. Our initial College of Osteopathic Medicine has a mission to train compassionate and competent osteopathic physicians to fill the health care needs in the Pacific Northwest, especially in rural and underserved areas. With over 90% of our students coming from Washington, Idaho, Montana and Alaska, we experience a wide diversity of interests, enthusiasm and positive energy on the campus. Our clinical training sites across these states provide excellent community based medical education experiences.

This catalog is provided as a guide for you and our faculty and staff to enable a full understanding of policies and procedures at PNWU and PNWU-COM. PNWU was founded on principles of high standards for learning and conduct to assure that our graduates exceed the public expectations for medical care-givers. Please join me in applauding and upholding this professional promise to your future patients.

Welcome to PNWU and PNWU-College of Osteopathic Medicine.

Sincerely,

Keith Watson, DO  
President



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## ABOUT THE UNIVERSITY

### MISSION STATEMENT

Pacific Northwest University of Health Sciences educates and trains health care professionals with osteopathic values and conducts research to provide quality care to communities of the Pacific Northwest, particularly rural and underserved populations. (Approved by the Board of Trustees on August 25, 2010.)

### CORE THEMES

- 1) Exceptional Education
- 2) Access to Health Care
- 3) Research and Scholarly Activity

### CORE VALUES

- 1) Ethics, Accountability and Responsible Transparency: The basis for communication and decision making
- 2) Excellence in Osteopathic Medical Education: Raising the standard for exceptional education leading to extraordinary impact
- 3) Team Work: A culture of commitment and collaboration
- 4) Continuous Improvement: Systematic, incremental change to increase efficiency and quality
- 5) Innovation and Responsiveness: Local solutions to community problems
- 6) Healthcare for all: When people are healthy, communities thrive

### 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).



Butler-Haney Hall, the first building on campus, is a 78,500 square-foot learning center on our 42-acre campus. It is home to the College of Osteopathic Medicine (COM). The facility contains a spacious anatomy laboratory with camera projections, a large osteopathic manual medicine classroom, electronic monitoring, and numerous break-out rooms for small group interaction.

The Cadwell Student Center is a 10,000 square foot building which houses a large classroom, videoconferencing classroom for didactics, study space, a student lounge, activities office, and additional offices for faculty and staff.

University administration is located at 111 University Parkway in Iron Horse Lodge.

## **ACCREDITATION**

### **College of Osteopathic Medicine**

PNWU-COM has been granted accreditation by the **Commission on Osteopathic College Accreditation (COCA)** of the American Osteopathic Association, 142 East Ontario Street, Chicago, IL 60611. Accreditation status is the highest level of accreditation awarded, and confers all rights and privileges of accreditation. Accreditation status is reviewed on a seven (7) year cycle unless otherwise directed by the COCA for a shorter period. Renewal of accreditation is subject to an on-site visit. Once accreditation status is attained, the COM will retain that status until such time as it may be withdrawn by the COCA or may be voluntarily withdrawn at the request of the COM.

## **STATE AUTHORIZATION**

Pacific Northwest University of Health Sciences is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Pacific Northwest University of Health Sciences to offer specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430.

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.

## **DIVERSITY STATEMENT**

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

PNWU students, faculty, staff, administrators and volunteers are valued for their diversity as reflected by our non-discrimination policy:

The University shall not discriminate against faculty, staff, volunteers, students, or applicants on the basis of race, ethnicity, color, sex, gender, religion, national origin, age, disabilities, sexual orientation, marital status, or any other characteristic protected by law for any reason including recruitment, selection and promotion.





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 shall not discriminate against faculty, staff, volunteers, students, or applicants on the basis of race, ethnicity, color, sex, gender, religion, national origin, age, disabilities, sexual orientation, marital status, or any other characteristic protected by law for any reason including recruitment, selection and promotion.

PNWU is also committed to compliance with the requirements of Title IX and, in accordance with those requirements, has adopted a policy of nondiscrimination on the basis of sex in its educational programs or activities including admission to those programs or employment in those programs.

PNWU has designed a Title IX Coordinator to coordinate its efforts to comply with and carry out its responsibilities under the law, including any investigation of any complaint alleging noncompliance with Title IX.

Title IX Coordinator  
Stefanie Durand  
Director of Human Resources  
111 University Parkway, Ste. 202 | Yakima, WA 98901  
[HR@pnwu.edu](mailto:HR@pnwu.edu) | (509) 249-7714

PNWU has adopted a grievance procedure which provides for the prompt and equitable resolution of student and employee complaints alleging any action which would be prohibited by Title IX or its regulations.

If you believe you have been subjected to any form of unlawful discrimination, please bring your concerns immediately to the Title IX Coordinator (in the case of Title IX complaints or concerns), or to the Office of Student Affairs, your supervisor, or department chair/division head. You should be specific and provide as much information as possible, including the names of the individuals involved in the incident or of any witnesses. 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.





Information about the requirements of Title IX may be obtained from PNWU's Title IX Coordinator, the Assistant Secretary of the Department of Education, the Department of Education Office of Civil Rights, or from any funding agency.

### **CONFLICT OF INTEREST AND DISCLOSURE**

The university and its Board of Trustees have an affirmative duty to identify, disclose and manage conflicts in conformance with this policy and the law.

The Board of Trustees, employees, and students shall disclose any conflict of interest. A conflict of interest includes remuneration, contractual relationships, employment, and family, financial or other interest that could pose conflicts of interest.

University Officials are prohibited from accepting from third parties (including staff, faculty or students) gifts, favors, services or anything of value in a situation where decision-making or actions affecting the University may be influenced. University Officials are prohibited from providing to third parties (including staff, faculty or students) gifts, favors, services or anything of value in a situation where decision-making or actions affecting the third party recipient may be influenced. Notwithstanding the previous, gifts of nominal value, or gifts customarily given and generally viewed as appropriate in the business, may be accepted without violation of this provision. University Officials shall exercise good judgment in making this determination, and should seek additional guidance in the event there is any question as to whether a particular gift violates this policy.

#### **Gifts from Students and Others**

With regard to all employees and faculty, PNWU strives to be above reproach in all matters. This includes perceptions of fairness and objectivity. Faculty members in particular must not use their position, authority, or relationship with students to obtain uncompensated labor for their own personal or economic gain. Faculty and staff may not ask students to perform services unrelated to legitimate academic activities unless the student is adequately compensated for such services. Faculty members must not solicit gifts or favors from students. Faculty and staff must not accept gifts or favors where they have reason to believe that such gift or favor is motivated by a desire to secure some academic advantage.

Therefore, PNWU employees, including faculty, must not accept personal gifts beyond the small token of appreciation from students. Neither should gifts beyond the token of appreciation be accepted from firms with which PNWU does business. In every circumstance, faculty members should avoid accepting even token gifts from students prior to submission of grades for those students, or completion of supervision.

### **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.

- PNWU Website: The site is a resource for all student needs, latest news, University calendar, forms, links to other important information, etc.
- PowerCAMPUS: PowerCAMPUS, Self Service, is the portal for class schedule, University account balance and statements, student ID, financial aid, grades, and transcripts.
- PNWU Moodle Site: Is a learning management system used for coursework information, assignments, syllabi, etc.



## **DISCLAIMER**

The Student Catalog represents information and requirements which may be altered from time to time by the University at its sole discretion. The provisions of the Student Catalog do not constitute a contract. The University reserves the right to change any provision or requirement at any time. The University complies with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. All inquiries regarding the Student Catalog should be directed to the Office of Enrollment Services at [info@pnwu.edu](mailto:info@pnwu.edu) or 509-452-5100.

The Catalog is the responsibility of the Office of Enrollment Services. 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 website, [www.pnwu.edu](http://www.pnwu.edu).

## **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  
(866) 329-0521 – Toll Free  
(509) 452-5101 – Fax

[www.pnwu.edu](http://www.pnwu.edu)  
[info@pnwu.edu](mailto:info@pnwu.edu)



## GENERAL POLICIES

### OFFICE OF 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, Student Government Association, and non-academic records.

### ACCOMMODATIONS

Students may find that they have disabilities that diminish academic performance. PNWU can make reasonable accommodations for students with documented disabilities who are otherwise qualified for admission and can meet the Minimal Technical Standards as stated in this catalog. Students with disabilities are encouraged to contact the Office of Student Affairs as early as possible. Requests for accommodations must be made in writing to the Office 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 it is asked that you are sensitive to those in class and studying. If you need an accommodation, please request one in writing to the Office of Student Affairs.

### COUNSELING SERVICES

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

The 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 SAP, 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 SAP 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.

Call the Northwest Employee Assistance Program, (509) 575-4313, 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 a SAP counselor during school hours. For students on rotations, they will arrange for you to be seen in the area in which you live.



### **PSYCHIATRIC OR MEDICAL ASSESSMENT**

The PNWU student acknowledges that, from the time of his/her acceptance to the university and until withdrawal or graduation from the university, he/she may be subject to psychiatric, psychological, or medical assessment and/or evaluation and/or treatment to ensure fitness for duty as the university sees fit. Any student need for psychiatric, psychological, or medical assessment and/or treatment whether voluntary or due to a recommendation or requirement by the Wellness Committee, the Promotion and Matriculation Committee, or any other PNWU official will be at the sole expense of the student.

### **HEALTH INSURANCE AND HEALTH CARE PROVIDERS**

PNWU students must present proof of personal health insurance at matriculation and again by August 1<sup>st</sup> of each year they are enrolled. They must maintain personal health insurance throughout their educational program. The student is solely responsible for his/her medical bills. The University assumes no responsibility to seek reductions or waivers.

The University does not endorse any specific insurance plan or health care provider; however, for your convenience a list of providers has been made available as a resource on the PNWU website. It is the desire of PNWU to assist and support students in receiving needed physical health care by establishing agreements with healthcare service providers within the Yakima community. Affiliation agreements have been secured with Yakima Regional Medical and Cardiac Center and Yakima Valley Memorial Hospital and their associated facilities.

Students are prohibited from using a PNWU faculty, staff, preceptor, or other affiliated University personnel as their healthcare provider in order to avoid conflict of interest.

### **WELLNESS COMMITTEE**

The Wellness Committee is a small group of staff and administration who meets as needed to address sensitive student mental and/or physical wellness issues. This committee is extremely conscious about confidentiality. If a student wishes to bring something to the attention of the Wellness Committee, he/she can do so by contacting the Office of Student Affairs.

### **FITNESS REIMBURSEMENT**

PNWU will reimburse first and second year students \$20 per month for each month they have paid membership dues to a fitness center/gym concurrent to their enrollment at PNWU. Students can also receive reimbursement for league play if the league is organized by Yakima Parks and Recreation. The reimbursement will be up to \$20 per month for the months while the student is concurrently enrolled in the league and classes. The allowed reimbursement cannot exceed the actual cost of the league play. Reimbursement shall occur at month's end in December and May for the respective term. Any outstanding balance on the student's account will be deducted from the reimbursement. Students must submit a Fitness Reimbursement form which can be found on the PNWU website.

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

Pacific Northwest University of Health Sciences does not offer a meal plan or cafeteria for students.



## HOUSING

Students must secure their own housing during the duration of their medical education. PNWU may have suggestions to assist students in their search for appropriate, affordable housing. For housing in the Yakima Valley, students may find resources on the PNWU website.

Students are prohibited from staying with faculty, staff, preceptors or other affiliated University personnel. A rare exception may be made by the appropriate Dean of the college with the understanding that the students must sign a contract outlining the expectations of both parties (this would include duration, facility usage, etc.). If a required core rotation is 1 hour or 50 miles outside of the student's assigned regional rotation site, the University will assist on a case-by-case basis in finding and financially supporting housing.

## 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 student 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. 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.

Students serving as SGA executive or class officers, club officers, and PNWU representatives at national meetings or in any similar position must maintain good academic standing. The criteria for determining academic standing are based on our policies for alert, warning, and probation. Please see the Academic Standing section of the catalog for details. If a student holding SGA executive, class, or club office is placed on alert he/she must immediately meet with the Office of Student Affairs to determine if their involvement is preventing successful completion of academic obligations. It will be at the discretion of the Office of Student Affairs to determine if a student should continue in that position. If a student is placed on warning or probation, he/she must immediately resign from their SGA executive, class, or club office. This is not viewed as disciplinary, but rather as a supportive effort to help the student be successful at reaching his/her academic goals.

Students are encouraged to develop, organize, and participate in student associations and government organizations; however, they are encouraged to hold only one elected position at a time. Elections for SGA officers are held each spring for the following year. Students on warning or probation are not eligible to run for SGA executive, class, or club offices. Students must receive approval to run for all offices through the Office of Student Affairs.

## 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 and creation of a club constitution in order to take advantage of the privileges accorded registered student organizations by PNWU. Organizations may choose designation of either SGA sponsored or non-sponsored status. SGA sponsorship allows organizations to request funding and support from the SGA, but necessitates additional annual requirements (listed below). Approval of registration for both SGA sponsored and non-sponsored organizations 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 and supporting documents 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 Moodle.

Privileges of registration include:

*(Applies to **both** SGA sponsored and non-sponsored organizations):*

- Use of campus bulletin boards (all material **MUST** be approved by SGA and the Office of Student Affairs and on file with SGA).
- Use of inter-campus mail services.
- Solicitation of membership on campus under the organization's name.
- Solicitation of funds on campus under the organization's name.
- Use of certain PNWU facilities for meetings or activities after the academic needs of PNWU have been met.
- Use of meeting space with availability determined by the Office of Student Affairs.
- Receipt of relevant publications and inclusion in mailings by the Office of Student Affairs.
- Inclusion of the organization's activities in the monthly calendars published by the SGA.
- All student organizations must be registered with the Office of Student Affairs and the SGA, have an approved Faculty/Staff Advisor, and be approved by the appropriate Dean.

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

*(Applies to **both** SGA sponsored and non-sponsored organizations):*

- Completion of a registration form each academic year
- Participation in the SGA
- Leadership and advisement of a full-time faculty or staff member
- Approval of organizational activities and events through the Office of Student Affairs
- Cooperation with PNWU policies and procedures
- Contribution to and support of the philosophy and mission of PNWU
- Participation in PNWU leadership conferences
- Completion of all necessary forms (available in the Office of Student Affairs)

*(Applies **ONLY** to SGA sponsored organizations):*

- Completion of a service project that benefits the local Central Washington community
- Completion of a service project that benefits the PNWU community
- Completion of a fundraiser





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

- 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 must be submitted to the Executive SGA Council by August 1<sup>st</sup> of the academic year in which it is to be effective. Notification will be made 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.
- Organizations may keep current SGA sponsored or non-sponsored status, or are permitted to change status upon annual re-registration. This designation must be noted on re-registration form submitted to the Executive SGA Council.
- In addition to meeting the criteria for registration, each organization that is re-registering must also submit a club constitution and report of activities and accomplishments of the organization during the past academic year.
- Notification of available forms and information pertaining to re-registration will be given at the end of spring term.
- Failure to register an existing organization by August 1<sup>st</sup> 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.
- 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 the Office of Student Affairs. This includes but is not limited to all presentations, seminars, exhibits, fund-raisers, workshops, and courses. The appropriate form, Student Event Request Form, is available on the PNWU website.

## **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. Students 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 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 Director of Communications.

Students, faculty, and staff are required to direct inquiries from the media immediately to the President, Dean, or Director of Communications 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 first be initiated by completing the Student Event Request form found on the PNWU website. No solicitations may be sent out prior to approval.



## 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



## RECORD RETENTION

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

- 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.
- 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.
- 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 Document Retention and Destruction policy is available on the PNWU website.

## STUDENT/PATIENT/FACULTY/PRECEPTOR RELATIONSHIPS

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

## GENERAL DRESS

PNWU-COM students will, during regular business hours (Mon-Fri, 8:00-5:00), be dressed appropriately with awareness to personal hygiene, cleanliness, professional demeanor, and professional dress. Modest professional apparel, or scrubs (top and bottom), will be required for all official PNWU activities. Students may layer a long sleeved shirt underneath their scrubs for warmth if desired. In the case of special events, students must adhere to the professional dress policy. The dress code in the OMM lab is shorts for male students and shorts and sports bras/tanks for female students. Students must not have clothing, braces, head coverings, etc. that visually or tactically impede evaluation and treatment by their peers or instructors. Students are required to wear lab coats when in the gross anatomy lab. Lab coats will be provided and should not be worn outside of the lab.

Jeans of any color, shorts, sandals, hooded sweatshirts, t-shirts, casual hats, sweat pants, sleep wear, and gym attire are not permitted. Visible body piercing and tattooing are not acceptable with the exception of OMM lab and Clinical Skills when the student is functioning as a patient. Faculty may still request that a tattoo be covered. Up to 3 earrings per ear are acceptable as long as they do not cause interference or distraction.

Professional attire is required for any on or off-campus clinical experience unless specifically advised otherwise. Additionally, short white lab coats with PNWU student identification patches are required to be worn unless specifically instructed otherwise by the faculty, hospital, or preceptor. Scrub suits are to be worn when indicated by individual services. Alterations in this dress code are subject to the discretion of individual physicians/institutions/facilities.

Failure to adhere to the dress code is a violation of professionalism and may be documented in your Medical School Performance Evaluation (MPSE) letter.



## DRUG AND ALCOHOL USE

PNWU is committed to being a drug-free, healthy, and safe place of learning. The unlawful possession, use, or distribution of illicit drugs and alcohol by students on PNWU property or as part of any of its activities is prohibited. Students are required to come to study in a mental and physical condition that will allow them to perform satisfactorily as a student. PNWU does not condone any form of drug, substance or alcohol abuse by its students. No alcoholic beverages or illegal drugs may be manufactured in any academic facility, clinic or hospital associated with PNWU. Students may not use, possess, distribute, sell, or report to duty after having consumed controlled substances or alcohol while on PNWU premises or while conducting any education-related activity away from PNWU premises. Students may use legally prescribed drugs only if they do not impair their ability to perform the essential functions effectively and safely without endangering themselves or others. PNWU has and enforces a zero tolerance policy on the illegal consumption of alcohol by students. Any violation of this policy will result in disciplinary and appropriate legal action against the offending individual(s). Any student who attends class or a rotation or is on the premises of a facility affiliated with PNWU while under the influence of alcohol or illicit drugs is subject to immediate suspension and possible dismissal at the discretion of the Promotions and Matriculation Committee, the Wellness Committee, and/or the Dean.

Any student who has been convicted of an offense under any Federal or State law involving the possession or sale of illegal drugs or the abuse/misuse of alcohol during their enrollment at PNWU is subject to immediate suspension and possible dismissal at the discretion of the Promotions and Matriculation Committee, the Wellness Committee, and/or the Dean.

PNWU does not permit alcohol at student-sponsored events on campus. For off-campus PNWU-sponsored student events, alcoholic beverages will be allowed only when approved by the President for a specific period of time. The sponsorship of student activities by promoters of alcoholic beverages is not permitted. When alcohol is permitted at an off-campus student event, the University will be responsible for and shall control the dispensing of alcoholic beverages. The sale of alcoholic beverages is prohibited under all circumstances unless an outside licensed catering company, with the appropriate insurance and permits, is selling the beverages. Persons who rent a room at the University for outside business or personal use may be allowed to dispense and consume alcoholic beverages with the appropriate license, insurance, and permits, allowing them to do so. All event requests must go through the Student Event Request form. Alcoholic beverages may not be advertised or promoted on campus. At any such off-campus event where alcohol is served, students are expected to limit their consumption so that it does not cause the student to become disruptive, belligerent, argumentative, sloppy/unkept in appearance, or lead to slurring of speech, inappropriate personal interactions and/or behavior, or an inability to operate a motor vehicle safely or result in a violation of any federal or state law.

Students are reminded that there are health risks associated with the use of illicit drugs and the abuse of alcohol. Alcohol and drug abuse can cause physical and emotional dependence. Users may develop a craving for these substances and their bodies may respond to the presence of drugs in ways that lead to increased use. Certain drugs, such as opiates, barbiturates, alcohol and nicotine create physical dependence. When a regular user stops taking the drug, the body experiences the physiological trauma known as withdrawal. Psychological dependence occurs when taking drugs becomes the center of the user's life. Some drugs have an effect on the mind and body for weeks or even months after drug use has stopped. Drugs and alcohol can interfere with memory, sensation, and perception. They can distort experiences and cause loss of self-control that can lead users to harm others as well as themselves.



Students are reminded that there are local, state and federal sanctions for the unlawful possession or distribution of illicit drugs and alcohol. State law considers the illegal use of drugs and alcohol serious crimes. The sanctions for first-time violations of these laws range from fines to terms of incarceration, or both. Additionally, local ordinances and municipal codes impose a variety of penalties for the illegal use of drugs and alcohol. See Washington RCW Chapter 69.50, the Uniform Controlled Substances Act, for additional information. There may also be civil consequences that result from the violation of state drug and alcohol statutes. For example, property associated with the criminal acts, including homes and vehicles, can be confiscated by the government and persons convicted of felonies may be barred from government employment, and lose the right to vote. Federal law considers the manufacture, distribution, dispensation, possession or use of illegal drugs, or any controlled substance, a serious crime. For the most up-to-date Federal Trafficking Penalties information, visit the website of the U.S. Drug Enforcement Administration, at <http://www.dea.gov/agency/penalties.htm>. In addition to possible criminal sanctions, students can lose financial aid.

PNWU makes available drug or alcohol counseling, treatment, or rehabilitation or re-entry programs. Students may seek these services through the Student Assistance Program. For more information please see the Counseling Services section of the Student Catalog. They may also contact the Washington Physicians Health Program to participate in their confidential services: [www.wphp.org](http://www.wphp.org).

This policy will be reviewed biennially to determine its effectiveness, implement changes, and ensure that disciplinary sanctions are consistently enforced.

#### **TOBACCO**

Smoking and tobacco use is not allowed on PNWU property.

#### **GAMBLING**

Gambling is not permitted 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.

#### **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.

#### **NOTIFICATION OF EMERGENCY CONTACT**

In the event of an emergency involving a Pacific Northwest University (PNWU) student, PNWU may contact the person the student has designated as his/her Emergency Contact. If the student is considered by a representative of PNWU in his/her judgment to be in a physical or mental crisis, the representative may contact the student's designated Emergency Contact. By providing the name and phone number of an Emergency Contact, the student is granting PNWU the authority to notify the Emergency Contact of the student's condition.





## **ATTENDANCE**

Attendance at labs, small group discussions, CILs, guest presentations and other interactive sessions as published in the course syllabus is mandatory. Failure to attend designated mandatory activities will result in consequences as described in the course syllabus. Attendance at lectures is recommended. Students must obtain an excused absence from the Office of Student Affairs to be excused from any of the mandatory attendance learning activities stated above. Students are responsible for the work they have missed. Attendance at mandatory learning activities will be tracked and unexcused absences will be recorded in the student's file and appear on the MSPE.

## **EXCUSED ABSENCES**

Excused absences will be allowed on a case-by-case basis for such things that are emergent, personal, compassionate, professional, or health related. Excused absences for weddings will be granted for attendance at first degree family members only. To request an excused absence, students must complete a Time Away Request form at least three weeks in advance and submit it to the Office of Student Affairs. In an emergent situation an e-mail or phone call to the Office of Student Affairs will suffice. In all circumstances, the student is responsible for any coursework missed. If approved it is the responsibility of the student to take the form to each of his/her faculty to discuss the appropriate means of making up missed coursework. The student must receive the faculty member's signature on the Time Away Form acknowledging arrangements for making up missed coursework have been agreed upon.

## **CONFERENCE ATTENDANCE**

Participation in professional meetings and conferences can greatly enhance a student's professional and personal growth. Participation is a privilege and honor. Students on academic alert, warning or probation or who have professional conduct violations may be denied the privilege to attend. Students are encouraged to consider the impact of their attendance at such meetings on their academic success before requesting to attend. First year students are encouraged to wait until spring term to attend conferences. Students must request permission to attend by filling out a Time Away Request a minimum of three weeks in advance of the conference. It will be evaluated by Student Affairs and the appropriate Dean(s). Students in their 3<sup>rd</sup> and 4<sup>th</sup> year must refer to the Clinical Manual for the Conference Attendance policy for clinical years.

## **LEAVE OF ABSENCE**

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

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 by the Office of Student Affairs.

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 additional or subsequent financial aid proceeds to a student on an approved LOA. Upon the student's return from the leave, he/she continues to earn the financial aid previously awarded for the period of leave.





A student whose LOA is nearing completion must submit a letter to the Office of Student Affairs. 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. Requiring the federal Return of Title IV calculation (see the Federal Aid Refund Calculations section), which may result in the student owing PNWU tuition, other charges, and/or living costs no longer covered by previously disbursed financial aid. The grace period for Title IV Loan borrowers may have started based 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.

### **Personal LOA**

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:

- 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;
- 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.

### **Medical LOA**

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.

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.

### **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 Dean and the Chief Academic Officer (or their designees) will meet to review the request to assure administrative procedures are followed and an academic plan considered. The Dean will make the final decision to grant a request and will notify the student of the decision in writing. 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. Failure to provide documentation in a timely manner could result in making void any guaranteed re-admission. If a student chooses to withdraw from the university they automatically waive the right to an appeal of any disciplinary action or dismissal decision previously made by the Promotion and Matriculation Committee and/or the Dean.



- **Medical Withdrawal**--Granted to students who have a medically documented 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.
- **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 Drug Screen (DS). 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.
- **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 CBC and DS.
- **Personal Withdrawal**--Granted to students who wish to voluntarily leave PNWU for personal reasons. Students withdrawing from PNWU must apply for re-admission.
- **Conditional Withdrawal**—May be either voluntarily entered into or required for students who need a period of absence from the academic program to meet P&M academic requirements. Re-admission is guaranteed provided the student: (1) has complied with Promotion & Matriculation Committee conditions, (2) has remained in compliance with PNWU's codes of academic and behavioral conduct; (3) continues to meet the Minimum Technical Standards for admission; (4) submits to a CBC and DS if requested. PNWU will allow the student to maintain contact with appropriate and designated personnel and will continue to provide access to e-mail and IT services. Tuition refunds will be handled according to PNWU's withdrawal policy. The student will not be required to return PNWU equipment, books, laptop (Class of 2015 and prior), etc. until such time as a permanent withdrawal or dismissal should occur. This Conditional Withdrawal is not to exceed twelve consecutive months at which time the student is considered officially withdrawn from the university. The Dean or designee will determine placement in the curriculum and regional site assignment upon return.

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 course will receive the appropriate grade of WP or WF.



## REIMBURSEMENT OF FUNDS UPON WITHDRAWAL

### Tuition Refunds

No part of the tuition 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 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 refund requires prior written notification of withdrawal from the University. The tuition 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.

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.

### Federal Aid Refund Calculations

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 term 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 term, 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 or the last date of attendance whichever comes first. 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 term has been completed, there is no return of Title IV funds.

## RETURNED ITEMS UPON WITHDRAWAL

Students must return all PNWU materials and equipment upon withdrawal. This list includes but is not limited to:

- Badge
- Locker Key
- Parking Permit
- Lab Coat
- Scrubs
- Laptop and charger (Class of 2015 and prior)
- iPads (Class of 2016)
- Books (texts and workbooks from the current term)
- Stethoscope
- Welch-Allyn Diagnostic Kit
- Sphygmomanometer and Cuff



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

Prior to matriculation and starting clinical rotations 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 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
  - Sanctions

The background check vendor will provide a summary report of their findings to the student and to PNWU.

### **Criminal Background Check Process:**

1. PNWU will notify all newly accepted 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 prior to commencement of the clinical rotation. Students will be referred to the CBC website to complete the process.
3. A fully detailed copy of the report will be delivered directly to the student with a copy to the Office of Student Affairs.
4. Any questionable or adverse information provided through the CBC will be referred to the Admissions Committee for accepted applicants and the Promotion & Matriculation Committee for second year students 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 contact the entity that performed the CBC regarding the area they believe to be incorrect.
2. Re-verification and issuance of a new report will follow the process and procedure laid out by the company conducting the CBC.



3. 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 admission requirement or the healthcare site's CBC requirement, the student will be referred by the Office of Student Affairs to the Admissions Committee for accepted applicants or the Promotion & Matriculation Committee for second year students for further evaluation.
4. Any adverse decision by the Admissions Committee and 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 Office of Student Affairs. PNWU-COM will review CBC findings with felony/misdemeanor charges for severity, frequency/pattern, time period, rehabilitation, unprofessional behavior, accountability, and outcome. The applicant/student should investigate possible consequences on future licensure.

### **DRUG SCREEN (DS)**

PNWU reserves the right to require drug screens (DS) of accepted students and current students at any time they so choose. This is a requirement placed on healthcare facilities by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO). In compliance with this requirement, PNWU requires that all students agree to undergo a DS whenever it is requested of them. The student will be charged for the cost of the DS. A private company that is approved and licensed to perform DSs will be selected at the sole discretion of PNWU. If a DS is requested and the student will not comply he/she will not be allowed to participate in any classroom activities and will be referred to the Promotion and Matriculation Committee to determine their ability to continue at PNWU.

1. A copy of the DS will be delivered directly to the student upon request with a copy to the Office of Student Affairs.
2. Any questionable or adverse findings revealed through the DS will be referred to the Wellness Committee for further evaluation. An adverse or questionable DS may result in dismissal from PNWU.

### **Challenged Results of the Drug Screen**

1. Students who question the accuracy or results of the DS should immediately contact the private company that conducted the DS regarding the area they believe to be incorrect. Students can request the companies contact information from Student Affairs. All disputes pertaining to the DS findings must follow the policies and procedures of the private company that conducted the DS.
2. If the student does not challenge the questionable or adverse information from the private company that conducted the DS and when the DS findings are such that the student does not meet PNWU standards, the student will be referred by the Office of Student Affairs to the Wellness Committee for further evaluation and recommendations.
3. Failure to comply with the Wellness Committees recommendations will result in the student being referred to the Promotion & Matriculation Committee for further evaluation and potential disciplinary action including but not limited to dismissal.
4. Any adverse decision by the Promotion and Matriculation Committee may have a final appeal through the Dean of the appropriate college.





## **SEXUAL AND OTHER UNLAWFUL HARASSMENT, BULLYING, AND INTIMIDATION**

It is the policy of this University that all students shall have the right to learn in an environment free from sexual and other unlawful harassment, bullying, intimidation, and any form of unlawful discrimination.

### **Sexual Harassment**

Sexual harassment is a form of 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 faculty member, fellow student, employee, or by persons doing business with or for PNWU, male or female, to engage in sexual harassment. Such conduct will result in disciplinary action which could include dismissal from PNWU or termination from employment.

Sexual harassment is defined as follows:

Quid Pro Quo--Unwelcome gender based 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 status and/or (2) submission or rejection of such conduct by an individual is used as the basis for decisions affecting an individual.

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

- Unwanted sexual advances
- Offering benefits/advantages 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 a student's body or dress
- Conduct that has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile, demeaning, or offensive academic or living environment
- 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

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 performance or creating an intimidating, hostile, or offensive learning environment.

PNWU also prohibits sexual misconduct offenses which include non-consensual sexual contact, intercourse, sexual exploitation or attempts.





### **Non-Sexual Harassment, Intimidation or Bullying**

Non-Sexual Harassment, intimidation or bullying -- may be written, electronically communicated, verbal, graphic, or a physical act or gesture that a student has exhibited toward another student more than once and the behavior both:

- Causes mental or physical harm to the other student;
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student

Any student who believes he/she has experienced sexual misconduct, sexual harassment, non-sexual harassment, intimidation, or bullying 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 Title IX Coordinator or his/her designee.

#### **Reporting, Investigation and Resolution**

Individuals who have experienced or witnessed policy violations are encouraged to make a prompt report. Such individuals can seek advice from certain resources who are not required to share private personally identifiable information – such as mental health service providers or off campus crisis clinics who are by law permitted to maintain confidentiality. Most campus resources have certain legal obligations and so should not be assumed to be in a position of maintaining confidentiality.

The Title IX Coordinator or designee will promptly investigate complaints, and provide information on counseling and victim services on or off campus and will timely respond to complaints.

When policy violations occur, PNWU will take appropriate remedial action. This will include disciplinary action against any person found to have violated these policies and remedial action designed to remedy the effects of the conduct and to ensure it is not repeated. Disciplinary action could include termination of employment, or suspension or expulsion in the case of students. In the case of violations of the law, a report to law enforcement may be made. Retaliation against individuals filing complaints or participating in an inquiry is prohibited.

For additional information or to file a complaint, contact:

Title IX Coordinator  
Stefanie Durand  
Director of Human Resources  
111 University Parkway, Ste. 202 | Yakima, WA 98901  
[HR@pnwu.edu](mailto:HR@pnwu.edu) | (509) 249-7714

#### **Complaint/Grievance Process**

The Title IX coordinator will, by itself or in conjunction with another appropriate office (e.g., Student Affairs, Security), conduct a prompt and thorough investigation of any sexual harassment or discrimination complaint, interviewing the complaining student or applicant and other witnesses as needed. The investigation will be kept as confidential as is feasible in light of the duty of the University to review and address sexual misconduct or harassment and other forms of sex discrimination.



Ordinarily, the office of the Title IX Coordinator will endeavor to interview the complaining party, to obtain detailed information, within one week of receiving an initial complaint from that individual. Other witnesses will be interviewed and any other information will be gathered promptly, usually within three weeks after the initial interview with the complaining party.

When the investigation is completed, the University will take any corrective action needed to prevent a recurrence and to correct any discriminatory effects. The office of the Title IX Coordinator will recommend what corrective action, if any, should be taken.

Ordinarily, investigations will be completed within about one month after the initial interview of the complaining party and a determination as to what corrective action will be taken will ordinarily be made within about one week thereafter. The Office of the Title IX Coordinator will then notify the complaining party (within about 10 days after the determination is made) that the investigation has been completed and explain what corrective action, if any, will be taken. Some kinds of complaints (such as complaints involving possible sexual violence) will be handled on an expedited basis.

## OFFICE OF CAMPUS SECURITY

The *Office of Campus Security* provides security services at PNWU. Their goal is to provide a safe and secure campus for the students, faculty and staff of PNWU. The office staffs a Director of Security and uniformed security officers. PNWU is proactive in Crime Prevention techniques such as Closed Circuit Television, Electronic Access door locking and monitoring systems, and the implementation of Crime Prevention Through Environmental Design. PNWU Security started and supports an internet Block Watch Program with its neighboring businesses.

The following are policy excerpts. For full text of safety and security policies please visit the PNWU website ([www.pnwu.edu](http://www.pnwu.edu)) or the Office of Campus Security.

Limited campus law enforcement authority is granted to Pacific Northwest University of Health Sciences Safety and Security Department. As such, PNWU security personnel act as agents for the University itself, and have the authority to ask persons for identification and to determine whether individuals have lawful business at PNWU campus sites. PNWU security personnel do not have arrest powers; all criminal incidents are referred to local law enforcement, that being the Yakima Sheriff's Office, who have jurisdiction on and adjacent to the PNWU campus.

Students and employees are required to comply with directives of campus security, law enforcement agencies, and any other University officials; students are required to present valid ID when requested. PNWU security personnel enforce University policy, rules, and regulations as well as local, state, and federal laws, and report criminal violations to the proper authorities.

PNWU is committed to assisting all members of the PNWU community in providing for their own safety and security. PNWU is compliant with the Jeanne Clery Act which requires the tracking and reporting of crime statistics for access by staff, faculty, students, and prospective students. The annual Campus Safety and Security Report is available on the PNWU website at: <http://www.pnwu.edu/departments/campus-security/>. If you would like to receive a paper copy of the Campus Safety and Security Report that contains this information, you can contact the Office of Campus Security by calling 509-452-5100.



In accordance with the Jeanne Clery Act, PNWU will immediately inform the campus community about a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. In addition, PNWU shall, provide timely warning in a manner likely to reach all members of the campus community of those crimes an institution is required to report and include in its Annual Safety Report. Such warnings shall be provided to students and employees in a manner that is timely and that will aid in the prevention of similar occurrences. Warnings may be communicated as an emergency banner on the PNWU website, text message, email, voice message, in-house public paging system, fire alarm, and/or radio and television broadcast. Every incident is unique; therefore different communication media will be activated based on their reach, effectiveness, and location.

In the case of an emergency activate one of the emergency call boxes on-campus, call 911 and then notify PNWU Campus Security at 509-823-3346 if it is safe to do so. To remain anonymous, use Crime Stoppers, 1-800-CRIME-SC or text TIPSC & your message to CRIMES (274637).

### **DISCLOSURE OF CRIMES OF VIOLENCE AND NON-FORCIBLE SEX OFFENSES**

Pacific Northwest University of Health Sciences will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, PNWU will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Following the hearing of an incident of alleged violence, the victim may submit a letter to the dean requesting the outcome of the hearing. The dean or the dean's designee will verbally inform the victim of the outcome. Should the victim be deceased, this information may be released to the victim's next of kin. The next of kin must be listed in the student's PNWU records and proper identification by the next of kin will be required. The outcome of such hearing can also be released pursuant to a court order or subpoena.

### **CAMPUS ACCESS**

During normal business hours Pacific Northwest University of Health Sciences will be open to faculty, staff, students, parents, contractors, guests, and invitees. During non-business hours PNWU facilities are locked; access is restricted to authorized students and employees. PNWU issues proximity access cards that allow students and employees to enter authorized areas 24 hours a day. During an extended closure, only authorized personnel will be granted access to campus property and facilities.

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 the Office of Security and a fee will be assessed for a replacement.

### **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 the PNWU website. 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.

## **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. Weapons of any kind are strictly prohibited on PNWU property. Tampering with any fire alarm or equipment is prohibited.

## **LOST AND FOUND**

The Security Office located in Butler-Haney Hall, houses lost and found services.

## **ANIMALS ON CAMPUS**

In consideration of personal safety, as well as sanitation, no person may bring an animal on to the University campus, except for:

- Service animals for the disabled. A "service animal" for the purposes of this policy is any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability.
- Conditions related to ADA where reasonable accommodations can be made;
- Animals approved for academic research.
- Animals that are brought on campus for a purpose specifically approved and under conditions approved by the President or designee.

All service animals must be on a leash and not a threat to anyone on campus. Documentation must be brought to the Office of Human Resources supporting the request to have an animal on campus.

## **OFFICE OF TECHNOLOGY SERVICES**

The *Office of Technology Services* is made up of the Instructional Technology department, which focuses on the technology directly related to the educational process, and the Information Technology Services department, which supports the University computing infrastructure and end user computing devices.

## **LAPTOPS**

Students are required to have a laptop that meets the minimum hardware, and software, requirements detailed on the Technology Services webpage. Laptop purchases are the responsibility of each student. Financial aid is available to cover the purchase cost of a laptop once during the term of the student's program. Technology Services will provide limited software support and consulting for student owned computing devices, details of the support provided can be found on the Technology Services webpage.



## **ELECTRONIC COMMUNICATIONS**

To facilitate communication throughout the University, e-mail accounts for all students, faculty, and staff are provided. 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 the recipient, 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.

## **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.





## LECTURE CAPTURE

PNWU faculty has the option to use the lecture capture system to record their lectures. The system allows PNWU to record and distribute lectures and other audio and video recordings to students in a secure environment through Moodle. Because PNWU may be recording in the classroom, student questions and/or comments may be recorded.

Students may watch recordings online, or download them for off-line viewing on their computers, smartphones, or media players. These recordings are copyrighted by the University. Posting them to another website, including YouTube, Facebook, BlipTV, or any other site without express, written permission may result in disciplinary action and possible civil prosecution.

## PEER-TO-PEER FILE SHARING

Institutional policies and sanctions related to the unauthorized distribution of copyrighted material: The University takes copyright infringement seriously. As set forth in the Computer and Network Usage Agreement, all students, staff, and faculty must abide by federal and state copyright laws when using University computing or network resources. The unauthorized publishing or use of copyrighted material on the University computer network is strictly prohibited and users are personally liable for the consequences of such unauthorized use. This specifically applies to Peer-to-Peer or P2P file-sharing of copyrighted music and movies. Students should be aware that by engaging in unauthorized sharing of copyrighted material, they not only violate University policy, but they may also be held criminally and civilly liable by federal and/or state authorities.

Under current copyright law, criminal cases of copyright violation carry a penalty of up to five (5) years in prison and a \$250,000 fine. Civil penalties for copyright infringement include a *minimum* fine of \$750 for each work.

Pacific Northwest University will subject students, staff, and faculty who violate this policy to discipline as appropriate. For a first-time violation of this copyright policy, students, staff, and faculty are required to remove the copyrighted item(s) and cease sharing immediately. Repeated infringement is subject to disciplinary action by the Office of Student Affairs, or by the Office of Human Resources, up to and including expulsion or termination from the University.

## OFFICE OF FINANCIAL AID

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

## FINANCIAL AID

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 \$205,674 in debt by the time he/she graduates from a private 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 Federal Direct Unsubsidized Stafford Loan and Federal Direct Graduate PLUS Loan accrue 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 may 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 may all take action to recover the money. The federal government and the loan agencies may 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 qualitative (grade-based) academic standards that apply to all students and in addition, a required quantitative (time-related) standard.

While on warning or probation, 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.

The Office of Financial Aid will notify students who are ineligible for continued assistance and will provide them with information regarding their academic status.

Appeals of the academic status are submitted to the Promotion and Matriculation Committee.

### **Drug Conviction**

A student is ineligible to receive title IV, HEA program funds, if the student has been convicted of an offense under any Federal or State law involving the possession or sale of illegal drugs for conduct that occurred during a period of enrollment for which the student was receiving title IV, HEA program funds. However, the student may regain eligibility if the student successfully completes a drug rehabilitation program after the student's most recent drug conviction. The student regains eligibility on the date the student successfully completes the program. The student should work closely with the Financial Aid Office to determine eligibility.

## **LIBRARY**

PNWU provides knowledge-based information to students, faculty, administrators, and staff in a medical library and in electronic networks. The information is authoritative and current. The Library support student education, teaching, research, management decision-making, and staff continuing education. The Library integrates traditional resources with innovative programming for medical education, training, and research. The library is located next to the Grand Foyer in Butler-Haney Hall and is available seven days a week for PNWU employees and students during staffed hours. The public may use the library during business hours Monday through Friday. Wireless connectivity is available for laptop computers and other Wi-Fi devices, and there are computer workstations for drop-in use by students, faculty, staff and the public.

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 students, faculty, and staff. The library provides students with access to health sciences databases, multimedia resources, and print and electronic books and journals.

The library participates in regional and national library cooperatives to ensure timely access to materials through interlibrary loan. Interlibrary loan and document delivery are free to PNWU students, faculty, and staff. No journal articles will be requested through interlibrary loan that do not comply with copyright restrictions.



For more information, please see the library website ([www.pnwu.edu/departments/library](http://www.pnwu.edu/departments/library)), or contact the library staff at 509-249-7745 or at [library@pnwu.edu](mailto:library@pnwu.edu) or by fax at 509-249-7799.

## **COPYRIGHT POLICY**

It is the policy of Pacific Northwest University of Health Sciences that all students comply with US copyright law as it relates to the use of copyright-protected works in the classroom and library at PNWU.

### **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

All students are required to read and abide by the PNWU Copyright Policy. The policy can be found in the library folder at:

<https://secure.compliancebridge.com/pnwu/public/index.php?fuseaction=app.main>.

Students who violate the PNWU Copyright Policy or the PNWU Peer-to-Peer File Sharing Policy (see policy listed under the Office of Technology Services section of this catalog) will be subject to disciplinary action, up to and including expulsion from the university.

## **GENERAL**

### **REQUESTING A LETTER OF RECOMMENDATION**

To obtain a letter of recommendation from a PNWU employee, a Letter of Recommendation Request form must be completed and provided to the letter writer a minimum of 14 days prior to the date the letter is to be submitted. The Letter of Recommendation Request form may be found on the PNWU website.

### **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.



## STUDENT COMPLAINTS OF ACCREDITATION STANDARDS

If, at any time, any student has a complaint related to accreditation standards and procedures, the student must present his/her complaint to the appropriate accrediting agency following that agency's guidelines for submission of a complaint.

Should the accrediting agency find the student complaint related to accreditation valid, PNWU will abide by the procedures set forth by the accrediting agency to rectify the noncompliance to the accreditation standard(s). PNWU will maintain records of the receipt, adjudication, and resolution of such complaints.

The following is from the AOA COCA COM Accreditation Standards and Procedures Manual, effective July 1, 2011, page 72:

### *Complaint Submission about a COM*

The complaint must be in writing and signed by the complainant. Complaints that are received that are not signed by the complainant(s) or are submitted anonymously will not be processed.

The complainant will present a concern regarding a violation(s) of an accreditation standard or procedure that must be based upon direct and responsible information. The complainant must provide a narrative of his/her allegation, as it relates to the accreditation standards or procedures, and include any documentation that could support his/her allegation. This information must be accurate and well documented.

The complainant will provide evidence that an effort has been made to resolve the problem through the recommended route through COM administration, and will include information about all other actions initiated to resolve the problems.

For the College of Osteopathic Medicine, the accrediting 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  
<http://www.aoacoca.org>

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 in the sexual and other unlawful harassment section of this catalog.



## 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 Academic Officer. A grievance concerning another student should be made to the Office 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  
Office of Student Affairs  
111 University Parkway, Ste. 202  
Yakima, WA 98901

## STUDENT LIABILITY INSURANCE

PNWU students are covered with liability insurance only if the students are participating in an officially approved clinical experience. This applies to approved rotations and shadowing experiences. 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 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 Monoethanolamine.

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 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.

## 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.





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 hospital Emergency Room (ER).
  - c. **NOTIFY** the Regional 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 Regional Dean. Regional Dean shall, at a minimum, be responsible for:
    - 1) Ensuring HIV/AIDS antibody testing is done at 6 weeks, 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.
  - g. The student is responsible for any costs incurred by these procedures and should ensure that their medical insurance provides coverage for such situations.



## ACADEMIC POLICIES

### OFFICE OF LEARNING RESOURCES

The *Office of Learning Resources* (OLR) is responsible for providing academic support to the students of the COM. The OLR is responsible for responding to the academic needs and development of students.

### 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. 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.

### 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 Learning Resources 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 Learning Resources to register for tutoring services.

### 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 faculty advisor on an agreed upon timeline. The Office of Learning Resources will assign the faculty advisor. The academic advisor is within the Office of Learning Resources and is responsible for assisting the student with development of an annual Individualized Learning Plan (ILP), and development of a student portfolio.

### OFFICE OF ADMISSIONS

The *Office of Admissions* acts as the primary agent for the acceptance of applicants and has an admissions program that responds to student and University needs.

### REQUIREMENTS FOR ADMISSION

The requirements for admission to PNWU are found on the following pages. Please see the specific college admission section of the catalog for additional requirements. With regard to admission the University follows the non-discrimination policy set forth in the Notice of Nondiscrimination section of the catalog, and the requirements of federal and state law including Title IX. It does not discriminate against applicants based on socio-economic background.



## FINAL OFFICIAL TRANSCRIPTS

Applicants accepted for admission are required to submit final, official, transcripts from each college or university ever attended. The transcript must come directly from the college or university. Foreign transcripts must be evaluated for U.S. equivalence by an approved evaluation service.

## MEDICAL HISTORY AND IMMUNIZATIONS

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 within one year prior to 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 be current as of start of classes of the student's first year:

- Tuberculosis testing yearly: A PPD skin test or QuantiFERON-TB test is required within 6 months of matriculation and annually thereafter. If results are positive, provide evidence of either having completed a QuantiFERON-TB test or evidence of having taken INH prophylaxis for at least 9 months and then a chest x-ray.
- Hepatitis B immunization: A Hepatitis B Surface Antibody titer, if negative or equivocal get a booster and re-titer 6-8 weeks later.
- Tetanus toxoid immunization: Within last ten years
- Tdap: Required (after 2005)
- DPT: Primary series of 4 doses with D-tap or DPT. Titer documentation of immunity if vaccine record is unavailable.
- MMR immunization: Titer documentation is required for Mumps, Rubella, and Rubeola. If any titer are negative, 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.
- Varicella Status: Titer documentation is required. If negative, proceed with the Varicella vaccine, a two-step vaccine; initial, and 4 week lapse for the second dose followed by another titer with documentation showing proof of immunity.
- Polio (Type OPV/IPV): Childhood four dose series or adult three dose series, Titer documentation of immunity if vaccine record is not available.

Third and fourth year students may be required by the facility at which they rotate to have additional immunizations. Students must comply with these requests and will pay for them at their own expense.

## 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(s) if all of the following criteria are satisfied:

- The credit must have been earned at an accredited college or university;
- Upon approval by the Associate Dean for Academic Affairs, a special examination will be administered under the auspices of the applicable department; and
- 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.

Transfer of PNWU credits to another college or university is at the discretion of the other institution.

### **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.

### **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 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 Office of Admissions. 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.

### **MILITARY RE-ADMISSION**

Any student whose absence from Pacific Northwest University of Health Sciences (PNWU) is necessitated by reason of service in the US Armed Forces, national guard or other military reserve component shall be entitled to readmission upon meeting any eligibility and readmission requirements.

A student shall be permitted to withdraw from one or more courses without a failing grade, incomplete or other negative annotation or alteration of grade point average, or be given an incomplete and be permitted to complete the course upon release from active duty, or continue and complete the course for full credit with any absences due to service treated as excused.

#### **Eligibility**

This policy applies only to U.S. military veterans seeking readmission to the program which they previously attended; it does not apply to individuals seeking admission to a different school at PNWU. A student is eligible for readmission under this provision if, during the leave, the student performed or will perform voluntary or involuntary active duty service in the US Armed Forces, including active duty for training and National Guard or Reserve service under Federal Authority, for a period of more than 30 consecutive days, and received a discharge other than



dishonorable or bad conduct, or performed or will perform voluntary or involuntary duty with the national guard or any other military reserve component under state authority for a period exceeding thirty days or is ordered to federal active military service. In general, the cumulative length of absence and all previous absences for military service (service time only) must not exceed 5 years.

### **Requirement of Notice**

A student planning to take a leave for military service, must give advance written or verbal notice of military service to the Dean or Dean's designee, unless such notice is precluded by military necessity. To be readmitted, notice (written or verbal) of intent to re-enroll must be given to the Dean or Dean's designee no later than 3 years after the completion of the period of service. If recovering from a service-related injury or illness, the school must be notified no later than 2 years after recovery.

A student who does not submit timely a notification of intent or provide an attestation within the designated time limits may not be eligible for the benefits outlined herein.

### **Re-admission Requirements**

The school must allow the student to re-enroll in the next class or classes in the same program, with the same enrollment status, number of credits, and academic standing as when he or she was last in attendance at PNWU. The student may also request a later date of admission or, if unusual circumstances require it, the institution may admit the student at a later date. If the school determines that the student is not prepared to resume the program where he or she left off, the school must make reasonable efforts at no extra cost to the student to enable the student to resume and complete the program. Such reasonable efforts include, but are not limited to, providing a refresher course and allowing the student to retake a pretest, as long as they do not place an undue hardship on the school. If reasonable efforts are unsuccessful or the school determines that there are no reasonable efforts that the school can take, the school is not required to readmit the student. In evaluating readmission, PNWU will comply with the requirements of any more beneficial Washington state law. Upon readmission the Dean of the appropriate college will evaluate readiness to resume the education program.

If the program to which the student was admitted is no longer offered, the student must be admitted to the program that is most similar, unless the student requests or agrees to admission to a different program.

The re-applicant must provide proof of compliance with Minimal Technical Standards, the codes of academic and behavioral conduct, criminal background check, and drug screen.

### **Tuition and Fees**

For the first academic year in which the student returns, he or she must be readmitted with the same tuition and fees charges the student was or would have been assessed for the academic year when the student left, unless there are sufficient veterans' educational benefits or other service member education benefits to pay the increased amount of tuition and fees. For subsequent academic years, the student may be charged the same tuition and fees as other students in the program.





### **Service for thirty days or less**

A student who is a member of the Washington national guard or any other military reserve or guard component who is ordered for a period of thirty days or less to either active or inactive state or federal service and as a result of that service, or follow-up medical treatment for injury incurred during that service, misses any class, test, examination, laboratory, or class day on which a written or oral assignment is due, or other event upon which a course grade or evaluation is based, is entitled to make up the class, test, examination, laboratory, presentation, or event without prejudice to the final course grade or evaluation. The makeup must be scheduled after the member's return from service and after a reasonable time for the student to prepare for the test, examination, laboratory, presentation, or event.

Class sessions a student misses due to performance of state or federal active or inactive military service must be counted as excused absences and may not be used in any way to adversely impact the student's grade or standing in class.

If the faculty member teaching the course determines that the student has completed sufficient work and has demonstrated sufficient progress toward meeting course requirements to justify the grade without making up the class, test, examination, presentation, or other event, the grade may be awarded without the makeup, but the missed class, test, examination, laboratory, class day, presentation, or other event must not be used in any way to adversely impact the student's grade or standing in the class.

### **OFFICE OF ACADEMIC RECORDS/REGISTRAR**

The *Office of Academic Records* is responsible for all transcripts, enrollment verification, student data requests, and academic records.

### **GRADES**

Course grades will be assigned as pass or fail and will be reported on the transcript. Student's percentage grades will be used for purposes of ranking, not reported on the transcript. Ranking is determined at the end of the 2<sup>nd</sup> academic year. 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.

Students must remediate all failures/incompletes prior to beginning the next successive year. The student is not in good academic standing until the failures/incompletes are successfully remediated in a timely manner determined by the P&M Committee. See the section on Remediation for details about the remediation process and how remediated grades will be noted on the student's transcript.

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 P&M Committee.

For the preclinical courses, within 7 working days after the final course/system/rotation exam, the course 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 syllabus, including course description, learning outcomes and objectives.



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 Learning Resources. The Committee determines the student's eligibility for promotion or graduation.

### **HONORS**

Honors will be designated for the top 15% in first and second year courses except where excluded in the syllabus. A student within .5% of the top 15% will be included in the honors designation.

### **GRADE POSTING**

PNWU adheres to the grade posting 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 and involve the Course Director(s) and Department Chair when appropriate. They may request written documentation/justification from the student if they deem it appropriate. The involved faculty member(s) will then discuss the situation with the student and make a determination. For 3<sup>rd</sup> and 4<sup>th</sup> year students the Regional Dean and the Director of Clinical Rotations would be the appropriate personnel.
2. *Meeting with the Assistant Dean:* If the student disagrees with the faculty member(s), he/she may appeal in writing and discuss the situation with the appropriate Assistant Dean (e.g. basic science vs. clinical science). After hearing from the student and the faculty member(s), the Assistant Dean will make an informed decision. For 3<sup>rd</sup> and 4<sup>th</sup> year students the Assistant Dean of Clinical Integration would be the appropriate person.
3. *Meeting with the Associate Dean of Academic Affairs:* If the student disagrees with the Assistant Dean, he/she may appeal in writing and discuss the situation with the Associate Dean of Academic Affairs. After hearing from the appropriate people, the Associate Dean of Academic Affairs will make an informed decision.
4. *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.

### **TRANSCRIPTS, DIPLOMAS, AND RECORDS**

Permanent education records maintained by PNWU are the responsibility of the Office of Academic Records. 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.

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.

Diplomas will be mailed to students after the graduation ceremony and upon completion of all graduation requirements as laid out in this catalog.

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 obligations are cleared.

A request for duplicate diplomas can be made to the Office of Academic Records.

Questions or concerns regarding records and grades should be brought to the Office of Academic Records.

### **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, enrollment status, class, major fields of study, previous institutions attended, awards and honors (including honor roll), degrees conferred (including dates), residency placement, and participation in officially recognized activities. Students may withhold directory information by giving written notification to the Office of Academic Records within two weeks after the beginning of the term. 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 Office of Academic Records.

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 Office of Academic Records 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 Office of Academic Records 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 miss-recorded. However, PNWU has other procedures for appealing grades.

Student requests for a formal hearing must be made in writing to the Office 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 Office 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/>).

### **PROMOTION AND MATRICULATION COMMITTEE**

*The Promotion & Matriculation (P&M) Committee* is a group of faculty and staff members who evaluate student performance. This Committee reviews all transcripts, records, and reports to determine if the student has fulfilled all academic requirements, has maintained the standards of ethical, moral, personal and professional conduct required for the continued study and is considered mentally and emotionally fit to be a health care provider. The P&M Committee certifies the student's eligibility for promotion to the succeeding year and graduation.



## PROMOTION AND MATRICULATION

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

- Has fulfilled all academic requirements.
- Has maintained the standards of ethical, moral, personal, and professional conduct required.
- Is considered mentally and emotionally fit to become a health care provider.

The University, 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 warning or be dismissed who has failed to maintain acceptable standards of academic performance as specified in the Catalog. Warning 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 University. 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 University. 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.

## ACADEMIC STANDING

Academic progress occurs when the student passes all required courses, completes 67% of their cumulative attempted credits, completes their degree within a seven year period or 150% of their program credit hours, passes the Comprehensive Osteopathic Medical Licensing Examination (COMLEX) board exams, and maintains the standards of ethical, moral, personal and professional conduct required for continued study of osteopathic medicine. A student who is not making academic progress is not eligible for federal Title IV financial aid.

The academic progress of each student is monitored and evaluated at the end of each term by the Promotion and Matriculation Committee (P&M).

A student failing to meet one or more of the standards of progress may be placed on Warning. While on Warning, the student may receive financial aid for one enrollment period. At the end of that period, the student must be in good standing or may appeal to be put on a Probation status.

A student must be in good academic standing at the end of the spring term of the second year in order to participate in clinical rotations.



No student may advance a year at PNWU with a failing or incomplete grade in any required course.

- Course withdrawals and repeats are only allowed as part of a Probationary Academic Plan as approved by P&M.
- Transfer credits are currently not accepted by PNWU.

Students may access their grade report from the PowerCAMPUS Self-Service system at the close of every academic term. Their Academic Standing status will be reported on the grade report. If the student is on Probation Status it is also reported on their transcript. The student will receive a letter of Academic Standing if they are placed on Alert, Warning, or Probation status.

1. **Alert:**

**First Year Students:** occurs automatically at midterm of a course 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.

**Second Year Students:** occurs automatically at midterm of a course when a student's course grade is failing also will occur when a student fails a system course exam or is given an IP grade in a system course.

**Third and Fourth Year Students:** occurs upon failure of a Comprehensive Osteopathic Medical Achievement Test (COMAT) exam.

2. **Warning:**

Occurs automatically at the end of fall term when a student does not meet academic progress or fails the first attempt of any level of COMLEX board exam. May also be assigned by P&M to a student who has not maintained professional and/or ethical conduct.

3. **Probation:**

Assigned by P&M to a student who does not achieve academic progress at the end of the academic year, or has not maintained professional and/or ethical conduct, or fails the second attempt of any level of COMLEX board exam AND who has successfully appealed to be reinstated.

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.

A student on Warning or Probation status may not participate in PNWU-sponsored extracurricular events or organizations, is not eligible for PNWU sanctioned travel, and may not run for or hold the position of executive, class, or club officer. At the discretion of the P&M Committee, Warning or Probation status may include additional restrictions from activities the Committee deems detrimental to academic performance. Since academic grades are only one criterion for Warning or Probation status, the P&M Committee may recommend Warning or Probation status regardless of a student's academic performance.

An Academic Status will be in effect until the student is in good academic standing. In the event a student is placed on Warning or Probation status for a non-academic reason, removal of the status will be at the discretion of the P&M committee.



Academic Alert and Warning shall have no effect on a student's financial aid and would not appear on their permanent record.

Probation status may affect a student's eligibility for financial aid. Please refer to the Financial Aid policies for more information. Probation Status will appear on a student's permanent record.

The P&M Committee will recommend that students not meeting academic progress and who successfully appeal be placed into one of three academic plans with possible restrictions and modification: (1) One failure results in end of term or summer remediation to be determined with the assistance of the course instructor, (2) Two failures may result in repeating the academic year in full, or (3) Three failures may result in dismissal from PNWU.

### **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 and/or ethical 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**

P&M 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 P&M Committee meetings unless otherwise authorized in writing by the Dean and P&M 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. **Warning**

Serves 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. Any student put on Warning status will remain so for the stated time.



### 3. **Probation**

The student's continued enrollment at PNWU is based upon a successful appeal of a dismissal decision and of the student fulfilling certain obligations as set forth by the Promotion & Matriculation Committee.

### 4. **Dismissal**

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.

### **REMEDICATION (see Addendum for Student Catalog 2013-2014)**

Upon the submission of a failing final grade for a student, a course director will submit a proposal for remediation to the Promotion & Matriculation (P&M) Committee with copies to the Associate Dean for Academic Affairs and, at the course director's discretion, to the student. Tracking of this proposal is the role of the P&M Committee. In the case of clinical didactic courses, the Assistant Dean of Clinical Sciences/Director of Clinical Rotations shall act as course director.

Students must remediate all failures and complete all incompletes prior to matriculation to the next year. 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.

#### 1. **Mid-Year Remediation for Cumulative, Continuing Classes**

Students 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%.

#### 2. **Summer Remediation**

Upon recommendation of the P&M Committee, failures may be removed by passing a remedial course. 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 the remedial course will be referred back to the P&M Committee for a solution which may include repeat of the academic year or dismissal.

A student who wishes to appeal the recommendation for summer remediation by a course director or the Promotion & Matriculation Committee should follow the appeal process outlined below. With that appeal they should also include 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 P&M Committee in consultation with the course director.

#### 3. **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 are placed on Academic Probation status. Any failure of any subject would be grounds for dismissal and will be referred to P &M Committee for recommendations. Probation status will be removed when the student is meeting academic progress standards. Please see the information on Academic Standing to see how Probation status will affect a student's financial aid and other student involvement.

4. **Remediation of a Core Rotation**

If the student fails a core rotation it must be repeated with a different adjunct clinical faculty which may be at another regional site. The repeat will be at the student's expense and scheduled at the discretion of the Regional Dean and Director of Clinical Rotations.

5. **Dismissal**

The student is dismissed from PNWU with no possibility of readmission. The recommendation is based on the sole discretion of the P&M Committee. 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.

### APPEALS

If the student wishes to appeal a remediation decision made by the P&M Committee or provide additional information for P&M to consider in their review of the student's possible dismissal, their written appeal should include the following:

1. **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.

2. **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 P&M 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 P&M Committee meeting in which the student is absent.

If the student is not in agreement with the remediation or dismissal recommendation of the P&M Committee, he/she will have ten (10) calendar days to appeal the decision to the Dean of PNWU. The decision of the P&M committee is in effect during the appeals process unless otherwise indicated in writing by the Dean of the appropriate college.



## COLLEGE OF OSTEOPATHIC MEDICINE (COM)

### LETTER FROM THE DEAN

Warm greetings and welcome to Pacific Northwest University, College of Osteopathic Medicine (PNWU-COM). The administration, faculty and staff are committed to assist you on your journey to becoming an honorable, caring, compassionate and skilled osteopathic physician. It is not an easy path, but those of us who have traveled it before you, know that it is worthwhile and that each of us will be held to high standards along the way.

This catalog will familiarize you with the University's and COM's policies and procedures and serve as a guide to the roles, responsibilities, rights, and requirements pertaining to personal and professional conduct expected while attending classes at PNWU-COM. It is your responsibility and ours to know, understand, and comply with the contents of this catalog. Should any part be unclear, I strongly encourage you to consult with the Office of Student Affairs. This catalog may not address every situation that may occur, so anything not covered will be reviewed on a case-by-case basis.

We are excited and humbled to be part of your education. If you have questions or concerns regarding your participation at PNWU-COM, please do not hesitate to consult with members of the faculty or appropriate members of the administration. Again, welcome to PNWU-COM!

Sincerely,

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

### 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 health is maintained 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:

- a. The human body is a dynamic unit of function.
- b. The human organism is self-regulating and self-healing.
- c. Structure (anatomy) and function (physiology) are reciprocally interrelated.
- d. 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-COM is 18 years of age and the applicant must be a U.S. Citizen or permanent resident. Application to PNWU-COM is made by submitting a **primary application** through the American Association of Colleges of Osteopathic Medicine: [www.aacom.org](http://www.aacom.org). Applicants must designate PNWU-COM on the primary application in order for PNWU to receive it.

An invitation to complete a **supplemental application** may be sent to the applicant after the primary application has been reviewed.

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 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. A physician (preferably a D.O. who is a member of the AOA);
  - b. A science faculty member who is familiar with the applicant's undergraduate academic work; and
  - c. A pre-medical source (a pre-medical advisor or committee).

Non-traditional students who have taken time off between undergraduate and post graduate studies may use professors in their graduate program to meet the science faculty recommendation requirements. Similarly, individuals serving in the military may use a 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 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 | 6 Semester Hours                       |
| General Chemistry                  | 8 Semester Hours                       |
| Organic Chemistry                  | 8 Semester Hours                       |
|                                    | (4 hours of which can be Biochemistry) |
| Physics                            | 8 Semester Hours                       |
| Biological Sciences                | 12 Semester Hours                      |

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

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 or activity sponsored by the University because of marital status, age, sex, gender, sexual orientation, race, ethnicity, color, creed, religion, disabilities, national origin, or other characteristic protected by law.

PNWU does not discriminate against, and will provide reasonable accommodations to disabled applicants or students who are otherwise qualified. With or without a reasonable accommodation, applicants and students must meet certain minimal technical standards which identify reasonable expectations of osteopathic medical students and physicians in performing common functions. Requests for accommodations must be made in writing to the Office of Student Affairs as early as possible.

A candidate for the D.O. degree must have multiple abilities and skills, including observation, communication, motor, conceptual, integrative and quantitative, behavioral and social. A candidate must be able to perform in a reasonably independent manner. PNWU will attempt to develop creative ways of opening medical school admissions and education to qualified individuals with disabilities.

The Minimum Technical Standards for Admission are outlined in the accompanying chart. Candidates with disabilities must meet the standards with, or without, a reasonable accommodation. The following considerations are applicable to candidates with impairments that interfere with their ability to meet the standards.

#### 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. A candidate must be able to interpret x-ray and other graphic images and digital or analog representations of physiologic phenomenon (such as ECGs).





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 proficiency using reasonable alternative means/abilities to acquire and use the essential information.

### **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.

### **Motor**

Candidates and students should have sufficient motor functions, with or without reasonable accommodation, to execute movements that are required to provide general care and emergency treatment to patients. Candidates should be able to 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, with or without assistive aids.

### **Sensory**

Osteopathic treatment requires exceptional sensory skills or techniques. Individuals who are otherwise qualified but who have significant tactile sensory or proprioceptive disabilities (such as, for example, individuals with significant previous burns, sensory motor deficits, cicatrix formation, and many malformations of the upper extremities) will be required to demonstrate the ability to achieve necessary medical results, with or without assistive aids.

### **Strength and Mobility**

Osteopathic treatment often requires upright posture with sufficient lower extremity and body strength and some degree of mobility is required for emergency codes and CPR. Individuals with significant limitations in these areas will be required to demonstrate the ability to achieve necessary medical results, with or without assistive aids.

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

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



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

## REVIEW AND NOTIFICATION

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

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

An acceptance fee is required from successful applicants (see Tuition). 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, and rural medically underserved areas of the country 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 FEES

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

- The use of a personal laptop computer and computer maintenance (Class of 2015 and prior only)
- iPad (Class of 2016 and after only)
- 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)
- technology use
- laboratory use
- American Osteopathic Association (AOA), Student Osteopathic Medical Association (SOMA), and Washington Osteopathic Medical Association (WOMA) annual dues
- Long Term Disability Insurance



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

2013-2014 tuition is \$48,000. 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 \$85 is payable upon submission of a supplemental 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.

**Criminal Background Check Fee**

A criminal background (CBC) check is required prior to matriculation and prior to beginning clinical rotations. The cost of the CBC is established by the company contracted by PNWU to provide this service. Instructions for the criminal background check will be delivered via email.

**Diploma Replacement Fee**

The fee for each additional or replacement diploma is \$25.00.

**Drug Screening Fee**

A random drug screening is required prior to matriculation and whenever it is requested of a current student. The cost of the drug screen is established by the company providing the service.

**End of Rotation Retest Fee**

A student who has failed the required end of rotation examination must remediate by preating the examination, at their own expense of a \$40 retest fee.

**Library Fees**

Students are required to pay for any overdue, lost, damaged, or replacement books from the PNWU collection or those accessed through interlibrary loan. Fees are variable according to the infraction. See the Library policy for details,

<https://secure.compliancebridge.com/pnwu/public/index.php?fuseaction=print.preview&docID=118>.

**NSF Fee**

A fee of \$25 is charged for returned checks, rejected ACH payments, etc.

**Transcript Fee**

A fee of \$10.00 is charged for each requested transcript, not to exceed \$30.00 for same day requests.



### **Tuition Late Fee**

Registration obligates students for payment of all tuition. 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.

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

### **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).

### **ORIENTATION & WHITE COAT CEREMONY**

All new, first year students are required to attend orientation and the white coat ceremony.

### **COM ACADEMICS**

#### **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-COM will provide a list of students who meet the qualifications to schedule and access the Comprehensive Osteopathic Medical Licensing Examination (COMLEX) Level 1, Level 2 CE, and Level 2 PE exams. It is the student's responsibility to schedule and complete the required examinations. No student will be allowed to graduate without passing COMLEX Levels 1, 2 CE, and 2 PE. Students may request time away one day prior to and one day after the examination. No requests for travel will be granted during a two week clinical rotation.

#### **COMLEX 1**

PNWU-COM will require second year students to participate in a COMLEX board preparation course. The Board Preparation Coordinator will establish a required score to achieve on the select proxy exam (COMSAE) for student to be allowed to take COMLEX. Any deviation from the required COMSAE score must be with prior approval by the Dean of the COM. Students must submit their initial COMSAE score at least one month prior to their COMLEX test date. Additionally, those not achieving this criterion by June 10 will not be permitted to start clinical rotations in July. Students will not matriculate to the clinical training site until they meet the proxy exam score requirement. Upon meeting the proxy exam score requirement and approval from the Board Preparation Coordinator, students will be allowed to take COMLEX 1 and matriculate to the Regional Site for clinical rotations at the discretion of the Regional Dean. Students must pass COMLEX 1 by January 1 of the third year.



Students failing COMLEX 1 will be required to return to PNWU for a structured board review at the end of their current rotation. Students may need to remain in the Yakima area until completion of the review with proof of the required proxy exam score. The decision for the student to return to clinical rotations at a regional site must be mutually agreed upon by the Director of Clinical Rotations and the Regional Dean.

Students failing COMLEX 1 twice will be placed on a Conditional Withdrawal. The Director of Clinical Rotations, Board Preparation Coordinator and Regional Dean will meet to create a written individualized remediation plan which could include:

- COMLEX Boot Camp or other similar program
- Remediation of either the first or second year of medical school
- Studying under the direction of either the Regional Dean or Board Preparation Coordinator

Students failing COMLEX 1 on the third attempt will be referred to Promotion and Matriculation (P & M) Committee.

### **COMLEX 2 CE**

The Board Preparation Coordinator for COMLEX 2 CE will make access to online courses available to all students for COMLEX 2 CE preparation. Additionally, he/she will establish a required score each year which must be achieved on the select proxy exam (COMSAE) for students to be allowed to take COMLEX 2 CE. Any deviation from the required COMSAE score must be with prior approval by the Dean of the COM. Students must submit their initial COMSAE score to the Board Preparation Coordinator or their designee at least one month prior to their COMLEX 2 test date.

A student or students failing COMLEX 2 CE will receive an individualized remediation plan designed by the Assistant Dean of Clinical Sciences (ADCS) or their designee and the Director of Clinical Rotations (DCR) or their designee. A second failure will result in the student being placed on a Conditional Withdrawal while they complete an individualized study plan designed by the ADCS and the DCR.

A student or students failing COMLEX 2 CE on the third attempt will be referred to Promotion and Matriculation (P & M) Committee.

### **COMLEX 2 PE**

Students must successfully complete CLIN 701 before they will be released to take the COMLEX 2 PE. Completion of CLIN 701 includes participation in the Objective Structured Clinical Examination (OSCE). Students will receive information about dates, times, and locations for OSCEs from the Clinical Skills department as appropriate.

A student or students failing COMLEX 2 PE will receive an individualized remediation plan designed by the Assistant Dean of Clinical Sciences (ADCS) or their designee and the Director of Clinical Rotations (DCR) or their designee. A second failure will result in the student being placed on a Conditional Withdrawal while they complete an individualized study plan designed by the ADCS and the DCR.

A student or students failing COMLEX 2 PE on the third attempt will be referred to Promotion and Matriculation (P & M) Committee.





## GRADUATION REQUIREMENTS

A student who has fulfilled all the academic requirements within a seven year period, except where an exception is required by law, 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
  - May walk in ceremony if requirements will be met before the end of the calendar year.
- Has met requirements for graduation that include passage of COMLEX Level 1, 2 CE, and 2 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.
- Is free from any outstanding medical debts to the University's affiliated hospitals or clinics.
- Has attended and completed required exit sessions as determined by PNWU i.e. loan counseling, etc.

## 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.

## SEVEN INSTITUTIONAL CORE COMPETENCIES AND EDUCATIONAL OBJECTIVES

### **Osteopathic Principles & Practice (OPP) and Osteopathic Manipulative Treatment (OMT):**

Candidates must be able to demonstrate knowledge of osteopathic principles and practice, and to demonstrate and apply knowledge of somatic dysfunction diagnosis and Osteopathic Manipulative Treatment in the clinical setting.

Upon graduation from PNWU-COM all students will be able to:

- Demonstrate knowledge of OPP and OMT, and apply it to all patients, especially those in rural and underserved areas.
- Apply knowledge of OPP and OMT across clinical settings, including rural and underserved settings.
- Describe the concepts of body unity and interrelationship of body structure and function in the delivery of whole person health care.
- Describe how the human body's self-healing and self-regulatory mechanisms affect treatment options.
- Articulate the scientific knowledge supporting the use of OPP and OMT, including the basic science of the mechanisms and evidence-based clinical application of OMT in the diagnosis and treatment of somatic dysfunction in the various regions of the body.



- Name and describe the indirect and direct types of OMT, identifying their indications and contraindications, and articulating their relative value, advantages and disadvantages.

**Patient Care:** Provide patient-centered care that is culturally responsive, compassionate, and appropriate for the effective treatment of illness and promotion of health.

Upon graduation from PNWU-COM all students will be able to:

- Obtain a complete and focused patient history, to include belief systems, and psychosocial and cultural issues, and integrate this information into the comprehensive care of the patient, without respect to age, gender, sex, sexual orientation, race, color, creed religion, disability, or national origin.
- Provide patient-centered care that is culturally responsive, compassionate, and appropriate for the effective treatment of illness, prevention of disease and promotion of health.
- Conduct relevant, complete, and focused physical and mental status examinations.
- Perform osteopathic structural examination and OMT as well as other common medical procedures with attention to patient safety and comfort.
- Provide appropriate initial care to identified life-threatening medical conditions.
- Engage patients and family members as partners in their own health care through effective patient education and counseling.
- Integrate osteopathic principles and practices into the treatment, management, and prevention of illnesses. OR: “Develop comprehensive patient care plan that appropriately integrates osteopathic principles and practice.”
- Demonstrate the ability to incorporate health promotion, screening, and disease prevention into the care of patients.
- Demonstrate the ability to consistently act as a productive team member across clinical settings (inpatient, outpatient, home health, etc.) by respectfully working with other allied health care providers to optimize patient outcomes.

**Medical Knowledge for Osteopathic Medical Practice:** Demonstrate an understanding and application of the evolving osteopathic, biomedical, clinical, epidemiological, biomechanical, and cognate (e.g. epidemiological and social-behavioral) sciences to optimize patient care.

Upon graduation from PNWU-COM all students will be able to:

- Apply the scientific basis of the normal structure, development, function, and relationships among the organ systems of the body to concepts of health and disease.
- Apply principles of pathophysiology to diseases and disorders.
- Apply pharmacological principles to medical therapeutics.
- Appraise the role of normal human biological, cognitive, psychological, and behavioral development across the lifespan as determinants of health and illness.
- Accurately interpret the clinical, laboratory, pathologic and radiologic manifestations of health and common diseases.
- Engage in a systematic approach to clinical reasoning to solve clinical problems.
- Apply the scientific foundations of medicine to the practice of evidence-based medicine.
- Recognize indications and contraindications of medical therapeutics, complementary, alternative, integrative medical treatments, and surgery options for medical conditions.
- Describe the principles of the scientific method and translational research as they apply to caring for patients.



**Practice-Based Learning and Improvement in Osteopathic Medicine:** Demonstrate the ability to continuously evaluate patient care practices, scientific evidence and personal beliefs and biases as they relate to improving the care of patients and optimizing patient outcomes.

Upon graduation from PNWU-COM all students will be able to:

- Utilize fundamental epidemiologic concepts, clinical decision-making skills, evidence-based medicine principles and practices, and biomedical informatics resources to locate and evaluate the relevance, validity and clinical significance of research information.
- Develop a systematic methodology for integrating practice-based improvements into one's own clinical practice.
- Critically appraise the effectiveness of diagnostic testing and therapeutic interventions.
- Employ strategies for seeking out and integrating feedback from patients and colleagues to identify competency in performance, selecting appropriate educational opportunities to correct deficits and improve performance.
- Utilize self-reflection as a method of continuous self-assessment to enhance self-awareness through identification of one's own strengths and challenges in order to improve one's performance and guide life-long learning.

**Interpersonal and Communication Skills in the Practice of Osteopathic Medicine:**

Demonstrate the ability to consistently interact respectfully, empathetically, and professionally with patients, families, allied health care providers, staff, and colleagues, to optimize patient outcomes.

Upon graduation from PNWU-COM all students will be able to:

- Establish positive, professional, and productive relationships with patients, the patients' families, and other members of health care team through respectful and effective information exchange.
- Demonstrate appropriate strategies for engaging patients and their families in difficult conversations (e.g. end-of-life, medical errors, serious diagnosis, etc.).
- Demonstrate an awareness of the patient's cultural and spiritual beliefs, and health literacy level across all interactions and communications.
- Demonstrate shared decision-making techniques when communicating with patients, families and allied healthcare providers.
- Effectively negotiate conflicts within the health care team to optimize patient outcomes.

**Professionalism in the Practice of Osteopathic Medicine:** Demonstrate a commitment to the highest standards of professional responsibilities, adherence to ethical principles and cultural responsiveness to diverse beliefs and customs.

Upon graduation from PNWU-COM all students will be able to:

- Demonstrate knowledge of the behavioral and social science concepts that fortify the professional behaviors and attitudes (e.g. humanistic behaviors; responsiveness to the needs of patients that supersedes self-interest; accountability to patients, society and the profession, etc.).
- Demonstrate a commitment to personal excellence and ongoing professional development through lifelong learning.
- Demonstrate respect for patients, families, allied health care providers, staff and colleagues, etc. through the consistent application of ethical principles in practice and research.
- Promote the ethical behavior of peers and organizations.
- Identify personal and professional conflicts of interest.



- Demonstrate a spirit of progressive cooperation with colleagues and show respect for their rightful practices.
- Acknowledge the contribution of those who have taught them their art.
- Recognize signs and symptoms of physician impairment, and utilize wellness resources available.

**Systems-Based Practice in Osteopathic Medicine:** Effectively utilize available health care system resources to provide optimal health care to the individual patient and local and global communities.

Upon graduation from PNWU-COM all students will be able to:

- Identify the resources of the health care system in order to maximize the health of the individual and the community-at-large, especially in the context of rural and other underserved areas.
- Describe the role of advocacy and health care policy in improving patient care and optimizing patient outcomes.
- Synthesize information concerning the health of patient populations and communities to identify needs and plan appropriate supportive interventions.
- Apply principles of cost-effective health care to optimize patient outcomes.
- Delineate those components of the health care system that create barriers to access and lead to disparities in health care provision.
- Analyze the current organization, financing and delivery of health care in the U.S.
- Describe the role of medical jurisprudence (with a focus on industry relationships) as it relates to conflicts of interest in the health care system.

## CURRICULUM

### CREDIT HOUR DEFINITION

The credit hour formulas used for determining credit hours at PNWU adheres to the definition of a credit hour as defined by the U.S. Department of Education and as provided in the glossary of the *Accreditation of Colleges of Osteopathic Medicine: COM Accreditation Standards and Procedures*.

#### **Pre-clinical courses the credit hours are determined by the following methods:**

Each contact hour of lecture, presentation, or hour designated to complete an on-line presentation has an expected out of classroom study time of two hours. Therefore 1 credit hour equals 15 contact hours.

Teaching Laboratory contact hours differ in credit as they do not require the number of hours of preparation outside of classroom activity. Credit hours for laboratory are considered a 1 to 1 anticipated time in laboratory to time outside of laboratory to prepare. Therefore 1 credit hour is assigned to each 30 hours of laboratory time.

Early clinical experiences (ECE), simulation laboratory experiences, clinical laboratory experiences, or OMM Lab receive a 1 to 1 anticipated time in laboratory to time outside of laboratory to prepare. Therefore 1 credit hour is assigned to each 30 hours of such time.



**Credit hours for Clinical Rotations are determined as follows:**

4 credit hours are awarded for the approximate 160 to 180 contact hours students spend on each four week clinical rotation (or internship, externship, international experience or clinical research experience). The contact hours awarded on a clinical rotation are estimated to have a 1 to 1 ratio as preparation for the study is usually spent on the rotation or in completing the required on line curriculum.

**DOCTOR OF OSTEOPATHIC MEDICINE REQUIREMENTS (see Addendum for Student Catalog 2013-2014)**

The curriculum of medical school differs from that found in other graduate programs in that the curriculum progressively builds. This requires the student to complete certain courses in order or progression to comprehend the foundation on which the clinical curriculum builds. Academic progress requires the student complete each academic year in the progression offered.

Course	Course #	Credits
Gross & Developmental Anatomy	ANAT 501, 502	12
Neuroscience	ANAT 503	4
Histology	ANAT 504	3.5
Cellular Sciences	BCHM 503, 504	6.5
Clinical Skills	CLIN 501, 502	7.5
Community DOctoring I	CLIN 505, 506	8
Electrocardiography	CLIN 516	1
Microbiology	MICRO 502, 503	2
Osteopathic Principles & Practice I	OPP 501, 502	5
Fundamentals of Pathology	PATH599	1.5
Fundamentals of Pharmacology	PHARM 599	3
Medical Physiology	PHYS 501, 502	7
<b>Total 1st year credits</b>		<b>61</b>
Ophthalmology	CLIN 503	1
Clinical Skills	CLIN 601, 602	6
Women's Health	CLIN 603	7
Board Exam Preparation	CLIN 604	2.5
Community DOctoring II	CLIN 605, 606	8
Cardiovascular System	CLIN 614	6
Respiratory System	CLIN 615	5.5
Renal System	CLIN 616	6
Psychiatry	CLIN 618	4
Primary Care Clinical Experience	CLIN 619	1.5
Hematology/Oncology	CLIN 625	5.5
Gastrointestinal System	CLIN 627	5.5
Neurology System	CLIN 628	6





Endocrine System	CLIN 629	3.5
Musculoskeletal & Integumentary System	CLIN 630	4.5
Osteopathic Principles & Practice II	OPP 601, 602	5
<b>Total 2nd year credits</b>		<b>77.5</b>
<b>Total 1st &amp; 2nd year</b>	-	<b>138.5</b>
<b>Year 3 &amp; 4 Clinical Rotations</b>	<b>Course #</b>	<b>Credits</b>
Behavioral Medicine	BEHSC 701	4.0
Clinical Skills III	CLIN 701	0.5
Emergency Medicine	EM 701	4.0
Family Medicine	FM 701, 702	8.0
Internal Medicine	IM 701, 702	8.0
Women's Health	OBGYN 701	4.0
Osteopathic Principles & Practice	OPP 701	4.0
Pediatrics-Neonate	PED 701, 702	8.0
Surgery	SURG 701, 702	8.0
Electives - internal medicine		8.0
Electives - surgery		8.0
Electives - unrestricted		20.0
<b>Total 3rd &amp; 4th year</b>		<b>84.50</b>
<b>Total Degree Credits</b>		<b>223.00</b>

### EXTENDED STUDY PROGRAM

**Academic:** A student may be placed in the Extended Study Program (ESP) for academic reasons at the discretion of the Promotions & Matriculation (P&M) 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 P&M 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 February 15<sup>th</sup> 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.



## STUDENT PORTFOLIOS

The development of your student portfolio represents a framework of achievement of learning outcomes relative to the 7 Core Osteopathic Competencies and is designed to be reflective of your learning. The portfolio development is facilitated by the Office of Learning Resources.

## ACADEMIC CALENDAR – COM (see Addendum for Student Catalog 2013-2014)

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

	2013-2014	2014-2015
Clinical Rotations begin for Third-year Students	July 8, 2013	July 7, 2014
Technology Orientation for First-year Students	July 31 & Aug 1, 2013	TBD
Faculty Orientation	August 5, 2013	August 4, 2014
Orientation for First-Year Students	August 6-8, 2013	August 5-7, 2014
First Day of Fall Term for Second-Year Students	August 6, 2013	August 5, 2014
First Day of Fall Term for First-Year Students	August 9, 2013	August 8, 2014
White Coat Ceremony	August 10, 2013	August 9, 2014
Last Day to Withdraw with a Partial Refund for Second-Year Students	August 26, 2013	August 25, 2014
Last Day to Withdraw with a Partial Refund for First-Year Students	August 29, 2013	August 28, 2014
Labor Day (No Classes)	September 2, 2013	September 1, 2014
Constitution Day	September 17, 2013	September 17, 2014
Mid-Term for Fall Term	October 11, 2013	October 10, 2014
Veterans Day (No Classes)	November 11, 2013	November 11, 2014
Thanksgiving Break (No Classes)	November 27-29, 2013	November 26-28, 2014
End of Fall Term	December 22, 2013	December 21, 2014
Spring Term Begins	January 6, 2014	January 5, 2015
Last Day to Withdraw with a Partial Refund	January 24, 2014	January 23, 2015
Martin Luther King Day (No Classes)	January 20, 2014	January 19, 2015
Presidents' Day (No Classes)	February 17, 2014	February 16, 2015
DO Day on the Hill, Olympia, WA (Observed)	January 24, 2014	TBD
Mid-Term for Spring Term	March 14, 2014	March 13, 2015
Spring Recess (No Classes)	March 15-23, 2014	March 14-22, 2015
Commencement Class of 2013	May 10, 2014	May 9, 2015
Board Review for Second-Year Students	May 19-30, 2014	May 18-29, 2015
Memorial Day (No Classes)	May 26, 2014	May 25, 2015
Spring Term Ends	June 1, 2014	May 31, 2015
Third-year and fourth-year academic calendar, refer to the Clinical Manual or Moodle.		



## **COURSE INFORMATION (SEE ADDENDUM FOR STUDENT CATALOG 2013-2014)**

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 (4-weeks) or BEHSC 701S (2-weeks)

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.

Board Exam Preparation – CLIN 604

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 1.



### 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 ultimately 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.

### Clinical Skills III, CLIN 701

This course will enhance the students skills in obtaining a history, developing a rapport and bedside manner, physical diagnosis, integration of OMM, critical thinking, development of differential diagnoses and soap note writing skills. This will be done in the style of the COMLEX PE standardized patient encounters as delineated by the orientation guide provided by COMLEX.



### 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 public health. The emphasis will be to develop the student's process of clinical decision-making. PNWU curriculum goals regarding lifelong learning, professionalism, 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; developmental disabilities, behavioral risk factors and disease; study design; and biostatistics.

### 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, professionalism, self-care, ethics, and social and community contexts of care will be addressed. Other topics include biological correlates of behavior, family and community socio-cultural patterns of behavior, behavioral risk factors and disease, health care systems, and medical jurisprudence.

### 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 needs 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 fourth 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 (4-weeks) or FM 701S, FM702S (2-weeks)

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.

#### Family Medicine Sub-Internship – FM 801

Students will serve as interns for Family Medicine services associated with residency programs under the supervision of family medicine residents and attending physicians. Students will be able to perform an initial assessment of patients under consideration for admission to the family medicine service. Students will be able to implement diagnostic and therapeutic plans taking into account evidence-based information and patient preferences. Based on their demonstrated knowledge in osteopathic medicine, skills and attitudes, students will be able to participate on an inpatient family medicine team with an advanced degree of independence and responsibility in preparation for their first year of residency. Students will learn to provide osteopathic patient-centered inpatient care and document that care appropriately. Students will be able to provide continuity of care to a limited number of patients who they care for in both the hospital and the ambulatory setting.

#### 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. 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.

#### Global Health – ELEC 703

The rotation provides broad exposure to both public health and direct clinical experiences in a variety of settings, both within the US and abroad.

#### 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.

#### 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.



### Intensive Care – IM 716 (4-week) and IM 716S (2-week)

The intensive care rotation is meant to give the student a more in depth experience in a hospital intensive care unit. The student will work as part of an intensive care team. 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. To achieve rotation objectives, the student is expected to apply the concepts of diagnosis and management for all phases of care and, if relevant, develop a working knowledge of both inpatient and outpatient treatment modalities as applicable to discharge planning. Throughout the rotation, students will assume as much responsibility for patient care as is commensurate with his/her preparedness.

### 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.

### Internal Medicine – IM 707, 707S

The purpose of this rotation is to provide the student with an overview of the clinical specialty. This rotation is not intended to transform the student into a specialist, but rather it is to provide the clinical clerk a survey of the specialty.

### Internal Medicine Sub-Internship – IM 801

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. To achieve rotation objectives, the student is expected to apply the concepts of diagnosis and management for all phases of outpatient care and, if relevant, develop a working knowledge of both inpatient and outpatient treatment modalities. Throughout the rotation, students will assume as much responsibility for patient care as is commensurate with his/her preparedness.

### 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, 503

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 Principles & 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 Principles & 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 (4-weeks) or OPP 701S (2-weeks)

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





### Osteopathic Principles & Practice III – OPP 799

The goal of this course is to instruct medical students in the basic understanding of Osteopathic Principles and Practices and anatomy needed for integration into clinical practice as they are prepared to be teaching assistants for first, second and third year osteopathic medical students. Emphasis will be placed on development of didactic and laboratory teaching skills to assist in preparation of first and second year students to become competent clinical practitioners in the context of osteopathic primary care. The student will also develop didactic skills and laboratory teaching skills in both OPP and Anatomy departments throughout this course through joint department effort.

### 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.

### Pediatrics Elective – PED 704/704S

A 4-week elective in the area of Pediatrics. The student will be assigned to a physician trainer or a group of physician trainers who are practicing physician in their specialty.

### Pediatrics Sub-Internship – PED 801

Students will serve as interns for Pediatrics associated with residency programs under the supervision of residents and attending physicians. Students will be able to perform an initial assessment of pediatric patients under consideration for admission. Students will be able to implement diagnostic and therapeutic plans taking into account evidence-based information appropriate for pediatric patients. Based on their demonstrated knowledge in osteopathic medicine, skills, and attitudes, students will be able to participate on the pediatrics team with an advanced degree of independence and responsibility in preparation for their first year of residency. Students will learn to provide osteopathic patient-centered inpatient care and document that care appropriately. Students will be able to provide continuity of care to a limited number of pediatric patients who they care for in both the hospital and the ambulatory setting.



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 their 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 their specialty.

Primary Care Community Preceptorship – 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.

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.

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.

### Surgery Sub-Internship – SURG 801

The surgical sub-internship in surgery is meant to give the student who is interested in surgery a more in depth experience in surgery. The student will take on the responsibilities of a first year resident. In this capacity, he or she will see consults in the emergency room and on the floor, manage patients that have been admitted to the service, and assist in the operating room. This rotation introduces the student to general surgical principles including pre-op evaluation, intra-op decision making and post-op care. Students will deal with surgical illness, surgical critical care and non-operative care of the critically ill. Students should become “experts on the abdomen.”

### Surgical Elective – SURG 712 (4-weeks) or SURG 712S (2-weeks)

Surgical Elective 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.

### Surgical Selective – SURG 711 (4-weeks) or SURG 711S (2-weeks)

Surgical Selective 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.

### 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 complement the topics being covered in this course.

#### Women's Health – OBGYN 701 (4-weeks) or OBGYN 701S (2-weeks)

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

#### Women's Health Sub-Internship – OBGYN 801

The obstetrical gynecological sub-internship is meant to give the student who is interested in OB/GYN a more in depth experience in the field of Obstetrics and Gynecology. Instruction for students will allow them responsibility and experience in caring for patients with obstetrical and gynecological problems. This instruction, experience and responsibility allows the development of judgment in clinical skills in utilizing and interpreting laboratory and diagnostic studies, and to rationally manage uncomplicated obstetrical and gynecologic patients. Instruction enhances the medical knowledge of the student in clinical physiology and pathology of obstetrical and gynecologic conditions. This instruction will include the natural history, prevalence, manifestations, differential diagnosis, and the rational therapeutics and management of the condition. Preventive and rehabilitative features for each condition are emphasized. The student will enhance their osteopathic patient care and management skills by learning the following: history taking, physical examination, diagnostic procedures, problem identification and formulation, recording of data, problem solving skills, and appropriate patient-physician and patient family relationships. In addition instruction will provide responsibility and experience for students, in patient education and health maintenance, specifically in the areas of marriage counseling, sex education, and family planning.



## UNIVERSITY PERSONNEL

### ADMINISTRATION OF THE UNIVERSITY

**D. Keith Watson, D.O., 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., Senior Advisor to the President:** The Senior Advisor to the President manages projects assigned by the President and provides leadership and oversight for key planning and implementation processes that impact the University.

**Ann O'Brien, CPA, Chief Financial Officer:** The Chief Financial Officer is responsible for developing and overseeing all finance functions of the University.

**Wendell Snodgrass, EMBA, Chief Advancement Officer:** The Chief Advancement Officer is responsible for planning and implementing strategies designed to support PNWU's mission and goals through fund raising, University relations, special events, communications, legislative affairs and grants.

**Mark Taylor, Ph.D., Dean, College of Allied Health Sciences:** The Dean develops, implements and manages academic programs in the College of Allied Health Sciences that support the mission of the University.

### COLLEGE OF OSTEOPATHIC MEDICINE

**Robyn Phillips-Madson, D.O., M.P.H., R.Ph., Dean and Chief Academic Officer:** The Dean is the chief academic, budgetary, and personnel officer of the College of Osteopathic Medicine. The Dean reports to the President. It is the duty of the Dean to establish the academic program as it relates to the mission of the College.

**Anita Showalter, D.O., Assistant Dean of Clinical Sciences:** This Assistant Dean is responsible for teaching and administering clinical sciences including clinical science faculty evaluation and supervision, and curriculum development and evaluation.

**Lex Towns, Ph.D., Assistant Dean of Basic Sciences:** 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.

**Juan Acosta, D.O., Assistant Dean of Graduate Medical Education and DME Yakima:** This Assistant Dean is responsible for ensuring successful training experiences for postdoctoral residents by providing a supportive working environment and resources to prepare students for their next step in their careers.

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





## FACULTY

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James	Rhodes	Associate Professor of Anatomy	Ph.D.
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Joseph	Salinas	Assistant Professor of Internal and Family Medicine	MD
Douglas	Shearer	Chair & Associate Professor of Pathology	MD, PhD
Anita	Showalter	Chair & Associate Professor of Women's Health	DO
Gayle	Smith	Instructor of Family Medicine	DO
Cheryl	Snyder	Assistant Professor of Family Medicine	DO



Robert	Sorrells	Associate Professor of Anatomy	PhD
Kimberly	Taylor	Chair & Assistant Professor of Microbiology	PhD
Melicien	Tettambel	Chair & Professor of Osteopathic Principles & Practice	DO
Joel	Thome	Assistant Professor of Pharmacology	PharmD
Lex	Towns	Professor of Anatomy	PhD
Don	Woods	Assistant Professor of Osteopathic Principles & Practice	DO
John	Zambito	Assistant Professor of Family Medicine & Physiology	DO

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## STATEMENT OF CERTIFICATION

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

D. Keith Watson, D.O. • President and

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

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